

**The Glassboro Board of Education**  
**And**  
**The Glassboro Educational Support Professionals Association**  
**July 1, 2023 - June 30, 2028**

Article I Recognition	2
Article II Negotiations of Successor Agreement	2,3
Article III Management Rights	3
Article IV Grievance Procedure	3-6
Article V Employee Rights and Privileges	6
Article VI Association Rights and Privileges	6-8
Article VII Employment Procedures	8,9
Article VIII Work Year	9-11
Article IX Work Hours and Workload	11,12
Article X Salaries and Other Forms of Remuneration	12-14
Article XI Health Benefits	14
Article XII Sick Leave and Absence	15-17
Article XIII Employee Evaluation	18,19
Article XIV Seniority and Job Security for Support Staff	19,20
Article XV Voluntary and Involuntary Transfers and Reassignments	20
Article XVI Job Posting Procedures	21
Article XVII Professional Development/District In-service Programs	21
Article XVIII Protection (Safety) Of Employees	22
Article XIX Employee Facilities and Equipment	22
Article XX Subcontracting	23
Article XXI Payment for Unused Accumulated Sick Leave at Retirement	23,24
Article XXII Representation Fee	24
Article XXIII Miscellaneous Provisions	24,25
Article XXIV Duration of Agreement	25
Salary Guides	26-34

## **Article I**

### **Recognition**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel working on either a ten- or twelve-month basis, including part-time and full-time employees, who have begun to perform their duties, holding positions listed below:

Associate Aides (48 or more college credits)

General/Credentialed Aides (less than 48 college credits but passed New Jersey state test)

ABA Aides

Security Aides

Maintenance and Grounds Personnel

Custodians

Housekeepers

Transportation aides, mechanics, all non-supervisory transportation personnel, all supervisory staff, and all positions not specifically listed above, are excluded from this bargaining unit.

- B. Unless otherwise indicated, the term "employee," when used in this Agreement, shall refer to all employees represented by the Association whose positions are in the bargaining unit as defined in Article 1, paragraph A above. Unless otherwise indicated, the term "support staff," when used in this Agreement shall refer to all employees whose positions are in the bargaining unit as defined in Article 1, paragraph A above.

## **Article II**

### **Negotiations of Successor Agreement**

- A. The parties agree to initiate negotiations over a Successor Agreement on or before February 1 of the same school year in which the current contract is set to expire, in accordance with the procedure set forth herein in a good-faith effort to reach continuing agreement on salaries and other terms and conditions of employment. Any Successor Agreement so negotiated shall apply to all members of the negotiating unit and shall be reduced to writing, ratified, and signed by all the parties. The tentative agreement reached by the parties shall be presented to the full Board of Education and to the full membership of the bargaining unit, and, if ratified by both parties, shall be signed by both parties. The full Board of Education expressly reserves its right to ratify or reject tentative agreements.
- B. During negotiations the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Each party shall promptly make available to the other, upon request, information within its

possession which is not privileged under law, and which is relevant to the subject under discussion. Either party may, if it so desires, utilize the service of outside consultants and may call upon professional and lay representatives to assist in the negotiations.

- C. Whenever the President and Vice President of the bargaining unit are mutually scheduled by the parties hereto to participate, during their working hours, in negotiations respecting the collective bargaining agreement, the Board will accommodate their work schedule to enable them to participate in the negotiation sessions and they will suffer no loss in pay provided they notify their supervisors at least 2 working days in advance of the needed schedule accommodation. The Association will provide to the Superintendent the names and work schedule of the President and the Vice President of the Association no later than November 1 of the final year of this Agreement to facilitate altering the work schedule of the two mandatory Association negotiation team members.
- D. This Agreement shall not be modified in whole, or in part, by the parties except by an instrument in writing duly executed by both parties.
- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement so long as NJBA remains the exclusive representative of the bargaining unit.

### **Article III**

#### **Management Rights**

The adoption of policies, rules, regulations, and the right to employ and assign personnel and to determine the methods, means and personnel necessary to maintain and operate the school district, and the use of judgment and discretion in connection therewith, by the Board shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the Laws and Constitution of the State of New Jersey and of the United States.

### **Article IV**

#### **Grievance Procedure**

- A. A "grievance" is a claim by an employee, or the Association based upon the interpretation, application or violation of this Agreement affecting terms and conditions of employment governing an employee or group of employees covered by this Agreement.
- B. A "grievant" is the employee or employees, or the Association, making the claim on behalf of the employee or group of employees or the Association on behalf of itself.

- C. A "party in interest" is the person or persons making the claim and any person, including the Association or Board, who may take action or against whom action may be taken in order to resolve the claim.
- D. The purpose of this procedure is to secure, at the lowest possible level, resolution of differences concerning interpretation of work conditions grievable as defined in paragraph A above. Both parties agree that proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- E. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified, however, may be extended by mutual agreement. All days referred to in this Article shall be workdays.
- F. A grievance, to be considered under this procedure, must be initiated by the employee within 20 workdays of the time the employee first knew or should reasonably have known of the facts giving rise to its occurrence.
- G. Level One: (a) If, after consulting with the building principal or immediate supervisor, a satisfactory solution has not been reached within ten (10) workdays, a written formal grievance, designating the grievance and all parties to the grievance may be filed with the building principal or immediate supervisor. The grievant shall, in writing, state the remedy or solution sought.
- H. The grievant will submit the grievance on the form agreed upon by the negotiating teams. Forms may be secured from the Superintendent's office or from an Association representative. If such written grievance is not filed within ten (10) workdays after the initial discussion with the principal or Immediate supervisor, the grievance shall be considered waived.
- I. Level Two: If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) workdays the written grievance at Level One was presented to the principal or immediate supervisor, the written grievance may be presented to the Superintendent of schools along with a verbal explanation.
- J. Level Three: If the Association is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) workdays after it was presented to the Superintendent, the Association may submit the written grievance for review by the Board of Education or its designated committee.
- K. Level Four: The Board or its designated committee may, in its discretion, formally meet with the grievant and review the grievance. The Board shall render its decision within thirty-one (31) days or may, in its discretion, waive this procedure

and submit the grievance to arbitration with the New Jersey Public Employees Relations Commission ("NJ PERC") and the rules of that agency shall apply.

- L. Level Five: If the Association is not satisfied with the disposition of the grievance at Level Four, within ten (10) days following receipt of the Board's decision, the Association shall submit the grievance to NJ PERC for arbitration and the rules of that agency shall apply.
- M. Within ten (10) days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties do not agree upon an arbitrator within the specified period, a request for a list of arbitrators shall be made to PERC.
- N. The arbitrator's decision shall be in writing and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall have no power to alter, modify, add to, or subtract from the provisions of this Agreement. His/her authority shall be limited to deciding whether a specific Article and paragraph of this Agreement has been violated and shall be subject to, in all cases, the rights, responsibilities and authority of the parties under the New Jersey School laws or any other national, state, county, district or local laws. The arbitrator shall not usurp the functions of the Board of Education or the proper exercise of its judgment and discretion under law and this Agreement. The decision of the arbitrator shall be final and binding on both parties.
- O. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
- P. Any grievant may represent himself/herself through Level Two of this procedure. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure except Level One (a) above. Only the Association shall have the right to process grievances through arbitration.
- Q. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall commence at Level Two if the principal or immediate supervisor handling the grievance at Level One lacks the authority to resolve the grievance.
- R. All decisions rendered shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties in interest within specified times.

- S. All documents, communications, and records dealing with the grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

## **Article V**

### **Employee Rights and Privileges**

- A. No employee shall be disciplined arbitrarily. Charges shall be in writing, investigated by the Superintendent or his/her designee. Any employee who may be subject to discipline shall have 5 working days to respond to the charges unless the charges warrant immediate response such as when the welfare of students is a concern.
- B. Employees in the collective bargaining unit, who are not probationary employees as defined in Article VII, Paragraph G, shall not be arbitrarily discharged or suspended. Any such action shall be subject to the grievance procedure set forth in Article IV to the extent such action is legally arbitrable. This provision shall not apply to probationary staff.
- C. Whenever any collective bargaining unit member is required to attend an investigatory meeting which any administrator or supervisor, Board, or any committee (or member thereof) reasonably believes could adversely affect continued employment, or salary, then he/she shall be entitled to have a Representative(s) of the Association present to advise him/her and represent him/her during the meeting.
- D. Any suspension of any employee whose suspension is found to be unfair and unjust shall be reimbursed for the lost time from the date of the suspension to the date of reinstatement.
- E. No employee shall be prevented from wearing pins or other identification of membership in the association or its affiliates except as permitted by law.
- F. Any reprimand by a supervisor, administrator, or Board member of an employee and his/her performance shall be made in confidence and not in the presence of students, parents, co-workers, or members of the public.

## **Article VI**

### **Association Rights and Privileges**

- A. Whenever two (2) GESPA executive officers of the Association are mutually scheduled by the parties to participate, during working hours, in negotiations or grievance proceedings, the Board will accommodate their work schedule to enable them to participate in the negotiation sessions or grievance proceedings and they will suffer no loss in pay provided they notify their supervisors at least 2

working days in advance of the needed schedule accommodation. In the event that alternative schedules for the two mandatory Association negotiation team members cannot be arranged for a particular negotiation session or grievance proceeding, the particular negotiation session or grievance proceeding will be rescheduled. The Association will provide to the Superintendent the names and, if possible, the work schedule of the two (2) GESPA executive officers of the Association no later than June 1 of each year.

- B. Representatives of the Association shall be permitted, with his/her supervisor's prior approval (which approval shall not be unreasonably withheld) to transact official Association business on school property at reasonable times, provided that this shall not interfere with or interrupt normal school operations or interfere with the performance of their employment-related duties.
- C. The Association and its representatives, with, the Building Principal prior approval (which approval shall not be unreasonably withheld) shall have the right to use a school building at reasonable hours for meetings. The principal or the building in question shall be notified in advance of the time and place of all such meetings. Reasonable costs associated with such use, if any, shall be paid by the Association to the Board.
- D. The Association shall have the right, with the Building Principal's prior approval (which approval shall not be unreasonably withheld) to use school facilities.
- E. The Association, with prior Building Principal's approval (which approval shall not be unreasonably withheld) shall have in each building or work site the shared and reasonable use of a bulletin board dedicated to staff in staff lounges and staff dining rooms.
- F. The Association, having given prior notice to the Building Principal, shall have the right to use the school mail boxes but not to use the internal mail delivery system. The Association shall not use the services of the District clerical staff to place Association materials in the staff mailboxes.
- G. The Association President shall request of the Superintendent, on behalf of himself/herself or a designated officer/committee chair, reasonable time to address association investigations which the President/designee cannot accommodate during non-work hours.
- H. The Board shall allow all representatives designated by the Association to leave their workstations 20 minutes after the last school dismisses for one meeting in May and one meeting in September in order to attend GESPA meetings. The meetings will be held after the close of the normal school day. The Association will notify the building principal at least two weeks prior to the date of the scheduled meeting. Any member who attends the meeting may be required to

make up the time spent at the meeting so long as the make-up time is assigned within 15 calendar days without additional compensation.

- I. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees and to no other organizations.
- J. The Superintendent shall accommodate requests by the Association President for the President to alter his/her work schedule to allow him/her reasonable time to attend state conferences or meetings. The President may be required to make up the work time missed as a result of such absences from his work-related duties within 30 workdays without additional compensation.

## **Article VII**

### **Employment Procedures**

- A. The Superintendent shall notify the Association of the name, address, education, certificates, salary, salary placement, and the reasons therefore, for each new employee with ten (10) days of beginning to perform their duties.
- B. The Board shall have the discretion of crediting years of service for purposes of initial placement on the salary guide. Thereafter, each employee shall be placed on his/her proper step of the appropriate salary schedule-at the beginning of the school year provided his/her performance during the previous year was satisfactory.
- C. All employees employed prior to January 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year provided his/her performance during the previous year was satisfactory.
- D. With the exception of aides, employees shall be notified of their contract and salary for the ensuing year no later than May 15<sup>th</sup>. Aides shall be notified of non-renewal by May 15<sup>th</sup>. All contracts will be conditioned upon the availability of positions. As soon as possible, but no later than the week prior to school opening, aides will be notified of their tentative assignments absent extraordinary circumstances.
- E. The Board shall have discretion in making the initial placement on the salary guide. Credit on the salary guide shall be given for up to four (4) years of military service in any branch of the Armed Forces required by the Selective Service System.
- F. Any support staff who is resigning from his/her position shall give 30 days' written notice, but, at the discretion of the Superintendent, upon an employee's request, may be released prior to the expiration of that time period.



- G. All newly hired employees covered by this bargaining unit shall complete a probationary period which shall mean six (6) consecutive months of employment.

**Article VIII**

**Work Year**

- A. Beginning July 1, 2021, the work year for ten (10) month employees shall be between September 1<sup>st</sup> and June 30<sup>th</sup>. Aides - Security, General/Credential, ABA and Associate Aides shall work the student calendar year plus one additional day for in-service. All aides will be required to work their regular number of hours during half-day in-service days.
- B. The work year for all twelve (12) month employees shall be from July 1<sup>st</sup> to June 30<sup>th</sup> with allowance for holidays per this Article, paragraph (1) below.
- C. The work schedule for current employees shall be Monday through Friday.
- D. The holiday schedule for all twelve (12) month employee(s) and ten (10) month housekeepers, custodians, maintenance, and grounds employees shall include:

July 4<sup>th</sup>\*  
Labor Day  
Columbus Day  
Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Eve  
Christmas Day  
December 26<sup>th</sup>  
New Year's Eve  
New Year's Day  
Martin Luther King's Birthday  
Presidents Day  
Good Friday  
Easter Monday  
Memorial Day

\* Not applicable to ten (10) month employees

The holidays shall be celebrated according to the district calendar and no overtime rate shall be paid for regular work hours on a holiday that is celebrated by the State of New Jersey on a day different from that on which it is celebrated on the district calendar.

In addition, GESPA officers and up to three additional GESPA-designated members shall be permitted to attend the NJEA Annual Convention and shall notify their Supervisors of their intent to attend the NJEA Convention at least 10 school days in advance. With the exception of all categories of aides, GESPA officers and up to three additional GESPA-designated members, all unit members shall be required to work during the NJEA convention days and shall be paid straight time for actual hours worked. With the exception of the GESPA officers, GESPA members required to work during the NJEA Convention days may use personal leave or vacation time to attend the convention provided they notify their supervisors of such intent. Requests for personal leave or vacation time will be granted on a first-come basis only after the Maintenance and Grounds Supervisor has assured that the number of staff required to be present in each building and the credentials of such staff have been satisfied.

- E. Vacation allowance for twelve (12) month employees shall be provided on the anniversary date of the employee's hire date. Calculation for vacation usage shall be in accordance with the following schedule:
  - 1. After one year of service in Glassboro - ten (10) days of vacation.
  - 2. After seven years of service in Glassboro - fifteen (15) days of vacation.
  - 3. After fifteen years of service in Glassboro - twenty (20) days of vacation.
  - 4. After twenty-five (25) years of service in Glassboro - twenty-five (25) days of vacation.
- F. An employee's vacation schedule shall be submitted to the immediate supervisor no less than seven (7) workdays before the start of the vacation and shall not be denied without reason. To the extent possible, vacation scheduling shall be granted in order of seniority, by department, and by building or work but shall not interfere with the operation of the building. If a holiday falls during an employee's vacation, the day shall be counted as a holiday and not as a vacation day.
- G. Any employee resigning, retiring or otherwise leaving the school system shall be paid for vacation time earned but not used. The rate amount will be calculated on the current guide/rate of pay at the time of leaving and shall be paid at a rate of 1/200 of the salary for ten (10) month employees and 1/260<sup>th</sup> of the individual's salary for twelve (12) month employees.
- H. Unused vacation time of up to five (5) days shall be accumulated and carried over to the following year. Twelve (12) month employees may be paid for one week of unused vacation time per year.
- I. Any ten (10) month employee who accepts a twelve (12) month position shall receive full vacation allowance from the date of initial employment in the district in accordance with this Article, paragraph E above.

- J. Any twelve (12) month employee who is reduced by the Board of Education, at its sole discretion, to a work year of ten (10) months, will receive a reduced vacation allowance in accordance with the schedule enumerated below until the fourth consecutive year that they are assigned to a reduced work year. In the fourth consecutive work year they shall cease to receive any vacation allowance.

First Year: 1/2 vacation allowance

Second Year: 1/3 vacation allowance

Third Year: 1/4 vacation allowance

Fourth Year: no vacation allowance

## Article IX

### Work Hours and Workload

- A. "Full-time employees" refers to employees who work 31 or more hours per week. "Week" refers to a Sunday through Saturday calendar week.
- B. Work hours for full-time Maintenance, Grounds, and Custodial employees shall consist of 8.5 consecutive hours inclusive of a 30-minute duty free lunch/dinner period. This shall constitute a work shift. Full-time Maintenance, Grounds, and Custodial employees shall be scheduled to work 8.5 consecutive hour shifts and each such employee shall be advised of his/her regular staffing and quitting times. At least one black seal custodian or shift foreman in each building must remain on the premises during their duty-free lunch. In the event that a shift cannot be filled, the shift foreman must remain in the building.

Each full time Maintenance, grounds, and Custodial employee shall receive two (2) fifteen (15) minute breaks each day. When a support staff workday is extended by an additional four hours, an additional break of fifteen (15) minutes shall be provided. Full time aides shall receive a 30- minute lunch period. If the lunch period is duty-free, it shall not be paid; however, if the aide is required to perform his/her duties during lunch, the aide shall be paid for the clock hours worked.

- C. Any time worked beyond 40 hours per week shall be compensated as overtime.
- D. Maintenance, Grounds, and Custodial employees shall be eligible for overtime assignments on a seniority basis provided the employees possess the necessary credentials for the particular assignment. Foremen are responsible for ensuring that qualified staff are present for all needed assignments and shall cover the assignment if no qualified employees volunteer for the assignment. A seniority list will be provided by the Facilities Supervisor at the beginning of the school year and updated/amended as needed. This list will be posted in a designated common area accessible to all employees.

- E. Aides will attend all field trips within the length of the workday. If the field trip extends beyond the aide's regular workday, the aide shall be paid for the actual time worked.
- F. In no case shall any support staff be requested or required to perform the duties outside their job description except in emergency situations.
- G. Aides may attend night meetings/parent conferences/back-to-school nights or similar evening school-related activities on a voluntary basis.
- H. All aides will be required to work their regular number of hours during all scheduled delayed opening and early dismissal days.

In the event of an unscheduled student dismissal, aides may be permitted to leave 15 minutes after such dismissal but may be required to remain up to 30 minutes after the unscheduled student dismissal.

- I. In the event the normal opening of school is delayed for pupils because of an emergency, inclement weather or other reasons, instructional/classroom aides will not be required to report more than 15 minutes before pupils.
- J. The Board of Education shall sequester \$5,000.00 in a line item of the budget dedicated to professional development of the aides. Professional development activities should conform to the district or building's goals, or specific programmatic or student needs, be recommended by the aide's supervisor, and approved by the Director of Curriculum and Personnel.

## **Article X**

### **Salaries and Other Forms of Remuneration**

- A. Overtime shall be paid at the rate of one and one-half times the hourly salary for all time worked beyond 40 scheduled hours in one week.
- B. For the purpose of this Article, the workday salary shall be 1/200<sup>th</sup> of the annual salary for ten (10) month employees and 1/260<sup>th</sup> of the annual salary for twelve (12) month employees.
- C. Maintenance, Grounds, and Custodial employees shall receive a minimum of 2 hours pay at time and a half if they are called back to work up until midnight, when those hours are not part of the regular workday. If they are called back to work before midnight, they will be paid at time and a half. If the assignment requires them to physically stay past midnight, they will be paid at double time for the time worked after midnight. Maintenance, Grounds; and Custodial employees shall receive a minimum of 2 hours at double time rate if they are called back to work after midnight when those hours are not part of their regular workday.

- D. Employees who work on a national or state declared holiday shall be paid double time for the first five (5) holidays worked. Any additional national or state declared holiday worked shall be paid time and one-half. Employees who work on Sunday shall be paid time and a half for a scheduled event (including, but not limited to, a sporting event, musical, or dance recital) or any other non-emergency event.
- E. Salary Increase:
1. Effective July 1, 2023, the total salary increase for the bargaining unit shall increase by 9.96%. All increases shall be retroactive to July 1, 2023.
  2. Effective July 1, 2024, the total salary increase for the bargaining unit shall increase by 3.55%.
  3. Effective July 1, 2025, the total salary increase for the bargaining unit shall increase by 3.57%.
  4. Effective July 1, 2026, the total salary increase for the bargaining unit shall increase by 3.56%.
  5. Effective July 1, 2027, the total salary increase for the bargaining unit shall increase by 3.56%.
- F. Salary schedules for various categories of employees are attached hereto and made a part hereof.
- G. Employees working as Head Custodian, Second Shift Foreman, Grounds Foreman, Maintenance Mechanic I, or any positions in the future with duties and responsibilities similar to those performed by the aforementioned title shall receive \$2,300. The amount shall be paid 50% in December and the remaining 50% in June. The stipend shall be paid as long as the appointed Foreman/Head Custodian can fulfill his/her responsibilities as the Foreman/Head Custodian.
- H. A \$600 longevity increase shall be granted to all employees at the completion of 10 years of service in the Glassboro Public School System. Thereafter, a \$600 longevity increase shall be granted for each additional five years of service after 20 years, 25 years, 30 years, 35 years and so on until retirement or separation.
- I. ABA Aides will be paid a stipend of \$250 monthly. If an employee is reassigned to a non-ABA aide position, he/she is no longer entitled to this stipend.
- J. 1. Any unit member permanently assigned a student or group of students, at any time during the school year, that requires either toileting or diapering shall be entitled to the \$500 stipend to be paid in equal installments, either in total if the assignment is for the entire school year or prorated from the effective date of the assignment until the end of the school year or as of the date of the assignment may end. For purposes of this agreement, toileting shall be defined as physically assisting a student with clean-up associated with urination and/or elimination.

2. Any unit member temporarily filling the role of another staff member, shall be paid \$15.00 per day if the unit member toilets or diapers a student when the student's permanent and all backup paraprofessionals from the above list are absent or otherwise unavailable to assist the student with toileting or diapering. Coverage shall be noted on the unit member's time sheet, indicating the paraprofessional for whom coverage was made, and the Building Principal shall sign off on the timesheet.

## **Article XI**

### **Health Benefits**

- A. The Board shall pay medical and prescription benefits coverage for all contracted employees and their legal dependents for those employees whose contracts require them to work at least thirty- one (31) hours per week less any contribution required by state law. It is further agreed that employee contributions shall remain at the Tier IV level or the rate applicable to the high deductible plan, until the parties negotiate a new contribution rate, or the contribution rate required by state law is changed.
- B. All staff will be moved to Chapter 44/NJEHP (New Jersey Educator Health Plan)
- C. New hires are only eligible for single coverage. After three (3) years they will be eligible for family coverage
- D. The Board shall pay 100% per annum per employee for employee only dental plan. Said amount: may also be utilized as credit toward cost of family coverage or the greater of the existing law pertaining to mandatory insurance contributions as of the commencement date of this contract.
- E. The Board shall determine the carrier for all medical, prescription and dental benefits provided that the benefits are equal to or greater than the agreed upon plan.
- F. Disability Insurance - The Board shall contribute up to \$18 per month per full-time employee toward the premium for disability insurance provided by Prudential Insurance or the Franklin Insurance or any other Board approved disability carrier for the duration of the contract if the employee elects such coverage.
- G. Eligible Employees who wish to waive medical, dental, and prescription coverage for themselves and their dependents shall be entitled to an insurance waiver payment to be capped at \$2,100.00 (\$2,000 for medical/prescription and \$100 for dental) per year.

## Article XII

### Sick Leave and Absence

#### Sick Leave

- A. Ten (10) Month Employees
  - 1. All ten (10) month employees shall be entitled to ten (10) sick leave days per year. Proportional sick leave time will be granted to part-time employees under contract and to employees beginning employment on or after October 1 of each school year. Medical verification of illness may be required. A maximum of five (5) sick days may be used without pay deduction during the first six (6) months of employment without authorization of the Superintendent.
  - 2. All unused sick leave time in any contract year shall accumulate and be carried over into the following contract year.
  
- B. Twelve (12) Month Employees
  - 1. All twelve (12) month employees shall be entitled to twelve (12) sick leave days per year. Medical verification may be required. Proportional sick leave time will be granted to part-time employees under contract and to employees beginning employment on or after July 1 of each school, year. A maximum of five (5) sick days may be used without pay deduction during the first six (6) months of employment without authorization of the Superintendent.
  - 2. All unused sick leave time in any contract year shall accumulate and be carried over into the following contract year.
  
- C. Should all accumulated sick leave of an employee be depleted in any one year, upon the presentation of a medical certificate requesting further sick leave, a leave of absence for up to a maximum of 30 consecutive additional school or work days shall be granted, at the sole discretion of the Board of Education, to any district employee who has been in the employ of the Board of Education for a period of four (4) years or more and such employee shall receive the difference between their salary and that paid a substitute.
  
- D. Other Absence
  - 1. Family Illness
    - a. Employees may use up to a maximum of three (3) family illness days during any school year. Employees must submit written medical verification to the Superintendent who has the discretion to approve or deny the request to utilize family illness days based upon the authenticity or validity of the medical verification.
  - 2. Personal Leave
    - a. Ten (10) month employees under contract shall be allowed personal leave without pay deduction for a maximum of two (2) days during each school year. Twelve (12) month employees under

contact shall be allowed personal leave without pay deduction for a maximum of three (3) days during each school year. Twelve (12) month Employees may use one day's personal leave to extend a school holiday.

- b. Application for personal leave shall be made initially to the building principal or immediate supervisor at least five business days before such leave is to begin. The Superintendent or his/her designee shall approve all requests for personal leave; however, in serious emergencies, the principal or immediate supervisor may immediately grant requests.
- c. An "emergency" personal day shall be available for personal emergencies upon permission of the principal or immediate supervisor and subject to approval by the Superintendent or his/her designee, which permission shall be based upon reasonable explanation of the emergency. The "emergency" personal day shall be used only for unanticipated events and shall not carry over as sick or personal days.
- d. A maximum of two (2) unused personal leave days may be accrued as sick leave and shall be accumulated as stipulated in this Article, paragraphs A and B above.

### 3. Quarantine

- a. Absences due to quarantine not involving personal illness are allowed without deduction upon filing of certificate of quarantining officer.

## E. Other Leaves

1. Other leaves of absence with pay may be granted by the Board of Education upon the Superintendent's recommendation.

## F. Maternity/Paternity Leave

1. An employee requesting a leave of absence for disability for maternity reasons shall request such leave in writing, at least forty-five (45) days prior to the date for the commencement of such leave. The request shall state the date for the commencement of the leave and the date of anticipated return. Employees employed prior to January 1 shall be credited for a salary increment for salary purposes.
2. Disability for maternity reasons for which sick days are used will commence on the date requested by the employee, provided that a physician's certification of disability is submitted before commencement of the leave.
3. Disability for maternity reasons for which sick days are used will terminate on the date requested by the employee, provided that a physician's certification is submitted stating that the employee is physically able to work, prior to the date of termination of such leave.
4. An extended leave of absence under this Article may be granted for the remainder of a contract year.



5. In the event that sick days are not available to an employee, the employee may request a leave of absence without pay for disability for maternity reasons, provided that a physician's certification is submitted verifying the disability.
6. Employees must inform the Board prior to April 1 in writing, of their decision to return for the following contract year.
7. Existing State and Federal statutes and regulations shall apply to maternity/paternity issues and shall include the New Jersey Family Leave Act ("NJFLA") and the Federal Family and Medical Leave Act ("FMLA"). No term in this contract is meant to supersede or negate any leaves guaranteed by the aforementioned acts.

#### G. Days for Funeral

Absence due to death in the immediate family is allowed without deduction up to five (5) days. Immediate family is defined to mean, husband, wife, domestic partner from a civil union, father, mother, child, siblings, grandparents, grandchild, parents-in-law, stepparents, stepchildren, step-siblings. Absence due to the death of an uncle, aunt, niece, nephew, or members of the household is allowed without deduction for up to three (3) days. Employees may, on a case-by-case basis, submit requests for funeral leave for a former member of the employee's household who is not included in this list. For those members not on the list for absences for up to five (5) days or up to two (2) days, usage of personal days is required.

#### H. Court Order

Absence due to required appearance in a court of law involving no personal benefit to the employee and not involving the employee's suit against the Board, shall not result in a deduction in pay for a period not to exceed five (5) days, provided proof of such appearance is filed with the Board of Education.

##### 1. Jury Duty

In the event that an employee is required to serve as a juror, he/she shall be paid his/her salary in full for that period of time in which he/she serves on jury duty when he/she otherwise would have been engaged in performing his/her employment-related duties.

## Article XIII

### Employee Evaluation

- A. All employees shall be evaluated at least once during their contract year. Probationary employees shall be evaluated at least once during their probationary period. Evaluations of employees shall not be restricted to direct observations. Evaluations will be on the forms adopted by the Superintendent following consultation with GESPA. During the evaluation conference, each employee shall be given a copy of the evaluation conference report or evaluation report prepared by his or her evaluator. However, upon written request, an employee shall be given a copy of any evaluation report prepared by his or her evaluator(s) at least one (1) day before any conference to discuss it. No such reprint shall be submitted to the Central Office, placed in the employee's file, or otherwise acted upon without prior conference with the employee. No employee shall be required to sign a blank or incomplete evaluation form. An employee shall have an opportunity to respond to the evaluation no later than one week after the evaluation conference is held. An employee may have a local Association representative accompany him/her during his/her formal evaluation conference.
- B. An employee shall have the right, upon prior request and reasonable notice, to review the contents of his/her personnel file in the presence of a school official and to receive copies, at his/her own expense, of any materials contained therein, except as provided in this Article, paragraph C below. An employee who desires to review his/her file must schedule an appointment for review with the Superintendent or his/her designee at least two (2) workdays in advance. An employee may have a local Association representative accompany him/her during such review.
- C. Although an employee shall have the right to review his/her personnel file, the Board maintains the right to protect the confidentiality of personal references, academic credentials, and other similar comments or materials.
- D. No performance-related evaluation material generated by school district personnel which is derogatory to an employee's conduct or service, shall be placed in an employee's file unless the employee has been notified and given an opportunity to review said material. The employee shall be entitled to submit a written response to such materials within ten (10) days of receiving a copy, for inclusion in the file.
- E. Evaluation reports shall be presented to each employee in accordance with the following procedures. Such reports shall identify:
1. Strengths of the employee: and
  2. Areas of weaknesses and suggestions for improvement where appropriate.

- F. When meeting with an employee for purposes of conducting an investigatory interview that could result in adverse action against the employee, the employee shall have the right to representation by counsel and/or an Association representative at such interview.

## **Article XIV**

### **Seniority and Job Security for Support Staff**

- A. Seniority is defined as service in the school district as a member of this collective bargaining unit. A seniority list shall be provided to the Association by November 1 of each year of the successor contract, or at the time of a contemplated reduction in force (RIF).
- B. The Board must ensure that individuals serving in positions within the district are properly credentialed for the positions in which they serve. Any reduction of positions shall be accomplished in the following manner: Employees shall exercise their total employment seniority to replace a less senior employee in the same job class. Staff being RIF'ed (Reduction in Force) from one position will have bumping rights over individuals in a lower category position who have fewer years of service in the district but will not have bumping rights over individuals with fewer years of service in the district holding jobs in higher-category positions. Bumping rights flow downward, but not upward. Two (2) classes of categories will exist: (1) Maintenance, Custodians/Grounds Personnel, and Housekeepers and (2) Associate/Credentialed Aides and Security Aides.
- C. In the event that a vacancy occurs that the Board seeks to fill, a laid-off support staff member shall be entitled to recall thereto in the order of his/her job category seniority for a period of two years from the date of his/her reduction in force.
- D. Notice of recall to work shall be addressed to the support staff member's last address appearing on the record of the school district, by certified mail, return receipt requested.
- E. Within ten (10) days from receipt of such notice of recall, the support staff member shall notify the Board of Education, in writing, whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all right to recall.
- F. In an emergency situation, written notice may be substituted with telephone notice after approval is granted by the Association President or his/her designee.
- G. Seniority shall not be accumulated during the period of lay-off. Upon recall, the support staff member shall have his/her previously accumulated seniority within the job category in which the individual served restored to the date of layoff.

- H. A support staff employee shall lose all accumulated school district seniority only if he/she resigns, is discharged for cause, or refuses a recall opportunity, irrespective of whether he/she is subsequently rehired by the school district.

## **Article XV**

### **Voluntary and Involuntary Transfers and Reassignments**

- A. The Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies within the bargaining unit as they occur.
- B. Employees who desire to transfer to another building may File a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which he/she desires to be transferred in order of preference. Such requests for transfer and reassignments for the following year shall be submitted no later than May 30<sup>th</sup>.
- C. In determining a voluntary and/or involuntary transfer, the wishes of the individual support staff member shall be considered by the Superintendent. If a support staff member's request for transfer has been denied, a renewed or subsequent request for transfer may be made in the following school year.
- D. Association representatives shall not be transferred without an explanation from the Superintendent.
- E. Notice of an involuntary transfer or reassignment shall be given to employees as soon as is practicable, except in cases of emergency.
- F. In the event that an employee objects to a transfer or reassignment, upon the request of, the employee, the Superintendent shall meet with him/her. The employee may, at his/her option, have an Association representative(s) present at such meeting. The transfer or reassignment shall take effect regardless of whether such a meeting has yet been held.
- G. A list of open positions in the school district shall be made available to all employees being involuntarily transferred or reassigned. Such employees may apply for positions for which they are qualified to which they desire to be transferred and may indicate an order of preference.

## **Article XVI**

### **Job Posting Procedures**

- A. All district and all unit vacancies, together with fee required qualifications, shall be posted in each school at least ten (10) calendar days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing in the manner required by the posting. The administration should honor and review all applications of members before going to the outside to draw from applicants.

## **Article XVII**

### **Professional Development/District In-service Programs**

- A. The Board shall pay for the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions that an employee is required and directed by the school district administrator to take. In those situations, only, the employee shall be compensated for all time spent in actual attendance at said sessions beyond his/her regular working day and year at his regular rate of pay or overtime, whichever is applicable. An employee shall be paid his/her regular rate of pay if he/she is required to attend any training during his/her regular workday. If a training program is offered outside the regular workday of the employee and the building administrator has not required the employee to attend the training program, attendance shall be voluntary. Employees are required to reimburse the District for the cost of any professional development course if the employee does not attend the course as scheduled unless an emergency (determined at the discretion of the Superintendent) occurs.
- B. The Board shall provide in-service programs for all job categories. Such programs may be cooperatively planned to meet priorities jointly determined by the Association and the administration. Any required trainings will be provided during in-service days including, but not limited, to all ABA training and security aides receiving restraint training.
- C. If required as part of an initial hire/job description, the cost of the black seal certification course will be reimbursed by the District after successful completion. Time for class that is during normal work shift is not charged against the employee's days. If the employee does not pass the course the first time, the employee must use a personal/vacation day for other attempted test dates.
- D. All ABA aides will be required to obtain a Registered Behavior Tech Certificate. All costs associated with this training will be the responsibility of the District. If the employee leaves the district within (2) years, the member agrees to reimburse the district for the cost of the training and certificate.

## **Article XVIII**

### **Protection (Safety) Of Employees**

- A. The Board shall provide in-service opportunities to employees concerning various issues, including but not limited to, student contact issues and the Right to Know Law. In addition, GESPA will have at least one seat on the District's Safety Committee.
- B. Employees shall immediately report injuries or threats of injury suffered by them in connection with their employment to their principal or immediate supervisor. Such notification shall be immediately forwarded to the Business Administrator.

## **Article XIX**

### **Employee Facilities and Equipment**

- A. A shoe allowance of \$150 shall be given every year to Maintenance, Custodians, Housekeepers, and Groundskeepers for the purchase of non-slip sneakers/steel toe boots. In order to receive reimbursement for the shoe allowance, all employees must present the Board's Business Office with an original receipt of the purchase. The reimbursement shall be received within 10 business days of submitting the receipts to the Board's Business Office.
- B. Maintenance and grounds personnel will be provided with all-weather hooded jackets to be approved by the Business Administrator/ Board Secretary. The jackets shall not be taken home and shall remain on District premises at all times unless the Supervisor of Maintenance and Grounds gives express authorization for the jackets to be taken home. The jackets shall never be used other than while performing duties for the Board. Maintenance and grounds personnel will be provided with winter overall pants. These pants will be the property of the district and shall never be used other than while performing duties for the Board. Both the jackets and pants will be supplied as of July 1, 2019, and be replaced every four (4) years from that date, as needed.
- C. Maintenance, Custodian, Housekeepers, and Groundskeepers shall be reimbursed fifty percent (50%) of the costs for the Black Seal Certification if the member provides proof of passing the certification test. Those members who have a Black Seal license shall be reimbursed for the 1 year or 3-year license renewal fee.
- D. Black Seal Certification course fee is currently reimbursed by the District after successful completion. Time for classes and the initial test/assessment is during normal work shift and is not charged against the employee. The only time the staff member must use a personal/vacation day is in the case of the test/assessment needs to be retaken after failing the first time.

## Article XX

### Subcontracting

- A. In the event that the Board intends to privatize particular positions/job categories within the bargaining unit, the Board shall provide written notification to the Association of such interest at least 30 days before publicizing a Request for Proposal/invitation to Bid. In addition, the Board shall provide the Association written notice of its intent to vote on the proposals/bids received at least forty-five (45) days prior to any Board vote to subcontract, and it shall discuss the matter with the Association and its representatives. The Board shall provide the Association with the job titles for each position that may be affected by the vote to privatize at the time of notification to the Association.
- B. Any procedural dispute shall be subject to the grievance procedure of this Agreement.
- C. The Board shall provide severance benefits to unit members whose positions have been eliminated due to subcontracting after January 1, 2003, as follows;
  - 1. The Board shall pay all affected unit members full pay for all unused accrued vacation days credited to the employee.
  - 2. The Board shall pay all affected unit members for unused accrued sick leave as follows:
    - a. Completed 5 -9 years of continuous employment by the Board: \$10.00 per day
    - b. Completed 10-14 years of continuous employment by the Board: \$15.00 per day
    - c. Completed 15 or more years of continuous employment by the Board: \$20.00 per day

## Article XXI

### Payment for Unused Accumulated Sick Leave at Retirement

- A. Employees who complete fifteen (15) years in the Glassboro School district will be eligible for severance pay upon retirement from the school district as follows:

Less than 20 hours per week	\$25.00 per day up to 150 days
20 hours per week to less than 31 hours per week	\$30.00 per day up to 150 days
31 hours per week and over	\$32.50 per day up to 150 days
- B. Employees must be officially retired and upon retirement the total number of days left in accumulated unused sick leave will be reimbursed to the employee(s) at the rate and maximum amounts listed above. If an employee notifies the Board of his/her intention to retire prior to January 31<sup>st</sup> of the year of retirement, the

employee will be paid for unused, accumulated sick leave on July 15<sup>th</sup> of the following school year.

If an employee notifies the Board of his or her intention to retire after January 31<sup>st</sup> of the year of retirement, the employee will be paid for unused, accumulated sick leave on July 15<sup>th</sup> of the second (2<sup>nd</sup>) following school year.

- C. Approved leaves of absence without pay shall not accrue to years of service.

## **Article XXH**

### **Representation Fee**

- A. New Employees. On or about the last day of each month, the Board will submit to the Association, a list fall employees who began their employment in a bargaining unit position during the preceding month. The list will include names, job titles, dates of employment, and places of assignment for all such employees. The Board also will notify the Association of any changes in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.
- B. Indemnification and Save Harmless Provision: The Association agrees to indemnify and hold the Board harmless against any liability suit (except willful misconduct by the Board) at law or equity, or before a state or federal agency which may arise by reason of any action taken by the Board in complying with this Article provided that the Board cooperates fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense. Also, provided that the Board gives the Association timely notice in writing of any such claim, demand, or suit of liability.

## **Article XXIII**

### **Miscellaneous Provisions**

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract or annual salary between the Board and an individual, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract notification contains any language inconsistent with this Agreement, this Agreement shall be controlling.
- C. Copies of this Agreement shall be printed by the Board, the expense of which shall be shared equally by the Board and the Association, after agreement with the Association on format, within thirty (30) days after the Agreement is ratified



and signed by both parties. The Agreement shall be presented by the Association to all employees now employed or hereafter employed by the Board.

D. All aides, including security, shall be provided with District e-mail addresses. From the date of the signing of this Agreement, all day and night shift foreman shall be provided with District e-mail addresses. The usage of such email shall be governed by the Board's "Acceptable Use" Policy for electronic communications.

**Article XXIV**

**Duration Of Agreement**

This Agreement shall be implemented between the period of July 1<sup>st</sup>, 2023, to June 30<sup>th</sup>, 2028.

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective negotiators.

Board of Education

Association

By: \_\_\_\_\_  
President Date

By: \_\_\_\_\_  
President Date

### Glassboro Aides Salary Guide 2023-24

Step	Security	Gen/Cred	ABA	Assoc
1	18.65	18.85	19.05	19.25
2	18.85	19.05	19.25	19.45
3	19.10	19.30	19.50	19.70
4	19.35	19.55	19.75	19.95
5	19.75	19.95	20.15	20.35
6	20.25	20.45	20.65	20.85
7	20.75	20.95	21.15	21.35
8	21.50	21.70	21.90	22.10
9	22.25	22.45	22.65	22.85
10	23.00	23.20	23.40	23.60
OG	25.15			

### Glassboro Aides Salary Guide 2024-25

Step	Security	Gen/Cred	ABA	Assoc
1	19.51	19.71	19.91	20.11
2	19.66	19.86	20.06	20.26
3	19.81	20.01	20.21	20.41
4	20.06	20.26	20.46	20.66
5	20.31	20.51	20.71	20.91
6	20.81	21.01	21.21	21.41
7	21.31	21.51	21.71	21.91
8	21.95	22.15	22.35	22.55
9	22.65	22.85	23.05	23.25
10	23.35	23.55	23.75	23.95
OG	25.50			

### **Glassboro Aides Salary Guide 2025-26**

<b>Step</b>	<b>Security</b>	<b>Gen/Cred</b>	<b>ABA</b>	<b>Assoc</b>
<b>1</b>	<b>20.24</b>	<b>20.44</b>	<b>20.64</b>	<b>20.84</b>
<b>2</b>	<b>20.39</b>	<b>20.59</b>	<b>20.79</b>	<b>20.99</b>
<b>3</b>	<b>20.54</b>	<b>20.74</b>	<b>20.94</b>	<b>21.14</b>
<b>4</b>	<b>20.79</b>	<b>20.99</b>	<b>21.19</b>	<b>21.39</b>
<b>5</b>	<b>21.04</b>	<b>21.24</b>	<b>21.44</b>	<b>21.64</b>
<b>6</b>	<b>21.54</b>	<b>21.74</b>	<b>21.94</b>	<b>22.14</b>
<b>7</b>	<b>22.04</b>	<b>22.24</b>	<b>22.44</b>	<b>22.64</b>
<b>8</b>	<b>22.64</b>	<b>22.84</b>	<b>23.04</b>	<b>23.24</b>
<b>9</b>	<b>23.24</b>	<b>23.44</b>	<b>23.64</b>	<b>23.84</b>
<b>10</b>	<b>23.85</b>	<b>24.05</b>	<b>24.25</b>	<b>24.45</b>
<b>OG</b>	<b>26.00</b>			

### Glassboro Aides Salary Guide 2026-27

Step	Security	Gen/Cred	ABA	Assoc
1	21.17	21.37	21.57	21.77
2	21.32	21.52	21.72	21.92
3	21.47	21.67	21.87	22.07
4	21.62	21.82	22.02	22.22
5	21.87	22.07	22.27	22.47
6	22.27	22.47	22.67	22.87
7	22.77	22.97	23.17	23.37
8	23.27	23.47	23.67	23.87
9	23.77	23.97	24.17	24.37
10	24.35	24.55	24.75	24.95
OG	26.50			

### **Glassboro Aides Salary Guide 2027-2028**

<b>Step</b>	<b>Security</b>	<b>Gen/Cred</b>	<b>ABA</b>	<b>Assoc</b>
<b>1</b>	<b>22.11</b>	<b>22.31</b>	<b>22.51</b>	<b>22.71</b>
<b>2</b>	<b>22.26</b>	<b>22.46</b>	<b>22.66</b>	<b>22.86</b>
<b>3</b>	<b>22.41</b>	<b>22.61</b>	<b>22.81</b>	<b>23.01</b>
<b>4</b>	<b>22.56</b>	<b>22.76</b>	<b>22.96</b>	<b>23.16</b>
<b>5</b>	<b>22.81</b>	<b>23.01</b>	<b>23.21</b>	<b>23.41</b>
<b>6</b>	<b>23.06</b>	<b>23.26</b>	<b>23.46</b>	<b>23.66</b>
<b>7</b>	<b>23.36</b>	<b>23.56</b>	<b>23.76</b>	<b>23.96</b>
<b>8</b>	<b>23.85</b>	<b>24.05</b>	<b>24.25</b>	<b>24.45</b>
<b>9</b>	<b>24.35</b>	<b>24.55</b>	<b>24.75</b>	<b>24.95</b>
<b>10</b>	<b>24.85</b>	<b>25.05</b>	<b>25.25</b>	<b>25.45</b>
<b>OG</b>	<b>27.00</b>			

**GESPA Housekeepers Salary Guide 2023-2028**

<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
<b>1</b>	<b>31,471</b>	<b>31,815</b>	<b>32,570</b>	<b>33,273</b>	<b>33,991</b>
<b>2</b>	<b>31,471</b>	<b>32,015</b>	<b>32,770</b>	<b>33,473</b>	<b>34,191</b>
<b>3</b>	<b>31,471</b>	<b>32,215</b>	<b>32,970</b>	<b>33,673</b>	<b>34,391</b>
<b>4</b>	<b>31,471</b>	<b>32,415</b>	<b>33,170</b>	<b>33,873</b>	<b>34,591</b>
<b>5</b>	<b>31,471</b>	<b>32,615</b>	<b>33,370</b>	<b>34,073</b>	<b>34,791</b>
<b>6</b>	<b>31,471</b>	<b>32,815</b>	<b>33,570</b>	<b>34,273</b>	<b>34,991</b>
<b>7</b>	<b>31,820</b>	<b>33,015</b>	<b>33,770</b>	<b>34,573</b>	<b>35,291</b>
<b>8</b>	<b>32,020</b>	<b>33,215</b>	<b>34,030</b>	<b>34,873</b>	<b>35,591</b>
<b>9</b>	<b>32,420</b>	<b>33,615</b>	<b>34,430</b>	<b>35,273</b>	<b>35,991</b>
<b>10</b>	<b>33,009</b>	<b>34,115</b>	<b>34,930</b>	<b>35,773</b>	<b>36,491</b>
<b>11</b>	<b>33,609</b>	<b>34,715</b>	<b>35,430</b>	<b>36,273</b>	<b>36,991</b>
<b>12</b>	<b>34,209</b>	<b>35,315</b>	<b>36,030</b>	<b>36,873</b>	<b>37,591</b>

**GESPA Grounds Salary Guide 2023-2028**

<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
<b>1</b>	<b>31,471</b>	<b>32,611</b>	<b>33,539</b>	<b>34,522</b>	<b>35,562</b>
<b>2</b>	<b>31,715</b>	<b>32,855</b>	<b>33,783</b>	<b>34,766</b>	<b>35,806</b>
<b>3</b>	<b>31,960</b>	<b>33,100</b>	<b>34,028</b>	<b>35,011</b>	<b>36,051</b>
<b>4</b>	<b>32,560</b>	<b>33,700</b>	<b>34,628</b>	<b>35,611</b>	<b>36,651</b>
<b>5</b>	<b>33,160</b>	<b>34,300</b>	<b>35,228</b>	<b>36,211</b>	<b>37,251</b>
<b>6</b>	<b>33,760</b>	<b>34,900</b>	<b>35,828</b>	<b>36,811</b>	<b>37,851</b>
<b>7</b>	<b>34,360</b>	<b>35,500</b>	<b>36,428</b>	<b>37,411</b>	<b>38,451</b>
<b>8</b>	<b>34,960</b>	<b>36,100</b>	<b>37,028</b>	<b>38,011</b>	<b>39,051</b>
<b>9</b>	<b>35,560</b>	<b>36,700</b>	<b>37,628</b>	<b>38,611</b>	<b>39,651</b>
<b>10</b>	<b>36,160</b>	<b>37,300</b>	<b>38,228</b>	<b>39,211</b>	<b>40,251</b>
<b>11</b>	<b>36,760</b>	<b>37,900</b>	<b>38,828</b>	<b>39,811</b>	<b>40,851</b>
<b>12</b>	<b>37,360</b>	<b>38,500</b>	<b>39,428</b>	<b>40,411</b>	<b>41,451</b>



**GESPA Custodians Salary Guide 2023-2028**

<b>Step</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>	<b>2027-2028</b>
<b>1</b>	<b>33,965</b>	<b>34,750</b>	<b>35,632</b>	<b>36,652</b>	<b>37,707</b>
<b>2</b>	<b>34,165</b>	<b>34,950</b>	<b>35,832</b>	<b>36,852</b>	<b>37,907</b>
<b>3</b>	<b>34,365</b>	<b>35,150</b>	<b>36,032</b>	<b>37,052</b>	<b>38,107</b>
<b>4</b>	<b>34,565</b>	<b>35,350</b>	<b>36,232</b>	<b>37,252</b>	<b>38,307</b>
<b>5</b>	<b>35,346</b>	<b>36,131</b>	<b>37,013</b>	<b>38,033</b>	<b>39,088</b>
<b>6</b>	<b>36,127</b>	<b>36,912</b>	<b>37,794</b>	<b>38,814</b>	<b>39,869</b>
<b>7</b>	<b>36,909</b>	<b>37,694</b>	<b>38,576</b>	<b>39,596</b>	<b>40,651</b>
<b>8</b>	<b>37,690</b>	<b>38,475</b>	<b>39,357</b>	<b>40,377</b>	<b>41,432</b>
<b>9</b>	<b>38,471</b>	<b>39,256</b>	<b>40,138</b>	<b>41,158</b>	<b>42,213</b>
<b>10</b>	<b>39,253</b>	<b>40,038</b>	<b>40,920</b>	<b>41,940</b>	<b>42,995</b>
<b>11</b>	<b>40,035</b>	<b>40,820</b>	<b>41,702</b>	<b>42,722</b>	<b>43,777</b>
<b>12</b>	<b>40,741</b>	<b>41,526</b>	<b>42,408</b>	<b>43,428</b>	<b>44,483</b>

### GESPA Maintenance 2023-2028

Step	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028
1	48,044	49,129	50,878	52,680	54,513
2	48,244	49,329	51,078	52,880	54,913
3	48,444	49,529	51,278	53,080	55,313
4	48,644	49,729	51,478	53,280	55,713
5	49,783	50,868	52,617	54,419	56,713
6	50,787	51,872	53,621	55,423	57,713
7	51,792	52,877	54,626	56,428	58,713
8	52,797	53,882	55,631	57,433	59,713
9	53,802	54,887	56,636	58,438	60,713
10	54,807	55,892	57,641	59,443	61,713
11	55,995	57,080	58,829	60,631	62,713
12	57,221	58,306	60,055	61,857	63,713

and signed by both parties. The Agreement shall be presented by the Association to all employees now employed or hereafter employed by the Board.

D. All aides, including security, shall be provided with District e-mail addresses. From the date of the signing of this Agreement, all day and night shift foreman shall be provided with District e-mail addresses. The usage of such email shall be governed by the Board's "Acceptable Use" Policy for electronic communications.

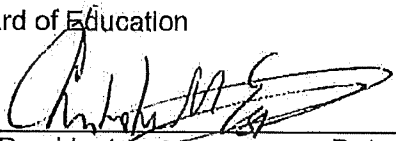
**Article XXIV**

**Duration Of Agreement**

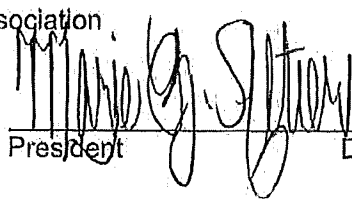
This Agreement shall be implemented between the period of July 1<sup>st</sup>, 2023, to June 30<sup>th</sup>, 2028.

In witness whereof, the parties hereto have caused this Agreement to be signed by their respective presidents and attested by their respective negotiators.

Board of Education

By:  \_\_\_\_\_  
President Date

Association

By:  11.14.2023  
President Date