

AGREEMENT
Between
THE BOARD OF EDUCATION
TOWNSHIP OF CRANFORD, COUNTY OF UNION
and
THE CRANFORD EDUCATION ASSOCIATION
Commencing: July 1, 2018
Terminating: June 30, 2021

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TABLE OF CONTENTS

	<u>PAGE</u>
PREAMBLE	1
WITNESSETH	1
PURPOSE	1
ARTICLE 1 Recognition.....	2
ARTICLE 2 Negotiation Procedure	2
ARTICLE 3 Grievance Procedure.....	3
ARTICLE 4 Employee Rights.....	6
ARTICLE 5 Board of Education Management Functions and Rights	8
ARTICLE 6 Association Rights and Privileges	9
ARTICLE 7 School Calendar	11
ARTICLE 8 Teaching Hours and Teaching Load.....	11
ARTICLE 9 Non-Teaching Duties (Applicable Only to Teachers)	18
ARTICLE 10 Teacher Employment (Applicable Only to Teachers)	19
ARTICLE 11 Salaries (Applicable Only to Teachers)	20
ARTICLE 12 Teacher Assignment (Applicable Only to Teachers).....	21
ARTICLE 13 Voluntary Transfers and Reassignments	21
ARTICLE 14 Involuntary Transfers and Reassignments (Applicable Only to Teachers)	22
ARTICLE 15 Promotions and Teaching Vacancies	23
ARTICLE 16 Summer School, Home Teaching, Coaching, Extra Curricular and Federal Programs (Applicable Only to Teachers)	24
ARTICLE 17 Teacher Evaluations (Applicable Only to Teachers).....	24
ARTICLE 18 Teacher Facilities	25

ARTICLE 19 Employee-Administration Liaison.....	25
ARTICLE 20 Sick Leave.....	25
ARTICLE 21 Temporary Leaves of Absence	27
ARTICLE 22 Extended Leaves of Absence.....	29
ARTICLE 23 Soliciting and Selling.....	34
ARTICLE 24 Professional Development and Education Improvement (Applicable Only to Teachers)	35
ARTICLE 25 Maintenance of Classroom Control and Discipline (Applicable Only to Teachers)	38
ARTICLE 26 Insurance Protection.....	39
ARTICLE 27 Health Examinations and Requirements	39
ARTICLE 28 Deductions From Salary	40
ARTICLE 29 Miscellaneous Provisions.....	41
ARTICLE 30 Separability and Savings.....	43
ARTICLE 31 Provisions Applicable to the Custodial Staff.....	44
ARTICLE 32 Provisions Applicable to the Secretarial/Clerical Staff	49
ARTICLE 33 Provisions Applicable Only to Classroom Aides, Clerical Aides and the School Attendance Officer	52
ARTICLE 34 Duration of and Execution of Agreement.....	54

ATTACHMENTS

- SCHEDULE A Salary Policies for Non-Administrative Instructional Staff, Effective July 1, 2018 through June 30, 2021
- SCHEDULE B Salary Schedule for Coaches, Effective July 1, 2018 through June 30, 2021
- SCHEDULE C Salary Schedule for Non-Athletic Extra Assignments Including Intramurals, Effective July 1, 2018 through June 30, 2021
- SCHEDULE D Salary Policies for Building Services Personnel, Effective July 1, 2018 through June 30, 2021
- SCHEDULE E Salary Policies for Office Personnel, Effective July 1, 2018 through June 30, 2021
- SCHEDULE F Salary Schedule for Assistants and Attendance Officer, Effective July 1, 2018 through June 30, 2021

PREAMBLE

This Agreement entered into this first day of July 2019, by and between the Board of Education of the Township of Cranford, in the County of Union, New Jersey, hereinafter called the "Board", and the Cranford Education Association, hereinafter called the "Association".

WITNESSETH

WHEREAS, the Board and the Association have an obligation, pursuant to N.J.S.A. 34:13A-5.1 et. seq., to negotiate with respect to the terms and conditions of employment, and

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

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

PURPOSE

The general purpose of this Agreement is in the mutual interest of the Board of Education and its employees to record the terms of the Agreement between the parties signatory hereto arrived at through collective bargaining with respect to rates of pay and other terms and conditions of employment.

The parties signatory hereto recognize that mutual understanding, harmony and cooperation among the employees, covered by this Agreement, and their representatives and the Board of Education is necessary and essential to the furnishing of the public service required of the Board of Education and its employees.

ARTICLE 1
RECOGNITION

Pursuant to the provisions of N.J.S.A. 34:13A-5.1 et. seq., the Cranford Board of Education hereby recognizes the Cranford Education Association as the majority representative and as exclusive representative for collective negotiations concerning terms and conditions of employment for the following certificated personnel under contract or on leave, now employed or as shall hereafter be employed by the Board: teachers, librarians, learning disability teacher, leave replacement teachers, consultants, nurses, social workers, guidance counselors, speech correctionists, psychologists, certified occupational therapists and certified occupational therapist assistants; character education coordinator; and the following non-certificated personnel under contract or employment, now employed or as shall hereafter be employed by the Board: secretaries, clerks, custodians, maintenance personnel, clerical assistants, classroom assistants and attendance officer, but excluding: Superintendent of Schools, Assistant Superintendent of Schools, Director of Special Services, principals, assistant principals, directors, department chairpersons, Secretary of the Board, School Business Administrator, business office manager, doctors and dentists, school plant engineer, substitutes, home and supplementary instructors, secretary to the Superintendent of Schools, secretary to the Board Secretary and two secretaries to the Assistant Superintendent of Schools, and confidential bookkeeper.

ARTICLE 2
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-5.1 et. seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Such negotiations shall begin on a date mutually agreed upon by both parties no sooner than December 1. Any agreement so negotiated, shall apply to all employees, be reduced to writing, and be signed by the Board of Education and the Association after ratification by the Association and the Board of Education.
- B. During the negotiations, the Board and the Association shall present relevant data, present points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Cranford School District, except confidential information. As soon as it is available, the Board shall provide the Association with a complete tentative line budget for the next fiscal year.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals, and enter into a Memorandum of Agreement in the course of negotiations. Nothing herein shall be construed as a delegation of authority of the Board of Education to its representatives.

All meetings between the parties shall be scheduled to take place when people employed in their respective units are free from assigned responsibilities and duties unless otherwise agreed.

- D. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employment benefit existing prior to the effective date of this Agreement.
- E. This Agreement incorporates the entire understanding of the parties on all matters, which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any material, whether or not covered by this Agreement and whether or not the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3
GRIEVANCE PROCEDURE

A. Definitions

- 1. There shall be two types of grievances; the first type of grievances shall permit the Association or employees to present a complaint concerning the interpretation or application of policies or administrative decisions affecting said employee; the second type of grievances shall be defined as a complaint alleging a violation or misinterpretation of this Agreement. Only those complaints alleging a violation or misinterpretation of this Agreement may be submitted to arbitration as hereinafter provided for.
- 2. A "grievant" is the person or persons making the complaint.

B. Procedure

- 1. A grievance to be considered under this procedure must be initiated by a grievant within thirty (30) calendar days from the time when the grievant is apprised of the occurrence constituting the grievance.
- 2. a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits may be deemed to be a waiver of further appeal of the decision.

b. It is understood that an employee grievant shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been duly determined.
- 3. An employee who has a grievance as defined in Article 3, A.1., shall first submit a written statement of the grievance and the remedy sought to his/her principal (or immediate

superior, if applicable) in an attempt to resolve the grievance at this level. The principal or immediate superior shall schedule a discussion of the matter and render a written decision within ten (10) school days after receipt of the written grievance.

4. The employee grievant, no later than ten (10) school days after receipt of the decision of his/her principal or other immediate superior, may appeal the decision to the Superintendent of Schools.

The appeal to the Superintendent must be made in writing specifying: (a) the nature of the grievance; (b) the nature and extent of any injury, loss, or inconvenience; (c) the results of previous discussions with the principal or immediate supervisor; (d) his/her dissatisfactions with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed fifteen (15) school days from the receipt of the appeal. The Superintendent shall communicate his/her decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

5. If the grievance is not resolved to the grievant's satisfaction, he/she no later than ten (10) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Association shall have the right and option to request three (3) hearings be held during each contract year by the Board of Education at which time the Association shall be permitted to bring the grievance directly to the Board of Education which shall hold a hearing within thirty (30) days from the date of the request. After three (3) hearings have been held, the Association may request the Board to hold additional hearings which the Board at its sole option may agree to hear or conduct provided, however, if it permits the hearing to be held, it shall be before a Committee selected by the Board of its members and shall not be held before the entire Board of Education. The Committee, if it hears a grievance, will make a recommendation concerning the same to the Board as a whole. After a hearing has been held, the Board shall review the grievance and render a decision in writing and forward copies thereof to the grievant and to the Association within (30) days following the hearing, or if no hearing is held thirty (30) days following receipt of the appeal. The hearings shall not be plenary in nature and shall only permit the grievant and/or his/her representative to present whatever evidence the grievant and/or the representative deems appropriate; this shall not include any right to cross-examine any members of the Board of Education, administrators or staff members.

6. If a decision of the Board does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes further review of the grievance, he/she shall so notify the Association within ten (10) school days of the Board's decision. If the Association determines that the grievance should be reviewed, it shall so advise the Board through the Superintendent within (20) school days of the receipt of the Board's decision. A request by the Association or the Board shall then be made to the Public Employment Relations Commission. The decision of the Arbitrator shall be final and binding upon the parties. If grievances are not pursued to the next level by the Association as provided for in the grievance process and/or the grievances are not pursued to arbitration, then the grievances shall be considered settled based upon the last decision of the Board of Education.

7. Rights of Employees to Representation:

- a. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself or at his/her option, by the Association or by a representative selected or approved by the Association.
 - b. When an employee is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent or any later level, be notified by the Superintendent that the grievance is in process, and shall have the right to be present and present its view at all hearing sessions held concerning the grievance and shall receive a copy of all decisions rendered.
 - c. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his/her appeal with respect to his/her personal grievances.
8. If, in the judgment of the Association a grievance affects it or a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly in accordance with the procedure set forth above and the processing of such grievance shall commence at said level. The Association may process such grievance through all levels of the grievance procedure.
9. If a grievance is filed in May or June of any school year, notwithstanding the time periods hereinabove contained, it shall be initiated at the Superintendent's level of the grievance procedure and if not resolved at that step, if otherwise permitted, the grievance shall be presented to the Board of Education so that the grievance can be heard prior to the end of the school year if at all possible.

C. Costs

1. The fees and expenses of arbitration shall be borne equally by the Board of Education and the Cranford Education Association.
2. The costs and expenses for witnesses, transcripts, attorney's expenses, if any, shall be borne by the party utilizing or requesting such services or witnesses.

D. Miscellaneous

1. In the event of arbitration, the Arbitrator shall have no power or authority to add to or subtract from or modify, in any way, the terms of this Agreement.
2. The Arbitrator will be required to issue his/her decision within thirty (30) calendar days from the date of the closing of the hearing. The Arbitrator's decision shall be in writing and will set forth his/her finding of fact and conclusions on the issues submitted. The decision of the Arbitrator shall be binding upon the parties.

3. Grievance and arbitration hearings shall be held after school hours.
5. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to those problems, which may from time to time arise concerning matters constituting grievances. Both parties agree that the proceedings provided for above will be kept as informal and confidential as may be appropriate at any level of the procedure.
6. All meetings and hearings under this procedure shall not be conducted in public and shall include only parties to the proceedings and their designated or selected representatives and any representative of the Association entitled to be present in cases where employee grievants are not represented by the Association.

ARTICLE 4
EMPLOYEE RIGHTS

- A. Pursuant to N.J.S.A 34:13A-5.1 et. seq. enacted by the Legislature of the State of New Jersey, and further pursuant to any Amendments to the aforesaid legislation which may be adopted during the course of this Agreement, the Board of Education hereby agrees that all employees covered by the terms of this Agreement shall have the right to join and support the Cranford Education Association or any group or association who may properly represent public employees for the purpose of engaging in collective negotiations as defined and provided for by the aforesaid legislation.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined arbitrarily. Any such discipline asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

Discipline shall be appropriate to the offense and the offender. For minor offenses, discipline shall be applied progressively from the minimum of oral warnings through the entire continuum of disciplinary measures, until the maximum penalty of discharge is imposed. More serious disciplinary offenses may warrant a response farther along on the continuum, and some may be so egregious as to warrant an immediate imposition of the maximum penalty. Each case shall be judged on its own merits and an employee's employment record shall be used in determining any disciplinary action.

- D. Should the Legislature of the State of New Jersey restore the unqualified right to an employee representative on behalf of the employees represented to file grievances and/or arbitrate the issue of discipline, then the same shall be considered as part of the employee rights covered by this Agreement.

- E. Whenever any employee is required to appear before the Superintendent, the Board or any 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 he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. Any criticism of an employee or reprimand should be done in private and not in the presence of other staff, parents or students.
- F. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- G. No adverse recommendation will be made by any administrator to the Board of Education which could affect an employee's rank, salary, adjustment and/or increment without the employee first being afforded an interview concerning such recommendation. At such interview the employee shall have the option of having an Association representative present.
- H.
 1. The personnel files of school district employees which are kept in the Office of the Superintendent of Schools, which files are maintained under the supervision of the Assistant Superintendent, are designated the official personnel files for all employees.
 2. However, to provide for the orderly administration and supervision of the schools, principals may establish building files, which purpose shall be to file copies of all supervisory reports submitted to the Central Office (observations and evaluations); copies of all correspondence addressed to the employee by the building principal; copies of all correspondence addressed to the principal by the employee, which copies indicate thereon that the correspondence is on file in the Central Office; and other correspondence addressed to the employee from other school officials, on which it is noted that building principals were sent a copy.
 3. Regulations and procedures regarding access to the official personnel file kept in the Office of the Superintendent are as follows:
 - a. Upon receipt by the Superintendent of Schools of a written request, any employee may have access to his/her official personnel file. Such review of the file shall be in the presence of the Superintendent, or at the discretion of the Superintendent he/she may delegate this responsibility to the Superintendent's designee.
 - b. Upon receipt of the written request, the Superintendent shall schedule a mutually convenient time for such review.

- d. Any employee shall have access only to those materials in his/her file dealing with the observation and evaluation of his/her work performance, correspondence, attendance record, health examination and salary information. No employee shall have access to documents relating to his/her initial employment and subsequent employment in cases where an employee resigned and has been reemployed, i.e., application form, closed credentials from placement services, and letters of reference.
- e. Neither the official personnel file nor any of the documents kept therein may be removed from the Central Office where it is reviewed. Any employee may, however, request a photocopy of any of the material, which he/she has had the opportunity to review. A charge of ten cents (.10) per copy will be made for this service.
- f. Correspondence about any employee which is addressed to building principals or to other administrators or to other school officials shall not be placed in his/her official personnel file unless a dated copy has been given to the employee, and the employee has been given the opportunity to submit a response to the correspondence which shall be appended to the initial correspondence.

ARTICLE 5
BOARD OF EDUCATION
MANAGEMENT FUNCTION AND RIGHTS

- A. Except as modified, altered or amended by the within Agreement, the Board of Education shall not be limited in the exercise of the statutory Board of Education management functions. The Board, on its own behalf and on behalf of the voters encompassing the area covered by the Township of Cranford, hereby retains and reserves unto itself, including but not limited to, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws of the State of New Jersey, the Constitution of the State of New Jersey, and of the United States, including, but not limited to the following rights, privileges and functions:
 - 1. The executive management and administrative control of the school system and its properties and facilities, and the activities of its employees during their hours of employment.
 - 2. The right to hire all employees and subject to the provisions of law to determine their qualifications and the conditions for their continued employment, or their dismissal, demotion or promotion; and to promote, and transfer all such employees except as modified by the terms of the Agreement.
 - 3. The right to establish grade levels and courses of instruction including, special programs and to provide for athletic, recreational and social activities for students, all as deemed necessary or advisable by the Board.
 - 4. The right to make final determination and approval of the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.

5. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of teachers and other employees whether related to teaching or non-teaching activities, except as modified by the terms of the Agreement.
 6. The right to relieve employees from duties because of lack of work or for cause, subject to the statutory provisions in such cases made and provided.
 7. The right to carry out and/or implement any action mandated by the State Board of Education, the Commissioner of Education or any governmental agency, State, Federal, Municipal or subdivision thereof.
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms thereof are in conformance with the laws of the State of New Jersey, and the Constitution and laws of the United States.
- C. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under Title 18A of the Laws of the State of New Jersey or any other State Laws or regulations as they pertain to education.

ARTICLE 6
ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available non-confidential information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, register of certificated personnel, tentative budgetary requirements and allocations, agenda and minutes of all public Board meetings, census data, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees and the teachers and their students.
- 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, conferences, or meetings, he/she shall suffer no loss of pay except as provided in paragraph C, Article 4.
- C. The Association and its representatives shall be permitted to transact official Association business on school property and hold meetings at all reasonable times, provided that this shall not interfere with or interrupt normal school operations; and provide further, that the principal will be notified in advance.

- D. The Association shall have the privilege to use school equipment on the site, including typewriters, mimeographing machines, other duplicating equipment, calculating machines and all types of audio-visual equipment at all reasonable times when such equipment is not otherwise in use, provided that this shall not interfere with or interrupt normal school operations, and provided further, that the principal will be notified in advance. The Association shall pay for the cost of all materials and supplies incident to such use and assume liability for any damage to any equipment occurring during such use.
- E. The Association shall be assigned adequate space on existing and subsequently created bulletin boards in each building and in the Central Office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- F. The Association shall have the right to use the inter-school mail facilities and school mailboxes as it deems necessary.
- G. The rights and privileges of the Association and its representatives as set forth in this Agreement are intended to be granted only to the Association as the exclusive representative of the employees, and are not intended to create any rights and privileges in any other employee organization.
- H. If the Association President is assigned to grades 6-8 and receives an assigned duty, the President shall be relieved of that assigned duty and, whenever possible, shall receive an unassigned period the last period of the day to attend to Association business. If the Association President is assigned to grades 9-12 and receives an assigned duty, the President shall be relieved of that assigned duty three (3) times in a 4-day rotating drop-block cycle. If the Association President is an elementary teacher, to the extent possible, the Association President will be given an unassigned period for Association business and shall not be assigned non-teaching duties. To the extent possible, the unassigned period for Association business shall be approximately 40 minutes in length. In the case of elementary school teachers, nurses, specials, child study team members, or the like, whenever possible, shall be released from his/her duties at the same time that elementary students are dismissed for the day. This released time shall be used to attend to Association business.

ARTICLE 7
SCHOOL CALENDAR

- A. The Association shall be furnished a copy of the tentative school calendar with respect to certificated employees and shall have the opportunity to meet and confer with the Superintendent or his/her designee concerning the tentative school calendar prior to its adoption by the Board. A tentative work calendar which may be applicable to custodial and maintenance personnel, and secretaries and clerks, shall be furnished separately after the opportunity is afforded the Association to meet and confer with the Superintendent, and the work days provided for the custodial and maintenance, and the secretarial and clerical personnel shall not be the same as required for teaching personnel. Nothing herein contained shall be construed as conferring any right to the staff to approve or negotiate such calendar.
- B. A statement of work assignments on emergency school closing days shall be published so that it is generally understood which employees performs essential services requiring them to report for work.
- C. The teacher work year shall include the following:
 - 1. Not to exceed 183 instructional days including one single session day.
 - 2. One teacher preparation day to be scheduled prior to the beginning of the instructional days.
 - 3. Two professional days, which shall be eligible for continuing education hours in accordance with N.J.A.C. 6:11-13.1 et seq.

ARTICLE 8
TEACHING HOURS AND TEACHING LOAD

- A.1. The provisions hereinafter provided for shall be applicable only to certificated personnel and, specifically, shall not be applicable to custodial and maintenance personnel or secretarial and clerical personnel who shall be provided for specifically as hereinafter provided.
 - 2. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Each teacher shall indicate his/her presence for duty by personally signing his/her initials in the "sign-in"-column of the faculty "sign-in" roster. Teachers shall indicate their departure by initialing the "sign-out" column.
 - 3. The arrival and departure times for all teachers shall be as hereinafter set forth and the total school work days shall include a duty free lunch period as set forth in Section "C" of this Article.
 - 4. The lunch periods of teachers for grades Pre-K-5 when not departmentalized shall be sixty (60) consecutive minutes and scheduled within a one and one-half (1-1/2) hour time frame.

5. Teachers shall prepare and submit lesson plans on district issued lesson plan books, which shall include objectives, references to materials to be used, and homework, if any. Such plans shall be subject to review.

	<u>Regular Work A.M.</u>	<u>Schedules P.M.</u>	<u>Abbreviated Work Schedules</u>	<u>Length of Lunch Period</u>
Kindergarten	8:25-11:20	12:20-3:30	8:10-12:30	60min.
Teachers, Grades 1-5	8:25-11:50	12:50-3:30	8:10-12:30	60min.
Librarians K-5	8:25-11:50	12:50-3:30	8:10-12:30	60min.
Special Education K-5	8:25-11:50	12:50-3:30	8:10-12:30	60min.
Child Study Team Members, K-8	8:25-11:50	12:50-3:30	8:10-12:30	60min.
Speech-Language Specialist	8:25-11:50	12:50-3:30	8:10-12:30	60min.
Remedial Reading Teachers	8:25-11:50	12:50-3:30	8:10-12:30	60min.
Teachers, Grades 6-8	8:00	3:20	8:00-12:30	25 min.
Teachers, Grades 9-12	7:45	3:05	7:45-12:30	25 min.
CAP	8:00	3:20	8:00-12:30	25 min.
Special Education 6-8	8:00	3:20	8:00-12:30	25 min.
Special Education 9-12	7:45	3:05	7:45-12:30	25 min.
Counselors, Grades 6-8	8:00	4:00	8:00-12:30	60 min.
Counselors, Grades 9-12*	7:45	3:05	7:45-12:30	25 min.
Librarians K-8	8:00	4:00	8:00-12:30	60 min.
Librarians 9-12**	7:30	3:30	7:30-12:30	60 min.
Child Study Team Members, Grades 9-12	7:45	3:05	7:45-12:30	60 min.

The above referenced schedule shall be altered to provide a fifty-seven (57) minute “0” period to begin sixty (60) minutes prior to the commencement of the student day for high school teachers. Only teachers who volunteer shall be assigned to a “0” period. Any teacher assigned to the “0” period shall receive notice of same thirty (30) days prior to the first reporting day. Teachers assigned to a “0” period shall be released from work one period early so there is no change in the length of the work day. Beginning with the 2017-2018 school year, the preceding sentence shall apply only to Teachers assigned to the “0” period for band and dance. Teachers assigned to the “0” period are not required to attend faculty meetings, but will be responsible for obtaining the information. If a teacher is assigned to the “0” period and is not assigned a class during the last block, such teacher may depart for the day one period early. If a teacher is assigned to the “0” period and is assigned a class during the last block, the teacher will be granted an additional unassigned period during that day.

*Counselors do not have an assigned preparation period. Counselors will do their preparation as needed during their work day.

**If necessary, the Building Principal shall have the ability to modify the work day of Librarians, grades 9 through 12, from 7:45 a.m. through 3:45 p.m. Further, if necessary, the Building Principal shall have the ability to flex schedules of Librarians to ensure that the library is covered from 7:30 a.m. to 3:45 p.m.

NOTE: Minor deviations in these schedules may be made by the administrator in charge of the school or office where special conditions make it necessary or advantageous to the effective administration of his/her area of major responsibility. If such deviations are to be on a continuing basis for all or most of the school year, they should have prior approval of the Superintendent of Schools.

B. 1. The Board acknowledges the present practice of limiting teachers in grades six through eight to five (5) subject matter periods per day and, in grades 9 through 12 under the Rotating Drop Schedule, a maximum number of teaching minutes per 4-day cycle to 860 minutes and will continue every effort to do so; however, the Association acknowledges there may be occasions when the Superintendent may be required because of emergencies or scheduling problems, or the like, to increase the number of classes taught in grades 6 through 8 or the number of teaching minutes per 4-day cycle under the Rotating Drop Schedule in grades 9 through 12 which he/she is hereby authorized to do under such circumstances. In such circumstances the Superintendent shall consult with the teacher involved and the President of the Association and/or his or her designee prior to the assignment.

2. a. Beginning with the 2017-2018 school year, the maximum number of teaching minutes per 4-day cycle shall be 860 minutes in grades 9 through 12.

b. Teachers assigned exclusively to classes in grades 6 through 12 shall not be required to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations at any one time.

c. Teachers assigned classes exclusively in grades 6 through 8 who are scheduled on a regular basis to teach a sixth (6th) distinct class shall be paid an additional twelve and one-half (12-1/2) percent of the assigned teachers' annual contractual salary.

Teachers assigned classes exclusively in grades 9 through 12 who are scheduled on a regular basis to teach 1,032 minutes per 4-day cycle shall be paid an additional twelve and one-half (12-1/2) percent of the assigned teachers' annual contractual salary.

d. Teachers assigned combinations of secondary classes (grades 6 through 12) and elementary classes (grades Pre-K through 5) who are scheduled on a regular basis with: (1) 251 or more minutes per day of pupil/teacher instructional time (at grade levels Pre-K through 5), (2) with a sixth (6th) teaching period at the middle school level (grades 6 through 8), or (3) with 1,032 or more teaching minutes per 4-day cycle (grades 9 through 12) shall be paid an additional twelve and one-half (12-1/2) percent of the assigned teacher's annual contractual salary, prorated according to the following formulas:

1. If the additional assignment is a Pre-K through grade 8 class:

a. 258 minutes or more of pupil/teacher instructional time with a day -
100%

b. Less than 258 minutes of pupil/teacher instructional time per day:

Instructional time per day minus 215

43

2. If the additional assignment is a grade 9 through grade 12 class:

a. 1,032 instructional minutes or more per 4-day cycle: 100%

b. Less than 1,032 instructional minutes or more per 4-day cycle:

Instructional time per 4-day cycle minus 860

172

e.

1. Teachers assigned to self-contained classes in grades 6 through 8 who are scheduled on a regular basis to a sixth (6th) teaching period shall be paid an additional twelve and one half (12-1/2) percent of the assigned teachers' annual contractual salary.

2. Teachers assigned to self-contained classes in grades 9 through 12 who are scheduled on a regular basis to teach 1,032 instructional minutes per 4-day cycle shall be paid an additional twelve and one half (12-1/2) percent of the assigned teachers' annual contractual salary.

Teachers in grades 6 through 8 who qualify for the additional compensation for teaching a sixth (6th) period for less than five (5) days per week shall receive prorated compensation based upon the number of days they teach more than the maximum number of teaching periods per day per week.

g. Teachers in grades 6 through 8 who qualify for additional compensation for teaching a sixth (6th) period for less than a full year shall receive prorated compensation based upon the number of months and fractional parts of months they teach a sixth (6th) period to ten (10). Teachers in grades 9 through 12 who qualify for additional compensation for teaching a 1,032 teaching minutes per 4-day cycle for less than a full year shall receive prorated compensation based upon the number of months and fractional parts of months they teach more than the maximum number of teaching minutes per 4-day cycle.

h. This additional compensation shall be included in the teachers' regular paychecks as pension eligible compensation if permitted by the NJ Division of pensions.

i. If a teacher who has previously been paid the additional compensation is no longer teaching the maximum number of teaching periods per day for grades 6 through 8 or 861 teaching minutes or more per 4-day cycle for grades 9 through 12, the non-payment of the additional compensation shall not be considered a reduction in compensation.

j. The Board agrees that it shall not assign more than ten (10%) percent of the grades 6 through 12 teachers to more than the maximum number of teaching minutes per day in any given year.

3. Any changes made by the Superintendent in the provisions of paragraphs B-1 through B-2 shall not be grievable or arbitrable either as to the procedure utilized or the decision made. Notwithstanding that the assignment is not grievable or arbitrable, nevertheless, failure to make payment for teaching more than the maximum number of teaching periods per day for grades 6 through 8 or for teaching 861 teaching minutes or more per 4-day cycle for grades 9 through 12, as hereinabove provided, shall be subject to the Grievance and Arbitration Procedure.

C. 1. Teachers shall have a daily duty-free lunch period of at least the following lengths:

- a. Teachers Grades Pre-K-5 1 hour
- b. Teachers Grades 6 – 8 25 minutes
- c. Teachers Grades 9-12 25 minutes
- d. Other (including elementary special education teachers) 1 hour
- e. If the Board finds it necessary to shorten the lunch period of elementary school teachers in grades 1-5 when the 6th grade classes are departmentalized, it shall do so in such a manner that the five hours of instructional time for pupils shall not be increased nor shall the workday exceed seven (7) hours and five (5) minutes. If the lunch period is shortened, the elementary school teachers, as aforesaid, shall have the end of the workday shortened to the same extent as the duty free lunch period is shortened. This shall be in addition to the preparation time provided in E-1b of this Article.

2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period.

D. 1. Teachers may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty or other professional meetings up to four (4) days each month. Such meetings shall begin as soon as practicable after the student dismissal time and shall run for no more than sixty (60) minutes.

2. Any association representative may speak to the teachers at any meeting referred to in Paragraph 1 above for at least fifteen (15) minutes on the request of the representative, subject, however, to the requirements of the agenda of the meeting.

3. The notice of an agenda for any meeting shall be given to the teachers involved at least one (1) day prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda

- E. 1. Classroom teachers shall, in addition to their lunch periods, have daily preparation time during which they shall not be assigned to any other duties as follows:
 - a. Teachers Grades 6-12 One (1) period
 - b. Elementary School Teachers Grades Pre-K-5
2. If a grade 9 through 12 teacher's schedule on a given day in the Rotating Drop Schedule results in his/her not having a preparation period, that teacher shall be scheduled for an additional preparation period on another day in the 4-day cycle.
3. Teachers in grades 9 through 12 shall also receive professional periods according to their work load, as follows:
 - a. 5-class work load teachers shall receive two (2) professional periods every 4-day cycle under the Rotating Drop Schedule.
 - b. 6-class work load teachers shall receive one (1) professional period every 4-day cycle under the Rotating Drop Schedule.
4. In order to provide time to carry on professional activities such as parent and staff conferences, the preparation of instructional equipment and materials, observations of other professional staff members for in-service education and other similar and worthwhile pursuits, each elementary classroom teacher will be released from the regular classroom instructional and supervisory responsibilities for a minimum 150 minutes per five-day school week, for grades 1 through 5, as determined by the Principal; for a minimum of 120 per five-day school week for full-day Pre-K and Kindergarten as determined by the Principal; for a minimum of 60 minutes per five-day school week for each half-day Pre-K and half-day Kindergarten as determined by the Principal. For all grades Pre-K through 5, full and half-day, a minimum of 30 minutes of release time may be assigned by the Principal as common planning time, collaboration time, or for other professional duties or assignments as determined by the Principal.
5. The released time assigned will not exceed the time allotment of pupil instruction in the special subject areas such as art, music or physical education. Elementary principals will provide released time for kindergarten teachers within the framework of the building schedule. When feasible, this released time will be scheduled on three or more different school days.
6. Middle School teams shall be scheduled a common meeting period. The Pre-K through 5 group leaders shall be paid an additional stipend of \$1007.69 for the 2018-2019 school year, \$1007.69 for the 2019-2020 school year, and \$1027.84 for the 2020-2021 school year and the middle school team leaders shall be paid an additional stipend of \$1207.49 for the 2018-2019, \$1207.49 for the 2019-2020 school year and \$1231.64 for the 2020-2021 school year.

- F. Teachers shall be required to attend one Open House/Back-To-School Night per year, if scheduled by the Superintendent or Board, without added compensation. Teachers required to attend a second Open House/Back-To-School Night shall be granted an additional one-half (1/2) personal day without reason in accordance with Article 21.
- G. 1. The calculation of salary for part-time teachers in grades 6 through 8 shall be based upon the following formula:
- (a) Part-time teachers who are scheduled for one (1) teaching period per day shall be paid twelve and one-half (12 ½) percent of the corresponding step of a full-time teacher's annual contractual salary;
 - (b) Part-time teachers who are scheduled for two (2) periods per day (which can be a combination of two (2) teaching periods or one (1) teaching period and one (1) duty period) shall be paid thirty-two and one-half (32 ½) percent of the corresponding step of a full-time teacher's annual contractual salary;
 - (c) Part-time teachers who are scheduled for three (3) periods per day (which can be a combination of three (3) teaching periods or any other combination of three (3) periods) shall be paid forty-eight (48) percent of the corresponding step of a full-time teacher's annual contractual salary;
 - (d) Part-time teachers who are scheduled for four (4) periods per day (which cannot be more than three (3) teaching periods) shall be paid sixty (60) percent of the corresponding step of a full-time teacher's annual contractual salary;
 - (e) Part-time teachers who are scheduled for five (5) periods per day (which can be no more than four (4) teaching periods) shall be paid seventy-two and one-half (72 ½) percent of the corresponding step of a full-time teacher's annual contractual salary. If a part-time teacher is assigned four (4) teaching periods per day, he or she will be given one (1) preparation period per day. A part-time teacher that is assigned four (4) teaching periods per day is eligible to receive health benefits but must report to school fifteen (15) minutes prior to the start of the school day.
2. Part-time salary for teachers in grades 9 through 12 will be based on the number of teaching minutes worked per 4-day cycle/860 minutes equaling their FTE.
3. Part-time salary for elementary teachers will be based on the number of classroom minutes worked per week/2,100 minutes equaling their FTE.

ARTICLE 9
NON-TEACHING DUTIES

- A. 1. Employees shall not be required to drive students to activities, which take place away from the school building. An employee may do so voluntarily, however, with the advanced approval of his/her principal or immediate supervisor provided he or she holds (1) a valid New Jersey (or other) driver's license with no convictions for moving violations within the past three years, (2) a private passenger vehicle of 8 or fewer capacity, with a current New Jersey inspection sticker; and (3) evidence of at least statutorily required insurance coverage. He/she shall be compensated at the mileage rate approved by law for the use of his/her own automobile. If permitted by law, the IRS mileage rate shall be used for reimbursement.
2. The Board shall continue to arrange for and maintain appropriate insurance to cover all damages, losses, and expenses incurred by an employee against whom any action shall be brought or any act or omission arising out of the authorized use of his/her own automobile in the performance of school duties.
3. A teacher may be scheduled to cover a class in lieu of a duty. The teacher shall not lose a preparation period that day. If possible, the teacher will follow the absent teacher's substitute lesson plan. A teacher who covers a period in grades K through 8 will be compensated at the rate of \$33.00 per period for the term of the Agreement. A teacher who covers a block in grades 9 through 12 will be compensated at the rate of \$44.00 per block for the term of the Agreement.

The above compensation shall be paid in the event that a teacher's class is combined with the absent teacher's class.

4. Teachers who advise independent study during their regular workday shall be compensated at the class coverage rates. Teachers shall keep a log of time spent advising independent study per week and submit the log to their building principal for approval.

ARTICLE 10
TEACHER EMPLOYMENT
(Applicable Only to Teachers)

- A. The Superintendent shall have the discretion in giving salary guide credit up to the average salary on any column or the step closest to the average salary for private sector experience.

The Superintendent shall have the discretion in giving salary guide credit when hiring teachers from other public school districts by being able to offer them a salary no less than the salary in their previous employment plus a step on the appropriate column of the teachers' salary guide.

Additional credit pursuant to statute not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System shall be given upon initial employment. In computing the total years of creditable service, the final fraction of one-half (1/2) year five (5) months or more) will be counted as one (1) full year and a smaller fraction will be dropped.

- B. Except teachers who left the District through resignation, teachers with previous teaching experience in the Cranford School District shall upon returning to the system receive full credit on the salary schedule for all outside United States public school teaching experience, military experience or alternative civilian service required by the Selective Service System up to the maximum set forth in Section A above. Such teachers who have not been engaged in other teaching or other activities indicated above, shall, upon returning to the system, be restored to the next position on the salary schedule above that which they left provided the said teachers have worked to January 31 or later in the school year in which they left and/or have worked five (5) months or more in a school year.

However, any teacher who has not been actively involved in teaching for more than five (5) consecutive years, shall be given credit for previous Cranford experience based on a formula of one year's credit for every two years previous experience. This formula shall not be applied to tenured teachers who are returning to service as a result of recall from a preferred eligibility list.

- C. Previously accumulated unused leave days will be restored to all teachers returning from leaves of absence.
- D. 1. Non-tenured teachers shall receive written notice of their employment status in accordance with statute. Whenever practical, tenured teachers shall receive their notice of reemployment within five (5) days of the date that non-tenured teachers receive notice.
2. In the event an Agreement is not reached by May 15th, all teachers shall be notified of their contract and agreed upon salary status not later than two weeks following the Board of Education's public ratification of the final Agreement

ARTICLE 11
SALARIES
(Applicable Only to Teachers)

- A. 1. The salaries of all teachers covered by this Agreement are set forth in Schedule A; said Salary Guide, Schedule A, shall be enforced in accordance with existing rules and regulations for application thereof.
2. For advancement on the salary guide to the BA+15, BA+30, MA+15, or MA+30, the credits eligible for advancement must have been earned after awarding of the BA or MA degree. Such consideration shall not apply to the credit earned by teachers pursuing Orton-Gillingham Studies.
- B. 1. Teachers employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments, the first of which shall be made September 15 with succeeding payments to be made on the last day and the fifteenth day of each month when due.
2. If a teacher so elects, he/she may, on the form prescribed by the Business Office, request that a specific amount of his/her monthly net pay be deducted, which sum of monies shall be paid to him/her by separate check at the time the second payroll check is issued in June. There will be only one enrollment period for this savings plan. The final payment will consist of the amount so deducted without interest. It is understood that this plan does not displace the existing Credit Union Payroll Deduction Plan.
3. When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day.
4. Teachers shall receive their final checks and the salary explanation sheet for the following year by the last working day in June.
- C. The salaries of certificated personnel covered by this Agreement who are appointed to extra assignments are set forth in Schedules B and C; said Salary Guides, Schedules B and C, shall be enforced with existing rules and regulations for application thereof.
- D. Work beyond the regular work day, not including presentations at Board meetings and not otherwise listed in the contract, shall be paid as follows:
- | | | | |
|-------------------|----------------------|------------------------|----------------------|
| Instructional | \$27.59/hr (2018-19) | \$27.59/hr (2019-2020) | \$28.14/hr (2020-21) |
| Non-instructional | \$24.83/hr (2018-19) | \$24.83/hr (2019-2020) | \$25.33/hr (2020-21) |
- E. Any other new stipends shall be negotiated with the Association prior to implementation.

ARTICLE 12
TEACHER ASSIGNMENT
(Applicable Only to Teachers)

- A. 1. Except in cases of emergency, all teachers shall be given written notice of their tentative class and subject assignment for the forthcoming year not later than June 15 by their building principals.
 - 2. Except in cases of emergency, all teachers shall be given written notice of their class and subject assignments and building assignments for the forthcoming year not later than August 15 by the Superintendent of Schools or his/her designee.
 - 3. In the event that changes in such class or subject assignments or building assignments are proposed after August 15, the teacher affected shall be notified promptly in writing and, upon the request of the teacher and the Association the changes shall be promptly reviewed between the Superintendent or his/her representative and the teacher affected and at his/her option a representative of the Association. In no event may any disagreement as to the change be subject to the grievance procedure.
- B. Teacher assignments shall be made in accordance with the guidelines set forth in existing rules and regulations (Policy No. 4113).
 - C. Teachers shall be evaluated in accordance with New Jersey Statue, Code, and Case Law and the Board approved evaluation model. Any provision of the Agreement or the current evaluation process not consistent with the above shall be deemed null and void and of no effect.

ARTICLE 13
VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Any employee who feels that a change in assignment within his/her building would enhance his/her value to the school system or contribute a greater sense of personal and professional achievement and satisfaction should notify his/her building principal or office head.
- B. No later than May 1 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies as of that date.
- C. 1. A teacher who desires to transfer to another building shall file a written statement of such desire with his/her principal not later than March 1, and such statement shall immediately be forwarded by the principal to the Superintendent. Such statement shall include the grade or subject to which the teacher desires to be reassigned, and the school or schools to which he/she desires to be transferred in order of preference and the reason or reasons for the transfer request. The foregoing written statement or application must be renewed annually, in writing, and be filed not later than March 1 of each school year.

2. Any other employee who desires to transfer to another building shall file a written statement of such desire with his/her principal or supervisor not later than March 1 and such statement shall immediately be forwarded by the principal or supervisor to the Superintendent. Such statement shall include the assignment to which the employee desires to be reassigned and the school or schools to which he/she desires to be transferred in order of preference and the reason or reasons for the transfer request. The foregoing written statement or application must be renewed annually, in writing, and be filed not later than March 1 of each school year.
 3. The Superintendent shall acknowledge the employee's request for transfer or reassignment within fifteen (15) days of receipt. In the event the request for transfer or reassignment is denied, the applicant shall be so notified within fifteen (15) days after such denial. Upon request, the Superintendent may state the reason or reasons for such denial. However, the decision of the Superintendent with respect to such matters shall be final and binding upon the employee and shall not be subject to the grievance and arbitration procedure.
- D. In the determination of requests for voluntary reassignment or transfer, the wishes of the individual employee shall be considered to the extent that the reassignment or transfer does not conflict with instructional requirements (for teachers only) and is for the best interest of the school system.

ARTICLE 14
INVOLUNTARY TRANSFERS AND REASSIGNMENTS
(Applicable Only to Teachers)

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable, and except in cases of emergency, not later than June 1.
- B. Except in cases of emergency, the Superintendent shall notify the teaching staff of the requirement to fill a vacancy or to make a transfer by posting notice of the same, and if someone volunteers to take the assignment, the Superintendent shall determine in his/her sole discretion whether or not the volunteer is qualified to be given the assignment.
- C. When a teacher is involuntarily assigned to another building, a meeting shall follow between the teacher and the principal at which time the teacher shall be notified of the reason therefore. In the event that a teacher objects to the assignment to another building, after the meeting with the principal, he/she shall meet with the Superintendent. The teacher may at his/her option have an Association representative at such meeting.
- D. Neither the reasons given nor the involuntary transfer or assignment shall be subject of the grievance or arbitration procedure herein provided; nor may an arbitrator change the assignment made.

ARTICLE 15
PROMOTIONS AND VACANCIES

- A. A vacancy is defined as a position that the Board intends to fill, in which no employee is currently performing the duties for said position. The definition of a vacancy shall exclude a temporary position created by a leave of absence of an employee for less than one (1) year. All vacancies shall be adequately publicized by the Superintendent in accordance with the following procedures:
1. When school is in session, a notice shall be posted in each school as far in advance as practicable, and ordinarily at least five (5) school days before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications. When the vacancy described in the notice is filled, the Superintendent may destroy all applications for said positions.
 2. Employees who desire to apply for a vacant position which may be filled during the summer period when school is not regularly in session may submit their applications to the Superintendent and an address where they can be reached during the summer. In addition, the Superintendent shall, as far in advance as practicable and ordinarily at least fourteen (14) days before the final date when applications must be submitted, post a list of vacant positions to be filled during the summer period at the administration office, and in each open school, and a copy of said notice shall be given to the Association.
- B. Vacancies for teaching positions posted after the school year starts is for information purposes only.
- C. In both situations set forth in Section A above, the job description including the qualifications for the position, its duties and its salary scale shall be posted with the notice.
- D. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. Announcements of appointments shall be made by posting a list in the office of the central administration and in each school building. The list shall be given to the Association and shall indicate which positions have been filled and by whom. Every current employee that applies for a vacant position shall receive an acknowledgment of the receipt of the application.

ARTICLE 16
SUMMER SCHOOL, HOME TEACHING, COACHING, EXTRA-CURRICULAR
AND FEDERAL PROGRAMS
(Applicable Only to Teachers)

- A. All openings for positions in the summer school, home teaching, coaching, extra-curricular, federal projects, and other programs as set forth in Schedule C of this Agreement (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately and timely publicized by the Superintendent in accordance with the procedure for publicizing promotional vacancies set forth in Article 15 of this Agreement. Applications for home teaching positions may be submitted at any time.
- B. In filling such positions, consideration shall be given to the teacher's area of competence, major or minor field of study, quality of teaching performance, attendance record and to experience of teachers who have taught the subject area or grade level in question during the regular school year and/or in summer school. Employees employed in the Cranford School District shall have priority to such assignments over applicants from outside the district.
- C. There shall be no stipend available for extracurricular clubs unless the club is approved by the Board.
- D. Salary schedules for positions included in this Article shall be negotiated under procedures outlined in Article 2 of this Agreement along with regular salary schedules whenever possible, or at such other times as may be appropriate in order to conform to the time requirements for the implementation of said programs.
- E. Provisions of this Agreement which are pertinent shall apply to teachers holding positions in the summer school, home teaching or under federal programs.

ARTICLE 17
TEACHER EVALUATION
(Applicable Only to Teachers)

Teachers shall be evaluated in accordance with New Jersey Statute, Code, and Case Law and the Board approved evaluation model. Any provision in this Agreement or the current evaluation process not consistent with the above shall be deemed null and void and of no effect.

- A. 1. A teacher shall be given a copy of every class observation report form or evaluation report prepared by his/her evaluators. Any such report shall be given to the teacher during the school day preceding the day of the conference to discuss it. No such report shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on observation and/or evaluation forms for the teacher's reaction which he/she will have ten (10) school days to prepare after having

first witnessed either form.

2. Each teacher will be provided with copies of all observations and evaluation reports submitted to the Central Office.
- B. The Board of Education agrees to comply with the provisions of N.J.S.A. 18A et seq. as it may relate to the teacher evaluation of non-tenured teachers
- C. All classroom observations of work performance of the teacher shall be conducted openly and with full knowledge of the teacher.

ARTICLE 18
TEACHER FACILITIES

The Board agrees to maintain current or comparable physical facilities for teachers including faculty rest rooms, faculty lounges, and at the secondary schools, faculty dining rooms. These facilities are not to be for instructional purposes during the school day except temporarily in the case of emergency.

ARTICLE 19
EMPLOYEE-ADMINISTRATION LIAISON

- A. The Association shall furnish to each school building principal a list of the names of the employees on the committee and what areas are represented. Whoever calls a meeting shall furnish the other party an agenda in advance of the meeting, and the frequency and duration of said meetings shall be reasonable. The forming of any ad hoc committee by the principal or his designee shall not require the consent or approval of the Association.
- B. The Association's representative shall meet with the Superintendent at least once during the school year to review and discuss current school problems and practices and the administration of this Agreement.

ARTICLE 20
SICK LEAVE

- A. All employees shall be entitled to sick leave days each school year as of the first official day of said school year whether or not they report for duty as hereinafter set forth. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. At least once each year the Board shall inform each employee as to the total number of accumulated sick days said employee has and the number of additional sick leave days said employee shall be entitled to for the ensuing year.
- C. Sick leave is defined as absence on work days by an employee from his/her post or duty because of personal disability due to illness or injury.

- D. 1. All ten (10) month employees shall be entitled to ten (10) personal sick leave days and three (3) family illness days annually. Unused family illness days shall convert to personal sick leave days. Unused personal sick leave shall accumulate. Family illness days may be used as bereavement days for the death of a relative, friend, or associate.
2. All eleven (11) month employees shall be entitled to eleven (11) personal sick leave days and three (3) family illness days annually. Unused family illness days shall convert to personal sick leave days. Unused personal sick leave shall accumulate. Family illness days may be used as bereavement days for the death of a relative, friend, or associate.
3. All twelve (12) month employees shall be entitled to twelve (12) personal sick leave days and three (3) family illness days annually. Unused family illness days shall convert to personal sick leave days. Unused personal sick leave shall accumulate. Family illness days may be used as bereavement days for the death of a relative, friend, or associate.
- E. All sick leave must be reported to the Superintendent of Schools on the Personal/Professional Day form within seven calendar days following an employee's return to duty. In cases of more than four consecutive days, the certificate included on the Personal/Professional Day form shall be executed by the attending physician.
- F. Sick leave allowance shall be pro-rated for employees who begin their services one month or more after the work year in which their employee category has begun.
- G. Summer School employees are not covered by the above policies, but shall be entitled to one (1) day of sick leave per summer session, not cumulative, without loss of pay.
- H. Absences on workdays due to personal illness shall be charged to the annual allowance.
- I. Absences in excess of the Annual Allowance shall be charged to the employee's accumulated leave, if any.
- J. In cases of individual hardship, when the number of days absent exceeds the annual and accumulative sick leave benefits, an employee may request from the Board of Education, through the Superintendent of Schools, consideration for extra sick leave benefits.
- K. Any employee who leaves the district through retirement and draws a pension from either the Teachers' Pension and Annuity Fund or the Public Employees' Retirement System shall be paid for accumulated unused sick days within six (6) months from the date of retirement on the following basis:

c. Teaching staff				
FOR DAYS		FOR DAYS	FOR DAYS	
1 to 99	100 to 199	200 to 299	300+	<u>MAXIMUM</u>
\$40.00 per day	\$50.00 per day	\$60.00 per day	\$65.00 per day	\$16,000.00

d. Building service and office personnel:				
FOR DAYS	FOR DAYS	FOR DAYS	FOR DAYS	
1 to 99	100 to 199	200 to 299	300+	<u>MAXIMUM</u>
\$30.00 per day	\$38.00 per day	\$44.00 per day	\$48.00 per day	\$12,000.00

e. Classroom assistants, clerical assistants and attendance officer:				
FOR DAYS	FOR DAYS	FOR DAYS	FOR DAYS	
1 to 99	100 to 199	200 to 299	300+	<u>MAXIMUM</u>
\$21.00 per day	\$27.00 per day	\$32.00 per day	\$35.00 per day	\$8,000.00

If an employee dies while still employed by the Board, such payment shall be paid to the employee's estate.

The number of unused days that an employee has accumulated at the date of retirement shall be used for the above calculations. There shall not be any recalculation of the number of unused sick days.

L. If an employee has not reached his/her maximum contribution under his/her tax deferred annuity plan (TDA), at the employee's option, all or part of such payment for unused sick leave shall be made to the employee's TDA.

M. All employees who are non-renewed in a given school year, and then re-hired by the district within one school year of their non-renewal shall have all of their unused illness days credited upon their re-hire.

ARTICLE 21
TEMPORARY LEAVES OF ABSENCE

A. Absences for Personal Reasons

1. Absences for personal reasons shall be allowed each employee without loss of salary, not to exceed three (3) days per year. Unused personal leave days shall not be carried over from one year to the next. Personal days shall be granted without reason provided that the day is not taken before or after a holiday or school shut down, as provided in the school calendar. Personal days taken during the months of December and June shall be in accordance with Section A.3 of this Article.
2. Requests for personal leave shall be made on forms provided by the administration and except for those reasons specified in Paragraph A-3 (d), (e) and (j) below, or in the case of an emergency, shall be made at least two (2) school days in advance of the proposed date of leave. All requests shall be countersigned by the principal or head of office and

submitted for approval by the Superintendent of Schools.

3. Personal leave days may be taken for any of the following reasons:
 - a. Religious observance.
 - b. Employee's marriage.
 - c. Religious ceremony or preparation for and attendance at wedding of a member of the immediate family, wedding of a relative of the employee or significant other.
 - d. Illness of a member of the employee's immediate family, the employee's household (any person who regularly resides with and functions on a continuing basis as a member of the employee's family unit, regardless of the nature of legal relationship).
 - e. Death of a relative, friend, or close associate.
 - f. Graduation of the employee, the employee's spouse or children, relative or significant other.
 - g. Legal business matters.
 - h. School visitation or school conference for a family member of the employee.
 - i. Chaperoning of a non-school sponsored field trip directly related to the curriculum of the district.
 - j. Car accident or emergency situation resulting from a natural disaster.
4. In addition to the foregoing three (3) personal leave days per year, additional personal leave days may be granted at the discretion of the Superintendent of Schools upon written application by an individual employee.
5. Personal leave days for any regular employee whose employment begins after the midpoint of the work year for his/her category will be pro-rated as follows:
 - a. Ten (10) month employees beginning service after February 1 and eleven (11) and twelve (12) month employees beginning service after January 1 shall be entitled to a maximum of one and one-half (1-1/2) personal leave days during the remainder of the year.
 - b.
 - c. Employees of all categories whose employment begins after April 1 shall not be entitled to personal leave days during the remainder of that year.
6. Persons employed on a half-time annual salary basis shall be entitled to a maximum of one and one-half (1-1/2) personal leave days.

7. Beginning July, 1994, all full time personnel with a minimum of three (3) years full time service may accumulate unused personal days as unused sick days at the rate of three (3) per year.
- B. In addition to temporary leaves of absence for personal reasons pursuant to Section A above, employees shall be entitled to the following non-commutative leaves of absence each year with full pay except as otherwise specifically provided.
1. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system, other than for action against the Board.
 2. Time necessary for jury duty as follows:
 - a. All personnel who are called to serve on jury duty shall receive their full salary during the period of jury duty less the amount of compensation paid them for jury service.
 3. Absences not to exceed five (5) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of a member of the employee's household, his/her parent, spouse, spouse's parent, child, grandchild, or sibling.
 4. Absences not to exceed two (2) days each year for each death, not cumulative, shall be allowed without loss of salary because of the death of an employee's grandparent, brother-in-law, sister-in-law, aunt, or uncle.
 5. Such other leaves of absence with pay as may be granted by the Superintendent of Schools at his/her discretion for valid reasons.
- C. Leaves taken pursuant to Section A and B shall be in addition to any sick leave to which the employee is entitled.

ARTICLE 22
EXTENDED LEAVES OF ABSENCE

- A. The Board agrees to consider, upon recommendation of its Superintendent of Schools, extended leaves of absence, some with salary and some without salary, for various purposes indicated hereafter and in accordance with the following procedure:
1. Except for sabbatical leaves, which shall be applied for by December 31, all other applications for leaves of absence shall be made in writing to the Superintendent of Schools by February 15 of the school year preceding the anticipated beginning of the leave, except, however, maternity leaves shall be applied for when needed. The application for such leave shall set forth adequate statement regarding the type, purpose, the period of the leave, and justification of the leave. The Superintendent shall notify the employee of his/her decision by April 1. In case of emergency affecting the health of the employee, or the welfare of the school system, these deadlines may be waived by the Superintendent of Schools.

2. The Board reserves the right to grant or reject any application on its individual merits. Approval or reasons for disapproval shall be communicated in writing to the applicant by the Superintendent of Schools.
 3. Except in the Board's discretion, a leave for a non-tenured employee shall not be extended beyond the contract year in which the leave is granted.
 4. During the extended leave, policies providing benefits for current sick leave, bereavement and personal leaves will not apply. Accumulated sick leave available at the beginning of the leave will be preserved.
 5. Except for extended leaves with salary and leaves involving creditable teaching or teaching-related experiences, the period of leave will not be counted as credit for salary advancement purposes.
 6. An employee on extended leave shall notify the Superintendent of Schools in writing at least six (6) months in advance of the termination date of the approved leave regarding his/her intentions to resume his/her duties with the Cranford School System. Failure to fulfill this obligation may be interpreted as an indication of the employee's intention not to resume his/her position at the end of the approved leave. Such notification may be made a part of the application for the leave if the leave is to be for less than a year.
 7. Should the Superintendent of Schools become informed that the purposes and requirements of a leave are not being adequately fulfilled, he/she shall so advise the Board. The Board may terminate the leave as of the date of its violation and its decision shall be subject to the grievance procedure.
 8. The Board reserves the right to require evidence of good health at the termination of a leave as a condition of reinstatement to active duty.
- B. Leaves for Professional Growth through Study and/or Travel with Salary.
(Applicable Only to Teachers)
1. This type of leave may be granted to any full-time member of the instructional staff who has rendered seven or more years of continuous service to the school system.
 2. The leave may be granted for a period of a half school year or a full school year.
 3. A detailed plan of study or educational travel to be pursued shall be submitted with the application.

4. The employee on full school year leave for professional growth through study will be paid one-half of his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
5. The employee on half school year leave for professional growth through study will be paid his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
6. The employee on leave for professional growth through travel will be paid one-half of his/her regular contractual salary for the period of leave, such payment to be made in accordance with the regular salary schedule of the school system.
7. The period of leave shall count as regular service for fringe benefits, retirement and salary advancement purposes.
8. Acceptance of this type of leave obligates the employee to resume and to continue his/her service with the school system for a period at least equal to the period of leave, and in any event not less than for one (1) school year. Failing this obligation, the employee will be obligated to reimburse the Board the full amount of salary received during the leave unless he/she has become incapacitated, has been discharged or voluntarily released from this obligation by the Board.
9. Should the program of study or travel be interrupted by illness or injury and this fact is promptly reported to the Superintendent of Schools, such interruption shall not constitute a breach of agreement.
10. Upon satisfactory completion of the leave the employee will be returned to service in the school system and his/her salary shall be determined on the same basis as if he/she had rendered full-time satisfactory service in the school system during the period of leave.
11. Subsequent leaves for professional growth may be requested at intervals of seven years of continuous Cranford service.

C. Leaves for Rest or Recuperation Without Salary

1. This type of leave may be granted to any full-time employee who has rendered 15 or more years of satisfactory service in the school system or 15 years of school service outside of Cranford plus 10 years in the local school system.
2. This type of leave may be granted for a period of one-half year or one full year, or for any longer or shorter period at the discretion of the Board, without salary. Application for leave shall be accompanied by a statement of need, supported by the employee's principal, head of office and by the school physician.
3. Application for subsequent leaves may be made at intervals of ten years

D. Other Leaves Without Salary

1. Other extended leaves without salary may be granted by the Board for good reason including, but not limited to, (1) formal study (other than sabbatical leave); (2) prolonged illness or incapacity; (3) major home and family responsibilities; (4) temporary work assignment of spouse away from locale; (5) employment in overseas schools, Peace Corps and other government-sponsored activities and (6) holding an elected position in the NJEA or NEA.

E. Unpaid Maternity Leaves

1. An employee may apply for an unpaid leave of absence due to pregnancy. The application shall be accompanied by a statement from a physician confirming the pregnancy and the anticipated date of birth. If the Board gets sufficient notice, the commencement date of the unpaid maternity leave shall be granted as requested. Such leave, when granted to a non-tenured employee, shall not extend beyond the term of the employee's then existing contract.
2. When an unpaid maternity leave due to pregnancy is granted, it cannot later be converted to a paid leave either pre-delivery or post-delivery related to that pregnancy.
3. At the time of the grant of the unpaid maternity leave the applicant shall indicate to the Board of Education her intention of seeking a child care absence without pay following the delivery due to that pregnancy.
4. A tenured teacher who has been granted an unpaid maternity leave and wishes a child care leave shall within thirty (30) calendar days after the delivery of the child apply to the Board of Education for an unpaid child care leave as hereinafter provided.
5. The terminal date of the leave may be modified upon application of the employee.
6. It will be assumed by the Board that the employee will resume her duties at the termination of her leave unless arrangements have been made with the Board at least six months in advance, except in cases of emergency to terminate her employment, to modify the termination date of her leave or to grant another maternity leave

F. Paid Maternity Leaves

1. An employee seeking a pre-delivery medical sick leave is expected to work up to the time her doctor certifies that she is no longer able to work due to medical disabilities.

2. If an employee seeks to establish a pre-delivery medical disability she shall supply the Board with a detailed medical report which shall support the fact that the employee is disabled and unable to work beyond the date set forth in the medical report. The period of medical disability shall not exceed thirty (30) calendar days unless the doctor furnishing the report states the specific nature of the disability which shall reflect a medical condition beyond the normal disabilities associated with the pregnancy. In such cases where there is a claim for medical disability beyond thirty (30) days, the Board reserves the right to have the employee examined by a Board designated physician who shall be specialized in obstetrics and gynecology. If the Board's physician disagrees with the employee's physician as to the nature and/or extent of the disability, the employee shall be referred to an obstetrician-gynecologist, certified as a specialist by Overlook Hospital, Summit, New Jersey, whose opinion as to the nature and extent of the disability and the necessity for an extended medical leave beyond thirty (30) calendar days shall be binding upon the employee and the Board.
3. If an employee seeks to establish a post-delivery medical disability, she shall supply the Board with a detailed medical report which shall support the fact that the employee is disabled and unable to return to work within thirty (30) calendar days after the delivery due to the pregnancy for which a paid pre-delivery leave was granted. The period of medical disability shall not exceed thirty (30) calendar days unless the doctor furnishing the report states the specific nature of the disability which shall reflect a medical condition beyond the normal disabilities associated with a post-delivery disability. In such cases where there is a claim for medical disability beyond thirty (30) calendar days, the Board reserves the right to have the employee examined by a Board designated physician who shall be specialized in obstetrics and gynecology. If the Board's physician disagrees with the employee's physician as to the nature and/or extent of the disability, the employee shall be referred to an obstetrician-gynecologist, certified as a specialist by Overlook Hospital, Summit, New Jersey, whose opinion as to the nature and extent of the disability and the necessity for an extended medical leave beyond thirty (30) calendar days shall be binding upon the employee and the Board.

G. Child Care Leaves

1. An employee may apply for a childcare leave, whether due to delivery of a natural child and/or adoption. Such leave shall be granted without salary and without benefits except as provided by the Family Medical Leave Act, New Jersey Family Leave Act or New Jersey Family Leave Insurance.
2. Application for a child care leave shall be made within thirty (30) calendar days after the delivery of the child or in cases of adoptions as soon as the applicant knows that the adoptive child will be delivered to the applicant.
3. A child care leave of absence, if it is approved in cases of a natural delivery, will commence at the termination of the paid or unpaid maternity leave, and in cases of adoptions it will commence upon the delivery of the child to the adoptive parent.

4. A child care leave shall be granted to the end of the school year in which the application was made and may be renewed by the employee for an additional school year if the child care leave commenced before April 1st and for an additional two (2) years if the leave commenced between April 1st and June 30th.
5. Early Return. If an employee seeking a maternity leave suffers a miscarriage, a stillbirth and/or child is born which requires being institutionalized, then in any of those events the employee may request to terminate the leave which was previously granted. However, it is understood that when the request is made for an early return, the employee will be advised of the assignment available and return date which the Board may fix not later than seventy-five (75) days from the date of the request to return. The employee, upon being advised of the assignment, will then exercise the option of returning to the assignment and the time set by the Board but in no event will an employee be permitted to return between April 1st and June 30th of any school year. If an employee does not elect to return to the assignment offered, then the leave shall continue until the commencement of the next school year.

H. Notification of Return

If an employee has been granted a child care leave, the employee must notify the Board of Education on or before March 1st of the year preceding the termination of the leave of his/her intention to return. If the employee fails to advise the Board of his/her intention to return to school at the termination of the childcare leave, then he/she shall be considered as having notified the Board of his/her resignation

ARTICLE 23 SOLICITING AND SELLING

A. Solicitation By Employees

Employees shall not solicit money or other material contributions from pupils or fellow employees except contributions to the United Way Fund of Cranford, dues for professional or Association membership, or for welfare and professional purposes.

B. Selling- By Employees

Employees shall not sell on behalf of themselves, another person, organization, or agency merchandise or marketable items within their workday or on school property. This prohibition does not apply to the disposal of surplus school property, the selling of school store items, advertising space for school publications, admissions to school-sponsored functions, school produced publications, and instructional supplies and materials approved by the Administration.

C. Soliciting and Selling By Persons Other Than School Personnel

No soliciting or selling of merchandise or services to employees except by Administration approved vendors of school supplies, equipment, and services shall be permitted within the work day or on school property.

D. Prospect Lists

No lists of pupils or employees shall be submitted to persons, organizations, or agencies outside the school system to be used as a prospect list for solicitation or sales.

ARTICLE 24
PROFESSIONAL DEVELOPMENT AND EDUCATION IMPROVEMENT
(Applicable Only to Teachers)

- 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 teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and improvement of instruction.
- B. To work toward the ends stated above, the Board agrees to the following:
1. Tuition reimbursement shall only be provided to tenured teachers. Leave replacement employees and nontenured teachers are not eligible for tuition reimbursement. All teachers shall be expected to maintain a record and verification of approved graduate credits for tuition reimbursement and salary guide adjustments and approved professional development hours. The Board agrees to make available \$84,000.00 per year for the duration of the agreement for tuition reimbursement purposes in accordance with the following regulations:
 - a. A teacher shall only be permitted to apply for one (1) three (3) credit course each time his/her name appears at the top of the list. The Superintendent's designee in consultation with the Association, will establish a semester deadline date for course approval/tuition reimbursement applications. Teachers will be notified of this date.
 - b. The applicant's most recent reimbursement will be considered. It is understood that teachers who do not apply for course approval in a given semester will not lose their place in terms of seniority consideration for future semesters.
 - c. Application for tuition reimbursement shall be made only for courses which are required or may be taken as electives for an approved college or university advanced degree program or such other courses as the Superintendent may approve on the basis of a written application submitted at least one month prior to the beginning of the course wherever possible.
 - d. Reimbursement for tuition costs will be based on the teacher receiving a minimum of "B" for each course. Where a particular course does not offer the opportunity to obtain a letter or numerical grade higher than a passing grade, reimbursement will be made for a passing grade.

- e. The maximum number of credits for which reimbursement to any individual employee will be made shall be nine (9) credits in any academic year.
 - f. The maximum tuition reimbursement for each credit shall be that charged by Rutgers, the State University, for graduate level course. If the budgeted balance for tuition reimbursement is exhausted for a given year, the applicant will be told when the reimbursement will be made, and approval for courses will not be based upon budgeted allotments for a given year.
2. Participation by employees in approved in-service activities which are designed to develop increased competency in their assignments shall be made without loss of salary. In-service activities include (a) visits to other classrooms, schools, colleges, industrial or business establishments, etc., (b) conferences, conventions or committee work including other personnel from the district, county, state, region or nation, and (c) training in classes and workshops sponsored by the district or other institutions.
 3. All requests for permission to be absent for in-service purpose must be in writing and must have the approval of the principal or other appropriate supervisor and the Superintendent of Schools. Approval will be based on (a) the nature of the activity in relation to the assignment and growth potential of the employee, (b) the availability of substitute service, (c) time limitations in relation to work demands, (d) number of persons involved in applying for in-service activities at a given time, and (e) the relative importance of the project in terms of the needs of the school system.
 4. Approval or reason for disapproval for permission to be absent for in-service purposes shall be communicated to the employee in writing.
 5. Reimbursement for travel, lodging, registration and meals may be granted at the discretion of the Superintendent of Schools if not otherwise specifically provided for in related policy.
 6. Written and/or oral reports to appropriate members of the staff or Board of Education on the in-service activity may be required at the discretion of the Superintendent of Schools.

C. STATE PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

The Board recognizes that it shares with its professional staff the responsibility for the upgrading and updating of teacher performance and methodology. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his/her own problems, functions, interests, and needs.

The Board agrees to implement the following commencing with the 2000-01 school year:

1. Professional Development Committee

In accordance with N.J.A.C. 6:11-13.3(d), the Board shall establish a Professional Development Committee.

2. Committee Members

a. Each unit member serving on the Committee will receive release time to attend committee meetings.

b. The Chairperson of the committee, if he/she is a member of the bargaining unit, shall be compensated at \$1,000.00 per year.

3. Inservice, workshops, conference, programs

a. Each year, two (2) full days shall be designated for the purpose of providing up to twelve (12) hours of professional development and/or in-service opportunities that will assist the teacher in attaining the required 100 hours.

b. The programs established for presentation on these days shall be planned and implemented by the District Professional Development committee and it shall be the responsibility of the Committee to insure the program meets the requirements of the Code.

c. Professional development and/or in-service programs shall be conducted during the in-school teacher workday and work year if teacher attendance is required.

d. All district professional development and/or in-service programs shall be eligible for State approved continuing education credits.

e. Opportunity for an additional six (6) hours of professional development will be made available through district sponsored programs or the District Professional Development Committee approved out of district programs. Teachers who request attendance at out of district programs must receive prior approval for their absences from the superintendent.

f. Any staff member that is asked to present a workshop during regular work hours shall be compensated at the rate of (2018-19) \$43.00, (2019-20) \$43.00, and (2020-21) \$44.00 per hour for each hour of presentation.

4. Record Keeping

The district will maintain a record of the number of hours of continuing education for each teacher and provide each teacher with an accounting of his/her accumulated hours each September. Any teacher who obtains such hours out of the district shall submit proof of such hours to the Superintendent's office. Any discrepancies between the district and the teacher's records should be noted within thirty (30) days of receipt of the Board's records.

D. MENTORING

1. The mentor coordinators shall be paid in accordance with Schedule C Miscellaneous Stipends.
2. First year mentors for the traditional route novice teachers shall be paid \$550.00. Two hundred and fifty (\$250.00) shall be paid by the novice teacher, as follows: \$100.00 in the month of April and \$75.00 each in the months of May and June. The balance of \$300.00 shall be paid by the Board.
3. Mentors for alternate route novice teachers shall be paid \$1,000.00. Five hundred dollars (\$500.00) shall be paid by the novice teacher, as follows: \$175.00 for the month of April, \$175.00 for the month of May, and \$150.00 for the month of June. The balance of \$500.00 shall be paid by the Board.
4. The payments made by the novice teachers shall be done through payroll deduction.
5. The mentor coordinator and the mentors shall receive their stipends on or about June 15th

ARTICLE 25
MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE
(Applicable Only to Teachers)

- A. A definition of the duties and responsibilities of all administrators, supervisors, teachers and other employees pertaining to student discipline shall be reduced to writing by the Superintendent and presented to each employee at the start of each year.
- B. When, in the judgment of a teacher, a student requires the attention of the principal, assistant principal, a counselor, or a nurse or other specialist, he/she shall so inform his/her principal or immediate superior as soon as practical but no later than the end of the school day. On weekends or outside of school hours, contact shall be made as soon as practical by telephone or text.
- C. When, in the judgment of the teacher, a student is by his/her behavior seriously disrupting the instructional program to the detriment of other students, the teacher may exclude the student from the classroom and refer him/her to the principal.

ARTICLE 26
INSURANCE PROTECTION

- A. The Board shall provide a hospital and surgical plan through the New Jersey School Employees Health Benefit Program (SEHBP). Employees shall contribute through payroll deduction towards the cost of premium in the amount set by New Jersey Statute, Code, or Regulation. The base plan for all employees shall be the Direct15 medical plan. Employees who select a plan that has a higher premium than Direct15 shall pay the full difference in premium between Direct15 and the selected plan.
- B. The Board shall continue the Dental Insurance that was in effect on June 30, 2003. Effective July 1, 2006, the individual annual dental maximum allowance shall be increased to \$1,500.00 per employee or dependent, and the lifetime maximum orthodontics allowance shall be \$1,000.00 for dependents.
- C. The Board shall put into effect a family optical plan for all personnel covered by this Agreement.
- D. The aforesaid insurance shall be available to each employee, who by contract, renders not less than twenty (20) hours of service per week. For employees hired after May 21, 2010, the aforesaid insurance shall be available to each employee, who by contract, renders not less than twenty five (25) hours of service per week.
- E. The parties agree that the Board reserves the right to change the health insurance carrier, provided that the coverage shall be equal to or greater than the existing coverage. Prior to any changes of the carrier, the Board shall notify and discuss with the Association the carriers and the plans that are being considered. If there is a change of carrier, the Board shall be responsible for any lost coverage.
- F. The Association agrees to serve on a committee with the Board to study and make recommendations concerning the insurance programs.
- G. Effective July 1, 2010, all employees shall contribute as provided by law towards the cost of their health insurance. The contribution shall be deducted through payroll deduction and shall include pre-tax dollars.
- H. An employee who waives health benefits shall be entitled to receive 25% of the amount saved by the Board of the current employee premium cost or \$5,000.00, whichever is less, based on current eligible coverage at the time the employee provides notification of the waiver to the Superintendent or designee.

ARTICLE 27
HEALTH EXAMINATIONS AND REQUIREMENTS

- A. Health examinations and requirements for initial and continuing employment shall be in accordance with existing rules and regulations.

ARTICLE 28
DEDUCTIONS FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its certificated employees dues for the Cranford Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Cranford Education Association by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
2. The Board agrees to deduct from the salaries of its non-certificated employees dues for the Cranford Education Association, solely as a local, or associate member dues in the New Jersey Education Association or the National Education Association, or any one or any combination of such associations if said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) and under the rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Cranford Education Association by the fifteenth of each month following the monthly pay period in which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.
3. 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 sixty (60) days' written notice prior to the effective date of such change.
4. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
5. The filing of notice of an employee's withdrawal shall be the fifteenth of June for July 1st termination or the fifteenth of November for January 1st termination.
- B. The Board agrees to deduct from employees' salaries money for local, state and national association services and programs of a continuing or general nature as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations. Any employee may have such deduction discontinued at any time upon sixty (60) days' written notice to the Board and the appropriate association.
- C. The Board shall institute an optional summer payment plan in accordance with N.J.S.A. 18A:29-3.

ARTICLE 29
MISCELLANEOUS PROVISIONS

- A. 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. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- B. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, age, color, religion, national origin, sex, domicile, marital status, handicap or economic status.
- C. 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 may do so at the following address:
 - 1. If by Association, to Board at Lincoln School, Thomas Street, Cranford, New Jersey or by mail to 132 Thomas St., Cranford, New Jersey 07016, with a copy thereof, to be sent to the Secretary of the Board of Education.
 - 2. If by Board, to Association at home address of president.
- D. The Board and the Association will each individually reproduce copies of this Agreement, at their respective expense, to meet their respective requirements.
- E. Unless otherwise indicated, the term "teacher" when used in this Agreement shall refer to all certificated employees represented by the Association in the negotiating unit as above defined.
- F. Unless otherwise indicated, references in this Agreement to male employees and teachers shall include female employees and teachers, and words used in the singular shall include words used in the plural where the text so requires.
- G. 1. Employees who may be required to use their own automobiles in the performance of their duties and employees who travel between buildings shall be reimbursed for all such travel in accordance with existing rules and regulations at the State mileage rate approved by law. The formula to determine the amount of the reimbursement shall be the State mileage rate approved by law per mile times the number of miles driven per day times number of days in a work year. If permitted by law, the IRS mileage rate shall be used for reimbursement instead of the State mileage rate. This mileage allowance shall include employees who are required to travel between schools during their lunch period. One-half of the annual reimbursement shall be paid at the end of January and the balance at the close of school in June. In the event a traveling employee is absent thirty (30) or more days during the school year, a deduction will be made from the payment that is due to reflect the per diem rate.

- H. Effective with the school year commencing 2019-2020 the Board shall make available a maximum up to Six Thousand (\$6,000.00) Dollars for tuition reimbursement purposes for school custodians, secretaries, clerical personnel, clerical assistants, and classroom assistants.
1. Application for tuition reimbursement shall be made in writing to the Superintendent of Schools within one (1) week after registration for any courses.
 2. The Superintendent of Schools shall notify the applicant in writing of the approval or disapproval of his/her request within thirty (30) days of the receipt of the application.
 3. The courses taken and/or applied for must be courses which the Superintendent determines will enhance the performance of the applicant in his or her job.
 4. Reimbursement for tuition costs will be based upon the person receiving a minimum of "B" for each course.
 5. Courses submitted for tuition reimbursement must receive the prior approval of the Superintendent.
 6. Courses must be reasonably related to the applicant's job duties as determined by the Superintendent.
- I. The Occupational Therapist (OT) shall be in the category of teacher for all of the provisions of this Agreement. The Certified Occupational Therapist Assistant (COTA) shall have the same work day as elementary teachers, receive all of the benefits of this Agreement that are applicable to all employees and, if a BA degree is not held, receive a salary at the appropriate step of the BA Column minus \$7,000.
- J. In the event that the Board considers privatizing jobs and existing bargaining unit employees may lose their jobs, the Board shall notify the Association of its deliberations and shall give the Association an opportunity to make a presentation to the Board concerning alternatives to privatizing. Any tenured employee whose job will be privatized shall be given notice at least sixty (60) days prior to the termination date. Any nontenured employee whose job will be privatized shall be given notice at least thirty (30) days prior to the termination date.
- K. Reasonable effort will be made to provide in-service during the work year to improve skills and meet any ESEA requirements for all teaching assistants.

L. Upon the timely delivery of the completed curriculum, as determined by the Superintendent, or designee, and the approval of the Board of Education, staff members will be compensated for their work as follows:

	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>
New Full Year Course			
3 people.....	\$691	\$691	\$705
2 people.....	\$810	\$810	\$826
1 person.....	\$1,172	\$1,172	\$1,195
New Semester Course			
3 people.....	\$345	\$345	\$352
2 people.....	\$403	\$403	\$411
1 person.....	\$583	\$583	\$595
New Marking Period Course			
3 people.....	\$171	\$171	\$174
2 people.....	\$199	\$199	\$203
1 person.....	\$290	\$290	\$296
Major Revision - Full Year			
3 people.....	\$511	\$511	\$521
2 people.....	\$652	\$652	\$665
1 person.....	\$947	\$947	\$966
Major Revision - Semester			
3 people.....	\$255	\$255	\$260
2 people.....	\$325	\$325	\$331
1 person.....	\$475	\$475	\$484
Major Revision - Marking Period			
3 people.....	\$127	\$127	\$130
2 people.....	\$150	\$150	\$153
1 person.....	\$218	\$218	\$222

M. No salary increments shall be paid at the conclusion of the negotiated agreement unless specifically negotiated and agreed to by the parties.

ARTICLE 30
SEPARABILITY AND SAVINGS

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 31
THE FOLLOWING PROVISIONS WILL BE APPLICABLE
ONLY TO THE CUSTODIAL STAFF

A. HOLIDAYS

1. All custodial and maintenance employees covered by this Agreement shall not receive any deductions from their pay for not working holidays set forth as follows:

Independence Day	New Year's Eve Day
Labor Day	New Year's Day
NJEA Convention (Friday)	Martin Luther King Day
Thanksgiving Day	Presidents' Day
Day After Thanksgiving	Good Friday
Christmas Eve Day	Memorial Day
Christmas Day	

2. In addition to the days hereinabove set forth all custodial employees shall receive one additional holiday, which shall be designated as such in a calendar of holidays. The employees will be guaranteed (fourteen) 14 holidays. If any of the aforesaid holidays fall on a Saturday or Sunday and are not otherwise observed, the Board will give other days off in substitution thereof, either on an individual basis or during school vacation. If custodial employees are required to come to work on a scheduled vacation day due to an emergency or weather condition, they will receive an alternate day off. Additionally, they will be guaranteed 50% of the Winter, Mid-Winter and Spring recesses as time off but cannot result in overtime to ensure necessary coverage.
3. School Shutdown
When school is not in session due to a shutdown, employees shall report for duty as per their working schedules unless notified otherwise.

B. HOURS OF WORK

1. A workday shall consist of eight (8) consecutive hours exclusive of a lunch period.
2. The normal first shift shall be as follows:
 - a. For all schools except Cranford High School, from 7:30 a.m. to 4:30 p.m., including one (1) hour for lunch.
 - b. For Cranford High School, the normal first shift shall either be (i) from 6:30 a.m. to 3:00 p.m., including one-half (1/2) hour lunch period or (ii) from 7:30 a.m. to 4:00 p.m., including one-half (1/2) hour lunch period.
3. The normal second shift shall be from 11:30 a.m. to 8:00 p.m. including one-half (1/2) hour for lunch.

4. The normal third shift shall be from 3:00 p.m. to 11:30 p.m. including one-half (1/2) hour dinner period.
5. Assignments to the second and third shifts shall be offered to the most senior employees and if not filled by the most senior employees volunteering to fill said assignments, then the Board of Education shall assign employees to fill the said assignments in the inverse order of seniority and the third shift shall be filled before the second shift.
6. The Board of Education reserves the right to change work schedules of employees at any time. Any such changes that are brought about by emergency such as, but not limited to, absenteeism of employees, power failure, Act of God, or any other cause which is beyond the control of the Board of Education, shall require no notice of change. All other changes in schedule shall require one (1) week's notice from the Board of Education to any employee affected.
7. For all custodians whose first day of employment is July 1, 1997 or thereafter, the regular workweek shall consist of five (5) consecutive days either Monday through Friday or Tuesday through Saturday. Custodians employed prior to July 1, 1997 shall not be transferred to a Tuesday through Saturday work week involuntarily.

C. OVERTIME

1. Overtime shall be distributed as equally as possible among those employees performing the work in the same classifications. Effective March 1, 1993, the Office of the School Business Administrator or its designee shall maintain and make available on a monthly basis a list of overtime offered, refused and earned by these employees. In order that overtime is distributed as equally as possible, a custodian who works in two (2) buildings shall be on the overtime lists in each building. However, such custodians shall be skipped every other time that his/her name appears in the overtime rotation. Overtime lists shall be maintained by the head custodian in each building.
2. Time and one-half the regular rate of pay will be paid to an employee for performing the following work:
 - a. All hours worked in excess of 40 hours in any regular week, 32 hours in a 4 day work week, 24 hours in a 3 day work week or 16 hours in a 2 day work week, excluding unpaid lunch period and sick days, except when a doctor's note is submitted which certifies illness. An employee shall be eligible for overtime when the employee actually worked 40 hours in any regular week, 32 hours in a 4 day work week, 24 hours in a 3 day work week or 16 hours in a 2 day work week, exclusive of the above.
 - b. All hours worked on any of the holidays set forth by the Board of Education in the school calendar made applicable to the building services personnel providing the employee shall satisfy the appropriate work week requirement as set forth in C.2.a. above.

- c. There shall be no duplication of premiums for the same hours of work.
- d. It is expected that each and every employee shall perform a reasonable amount of overtime worked when assigned.

D. CALL-IN-TIME

- 1. Any employee called-in to work after the termination of his/her regular shift, or called-in prior to the start of his/her regular shift, shall be paid for such hours called-in at the rate of one and one-half time his/her regular hourly rate of pay. Call-in prior to the start of a scheduled shift will be calculated in accordance with the premiums as herein provided up to the start of the regular scheduled shift. Straight time pay will be paid for the duration of his or her shift. The call-in provisions will not be utilized to deprive an employee of his/her working his/her regularly scheduled work shift.
- 2. Any employee called-in to work after the termination of his/her regular shift shall be guaranteed three (3) hours' pay at the premium rate of pay hereinabove referred to for work performed that is completed within three (3) hours or less. If the work performed exceeds three (3) hours, then the hours worked, multiplied by the appropriate premium rate, shall be the amount of pay earned for the call-in.
- 3. Any employee called-in prior to the start of his/her regular shift shall only receive the premium rate for those hours actually worked prior to the start of his/her regular shift.

E. VACATIONS

- 1. Twelve (12) month employees are entitled to paid vacations as follows:

First (1st) year through fifth (5th) year of employment	Ten (10) work days
Sixth (6th) year through the twelfth (12th) year of employment	Fifteen (15) work days
Thirteenth (13th) year of service through fourteenth (14th) year of employment	Seventeen (17) work days
Fifteenth (15th) year of service or above	Twenty (20) work days

All vacation schedules are to be approved by the Superintendent of Schools.

A person who has worked less than a full year on a twelve (12) month contract basis shall be entitled to a vacation allowance on a pro-rated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).

- 2. Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.

3. Employees will have the ability to use vacation days throughout the year. All vacation days must be approved by the building principal. If an employee is unable because of personal reasons, in the opinion of the Superintendent of Schools, to take all or part of his or her annual vacation during or immediately following the school year in which it is earned, such vacation time can be accumulated for a period of one (1) year and if not then utilized shall cease, terminate and expire.
4. Anything herein stated to the contrary notwithstanding, if a building has up to a maximum of three (3) custodial persons or maintenance persons working, then not more than one (1) person from the said school or building may take a vacation period at the same as another person from the same school or building; in a building or school with five (5) custodial or maintenance persons not more than two (2) persons may take the same vacation period; in a building or school with ten (10) or more custodial or maintenance persons not more than five (5) persons may take the same vacation period. In any case where there is a conflict with respect to the selection of a vacation period the person with the most seniority in the school system shall have a preference to the selection of a vacation period over someone who has less seniority who has selected the same vacation period.
5. Wherever vacation periods conflict with work loads within a respective unit or school, seniority shall prevail within the unit or school, for vacation preference.
6. Any deviation from above shall be approved only in advance by the Superintendent of Schools.
7. Custodians C-1 and C-2 (ten-month employees) shall not be entitled to vacation days, but they shall receive the same holidays as teachers except their work year shall begin September 1st and end on June 30th.
8. Vacation Application Request Forms shall be made available to employees by January 15th of each year.

F. EVALUATIONS

1. Custodial and maintenance employees shall be given a copy of every evaluation report prepared by his or her evaluators. No such report shall be submitted to the Central Office, placed in a custodial or maintenance person's file, or otherwise acted upon, without prior conference with the custodian or maintenance person. No custodian or maintenance person shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the custodian's or maintenance person's reaction which he/she will have ten (10) days to prepare after having first witnessed the evaluation form.
2. Each custodian or maintenance person will be provided with copies of all evaluation reports submitted to the Central Office.

G. SALARIES

The salaries of all custodial employees covered by this Agreement are set forth in Schedule D; said Salary Guide, Schedule D, shall be enforced in accordance with existing rules and regulations for application thereof.

H. TENURE

Custodial employees shall be eligible for tenure under provisions of Title 18A after five (5) consecutive years of probationary service in the district.

I. JOB DESCRIPTION

All custodial employees shall be given a copy of their job description.

J. WORK CLOTHING

All employees shall be issued work uniforms and five (5) summer T-shirts with pockets. Winter jackets shall be issued every other year beginning 2006-2007. Overalls shall be issued every two years beginning in 2012-2013. All custodial employees shall receive a \$125.00 allowance per year towards the purchase of appropriate work shoes, and shall submit the receipt to the Business Administrator's office in order to receive the allowance.

K. SAFE WORK ENVIRONMENT

In order to maintain a safe working environment, custodians shall have the use of communication devices. All employees will have the option to receive defibrillator training and CPR training and will receive a safety meeting and boiler refresher course once every three (3) years.

L. HIRING PROCEDURE

If the Board fills a vacancy with a new employee, within sixty (60) days of hiring the new employee, the Board shall give the new employee an individual contract and shall enroll him/her in the Public Employees Retirement System (PERS). A vacancy is defined as a position that is not held by an existing employee.

M. PROFESSIONAL DEVELOPMENT

Custodial and Maintenance employees shall have one (1) professional development day per year, scheduled at the discretion of the Superintendent or his/her designee.

ARTICLE 32
THE FOLLOWING PROVISIONS WILL BE APPLICABLE ONLY TO THE
SECRETARIAL/CLERICAL STAFF

A. HOLIDAYS - OFFICE CALENDAR

1. All twelve (12) month employees covered by this Agreement shall not receive any deductions from their pay for not working holidays set forth as follows:

Independence Day	New Year's Eve Day
Labor Day	New Year's Day
Two Days to Attend the NJEA Convention	Martin Luther King Day
One-half Day Prior to Thanksgiving	Presidents' Day
Thanksgiving Day	Good Friday
Day After Thanksgiving	Memorial Day
Christmas Eve Day	
Christmas Day	50% of the Winter Recess
50% of the Mid-winter Recess	50% of the Spring Recess

2. Twelve (12) month secretarial and clerical personnel will be guaranteed 14-1/2 holidays which shall be designated in a calendar of holidays. Additionally they will be guaranteed 50% of the Winter, Mid-winter and Spring recesses as time off.

If any of the aforesaid holidays fall on a Saturday or Sunday, and are not otherwise observed, the Board will give other days off in substitution therefore either on an individual basis or during school vacation.

B. SCHOOL SHUTDOWN

1. When school is not in session, the employee shall be notified in advance of the shutdown as to whether or not they will be scheduled or not scheduled for work, as the case may be. If an employee is not scheduled to work, it shall not be considered part of the holiday schedule.
2. Ten (10) month employees shall receive the same holidays as teachers do provided, however, it is recognized that the ten (10) month secretarial and clerical work year commences on September 1st and terminates on June 30th.

C. HOURS OF WORK

1. The normal work day for secretaries and clerks who work in school buildings will be from 8:00 a.m. to 4:00 p.m. including a lunch period of one hour. At the discretion of the Superintendent or designee after seeking volunteers, the normal work day for one (1) secretary and/or clerk per school building shall be flexible, e.g. from 7:00 a.m. to 3:00 p.m., including a lunch period of one hour. During the summer when schools are not in session, the work day shall be from 8:00 a.m. to 3:00 p.m. including one hour for lunch. Summer hours are in effect during the Winter, Mid-winter, and Spring recesses.
2. The normal work day for secretaries and clerks who work in the Central Office shall be from 8:00 a.m. to 4:00 p.m. In the summertime when school is not in session, the workday shall be from 8:00 a.m. to 3:00 p.m. including one hour for lunch. Summer hours are in effect between July 1 and August 31. Summer hours will also be in effect between the Winter, Mid-winter and Spring Recesses.
3. Overtime shall be paid to secretaries and clerks at the rate of time and one-half their regular hourly rate for all hours worked in excess of thirty-five (35) hours per week, 28 hours in a 4 day work week, 21 hours in a 3 day work week or 14 hours in a 2 day work week.

D. VACATIONS

1. Twelve (12) month employees are entitled to paid vacations as follows:

First (1 st) year through fifth (5 th) year of employment	Ten (10) work days
Sixth (6 th) year through the twelfth (12 th) year of employment	Fifteen (15) work days
Thirteenth (13 th) year through fourteenth (14 th) year of employment	Seventeen (17) work days
Fifteenth (15 th) years of service or above	Twenty (20) work days

A person who has worked less than a full year on a twelve (12) month contract basis shall be entitled to a vacation allowance on a prorated basis as determined by the Superintendent of Schools (10/12 of a day for each month employed to the nearest half day).

2. Ten (10) month secretarial/clerical personnel who are promoted to twelve (12) month positions shall accrue vacation benefits for the total service in both positions according to the following formula:

Divide the number of months of employment in ten (10) month positions(s) by 12 and add the number of months in twelve (12) month positions(s). Divide the results by 12 to determine the year of employment and then use the schedule in D.1. above to determine the vacation entitlement.

Any employee in this category who has not worked 12 months as of July 1 shall be entitled to initial vacation benefits prorated to 10/12 of a vacation day for each month employed calculated to the nearest half day.

3. All vacation schedules are to be approved by the Superintendent of Schools.
4. Whenever vacation periods conflict with work loads within a respective unit or school, seniority shall prevail within the unit or the school, for vacation preference.
5. Any deviation from above shall be approved only in advance by the Superintendent of Schools.
6. Upon termination of employment, personnel on annual contracts will receive compensation for all unused vacation days.
7. Ten (10) month secretarial and clerical employees shall not be entitled to vacation days.

E. EVALUATIONS

1. Secretarial and clerical employees shall be given a copy of every evaluation report prepared by his/her evaluators. No such report shall be submitted to the Central Office, placed in a secretarial or clerical person's file, or otherwise acted upon, without prior conference with the secretarial or clerical person. No secretarial or clerical person shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the clerical or secretarial person's reaction which he/she will have ten (10) days to prepare after having first witnessed the evaluation form.
2. Each secretarial or clerical person will be provided with copies of all evaluation reports submitted to the Central Office.
3. Each secretary and clerk shall be evaluated at least once during every work year.

F. SALARIES

The salaries of all secretarial and clerical employees covered by this Agreement are set forth in Schedule E; said Salary Guide, Schedule E, shall be enforced in accordance with existing rules and regulations for application thereof.

G. REDUCTION IN FORCE/LAYOFF

1. In the event of a reduction in force of secretaries or clerks in a job classification, non-tenured employees shall be laid off before tenured employees.

2. The lay off of tenured employees shall be in inverse, order of service in a job classification.

H. CREDIT FOR PROFESSIONAL DEVELOPMENT

For each block of twelve (12) hours of courses, conferences or workshops that are acquired beyond the contractual workday without compensation and have been approved in advance by the Superintendent or his/her designee, an employee shall be paid an additional \$139.00 to a cumulative maximum of \$695.00. The \$695.00 shall include any funds earned previously. Such additional compensation shall be paid as part of the employee's regular salary.

I. SAFE WORK ENVIRONMENT

In order to maintain a safe working environment secretarial and clerical employees shall have the use of communication devices.

No secretary shall be compelled to work in a building without an administrator or another secretarial or clerical staff member present. A secretary who is alone in a building shall have the option to move to another building.

J. JOB TRAINING

Any secretarial/clerical employee who is given new equipment/technology shall be provided with on-the-job training to assist the employee with the new equipment/technology.

K. PROFESSIONAL DEVELOPMENT

Secretarial and clerical employees shall have one (1) professional development day per year, scheduled at the discretion of the Superintendent or his/her designee.

ARTICLE 33

PROVISIONS APPLICABLE ONLY TO CLASSROOM ASSISTANTS, CLERICAL ASSISTANTS AND THE SCHOOL ATTENDANCE OFFICER

A. CALENDAR

1. The total number of workdays shall not exceed 186 days.
2. Employees shall observe the same school calendar as teachers and shall not be required to work on holidays designated on the annual school calendar for teachers.

B. HOURS OF WORK

1. Employees shall work the number of hours as designated in their annual employment contracts.

2. Employees shall have a daily duty-free unpaid lunch period as follows:
 - a. Employees, Grades Pre-K-5, 1 hour
 - b. Employees, Grades 6-12, 25 minutes
 - c. Other (including elementary classroom Assistants) 1 hour
3. Assistants who are employed for five (5) hours per day or more shall be entitled to two (2) fifteen (15) minutes paid breaks per day, one (1) before lunch and the other after lunch. Assistants who are employed for less than five (5) hours per day shall be entitled to a fifteen (15) minute paid break per day. Breaks shall be scheduled at the discretion of the classroom teacher or the staff member to whom assistance is provided.

C. EVALUATIONS

1. Employees shall be given a copy of every evaluation report prepared by his/her evaluators. No such report shall be submitted to the Central Office, placed in a person's file, or otherwise acted upon without prior conference with the employee. No person shall be required to sign a blank or incomplete evaluation form, but he/she shall sign a complete form to indicate that he/she has witnessed the contents of the form. Space shall be provided on the evaluation form for the person's reaction which he/she will have ten (10) days to prepare after having first witnessed the evaluation form.
2. Each person will be provided with copies of all evaluation reports submitted to the Central Office.
3. Each employee shall be evaluated at least once during every work year.

D. EMPLOYEE RIGHTS

1. Any employee who is reduced in compensation or terminated during his or her contract period with the Board shall have the right to challenge the action of the Board as improper through the grievance and arbitration procedure. Grievances arising out of this provision shall be initiated at the Board level and in the event the decision does not resolve the grievance to the satisfaction of the employee grievant, and he/she wishes further review of the grievance, he/she shall follow the procedures as outlined under Article 3, Section B.6. The Association shall have the burden of proof at either level on the issue of cause.
2. All other rights as defined in Article 4 shall apply to employees in this category.

E. SALARIES

The salaries of all employees covered by this Article are set forth in Schedule F; said Salary Guide, Schedule F, shall be enforced in accordance with existing rules and regulations for application thereof.

- F. No assistant or attendance officer who has completed more than five (5) years of service in the employ of the Board of Education shall be discharged or suspended arbitrarily.
- G. For all employees who serve in a job classification on a full time basis (i.e. eligible for health benefits) for five (5) consecutive years, the layoff of employees shall be in inverse order of service in that job classification.
- H. A classroom assistant used as a substitute shall be paid \$20.00 per period in addition to the classroom assistants' regular rate of pay.
- I. Classroom assistants shall be compensated as follows:
 - Tier 3 (full time) - \$1,500
 - Tier 2 (full time) - \$750
 - Tier 2 (part time) - \$375

Such compensation shall be retroactive to July 1, 2019.

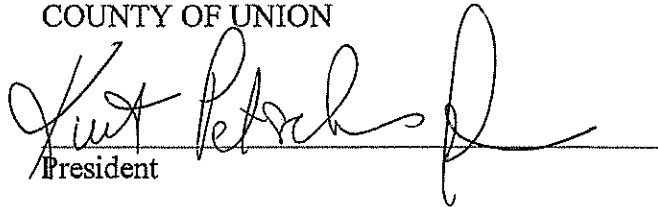
ARTICLE 34
DURATION OF AND EXECUTION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2018, except where otherwise provided, and shall continue in effect until June 30, 2021, subject to the Association's right to negotiate over a successor Agreement as provided in Article 2. 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 hereon, all on the day and year first above written.

Attest:

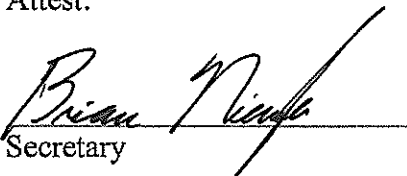
THE BOARD OF EDUCATION OF THE
TOWNSHIP OF CRANFORD, IN THE
COUNTY OF UNION

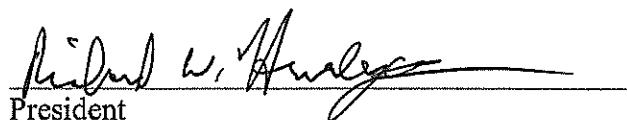

Secretary


President

Attest:

CRANFORD EDUCATION ASSOCIATION


Secretary


President

SCHEDULE A
Cranford Public Schools
Cranford, New Jersey

SALARY POLICIES FOR NON-ADMINISTRATIVE INSTRUCTIONAL STAFF REGULATIONS

This schedule of salary rates establishes the basis of the compensation for the various types of teaching services*.

Initial placement on the guide shall be determined by (a) level of training and (b) years of creditable teaching, teaching-related, or active military services (maximum of four years' credit for military service). Only continuous service (not day-to-day nor on call service) is creditable. Credit for teaching service in non-public schools may be credited in part or in full at the discretion of the Superintendent of Schools. In computing the total years of creditable service, a final fraction of one-half (5 months) or more will be counted as one full year, and a smaller fraction will be dropped.

The Superintendent shall have the discretion in giving salary guide credit up to the average salary on any column or the step closest to the average salary for private sector experience.

The Superintendent shall have the discretion in giving salary guide credit when hiring teachers from other public school districts by being able to offer them a salary no less than the salary in their previous employment plus a step on the appropriate column of the teachers' salary guide.

However, any teacher who has not been actively involved in teaching for more than five (5) consecutive years, shall be given previous outside experience credit based on a formula of one (1) year's credit for every two years previous experience.

Movement from any step on an existing salary guide to the corresponding or next higher step on any succeeding year's salary guide will be granted only for continuing satisfactory service as attested by the Superintendent of Schools and approved by the Board of Education.

Continuous service for as long as five (5) or more months of a school year will be counted as a full year of service for movement to the next higher step. A lesser period of continuous service will not be recognized in determining movement to the next higher step.

Movement from a step on one scale to the corresponding step on the next higher training scale (salary reclassification) becomes effective on September 1" of the year in which the teacher has furnished the Superintendent acceptable evidence of the satisfactory completion of the study required for placement on the higher scale NOT LATER THEN SEPTEMBER THE TENTH OF THE YEAR IN WHICH THE SALARY CHANGE IS TO BE INITIATED: Payment for "salary reclassification" is not retroactive, but is initiated on September 1st of the year the level of training has been duly certified to and accepted by the Superintendent.

College course credit for advancement beyond Scale IV (Master's Scale) will be granted only for graduate courses approved by the Superintendent of Schools.

SCHEDULE A- TEACHERS

NOTE 1: 2018-2021 \$971 Add at each step of Scale VI for recognition of a doctorate.

NOTE 2: 2019-2020: \$600; 2020-2021: \$612 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 15 years of creditable service, with a minimum of 10 years of service in Cranford.

NOTE 3: 2019-2020: \$650; 2020-2021: \$663 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 20 years of creditable service, with a minimum of 15 years of service in Cranford.

NOTE 4: 2019-2020: \$1,221; 2020-2021: \$1,245 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 25 years of creditable service, with a minimum of 20 years of service in Cranford.

II. PSYCHOLOGISTS

Psychologists shall receive a salary differential as follows:

	<u>Scale IV</u>	<u>Scale V</u>	<u>Scale VI</u>
2018-2019	\$1,242	\$1,613	\$1,987
2019-2020	\$1,242	\$1,613	\$1,987
2020-2021	\$1,267	\$1,645	\$2,027

Psychologists hired on or after July 1, 2006 shall not receive a salary differential. All psychologists currently receiving the salary differential shall be exempt from this provision and shall continue to receive the salary differential.

III. HOME TEACHING

Cranford classroom teachers engaged in home teaching shall be paid on the basis of \$44.00 (2018-2019) \$44.00 (2019-2020) and \$45.00 (2020-2021), per clock hour of teaching.

IV. Summer pay for Child Study Team Members shall be three hundred twenty-five dollars (\$325) per each evaluation for writing IEP's and attending IEP meetings for the 2018-2019 and 2019-2020 school years and three hundred thirty-one dollars (\$331) for the 2020-2021 school year.

V. National Teaching Standards Board Certification teachers who earn and maintain current certification shall be paid a stipend of \$604 (2018-2019 and 2019-2020) and \$616 (2020-2021)

VI. A Social Worker who earns and maintains a clinical social worker license shall be paid the doctorate stipend in accordance with Note 1 of Schedule A- Teachers.

**SCHEDULE B
SALARY SCHEDULE FOR COACHES**

	2018-2019 SALARY	2019-2020 SALARY	2020-2021 SALARY
FOOTBALL			
Head Varsity Coach	\$12,077	\$12,077	\$12,318
JV Coach	\$7,212	\$7,212	\$7,357
Freshman Coach	\$7,212	\$7,212	\$7,357
BASKETBALL (boys & girls), WRESTLING, ICE HOCKEY (for 2020-2021 only)			
Head Varsity Coach	\$9,859	\$9,859	\$10,056
Assistant Varsity Coach	\$6,877	\$6,877	\$7,015
JV Coach	\$6,455	\$6,455	\$6,584
Freshman Coach	\$5,362	\$5,362	\$5,469
BASEBALL, FIELD HOCKEY, LACROSSE, SOCCER, SOFTBALL, SPRING TRACK (boys & girls), VOLLEYBALL (for 2020-2021 only)			
Head Varsity Coach	\$8,245	\$8,245	\$8,409
Assistant Varsity Coach	\$6,182	\$6,182	\$6,306
JV Coach	\$5,815	\$5,815	\$5,932
Freshman Coach	\$5,070	\$5,070	\$5,171
CROSS COUNTRY, GYMNASTICS, SWIMMING, WINTER TRACK, ICE HOCKEY (for 2018-2019 and 2019-2020 only)			
Head Varsity Coach	\$7,730	\$7,730	\$7,884
Assistant Varsity Coach	\$5,568	\$5,568	\$5,679
Freshman Coach	\$4,974	\$4,974	\$5,074
TENNIS, GOLF, BOWLING, VOLLEYBALL (for 2018-2019 and 2019-2020 only), CHEERLEADING			
Head Varsity Coach	\$6,037	\$6,037	\$6,158
JV Coach	\$4,234	\$4,234	\$4,319
Freshman Coach	\$4,234	\$4,234	\$4,319
ATHLETIC TRAINER EQUIPMENT MGR.			
Fall	\$5,815	\$5,815	\$5,932
Winter	\$5,815	\$5,815	\$5,932
Spring	\$5,815	\$5,815	\$5,932
WEIGHT ROOM SUPERVISOR			
Hourly Rate	\$25.89	\$25.89	\$26.40

NOTE: Stipends for coaching positions shall be paid in three (3) installments all of which shall occur during their respective seasons

**SCHEDULE C
SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS**

	2018-2019 SALARY	2019-2020 SALARY	2020-2021 SALARY
GROUP A			
Marching Band Director	\$5,151	\$5,151	\$5,254
GROUP B			
District Webmaster	\$4,380	\$4,380	\$4,468
Fall Play Director, HS	\$4,380	\$4,380	\$4,468
Fall Play Director, HAS/OAS	\$4,380	\$4,380	\$4,468
Madrigal Director	\$4,380	\$4,380	\$4,468
School Musical Director, HS	\$4,380	\$4,380	\$4,468
Spring Musical Choreographer, HS	\$4,380	\$4,380	\$4,468
Spring Musical Director, HAS/OAS	\$4,380	\$4,380	\$4,468
Spring Musical Vocal Director, HS	\$4,380	\$4,380	\$4,468
GROUP C			
Assistant Marching Band Director, HS	\$3,916	\$3,916	\$3,994
Concert Band Director, HS	\$3,916	\$3,916	\$3,994
Concert Choir Director, HS	\$3,916	\$3,916	\$3,994
Orchestra Director, HS	\$3,916	\$3,916	\$3,994
Spring Musical Vocal Director, HAS/OAS	\$3,916	\$3,916	\$3,994
GROUP D			
Choral Music, Grades 6-8 HAS/OAS	\$3,606	\$3,606	\$3,678
Color Guard, HS	\$3,606	\$3,606	\$3,678
DECA Advisor, HS	\$3,606	\$3,606	\$3,678
Instrumental Music, Grades 6-8 HAS/OAS	\$3,606	\$3,606	\$3,678
Mock Trial, HS	\$3,606	\$3,606	\$3,678
Model UN Advisor, HS	\$3,606	\$3,606	\$3,678
Strings, Grades 6-8 HAS/OAS	\$3,606	\$3,606	\$3,678
Webmaster Team	\$3,606	\$3,606	\$3,678
Writing Center Director, HS	\$3,606	\$3,606	\$3,678
Youth & Government, HS	\$3,606	\$3,606	\$3,678

SCHEDULE C (continued)
SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS

	2018-2019	2019-2020	2020-2021
	SALARY	SALARY	SALARY
GROUP E			
Art Service, HS/HAS/OAS	\$3,243	\$3,243	\$3,308
Class Advisor, Gr. 12, HS (2)	\$3,243	\$3,243	\$3,308
Elem School Choral Music (6)	\$3,243	\$3,243	\$3,308
Elem School Instrumental Music (4)	\$3,243	\$3,243	\$3,308
Elem Strings (4)	\$3,243	\$3,243	\$3,308
Fall Play Production Manager, HS	\$3,243	\$3,243	\$3,308
Fall Play Technical Director, HS	\$3,243	\$3,243	\$3,308
Peer Mediation Advisor, HS	\$3,243	\$3,243	\$3,308
School Yearbook Advisor, HS	\$3,243	\$3,243	\$3,308
School Yearbook, Bus. Mgr. HS	\$3,243	\$3,243	\$3,308
Spotlight News, HS	\$3,243	\$3,243	\$3,308
Spring Musical Production Manager, HS	\$3,243	\$3,243	\$3,308
Spring Musical Technical Director, HS	\$3,243	\$3,243	\$3,308
Student Council Advisor (2)	\$3,243	\$3,243	\$3,308
GROUP F			
DECA Assistant Advisor, HS	\$2,705	\$2,705	\$2,759
Men's Ensemble	\$2,705	\$2,705	\$2,759
Model UN Assistant Advisor, HS	\$2,705	\$2,705	\$2,759
Women's Ensemble	\$2,705	\$2,705	\$2,759

SCHEDULE C (continued)
SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS

	2018-2019	2019-2020	2020-2021
	SALARY	SALARY	SALARY
GROUP G			
Class Advisor for Grade 8	\$1,587	\$1,587	\$1,619
Class Advisors for Grades 9, 10, 11 (6)	\$1,587	\$1,587	\$1,619
Digital Newspaper Advisor, HAS/OAS/CAP	\$1,587	\$1,587	\$1,619
Fall Play Costuming/Productions, HS/HAS/OAS	\$1,587	\$1,587	\$1,619
Fall Play Technical Director, HAS/OAS	\$1,587	\$1,587	\$1,619
Middle School Peer Leaders, HAS/OAS	\$1,587	\$1,587	\$1,619
Prologue Magazine Advisor, HS	\$1,587	\$1,587	\$1,619
Spring Musical Choreographer HAS/OAS	\$1,587	\$1,587	\$1,619
Spring Musical Costuming/Productions, HS/HAS/OAS	\$1,587	\$1,587	\$1,619
Spring Musical Technical Director, HAS/OAS	\$1,587	\$1,587	\$1,619
Productions Technical Director, HS	\$1,587	\$1,587	\$1,619
Student Council Advisor, Gr. 6-8 HAS/OAS	\$1,587	\$1,587	\$1,619
Yearbook, HAS/OAS/CAP	\$1,587	\$1,587	\$1,619
Year-round Stage Manager, HS	\$1,587	\$1,587	\$1,619
GROUP H			
Class Advisors for Grades 6&7, HAS/OAS	\$1,338	\$1,338	\$1,365
Fall Intramural Sports, HAS/OAS	\$1,338	\$1,338	\$1,365
Webmaster HAS/OAS	\$1,338	\$1,338	\$1,365
Year-round Stage Manager, HAS/OAS	\$1,338	\$1,338	\$1,365
GROUP I			
Art for Productions, HS	\$896	\$896	\$914
Club Sponsors	\$896	\$896	\$914
High School Dance/Acting	\$896	\$896	\$914
Make-up for Productions, HS	\$896	\$896	\$914
Student Council Advisors	\$896	\$896	\$914
Teen Arts Coordinator, HAS/OAS/CHS	\$896	\$896	\$914
Webmaster Elementary/LIN	\$896	\$896	\$914

SCHEDULE C (continued)
SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS

	2018-2019	2019-2020	2020-2021
	SALARY	SALARY	SALARY
GROUP J			
Coordinator of Culture & Climate	\$7,871	\$7,871	\$8,028
K-5 Literacy Coordinator	\$7,871	\$7,871	\$8,028
K-5 Mathematics Coordinator	\$7,871	\$7,871	\$8,028
Mentoring Coordinator	\$7,871	\$7,871	\$8,028
Pathways to Excellence Coordinator	\$7,871	\$7,871	\$8,028
Professional Development School Coordinator	\$7,871	\$7,871	\$8,028
Nursing Coordinator			\$8,028

SCHEDULE C (continued)
SALARY SCHEDULE FOR NON-ATHLETIC EXTRA ASSIGNMENTS
INCLUDING INTRAMURALS

GROUP K (MISCELLANEOUS STIPENDS)

<u>POSITIONS</u>	<u>HOURLY RATE OR STIPEND</u>		
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
ADAPT Coordinator	<u>\$3,337.00</u>	<u>\$3,337.00</u>	<u>\$3,404.00</u>
ADAPT Teacher	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
Before/After School Student Monitor	<u>\$24.83</u>	<u>\$24.83</u>	<u>\$25.33</u>
Central detention	<u>\$24.83</u>	<u>\$24.83</u>	<u>\$25.33</u>
Help Program	<u>\$24.83</u>	<u>\$24.83</u>	<u>\$25.33</u>
Instructional	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
Non-Instructional	<u>\$24.83</u>	<u>\$24.83</u>	<u>\$25.33</u>
Professional Development Training:			
Staff development fees:			
Half day summer/Saturday	<u>\$55.52</u>	<u>\$55.52</u>	<u>\$56.64</u>
Full day summer/Saturday	<u>\$110.37</u>	<u>\$110.37</u>	<u>\$112.57</u>
After school	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
Teachers who teach courses after school *	<u>\$44.16</u>	<u>\$44.16</u>	<u>\$45.05</u>
Workshop Presentation (during work hours)	<u>\$43.00</u>	<u>\$43.00</u>	<u>\$44.00</u>
SAT Proctors	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
School Counselors- Summer Work	Hourly rate based on Salary Guide Salary		
Summer School Teacher	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
Supplemental Instructors	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
Teachers needed for summer IEP meetings	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>
University & Academy Program Advisors, HS	<u>\$2,125.87</u>	<u>\$2,125.87</u>	<u>\$2,168.39</u>
Wilson-Reading	<u>\$27.59</u>	<u>\$27.59</u>	<u>\$28.14</u>

* Shall not apply to presentations at Board Meeting

Notes:

1. Clubs with fewer than ten (10) active members and receiving less than twenty hours of the sponsor's time will not be eligible for extra compensation.
2. Instructors in the Orton-Gillingham reading method shall be paid one (1) hour of preparation time for every four (4) hours of instructional time.
3. If a DECA advisor attends the national competition, a Group I stipend shall be paid in addition to the stipend the advisor is already receiving (to be used to cover expenses other than registration fees, lodging and airfare).

The following positions will receive a salary adjustment equal to the 6th period salary adjustment calculation based up Salary Guide Salary:

- Coordinator of Culture & Climate
- Head Teacher, CAMP
- Student Activity Account, HS (1.5 positions)
- School Store, HS

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY
SCHEDULE D
SALARY POLICIES FOR BUILDING SERVICES PERSONNEL
REGULATIONS**

1. For the purpose of initial placement on the appropriate scale for building services personnel and maintenance personnel, credit for prior comparable or equivalent service outside the school system may be granted by the Superintendent of Schools. Any building services employees hired on or after July 1, 1994 and granted credit for outside service shall not be placed on a step higher than a building services employee who was in the employ of the district on June 30, 1994, with the same years of credited service.
2. Custodians without a Black Seal License shall be hired on the Scale C-2 column of the salary guide. Custodians with a Black Seal License shall be moved to the Scale C-3 column of the salary guide at the same step as he/she was at or would be at of the Scale C-2 column. Maintenance personnel shall be placed on the Scale C-4 column of the salary guide.
3. Full-time, twelve-month personnel employed prior to January 1st will be eligible for a full increment for the following year. Full-time ten-month personnel employed prior to February 1st will be eligible for a full increment the following year.
4. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
5. The work schedule for first shift custodians will be from 7:00 a.m. to 3:30 p.m. including one-half (1/2) hour for lunch) during the Christmas and Spring recess and during the period July 1 through August 31.
6. Approved extra work assignments for non-administrative building services personnel beyond the regular work week shall be compensated at the rate of 1-1/2 times the regular hourly salary and shall be determined by dividing the annual salary by 2,080 hours for twelve-month employees and 1,720 hours for ten-month employees.

NOTE 1: 2019-2020: \$250; 2020-2021: \$255 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 15 years of creditable service, with a minimum of 10 years of service in Cranford.

2019-2020: \$321; 2020-2021: \$327 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 20 years of creditable service, with a minimum of 15 years of service in Cranford.

2019-2020: \$534; 2020-2021: \$545 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 25 years of creditable service, with a minimum of 20 years of service in Cranford.

**BUILDING SERVICES PERSONNEL
SALARY GUIDE CONTINUED**

When a Head Custodian is absent from work and a custodian has been assigned to assume Head Custodian duties, the substitute custodian shall be entitled to be paid 50% of the Head Custodian stipend provided the substitute custodian serves as the Head Custodian for a minimum of 30 consecutive days. Payment shall be retroactive to the first day that the custodian assumed the Head Custodian duties. The stipend shall be non-pensionable. For all Head Custodians whose first day in the position was on or after July 2, 2018, the Head Custodian Stipend shall be non-pensionable and paid twice per year, on or about the second pay date in December and on or about the second pay date in June. When these custodians are absent from work and another custodian has been assigned to assume the Head Custodian duties, the substitute custodian shall receive the Head Custodian's stipend, on a pro-rated basis, once they have been in the position for a minimum of 30 consecutive days. Payment shall be retroactive to the first day. The Head Custodian will not receive the stipend when they are absent from work.

ANNUAL STIPENDS: (Paid in addition to regular salary.)

	2018-19	2019-20	2020-21
Elementary and CO Head	\$2,464	\$2,464	\$2,513
Custodians OA and HA Head	\$3,699	\$3,699	\$3,773
Custodians			
High School Head Custodian (1st shift)	\$5,546	\$5,546	\$5,657
High School Head Custodian (3rd shift)	\$3,698	\$3,698	\$3,772
Maintenance Foreperson:	\$5,852	\$5,852	\$5,969
Licensed Electrician	\$1,700	\$1,700	\$1,734
Licensed Plumber	\$1,700	\$1,700	\$1,734

ANNUAL SHIFT DIFFERENTIALS: (Paid in addition to regular salary.)

	2018-19	2019-20	2020-21
Second Shift	\$1,770	\$1,770	\$1,805
Third Shift	\$2,553	\$2,553	\$2,604

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY
SCHEDULE E –
SALARY POLICIES FOR OFFICE PERSONNEL
REGULATIONS**

1. Credit for prior office experience, may be granted by the Superintendent of Schools for initial placement on the appropriate scale. Any office personnel hired on or after July 1, 1997 and granted credit for outside service shall not be placed on a step higher than an office personnel employee who was in the employ of the district on June 30, 1997, with the same years of credited service.
2. Advancement on the schedule may be achieved by annual increments and/or promotions to higher ranking assignments and scales upon the recommendation of the Superintendent of School and approval of the Board of Education. In the case of promotion to a higher scale, the individual will be placed on the higher scale at a step which provides at least one-half (1/2) of the increase between the employee's existing salary and the salary at the same step on the promotional column. Each year thereafter the employee shall advance up to two steps on the promotional column until the employee reaches the step on the promotional column, which represents a lateral promotional move plus normal annual advancement.
3. Full-time twelve-month personnel employed prior to January 1st will be eligible for a full increment the following year. Full-time ten-month personnel employed prior to February 1st will be eligible for a full increment the following year.
4. Deviations from normal work schedules, including extra work assignments, shall be approved in advance by the Superintendent of Schools.
5. In the event the Superintendent determines that it is desirable for ten-month clerical or secretarial personnel to work prior to the opening of school, they shall be compensated only for the actual hours worked on an hourly rate, extra compensation basis, based on their annual salary. Work prior to the opening of school shall be on a voluntary basis, and personnel involved shall be given at least two weeks' advance notice of same.

**SCHEDULE E - OFFICE PERSONNEL
(CONTINUED)**

NOTE 1: 2019-2020: \$250; 2020-2021: \$255 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 15 years of creditable service, with a minimum of 10 years of service in Cranford.

2019-2020: \$332; 2020-2021: \$339 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 20 years of creditable service, with a minimum of 15 years of service in Cranford.

2019-2020: \$550; 2020-2021: \$561 Additional for all personnel paid on this guide who, as of June 30, 2019 will have completed 25 years of creditable service, with a minimum of 20 years of service in Cranford.

NOTE 2: The secretaries at Bloomingdale, Livingston, Brookside, Walnut, CAP/CAMP and CHS Athletic Office shall be paid a stipend in addition to their contractual salaries.

2018-2019	\$678 annually
2019-2020	\$678
2020-2021	\$692

NOTE 3: All secretaries not included in NOTE 3 shall be paid a stipend in addition to their contractual salaries:

-2018-2019	\$263 annually
2019-2020	\$263
-2020-2021	\$268

**SCHEDULE F
CRANFORD CLERICAL ASSISTANTS AND ATTENDANCE OFFICERS
CRANFORD CLASSROOM ASSISTANTS SALARY GUIDES**

Employees shall be paid with their regular salaries the following longevity payments:

	2018-19	2019-20	2020-21
After completion of:			
Ten (10) years of creditable service	N/A	<u>\$250</u>	<u>\$255</u>
Twelve (12) years of creditable service	N/A	\$439	\$448
Fifteen (15) years of creditable service	N/A	\$734	\$749

NOTE: Those classroom assistants who work more than 6 hours per day shall have their salary calculated at the appropriate amount over the appropriate step on the 6-hour column of the salary guide for classroom assistants.

CRANFORD TEACHER SALARY GUIDE 2018-2019

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,293	55,893	57,028	59,838	60,591	62,704
2	53,733	56,409	57,544	60,354	61,107	63,220
3	54,824	57,191	58,326	61,119	61,872	63,975
4	55,890	57,947	59,082	61,859	62,612	64,705
5	57,207	58,954	60,089	62,850	63,602	65,685
6	58,315	59,536	60,674	63,728	64,186	66,269
7-9	59,646	60,173	61,311	64,413	64,865	66,979
10	60,206	60,931	62,100	64,994	65,552	67,733
11	61,513	62,281	63,437	66,199	66,982	69,208
12	62,926	63,591	64,636	67,676	68,453	70,584
13	64,338	64,901	65,834	69,153	69,924	71,959
14	65,751	66,211	67,233	70,630	71,394	73,335
15	67,163	67,521	68,633	72,107	72,865	74,711
16	70,992	71,363	72,068	73,962	75,076	77,554
17	74,935	75,319	76,018	77,999	79,021	80,042
18	78,878	79,275	79,968	82,036	82,966	83,788
19	82,821	83,231	83,919	86,073	86,910	87,533
20-21	87,395	87,818	88,501	90,111	90,855	91,279
22	91,197	91,620	92,303	96,032	96,684	97,252
23				98,582	99,234	102,055
24-26						103,205

All move one step on guide.

CRANFORD TEACHER SALARY GUIDE 2019-2020

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	53,741	56,363	57,508	60,342	61,101	63,232
2	54,185	56,884	58,028	60,862	61,621	63,752
3	55,285	57,672	58,817	61,633	62,393	64,513
4	56,360	58,435	59,579	62,380	63,139	65,250
5	57,688	59,450	60,595	63,379	64,137	66,238
6	58,906	60,137	61,285	64,364	64,826	66,927
7	60,248	60,779	61,927	65,055	65,511	67,643
8-10	60,959	61,693	62,876	65,806	66,371	68,580
11	62,031	62,805	63,971	66,756	67,546	69,790
12	63,026	63,691	64,736	67,776	68,553	70,684
13	64,438	65,001	65,934	69,253	70,024	72,059
14	65,851	66,311	67,333	70,730	71,494	73,435
15	67,263	67,621	68,733	72,207	72,965	74,811
16	70,992	71,363	72,068	73,962	75,076	77,554
17	74,935	75,319	76,018	77,999	79,021	80,042
18	78,878	79,275	79,968	82,036	82,966	83,788
19	82,821	83,231	83,919	86,073	86,910	87,533
20	87,395	87,818	88,501	90,111	90,855	91,279
21-22	92,383	92,811	93,503	97,280	97,941	98,516
23				99,864	100,524	103,382
24-26						104,547

All move one step on guide.

CRANFORD TEACHER SALARY GUIDE 2020-2021

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	54,337	56,959	58,104	60,938	61,697	63,828
2	54,781	57,480	58,624	61,458	62,217	64,348
3	55,881	58,268	59,413	62,229	62,989	65,109
4	56,956	59,031	60,175	62,976	63,735	65,846
5	58,284	60,046	61,191	63,975	64,733	66,834
6	59,502	60,733	61,881	64,960	65,422	67,573
7	60,844	61,375	62,523	65,701	66,107	68,239
8	61,555	62,289	63,472	66,402	66,967	69,176
9-11	62,627	63,401	64,567	67,352	68,142	70,386
12	63,622	64,287	65,332	68,372	69,149	71,280
13	64,533	65,096	66,029	69,348	70,119	72,154
14	65,946	66,406	67,428	70,825	71,589	73,530
15	67,358	67,716	68,828	72,302	73,060	74,906
16	71,087	71,458	72,163	74,057	75,171	77,649
17	75,030	75,414	76,113	78,094	79,116	80,137
18	78,973	79,370	80,063	82,131	83,061	83,883
19	82,916	83,326	84,014	86,168	87,005	87,628
20	87,490	87,913	88,596	90,206	90,950	91,374
21	93,738	94,166	94,858	98,635	99,296	99,871
22-23				101,219	101,879	104,737
24-26						105,902

All move one step on guide.

CRANFORD OFFICE PERSONNEL
SALARY GUIDE FOR 2018-19

Step	GenClk10	GenClk12	Secty10	Secty12	Bookkeeper	HdSecK-8	SOS&S9-12
1	33,155	39,786	37,200	44,640	49,552	49,998	53,569
2	33,439	40,128	37,488	44,986	49,935	50,385	53,984
3	33,761	40,511	37,810	45,371	50,363	50,817	54,446
4	34,320	41,185	38,417	46,101	51,172	51,633	55,320
5	34,887	41,864	39,025	46,830	51,982	52,449	56,196
6	35,760	42,912	39,982	47,978	53,255	53,736	57,573
7	36,930	44,315	41,411	49,693	55,160	55,656	59,632
8	38,331	45,995	42,906	51,487	57,150	57,665	61,783
9	39,802	47,763	44,467	53,360	59,230	59,763	64,032
10	41,043	49,251	45,757	54,907	60,947	61,496	65,889

CRANFORD OFFICE PERSONNEL
SALARY GUIDE FOR 2019-20

Step	GenClk10	GenClk12	Secty10	Secty12	Bookkeeper	HdSecK-8	SOS&S9-12
1	33,696	40,436	37,808	45,370	50,362	50,815	54,445
2	33,986	40,783	38,100	45,721	50,751	51,208	54,866
3	34,312	41,173	38,428	46,112	51,186	51,647	55,335
4	34,881	41,858	39,045	46,854	52,008	52,476	56,224
5	35,457	42,548	39,662	47,595	52,831	53,306	57,114
6	36,344	43,613	40,635	48,762	54,125	54,614	58,514
7	37,533	45,039	42,088	50,505	56,061	56,565	60,607
8	38,957	46,747	43,607	52,328	58,084	58,607	62,793
9	40,452	48,543	45,194	54,232	60,198	60,739	65,078
10	41,966	50,359	46,786	56,142	62,319	62,880	67,371

CRANFORD OFFICE PERSONNEL
SALARY GUIDE FOR 2020-21

Step	GenClk10	GenClk12	Secty10	Secty12	Bookkeeper	HdSecK-8	SOS&S9-12
1	34,080	40,897	38,239	45,887	50,936	51,394	55,065
2	34,373	41,248	38,535	46,243	51,329	51,792	55,491
3	34,703	41,643	38,866	46,638	51,770	52,236	55,966
4	35,278	42,335	39,490	47,388	52,601	53,075	56,865
5	35,861	43,033	40,114	48,138	53,433	53,914	57,765
6	36,758	44,110	41,098	49,318	54,742	55,236	59,181
7	37,961	45,553	42,568	51,081	56,700	57,210	61,297
8	39,401	47,280	44,104	52,925	58,746	59,275	63,508
9	40,914	49,097	45,709	54,850	60,884	61,432	65,820
10	43,015	51,618	47,956	57,546	63,877	64,452	69,056

CRANFORD BUILDING SERVICES PERSONNEL
SALARY GUIDE FOR 2018-19

Step	Scale C-2	Scale C-3	Scale C-4
1	39,725	40,171	44,169
2	40,134	40,580	44,578
3	40,542	40,988	44,986
4	40,951	41,397	45,394
5	41,359	41,805	45,803
6	41,768	42,214	46,212
7	42,326	42,772	46,797
8	42,663	43,080	47,223
9	43,231	43,673	47,864
10	43,726	44,182	48,494
11	44,650	45,509	50,239
12	46,089	47,469	52,127
13	47,584	49,947	54,751
14	49,135	52,582	57,535
15	50,752	55,385	60,485
16	52,430	58,364	63,612
17	54,391	61,746	67,140
B	55,491	62,846	68,240
A	56,931	64,286	69,680

CRANFORD BUILDING SERVICES PERSONNEL
SALARY GUIDE FOR 2019-20

Step	Scale C-2	Scale C-3	Scale C-4
1	40,261	40,707	44,705
2	40,670	41,116	45,114
3	41,078	41,524	45,522
4	41,487	41,933	45,930
5	41,895	42,341	46,339
6	42,304	42,750	46,748
7	42,862	43,308	47,333
8	43,199	43,636	47,759
9	43,767	44,209	48,400
10	44,262	44,718	49,030
11	45,186	46,045	50,775
12	46,625	48,005	52,663
13	48,120	50,483	55,287
14	49,671	53,118	58,071
15	51,288	55,921	61,021
16	52,966	58,900	64,148
17	55,744	63,099	68,493
B	56,844	64,199	69,643
A	58,284	65,639	71,083

CRANFORD BUILDING SERVICES PERSONNEL
SALARY GUIDE FOR 2020-21

Step	Scale C-2	Scale C-3	Scale C-4
1	40,671	41,117	45,115
2	41,080	41,526	45,524
3	41,488	41,934	45,932
4	41,897	42,343	46,340
5	42,305	42,751	46,749
6	42,714	43,210	47,158
7	43,272	43,718	47,743
8	43,609	44,206	48,169
9	44,177	44,619	48,810
10	44,672	45,128	49,440
11	45,596	46,455	51,185
12	46,665	48,045	52,703
13	48,160	50,523	55,327
14	49,711	53,158	58,111
15	51,328	55,961	61,061
16	53,006	58,940	64,188
17	57,114	64,469	69,863
B	58,214	65,569	71,063
A	59,654	67,009	72,503

CRANFORD CLASSROOM ASSISTANTS
SALARY GUIDE FOR 2018-19

Step	HS 5hrs	HS 6hrs	Clg2yr5hr	Clg2yr6hr	Clg4yr5hr	Clg4yr6hr
1	15,404	18,700	18,251	22,076	21,905	26,532
2	15,589	18,882	18,433	22,271	22,090	26,710
3	15,783	19,076	18,623	22,473	22,278	26,891
4	15,979	19,266	18,810	22,676	22,470	27,071
5	16,185	19,479	19,026	22,886	22,681	27,269
6	16,421	19,703	19,257	23,099	22,899	27,485
7	16,989	20,388	20,079	24,099	23,846	28,619
8	18,032	21,427	21,427	25,703	25,456	30,543

CRANFORD CLASSROOM ASSISTANTS
SALARY GUIDE FOR 2019-20

Step	HS 5hrs	HS 6hrs	Clg2yr5hr	Clg2yr6hr	Clg4yr5hr	Clg4yr6hr
1	15,766	19,140	18,680	22,595	22,420	27,155
2	15,955	19,325	18,866	22,794	22,608	27,337
3	16,154	19,524	19,060	23,001	22,801	27,523
4	16,354	19,718	19,252	23,208	22,998	27,707
5	16,566	19,936	19,473	23,423	23,213	27,910
6	16,806	20,166	19,709	23,641	23,437	28,131
7	17,388	20,867	20,551	24,665	24,407	29,291
8	18,455	21,931	21,931	26,307	26,053	31,260

CRANFORD CLASSROOM ASSISTANTS
SALARY GUIDE FOR 2020-21

Step	HS 5hrs	HS 6hrs	Clg2yr5hr	Clg2yr6hr	Clg4yr5hr	Clg4yr6hr
1	16,128	19,580	19,109	23,115	22,935	27,779
2	16,322	19,770	19,300	23,319	23,129	27,966
3	16,525	19,974	19,499	23,530	23,326	28,156
4	16,730	20,172	19,695	23,742	23,527	28,344
5	16,947	20,395	19,921	23,962	23,747	28,552
6	17,193	20,630	20,162	24,185	23,976	28,778
7	17,788	21,347	21,023	25,233	24,968	29,965
8	18,880	22,435	22,435	26,912	26,653	31,979

CRANFORD CLERICAL ASSISTANTS AND ATTENDANCE OFFICERS

SALARY GUIDE FOR 2018-19

Step	ClkAst3hrs	ClkAst4hrs	ClkAst4.5hrs	ClkAst6hrs	AttOff4hrs	AttOff5hrs
1	8,309	11,301	12,824	17,313		22,698
2	8,493	11,479	12,982	17,448		22,817
3	8,684	11,654	13,145	17,591		22,943
4	8,994	11,796	13,272	17,690		22,991
5	9,331	12,055	13,562	18,085	-	23,486
6	9,801	12,500	14,066	18,755	-	24,326
7	10,319	13,015	14,644	19,520	20,592	25,387
8	10,716	13,518	15,209	20,271	21,384	26,364
9	10,823	13,653	15,361	20,474	21,598	26,628
10	10,931	13,790	15,515	20,678	21,814	26,894
11	11,262	14,207	15,983	21,303	22,473	27,706

CRANFORD CLERICAL ASSISTANTS AND ATTENDANCE OFFICERS
SALARY GUIDE FOR 2019-20

Step	ClkAst3hrs	ClkAst4hrs	ClkAst4.5hrs	ClkAst6hrs	AttOff4hrs	AttOff5hrs
1	8,392	11,414	12,952	17,486	-	22,925
2	8,577	11,593	13,112	17,622	-	23,045
3	8,771	11,771	13,277	17,767	-	23,172
4	9,084	11,914	13,405	17,867	-	23,221
5	9,332	12,056	13,563	18,087		23,488
6	9,802	12,501	14,067	18,757		24,328
7	10,320	13,016	14,645	19,522	20,594	25,390
8	10,717	13,519	15,211	20,273	21,386	26,367
9	10,972	13,841	15,573	20,757	21,896	26,995
10	11,082	13,980	15,729	20,963	22,115	27,265
11	11,487	14,491	16,303	21,729	22,922	28,260

CRANFORD CLERICAL ASSISTANTS AND ATTENDANCE OFFICERS
SALARY GUIDE FOR 2020-21

Step	ClkAst3hrs	ClkAst4hrs	ClkAst4.5hrs	ClkAst6hrs	AttOff4hrs	AttOff5hrs
1	8,560	11,642	13,211	17,836	-	23,384
2	8,749	11,825	13,374	17,975	-	23,506
3	8,947	12,006	13,542	18,122	-	23,636
4	9,266	12,153	13,673	18,225	-	23,685
5	9,519	12,297	13,835	18,449	-	23,958
6	9,815	12,517	14,085	18,781		24,360
7	10,333	13,033	14,664	19,547	20,621	25,422
8	10,731	13,537	15,230	20,299	21,414	26,401
9	10,986	13,859	15,593	20,783	21,924	27,030
10	11,414	14,400	16,201	21,592	22,778	28,083
11	11,717	14,781	16,629	22,163	23,381	28,826

