

**AGREEMENT**  
**BETWEEN**  
**NEWBRUNSWICK BOARD**  
**OF EDUCATION AND**  
**NEW BRUNSWICK EDUCATION**  
**ASSOCIATION**  
**2019-2022**

**City of New Brunswick**

**County of Middlesex**

**State of New Jersey**

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**PREAMBLE**

This Agreement entered into this 1st day of July, 2019 by and between the Board of Education of New Brunswick, the City of New Brunswick, New Jersey hereinafter called the "Board," and the New Brunswick Education Association, hereinafter called the "Association."

**WITNESSETH**

WHEREAS, the Board has an obligation, pursuant to the N.J.S.A. 34:13A-1, et seq., to negotiate with the Association as the representative of employees hereinafter designated with respect to terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confine in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed as follows:

**Article I**  
**RECOGNITION**

- A. The board recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all personnel employed or on leave by the Board, but excluding: Supervisory and Executive Personnel, Confidential Secretaries, (Superintendent, Assistant Superintendent, Assistant Superintendent for Human Resources and the Board Secretary's Secretary), Business Office Manager and Cafeteria employees.
- B. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement shall refer to all personnel represented by the Association in the negotiating unit as defined above.
- C. Unless otherwise indicated, the term "teacher" when used hereinafter in this Agreement shall refer only to certificated personnel, including the position of technology teacher.
- D. Any individual contract between the Board and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. This Agreement during its duration shall be controlling.

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**Article II**  
**NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-1, et. als. of the State of New Jersey in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.

Any Agreement so negotiated shall apply to all employees, be reduced to

writing, be signed by the Board and Association, and be adopted by the Association and the Board.

- B. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement with any organization or individuals other than the Association.
- C. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by signatories to the contract.
- D. Representatives of the Board and the Association shall meet, upon the request of either party, for the purpose of reviewing the administration of the Agreement. All meetings between the parties shall be regularly scheduled whenever possible.
- E. This Agreement represents and incorporates the completed and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any matter that was within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- F. One thousand eight hundred (1,800) copies of this Agreement shall be printed at the equal expense of the parties after the agreement with the Association on the format. The parties will make every effort to see that these copies are delivered to the NBEA within 60 days of agreement of both parties to send the final copy to the printer no later than 90 days after ratification.
- G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this agreement, either party shall do so by telegram or registered letter to the following addresses:

- 1. If by the Association, to Board at 268 Baldwin Street.
- 2. If by the Board, to Association at 83 Morris St. Suite 4.

### **Article III** **GRIEVANCEPROCEDURE**

A. Definition

- 1. A grievance is a claim by an employee or the Association based upon the ~~interpretation, application or violation of this Agreement, policies or~~ administrative decisions affecting the terms and conditions of employment of an employee or group of employees or the Association.
- 2. An "aggrieved person" is the person or persons making the claim.

B. Purpose

The purpose of this procedure is to secure equitable solutions to problems affecting employees, the terms and conditions of employment.

C. Conditions

1. A grievance to be considered under this procedure must be initiated by the aggrieved within 1 thirty (30) calendar days from the date when the grievant would be reasonably expected to know of its occurrence.
2. In the event a grievance is filed, at such time that it cannot be processed through all the steps in this grievance procedure, by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to the aggrieved, time limits set forth herein shall be reduced so that the grievance procedure will be exhausted prior to the end of the year or as soon thereafter as is practicable.
3. Failure to process a grievance to the next step of the procedure within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
4. Failure to communicate the decision in writing on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.

D. Procedure

1. **Level One**

An employee with a grievance shall first discuss it with the principal or immediate supervisor, either directly or with the Association's designated representative, with the objective of resolving the matter informally.

All meetings past Level One in which the aggrieved is involved may include a representative designated by the Association.

2. **Level Two**

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the aggrieved may file the grievance in writing with the person or persons designated by the Association. This written grievance shall be referred to the Superintendent or the Superintendent's designated representative within ten (10) school days after the initial representation or within five (5) school days after the decision is rendered.

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The Superintendent or the designated representative of the Superintendent shall render a decision in ten (10) school days to the Association and to the aggrieved person. The Superintendent's decision shall be in writing.

**3. Level Three**

If the aggrieved person is not satisfied with the written disposition of the grievance at Level Two, or if no written disposition has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, the aggrieved may, within ten (10) school days after a decision by the Superintendent, or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, appeal this grievance in writing to the Board of Education through the person(s) designated by the Association. The Board will, within thirty (30) calendar days, conduct a hearing or render a decision. If a hearing is held, the Board will render a decision within fifteen (15) calendar days after the hearing and notify the aggrieved person(s) and the Association in writing.

**4. Level Four**

- a. If the aggrieved person is not satisfied with the written decision of the grievance at Level Three, the aggrieved may request in writing that the Association submit the grievance to arbitration, whether binding or advisory. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) days after receipt of the Board's written decision (from Level Three).
- b. Within ten (10) days after such written notice of submission to arbitration, the Board and the person(s) designated by the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator to serve or to obtain such a commitment within the specified period, either party may make a request for a list of arbitrators to the Public Employment Relations Commission. The rules and procedures of the Public Employment Relations Commission shall then bind the parties in the selection of an arbitrator.
- c. The arbitrator so selected shall confer with the representatives of the Board and the representatives of the Association, hold hearings promptly and issue a decision not later than twenty (20) days from the date of the close of the hearings or if oral hearings have been waived then from the date the final statements and proofs on the issues were submitted. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act, prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be final and binding on the parties in all matters concerning interpretation, application, or alleged violation of the

agreement, including grievances arising out of minor disciplinary actions, except for that language under the articles concerning transfers, assignments and promotions, which shall be subject to advisory arbitration. The decision of the arbitrator shall be advisory on all other grievance matters.

- d. In addition, the Board's decision shall be final and binding on grievances concerning:
- (i) Any matter for which a specific method of review is prescribed and expressly set forth by law, or any rule or regulation of the State Commissioner of Education, or
  - (ii) A complaint of a non-tenure employee which arises by reason of the employee not being reemployed, or
  - (iii) A complaint by any certificated personnel occasioned by appointment to or lack of appointment to, retention in or lack of retention in, any position for which tenure either is not possible or not required, or
  - (iv) Any matter which according to law is either beyond the scope of the Board's authority or limited to unilateral action by the Board alone.

*E.* The costs for the services of the arbitrator, including per diem and expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be born equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

*F* *Rights of Employees to Representation*

The aggrieved may be represented at all stages of the grievance procedure by the grievant personally, by a representative of the grievant own choosing approved by the Association or by a representative selected by the Association.

*G.* *Rights of the Association*

1. The Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board or any member of the administration against any aggrieved person, any Association representative, witness or member, or any other participant in the grievance procedure by reason of such participation.



*H* Miscellaneous

1. 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 be commenced at Level Two.
2. The Association may process any grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
3. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Level Two, Three, and Four of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the person(s) designated by the Association. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section D- 4 of this Article.
4. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
5. All meetings, hearings, and investigations under this procedure shall be accomplished without interference with the operation of the school system after school hours and shall be considered private.
6. Time limits may be extended at Level Two, Three, and Four by mutual consent of both parties. The extension may be for a specified length of time or an indefinite period.
7. It is understood that all employees, including the grievant, shall during and notwithstanding the pendency of any grievance, continue to observe all directives and assignments and applicable rules and regulations of the Board and its administrators until such grievance and any effect thereof shall have been fully resolved.

**Article IV**  
**EMPLOYEE RIGHTS**

- A. Pursuant to N.J.S.A. 34:13A-1 et seq., the Board hereby agrees that every employee of the Board covered by this Agreement shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiation. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by N.J.S.A., 34:13A- 1 et. seq., that it shall not discriminate against by reason of the employee membership in the Association and its affiliates in respect to hours, wages, or any terms or conditions of employment, his/her participation in any activities of the

Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaints, or proceeding under this Agreement or otherwise agree with respect to any terms or conditions of employment.

- B. No employee shall be disciplined without just cause.
- C. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of the employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or sexual orientation.

Any employee who believes that he/she has been discriminated against shall file a grievance pursuant to Article III, grievance procedure, or, in the sole discretion of the employee, to the Board's Affirmative Action Officer.

- D. 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 application shall continue in full force and effect.
- E. Whenever any employee is required to appear before the Superintendent or the Board, or a Board Committee or member thereof, concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment, or the salary or any increments pertaining thereto, then the employee shall be given written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the employee's own choosing. This language shall in no way restrict or limit the Board or Superintendent from holding meetings or discussions with employees.
- F. Student grades shall be initially determined by the teacher upon his/her professional judgment within the grading policy of the New Brunswick Public School District. In cases where a student's grade is requested to be changed, the principal will first discuss the change of grade with the teacher. If the grade is changed, the teacher may make a report in writing to the principal. Upon receipt of this report by the principal, the principal will countersign the report, one copy will be returned to the teacher, and one copy will be placed in the student's file.

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- G. No employee shall be required to work in any building or part thereof that is unsafe or contains conditions deleterious to health.

No employee shall be obliged to work in an unattended building or in such isolated areas as to jeopardize their safety. No employee shall be required to enter or remain in any building where materials and/or conditions are hazardous to her/his health as determined by state and local health officials.

**Article V**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time-to-time all information in the public domain.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conference or meetings, the employees shall suffer no loss in pay or loss of accumulated sick leave and personal leave days.
- C. Representatives of the Association, Middlesex County Education Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided prior notice shall be given to the Superintendent who shall approve provided that this shall not interfere with or interrupt normal school operations.
- D. The Association and its representatives shall be allowed the use of buildings at reasonable hours, Saturdays and Sundays excluded. However, if such usage or usage at unusual hours requires the payment of incidental expenses, such incidental expenses shall be borne by the Association.
- E. The Board agrees to grant a paid leave of absence to the President of the Association for the purpose of performing duties for the Association and to include, but not limited to, Local Professional Development Committee responsibilities. For the first year of said leave of absence, the newly elected President shall be paid their full salary on a ten month schedule and shall continue to accrue service in New Brunswick. The Board shall provide one half of the yearly salary and full benefits including health benefits for the President of the Association. The Association will reimburse the Board for its share of the salary on March 30, and June 30. Beginning in the President's second year in office and every year thereafter that he/she maintains that office, he/she shall receive all such benefits listed above, as well as, prorated salary for the month of July. At that time the salary shall be paid on a twelve month schedule.
- F. The Association shall have in each school building the exclusive use of a bulletin board in each faculty lounge.
- G. The Association shall have the right to use the school mailboxes and interschool mail.
- ~~H. The Association shall have the right and responsibility subject to Board agreement, for conducting two workshops as provided for in the calendar during the school year. Such agreement shall not be unreasonably withheld. All personnel are required to attend.~~
- I. The Association representative in each building or unit shall be given the opportunity to make announcements or reports during each regularly scheduled meeting.

**Article VI**  
**SCHOOL CALENDAR**

- A. Every effort will be made to consult with the Association regarding the calendar not less than two (2) months prior to the official adoption of such calendar.
- B. The calendar provides for 183 teaching days and two (2) professional development days. The Board of Education reserves the right to make changes because of emergency closings and related reasons. In the event that any of the three (3) emergency closing days are not utilized during the school year, the calendar shall be adjusted so that there are not more than 180 teaching days.
- C. The first two (2) days of school for pupils will be early dismissal days. Teachers will work their normal hours. It is understood that an early dismissal day means the time students are dismissed on a half-day schedule.

The first day back for teachers is available for an NBEA meeting at 9:00-9:45 a.m. and the Superintendent's meeting at 9:45-10:30 a.m. Staff will return to their schools for meetings with Principals from 11:00 a.m. to 12:30 p.m. Staff has the remainder of the day for lunch and classroom preparation.

During the second day for teachers and first day for students, the p.m. portion is available to principals if needed.

During the third day for teachers and second day for students, the p.m. portion will be used to prepare workstations.

The Board and Association agree there will be 180 teaching days, and they further agree to two (2) additional working days and to two (2) professional development days for certificated staff and security officers only by June 30th in each school year.

**Article VII**  
**EMPLOYEE HOURS**

A. Certificated

- 1. All elementary school teachers shall be required to report for duty twenty (20) minutes prior to the pupil's tardy bell. Departure time shall be ten (10) minutes after the student departure time. Paraprofessionals may continue to leave at the same time as the students.
- 2. All personnel may leave the building without requesting permission during the duty-free lunch period. If personnel must leave during the day, the regular sign-in sign-out procedure will be followed.
- 3. Block Scheduling Language  
(1) (1) 4 by 4 Schedule  
All high school teaching staff shall have three classes during each semester. There will be no administrative duties for anyone who

teaches three classes in a semester. Professionals having more than two (2) course preparations per semester, shall be compensated an additional \$800. Preparations shall be distributed as evenly as possible among the members of a department, as determined by the administration.

(2) AB Schedule (White/Blue)

All high school teaching staff have three classes on an A day and three classes on a B day. There will be no administrative duties for anyone who teaches three classes in a day. Preparations shall be distributed as evenly as possible among the members of a department, as determined by the administration.

Teachers shall be paid for course preparations according to the following criteria: Semester 1 is defined from September-January and Semester 2 is defined from February-June.

- a. Professionals teaching three (3) different courses on either a White or a Blue day, shall be compensated an additional \$800.00 for each semester in which this occurs.
- b. Professionals teaching three (3) different courses on a White and a Blue day, shall be compensated an additional \$1,600.00 for each semester in which this occurs.
- c. Professionals teaching three (3) different courses between a White and a Blue day combined shall be compensated an additional \$800 for each semester in which this occurs.

Administration will review teacher schedules with the Association to determine who qualifies for payment.

Staff asked to cover classes thus losing their preparation periods for the day, shall be compensated at a rate of \$50 for each 80-minute class period.

Traveling teachers who teach at the high school shall have one (1) preparation period at least sixty minutes in length, one (1) lunch period, and travel time. The daily schedule of a traveling teacher shall not exceed the length of a normal day.

Teachers who teach an extra block for a full year shall receive an additional twenty percent (20%) of their salary or ten (10%) per semester.

Schedules shall be made available to the Association upon request.

- (2) Workloads shall be equitably assigned. Every attempt shall be made to limit preparations at the High School to two (2) or less per semester per professional.

In exceptional cases, professionals having more than two (2) course preparations per semester shall be assigned an extra preparation period or no homeroom, or shall be paid an additional \$800.00.

Traditional High School Schedule

In the secondary schools, the daily schedule will consist of eight (8) periods on a regular day and nine (9) periods on a pupil activity day. Professional personnel will be required to fulfill six (6) assigned periods, have one planning period, and one duty-free lunch period in an 8 period day. When the nine (9) period day is in effect, they will be required to fulfill seven (7) assigned periods, have one planning period, and one duty-free lunch period.

4. All teachers in the Middle School building shall be required to report for duty no later than ten (10) minutes prior to the start of the students' day. Departure time shall be ten (10) minutes after the pupils' departure time.

5. Middle School Block Scheduling Language

- (1) (1) 4 by 4 Schedule

All middle school teaching staff shall have three (3) classes during each semester. There will be no administrative duties for anyone who teaches three (3) classes in a semester. Professionals having more than two (2) full block course preparations, or its equivalent, per semester, shall be compensated an additional \$800. Preparations shall be distributed as evenly as possible among the members of a department, as determined by the administration. Schedules shall be made available to the association upon request.

- (2) AB (White/Blue) Schedule

All middle school teaching staff shall have three (3) classes on a Blue day and three (3) classes on a White day. There will be no administrative duties for anyone who teaches three (3) classes in a day. Professionals having more than two (2) full block course preparations or its equivalent per day shall be compensated an additional \$800 for a full year course and \$400 for a semester. Professionals having more than three (3) course preparations per day shall receive the same compensation. Preparations shall be distributed as evenly as possible among the members of a department, as determined by the administration. This shall not apply to self-contained classes.

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- a) All professional personnel will have a duty-free lunch period of 40 minutes. Any teacher who does not have at least five (5) preparation periods per week on a regular basis shall be compensated at a rate of \$31 for each period less than five (5). Elementary teachers who are required to give up their assigned planning period shall be paid \$25 for each period lost.

- b) All professionals shall receive five (5) preparation

periods per week.

- c) All professionals shall have five (5) common planning periods per week not to exceed 40 minutes daily.
  - d) A 23 minutes daily Advisory.
  - e) The schedule shall include two (2) minutes passing time.
- (2) Staff asked to cover classes thus losing their preparation periods for the day shall be compensated at a rate of \$50 for each 80-minute class period.

- 6. In elementary schools all professional personnel will have a duty-free lunch period of 40 minutes.
- 7. The Head Nurse and Staff Development Leader shall work an eight (8) hour day with a one (1) hour duty-free lunch and follow the same calendar as teachers.
- 8. Play it Smart coaches shall work eight (8) hours a day with one (1) hour for lunch. Normal schedule is from 9-5 PM, hours can be adjusted if employee coaches a sport or has another after school activity (employees must work eight (8) hours per day).

Each employee shall work an additional one hundred and forty (140) hours. The majority of the one hundred and forty (140) hours will be done on Saturday and Sundays or during the summer. Any hours during the week that are counted towards the one hundred and forty (140) hours must be approved in advance by the supervisor. Employees are to plan, and keep track of their hours with high school principal and submit for approval to the Business Administrator.

Employees will be paid on a ten (10) month basis, September through June beginning the 2019-2020 school year.

- 9. Teachers in the elementary schools will be provided with planning periods taking into account the schedules for physical education, library, art and music and any other special subject or situation. Any scheduled prep period in excess of five (5) per week may be available to the principal for assignment, which include CPT, grade level meetings or professional development, but not excluding other assignments. Every effort will be made to provide five (5) preparation periods per week per professional in as equitable a manner as possible. Any elementary teacher who does not have at least five (5) preparation periods per week on a regular basis shall be compensated at a rate of \$31 for each period less than five (5).

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Paraprofessionals employed as of June 30, 1998 shall receive an additional \$710 stipend per year for the duration of this contract.

- 10. a. Elementary teachers who are required to give up their assigned planning period shall be paid \$25 for each period lost.
- b. No Basic Skills/ESL class shall be canceled and its teacher used as

a substitute for any other teacher's absence except in cases of emergency. At no time may basic skills teachers be used as a substitute or have their classes canceled for coverage issues effective January 6, 2014.

11. On early dismissal days, all elementary teachers shall receive a 40 minute duty- free lunch period during the time the pupils are in attendance.
12. Meetings will be held on Monday, unless there is no school in which case the meeting will be held on the next scheduled school day. In no event, shall meetings be scheduled on Wednesdays with the exception of Parent/Teacher Conferences. All certified personnel may be required to attend up to two (2) meetings per month including building meeting, departmental meetings, grade level meetings (City-wide), and evening meetings. Any of these two (2) meetings may be used for professional development or common planning. Any administrator requesting a meeting in excess of the two (2) mentioned above must submit an agenda to the Superintendent of Schools for his approval along with an explanation as to why the meeting must be held and reasons why the subject or topics of the meeting are of such importance that a special meeting is absolutely necessary. These additional meetings will not last more than one (1) hour and fifteen (15) minutes beyond the school day with the exception of evening PTA-PTO sessions, Back-To-School Night and parent conferences. An agenda will be provided for regularly scheduled meetings. Principals and Supervisors will be required to report in their monthly reports to the Superintendent, or his/her designee, the starting and ending times of all faculty meetings. They will also include a copy of the meeting agenda.
13. Every effort will be made to avoid combination classes. Any necessary combination classes will be arranged so that no more than 3 QTP's need be written. If, however, the prior restrictions are impossible to achieve, any teacher with a combination class requiring more than 3 QTP'S will receive an additional stipend of \$769 per year for the duration of this contract.
14. A Music Teacher may volunteer to be scheduled to teach instrumental music for one period prior to the beginning or at the end of the school day for band/orchestra. The elementary Teacher would report to his/her school to teach this forty minute "zero period" at 8:00 a.m. to begin teaching at 8:10-8:50 a.m. and leave for the day at 2:35 p.m. which is 40 minutes before the regular departure time for all other elementary teachers. When the "zero period" is scheduled after the regular school day ends, the teacher would begin his/her work day at 9:20 a.m. or forty minutes after all other teachers are required to report. He/she would teach the forty minute after school instrumental class beginning at 3:20 p.m. and leave for the day at 3:55 p.m.

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The Middle School Music Teacher would report to his/her school for the forty minute zero period at 7:10 a.m. and begin teaching at 7:20-7:50 a.m. and leave for the day at 1:55 p.m. which is 40 minutes before the regular departure time for all other teachers. When the "zero period" is scheduled after the regular school day ends, the teacher would begin his/her work day at 8:30 a.m. of forty minutes after all other teachers are required to report. He/she would teach the forty (40)



minute instrumental class beginning at 2:40 p.m. and leave for the day at 3:15 p.m.

15. Athletic Trainer shall work one hundred eighty-two days (182) days between August 1 and May 31. One hundred sixty-one (161) of those days are when school is open. Twenty-one (21) days are in the month of August. The Athletic Trainer will work an additional two hundred and fifty hours (250) on days' schools are closed and Saturdays as needed, which will be paid their prorated hourly rate and will be pensionable.

**B. Daily and Hourly Rates of Pay**

1. For purposes of this agreement, the daily rate of pay for all ten (10) month employees including, without limitation, certificated staff (teachers, guidance, psychological, etc.), paraprofessionals, security officers, Family Liaison, Community Agent and Drop Out Prevention Officers, shall be computed at 1/200th of the respective annual salary. The hourly rate of pay for certificated staff will be governed by a separate schedule in this agreement. The hourly rate of pay for security officers and Paraprofessionals will be determined by dividing the daily rate of pay by seven.
2. The daily rate of pay for custodians, twelve-month secretaries, and maintenance personnel shall be computed at 1/264<sup>th</sup> of the respective annual salary. The hourly rate of pay for custodians and maintenance personnel will be determined by dividing the daily rate of pay by eight. The hourly rate of pay for twelve-month secretaries will be determined by dividing the daily rate of pay by seven.
3. The daily rate of pay for ten-month secretaries shall be computed at 1/220<sup>th</sup> of their annual salary. The hourly rate of pay for ten-month secretaries will be determined by dividing the daily rate of pay by seven.

**C. Non-Certificated**

1. Secretary-clerks and IT Support Specialists shall work eight (8) hours with one (1) hour for lunch during the regular school year, September 1 - June 30 and seven (7) hours with one (1) hour for lunch during the summer months, July 1 -August31.
2. Paraprofessionals shall work the same hours as teachers, with the exception that the departure time for paraprofessionals shall be the same as student departure time on a regular school day.
3. Security Officers, IT Support Specialists, Family Liaisons and Drop Out Prevention Officers shall work an eight (8) hour day with a one (1) hour duty-free lunch. All security officers employed as of June 30, 1998, shall receive an additional \$710 per year for the duration of this contract.
4. Custodians and Maintenance shall work nine (9) hours with one (1) hour for

lunch on the day shift. Custodians on p.m. shift shall work an eight (8) hour day with one (1) hour for lunch.

The day shift will be 7:00 a.m. - 4:00 p.m. and the night shift will be from 3:00 p.m. - 11:00 p.m. The midday shift will be 12:00 p.m. to 8:00 p.m. In addition 6:00 a.m. to 3:00 p.m. and 8:00 a.m. to 5:00 p.m. shifts may be created. These shifts will be posted if implemented and filled by qualified volunteers before employees are assigned.

The High School Head Custodian shift will be 6:30 a.m. - 3:30 p.m.

5. Security and Custodian's work weeks may be worked Sunday through Thursday, Monday through Friday, or Tuesday through Saturday. Employees hired prior to December 2014 are grandfathered into the Monday through Friday work week and shall not be required to work the other work weeks, unless they choose to do so. Employees hired after December 1, 2014 may be assigned to work any of these workweeks.
6. Every effort will be made to provide all non-certificated personnel, a fifteen (15) minute break in the morning and in the afternoon.
7.
  - a. All ten (10) month salaried employees will work in accordance with the ten month teacher calendar, except 10 month secretaries shall begin the year the first working day in September and conclude the year with the last working day on or before June 30.
  - b. Three (3) custodians, one (1) IT Support Specialist and one (1) maintenance person will be excused upon request each year to attend the N.J.E.A. Convention. Seniority will be given first preference on a rotating basis.
8. District Driver Guide (Schedules M) applies to employees hired after December 1, 2014. current employees performing the duties of a District Driver are grandfathered within their current job categories.

**D. Overtime**

1. With the exception of certificated staff, employees who work 35 hour weeks (paraprofessionals, security officers, Family Liaisons, IT Support Specialists and Drop Out Prevention Officers and secretaries) shall be compensated at respective hourly rates for the first five (5) hours of work in excess of thirty- five. Those hours worked in excess of forty hours will be compensated at 1 1/2 times the hourly rate of pay. However, security officers who must return to work an hour and one half or more after regularly scheduled shift ends to supervise evening activities shall be compensated at 1 1/2 times their hourly rate of pay regardless of whether they worked 40 hours that week. This rate for security officers for evening work, will be paid regardless of hours worked in any given day or week. Any employee who continues to work after their regular work schedule ends will be paid straight time for the first 5 hours of any given week.
2. Employees who work forty hour weeks (security officers, custodians and maintenance personnel) will be compensated 1 1/2 times their rates of pay for

those hours worked in excess of forty hours.

3. Credit for the thirty-five or forty hour week will be given an employee for any day in a given week that the employee actually works or is otherwise compensated. For example, an employee who has a paid holiday during the week or a paid sick day during the week will be given credit for that day or days toward his thirty five or forty hour base week for purposes of computing overtime.
4. Custodian, maintenance personnel and IT Support Specialists who are requested to work on Sundays will be compensated at two (2) times their respective hourly rate of pay.
5. Security and secretarial personnel required to work on Saturday or Sunday will be compensated at 1 1/2 times their hourly rate for a minimum of two (2) hours.
6. Building employees, maintenance employees and IT Support Specialists shall receive at least two (2) hours compensation for a call in.
7. Maintenance personnel, custodians and IT Support Specialists will be provided equal access to overtime opportunities depending on their qualification for the overtime offered. Such overtime will be offered on a rotating basis.
8. All building employees will make periodic security checks in their buildings when on duty other than normal school hours.

**Article VIII**  
**CLASS SIZE**

- A. It is recognized by the Board that pupil-teacher ratio is an important aspect of an effective educational program. The Board agrees to continue its efforts to keep class size at an acceptable number as dictated by the financial condition of the district, the building facilities available and the availability of qualified teachers, the best interests of the district, and as is administratively available.
- B. Every effort will be made so that remedial compensatory classes shall not exceed fifteen students.

**Article IX**  
**NON TEACHING**  
**DUTIES**

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- A. The Board and the Association acknowledge that a professional's primary responsibility is to teach and that the professional's energies should, to the extent possible, be utilized to this end.
  - B. Automobile use shall be compensated at the rate stipulated by the State of New Jersey Department of the Treasury each year. The rate in effect on July 1 of each year will be the rate for such compensation through the following June 30.

- C. Employees shall not be required to perform duties not performed in the past, or to keep registers.
- D. Employees shall not be required to transport students.

**Article X**  
**EMPLOYMENT**

- A. The Board agrees to hire employees in accordance with the rules and regulations of the State Board of Education and in accordance with the laws of the State of New Jersey. The Board recognizes its commitment to Affirmative Action in future hiring as outlined by State and Federal regulations and will make every effort to abide by these principles. The Board shall consult with the Association and invite to major interviews the Association President or his/her representative, as part of the process for selecting a Superintendent of Schools and Assistant Superintendents.

All employee positions covered by this Agreement shall have an adopted job description. Nothing in the job description shall conflict with the provisions of this Agreement.

- B. When hiring new personnel, the Board agrees to give credit on its duly adopted salary guide for the following kinds of previous experience as follows:
  - 1. Contracted teaching experience (credit to be determined at the discretion of the Board at the time of employment).
  - 2. Military experience (full credit up to four years).
  - 3. Related experience (credit to be determined at time of employment).
- C.
  - 1. At the time of initial employment all new employees shall be informed in writing of the benefits available to them.
  - 2. The Human Resources Office, upon monthly request from the Association, will provide information relative to any new appointments.
  - 3. Every effort will be made to inform the Association as soon as possible of the Board's interest in the closing of a building or in the creation or elimination of a category of jobs.
  - 4. The Human Resources Office shall provide each new employee with a copy of the current collective bargaining agreement.

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D. Persons employed temporarily shall be so informed at the time of employment.  
This applies especially to persons who fill the position of an employee on leave.

- E. All certificated employees shall be notified of their contract and salary status for the ensuing year in accordance with N.J.S.A. 18A:27-10. All non-certificated employees shall be notified on or before May 30th. Each notice shall indicate service increments as appropriate.

- F. If any employee shall have his/her position eliminated because of budgetary reasons, or other circumstances, the following provisions shall apply:
1. The Medical-Dental Insurance Program by Connecticut General or HMO will be offered to employees who have worked in the district for more than three consecutive years on a one year basis. All other employees will be offered this program for the months of July, August, and September. If any RIF'D employee is rehired by November 1st of the school year following the year in which the employee was RIF'D, the Board shall reimburse the employee his/her cost for said insurance. If an employee is RIF'D, insurance coverage will continue for the balance of the month.
  2. Payment for the insurance coverage listed in G.1 will be borne by each employee who subscribes to the program through the Board of Education Human Resources Office. Employees must subscribe to the entire package (medical – dental - prescription).
  3. Preferential treatment for hiring will be given in the Board of Education's Home Instruction and Adult Education Programs for all teachers who are released through a reduction in force.
  4. Preferential treatment will be given for substitute positions, to all RIF'D teaching personnel.
  5. Tenured teachers shall be recalled for vacancies pursuant to the Provisions of N.J.S.A. 18A and N.J.A.C Title 6.
  6. Non-tenured teachers released through a reduction in force shall be given first consideration to any other vacancies that occur.
  7. If there is any possibility of saving potential job positions through transfers within the district, this will be attempted.
  8. The Board of Education will consider recommendations from the Association relative to saving staff positions.
- G.
1. Every employee applying for a school year position shall have his application acknowledged.
  2. All postings for summer program positions will clearly state background requirements, criteria for selection, job responsibilities/workshop expectations, times, dates, and conditions. Postings will go up as far in advance as possible.
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- H.
1. The Board agrees to hire all part-time teachers on contract, with the exception of Home/Supplemental teachers and Adult School teachers who will be paid according to Schedule A (hourly rate). Adult School teachers who are hired under contract will be paid pursuant to Schedule A.

Teachers who work half time or more will receive full benefits except those paid on hourly rate.

2. The term half-time shall be defined as working under contract at least three hours per day every day of the week or a total fifteen hours per week.
3. The Board agrees to permit all employees who receive less than half-time contracts to receive full fringe benefits on the following basis. The person must agree to pay his or her share toward fringe benefits, in which event the Board will pay the remaining share. Any employee who is employed less than half-time and elects to receive such benefits, must pay a share in reverse proportion to the percentage of their employment, so that if a person is employed on a one-third basis: such person must pay two-thirds of the cost of fringe benefits, and the Board one-third of the cost. The election to receive such fringe benefits shall be optional and reside in the employee, but if an employee determines that he or she is not desirous of receiving fringe benefits, there will be no other benefit provided instead.
4. Seniority for all certificated employees will be based according to Title 18A and N.J.A.C.6.

**Article XI**  
**SALARIES**

- A. The salaries for all personnel covered by this Agreement are set forth in the attached Schedules A-P which are a part of this Agreement.
    1. Upon the expiration of the 2019-2022 Collective Bargaining Agreement there will not be any advancement on the salary guide.
  - B.
    1. Employees shall be paid in equal semi-monthly payments for the term of their contracts. Payday shall be on the 15th and last working day of the month. If schools are closed on the 15th, payday shall be on the last work day preceding the 15th.
    2. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their checks on the last previous working day.
    3. All employees employed on a ten (10) month basis shall receive their final checks and the pay schedule for the following year on the last working day in June. Twelve month employees will receive their checks on the regular pay schedule.
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- C.
    1. Employees hired in the New Brunswick School District beginning July 1, 1995 will be given longevity credit for work performed only in the New Brunswick School District. Employees hired prior to July 1, 1995 will maintain their same longevity credit. Also effective July 1, 1995 service increments will be granted to all employees the month following the anniversary date of hire. The Human Resources Office will notify payroll and the employee thirty (30) days prior to the employee's anniversary date.

2. Service increments shall be based upon the provisions as set forth in Schedule R.

- a. An increment on the salary guide shall be granted if the teacher works 90 teaching days out of the total 180 teaching days. Other employees shall be granted an increment if they have worked 50% of their contracted year.
- b. Twelve month employees employed prior to February 1st shall move to the next step of the salary guide the following July 1st.
- c. An employee shall notify Human Resources when his/her education statuses on a salary guide changes. The notification shall include documentation such as transcript or degree from the employee's college or university. Salary adjustments will be made in the academic year in which the degree was conferred. See the chart below for submission deadlines and dates increase is effective:

Submission Deadline	Date Increase is Effective	Personnel Committee Approval
November 1 <sup>st</sup>	Date degree conferred	November
December 31 <sup>st</sup>	Date degree conferred	February
April 1 <sup>st</sup>	Date degree conferred	April
June 30 <sup>th</sup>	Date degree conferred	July

d. The Human Resources Office will forward the documentation of the status change to the Board for action at its next public meeting.

- D. Employees shall be paid according to their respective salary schedules.
- E. Head teachers in elementary schools shall receive an additional salary of \$500 per year for the duration of this contract.
- F. It shall be the objective of the parties to provide a career program appropriate for secretaries that will enable them to enhance their performance and increase their earnings. This contract provision shall remain open so that parties can meet as needed to draft a plan to achieve this objective as soon as possible.
- G. It shall be the objective of the parties to reduce the balloon step and change inner ~~guide steps to more competitive levels where considerable differences currently exist~~ in any of the salary schedules.

H. The practice of paying a \$200 annual stipend to special education teachers shall be discontinued effective the 1992-93 school year. (Anyone currently receiving this payment will be grandfathered.)

I. When inclement weather forces the district to close on a regular school day, building

and maintenance staff are expected to report to work. When snow removal is completed and/or the building is ready to open the next school day, building and maintenance employees shall be dismissed by the Board Secretary or his/her designee. If school is dismissed during a day because of inclement weather, custodial and maintenance personnel will be dismissed by the Board Secretary.

- J. If "serious" inclement weather or other emergency should strike during a holiday or weekend, Building and/or Maintenance employees are expected to work to prepare the building or grounds for opening the next regular school day. Building and/or Maintenance employees reporting to work under such circumstances will be reimbursed at the appropriate overtime rate of pay. Automobile use shall be compensated at the rate stipulated by the State of New Jersey Department of the Treasury each year. The rate in effect on July 1 of each year will be the rate for such compensation through the following June 30.
- K. The Board agrees to compensate any building employee assistant who must assume the responsibility of a Head Custodian, forty dollars (\$40) per day above their existing rate of pay.
- L. Secretaries who have been previously employed by the New Brunswick Public School System shall upon their return be placed on the step salary level which they attained prior to their resignation. However, nothing herein shall be deemed to mandate that the Board rehire any secretary who has resigned from. the district's employ.

## **Article XII** **ASSIGNMENTS**

- A. If a change is made, employees shall be given written notice of their building and/or subject assignments, and room assignments for the forthcoming year. Every effort shall be made to provide this information before the summer recess.
- B. Every effort should be made at signing of contract to assign each employee to the specific position agreed upon. However, the Board has the right to reassign as the need presents itself.
- C. In the event that changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed, the Association shall be notified promptly in writing and, upon the request of the employee and the Association, the changes shall be promptly reviewed between the Superintendent or the Superintendent's representative and the employee affected, and, at the employee's option, a representative of his/her choice, and a representative of the Association.
- D. Employees who desire a change in grade and/or subject assignment or who desire to transfer to another building may file a written statement of such desire with the Human Resources Office no later than April 1. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which he/she desires to be transferred, in order of



preference.

- E. As soon as practicable, but no later than the last day of the school year, the Superintendent shall notify the applicants and send notice of all employees who have been reassigned or transferred to the Association.
- F. In the case of an involuntary transfer or reassignment, the administration shall meet with the involved employee and shall inform him/her of the transfer or reassignment and of available positions to which he/she may be transferred or reassigned and shall give consideration to his/her choice among them.
- G. Security Officers will be assigned security duty on school buses. One day's notice shall be given for such duty except in emergency. When Security Officers are assigned to ride school buses for the health, safety, and welfare of the students or drivers, the Security Officer will report to the transportation company's terminal five minutes prior to the departure time of the buses. Compensation relative to the bus security assignments will be according to Article VII of this Agreement. When a Security Officer is required to ride school buses, arrangements will be made for those individuals who are unable to provide their own transportation to the bus terminal. This expense shall be the Board's responsibility.

**Article XIII**  
**PROCEDURE FOR TRANSFERS**

- A. Employees may notify the Superintendent at any time of their desire to be transferred or reassigned. As a courtesy, the employee shall also submit a copy to his or her immediate supervisor.

In those cases where vacancies can be filled by means of voluntary transfer or reassignment, requests of qualified employees for voluntary transfer or reassignment to such vacancies will be duly considered.

- B. The Superintendent will inform the appropriate principal or supervisor of the employee's request for transfer, and the principal or supervisor may interview the employee relative to the reassignment. All applications will be reviewed and each applicant will be notified of the final decision.
- C. All candidates who are interviewed will be notified, within a reasonable time in writing, whether their requests for transfer have been granted. The decision of the Superintendent concerning this matter will be final.

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- D. All announcements of vacancies will be posted on the District website and sent to the NBEA President electronically.

**Article XIV**  
**PROMOTIONS**

- A. Promotional positions are defined as follows: Positions paying a salary

differential and/or positions on the administrator-supervisor levels.

1. The Superintendent will, at least two (2) weeks prior to the closing application deadline, forward notices of vacancies to the President of the Association and to all Association Representatives who will post same.
  2. All notices of vacancies will include qualifications for the position, its duties, and rate of compensation.
- B. All employees of the Board of Education are entitled to apply for advancement, if qualified, to positions of increased remuneration and/or responsibility, within the school system.
- C. Vacancies which occur, or positions to be filled during the summer months, shall be posted on the Board website with a copy sent to the NBEA office.
- D. Each applicant not selected shall receive written notification from the Superintendent or his/her designee.
- E. Ten (10) days after the selection has been made, a copy of the successful applicant's name will be sent to the NBEA office.

#### **Article XV** **OBSERVATIONS**

A. **Pre-Conferences**

A pre-conference, when required, shall occur within seven (7) teaching days prior to the observation, not including the day of the observations. An evaluation pre-conference shall be conducted between administrator/supervisor conducting the observation and the employee being evaluated.

1. For classroom teachers, this pre-conference shall include but is not limited to the following issues:
  - a. Domains to be observed
  - b. Lesson plan
  - c. Characteristics of the students/class profile
2. For other certificated staff, the pre-conference shall include but is not limited to the following:
  - a. Domains/services to be observed
  - b. Characteristics of students served

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B. **Conferences**

Pre-Observation Conferences, Post-Observation Conferences, and Evaluation Conferences shall all be conducted in accordance with the Conferencing Guidelines that are approved by the Superintendent or his/her designee and the NBEA President or his/her designee and the NBLA President or his/her designee. The certified employee and supervisor/observer shall discuss data and evidence. The association and the district shall continue to use the current pre-observation reflection form to guide the pre-conference discussion.

C. Post Conferences

1. A conference after each observation shall be held as soon as possible but in no case later than fifteen (15) work days for all teachers. A preliminary report shall be provided to the teacher no less than two (2) days prior to the date of the conference. The final written observation shall be given to the teacher after the conference is held no later than ten (10) work days after the conference.

2. Every post-observation conference should occur face-to-face between the administrator/supervisor conducting the evaluation and the employee who was evaluated. Everyone that attended the observation should be present in the post conference.

The post-observation conference shall include data from the observation and all the evidence that shall be included in the evaluation report. Administration will discuss the final rating with the teacher.

A. Certificated Employees

1. a. The primary purpose of the observation/evaluation of certificated employees is to improve the instructional program of the school system. Evaluation sessions with the individual employee should point out the strengths of the employee and give specific suggestions in the areas in which the certificated employee can improve.
  - b. Responsibility for observation/evaluation is assigned to the Superintendent of Schools, the building or district administrator.
  - c. Observations/evaluations of teachers shall be made individually or as a team by the principal, supervisor or department head.
  - d. All monitoring or observation of the work performance of a certificated employee shall be conducted openly and with full knowledge of the certificated employee.
  2. a. Observations for certificated employees shall be conducted as per state law. A minimum of five (5) days' notice will be given to the certificated employee prior to each of the scheduled pre-observation conferences. At the time of the pre-conference the exact date and time of the observation will be established. All observations for non-tenured staff shall be completed by April 30 except if the employee is hired after January 1. All observations for tenured staff shall be completed by May 15. Any additional non-required observations shall be announced and include pre- and post-conferences. The exact date of the observation cycle will be provided to the NBEA no later than the first week of the school year.
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- b. **Certificated Employees (including Long-term Leave Replacements) present for less than forty percent (40%) of the academic year shall have a minimum of two (2) observations. The duration of observations shall be based upon the State Code requirements.**
  - d. **The third annual Observation may be either announced or unannounced, at the option of the administrator who is designated by the Building Principal as the teacher's Primary Evaluator.**
  - e. **The District reserves the right to conduct additional observations as needed, and the designated Primary Evaluator has the option to decide if additional observations (beyond the three (3) required) will occur and if they will be announced, preceded by a pre-conference and no less than twenty (20) minutes in length.**
  - f. **All Joint or Dual-Observations conducted by two or more District Administrators shall be completed in accordance with the Observation and Evaluation Guidelines that are approved by the Superintendent or his/her designee and the NBEA President or his/her designee and the NBLA President or his/her designee.**
  - g. **A copy of formal evaluation-observation reports shall go into the teacher's permanent record.**
3. a. **A teacher shall have the right, upon request, to review the contents of his/her personnel file.**
- b. **No material derogatory to teacher's conduct, service, character or personality-except where it is confidential, such as medical, legal or reference information-shall be placed in any personnel file unless the teacher has had an opportunity to review the material. The certificated employee shall have the right to submit a written answer to such material.**
- c. **The Board agrees to protect the confidentiality of personal reference, academic credentials and other similar documents. It shall not establish any separate personnel file.**
4. **The Association President shall be informed of tenure charges and Circumstances concerning an employee against whom action is contemplated or has been taken.**
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**B. Non-Certified Staff**

1. Non-certified staff with under three (3) years' experience shall be evaluated at least two (2) times each year. Non-certified staff with three (3) or more years' experience shall be evaluated at least one (1) time each year.
2. If two evaluations are needed, the first shall be no later than December 31, and the second not later than May 15.
3. If only one evaluation is needed, it shall be made by May 15.
4. Non-certified staff shall receive a copy of each written evaluation.
5. Non-certified staff shall be provided three (3) school days to review the evaluation with the right of rebuttal, which may be oral or written. If written, it shall be attached to the evaluation. The post-evaluation conference shall be held no later than ten (10) working days after the evaluation/observation is given.
6. No material derogatory to non-certified staff members conduct, service, character or personality- except where it is confidential, such as medical, legal or reference information shall be placed in any personnel file unless the employee has had an opportunity to review the material.
7. Non-certified staff shall have the right, upon request, to review the contents of their personnel files.
8. The appropriate evaluation instrument, developed with input from the Association, will be used.
9. Employees will have the opportunity to review and respond to all materials placed in their personnel files.
10. Employees shall have the right, upon request, to review their personnel files.

**C. The Administration and the Association will jointly review the evaluation instrument as needed.**

**D. Observations for Teachers on a Corrective Action Plan (CAP)**

- ~~1. Teachers on a CAP will receive an additional observation.~~
2. At least two (2) multiple observers shall conduct observations, either jointly or individually, throughout the year.
3. The first two (2) observations shall be announced, and will be preceded by a Pre-Observation Conference within seven (7) teacher work days prior to, but not on the day of the observation.

4. The third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) observations, as well as any other additional observations, may be either announced, or unannounced, at the option of the administrator who is designated by the Building Principal as the teacher's Primary Evaluator.

**E. Summative Evaluation Process**

1. Annual Summary Evaluation Conferences -Must occur at the end of the school year between the teacher and principal/designee to review:

- a. The teacher's performance in relation to the district's teacher job descriptions and evaluation rubric, which includes the evaluation of observations and practice based on the teacher practice instrument, SGO's and mSGP, when applicable,
- b. Progress toward meeting goals set in the teacher's PDP, or when applicable, CAP.
- c. The teacher's summative evaluation rating, if available, will be discussed.
- d. The teacher's PDP for following year, or when applicable, CAP.

2. Annual Written Summary Evaluation Report

- a. The Summary Evaluation Report for Non-Tenured teachers shall be completed and submitted to the HR Department no later than April 30<sup>th</sup>. The Summary Evaluation Report for all tenured teachers shall be completed and submitted to the HR Department no later than June 20<sup>th</sup>.

- b. The Summary Evaluation Report:

- i) Must be prepared by the teacher's principal/designee and include summative rating or available data,
- ii) Is required by the end of the school year and must be updated with summative evaluation rating when available if later than end of school year,
- iii) Should include the teacher's score on the teacher practice instrument and final SGO score (even if the mSGP score is not yet available).

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- iv) Must be signed by teacher and principal or administrator within five (5) teacher work days following the Summary Evaluation Conference.

F. Observations Reports

1. One (1) Observation Report is required per observation, signed (electronically or on paper) by the administrator who conducted the observation/post-observation and the observed employee.
  2. Observation Report is signed by the administrator(s), shall be given (electronically or handed to the employee by administrator on paper) to the employee no later than ten (10) work days following the date of the Post- Observation Conference.
  3. The employee shall be required to sign and return the Observation Report to the designated Primary Evaluator no later than ten (10) work days after receipt. The employee's signature does not denote either agreement or disagreement with the contents of the Observation Report, but only that the document has been received. If a copy of the Observation Report, signed by the employee, has not been returned within ten (10) work days after delivery, then the Primary Evaluator shall document the date(s) of delivery, attach those to the Observation Report, and submit those items to the Human Resources Department for placement in the employee's Personnel file.
  4. Where there is significant disagreement between the employee and the Primary Evaluator regarding the contents of an Observation Report, the employee has the right to submit a written request for an additional observation to the Superintendent or his/her designee. The written request must be submitted within ten (10) working days of when the Observation Report was received. The written request must include specific reasons and justification for the request. This person has the option to assign another District Administrator to conduct an additional observation, which may be subsequently attached to the original Observation Report.
  5. Requests to invalidate and discard an Observation Report must be made in writing to the Superintendent. A request to discard will only be considered if the employee can document that a significant procedural error would invalidate the contents of the Report. The written request must be submitted within ten (10) work days of when the Observation Report was received. If the Superintendent accepts a request to discard, then he/she will assign an additional observation for the employee in question.
  6. The teacher shall submit his or her written objections of the evaluation within ten (10) working days following the receipt of the written report. The objection(s) shall be attached to each party's copy of the annual written performance report.
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**G. Corrective Action Plan (CAP)**

1. Any Corrective Action Plan shall be developed collaboratively by the staff member who needs to address the deficiency or deficiencies which led to an "ineffective" or "partially effective" annual summative rating and the individual's primary evaluator.
  2. Any professional development required of any school staff member through a Corrective Action Plan (CAP) shall be job-embedded and provided during the regularly scheduled work year and work day. Any experiences which can help address the identified deficiency or deficiencies that are outside of the school day or year must be mutually agreed upon by the school staff member and the administrator/supervisor. In all instances, the district shall be responsible for payment of all fees, expenses, and required resources. A CAP shall replace the teacher's PDP for the following evaluation cycle (school year).
  3. The Corrective Action Plan must define both the individual's responsibilities and the supervisors' /administrators' responsibilities in helping the employee address any identified deficiencies.
  4. The plan shall spell out which specific evaluation component(s) and elements need to be addressed. It may include opportunities to view modeling of "effective" representations of meeting the components.
  5. The employee who is required to have a Corrective Action Plan shall have the right to have an association representative present during any conference where a Corrective Action Plan is created for note taking clarifying questions and ensuring the employee understands the plans; and representatives must sign a confidentiality agreement.
  6. Any Corrective Action Plan shall provide timelines for ongoing support and feedback about their progress in addressing any deficiencies.
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*H*     Deadlines(s) for CAP Development

1.     If the staff member's summative evaluation rating is calculated before the end of the school year, the CAP must be developed in accordance with District Guidelines before September 15<sup>th</sup> of the following school year and may be developed at the time of the annual summary conference.
2.     If an Ineffective or Partially Effective summative evaluation rating is received after the start of the following school year, the CAP must be developed within fifteen (15) working days of the district's receipt of the rating.

*I.*     The CAP Mid-Year Evaluation

1.     A minimum of three (3) Observations are required when a teacher is on a CAP; the additional observation, which is considered the mid-year evaluation mandated by TEACHNJ, is required beyond the three (3) for non- CAP teachers and must be a full period in duration.

*J.*     Individual Professional Development Plan (PDP)

1.     The individual Professional Development Plan (PDP) shall be developed by the teaching staff member and the teaching staff member's primary evaluator by the end of the school year, or, for new employees according to District guidelines.
2.     The PDP shall be considered a living document. The employee shall have the right, with the approval of the primary evaluator, to modify the plans, goals, and activities listed to meet his/her emerging goals, amending the plan in collaboration with his/her primary evaluator. No changes to be made after the end of the second evaluation cycle.
3.     The individual Professional Development Plan shall require no more than the minimum required 20 hours of professional development a year.
4.     The PDP shall include no more than three (3) goals, such as a professional practice goal, school goal, and/or district goal.
5.     Any professional development activity required of any school staff member whether through a PDP or Corrective Plan (CAP) - shall be provided during the regularly scheduled work year and work day. Any PD that includes reading or writing activities shall be agreed upon collaboratively.

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6.     Any professional development activity or experience required by the district or district administration shall be fully funded by the district, including payment of associated fees or expenses.

**Article XVI**  
**EMPLOYMENT FACILITIES**

- A. To the extent possible, taking into consideration the availability of space, funds, and facilities, the Board will provide facilities for employees such as the following:
1. Storage space for materials and supplies, desk, chair, and filing cabinet, as appropriate to the position, chalkboards, bulletin boards, books, teaching manuals, paper, pencils, pens, chalk erasers, and easy access to audio-visual materials and equipment, closet space, a preparation area, storage for personal articles, rest rooms, lounge, and vending machines.
  2. It is the intent of the Board to keep buildings clean and in good repair.
  3. Employees will be given keys to their rooms and work areas as determined by the Principal or Superintendent.

**Article XVII**  
**EMPLOYEE ADMINISTRATION LIAISON**

- A.
1. The Association shall form a Liaison Committee for each school building.
  2. The School Building Liaison Committee shall meet at regular intervals throughout the school year and as the need arises with the building principal.
  3. The School Building Liaison Committee shall review local school problems and practices, make known the views of the employees to the principal, and play an active role with the principal in the revision or development of building policies.
- B. The Superintendent shall be available to meet monthly with the Association representative(s) to review and discuss current school problems and practices and the administration of this Agreement.

**Article XVIII**  
**SICK LEAVE**

- A.
1. All twelve (12) month employees who start July 1 are entitled to eleven (11) sick days per school year and all ten (10) month employees who start at the beginning of the school year in September are entitled to ten (10) sick leave days per school year whether or not they report for duty on those days.
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2. Employees who start after July 1 (twelve (12) month employees) or the first day of school in September (ten (10) month employees) shall be entitled to one (1) sick leave day for each month or fraction thereof they worked but not to exceed eleven (11) days or ten (10) days respectively for the school year.
  3. Employees who resign or who are granted a leave of absence without pay, with the exception of leaves granted without pay for illnesses, will be credited only with one (1) sick leave day per month for every month or fraction thereof

worked.

4. Unused sick leave days shall be accumulated from year-to-year with no maximum limit.
  5. The estate of any ten (10) month employee who dies during the school year (September 1 to June 30) will be paid all accumulated sick leave days and personal days, including the current year entitlement. This provision does not apply to employees hired after May 21, 2010 who are only eligible for payment at the time of retirement from a State or locally administered retirement system per NJSA 18A:30-3.5.
  6. The estate of any ten (10) month employee who dies in July or August will be credited only with accumulated sick leave days on record the previous June 30th. This provision does not apply to employees hired after May 21, 2010 who are only eligible for payment at the time of retirement from a State or locally administered retirement system per NJSA 18A:30-3.5.
  7. The estate of any twelve (12) month employee who dies during the twelve (12) month school year (July 1 to June 30) will be paid all accumulated sick leave days and personal days, including the current year entitlement. This provision does not apply to employees hired after May 21, 2010 who are only eligible for payment at the time of retirement from a State or locally administered retirement system per NJSA 18A:30-3.5.
  8. Employees retiring during the school year after the first semester for ten (10) month employees and after six (6) months for twelve (12) month employees who are eligible to receive a pension under TPAF or PERS within two (2) years of termination of employment will be paid all accumulated sick leave days including days as indicated.
- B. Certified employees shall be paid the difference between their pay and that of the substitute when accumulated sick leave has been used up, upon approval of the Board. Non-certificated employees shall be paid the difference between their pay and that of the substitute when accumulated sick leave has been used up, upon approval of the Board. When a substitute is not hired, the non-certificated employee may be entitled to twenty (20) percent of their contracted daily rate of pay for each day approved by the Board. The decision of the Board shall be based upon the criteria established by the Board in its policy concerning this matter and each case will be judged on its individual merits.
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C. Employees shall be given a written accounting of accumulated sick leave days as soon as possible in September of each school year.

D. 1. The Board of Education agrees to retirement leave pay for employees at the rate of \$80.00 per accumulated sick day for those that retire in the TPAF and \$55.00 per accumulated sick day for those that retire in the PERS. To be considered for this benefit, the employee must be eligible to receive retirement pay under TPAF or PERS within two (2) years of termination of employment. Employees represented by this Agreement shall not receive more than \$20,000 under this provision. Employees hired after May 21, 2010 shall not receive more than Fifteen Thousand (\$15,000.00) Dollars for unused and accumulated sick leave at retirement per NJSA 18A:30-3.5.

2. All retiring employees who receive \$1500 or more in retirement leave pay must participate in the Employer Contribution Plan. The employee must be enrolled in 403B Tax Annuity Fund prior to retirement date. The single payment to the Annuity Fund, by the New Brunswick Board of Education, shall be made within two (2) months of retirement. The district cannot make a payment to an employer contribution plan after the employee passes away.

3. All retiring employees who receive less than \$1,500 in retirement cannot participate in the Employer Contribution Plan (403B). The single monetary payment to the employee, by the New Brunswick Board of Education, shall be made within two (2) months of retirement.

This provision shall be in accordance with all Federal regulations as they currently exist or may be changed in the future.

4. An employee who passes away during the course of his/her employment with the Board of Education shall have his/her accumulated sick leave, including personal days and vacation days benefit, paid to his/her estate (See A.4-7). This provision does not apply to employees hired after May 21, 2010 who are only eligible for payment at the time of retirement from a State or locally administered retirement system per NJSA 18A:30-3.5.

5. Employees who are RIF'D after twenty (20) years' service in the district are entitled to the above benefits. This provision does not apply to employees hired after May 21, 2010 who are only eligible for payment at the time of retirement from a State or locally administered retirement system per NJSA 18A:30-3.5.

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E. Employees are encouraged to notify Human Resources (HR) Director eighteen (18) months prior to their date of retirement. This information will be held in strictest confidence.

F. When the Board requires an employee to take X-rays, the Board shall pay for said X-rays.

**Article XIX**  
**TEMPORARY LEAVES OF**  
**ABSENCE**

- A. Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:
1. Three (3) days leave of absence for personal business, serious family illness, serious household or family matters which require absence during school hours. Notification to the employee's immediate supervisor for personal leave shall be made five (5) days before the taking of such leave, except in cases of emergencies. The employee shall not be required to state the reason for taking such leave other than that it is being taken under this section. The Board reserves the right to request reasons, in writing, for taking emergency days. Consecutive personal days or personal days prior to or after a holiday, will not be granted except at the discretion of the Superintendent of Schools and/or his/her designee. Employees requesting such days will be required to state reasons. Unused personal days can be accumulated with a maximum of three (3) personal days. No employee may have more than six (6) personal days in any given year.
  2. Two (2) days for professional staff and one (1) for non-professionals with the approval of the Superintendent for the purpose of visiting and observing work related methods in other school districts, or to attend meetings or conferences of an educational or work related nature in addition to those listed in Section A, Paragraph 3.
  3. Two (2) days for six representatives of the Association to attend conferences and conventions of state and national affiliated organizations.
  4. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system. In any other legal proceeding where the employee is required by subpoena to attend, not to exceed one (1) day per school year.
  5. Time required for jury duty.
  6. Five (5) days at any one time in the event of death of an employee's spouse, ex-spouse where minor children are involved, civil union, child, parent/legal guardian, brother, sister and/or any other relative living in the household.
  7. Three (3) days at any one time in the event of death of an employee's son-in-law, daughter-in-law, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, grandchild, or friend domiciled in the home.
  8. One (1) day per year in the event of death of a friend. One (1) day in the event

of death of a relative outside the employee's immediate family as defined above. In the event of the death of an employee or student in the New Brunswick school district, an immediate supervisor shall arrange sufficient time off so as many employees as possible can attend the funeral.

9. Time necessary for persons called into temporary duty of any Reserve or National Guard shall be paid the difference between their pay and their military pay not to exceed two weeks a year.
10. Time granted by the Board for other reasons.

- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.
- C. Unused personal days will be added to the employee's accumulated sick leave.
- D. Vacations: Building and Maintenance Employees

Building and maintenance employees' vacations shall be granted according to the following schedules:

One - three years	two weeks
Four - seven years	three weeks
Eight years plus	four weeks

Current employees with greater vacation time will be grandfathered.

All vacation time requested shall be subject to review and approval by the Building Principal and the Supervisor of Buildings and Grounds, which approval shall not be arbitrarily denied. The decision to approve or not approve the request shall balance the needs of the district with the interests of the employee. Employees shall take their vacations during the school year. If job responsibilities interfere, unused vacation days may be carried over so that no vacation days are lost. Notification of carryover of vacation days recorded and copy to employee by June 30.

- E. Vacations: Twelve Month Secretaries and Clerks

1. Secretaries hired on or after January 1, 2017 will have the following vacation schedule:
  - One - three years – two weeks
  - Four years and up – three weeks

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Secretaries hired prior to January 1, 2017 will have the following vacation schedule:

- After completing one full year of employment: 2 weeks
- After completing two full years of employment: 4 weeks

2. Twelve (12) month personnel, if not employed a full year at vacation time, will be entitled to one (1) working day per month of employment, not to exceed nine (9) working days.
3. Twelve (12) month personnel if employed over a full year at vacation time will be entitled to two (2) full weeks plus one (1) additional working day per two months beyond their first anniversary date, but not to exceed a total of five (5) additional working days, or three (3) full weeks' vacation.
4. Twelve (12) month secretaries who have worked two (2) or more years will not lose their four (4) weeks of vacation time if transferred back to ten (10) month and then transferred back to a twelve (12) month position.
5. A ten (10) month secretary with three (3) years' experience in the district will be entitled to two (2) weeks' vacation when transferred over to a twelve (12) month position.
6. Vacations will normally be taken during the summer months. Vacations will not be taken at any other time during the school year without the permission of the Superintendent of Schools and/or his/her designee. If job responsibilities interfere, unused vacation days may be carried over so that no vacation days are lost.

**F. Vacations: IT Support Specialists**

1. After completing one full year of employment: 2 weeks.
  2. After completing two full years of employment: 4 weeks.
  3. Twelve (12) month personnel, if not employed a full year at vacation time, will be entitled to one (1) working day per month of employment, not to exceed nine (9) working days.
  4. Twelve (12) month personnel if employed over a full year at vacation time will be entitled to two (2) full weeks plus one (1) additional working day per two months beyond their first anniversary date, but not to exceed a total of five (5) additional working days, or three (3) full weeks' vacation.
  5. IT Support Specialist staff hired before July 1, 2005 will maintain 4 weeks' vacation, regardless of years of employment. If job responsibilities interfere, unused vacation days may be carried over.
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6. All vacation time requested shall be subject to the review and approval of the Director of Technology, which approval will not be arbitrarily denied. The decision to approve or not approve the request shall balance the needs of the district with the interest of the employee.

G. *Holiday Schedule (Building and Maintenance and IT Support Specialists)*

Independence Day  
Labor Day Columbus  
Day Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Day before Christmas  
Christmas Day  
Day before New Year's  
New Year's Day  
Dr. Martin Luther King's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day

- H. Those employees who do not work a Monday - Friday work week shall be granted the day before, or after, each holiday that falls on their day off. In the event that this is not possible, a day shall be given that is mutually agreed upon by the employee and their supervisor and must be taken within the same month of the occurrence.

**Article XX**

**EXTENDED LEAVES OF ABSENCE**

- A. 1. The Board agrees that up to three (3) employees designated by the Association shall, upon request, be granted a leave of absence without pay for up to two (2) years for the purpose of engaging in activities of the Association or its affiliates.
2. Upon request, one of the leaves may be extended two (2) years for a total of four (4) years.
- B. A leave of absence without pay of up to two (2) years shall be granted to any employee who joins the Peace Corps, Vista, Teacher Corps, or serves as an exchange teacher or teaches in a foreign country, or territory of the US and is a full time participants in either of such programs or accepts a Fulbright Scholarship, or any other grant or scholarship. Upon expiration of the leave, the employee agrees to return to the district and serve in the district for a period of time equal to the duration of the leave.
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- C. 1. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistments.
2. The spouse or civil union of any employee who is on overseas military assignment shall be granted up to two (2) years military leave upon request without pay.



- D. An employee shall, upon request, receive a leave without pay of up to two (2) years for the purpose of child-rearing.
- E. A leave of absence without pay of up to two (2) years shall be granted to an employee for the purpose of caring for a sick member of the employee's immediate family or civil union.
- F. Any employee who shall have completed seven (7) years of employment for the New Brunswick Public Schools, shall, upon request, receive an unpaid leave of absence for a period of one (1) academic year, but not for the purpose of accepting other employment.

G. Maternity

- 1. The Board shall grant leaves of absence for medical reasons if associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. 18A:30-1, et seq. and the rules, regulations, policy statements and collective negotiations agreements entered into by the Board, except as otherwise provided herein.

Normal disability time is considered up to four (4) weeks prior to birth and four (4) weeks after birth of a child. Upon reasonable notice, any tenured or non-tenured employee seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth may apply to the Board for said leave at any time prior to birth.

- a. Child-rearing leave shall refer to a leave of absence without pay to allow an employee to care for a new child by birth or adoption. Upon reasonable notice, any tenured or non-tenured employee may seek a leave of absence for child-rearing purposes. At the time of application, which shall be made upon reasonable notice to the Board, the employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work.

Any employee adopting a child shall receive similar child-rearing leave, which shall commence upon receiving de facto custody of the child.

- 2. Paternity (personal) leave without pay shall be granted to male employees paralleling maternity leaves granted to female employees as set forth below:
  - a. The employee may take a personal leave, without pay, to care for his/her pregnant spouse during the pregnant spouse's disability phase.
  - b. The employee shall, upon request, receive a leave without pay of up to two (2) years after the birth of the child for the purpose of child-rearing.

- c. Personal leave without pay shall be granted to persons in civil unions adopting or giving birth to a child paralleling maternity and paternity leave granted to employees as in G.1 above.
- H. Other leaves of absence without pay may be granted by the Board.
- I. Upon return from leave granted pursuant to Section A1, B or C1 of this Article, an employee shall be considered as if he/she were actively employed by the Board during leave and shall be placed upon the salary schedule at the level he/she would have achieved if he/she had not been absent, provided, however, that time spent on paid leave shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on leave granted pursuant to Section A2, C2, D, E, F, G, and H of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
- J. All benefits to which employees were entitled at the time their leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to the employee upon his/her return, and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available, or if not, to a substantially equivalent position.

**Article XXI**  
**SABBATICAL LEAVE POLICY**

Sabbatical leave is designed to maintain and improve educational services. It is an opportunity made available to teachers to improve themselves so that they may better serve the students of the New Brunswick school system.

**Sabbatical Leave Review Council**

- A. Sabbatical Leave Review Council shall be appointed by the Board of Education and shall consist of the following persons who will serve for two year terms from the date of appointment.
  - 1. Two members selected from a list submitted by the New Brunswick Education Association.
  - 2. The Superintendent of New Brunswick schools or another administrator recommended by him.
  - 3. A member of the Board of Education.

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- B. The Council shall have the following duties:
  - 1. To organize such procedures as may be required to implement this policy.
  - 2. To devise the application form.
  - 3. To invite applications.
  - 4. To review applications.

5. To interview applicants when necessary.
6. To recommend deserving applicants to the Board of Education and to state the reasons.
7. To communicate with unsuccessful candidates the evaluation of their proposals when requested.
8. To receive the report of the completed Sabbatical Leave.
  - a. To transmit copies to the Board of Education.
  - b. To acquaint the staff with the report, if desirable.

### **Eligibility**

The applicant must be a certificated employee who has completed seven (7) years of professional services in the New Brunswick School System.

### **Purposes**

- A. Study at the graduate level.
- B. Planned research.
- C. An organized plan of travel and study, individual or group.
- D. An internship with an agency or institution.
- E. Other purposes directly connected to the service being performed.

### **Application**

- A. All applicants must submit a proposal of the program they intend to pursue with a statement of the anticipated benefits to themselves and to the school system.
  - B. The application must be submitted by December 1<sup>st</sup> of the year preceding the proposed leave.
  - C. The application shall clearly demonstrate a program of consequence that is achievable within the limits of the leave.
  - D. Persons who apply for a sabbatical leave shall submit with the application a \$100 application fee. Those not receiving leave shall have the fee returned. Persons who receive the leave will have the fee returned upon presentation of their report to the Sabbatical Review Council.
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## Responsibility

1. New Brunswick Board of Education
  - a. During the year in which successful applicants are on one-half year sabbatical leave, the Board will pay them one half of their one half year's contracted salary.
  - b. All fringe benefits shall accrue to the successful applicants as if they were daily employed within the system.
  - c. Payroll deductions shall be made as if the successful applicants were daily employed within the system.
  - d. Upon return from leave, successful applicants shall be considered as if they were continuously present, and shall be placed upon the salary guide at the level they would have achieved if they had not been absent.
  - e. Time spent on sabbatical leave shall count towards service increments.
  - f. Definition: "Full current contracted salary" means level and step on the salary guide concurrent with the year of the sabbatical leave. This definition excludes all income classified as extra pay for extra service.
2. The Successful Applicant
  - a. The successful applicant shall agree to return to work within the system for two (2) years following the termination of the Sabbatical Leave or shall repay the amount paid the professional by the Board during the leave.
  - b. The successful applicant shall issue a report of his/her program to the Sabbatical Leave Review Council no later than three (3) months following the termination of the leave.
  - c. Any person who does not complete the program described in his/her Sabbatical Leave application will appear before the Sabbatical Leave Review Council. If adequate information or reasons are not supplied to the satisfaction of the Council, he/she will be required to reimburse the Board the amount paid the professional by the Board during the leave.

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## Numbers and Terms of Awards

1. Unanimous agreement of the Council will determine the number of awards, but the number will not exceed two during each school year.

2. No two awards will be granted to persons in the same building, except in special circumstances such as the high school where no two awards will be granted to persons in the same department.

#### **Notice of Award**

The Sabbatical Leave Review Council will meet no later than January 31<sup>st</sup> and notice to all applicants will be made no later than March 1<sup>st</sup>

### **Article XXII** **PROFESSIONAL DEVELOPMENT, TUITION** **REIMBURSEMENT AND EDUCATIONAL IMPROVEMENT**

- A. In our rapidly changing society, teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of professional performance and attitudes. The Board and the Association support the principle of continuing training and improvement of instruction.
- B. Any certified teaching staff member who pursues and obtains a Bilingual certification shall receive a \$2,000 one-time stipend following receipt of the certification. If that teacher leaves the district, for any reason, within 3 years of receipt of the bonus, said teacher shall be obligated to return the full bonus.
- C. The Board agrees to implement the following:
  1. The sum of \$210,000 will be budgeted for Professional Development for the next three (3) years, \$70,000 for each year. Persons eligible for this benefit must be employed by the Board of Education for at least two years. The yearly sum will be divided in equal amounts for 4 semesters paralleling the district fiscal year. Applicants may receive payment for up to (3) credits per semester. If an applicant has already received payment in an earlier semester in one fiscal year, he/she will not then be considered in a later semester until those who have never received a payment are paid first. A letter of intent must be sent to the Human Resources Office within the following timelines to reserve a place on the waiting list and must state when the last day of the course will be:

Summer Semester -May- June 1

Fall Semester- August 1 - September 1

Spring Semester - December 1 - January 1

Summer Semester 2 -April 1-May 1

The Human Resources Office will assign individuals an exact number and send a letter of confirmation to each person. A paid-in-full term bill and the grade must be submitted to the Human Resources Office within thirty (30) days of the completion of the course.

The following is the semester timelines and dollar amounts:

- \$6,000 Summer Semester 1 - Course must begin after 6/30 and end before 8/31
- \$30,000 Fall Semester - Course must begin after 8/31 and end before 12/31
- \$30,000 Spring Semester- Course must begin after 12/31 and end before May 31st
- \$4,000 Summer Semester 2 - Course must begin after April 30 and end before July 1st

Reimbursement will be made at the following times:

Summer Semester 1 - In September  
Fall Semester - In January  
Spring Semester - In June  
Summer Semester 2 - In July/August

The list shall be posted in the New Brunswick Public Schools Website. If at the end of the budgeted year there is a balance of funds remaining, the amount will be divided equally among those who took more than nine credits. Payment shall be based on fee per charge by state colleges and universities.

2. The Board will submit information indicating disbursements under this Article to the Association by August 1st
  3. To qualify under Section C-1 of this Article, a teacher must notify the Human Resources Office no later than June 1<sup>st</sup> of the courses taken and the total number of credits expected to be earned during the current school year with a paid-in-full term bill.
  4. A school year will run from July 1<sup>st</sup> through June 30<sup>th</sup>.
  5. Reimbursement will be made to the individual teacher as soon as possible after proof of successful completion of courses taken has been submitted to the Human Resources Office.
- D. The Board agrees to develop an in-service training program for salary credit.
1. Employees who successfully complete college in-service training for salary credit shall be granted salary credit.
  2. Proposals will be submitted by the Association or individual members to the Board through the Superintendent for approval for in-service salary credit. The Board must act on the proposal within thirty (30) days after submission to the Superintendent.
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- E. To enable employees to upgrade and update their performance, the Board

agrees to reimburse non-certificated employees for successful completion of courses taken according to the following agreement:

1. The sum of \$24,000 will be budgeted for Professional Development for the next 3 years, \$8,000 for each year. Persons eligible for this benefit must be employed by the Board of Education for at least two (2) years. The yearly sum will be divided in equal amounts for 4 semesters paralleling the district fiscal year. Applicants may receive payment for up to (3) credits per semester. If an applicant has already received payment in an earlier semester in one fiscal year, he/she will not then be considered in a later semester until those who have never received a payment are paid first. A letter of intent must be sent to the Human Resources Office within the following timelines to reserve a place on the waiting list and must state when the last day of the course will be:

Summer Semester - May 1 - June 1  
Fall Semester - August 1 - September 1  
Spring Semester - December 1 - January 1  
Summer Semester 2 - April 1 - May 1

The Human Resources Office will assign individuals an exact number and send a letter of confirmation to each person. A paid-in-full term bill and the grade must be submitted to the Human Resources Office within 30 days of the completion of the course.

Those who have submitted the proper paperwork may not exceed three (3) credits per semester.

The following is the semester timelines and dollar amounts:

- \$1,500 Summer Semester 1 - Course must begin after 6/30 and end before 8/31
- \$2,500 Fall Semester - Course must begin after 8/31 and end before 12/31
- \$2,500 Spring Semester - Course must begin after 12/31 and end before May 31st
- \$1,500 Summer Semester 2 - Course must begin after April 30 and end before July 1st

Reimbursement will be made at the following times:

Summer Semester 1 - In September  
Fall Semester - In January  
Spring Semester - In June  
Summer Semester 2 - In July/August

The list shall be posted in the New Brunswick Public Schools Website.

If at the end of the budgeted year there is a balance of funds remaining, the amount will be divided equally among those who took more than nine credits.

Payment shall be based on fee per charge by state colleges and universities.

2. All courses taken for educational improvement shall first be approved by the Assistant Superintendent for Human Resources.
  3. Reimbursement will be made to the non-certificated employee as soon as possible after proof of successful completion of courses taken has been submitted to the Human Resources Office. Courses may be taken under the auspices of union training, technical schools, or institutes and similar organizations.
- F. The Board agrees to pay the full cost of registration fees and other reasonable expenses incurred in connection with any workshops, seminars, conferences, in-service training sessions or other such sessions which a certificated employee attends as a part of his/her continuing education plan and/or is required and/or requested to attend by the administration. Such expenses shall include, but are not limited to, registration fees, transportation, materials and lodging. Reimbursement under this paragraph is subject to the availability of funds in each building's professional development account.
- G. All programs conducted by the district outside the certificated employee's workday, work year, or during the summer shall be voluntary and compensated at the hourly rate set forth in Schedule A.
- H. Any teacher employed by the Board of Education as a consultant for an in-district in-service program will be paid \$110 per hour for each hour of the presentation. Any additional presentations are limited to one (1) hour of payment.
- I. The district will provide each certificated employee with an accounting of his/her accumulated professional development hours in October of each school year. Any discrepancies between the district's and certificated employees records should be noted to the Human Resources Office within thirty (30) days of receipt of the Board records by the teacher.

**Article XXIII**  
**SUBSTITUTES**

- A. The Board of Education agrees that whenever possible (in accordance with availability of personnel and availability of funds) it will hire only certificated personnel for emergency reasons.
- B. The Board of Education will continue to maintain a list of all available substitutes who meet the County Superintendent's standards for certification.
- C. The Board will always provide substitutes whenever they are needed if substitute personnel are available.



**ArticleXXN**  
**PROTECTION OF EMPLOYEES,**  
**STUDENTS AND PROPERTY**

- A. The Board shall endeavor to protect employees, students, and property from physical injury and shall do everything within its power to insure safe conditions in the schools.
- B. All Board vehicles and equipment including trucks and snow plows shall have a program of regular maintenance and inspection. No school employee shall be required to work on, in or about vehicles and equipment which have not been maintained and inspected regularly. Appropriate safety equipment shall be available on all Board equipment.
- C. The Board will assume responsibility for having the appropriate city agency provide crossing guards at all hazardous crossings.
- D. A committee shall be formed consisting of five (5) members appointed by the Association and five (5) members appointed by the Board. The committee shall be charged with the drawing of policy to be submitted to the Board for approval regarding:
  - 1. Protection of students, employees and property.
  - 2. Disposition of socially and emotionally maladjusted students.
  - 3. Procedure regarding students with juvenile and/or criminal records, narcotics users, and students carrying or possessing dangerous weapons.
  - 4. Grievance channels parent/student.

It is agreed that each meeting shall have a rotating chairperson and that the Board shall provide clerical help as needed. It is further agreed that the committee shall be provided with the necessary research materials upon request and that its recommendations shall not be unreasonably denied.

- E. In event of litigation, civil or criminal, the Board will extend to its employees all of the protection afforded by the Statutes of the State of New Jersey, in particular the following:
  - 1. N.J.S.A. 18A:16-6  
Whenever any civil action has been or shall be brought against any person holding any office, position or employment under the jurisdiction

of any board of education, including any student teacher, for any act or omission arising out of and in the course of the performance of duties as such office, position, employment or student teaching, the board shall defray all costs of defending such action, including reasonable counsel fees and expenses together with costs of appeal, if any, and shall save harmless and protect such person from any financial loss resulting there from; and said Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

2. N.J.S.A. ISA:16-6.1  
Should any criminal action be instituted against any such person for any such act of omission and should such proceeding be dismissed or result in a final disposition in favor of such person, the Board of Education shall reimburse him/her for the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals.
- F. If the employees desire to institute any legal proceedings as a result of occurrences arising in the scope of their employment, the Board will render such legal assistance to the employees as it deems necessary.

**Article XXV**  
**SUMMER EMPLOYMENT**

- A. All summer positions shall be posted on the District's website with copies of all postings also sent electronically to the NBEA President.
- B. Priority for hiring.
1. New Brunswick employees who plan to return to the school system in the subsequent September.
  2. New Brunswick employees beginning their careers in the subsequent September.
  3. School employees from other districts.
  4. New Brunswick teachers who do not plan to return to the school system in the subsequent September.
- C. Summer Adult Education programs shall be contracted on a basis equal to the compensation received by personnel in the academic summer high school.
- D. Employees must indicate in writing to the Human Resources Office when they are available during the summer months and the positions in which they have interest.
- E. Vacancies which occur or positions to be filled during the summer months shall be posted on the Board website and a copy sent to the NBEA office.
- F. Each applicant not selected shall receive written notification from the

Superintendent or his/her designee.

- G Summer school teachers shall have a ten minute break every teaching day.
- H Should a ten (10) month secretary have to work during the summer to do any task related to their job, said days shall be considered to be paid at their regular daily hourly rate of pay.
- I When work is available during the summer, ten (10) month secretaries will be approached by April 1st or as soon as possible after the matter is known so they can make summer plans appropriately should they desire to accept.
- J Security Officers, Head Nurse, and Staff Development Leader summer work shall be paid at the prorated salary.

**Article XXVI**  
**INSURANCE PROTECTION**

**Health Care Insurance**

- A. The Board shall provide health-care insurance protection according to the agreed policy as attached hereto as Schedules T, U and V.

Any employee who waives coverage shall not contribute toward the cost of health benefits.

Effective July 1, 2010, the Board shall have in effect and IRS Section 125 Plan.

- B. The Board shall provide a Paid Prescription Insurance Plan in accordance with Schedule U.
- C. Employees hired after July 1, 2007 can enroll in either of the Point of Service (POS) plans and may change only between these two plans during the designated, annual open enrollment period.

Effective July 1, 2011, all eligible employees shall move from the traditional health benefits plan to the Point of Service ("POS") or any other plan in the Collective Bargaining Agreement.

An eligible employee may choose to purchase the Traditional Plan at a cost to the employee equal to the difference between the Traditional Plan and the plan the employee was previously enrolled in.

- D. Effective July 1, 2007, no employee can be insured as both an employee and a dependent under any of the healthcare plans sponsored by the Board. Such employee is entitled to a waiver bonus.
- E. Any employee who voluntarily waives medical and prescription drug coverage shall be entitled to a waiver bonus of:

<b><u>CHANGE FROM:</u></b>	<b><u>ANNUAL WAIVER BONUS</u></b>
Family to Parent/Child(ren) or Husband/Wife to Single:	\$1,000
Family to Single or Husband/Wife to no coverage:	\$1,500
Family to no coverage	\$2,500

The waiver bonus shall be paid in equal installments over a calendar year period. In order to qualify for the waiver bonus, the employee must provide satisfactory proof of coverage under another employer-sponsored healthcare plan. All employees who waive coverage will be able to return immediately to the plan they left if/when other insurance becomes unavailable to them. Employees who voluntarily rescind their waiver and did not lose other coverage may only re-enroll at the Board's next open enrollment.

Any employee hired on or after July 1, 2007 who waives coverage, then subsequently either loses the other coverage or rescinds his/her waiver, may only enroll in either of the two POS plans according to the terms noted in the above paragraph.

Annual Waiver Bonus not available to those hired after November 25, 2014.

- F. Employees hired prior to July 1, 2007 may change between any of the Board sponsored Plans only during the designated open enrollment period.
- G. All retired employees may purchase health insurance, or parts of the package, through the Board's group policies at the current rates. This option must be elected within two (2) years of the employee's retirement date.
- H. If an employee uses all his/her sick days and is accordingly off the payroll, insurance coverage will continue for the balance of the month when payroll termination occurred. In addition, the Board will provide one month's insurance coverage for employee beyond this month. After this time, it is the employee's responsibility to convert or maintain his/her insurance per policy language.
- I. If the Board receives information that it is legally permissible to self-insure, the Association agrees, if requested by the Board, to re-open negotiations on the possibility of self-insurance. Anything negotiated is subject to ratification by both parties.

**Article XXVII**  
**BOOKS AND OTHER INSTRUCTIONAL**  
**MATERIALS AND SUPPLIES**

The Board and the Association shall establish a joint study committee to study books and other instructional materials and supplies.

**Article XXVIII**  
**DEDUCTIONS FROM SALARY**

- A. Association Dues
  - 1. The Board agrees to deduct from the salaries of its employees, dues for the United Teaching profession which encompasses the New Brunswick Education Association, the Middlesex County Education Association, the New Jersey Education Association and the National Education

Association, provided said employees authorize the deductions. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15 9E, and as amended), and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the New Brunswick Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such moneys to the appropriate association or associations. Authorizations shall be in writing on the form as provided.

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
3. Additional authorizations for dues deduction may be received after August 1st under rules established by the State Department of Education.
4. The filing of notice of an employee's withdrawal shall become effective to halt deductions as of January 1<sup>st</sup> or July 1<sup>st</sup> next succeeding the date on which notice of withdrawal is filed.

**B. Payroll Savings Plan**

The Board agrees to deduct from employees' salaries a fixed monthly sum as authorized by the employee.

1. New employees shall be given the opportunity to join the program upon employment by the Board.
2. Current employees desiring to join the program may do so in July or January.
3. All employees may discontinue the program by written notice to the Board payroll clerk in July or January.

**C. Tax Sheltered Annuities**

The Board agrees to deduct from employees' salaries a fixed monthly sum as authorized by the employee on a deduction authorization card and forward such sum to the tax- sheltered annuities representative, firm or company as specified on the authorization card (above) by the 15th of each month.

1. New employees shall be given the opportunity to join the program upon employment by the Board.
2. Current employees may join the program at any time.
3. All employees may discontinue the program by written notice to the Tax Shelter.

D. Savings Bond Program

The Board agrees to deduct from employees' salaries a fixed monthly sum as authorized by the employee for the purchase of US Savings Bonds.

E. Credit Union

The Board agrees to deduct from employees' salaries a fixed monthly sum as authorized by the employee on a deduction authorization card and forward such sum to the Southern Middlesex County Federal Teachers' Credit Union.

F. Electronic Transfer of Wages

The Board agrees to implement the system of automatic deposit of net wages. Beginning July 1, 1993, all employees will be entitled to this service. All requirements established by the Board's local bank relative to data needed, pre-notification etc. will be followed. Employees may automatically transfer their net base on each pay day to one bank and into one account. The Board shall be given permission to debit or credit the identified account two days prior to and including pay day. Once the option is taken the employee cannot change until the following July 1st.

**Article XXIX**  
**REPRESENTATION FEE**

A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e., from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee may be set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for that current membership year. The Board will deduct from the salaries of such employees, in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deduction will begin with the first paycheck paid:

- (a) 10 days after receipt of the aforesaid list by the Board; or
- (b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a no bargaining position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph I. above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

6. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles and date of employment for all such employees.



- D. The Association shall indemnify and hold the Board of Education harmless against any and all claims, demands, suits and other forms of liability including liability for reasonable counsel fees and other legal costs and expenses that may rise out of or by reason of any action taken or not taken by the Board of Education in conformance with this provision.

**ArticleXXX**  
**UNIFORMS AND LICENSURE**

- A. Maintenance/Custodian Uniforms - Upon hire custodial/maintenance employees shall be issued five (5) shirts, five (5) pants, one (1) overall, inclement weather gear and safety belt. Uniforms will be replaced as needed. Each year employees shall be provided work boots or a \$100 reimbursement if purchased by the employee.

IT Support Specialists and Security will wear pants and shirts provided by the Board. Upon hire they shall receive five (5) shirts, five (5) pants and will be replaced as needed.

- B. Effective July 1, 1983, all Building Employees presently employed and all Building Employees hired after this date, must have at the time of employment or within twelve (12) months of July 1, 1983 or within twelve (12) months of date of hire, a Black Seal License. This license must be maintained throughout the employee's employment.

No part of the above provision shall apply to an employee who has applied for renewal of his/her Black Seal License but has failed to obtain it in time due to the fault of the license bureau. It shall be the responsibility of the employee to show proof that he/she has reapplied by the expiration date of said license by either a photo copy of a check or money order to the license bureau.

**Article XXXI**  
**SUPERVISION OF STUDENT AND/OR INTERN TEACHERS**

- A. Mutual Responsibility

The Board and the Association recognizes their mutual responsibilities to assist in the pre-service training of student and intern teachers and observers.

- B. The placement of student and intern teachers is an important key in the successful pre- service training program for certificated employees. All placements will conform to the following rules.

1. *Tenure*  
No certified employee shall have an intern or student teacher under his/her supervision unless said employee has obtained tenure status, except when teachers who have not obtained tenure status and who have three or more years of teaching experience specifically request such an assignment.
2. *Voluntary Participation*  
All placements of students or intern teachers and student observers with the cooperating teacher shall be on a voluntary basis.
3. *Record*  
Prior to the assignment of the student or intern teachers, each prospective cooperating teacher shall be provided with pertinent information about the student or intern teachers.
4. *Consent*  
The certified employee shall receive the request to take a student or intern teacher at least four weeks prior to the student's introduction to the classroom. In the event less notice is given, the teacher shall have the right to accept or reject the student or intern teacher. In the case of student observers, two weeks' notice will be given.
5. *Materials and Supplies*  
The student or intern teacher will be furnished with the appropriate materials, textbooks and supplies and a copy of this Article of Contract by the school system.
6. *Substitution*  
The student teacher shall not be used as a substitute during assigned practice-teaching hours. The intern teacher may be used as a substitute when his/her use as a substitute will not unduly interfere with his/her training program as outlined in Item 8.
7. *Information for Cooperating Professional*  
Each cooperating teacher shall receive all available information concerning the intern or student teacher and student observer prior to their arrival which would include the training schedule, beginning and ending date, the cooperating college's program and the college's expectations and requirements.
8. *Schedule*  
The student shall follow the schedule of the cooperating teacher, including assignments, duties, extra-curricular activities and staff meetings.

9. Program  
Cooperating teachers shall be informed of the observer's program prior to entering the classroom.
10. Student observers shall be available to discuss their observation with the cooperating teacher.

**Article XXXII**  
**PERSONAL AND ACADEMIC FREEDOM**

Personal and Academic Freedom is guaranteed to each teacher under the laws and the Constitutions of New Jersey and the United States of America. The Board of Education respects the rights of all teachers to exercise these freedoms.

**Article XXXIII**  
**COMPLAINT PROCEDURE FOR EMPLOYEES**

- A. Any complaint received regarding an employee shall be brought to the attention of the employee involved where such a complaint could affect the employee's status or evaluation.
- B. Any complaints received in writing regarding an employee shall be shown to the employee. The employee shall receive a copy and have the right to respond.
- C. The employee may request a conference with the complainant to attempt to resolve the complaint. The Superintendent shall afford the parties the opportunity to meet and shall attempt to resolve the complaint.
- D. Any complaint still unresolved may be submitted by the employee to the grievance procedure and shall commence at Level Two.
- E. The employee has the right to be represented by the Association at meetings regarding complaints.

**Article XXXIV**  
**PROCEDURE FOR WITHHOLDING EMPLOYMENT OR**  
**ADJUSTMENT INCREMENT**

Employment or adjustment increments may be withheld in whole or part for inefficiency or other just cause related to the performance of duties and only in accordance with the following:

1. That the procedures be adhered to as outlined in ARTICLE XV.

Any action by the Board to withhold an increment or any part thereof shall commence at Level 3 ARTICLE III, Grievance Procedure. The Board's decision to withhold an increment shall be subject to advisory arbitration.

**Article XXXV**  
**MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**

- A. As of September 21st of each year, the Superintendent will ensure that every teacher is provided with written procedures for the utilization of the Child Study Team.
- B. When, in the judgment of a teacher, a student is, by his/her behavior, seriously disrupting the instructional program to the detriment of other students, the teacher shall have the right to send that student to the school office. Before a student returns to class, the administrator shall communicate to the teacher, in writing or verbally, the action taken by the administration.

**Article XXXVI**  
**COACHES**

- A. Hiring Procedures
  - 1. All positions listed in Schedule N of the contract between the Board and the Association shall be posted at least fifteen (15) days prior to the deadline for applications. In cases of emergency, the Human Resources Office will advise the Association immediately that a lesser period of time is required and reasons for same.
  - 2. All applicants for the posted positions shall be interviewed by appropriate administrative personnel.
  - 3. Upon final approval by the Board, all applicants shall receive written notice of the selection from the Human Resources Office.
  - 4. Coaches shall be paid their respective stipends in the following manner: one-half (1/2) of the stipend to be paid half way through the season and the other half (1/2) to be paid at the conclusion of the season, including playoffs if applicable, once the Athletic Director approves.
- B. Responsibilities

Job descriptions for coaches shall be prepared by the Athletic Director, in consultation with the coaching staff. Coaches shall be responsible for performing those items listed in the coaches' job description.
- C. Evaluation of Coaches
  - 1. All coaches will be evaluated by the Athletic Director at least once during the sport being coached, based upon the job description.

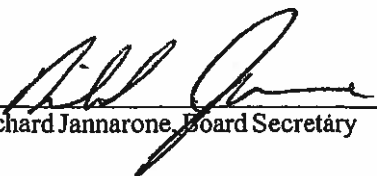
2. The Athletic Director shall prepare the written evaluation of the coach not later than thirty (30) days after the conclusion of the respective sport, except in the cases of spring sports, when evaluations will be prepared prior to the close of the school year.
3. The Athletic Director shall provide the coaches with a copy of the evaluation report at least one (1) day prior to a conference between the Athletic Director and the coach.
4. At said conference, the written evaluation will be discussed and both Athletic Director and coach shall sign the report. The coach may prepare a statement to be attached to the evaluation report.
5. Any coach not satisfied with his/her evaluation report may utilize the grievance procedure, if desired. The grievance would commence at Level Two.

**Article XXXVII**  
**DURATION OF AGREEMENT**

- A. This Agreement shall be effective as of July 1, 2019 and shall continue in effect until June 30, 2022, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed thereon, all on the day and year first above written.

**ASSOCIATION:**

**BOARD OF EDUCATION:**

  
Richard Jannarone, Board Secretary

**SCHEDULE A  
CERTIFICATED**

*YEAR 1*

**2019-20      *New Brunswick Teachers***

<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>Doc</b>
<b>1</b>	53,556	55,657	56,482	60,741	61,850
<b>2</b>	54,056	56,157	56,982	61,241	62,350
<b>3</b>	54,556	56,657	57,482	61,741	62,850
<b>4</b>	55,056	57,157	57,982	62,241	63,350
<b>5</b>	55,556	57,657	58,482	62,741	63,850
<b>6</b>	56,056	58,157	58,982	63,241	64,350
<b>7</b>	57,056	59,157	59,982	64,241	65,350
<b>8</b>	60,356	62,457	63,282	67,541	68,650
<b>8A</b>	63,856	65,957	66,782	71,041	72,150
<b>9</b>	67,381	69,482	70,307	74,566	75,675
<b>10</b>	73,481	75,582	76,407	80,666	81,775
<b>11</b>	79,781	81,882	82,707	86,966	88,075
<b>12</b>	87,981	90,082	90,907	95,166	96,275

**Hourly Rate \$46 per hour**

**SCHEDULE A  
CERTIFICATED**

**YEAR2**

<b>2020-21</b>	<b><i>New Brunswick Teachers</i></b>				
<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>Doc</b>
<b>1</b>	53,681	55,782	56,607	60,866	61,975
<b>2</b>	54,181	56,282	57,107	61,366	62,475
<b>3</b>	54,681	56,782	57,607	61,866	62,975
<b>4</b>	55,181	57,282	58,107	62,366	63,475
<b>5</b>	55,681	57,782	58,607	62,866	63,975
<b>6</b>	56,381	58,482	59,307	63,566	64,675
<b>7</b>	57,481	59,582	60,407	64,666	65,775
<b>8</b>	60,781	62,882	63,707	67,966	69,075
<b>8A</b>	64,281	66,382	67,207	71,466	72,575
<b>9</b>	68,081	70,182	71,007	75,266	76,375
<b>10</b>	74,181	76,282	77,107	81,366	82,475
<b>11</b>	80,681	82,782	83,607	87,866	88,975
<b>12</b>	88,981	91,082	91,907	96,166	97,275

**Hourly Rate \$46 per hour**

**YEAR3**

**SCHEDULE A  
CERTIFICATED**

**2021-22      *New Brunswick Teachers***

<b>Salary Guide Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>Doc</b>
<b>1</b>	54,326	56,427	57,252	61,511	62,620
<b>2</b>	54,826	56,927	57,752	62,011	63,120
<b>3</b>	55,326	57,427	58,252	62,511	63,620
<b>4</b>	55,826	57,927	58,752	63,011	64,120
<b>5</b>	56,326	58,427	59,252	63,511	64,620
<b>6</b>	56,926	59,027	59,852	64,111	65,220
<b>7</b>	58,026	60,127	60,952	65,211	66,320
<b>8</b>	61,326	63,427	64,252	68,511	69,620
<b>8A</b>	64,826	66,927	67,752	72,011	73,120
<b>9</b>	68,626	70,727	71,552	75,811	76,920
<b>10</b>	74,926	77,027	77,852	82,111	83,220
<b>11</b>	81,626	83,727	84,552	88,811	89,920
<b>11a</b>	85,926	88,027	88,852	93,111	94,220
<b>12</b>	90,226	92,327	93,152	97,411	98,520

Hourly Rate \$46 per hour



## SCHEDULE B

### *YEAR 1*

#### **2019-20    *New Brunswick Building Employees/ Central Receiving/Maintenance***

<b>Salary Guide Step</b>	<b>Non BSL</b>	<b>BSL</b>	<b>Head</b>	<b>Maint</b>
1	30,965	31,965	35,615	43,415
2	31,315	32,315	37,615	45,415
3	31,715	32,715	39,615	47,415
4	32,115	33,115	42,115	49,915
5	32,515	33,515	44,790	52,590
6	32,915	33,915	47,665	55,465
7	33,315	34,315	50,765	58,565
8	33,765	34,765	54,090	61,890
9	34,265	35,265	57,665	65,465
10	34,765	35,765	61,515	69,315
11	40,265	41,265	65,665	73,465
12	48,565	49,565	71,315	79,115
13		58,113		

## SCHEDULE B

### *YEAR2*

#### *2020-21 New Brunswick Building Employees/ Central Receiving/Maintenance*

<b>Salary Guide Step</b>	<b>Non BSL</b>	<b>BSL</b>	<b>Head</b>	<b>Maint</b>
1	31,665	32,665	36,915	44,715
2	32,015	33,015	38,915	46,715
3	32,415	33,415	40,915	48,715
4	32,815	33,815	42,915	50,715
5	33,215	34,215	45,590	53,390
6	33,615	34,615	48,465	56,265
7	34,015	35,015	51,565	59,365
8	34,465	35,465	54,890	62,690
9	34,965	35,965	58,465	66,265
10	35,565	36,565	62,315	70,115
11	41,065	42,065	66,465	74,265
12	49,365	50,365	72,115	79,915
13		58,913		

## SCHEDULE B

**YEAR3**

**2021-22 New Brunswick Building Employees/ Central  
Receiving/Maintenance**

<b>Salary Guide Step</b>	<b>Non BSL</b>	<b>BSL</b>	<b>Head</b>	<b>Maint</b>
1	32,100	33,100	37,665	45,465
2	32,450	33,450	39,665	47,465
3	32,800	33,800	41,665	49,465
4	33,150	34,150	43,665	51,465
5	33,550	34,550	46,165	53,965
6	33,950	34,950	49,040	56,840
7	34,350	35,350	52,140	59,940
8	34,800	35,800	55,465	63,265
9	35,300	36,300	59,040	66,840
10	36,100	37,100	62,890	70,690
11	41,700	42,700	67,090	74,890
11a	45,883	46,883	69,953	77,753
12	50,065	51,065	72,815	80,615
13		59,613		

**SCHEDULE C**

*YEAR 1*

**2019-20    *New Brunswick Secretaries/Accounting***

**Salary Guide**

<b>Step</b>	<b>12 Mon Sec</b>	<b>HS Pr/Acct</b>
<b>1</b>	<b>46,376</b>	<b>47,076</b>
<b>2</b>	<b>47,126</b>	<b>47,826</b>
<b>3</b>	<b>47,876</b>	<b>48,576</b>
<b>4</b>	<b>48,876</b>	<b>49,576</b>
<b>5</b>	<b>49,926</b>	<b>50,626</b>
<b>6</b>	<b>51,026</b>	<b>51,726</b>
<b>7</b>	<b>52,176</b>	<b>52,876</b>
<b>8</b>	<b>53,401</b>	<b>54,101</b>
<b>9</b>	<b>54,676</b>	<b>55,376</b>
<b>10</b>	<b>55,976</b>	<b>56,676</b>
<b>11</b>	<b>57,276</b>	<b>57,976</b>
<b>12</b>	<b>58,601</b>	<b>59,301</b>
<b>13</b>	<b>59,401</b>	<b>60,101</b>

## SCHEDULE C

**YEAR2**

**2020-21 New Brunswick Secretaries/Accounting**

<b>Salary Guide Step</b>	<b>12 Mon Sec</b>	<b>HS Pr/Acct</b>
1	47,601	48,301
2	48,351	49,051
3	49,101	49,801
4	49,851	50,551
5	50,851	51,551
6	51,901	52,601
7	53,051	53,751
8	54,276	54,976
9	55,551	56,251
10	56,851	57,551
11	58,151	58,851
12	59,501	60,201
13	60,401	61,101

**SCHEDULE C**

**YEAR3**

**2021-22 New Brunswick Secretaries/Accounting**

**Salary Guide**

<b>Step</b>	<b>12 Mon Sec</b>	<b>HS Pr/Acct</b>
1	48,951	49,651
2	49,701	50,401
3	50,451	51,151
4	51,201	51,901
5	51,951	52,651
6	52,951	53,651
7	54,001	54,701
8	55,226	55,926
9	56,501	57,201
10	57,801	58,501
11	59,101	59,801
12	60,401	61,101
13	61,401	62,101

**SCHEDULE D**

**YEAR1**  
**2019-20**

***New Brunswick Security***

<b>Salary Guide Step</b>	<b>Salary</b>
4	33,916
5	34,916
6	35,741
7	36,591
8	37,806
9	39,706
10	40,706
11	41,806

**SCHEDULE D --**

**YEAR2**  
**2020-21**

***New Brunswick***  
***Security***

<b>Salary Guide Step</b>	<b>Salary</b>
4	35,771
5	36,571
6	37,371
7	38,171
8	39,371
9	40,771
10	41,971
11	43,206

**YEAR3**  
**2021-22**

***New Brunswick***  
***Security***

<b>Salary Guide Step</b>	<b>Salary</b>
4	35,771
5	36,571
6	37,371
7	38,171
8	39,371
9	40,771
10	41,971
11	43,206



**SCHEDULE E  
PARAPROFESSIONALS**

*YEAR 1*

**2019-20      *New Brunswick Paras***

<b>Salary Guide Step</b>	<b>A/0-10</b>	<b>B/11-20</b>	<b>C/21-40</b>	<b>D/40+</b>	<b>E/AA or 60</b>
1	24,302	25,324	26,177	27,312	28,448
2	24,552	25,574	26,427	27,562	28,698
3	24,802	25,824	26,677	27,812	28,948
4	25,077	26,099	26,952	28,087	29,223
5	25,352	26,374	27,227	28,362	29,498
6	25,652	26,674	27,527	28,662	29,798
7	25,952	26,974	27,827	28,962	30,098
8	26,552	27,574	28,427	29,562	30,698
9	27,152	28,174	29,027	30,162	31,298
10	28,002	29,024	29,877	31,012	32,148
11	28,927	29,949	30,802	31,937	33,073
12	30,777	31,799	32,652	33,787	34,923
13	37,717	38,739	39,592	40,727	41,863

**Hourly Rate \$21.50 per hour**

**SCHEDULE E  
PARAPROFESSIONALS**

**YEAR2**

**2020-21      *New Brunswick Paras***

<b>Salary Guide Step</b>	<b>A/0-10</b>	<b>B/11-20</b>	<b>C/21-40</b>	<b>D/40+</b>	<b>E/AA or 60</b>
<b>1</b>	25,067	26,089	26,942	28,077	29,213
<b>2</b>	25,317	26,339	27,192	28,327	29,463
<b>3</b>	25,567	26,589	27,442	28,577	29,713
<b>4</b>	25,817	26,839	27,692	28,827	29,963
<b>5</b>	26,092	27,114	27,967	29,102	30,238
<b>6</b>	26,392	27,414	28,267	29,402	30,538
<b>7</b>	26,692	27,714	28,567	29,702	30,838
<b>8</b>	27,292	28,314	29,167	30,302	31,438
<b>9</b>	27,917	28,939	29,792	30,927	32,063
<b>10</b>	28,767	29,789	30,642	31,777	32,913
<b>11</b>	29,717	30,739	31,592	32,727	33,863
<b>12</b>	31,617	32,639	33,492	34,627	35,763
<b>13</b>	38,517	39,539	40,392	41,527	42,663

**Hourly Rate \$21.50 per hour**

**SCHEDULE E  
PARAPROFESSIONALS**

**YEAR3**

**2021-22      *New Brunswick Paras***

<b>Salary Guide Step</b>	<b>A/0-10</b>	<b>B/11-20</b>	<b>C/21-40</b>	<b>D/40+</b>	<b>E/AA or 60</b>
<b>1</b>	25,694	26,716	27,569	28,704	29,840
<b>2</b>	25,944	26,966	27,819	28,954	30,090
<b>3</b>	26,194	27,216	28,069	29,204	30,340
<b>4</b>	26,444	27,466	28,319	29,454	30,590
<b>5</b>	26,694	27,716	28,569	29,704	30,840
<b>6</b>	26,994	28,016	28,869	30,004	31,140
<b>7</b>	27,294	28,316	29,169	30,304	31,440
<b>8</b>	27,894	28,916	29,769	30,904	32,040
<b>9</b>	28,544	29,566	30,419	31,554	32,690
<b>10</b>	29,419	30,441	31,294	32,429	33,565
<b>11</b>	30,419	31,441	32,294	33,429	34,565
<b>12</b>	32,369	33,391	34,244	35,379	36,515
<b>13</b>	39,269	40,291	41,144	42,279	43,415

Hourly Rate \$21.50 per hour

**SCHEDULE F  
NB COMMUNITY AGENT**

*YEAR1*

**2019-20**                      *Community Agent*

<b>Salary Guide Step</b>	<b>Salary</b>
1	32,889
2	34,389
3	36,239
4	38,139
5	40,039
6	41,939
7	43,839
8	45,739
9	47,639
10	49,539
10A	51,439
11	53,339
11A	55,239
12	57,139

**YEAR 2**

**2020-21**

***Community Agent***

**Salary Guide  
Step**

**Salary**

<b>1</b>	<b>34,039</b>
<b>2</b>	<b>35,539</b>
<b>3</b>	<b>37,039</b>
<b>4</b>	<b>38,939</b>
<b>5</b>	<b>40,839</b>
<b>6</b>	<b>42,739</b>
<b>7</b>	<b>44,639</b>
<b>8</b>	<b>46,539</b>
<b>9</b>	<b>48,439</b>
<b>10</b>	<b>50,339</b>
<b>10A</b>	<b>52,239</b>
<b>11</b>	<b>54,139</b>
<b>11A</b>	<b>56,039</b>
<b>12</b>	<b>57,939</b>

**YEAR 3**

**2021-22**

***Community Agent***

**Salary Guide  
Step**

**Salary**

<b>1</b>	<b>35,239</b>
<b>2</b>	<b>36,739</b>
<b>3</b>	<b>38,239</b>
<b>4</b>	<b>39,739</b>
<b>5</b>	<b>41,639</b>
<b>6</b>	<b>43,539</b>
<b>7</b>	<b>45,439</b>
<b>8</b>	<b>47,339</b>
<b>9</b>	<b>49,239</b>
<b>10</b>	<b>51,139</b>
<b>10A</b>	<b>53,039</b>
<b>11</b>	<b>54,939</b>
<b>11A</b>	<b>56,839</b>
<b>12</b>	<b>58,739</b>

**SCHEDULE G**

**YEAR1**  
**2019-20**

***New Brunswick Family  
Liaison/Drop-Out***

<b>Salary Guide Step</b>	<b>Salary</b>
1	35,842
2	37,442
3	39,042
4	40,642
5	42,242
6	44,642
7	45,142
8	45,642
9	46,142
10	46,642
11	47,142
12	47,642

**SCHEDULE G**

**YEAR2**  
**2020-21**      **New Brunswick Family**  
**Liaison/Drop-Out**

<b>Salary Guide Step</b>	<b>Salary</b>
1	37,327
2	38,827
3	40,327
4	41,927
5	43,527
6	45,127
7	46,127
8	46,627
9	47,127
10	47,627
11	48,127
12	48,642



**SCHEDULE G**

**YEAR3**  
**2021-22**

***New Brunswick Family  
Liaison/Drop-Out***

<b>Salary Guide Step</b>	<b>Salary</b>
1	38,717
2	39,717
3	40,717
4	41,917
5	43,417
6	44,917
7	46,417
8	47,617
9	48,117
10	48,617
11	49,117
12	49,642

**SCHEDULE H**

**YEAR1**

**2019-20**

***New Brunswick IT Tech  
Sup/Security Tech***

**Salary Guide  
Step**

**Salary**

**1-4**

**47,612**

**5**

**49,012**

**6**

**51,312**

**7**

**53,412**

**7A**

**55,462**

**8**

**57,262**

**9**

**58,862**

**9A**

**61,562**

**10**

**64,262**

**11**

**67,062**

**11A**

**69,862**

**12**

**72,062**

**13**

**74,262**

**SCHEDULE H**

**YEAR2**  
**2020-21**

***New Brunswick IT Tech  
Sup/Security Tech***

<b>Salary Guide Step</b>	<b>Salary</b>
6	50,582
7	52,882
7A	54,932
8	57,032
9	59,032
9A	61,032
10	63,587
11	66,387
11A	69,187
12	72,087
13	74,287

**SCHEDULE H**

**YEAR3**  
**2021-22**

***New Brunswick IT Tech***  
***Sup/Security Tech***

<b>Salary Guide Step</b>	<b>Salary</b>
6	51,087
7	52,587
7A	54,887
8	56,987
9	59,097
9A	61,097
10	63,572
11	66,272
11A	68,972
12	71,772
13	74,687

**SCHEDULE I**

*YEAR 1*

**2019-20**

***New Brunswick IT  
Administrators***

<b>Salary Guide Step</b>	<b>Salary</b>
1	59,574
2	61,274
3	62,974
4	64,674
5	66,374
6	68,074
7	69,774
8	71,474
9	73,174
10	74,874
11	76,574
12	78,274
13	79,974

**SCHEDULE I**

**YEAR2  
2020-21**

***New Brunswick IT  
Administrators***

<b>Salary Guide Step</b>	<b>Salary</b>
<b>1</b>	<b>60,774</b>
<b>2</b>	<b>62,474</b>
<b>3</b>	<b>64,174</b>
<b>4</b>	<b>65,874</b>
<b>5</b>	<b>67,574</b>
<b>6</b>	<b>69,274</b>
<b>7</b>	<b>70,974</b>
<b>8</b>	<b>72,674</b>
<b>9</b>	<b>74,374</b>
<b>10</b>	<b>76,074</b>
<b>11</b>	<b>77,774</b>
<b>12</b>	<b>79,474</b>
<b>13</b>	<b>81,174</b>

**SCHEDULE I**

**YEAR 3**  
**2021-22**

***New Brunswick IT  
Administrators***

<b>Salary Guide Step</b>	<b>Salary</b>
1	61,974
2	63,674
3	65,374
4	67,074
5	68,774
6	70,474
7	72,174
8	73,874
9	75,574
10	77,274
11	78,974
12	80,674
13	82,374

**SCHEDULE J**

**YEAR 1**  
**2019-20**

**NB Application Specialists**

<b>Salary Guide Step</b>	<b>Salary</b>
1	39,209
2	40,184
3	40,984
4	41,799
5	42,631
6	43,479
7	44,345
8	45,227
9	46,128
10	47,046
11	47,983
12	48,938



## SCHEDULE K

**YEAR1**  
**2019-20 New Brunswick Play It Smart**

Salary Guide Step	BA	BA+30	MA	MA+30	Doc
1	49,339	51,440	52,265	56,524	57,633
2	49,839	51,940	52,765	57,024	58,133
3	50,339	52,440	53,265	57,524	58,633
4	50,839	52,940	53,765	58,024	59,133
5	51,339	53,440	54,265	58,524	59,633
6	51,839	53,940	54,765	59,024	60,133
7	52,339	54,440	55,265	59,524	60,633
8	56,319	58,420	59,245	63,504	64,613
8A	59,269	61,370	62,195	66,454	67,563
9	62,219	64,320	65,145	69,404	70,513
9A	64,068	66,169	66,994	71,256	72,362
10	68,219	70,320	71,145	75,404	76,513
11	74,219	76,320	77,145	81,404	82,513
12	80,919	83,020	83,845	88,104	89,213

## SCHEDULE K

### **YEAR2**

**2020-21 New Brunswick Play It  
Smart**

Salary Guide Step	BA	BA+30	MA	MA+30	Doc
1	49,339	51,440	52,265	56,524	57,633
2	49,839	51,940	52,765	57,024	58,133
3	50,339	52,440	53,265	57,524	58,633
4	50,839	52,940	53,765	58,024	59,133
5	51,339	53,440	54,265	58,524	59,633
6	51,839	53,940	54,765	59,024	60,133
7	52,339	54,440	55,265	59,524	60,633
8	56,319	58,420	59,245	63,504	64,613
8A	59,269	61,370	62,195	66,454	67,563
9	62,219	64,320	65,145	69,404	70,513
9A	64,068	66,169	66,994	71,256	72,362
10	68,219	70,320	71,145	75,404	76,513
11	74,219	76,320	77,145	81,404	82,513
12	80,919	83,020	83,845	88,104	89,213

## SCHEDULE K

### **YEAR3**

**2021-22 New Brunswick Play It  
Smart**

Salary Guide Step	BA	BA+30	MA	MA+30	Doc
2	49,839	51,940	52,765	57,024	58,133
3	50,339	52,440	53,265	57,524	58,633
4	50,839	52,940	53,765	58,024	59,133
5	51,339	53,440	54,265	58,524	59,633
6	51,839	53,940	54,765	59,024	60,133
7	52,339	54,440	55,265	59,524	60,633
8	56,319	58,420	59,245	63,504	64,613
8A	59,269	61,370	62,195	66,454	67,563
9	62,219	64,320	65,145	69,404	70,513
9A	64,068	66,169	66,994	71,256	72,362
10	68,219	70,320	71,145	75,404	76,513
11	74,219	76,320	77,145	81,404	82,513
11a	77,569	79,670	80,495	84,754	85,863
12	80,919	83,020	83,845	88,104	89,213

**SCHEDULE L**  
**NON CERTIFICATED NURSE**

**2019- 2022 SALARY GUIDE**

<b>Step</b>	<b>NON-BA</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>DOC</b>
<b>1</b>	43,597	44,597	46,698	47,523	51,782	52,891
<b>2</b>	44,097	45,097	47,198	48,023	52,282	53,391
<b>3</b>	44,597	45,597	47,698	48,523	52,782	53,891
<b>4</b>	45,097	46,097	48,198	49,023	53,282	54,391
<b>5</b>	45,597	46,597	48,698	49,523	53,782	54,891
<b>6</b>	46,097	47,097	49,198	50,023	54,282	55,391
<b>7</b>	46,597	47,597	49,698	50,523	54,782	55,891
<b>8</b>	50,577	51,577	53,678	54,503	58,762	59,871
<b>9</b>	56,477	57,477	59,578	60,403	64,662	65,771
<b>10</b>	62,477	63,477	65,578	66,403	70,662	71,771
<b>11</b>	68,477	69,477	71,578	72,403	76,662	77,771
<b>12</b>	74,477	75,477	77,578	78,403	82,662	83,771

**SCHEDULE M**

***YEAR1***

***2019-20 Drivers***

**Salary Guide**

<b>Step</b>	<b>10 Month</b>	<b>12 Month</b>
<b>1-3</b>	29,388	35,266
<b>4</b>	30,588	36,706
<b>5</b>	31,788	38,146
<b>6</b>	32,988	39,586
<b>7</b>	34,188	41,026
<b>8</b>	35,388	42,466
<b>9</b>	37,188	44,626
<b>10</b>	38,788	46,546
<b>10A</b>	40,088	48,106
<b>11</b>	41,438	49,726
<b>11A</b>	42,938	51,526
<b>12</b>	44,558	53,470

**Applies to employees hired after December 1, 2014  
Current employees are grandfathered within their job categories**

**SCHEDULE M**

**YEAR2**

**2020-21 Drivers**

**Salary Guide**

<b>Step</b>	<b>10 Month</b>	<b>12 Month</b>
1	29,995	35,994
2-4	30,995	37,194
5	31,995	38,394
6	32,995	39,594
7	34,195	41,034
8	35,395	42,474
9	37,195	44,634
10	38,795	46,554
10A	40,095	48,114
11	41,470	49,764
11A	43,070	51,684
12	44,975	53,970

**Applies to employees hired after December 1, 2014 Current employees  
are grandfathered within their job categories**

**SCHEDULE M**

**YEAR3**  
**2021-22 Drivers**

**Salary Guide**

<b>Step</b>	<b>10 Month</b>	<b>12 Month</b>
1	30,750	36,900
2	31,750	38,100
3	32,750	39,300
4	33,750	40,500
5	34,750	41,700
6	35,750	42,900
7	37,250	44,700
8	38,850	46,620
9	40,250	48,300
10	41,775	50,130
11	43,500	52,200
12	45,450	54,540

**Applies to employees hired after December 1, 2014 Current employees are grandfathered within their job categories**

**SCHEDULE N**

**HIGH SCHOOL  
COACHES**

	2019-20			2020-21			2021-22		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Football	\$9,068	\$9,485	\$9,921	\$9,068	\$9,485	\$9,921	\$9,294	\$9,722	\$10,169
Assistant Football JV	\$5,274	\$5,517	\$5,770	\$5,274	\$5,517	\$5,770	\$5,406	\$5,655	\$5,915
Sophomore Football	\$4,067	\$4,254	\$4,450	\$4,067	\$4,254	\$4,450	\$4,169	\$4,360	\$4,561
Sophomore Assistant Football	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Freshman Football	\$4,067	\$4,254	\$4,450	\$4,067	\$4,254	\$4,450	\$4,169	\$4,360	\$4,561
Freshman Assistant Football	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Basketball	\$6,965	\$7,286	\$7,621	\$6,965	\$7,286	\$7,621	\$7,139	\$7,468	\$7,811
Assistant Basketball JV	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Freshman Basketball	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Baseball	\$6,123	\$6,404	\$6,699	\$6,123	\$6,404	\$6,699	\$6,276	\$6,564	\$6,866
Assistant Baseball	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Jr. Varsity Baseball	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Freshman Baseball	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Cross Country	\$4,811	\$5,032	\$5,263	\$4,811	\$5,032	\$5,263	\$4,931	\$5,158	\$5,395
Assistant Cross Country	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Wrestling	\$6,123	\$6,404	\$6,699	\$6,123	\$6,404	\$6,699	\$6,276	\$6,564	\$6,866
Jr. Varsity Wrestling	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Freshman Wrestling	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Winter Track	\$5,895	\$6,166	\$6,450	\$5,895	\$6,166	\$6,450	\$6,042	\$6,320	\$6,611
Assistant Winter track	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Spring Track	\$6,123	\$6,404	\$6,699	\$6,123	\$6,404	\$6,699	\$6,276	\$6,564	\$6,866
Assistant Spring Track	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Gymnastics	\$4,811	\$5,032	\$5,263	\$4,811	\$5,032	\$5,263	\$4,931	\$5,158	\$5,395
Golf	\$4,811	\$5,032	\$5,263	\$4,811	\$5,032	\$5,263	\$4,931	\$5,158	\$5,395
Tennis	\$4,811	\$5,032	\$5,263	\$4,811	\$5,032	\$5,263	\$4,931	\$5,158	\$5,395
Assistant Tennis	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Soccer	\$6,123	\$6,404	\$6,699	\$6,123	\$6,404	\$6,699	\$6,276	\$6,564	\$6,866
Jr. Varsity Soccer	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Freshman Soccer	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Head Softball	\$6,123	\$6,404	\$6,699	\$6,123	\$6,404	\$6,699	\$6,276	\$6,564	\$6,866
Assistant Softball JV	\$3,802	\$3,976	\$4,159	\$3,802	\$3,976	\$4,159	\$3,897	\$4,076	\$4,263
Ticket Manager - Fall	\$1,608	\$1,682	\$1,759	\$1,608	\$1,682	\$1,759	\$1,648	\$1,724	\$1,803
Ticket Manager - Winter	\$1,608	\$1,682	\$1,759	\$1,608	\$1,682	\$1,759	\$1,648	\$1,724	\$1,803
Head Bowling Coach	\$4,811	\$5,032	\$5,263	\$4,811	\$5,032	\$5,263	\$4,931	\$5,158	\$5,395
Head Cheerleader Advisor/Fall	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Head Cheerleader Advisor/Winter	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Fresh/Sophomore Cheerleader Advisor/Fall	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
JV Cheerleader Adv/Fall	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
JV Cheerleader Adv/Winter	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Fresh/Sophomore Cheerleader Advisor Winter	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Drill Team Advisor	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Twirler Team Advisor	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Color Guard Advisor	\$2,913	\$3,050	\$3,194	\$2,913	\$3,050	\$3,194	\$2,986	\$3,126	\$3,273
Weight Room Trainer	\$1,348	\$1,412	\$1,478	\$1,348	\$1,412	\$1,478	\$1,382	\$1,447	\$1,515
Head Volleyball	\$6,123	\$6,405	\$6,698	\$6,123	\$6,405	\$6,698	\$6,276	\$6,565	\$6,866
Jr. Varsity Volleyball	\$3,802	\$3,977	\$4,160	\$3,802	\$3,977	\$4,160	\$3,897	\$4,076	\$4,264
Freshman Volleyball	\$3,802	\$3,977	\$4,160	\$3,802	\$3,977	\$4,160	\$3,897	\$4,076	\$4,264



## SCHEDULE N

### NEW BRUNSWICK MIDDLE SCHOOL

	2019-20			2020-21			2021-22		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Head Football Coach	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Head Basketball Coach	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Volleyball	\$4,266	\$4,602	\$4,890	\$4,266	\$4,602	\$4,890	\$4,372	\$4,717	\$5,012
Cheerleading	\$2,786	\$2,917	\$3,055	\$2,786	\$2,917	\$3,055	\$2,856	\$2,990	\$3,131
Cross Country	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Wrestling	\$2,237	\$2,549	\$2,861	\$2,237	\$2,549	\$2,861	\$2,293	\$2,613	\$2,933
Baseball	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Softball	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Tennis	\$2,005	\$2,317	\$2,629	\$2,005	\$2,317	\$2,629	\$2,055	\$2,375	\$2,695
Soccer	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Track & Field	\$4,602	\$4,813	\$5,034	\$4,602	\$4,813	\$5,034	\$4,717	\$4,933	\$5,160
Assistant Football	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,077
Assistant Basketball	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,078
Assistant Cross Country	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,078
Assistant Baseball	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,078
Assistant Softball	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,078
Assistant Soccer	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,078
Assistant Track & Field	\$3,636	\$3,804	\$3,978	\$3,636	\$3,804	\$3,978	\$3,727	\$3,899	\$4,078
Assistant Volleyball	\$3,370	\$3,636	\$3,863	\$3,370	\$3,636	\$3,863	\$3,454	\$3,727	\$3,960
Assistant Cheerleading	\$2,201	\$2,304	\$2,413	\$2,201	\$2,304	\$2,413	\$2,257	\$2,362	\$2,473
Assistant Wrestling	\$1,768	\$2,014	\$2,260	\$1,768	\$2,014	\$2,260	\$1,812	\$2,065	\$2,316
Assistant Tennis	\$1,583	\$1,830	\$2,077	\$1,583	\$1,830	\$2,077	\$1,623	\$1,876	\$2,129

**SCHEDULE O  
EXTRA CURRICULAR  
ACTIVITIES**

	2019-20	2020-21	2021-22
HS Band Director	\$3,780	\$3,780	\$3,780
HS Band Assistant	\$2,722	\$2,722	\$2,722
HS School Chorus Director	\$3,780	\$3,780	\$3,780
HS Drama Director	\$8,097	\$8,097	\$8,097
Musical Drama Director	\$3,780	\$3,780	\$3,780
Dance Drama Director	\$3,780	\$3,780	\$3,780
Choreographer of Theatre Productions	\$3,780	\$3,780	\$3,780
Musical Director of Theatre Productions	\$3,780	\$3,780	\$3,780
HS Student Council Advisor	\$3,780	\$3,780	\$3,780
HS Yearbook Editorial	\$3,780	\$3,780	\$3,780
HS Yearbook Business	\$3,780	\$3,780	\$3,780
Literary Magazine	\$3,780	\$3,780	\$3,780
Newspaper	\$3,023	\$3,023	\$3,023
Senior Class Advisor	\$3,780	\$3,780	\$3,780
Junior Class Advisor	\$1,915	\$1,915	\$1,915
Sophomore Class Advisor	\$1,134	\$1,134	\$1,134
Freshman Class Advisor	\$1,134	\$1,134	\$1,134
Finance Scholar Advisor	\$1,512	\$1,512	\$1,512
Incentive Scholars Advisor	\$1,512	\$1,512	\$1,512
Peer Leadership Coordinator	\$3,780	\$3,780	\$3,780
Peer Leadership Advisor	\$2,025	\$2,025	\$2,025
NBHS Honor Society	\$1,915	\$1,915	\$1,915
NBHS Clubs	\$1,915	\$1,915	\$1,915
Key Club	\$1,915	\$1,915	\$1,915
Student Activities Accountant	\$3,832	\$3,832	\$3,832
ROTC Instructor	\$2,143	\$2,143	\$2,143
Intramurals (Hourly)	\$45	\$45	\$45
Robotics		\$3,500	
Jazz Band		\$9,000	
Equipment Manager			
High School		\$6,500	
Middle School		\$3,000	
Laundry Manager		\$5,000	
Head HS Guidance Counselor		\$623	
Tri-M Music Honor Society		\$1,869	

For advisors, there shall be no release time from any teaching or non-teaching duties. All student contact shall occur outside the regular student day, unless the administration and the advisor reach a mutual agreement to the contrary.

## SCHEDULE P

### ELEMENTARY EXTRA CURRICULAR ACTIVITIES

	2019-20	2020-21	2021-22
Yearbook - Elementary	\$1,915	\$1,915	\$1,915
Student Council - Elementary	\$1,915	\$1,915	\$1,915
Newspaper Elementary	\$1,915	\$1,915	\$1,915
Drama - Elementary	\$1,915	\$1,915	\$1,915
Band - Elementary	\$1,915	\$1,915	\$1,915
Cheerleader - Elementary	\$1,915	\$1,915	\$1,915
Safety Patrol - Elementary	\$1,915	\$1,915	\$1,915
All Elementary Clubs/Advisors	\$1,447	\$1,447	\$1,447
Science Resource Managers	\$1,915	\$1,915	\$1,915
Step-Up Advisor	\$3,780	\$3,780	\$3,780
21st Century Program Advisor	\$1,915	\$1,915	\$1,915
21st Century Club Advisor	\$639	\$639	\$639
Head Elementary School Counselor	\$639	\$639	\$639
Head Elementary School Art	\$639	\$639	\$639
Head Elementary School Music			

## SCHEDULE Q

### MISCELLANEOUS STIPENDS

	2019-20	2020-21	2021-22
Head Nurse/Staff Development Leader	\$9,921	\$9,921	\$10,169
Curriculum Writing-full year course	\$920	\$920	\$920
Curriculum Writing-half year course	\$460	\$460	\$460
Security Coordinator	\$1,866	\$1,866	\$1,913

AVID District Leader will be paid at the contractual hourly rate, for up to 15 hours per month. The AVID District Leader is a Twelve (12) month position.

**SCHEDULE R**

**LONGEVITY**

<b>YEARS</b>	<b>PROFESSIONALS</b>		
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
20	\$1,645	\$1,645	\$1,645
25	\$2,132	\$2,132	\$2,132
30	\$3,046	\$3,046	\$3,046

**SECRETARIES/PARAPROFESSIONALS/SECURITY  
COMMUNITY AGENTS/DROP OUT PREVENTION OFFICERS/FAMILY LIAISONS**

<b>YEARS</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>
15	\$719	\$719	\$719
20	\$1,060	\$1,060	\$1,060
25	\$2,059	\$2,059	\$2,059
30	\$3,734	\$3,734	\$3,734

**BUILDING EMPLOYEES/MAINTENANCE  
CENTRAL RECEIVING/IT SPECIALISTS**

<b>YEARS</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021022</b>
10	\$1,486	\$1,486	\$1,486
20	\$1,803	\$1,803	\$1,803
25	\$2,235	\$2,235	\$2,235
30	\$2,534	\$2,534	\$2,534

## SCHEDULE S

If the student early dismissal time is decreased on a professional development day the teaching and paraprofessional staff professional development time on that day shall be increased by the same amount of time. (Example – Students dismissal time decreased from 1:40pm to 1:00pm, teacher and paraprofessional professional development time shall be increased by 40 minutes.) The same early dismissal times shall be utilized on all early dismissal days.

### ELEMENTARY SCHEDULE

All elementary teachers report by 8:40 AM and may leave ten (10) minutes after the students are dismissed.

### MIDDLE SCHOOL SCHEDULE

All middle school teachers report by 8:00 AM and may leave ten (10) minutes after the students are dismissed.

### HIGH SCHOOL SCHEDULE

- Reporting time is 7:50 am
- Block #1-2 will start at 7:56 am
- Bell schedule will run from 7:56 am to 2:26 pm
- All staff can leave ten (10) minutes after the students are dismissed

BLOCK	BEGIN	END	SCHEDULE
	7:50		Teacher Start Time
1-2	7:56	9:16	80 Class
Advisory	9:20	9:40	20
3-4	9:44	11:04	80 Class
5	11:08	11:38	30 Lunch
6-7	11:42	1:02	80 Class
5-6	11:08	12:28	80 Class
7	12:32	1:02	30 Lunch
5	11:08	11:48	40 Class
6	11:50	12:20	30 Lunch
7	12:22	1:02	40 Class
8-9	1:06	2:26	80 Class

- One common planning time per week at 40 minutes
- A 20 minutes daily Advisory
- Four minute passing
- Advisory equals homeroom for the purpose of compensation
- Contract language would be honored

## SCHEDULE T

### MEDICAL BENEFITS

The Board will provide the following medical plan options:

1. **PREFERRED PROVIDER OR TRADITIONAL PLAN OPTION -**  
(Only available to employees hired prior to July 1, 2007 may elect this option)

Lifetime Plan Maximum	Unlimited
Annual Deductible	\$150 per employee but no more than 2 Deductibles per family
Maximum Annual Out of Pocket (Not including the annual deductible)	\$800 per person covered 2 times maximum per family

Effective July 1, 2007 the Traditional Medical Plan will include a pre-certification requirement for all inpatient hospital admissions, for selected outpatient diagnostic testing and procedures as determined by the Traditional Plan insurance carrier.

Covered Expenses incurred will be reduced by 50% for these charges unless this pre-certification is received prior to the date of admission, testing or performed procedure.

Covered expenses incurred will also be reduced by 50% for charges made for outpatient diagnostic testing or procedures for which Outpatient Certification was performed, but not certified as Medically Necessary.

Network pre-certification is coordinated by the network provider. It is the employee's or dependent's responsibility to obtain pre-certification for out-of-network inpatient admissions and/or select outpatient diagnostic testing or procedures.

2. **POINT OF SERVICE PLAN OPTION (currently Cigna) with a \$15 in network office visit co-pay and \$35 Specialist.**
3. **ALTERNATE POINT OF SERVICE OPTION (currently Aetna) Year (1) with a \$5 in network office visit co-pay and \$10 Specialist. Starting July 1, 2020 with a \$10 in network office visit co-pay and \$20 Specialist.**
4. **CIGNA POS 90/70 Plan-(80<sup>th</sup> R & C)**
5. **HRA with Fund provided by NBBOE.**
6. **Effective July 1, 2011, all eligible employees shall move from the Traditional health benefits plan to the Point of Service Plan ("POS") or any other plan in the Collective Bargaining Agreement. An eligible employee may choose to purchase the Traditional Plan at a cost to the employee equal to the difference between the Traditional Plan and the plan the employee was previously enrolled in.**

## **SCHEDULE U**

### **PRESCRIPTION BENEFITS**

Effective April 1, 2017 the co-pays shall be modified to:

**RETAIL:**

<b>Generic Prescriptions:</b>	<b>\$10.00 co-pay</b>
<b>Brand Name Preferred Prescriptions:</b>	<b>\$20.00 co-pay</b>
<b>Brand Name Non Preferred Prescriptions:</b>	<b>\$40.00 co-pay</b>

**MAIL ORDER:**

<b>Generic Prescriptions:</b>	<b>\$20.00 co-pay</b>
<b>Brand Name Preferred Prescriptions:</b>	<b>\$40.00 co-pay</b>
<b>Brand Name Non Preferred Prescriptions:</b>	<b>\$80.00 co-pay</b>

## **SCHEDULE V**

### **DENTAL COVERAGE**

Dental benefits will be provided at no cost for employee only coverage under the Board's Traditional Dental Plan (in place as of prior to July 1, 2007) or the alternate DHMO Plan.

Employees may choose to cover their eligible dependents; however, the full cost of dependent coverage (as previously defined in Article XXVI) will be paid for by the employee through payroll deductions.

Traditional Maximum Benefit:  
Calendar Year \$1,500  
Orthodontic Limit (lifetime) \$750

- **DHMO**  
All plan benefits are subject to scheduled co-pays.



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