

## **ARTICLE V — EVALUATION OF EMPLOYEE PERFORMANCE**

A satisfactory evaluation shall be a requisite for the granting of an increment. Non-tenure secretarial employees shall be evaluated at least twice each year, on or about November 30 and April 30. Tenure secretarial employees shall be evaluated at least once each year, on or about April 30.

A conference shall be held between the employee and the evaluator to discuss the evaluation.

The employee and the evaluator shall sign the evaluation and all copies. Signature by the employee only means that a copy has been received and does not necessarily signify agreement.

## **ARTICLE VI — EXPERIENCE CREDIT**

Appropriate related experience shall be considered in determining a new employee's proper position of the secretarial salary guide.

Documentation of prior experience shall be the responsibility of the secretary being employed.

All decisions regarding initial guide placement rest with the Superintendent of Schools.

To receive credit for one (1) year of experience, a ten-month employee shall have been employed for at least five (5) months of the year. To receive credit for one (1) year of experience, a twelve-month employee shall have been employed for at least six (6) months of the year. No half-steps shall be paid.

Initial guide placement of new employees shall be no higher than two (2) steps from the maximum.

Initial guide placement decisions shall be grievable no higher than Step 3 of the grievance procedure.

The Board and the E.O.E.S.A. agree to negotiate a plan whereby E.O.E.S.A. members who transfer to other secretarial positions within the district will be given experience credit. They would then have the same opportunities for salary increases-based on their year's experience—as those persons hired from outside of the district. Any E.O.E.S.A. members who have transferred as of July 1, 1985 would be so affected by this proposal.

## **ARTICLE VII — TEMPORARY ABSENCES AND LEAVES**

### **A. General Policy**

1. Under no circumstances shall any person be absent from school without the knowledge of the building principal or the Superintendent's Office.

**YEAR 3**  
**2020-21      East Orange RPA**

**Salary Guide**

<b>Step</b>	<b>10 MO I/II</b>	<b>10 Mo III</b>	<b>12 Mo I/II</b>	<b>12 Mo III</b>	<b>12 Mo IV</b>
<b>1</b>	30,564	32,979	36,927	39,980	43,143
<b>2</b>	30,914	33,241	37,257	40,311	43,365
<b>3</b>	31,264	33,935	38,146	41,200	44,253
<b>4</b>	31,764	34,434	38,793	41,953	45,007
<b>5</b>	32,464	35,133	39,962	43,015	46,069
<b>6</b>	33,279	35,948	41,050	44,104	47,158
<b>7</b>	34,179	36,850	42,242	45,295	48,350
<b>8</b>	35,129	37,797	43,481	46,535	49,588
<b>9</b>	36,129	38,797	44,681	47,735	50,788
<b>10</b>	37,129	39,798	45,991	49,045	52,098
<b>11</b>	38,129	40,798	47,279	50,353	53,406
<b>12</b>	39,129	42,011	48,672	51,725	54,779
<b>13</b>	40,329	43,053	50,041	53,094	56,147
<b>14</b>	41,529	44,199	51,568	54,622	57,676
<b>15</b>	42,754	45,424	53,029	56,082	59,136
<b>16</b>	44,004	46,675	54,630	57,679	60,733
<b>17</b>	45,254	47,923	56,442	59,620	62,625
<b>18</b>	46,554	49,224	60,975	64,028	67,082
<b>19</b>	47,979	50,947	65,205	68,316	71,426
<b>20</b>	52,274	54,837			
<b>21</b>	56,069	58,680	60,165		75,572