

NORTH BRUNSWICK TOWNSHIP

BOARD OF EDUCATION

AND

**NORTH BRUNSWICK TOWNSHIP
EDUCATION ASSOCIATION**

Contract Agreement

2009-2010 Through 2011-2012

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THIS AGREEMENT is entered into this First day of July, 2009 by and between the NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION, hereinafter called the "Board," and the NORTH BRUNSWICK TOWNSHIP EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSED THAT:

IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, it is agreed as follows:

ARTICLE I

RECOGNITION

A. The Board recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions for employees under contract or on leave as follows:

1. Full-time Employees:

- Academic Support Teacher
- Alternate High School Teacher
- Assistant to the Principal
- Athletic Trainer
- Child Development Specialists
- Classroom Teachers (Regularly employed and teaching not less than fifteen (15) hours per week)
- Computer Technician**
- Coordinator of Gifted and Talented
- Guidance Personnel
- In-School Suspension Teacher
- Language Arts Coordinator
- Learning Disability Teacher-Consultants
- Math-Science Coordinator
- Media Specialists
- Nurses
- Occupational Therapist
- Psychologists
- School Counselors
- Social Workers
- Specialists (Art, Music, Physical Education, Remedial Teachers)
- Speech Therapists
- Staff Developer

Student Assistance Counselor
Attendance Officer
Clerks
Computer/Data Entry Operator
Crew Leaders
Custodian-Drivers
Education Support Professionals
Grounds Personnel
Head Custodian and Shift Leaders
Inventory Control Specialist
Maintenance Personnel
School Custodians
Secretaries

2. Hourly Employees:

a. Aides

Alternate High School Aides
Building Aides
Bus Aides
Clerical Aides
Instructional Aides
Lunchroom/Cafeteria Aides

b. Nurse Clerk

c. Bus Driver

3. Coaches and Advisors

Grade Level and Area Leaders

4. Part-time teaching staff members, regularly employed but working less than fifteen (15) hours per week but excluding all other employees of the Board, both certificated and non-certificated.

B. Unless otherwise indicated, the term "employee" when used in this Agreement shall refer to all employees represented by the Association in the negotiation unit as listed above. Use of a specific title in any provision of this Agreement shall refer only to the employees serving in such title.

C. Categories established hereafter by the Board shall be included in the unit upon approval by the Association and the Board.

- D. Whenever a temporary vacancy occurs and the Board hires a replacement, if that employee's time of employment exceeds sixty (60) consecutive work days, excluding incidental absences for sick leave, personal days and/or bereavement days, then that employee shall receive wage and health benefits appropriate for that category of employee, effective with the sixty-first work day.

- E. The Board of Education recognizes the value and the on-going importance of all sub-groups in the unit (as defined in Article I. A.). In providing their services to the district, these groups have become indispensable in their roles. Their future in the North Brunswick schools remains a high priority for the Board.

ARTICLE II

NEGOTIATIONS PROCEDURE

The parties agree to comply with the requirements of N.J.S. 34:13-1 et seq.

- A. The parties agree to comply with the requirements of the New Jersey Employer-Employee Relations Act as amended, in a good faith effort to reach agreement. Such negotiations shall begin not later than November 15th of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all members of the unit defined in Article I., be reduced to writing, and shall be subject to ratification by both parties.

- B. The first negotiation session shall be only for the following purposes: (1) to establish ground rules for negotiations; (2) for any formal presentation of a full and complete written proposal by the Association and to establish dates for submission of the Board of Education proposal; (3) for discussion of any other matters that either party wishes to raise.

ARTICLE III

HEALTH INSURANCE

- A. The North Brunswick Township Board of Education for the 2009-2010 through 2011-2012 school years, will pay for every employee listed in Article I.A.1., I.A.2., according to his/her marital status:

100% of the cost of Horizon Bluecard PPO Medical, Horizon Dental and Horizon Prescription.

- B. Board paid **health** benefits as described in section A above will be for "employee only" for the first three (3) years of employment **in a position eligible to receive health benefits**. However, employees with fewer than three (3) years of employment (**in a position eligible to receive health benefits**) may purchase the family portion of the **health** benefits by paying **25%** of the cost or the family portion through payroll deduction.
- C. The Board may, upon reasonable prior notification and consultation with the Association, substitute other insurance carriers so long as the insurance coverage provided above are equal to or better than those now provided.
- D. Unless specifically stated, employees regularly employed and working less than twenty (20) hours per week shall not receive any **health** insurance.
- E. Section 125. The district will offer a section 125 plan and unit employees may participate in it. The administrative cost shall be borne by the board.
- F. Same sex **Civil Union partners**, who provide a copy of a valid Certificate of Domestic Partnership, will be entitled to the same medical, prescription and dental coverage as provided to spouses of employees covered by this agreement. It is understood, however, that the tax treatment of **Civil Union** partner benefits is beyond the control of the parties and may be different from the tax treatment of spousal benefits.

ARTICLE IV

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" shall mean a complaint in writing by an employee that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement; except that the term "grievance" shall not apply to any matter as to which (a) a method of review is prescribed by law; or (b) the Board of Education is without authority to act; or (c) a complaint of a non-tenure employee which arises by reason of his/her not being re-employed; or (d) any matter which the Public Employees Relations Commission has ruled or has the power to rule. As used in this definition, the term "employee" shall mean also a group of employees having the same grievance.
2. An "aggrieved person" is the person or persons claiming the grievance.
3. A "party in interest" is the person or persons claiming the grievance and any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

B. PURPOSE

The purpose of this procedure is to resolve, at the lowest possible level, any grievance presented. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure. An aggrieved person shall first discuss the grievance with an immediate supervisor or principal.

C. RIGHTS OF EMPLOYEES TO REPRESENTATION

Any person in interest shall be assured freedom from restraint, interference, coercion, discrimination or reprisal due to participation in presenting a grievance.

An employee may designate a representative of the Association or other person of his/her own choosing to appear with him/her at any step. If a person chooses to represent himself/herself, the Association shall receive copies of all proceedings upon their final completion.

D. PROCEDURE

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the work year, and if left unresolved until the beginning of the following work year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the work year, or as soon thereafter as is practicable.
3. It shall be the general practice of all parties in interest to process grievance procedures during times which do not interfere with assigned duties; provided, however, in the event it is agreed by the Board or its agent to hold the proceedings during regular working hours, an employee participating in any level of the grievance procedure, with any representative of the Board, shall be released from the assigned duties without loss of salary.

4. LEVEL ONE

An employee with a grievance may submit it in writing to his/her immediate supervisor (Principal or Supervisor). Forms for filing grievance and other necessary documents shall be prepared jointly by the Superintendent or his/her designee and the Association and given appropriate distribution.

5. LEVEL TWO

If the aggrieved person has not received a written reply for Level One within five (5) work days from receipt of the grievance by the immediate supervisor, and/or is not satisfied with the disposition of his/her grievance, he/she may file a grievance in writing with the Superintendent of Schools or his/her designee within five (5) work days after receipt of the written reply or conclusion of the time in which to provide the written reply, if no reply is forthcoming. The written grievance shall specify: the facts constituting the grievance; the results of the previous discussions; the dissatisfaction with any decisions previously rendered. If such notification is not received within the total ten- (10) workday period, the grievance shall be considered as waived, and thereafter the grievant shall be estopped from pursuing said grievance.

6. LEVEL THREE

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or has not received a written reply within ten (10) working days after the grievance was delivered to the Superintendent of Schools or his/her designee, he/she may within five (5) work days after the decision by the Superintendent or his/her designee, or fifteen (15) work days after the grievance was delivered to the Superintendent, whichever is sooner, submit in writing his/her grievance to the Board. The Board shall hold a hearing and will render a decision within thirty (30) calendar days after receipt of the grievance or after the hearing, except that every reasonable effort will be made to respond earlier. If such notification is not received within a fifteen (15) work day period, the grievance shall be considered waived, and thereafter the grievant shall be estopped from pursuing said grievance.

7. LEVEL FOUR

- a. If the aggrieved person does not accept the disposition of his/her grievance at Level Three and wishes review by a third party and the grievance pertains exclusively to violation, misinterpretation, or inequitable application of any of the provisions of this Agreement, he/she shall notify the Board, through the Superintendent, within ten (10) workdays of the receipt of the Board's decision. An aggrieved person, in order to process his/her grievance beyond Level Three, must have his/her request for such action accompanied by the written recommendation of the Association for such action.
- b. In order to secure the services of an arbitrator, a request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties shall then be bound by the Rules and Procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- c. The decision of the arbitrator shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decisions which requires the commission of an act by the Board prohibited by or violative of any law, or which is violative of the terms of this Agreement. As his/her power is limited to matters involving the application of the terms of this Agreement, grievances must be resolved within the terms of this Agreement, and the arbitrator shall have no power to add to or to subtract from or modify any of the terms herein without specific authority from the parties. The arbitrator shall not in any case have power to rule on any issue or dispute which is not a grievable matter under this Article IV, or so specified under the provisions of this Agreement. The decision of the arbitrator shall be final and binding on all of the parties.

d. The cost of arbitration shall be subject to the following:

1. Each party shall bear the total costs, which it incurs.
2. The fee and expense of the arbitrator are the only costs, which shall be shared equally by the parties.
3. Time lost by any employee for attendance at arbitration hearings shall be with pay. Arbitration hearings will be after working hours.

8. In no case shall any grievance be permitted that has not been activated within the twenty (20) work days following the inception of the act or event that alleged to have given rise to the grievance. This clause is intended to operate as statute of limitations.

E. LIMITATION

An employee or group of employees shall not have the right to refuse to follow an administrative direction or Board policy on the grounds that he/she has instituted a grievance.

F. MISCELLANEOUS

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

ARTICLE V

RIGHTS OF THE PARTIES

- A. The Board agrees to furnish to the Association, in response to reasonable requests all available public information concerning district operations as it relates to collective negotiations, in accordance with Negotiation Procedure, Article II, Paragraph B.
- B. Upon their appointment, the names and addresses of new employees shall be available to the President of the Association following the regular Board of Education meeting at which the appointment was made.
- C. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiation, grievance proceedings, conferences or meetings, he/she shall suffer no loss of pay.
- D. Official Association business may be transacted on school property except during regular working hours, provided that this time shall not interfere with or interrupt normal operations and with the prior approval of the Principal of the school or Superintendent. Duty-free lunchtime may be used to transact official Association business.
- E. The Association shall have the right to use school equipment, including typewriters, other duplicating equipment, computers and all types of audio-visual equipment at reasonable time, with prior approval of the Principal of the school, provided such equipment is not in use. The Association shall supply personnel and all materials and pay for repair or replacement of such equipment incident to such use.

Except for activities listed in its annual calendar supplied to the Superintendent, the Association shall apply for use of building facilities in the same manner as other community organizations, without charge to the Association.

- F. The Board agrees to furnish to the Association ten (10) copies of the minutes of all public Board meetings, and new policies affecting the members of this unit, for posting in the employees lounge in each building and the Association files.
- G. The Association may purchase and have installed by the Board, a bulletin board for its exclusive use in the employee lounge.

- H. The rights and privileges granted to the Association by this Agreement as exclusive representative of the employees are not intended by the parties to be granted to any other organization representing any employees in the unit in connection with terms and conditions of employment.
- I. The Association may install and maintain a telephone for use by the Association President. The expenses associated with this telephone shall be borne by the Association, and the telephone's location must be approved by the Superintendent. The installation shall be at the home school of the Association President.
- J. The Board of Education, subject only to the express written provisions of this Agreement, reserves to itself all rights and responsibilities of management of the School District and full jurisdiction and authority to make and revise policy, rules, regulations and practices in furtherance thereof. By way of illustration and not by way of limitation of the rights and responsibilities reserved to the Board, are the rights to select and direct employees of the school district; to hire, assign, promote, transfer and retain employees covered by this Agreement within the school district, or to suspend, demote, discharge, or take other disciplinary action against employees; to relieve employees from duties because of lack of work or for other legitimate reasons; to maintain the thoroughness and efficiency of the school district operations entrusted to it; to determine the methods, means and personnel by which school district operations are to be conducted; to introduce new or improved methods and facilities; to contract out for such goods and services as may be permitted by law; and to take whatever other actions may be necessary to accomplish the mission of the school district in any situation. In exercising the foregoing rights, the Board shall not violate any other provision of this Agreement.
- K. The Board and the Association agree to hold at least one (1) conference each year with the Executive Council, the Board of Education, and representation from the Superintendent's Office, to discuss concerns of the district.
- L. The Board agrees that the Association President shall have released time as follows:
 - 1. If a high school or middle school teacher, the teacher shall not be assigned more than three (3) teaching periods and shall not have any non-teaching duties, except that he/she will cover a homeroom if assigned a period with a homeroom;
 - 2. If an elementary school teacher, the teacher shall have a 3/5 teaching assignment and shall not have any non-teaching duties and, if possible, the preparation period will be scheduled immediately adjacent to the lunch period. To accommodate these scheduling requirements, the teacher may need to be reassigned.
 - 3. If a non-certified employee, that employee shall have a 3/5 work load. That employee may need to be reassigned to accommodate the 3/5 work load.

ARTICLE VI

EMPLOYEE RIGHTS

- A. In accordance with N. J. S. 34:13A-1 et seq., and other applicable laws, it is hereby agreed that every employee shall have the rights freely to organize, join, or refuse to join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerned activities for mutual aid and protection. As a duly selected body exercising governmental power under order of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employees with respect to hours, wages or any terms or conditions of employment by reason of his/her membership or non-membership in the Association and its affiliates, his/her participating in any lawful activities of the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Any criticism by a supervisor, administrator or Board member of an employee without justifiable, substantive reasons shall be made in confidence and not in the presence of students, parents or at public meetings.
- C. 1. An employee shall be entitled to have a representative of the Association present at an interview with the Board or its representative if there exists reasonable grounds to conclude that discipline will directly result as the result of the interview. The non-availability of Association representation shall not serve as a reason to unduly delay the interview. These representational rights shall not apply to general or informal discussions or individual performance and evaluation.
2. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- D. No employee shall be disciplined, receive a written reprimand or recorded verbal reprimand, or be reduced in rank or compensation without just cause. No employee with three or more years of continuous employment can be discharged or not have his/her contract renewed without just cause. Grievances regarding the above shall be subject to binding arbitration, except where precluded by alternate appeal procedures.

E. SECRETARIES

Nothing contained herein shall be construed to deny or restrict to any secretary such rights as she/he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to secretaries hereunder shall be deemed to be in addition to those provided elsewhere.

ARTICLE VII

PROTECTION OF EMPLOYEES AND PROPERTY

- A. Employees shall not be required to work under unsafe or hazardous conditions. Such conditions shall be referred immediately to the Supervisor/Principal for appropriate action.
- B. 1. The Board shall give full support, including legal and other assistance, for any assault upon the member while acting in the discharge of his/her duties.
- C. 1. Employees shall immediately report in writing cases of assault suffered by them in connection with their employment to their Supervisor/Principal.
2. Such notification shall be immediately forwarded to the Superintendent who shall comply with any reasonable request from the member for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the member, the police and the courts.
- D. Subject to prior approval by the Board and pursuant to Worker's Compensation Laws of New Jersey, the Board shall reimburse a member for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.
- E. ***A joint Health and Safety Committee shall be established. The committee will meet with appropriate administrators to develop, renew and implement training programs and procedures in areas of concern.***

ARTICLE VIII

SCHOOL CALENDAR

- A. The Board of Education shall determine the school calendar after consultation with the Association. Such consultation shall begin no later than January 15 of the prior school year. In addition, the Board will consult with the Association concerning its views on calendars for the two school years beyond the next school year.
- B. The closing of schools shall be the prerogative of the Superintendent of Schools.
- C. Changes in the School Calendar, to accommodate make-up days, shall be made after consultation with the Association.
- D.
 - 1. The school calendar will contain 185 scheduled staff days and 180 scheduled student days. The additional staff day added effective July 1, 2006 shall be for professional development and shall be scheduled between Labor Day and the first day of school for students. Days lost due to inclement weather or other emergencies shall be made up in accordance with paragraph C above.
 - 2. New staff may be required to attend up to five (5) additional orientation days in August and/or September.
- E.
 - 1. Middle school guidance counselors may be required to work up to two (2) additional days immediately after the last teacher work day in the school year and up to five (5) work days immediately before teachers report the next school year.
 - 2. High school guidance counselors may be required to work up to nine (9) additional days between the last teacher work day in the school year and the day on which teachers report the next school year. The placement of said days shall be mutually agreed upon by the guidance counselor and the building principal.
 - 3. Guidance counselors shall be paid at a per diem rate for each day worked. Such compensation will be pensionable. Notice of days shall be provided to the guidance counselor by May 15th.

ARTICLE IX

SALARIES

- A. The base salaries of all employees are set forth in Appendix B I through Appendix B V, which are attached hereto and made a part thereof.
- B. All employees may individually elect to have equal dollar amounts each month deducted from their pay and deposited with the Southern Middlesex County Teachers Credit Union.
- C. Employees listed in Article I.A.1., I.A.2.a, and I.A.4. shall be paid on the fifteenth (15) and thirtieth (30) day of each month. When a payday falls during a holiday, vacation or weekend, employees shall receive their paychecks on the last working day.
- D. Anyone wishing to have payroll deductions for Savings Bonds must contact the Business Office.
- E. ADDITIONAL AUTHORIZATION: Additional authorization for dues deduction may be received after August 1st, under rules established by the State Board of Education.
- F. Tax shelter Annuity distribution shall be made following each pay period as described in C. above.
- G. ***Any employee appointed as Website Manager shall be paid a stipend of \$5,484 in addition to his/her regular salary.***

ARTICLE X

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT FOR NON-CERTIFIED EMPLOYEES

The following provisions shall be generally applicable to all non-certified members of the Association except as otherwise indicated below:

A. TEMPORARY LEAVE OF ABSENCE: This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system.

1. a) An allowance of up to five (5) consecutive working days or seven (7) consecutive calendar days, whichever is less, shall be granted for death in the immediate family.

DEFINITION: Immediate family shall include: Husband, wife, mother, father, mother-in-law, father-in-law, child, sister, brother, grandfather, grandmother, grandchild, stepmother or stepfather, son-in-law, and daughter-in-law or anyone making his or her home with the family or anyone whom actually stands in the position of a member of the immediate family to the employee. Additional time beyond these days may be taken against unused personal leave provided below.

- b) An allowance of **up to three (3) days** shall be granted for the death of a sister-in-law, brother-in-law, niece, or nephew.
 - c) **An allowance of one (1) day shall be granted for the death of an aunt or uncle.**
2. An allowance of up to three (3) personal leave days during the school year shall be permitted with prior approval by the Business Administrator **or his/her designee**.

Requests for personal leave shall be submitted at least two (2) full working days in advance of the date of personal leave. The Business Administrator **or his/her designee** will have the right to waive this time requirement in case of emergency.

Requests for personal leave shall not be granted on days preceding or following a school holiday, or on consecutive workdays except in case of emergency.

Unused personal leave days shall be credited as sick days at the end of the school year in accordance with the Board's Staff Attendance Plan and shall be eligible for the reimbursement provided by Paragraph "B" below as sick leave days. When an employee is absent for one-half day or less, he/she shall be assessed one-half of a personal leave day.

- B. Upon retirement to a State retirement system, under a pay status, excluding deferred retirement, non-certified employees with ten (10) or more years of service in the North Brunswick Township School District will receive payment for each accumulated sick day upon date of retirement at $\frac{1}{4}$ the daily rate of pay. Upon resignation in good standing, non-certified employees with fifteen (15) or more years of service in the District, will receive payment for each accumulated sick day upon date of resignation at $\frac{1}{8}$ the daily rate of pay.

Upon the death of an active employee, unused sick leave reimbursement (as defined for retirees) shall be paid to the estate of the deceased.

If written notice of retirement is received by the District before the February 1 preceding a retirement which will take effect from the next July 1st through June 30th, the payment under this section shall be made within 30 days of the official date of retirement. However, at the employee's option, said payment may be deferred to the January 1st following the official date of retirement or to the second July 1st following the official date of retirement.

If written notice of retirement is received by the District after February 1 preceding a retirement which will take effect from the next July 1st through June 30th, the payment under this section shall be made in the July of the budget year following the year in which the official date of retirement occurs.

If the February 1st date was not met but the employee is required to make a decision to retire due to illness or disability, the employee's payment will be treated as if he/she had complied with the February 1st date.

In any event, no employee shall receive his/her payment more than one (1) calendar year later than the date of retirement.

Upon retirement, the Board will allow any payment due for unused sick days to be deposited into an employee's 401(k), 403(b) or similar account, subject to IRS rules and regulations.

C. 1. Evaluations for all non-certified employees shall be completed prior to June 1st of each year.

2. Each staff member shall be evaluated and given a copy of the written evaluation report before the conference to discuss it. No such report shall be submitted to the Central Office or placed in the file without the staff member's knowledge. The staff member shall be required to sign the completed form indicating whether there is agreement or disagreement and may add an addendum.

3. A staff member shall have the right, upon request, to review the contents of their personnel file in the presence of the Business Administrator or his/her designee.

D. During July and August, openings will be posted on the District web site and a copy will be mailed to each of the designated building representatives. A notice, prepared by the NBTEA will be provided to each employee at the time of his/her last paycheck indicating how postings during July and August will be made available to them.

E. Professional Development

1. Tuition Reimbursement - Non-certified employees shall be eligible for reimbursement of up to **\$1,384 (2009-10), \$1,384 (2010-11) and \$1,419 (2011-12)** for tuition costs for courses directly related to any position covered in the Recognition Article. Such courses shall have prior approval of the **Superintendent** or his/her designee, submitted in writing. Official transcripts will be required, and a passing grade must be received.

2. There may be at least one workshop per year per non-certified sub-group at which attendance is voluntary if held outside the workday. If the workshop is held during the regular workday for the employee, he/she shall receive no additional pay. If the workshop is held outside of the employee's regular hours, he/she shall be paid at his/her regular hourly rate or non-certified employees who attend training outside of regular hours, as approved by the Superintendent or his/her designee, will receive compensatory time for each hour of training. The Local Professional Development Committee shall review possible inclusive training topics for non-certified support staff.

F. Holidays for 12-month Personnel

1. Fifteen (15) paid holidays shall be granted, except when Christmas Eve falls on a weekday; then there shall be sixteen (16) paid holidays in that year.

2. 12-month secretaries and custodians shall receive two (2) N.J.E.A. convention days, without loss of pay, but subject to the following:
 - a. valid proof of attendance must be presented to the Business Administrator **or his/her designee**.
 - b. custodians requesting approval to attend either or both of the two N.J.E.A. convention days must submit a request to the Business Administrator **or his/her designee** at least fifteen (15) days prior to the convention date.

The Business Administrator **or his/her designee** will inform the custodial employees between the dates of October 15 and October 31, whether or not the regular operations of the district preclude their convention attendance.

G. Seniority. (RIF and Recall of Non-Certified Staff)

1. In the event of a reduction in force of a non-certificated employee(s), seniority will be utilized for reduction in force and re-call purposes provided the non-certificated employee(s) has five continuous years of service in the District and one year of service in the particular sub-category within the title. Such re-call rights will be in effect for up to two years after the reduction in force.

H. There shall be an orientation program held for new support staff unit members on an as-needed basis. The Association shall be consulted with regards to program content.

I. All employees shall be excused from work while serving on jury duty, regardless of assigned hours.

J. Any paid leave set forth in this Agreement, such as sick leave or personal leave, which is used by an employee for a reason covered by state and/or federal family leave acts, shall be in addition to leave available under those acts.

K. There will be early closings on the day before Thanksgiving, the day before Winter Recess and the day before Spring Recess.

L. Transfers

1. Notice of involuntary transfer or reassignment shall be given to employees as soon as practicable.
2. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Superintendent or his/her designee.

- M. Maternity/child care leave, without pay, shall be granted to all tenured employees on the secretarial staff and clerical staff, and to all other non-certified staff with three (3) or more years of continuous employment, upon request.
1. The employee shall submit a request for maternity/child care leave to the Business Administrator **or his/her designee** in writing, at least 90 days prior to the date the employee wishes the leave to commence. The employee shall submit to the Business Administrator **or his/her designee**, in writing, confirmation of the date of request 30 days prior to return. Such leave can be terminated earlier upon the request of the employee, with the approval of the Business Administrator **or his/her designee**.
 2. The commencement date of the maternity/child care leave shall be determined by taking into account the needs of the district and the physical ability of the employee.
 3. Maternity/child care leave may be granted for a period of up to one (1) full year, 12 months.
 4. All medical and hospital insurance benefits may be continued at the employee's expense at the group rate during maternity/child care leave.
 5. Any employee, upon returning from maternity/child care leave, shall assume the same job classification in the system without the benefit of experience increment credit for the time of said leave.
 6. Any maternity/child care leave taken under the terms of this Agreement shall be in addition to the employee's entitlement to leave under Federal and State laws governing family and/or medical leave.
- N. Each employee shall be given a written accounting of accumulated sick leave days no later than September 30 of each year. Employees will be responsible for reporting possible errors in the written accounting to the Business Office by November 30. After that date, the written accounting shall be final and deemed correct.

ARTICLE XI

AIDES

A. SICK DAYS

Unit members shall receive eleven (11) sick days per school year. Unused sick days from each school year shall be cumulative. When an aide is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

- B. Aides shall receive a full day's pay for all scheduled hours regardless of delayed opening or emergency closing.
- C. When an opening occurs for a Building Aide, it will be posted internally. Current staff shall be given prime consideration for vacancies and new positions. When qualifications are equal, seniority rights shall be honored in the selection of a candidate.
- D. A fifteen (15) minute paid break daily shall be provided for all aides working four (4) or more consecutive hours as per State law.
- E. For payroll reporting purposes, Aides compensation shall be based on the number of scheduled student days multiplied by the daily rate and divided into twenty (20) equal installments.
- F. Uniforms are to be provided to district building aides before the first day of school.
- G. Aides shall be required to attend orientation on the day preceding the opening of school and shall be compensated at their daily rate of pay. Aides will be provided reasonable advance notice of the orientation date.
- H. Aides shall receive their regular hourly rate of pay for each hour of approved in-district staff development, up to a maximum of 12 hours per year.
- I. The Board agrees to make a reasonable effort to notify aides in writing before the end of the school year whether or not they will be offered a position for the next school year.

- J. A properly certificated aide who takes over the class of a pre-school handicapped teacher for the entire school year, in order to allow that teacher to have a duty-free lunch, will be paid at one-seventh of the rate for a long-term substitute teacher (in addition to his/her regular rate of pay) for time spent covering that lunch period.
- K. A properly certificated aide who acts as a substitute teacher when the regular teacher is out of the classroom (but not for an entire school year as set forth above), will be paid at the hourly rate for a daily substitute teacher (instead of at his/her regular rate of pay) for the time the aide serves as a substitute teacher.
- L. Any classroom support aide with a county substitute certificate shall receive \$2.00 per hour more than specified in the salary schedule.
- M. Any building aide with at least five (5) years service in the District may be eligible for appointment to senior building aide. Criteria for appointment shall be established by the Board after review and recommendation by a joint committee. The additional differential for this position can be found in Appendix B.

ARTICLE XII

CUSTODIAL/MAINTENANCE/GROUNDS

Reference to "custodial employee" shall hereafter refer to all grounds persons, maintenance persons and custodians. The use of a specific title shall refer to that position only.

A. TERMS AND CONDITIONS OF EMPLOYMENT

1. Work Week

The standard workweek for all daytime custodial employees of the Association shall be based on a forty-(40) hour week consisting of five (5) eight-hour days. Shift assignments will be arranged according to the needs and demands of each school. The standard work week for custodial employees assigned to the second shift shall be based on a thirty-seven and one-half (37 ½) hour week.

During the academic year (September 1 through June 30), all custodial employees shall receive one fifteen (15) minute break in the morning and a forty-five (45) minute lunch. During the summer (July 1 through August 31), all custodial employees shall receive two fifteen (15) minute breaks and a thirty (30) minute lunch daily as scheduled by the Supervisor of Buildings and Grounds.

Custodians shall be allowed to leave the building during their meal period with the permission of the building principal or his/her designee. If the custodian's meal is interrupted by an emergency, he/she shall be permitted to make up the equivalent time as soon as possible on that day. (Previously in Article XII, A.11)

2. Summer Hours

During the above period when school is not in session, all custodial employees of the Association will report to their assigned schools at 7:00 A.M. and be dismissed at 3:30 P.M., with a half hour lunch, unless otherwise notified by the Business Administrator **or his/her designee.**

3. Snow Days

When schools are closed because of a snowfall, all custodial employees will report to their assigned building by 7:30 A.M. for snow removal.

In the event there is a snowfall and schools are open, day custodians are to report at 6:00 A.M. to clear snow from entrances, etc.

4. Weekend Security Check

The head custodian is responsible for his/her building seven (7) days a week and will conduct a security check on Saturday and Sunday.

5. Probationary Period

All custodial employees hired or who change job titles will receive a contract and the benefits listed below immediately. The contract will contain a provision for a one-(1) day notice of termination by either party for a period of 90 days. After the completion of the 90-day period, the termination clause will be 30 days' notice by either party.

In the event of termination, employees who have changed job title will be allowed to transfer back as soon as practicable to their previously held job title if they are otherwise in good standing.

Any employee placed on probation as of July 1 or hired between July 2 and September 2, shall be on probation until November 30, but in no event shall an employee's probationary period be less than ninety (90) days from the date employment commences.

At the completion of the 90 day period, the custodial member of the Association will be eligible for the Uniform and Safety Equipment Benefits as applicable.

6. Boiler License

Each custodial employee of the Association shall obtain a license as directed by the Business Administrator *or his/her designee* and at the expense of the Board of Education. Custodians attending boiler license school will do so without loss of pay, provided they comply with reasonable travel time allowances as established by the Administration. Such travel shall be eligible for mileage reimbursement.

7. License - Maintenance

The Board of Education will pay the license fee for licensed maintenance personnel if the license is a requirement of the position.

8. Head custodians shall be guaranteed a total of one (1) hour per day for duty free lunch.

9. Differential Classification

Any custodial employee who is required to perform the duties of a head custodian, shift leader, or maintenance personnel for a period of fifteen (15) consecutive days or more, shall be paid the differential retroactive to the first day of the person's assignment in that position.

10. Service Credit

A custodial employee appointed by the Board of Education between the dates of July 1 through December 31, will be granted one (1) year's service credit at completion of that fiscal year for both salary and longevity purposes.

11. Overtime

Overtime will be offered on an equal basis to all custodial employees when the need arises as determined by the Business Administrator.

The terms of this section apply whether overtime is provided in the form of pay or compensatory time off.

Overtime will be paid at the rate of time and a half (1 ½) for all hours worked over eight (8) hours in the workday. The workweek consists of eight (8) hours per day, five (5) days per week.

The minimum overtime during the regular workweek will be one (1) hour. Overtime assignments on weekends will be compensated at a four (4) hour minimum.

The Board agrees that it will continue to attempt to notify custodians as soon as possible concerning possible overtime assignments. The Association recognizes that it is incumbent upon custodial, maintenance and grounds personnel to notify the administration as soon as they know they will be absent.

12. Compensatory Time

- A. An employee who works assigned overtime may choose to be compensated for overtime in the form of payment of compensatory time off. Compensation for overtime in excess of eight (8) hours per day or forty (40) hours per week shall be at the rate of time and one-half.**
- B. An employee must schedule the use of compensatory time with the written approval of his/her supervisor. A written request to use compensatory time must be provided to the Supervisor at least three (3) days in advance, however, in the case of an emergency in which three (3) days advance notice cannot be provided, the employee will provide as much notice as possible.**
- C. Once a person has accumulated eight (8) hours of compensatory time, all eight (8) hours must be scheduled and taken off within the payroll period in which the 8th hour was earned, or by the end of the next payroll period.**
- D. Any compensatory time not used in accordance with paragraph C above, will be compensated in the form of payment (rather than time off), in accordance with the regular payroll schedule.**
- E. No compensatory time off may be carried over from one school year to the next.**
- F. It is understood that individual employees and supervisors may informally schedule compensatory time off to cover small blocks of time.**

Emergency Call Outs

- a. If the duration of the call out is greater than one (1) hour (excluding travel time to and from the building) after working hours during the regular workweek and weekends, compensation will be at a four hour minimum at time and a half per hour.
- b. Call outs of one (1) hour duration or less (excluding travel time to and from the building) after working hours during the regular work week and weekends, will be compensated at a four hour minimum at the regular hourly rate.

There shall be a \$10.00 meal allowance for employees plowing or shoveling snow for more than four hours after a regular eight-hour shift.

Overtime assignments on Sundays and holidays will be compensated at double time for any hours worked.

B. Benefits

1. Sick Days - twelve (12) days, cumulative. When an employee is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

2. Vacations

Employment date for vacation purposes will be retroactive to the first day of employment, providing the employee receives an annual contract upon completion of the probationary period.

Full years of employment are based on school year starting September 1 and ending June 30.

All custodial employees shall be entitled to the following vacation schedule:

0 - 11 months employment - one (1) day upon completion of each month of employment until June 30, but not exceeding 10 days during the first school year. Employees must work to June 30 before becoming eligible for this vacation time.

Completion of:

1-4 full years of employment		10 working days
5-10 " " "		15 " "
11th year " "		16 " "
12th year " "		17 " "
13th year " "		18 " "
14th year " "		19 " "
15th year " "		20 " "
20th year " "		22 " "

Custodial employees other than 0 - 11 months will be entitled to a prorated vacation period should they leave during the school year.

Vacation time may be taken from July 1 to June 30 for vacation earned the previous school year upon approval of the Business Administrator **or his/her designee**. Custodians who are unable to take vacation time during the prescribed vacation calendar year due to an extended illness or time spent on Worker's Compensation shall be permitted to carry those days over to the next year.

Scheduled vacation times shall be determined on a district-wide seniority basis. Vacation selection forms shall be distributed to the employee no later than March 30th for the upcoming vacation year.

Choices, if any, shall be returned to the Business Administrator *or his/her designee* no later than April 30th. The Business Administrator *or his/her designee* shall notify employees of their vacation schedule no later than May 30th. The foregoing is based upon standard budget submission/approval dates for purposes of determining the status of planned projects.

Effective July 1, 2007, vacation time shall not be permitted during the last five (5) working days of August and/or the first five (5) working days of September.

3. Uniform, Tools and Safety Equipment

- a. The Board of Education will furnish each employee with five (5) complete sets of uniforms, and it is each person's responsibility to see that the uniforms are laundered and neat in appearance and worn on their job. Twice yearly, worn out uniforms will be replaced on or before September 1. Custodians shall be permitted to wear shorts during July and August and on any day when school is closed to students.
- b. Maintenance, grounds, and custodial personnel will be furnished with one (1) set of foul weather gear.
- c. All maintenance and grounds employees will be furnished with one (1) heavy jacket, one (1) pair of heavy gloves, one (1) safety helmet, and one (1) pair of safety goggles. The gloves and jackets will also be replaced on an as needed basis.
- d. The Board shall provide one (1) pair of shoes annually in the following categories: work shoes for custodians (board maximum \$88); safety shoes for maintenance and grounds personnel (board maximum \$110). Work shoes and safety shoes must be worn by appropriate employees during working hours. Grounds personnel shall be provided one additional pair of safety shoes (two pair annually).
- e. During the term of the contract, the Board shall provide one (1) pair of insulated gloves to custodians.
- f. Each maintenance employee shall be furnished with a complete set of hand tools. Maintenance employees will use only Board of Education tools. The Board will furnish replacements for worn out or broken tools.

- g. The Board will supply a winter jacket and winter hat to each custodian who is assigned or will be assigned to work outside.

4. Promotions.

a. Senior Groundskeeper

Any groundskeeper with at least five (5) years service in the District shall be eligible for appointment to senior groundskeeper. (Criteria for appointment shall be established by the Board after review and recommendation by a joint committee. The additional differential for this position, which shall be added to Appendix B II, shall be \$400.)

5. Qualification of Maintenance Personnel

Any maintenance employee appointed after July 1, 1977, shall be required to present proof of his/her skills or competencies in the trades by means of a license in that skill, union card, or qualified references. The area of skill will be outlined at the time the position is open.

6. Tenure - None (See Seniority - RIF/Recall)

7. Transfers

- a. All requests for transfers from one building to another, or to the maintenance crew, must be in writing to the Business Administrator **or his/her designee.**
- b. Notice of involuntary transfer or reassignment shall be given to employees as soon as practicable.
- c. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the Business Administrator **or his/her designee.**
- d. Within two (2) weeks of the decision on the appointment, the Business Administrator **or his/her designee** shall notify applicants in writing as to the disposition of the application.

8. Miscellaneous

- a. Attendance at required workshop sessions shall not be compulsory during an employee's approved vacation time.
- b. Copies of this agreement shall be presented to all custodial employees and to each new employee in this classification hired by the Business Administrator **or his/her designee.**

ARTICLE XIII

COMPUTER TECHNICIANS

A. TERMS AND CONDITIONS OF EMPLOYMENT

1. Work Week

The standard workweek for all Computer Technician employees of the Association shall be based on a forty (40) hour week consisting of five (5) eight-hour days. Shift assignments will be arranged according to the needs and demands of the district.

During the academic year (September 1 through June 30), all Computer Technicians shall receive one fifteen (15) minute break in the morning and a forty-five (45) minute lunch. During the summer (July 1 through August 31), all Technicians shall receive two fifteen (15) minute breaks and a thirty (30) minute lunch daily as scheduled the Coordinator of Technology Services.

2. Summer Hours

During the above period when school is not in session, all computer technician employees of the Association will report to their assigned schools at 7:00 A.M. and be dismissed at 3:30 P.M., with a half hour lunch, unless otherwise notified by the Business Administrator or his/her designee..

3. Service Credit

A Computer Technician appointed by the Board of Education between the dates of July 1 through December 31, will be granted one (1) year's service credit at the completion of that fiscal year for both salary and longevity purposes.

4. Overtime

Overtime will be offered on an equal basis to all custodial employees when the need arises as determined by the Business Administrator.

The terms of this section apply whether overtime is provided in the form of pay or compensatory time off.

Overtime will be paid at the rate of time and a half (1 ½) for all hours worked over eight (8) hours in the workday. The workweek consists of eight (8) hours per day, five (5) days per week.

The minimum overtime during the regular workweek will be one (1) hour. Overtime assignments on weekends will be compensated at a four (4) hour minimum.

The Board agrees that it will continue to attempt to notify custodians as soon as possible concerning possible overtime assignments. The Association recognizes that it is incumbent upon custodial, maintenance and grounds personnel to notify the administration as soon as they know they will be absent.

5. Compensatory Time

- A. An employee who works assigned overtime may choose to be compensated for overtime in the form of payment or compensatory time off. Compensation for overtime in excess of eight (8) hours per day or forty (40) hours per week shall be at the rate of time and one-half.**
- B. An employee must schedule the use of compensatory time with the written approval of his/her supervisor. A written request to use compensatory time must be provided to the Supervisor at least three (3) days in advance, however, in the case of an emergency in which three (3) days advance notice cannot be provided, the employee will provide as much notice as possible.**
- C. Once a person has accumulated eight (8) hours of compensatory time, all eight (8) hours must be scheduled and taken off within the payroll period in which the 8th hour was earned, or by the end of the next payroll period.**
- D. Any compensatory time not used in accordance with paragraph C above, will be compensated in the form of payment (rather than time off), in accordance with the regular payroll schedule.**
- E. No compensatory time off may be carried over from one school year to the next.**
- F. It is understood that individual employees and supervisors may informally schedule compensatory time off to cover small blocks of time.**

6. Benefits

1. Sick Days - twelve (12) days, cumulative. When an employee is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day.

2. Vacations

Employment date for vacation purposes will be retroactive to the first day of employment, providing the employee receives an annual contract upon completion of the probationary period.

Full years of employment are based on school year starting September 1 and ending June 30.

All computer technician employees shall be entitled to the following vacation schedule:

0 - 11 months employment - one (1) day upon completion of each month of employment until June 30, but not exceeding 10 days during the first school year. Employees must work to June 30 before becoming eligible for this vacation time.

Completion of:

1-4 full years of employment	10 working days
5-10 " " "	15 " "
11th year " "	16 " "
12th year " "	17 " "
13th year " "	18 " "
14th year " "	19 " "
15th year " "	20 " "
20th year " "	22 " "

Computer Technician employees other than 0 - 11 months will be entitled to a prorated vacation period should they leave during the school year.

Effective July 1, 2009, vacation time may be taken from July 1 to June 30 for vacation earned the previous school year upon approval of the Business Administrator or his/her designee. Computer Technicians who are unable to take vacation time during the prescribed vacation calendar year due to an extended illness or time spent on Worker's Compensation shall be permitted to carry those days over to the next year.

Scheduled vacation times shall be determined on a district-wide seniority basis. Vacation selection forms shall be distributed to the employee no later than March 30th for the upcoming vacation year.

Choices, if any, shall be returned to the Business Administrator or his/her designee no later than April 30th. The Business Administrator or his/her designee shall notify employees of their vacation schedule no later than May 30th. The foregoing is based upon standard budget submission/approval dates for purposes of determining the status of planned projects.

Vacation time shall not be permitted during the last five (5) working days of August and/or the first five (5) working days of September.

7. Tenure - None (see Seniority - RIF/Recall)

8. Miscellaneous

- a. Attendance at required workshop sessions shall not be compulsory during an employee's approved vacation time.***
- b. Copies of this agreement shall be presented to all computer technician employees and to each new employee in this classification hired by the Business Administrator or his/her designee.***

ARTICLE XIV

SCHOOL BUS DRIVERS

- A. All members of the unit shall submit their time sheet on the 15th and 30th of the month.
- B. Pay for service of vehicles at service stations, for gassing up at the municipal garage, for getting vehicles washed, for taking vehicles for inspection and for any other approved services shall be paid on an extra-time basis. Such extra time is to be submitted on the bi-monthly time sheet with an explanation of same.
- C. It is the obligation of each driver to inform his/her immediate supervisor one month in advance of the expiration of his/her New Jersey School Bus Drivers License.
- D. The Board of Education will bear the expense for the yearly physical examination and license cost.
- E. All drivers hired or who change job titles will receive a contract and the benefits. The contract will contain a provision for a one (1) day notice of termination by either party for a period of 90 days. After the completion of the 90-day period, the termination clause will be 30 days notice by either party.

In the event of termination, employees who have changed job title will be allowed to transfer back as soon as practicable to their previously held job title if they are otherwise in good standing.

At the completion of the 90 day period, the bus drivers of the Association will be eligible for the uniform benefits as applicable.

F. Snow Days

On snow days, the Supervisor of Transportation will advise all drivers of school closings. Should a driver report to work before official notice (radio or supervisor), two (2) hour guarantee will be paid.

G. Uniforms

1. The Board of Education will furnish each employee with five (5) shirts annually. Worn out shirts will be replaced on or before September 1.
2. The Board shall provide one (1) pair of shoes annually for each member at a maximum cost of \$88.
3. During the term of the contract, the Board shall provide one (1) pair of insulated gloves to each driver.
4. Winter jackets and sweatshirts will be provided every three (3) years.

H. Eleven (11) sick days per year, cumulative.

I. Three (3) personal leave days per year.

J. Health benefits per N.B.T.E.A. district employees.

K. Each driver, when employed by the district and assigned a summer route, may utilize up to a maximum of three (3) days (personal and/or sick) during their summer schedule from their available days per contract.

L. The Board will pay the license fee and all other fees associated with the requirements of this position.

M. The Board shall compensate drivers at their hourly rate for any court time that is associated with the duties of a bus driver, i.e., witness to motor vehicle infractions. This paragraph shall not apply to accidents or incidents that were the fault of the bus driver.

N. A Transportation employee appointed by the Board of Education between the dates of July 1 through December 31 will be granted one (1) year's service credit at completion of that fiscal year for both salary and longevity purposes.

- O. 1. Summer routes and weekend runs will be distributed on a seniority basis. The most senior driver will be offered any additional work first and then each succeeding driver will be offered any additional work in seniority order (rotational basis) until additional work has been offered to all drivers. After all drivers have been offered work, the offer will return to the most senior driver and the process will repeat.
2. Drivers who decline additional work shall not be entitled to another offer of additional work until they return to the top of the rotation.
 3. Summer bus driving assignments, when required, will be allocated by the Supervisor of Transportation on the basis of seniority. Payment for summer work will be at the driver's/van attendant's proper step on the salary guide for the upcoming school year.
 4. If a driver's run continues into the summer, he/she will have the right to continue that run.

P. Overtime:

Overtime will be offered on an equal basis to all drivers when the need arises. Overtime will be paid at the rate of time and a half (1 ½ for all hours worked over eight (8) hours in the workday.

Thanksgiving Day, Christmas Day and New Year's Day shall be paid holidays for drivers.

Overtime assignments on holidays (Thanksgiving Day, Christmas Eve Day, Christmas day and New Year's Day, Good Friday and Memorial Day) will be compensated at double time (2x) for all hours worked.

Q. **Compensatory Time**

1. ***An employee who works assigned overtime may choose to be compensated for overtime in the form of payment of compensatory time off. Compensation for overtime in excess of eight (8) hours per day or forty (40) hours per week shall be at the rate of time and one-half.***
2. ***An employee must schedule the use of compensatory time with the written approval of his/her supervisor. A written request to use compensatory time must be provided to the Supervisor three (3) days in advance, however, in the case of an emergency in which three (3) days advance notice cannot be provided, the employee will provide as much notice as possible.***
3. ***Once a person has accumulated eight (8) hours of compensatory time, all eight (8) hours must be scheduled and taken off within the payroll period in which the 8th hour was earned, or by the end of the next payroll period.***
4. ***Any compensatory time not used in accordance with paragraph C above, will be compensated in the form of payment (rather than time off), in accordance with the regular payroll schedule.***
5. ***No compensatory time off may be carried over from one school year to the next.***
6. ***It is understood that individual employees and supervisors may informally schedule compensatory time off to cover small blocks of time.***

- R. New runs and permanent vacancies will be filled throughout the year based upon the seniority of qualified bidders.

- S. Temporary vacancies will be posted as such, and the successful bidder will have no reassignment rights once the temporary assignment ends.
- T. Updated driver seniority lists shall be maintained and posted by the Supervisor of Transportation and made available for review. These lists will contain the following information:
 - 1. One list shall consist of all night and weekend drivers.
 - 2. The second list will consist of all regular drivers on the seniority list who are available between the hours of 9:15 AM and 2:15 PM.
- U. All full year runs and pick runs will be allotted by seniority prior to the start of the school year. Changes in pick runs and full year runs after November 30 will be at the discretion of the Transportation Supervisor.
- V. Once a driver has been assigned a trip, he/she will not be assigned extra work until the list has been run through and his/her name has come to the top again. If the driver cannot run the trip, he/she shall notify the Supervisor of Transportation at least 48 hours prior to the trip (except in the event of an emergency) in order that the Supervisor may offer the trip to the next driver on the list.
- W. Whenever possible, the Supervisor of Transportation will advise a driver(s) of a field trip at least twenty-four (24) hours in advance.
- X. The Supervisor of Transportation will select driver trainers, who will be paid a stipend of \$1.50 per hour, in addition to the driver's regular hourly rate, for time spent as a driver trainer.
- Y. *The transportation Supervisor will attempt to develop route packages so that all Full-time drivers will be offered at least five (5) hours of work per day. If any full-time driver does not get a package of at least five (5) hours of work per day, that driver may request any additional work that may become available (such as other runs and cleaning buses); in addition, such driver will be offered the first opportunity to obtain new runs or vacancies that may become available, regardless of seniority. It is understood that the five (5) hour provision applies only during the regular school year, on full school days for all schools.***

ARTICLE XV

SECRETARIES/CLERK-TYPISTS

A. RECLASSIFICATION

1. Whenever a clerical employee shall be reclassified due to an opening in the system, the salary shall be adjusted accordingly, but in no event shall the employee be penalized salary wise through reclassification, but subsequent salary negotiations will be based on the newly assigned category.

B. LEAVES

Any full-time staff member shall have without loss of pay:

1. Twelve (12) sick leave days per year. When an employee is absent due to illness for one-half day or less, he/she shall be assessed one-half of a sick day. Ten month employees shall receive eleven (11) sick leave days per year.
2. Inclement Weather - If schools are closed by the Board of Education for inclement weather, all offices will be closed.
3. Subject to the prior approval of the Business Administrator *or his/her designee*, to attend workshops, seminars, conferences, and in-service training sessions, the Board agrees to pay full, reasonable expenses, including fees, meals, lodging, and/or transportation incurred for same. Such requests for reimbursement shall be documented.
4. At the high school, mutually acceptable vacation schedules will be formulated so that 12 month high school secretarial staff will follow the school calendar. It is recognized that District needs may require the Administration to request that a given secretary/secretaries work on a day(s) outside the school calendar. Should such secretary/secretaries be available, compensatory time will be provided. The parties will coordinate efforts so as to satisfy District needs. To this end, a sub-committee will annually review the program to discuss problem areas. The differential of .0553% for 12-month personnel involved shall be suspended.

C. EXTENDED LEAVES OF ABSENCE

1. A leave of absence, without pay, for one (1) year may be granted at the discretion of the Board of Education to a tenured staff member for the purpose of caring for a sick member of the immediate family, as defined in Article X, A.1. Additional leave may be granted at the recommendation of the Superintendent or his/her designee and the discretion of the Board of Education.
2. Other leaves of absence, without pay, may be granted at the sole discretion of the Board.
3. All benefits accumulated in North Brunswick Township, excluding salary to which a staff member was entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored upon the staff member's return from the granted leave of absence.
4. All extensions or renewals of leaves shall be applied for, in writing, and the reply shall be in writing.

D. VACATION

1. The vacation entitlement for 12 month full-time employees shall be:

Completion of: 0-12 months - after the first three months of the school year, one day per month be granted as vacation time, for each full month worked

1-4 years employment		10 working days
5-10	" "	15 " "
11	" "	16 " "
12	" "	17 " "
13	" "	18 " "
14	" "	19 " "
15	" "	20 " "
20	" "	22 " "

2. The vacation entitlement for 12 month part-time clerical employees shall be a prorated portion of the 12 month full-time clerical employees' vacation, based on the hours worked per day as compared to a full seven (7) hour work day.
3. There is no vacation entitlement for 10-month full-time clerical employees. They are not required to work on days when school is not in session, except for the complete months of June and September.
4. When an employee transfers from a ten-(10) month position to a twelve-(12) month position, the employee shall receive credit for half of the years worked as a ten-month employee towards vacation as a twelve-(12) month employee.

5. All vacation time must be approved in advance by the immediate supervisor

Vacation time shall not be permitted during the last five (5) working days of August and/or the first five (5) working days of September.

E. HOURS

1. All 12 month clerical employees to work six (6) hours per day during the months of July and August. The district has the right to schedule its summer staff at the Board Office for six consecutive hours of work (exclusive of lunch) between the hours of 7:30 a.m. and 4:30 p.m.
2. The Board shall be able to schedule one secretary in the High School to start at 7:30 a.m. and one to stop at 4:30 p.m. in order to keep the office open from 7:30 a.m. to 4:30 p.m. Similarly, the Computer Center may be staffed from 7:30 a.m. to 5:00 p.m. The Board shall notify an employee two weeks before changing the hours of work. Effective with the first teacher work day, the secretarial schedule at the high school may begin at 7:20 a.m.
3. Secretaries will be permitted to leave fifteen (15) minutes early on any day immediately preceding a holiday.
4. The secretarial day at the middle school may begin at 7:45 a.m.
5. The Administration will continue to apply delayed opening or emergency closing procedures for secretarial/clerical staff assigned to the Board Office, Maple Meade in a reasonable manner.

F. SERVICE CREDIT AND LONGEVITY

1. 10 month secretarial/clerical

To be considered for a full year's credit for longevity, a ten-month secretary/clerk-typist must work within the district at least one more than one-half the number of scheduled days for the school year. The stipend for longevity is contained in Appendix B IV.

2. 12 month secretarial/clerical

A 12 month secretary/clerk-typist appointed by the Board of Education between the dates of July 1 through December 31, will be granted one (1) year's service credit at the completion of that fiscal year for both salary and longevity purposes.

G. Secretary Overtime:

Compensation for overtime shall be by mutual agreement of the secretary and principal/immediate supervisor as to whether the secretary receives compensatory time off or payment for overtime. If there is no agreement, then compensation shall be in the form of payment. There shall be mutual agreement as to when the compensatory time is taken.

H. *Compensatory Time:*

1. *An employee who works assigned overtime may choose to be compensated for overtime in the form of payment of compensatory time off. Compensation for overtime in excess of eight (8) hours per day or forty (40) hours per week shall be at the rate of time and one-half.*
 2. *An employee must schedule the use of compensatory time with the written approval of his/her supervisor. A written request to use compensatory time must be provided to the supervisor at least three (3) days in advance, however, in the case of an emergency in which three (3) days advance notice cannot be provided, the employee will provide as much notice as possible.*
 3. *Once a person has accumulated eight (8) hours of compensatory time, all eight (8) hours must be scheduled and taken off within the payroll period in which the 8th hour was earned, or by the end of the next payroll period.*
 4. *Any compensatory time not used in accordance with paragraph C above, will be compensated in the form of payment (rather than time off), in accordance with the regular payroll schedule.*
 5. *No compensatory time off may be carried over from one school year to the next.*
 6. *It is understood that individual employees and supervisors may informally schedule compensatory time off to cover small blocks of time.*
- I. Training opportunities shall be provided during or after the regularly scheduled workday, especially in regard to the use of new technology.

ARTICLE XVI

TEACHERS

A. TEACHER FACILITIES

1. Each school will have the following facilities:
 - a. Space in each classroom in which teacher may store instructional supplies.
 - b. Free off-street parking facilities.
 - c. Closet space for each teacher.
 - d. Copies, for each teacher's use, of all textbooks used in each of the courses he/she is to teach.
 - e. Chalkboard space in every classroom.
 - f. A complete and unabridged dictionary in every classroom.
 - g. Books, paper, pens, chalk, erasers and other such materials required in daily teaching responsibility.
 - h. A teacher work area containing equipment and supplies to aid in the preparation of instructional materials. An appropriately furnished room for the exclusive use of teachers; it shall be regularly cleaned by the school custodian. Teachers are not to move desks, tables or chairs from designated areas.
 - i. A filing cabinet for the exclusive use of each teacher.
 - j. An adequate number of copy machines shall be placed in each school and shall be available for use by teachers.
2. The Board shall provide uniform(s) for the band director, choir robe for the choral director, smocks for art and family and consumer science teachers, laboratory coats for science teachers, shop coats for industrial technology teachers.

3. Special Services Facilities:

- a. The Administration shall assess the adequacy of clerical support for the Special Services staff and may recommend increased staffing based on need and budgetary limitations.
- b. The Board will provide office facilities, which meet generally accepted standards for the type of professional work in which the staff engages.

B. TEACHER ASSIGNMENT

- 1. All teachers shall be given written notice of their salary schedule, class and/or subject assignments, building assignments for the forthcoming years as soon as possible; if feasible, not later than August 15th.
- 2. The Superintendent or his/her designee shall give notice of assignments to new teachers as soon as practicable.
- 3. In the event that changes in such schedules, class and/or subject assignments or building assignments are proposed after August 1st, any teacher affected shall be notified promptly and in writing and, upon request of the teacher, changes shall be promptly reviewed.
- 4. Itinerant teachers who may be required by the Board or the Superintendent or his/her designee to use their own automobiles in the performance of their duties, and teachers who are assigned to more than one (1) school per day, shall be reimbursed for all travel done after the arrival at their first location or based school assignment and before the last assigned location at the end of the day. Such requests for travel reimbursement shall be documented. The rate will be at the ***mileage reimbursement rate established by the State and/or Department of Education for School districts.***

Such traveling teachers shall be provided an adequate amount of time for travel between schools. Traveling teachers shall be on the duty roster in only one school per day.

The District will label two parking spaces at each school for the exclusive use of traveling teachers. It is understood that the Board is not responsible for constant supervision of the spaces.

- 5. All orientation programs for teachers shall be sponsored by the Board in cooperation with the Association.

C. TEACHING HOURS AND TEACHING LOAD

1. Teachers, as professionals, shall indicate their presence for duty by initialing the school attendance sheet upon arrival and departure from school. The attendance sheet will be removed to the Principal's office following the scheduled reporting time and returned prior to the scheduled staff departure time. Teachers reporting to or leaving the building while the attendance sheet is in the Principal's Office will be required to clock in and clock out the time. The following teacher reporting times shall be in effect beginning with the first teacher work day:

Elementary: 8:40 a.m. –3:40 p.m.
Linwood: 8:00 a.m. –3:10 p.m.
NBTHS: 7:27 a.m. – 2:35 p.m.

2. Teachers shall be required to report at least fifteen (15) minutes at the elementary schools, seven (7) minutes at the middle school and eight (8) minutes at the high school prior to their first daily scheduled assignment (for example, teaching, prep period, etc.), unless they are assigned to a preschool duty. Teachers shall be required to remain at least ten (10) minutes at the elementary and middle schools and eight (8) minutes at the high school after their last daily scheduled assignment (for example, teaching, prep period, etc.), unless they are assigned to a post-school duty. Early dismissal may be granted only by permission of the Principal.
3. Any teacher who is required to stay on bus duty longer than twenty (20) minutes after the end of the regular teacher day may request of the building administrator to be relieved from duty. If the administrator is unable to relieve the teacher from duty at that time, the teacher shall be compensated at \$25 per hour for each additional hour (or part thereof) which he/she is required to stay on bus duty, beyond such twenty (20) minute period. The Administration shall establish safety and welfare procedures for staff performing bus duty.
4. a. Teachers are expected to cooperate with the present volunteer practice concerning all school activities. However, attendance of teachers may be required at Back-to-School Nights and Parent Conferences. As compensation for the right to require attendance at these activities, each such activity shall be scheduled on an early dismissal day.

b. High school teachers shall be required to attend high school graduation without additional compensation. This requirement applies to 2009-2010 and 2010-2011, even if the graduation takes place off-site. Beginning in the 2011-2012 school year, this requirement applies only if the graduation is held in the District.

5. There will be early closings on the day before Thanksgiving, the day before Winter Recess and the day before Spring Recess.
6. a. The Superintendent or his/her designee will establish the daily teaching load. At the High School (grades 9-12) and the Middle School (grades 6-8), the normal teaching load will be five (5) teaching periods, a homeroom period (which will be rotated on an equitable basis), plus one additional assignment, a duty-free lunch period and one preparation period. The Principal shall have the right to exclude from homeroom assignment those teachers having assignments that require more daily preparation to meet the student needs or those teachers who accept a pre or post duty assignment for the entire school year. Every reasonable effort will be made to restrict the teaching schedule to two (2) subject areas and a maximum of three (3)-teaching preparations. Lost preparation periods shall be compensated in accordance with Paragraph 7 below.
- b. The daily schedule at the high school may also include a communication period, to be used for such things as meetings with students, parents, teachers and administrators, and other professional tasks. During the communication period, professional staff shall not be assigned class coverage or traditional duties, such as lunch supervision or curriculum writing.
- c. Special Education Teachers with Resource Room assignments are not exempt from the requirement of one (1) duty assignment per day.

7. SIXTH TEACHING PERIOD

- a. ***The Administration may replace a teacher's duty period in the High School and/or Middle School, with a sixth teaching assignment.***
- b. ***The Administration must endeavor to obtain volunteers within the areas in which it seeks to assign the sixth teaching period.***
- c. ***A volunteering teacher can be assigned a sixth teaching class for consecutive years.***
- d. ***Anyone teaching a sixth class, shall receive additional compensation equal to 1/7th of his/her annual salary (annual salary includes service or longevity bonus for this calculation).***
- e. ***A sixth teaching class that has been volunteered for can be assigned without regard to the contractual restrictions relating to the number of consecutive periods or the number of preparations.***

f. Prior to a teacher being assigned to teach a sixth period on an involuntary basis, the Board will:

- 1. Post the positions involved seeking volunteers.***
- 2. Advertise the position if no volunteers come forth.***
- 3. Notify the Association if no suitable and/or qualified teacher can be found.***
- 4. Involuntarily appoint a teacher to the sixth class.***

8. PART TIME TEACHERS

- 1. Duty assignments for part-time teachers will be in the same proportion as their employment status. For example a 2/5 teacher may be assigned duty no more than 2/5 of a full-time teacher's duty.***
 - 2. Salary for part-time teachers will be in the same proportion as their employment status. For example, a 2/5 teacher will receive 2/5 of a full-time teacher salary (on the appropriate salary guide step).***
- 9. High School science teachers who have labs shall receive one additional prep period per week in lieu of a duty period. These same teachers may be assigned homerooms.***
10. The Board of Education agrees to continue to provide full-time elementary school teachers with five (5) 40-minute preparation periods each week. The Administration shall make a good-faith effort to schedule each teacher for 40 consecutive minutes of preparation time. In the event an elementary classroom or special subject teacher loses a preparation period, the classroom or special subject teacher will be compensated \$35.49 for the 2009-2010, 2010-2011 and 2011-2012 school years per lost preparation period.
11. Teachers shall have a duty-free lunch period, during a regularly scheduled lunch period for the students, of at least the equivalent time of the students', but not less than thirty (30) consecutive minutes.

12. Teachers may leave the building during their duty-free lunch period upon notification to their Principal of their departure and return to the building.

13. Meetings

- a. Teachers shall be required to attend a reasonable number of professional meetings.
 - b. There shall be 5 Thursday 2:00 p.m. closings in grades 1-8. On these days teachers will be required to stay until 4:30 PM to work on curriculum development. There will be no faculty meeting in any week where this occurs.
 - c. One (1) faculty meeting per month (10) at the elementary schools with a prescribed agenda shall be allotted for grade level meetings. Five additional faculty meetings per year (over those contained previously in this paragraph), or a total of 15 shall be allotted for grade level meetings.
 - d. The number and duration of meetings annually shall be mutually agreed upon between administration and grade level leaders.
14. An Association representative may speak to the teachers following any faculty meeting, unless other arrangements are made with the building principal and/or Superintendent or his/her designee.
15. The Superintendent or his/her designee shall have the prerogative of determining the time and length of each meeting. The Superintendent or his/her designee shall attempt to keep the starting time and length of these meetings within a reasonable time. Meetings canceled due to school closings or otherwise not scheduled due to a school holiday may be rescheduled upon notice to staff.
16. Agendas shall be provided in advance wherever possible. Teachers may submit items for the agenda.
17. Teachers may be assigned to field trips by the building Principal when volunteer teachers acceptable to the administrator are not available. The Board shall reimburse reasonable expenses incurred by the teacher.
18. Exceptions to the provisions of this Article may be made only in case of emergency. If possible, the Association shall be notified of the emergency. A disagreement over the justification of an exception shall be subject to the grievance procedure and shall be initiated at Level One thereof.

19. Every reasonable effort will be made to continue minimizing the changing of teaching stations and to continue insuring that ***middle school and*** senior high school teachers are not assigned more than three (3)-teaching periods in a row.
20. No grade or evaluation shall be changed without consultation with the teacher.
21. Elementary teachers will have a daily duty free lunch of no less than 42 consecutive minutes. This is to be administered independently at each elementary school. It is recognized that special circumstances, such as early closings, delayed opening, parent conferences and other reduced scheduling might limit the duty-free lunch to 30 minutes. Other uncontrollable emergencies such as employee absences will be dealt with on a case by case basis. Every effort will be made to resolve any disagreements in informal discussion.
22. Read and Review shall not be considered a teaching period.

D. TEACHER EMPLOYMENT

1. Each teacher shall be placed on the proper step of the salary schedule as of the beginning of the school year, in accordance with Paragraph 2 below. The foregoing is not intended to require the restoration of any increment and/or raise which the Board may have withheld.
2. Credit up to the maximum step of any salary column on the Teacher Salary Schedule may be given for previous teaching or educational experience in a school duly accredited by the Department of Education in the state in which the school was located, prior to initial employment, including credit not to exceed four (4) years for military experience or alternative civilian service required by the Selective Service System.
3. To be considered for a full year's credit on the salary guide, a teacher must teach within the district at least one more than one-half the number of teaching days for the school year.
4. Teachers with previous teaching experience in the North Brunswick Township School District, upon return to the system, shall receive full credit on the salary schedule for all teaching experience prior to date of application. Such teachers who have not engaged in other teaching or the other activities indicated above shall, upon returning to the system, be restored to the same position on the salary schedule at which they left. The rights granted under this paragraph shall terminate after ten (10) years of absence. Any teacher who has been absent from teaching in the public schools for five (5) years or more, shall receive full credit for the total years of teaching experience in the public schools or military

service, less one-half year of credit for each full year he/she has been absent from teaching. In no case shall the penalty for absence exceed two (2) years total, and provided the total credit for prior experience and military service shall not exceed ten (10) years as provided in Paragraph 1 above.

5. Returning Teachers - Accumulated Leave Days:

- a. Previously accumulated unused and unpaid for leave days while in the system will be restored to all teachers returning within five years of their original departure.
- b. Eligible sick leave reimbursement monies to be paid to those teachers with accumulated leave days may be claimed at any time within the above-mentioned five-year period at a rate in existence at time of departure.

6. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15. Such contracts shall be returned to the Superintendent or his/her designee within fifteen (15) school days, signed or unsigned. Failure to return the contract within fifteen (15) school days, signed or unsigned, indicates a rejection thereof.

7. The Board may require a medical examination at its discretion and at the Board's expense.

E. PROCEDURES FOR TRANSFERS AND REASSIGNMENTS

1. Known vacancies, which occur during the school year, shall be distributed to all schools through the Principal and Association.
2. Teachers who desire a change in grades and/or subject assignments or who desire to transfer to another building may file a written statement of such desire with the Superintendent or his/her designee not later than two (2) weeks after the posting of the notice of such vacancy. A copy shall also be forwarded to the Building Principal of the teacher requesting a transfer. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.
3. A notice of voluntary transfer or reassignment shall be made to teachers as soon as practicable.

4. Upon the teacher's request, the decision as to a voluntary reassignment and/or transfer shall be made only after a meeting between the teacher involved and the Director of **Personnel**. In the event the teacher's request is denied after such meeting, the teacher may request and be granted a meeting with the Superintendent or his/her designee to review the matter. The teacher may, at his/her option, have an Association representative present at such meeting.
5. Notices of an involuntary transfer or reassignment shall be given to teachers as soon as practicable.
6. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Director of **Personnel**, at which time the teacher will be notified of the reasons thereof. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent or his/her designee will meet with him/her to review the matter. The teacher may, at his/her option, have an Association representative present at such meeting.
7. The decision of the Superintendent or his/her designee as to voluntary or involuntary transfers or reassignments of teachers shall be final and not reviewable under the grievance procedure.

F. TEACHER EVALUATION

1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Teachers shall be evaluated using either the methods set forth in paragraphs F1 through F8 of this Article, or by means of the District's voluntary alternate evaluation system. No tenured teacher shall be required to use the voluntary alternate evaluation system. Any tenured teacher who desires to use the voluntary alternate evaluation system must be approved by the Superintendent or his/her designee.
2. Only persons certificated by the New Jersey State Board of Examiners to supervise instruction shall evaluate teachers.
3. Except in the case of a cognitive evaluation, a teacher shall be given a copy of any class visit or evaluations report prepared by his/her evaluators at least one (1) day before any 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 evaluation form.
4. a. Non-tenure teachers are to be evaluated at least three (3) times each year.
b. Tenure teachers shall be evaluated at least once a year.

5. The evaluator will honor up to three (3) requests per year for classroom observation by invitation of the teacher.
6. Annual evaluation reports for non-tenure teachers shall be completed by the appropriate administrator each year. This evaluation will be treated in accordance with "3" above.
7. The evaluator will be expected to confer with non-tenure teachers regarding their summary evaluation, and a copy of the summary evaluation will be given to the teacher.
8. Evaluation reports shall be presented to teachers by the evaluator periodically, in accordance with the following procedures:
 - a. Such reports shall be issued in the name of the evaluator based upon a compilation of reports, of observations, and of discussions with any or all supervisory personnel who come into contact with the teacher in a supervisory capacity.
 - b. Such evaluation reports shall be addressed to the teacher, and a conference shall be held with the teacher within seven (7) school days of the observation.
 - c. Such evaluation reports shall include, when pertinent:
 1. Strengths of the teacher as evidenced during the period since the previous report.
 2. Weaknesses of the teacher as evidenced during the period since the previous report.
 3. Specific suggestions as to measures which the teacher might take to improve his/her performance in each of the areas wherein weaknesses have been indicated.
 - d. The Board shall determine the number of evaluation reports.
9.
 - a. A teacher shall have the right, upon request, to review the contents of his/her personnel file.
 - b. Any material relative to a teacher's conduct, service, character or personality shall not be placed in his/her personnel file unless the teacher has had an opportunity to review such material. The teacher must acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such

signature in no way indicates agreement with the contents thereof. The teacher shall also have the opportunity to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent of Schools or his/her designee and attached to the file copy.

- c. The Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents.
 - d. The Board shall not establish any separate personnel file which is not available for the teacher's inspection.
10. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person, which are used in evaluating a teacher shall be promptly investigated and called to the attention of the teacher. The teacher shall have the right to be present or represented at any meetings or conferences regarding formal complaints. The teacher must respond to and/or rebut all complaints in writing.
11. Prior to any summary evaluation report, the immediate supervisor of a non-tenure teacher shall have had appropriate communication, including but not limited to all steps in Section "8" above, regarding his/her performance as a teacher.

G. RE-EMPLOYMENT

1. a. No later than May 15th, the Board of Education shall give to each non-tenure teacher continuously employed preceding September 30th, either:

A written offer of a contract for employment for the next succeeding year providing the usual sixty (60) days' termination clause and at such salary and benefits as may be agreed upon between the Board and the Association or a written notice that such employment will not be offered. If the non-tenure teacher desires to accept such employment, he/she shall notify the Board of such acceptance, in writing, within fifteen (15) school days after receipt thereof. Failure to notify the Board shall be deemed a rejection of the offer.

- b. Notice of renewal or non-renewal of employment to non-tenure teachers hired after the preceding September 30th shall be in accordance with administrative regulations.

- c. Any non-tenure teacher who receives a notice of non-employment may, within ten (10) school days thereafter, request, in writing, a statement of reasons for such non-employment from the Superintendent or his/her designee, which statement shall be given to the teacher, in writing, within ten (10) school days after receipt of such request.

H. NON-TEACHING DUTIES

1. a. The Principals shall determine the number of professional personnel to be assigned to bus, cafeteria and playground duties in their building. A monthly review with a representative of the Association and the Principals may be held to guarantee equitable distribution of duties within the respective schools.
- b. Cafeteria duty at North Brunswick Township High School and Middle School should be equated to an administrative assignment rather than to a teaching assignment.
- c. There will be no accounting of monies from students except when it is of an instructional nature.
- d. Inventorying and storing of books will be limited to only those contained in the classroom.
2. Activities which have no educational objective shall be barred from the classroom unless approved directly by the Superintendent of Schools or his/her designee.
3. Teachers shall not drive students to activities which take place away from the school building.

I. SICK LEAVE

1. Each teacher shall be allowed full pay for absence from duty for personal illness for eleven (11) days in any school year. Unused days of sick leave shall be accumulated by the teacher to be used for additional sick leave as needed in subsequent years. When a teacher is absent one-half day or less, he/she shall be assessed one-half of a sick leave day.
2. Each teacher shall be given a written accounting of accumulated sick leave days no later than September 30th of each year. Teachers will be responsible for reporting possible errors in the written accounting to the Business Office by November 30. After that date, the written accounting shall be final and deemed correct,

3. When absence, under the circumstances described in 18A:30-1, exceeds the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 of the annual salary.

4. Upon retirement to a State retirement system, under a pay status, excluding deferred retirement, teachers with ten (10) or more years of service in the North Brunswick Township School District will receive payment for each accumulated sick day upon date of retirement. All days accumulated prior to July 1, 2000 shall be compensated at the rate of \$79 per day. Effective July 1, 2000, sick leave days accumulated after June 30, 2000, shall be compensated at the rate of \$82 per day. Effective July 1, 2001, sick leave days accumulated after June 30, 2001, shall be compensated at the rate of \$86 per day. Effective July 1, 2002, sick leave days accumulated after June 30, 2002, shall be compensated at the rate of \$90 per day. Effective July 1, 2003 sick leave days accumulated after June 30, 2003, shall be compensated at the rate of \$94 per day. Effective July 1, 2004 sick leave days accumulated after June 30, 2004, shall be compensated at the rate of \$98.00 per day. Effective July 1, 2005 sick leave days accumulated after June 30, 2005, shall be compensated at the rate of \$103 per day. Effective July 1, 2006 sick leave days accumulated after June 30, 2006, shall be compensated at the rate of \$108 per day. Effective July 1, 2007 sick leave days accumulated after June 30, 2007, shall be compensated at the rate of \$113 per day. Effective July 1, 2008 sick leave days accumulated after June 30, 2008, shall be compensated at the rate of \$118 per day. Upon resignation in good standing, teachers with fifteen (15) or more years of service in the District will receive payment for each accumulated sick day upon date of resignation at a rate of \$25 per accumulated sick day prior to June 30, 2003. Effective July 1, 2003 sick leave days accumulated after June 30, 2003, shall be compensated at the rate of \$26.10 per day. Effective July 1, 2004 sick leave days accumulated after June 30, 2004 shall be compensated at the rate of \$27.30 per day. Effective July 1, 2005, sick leave days accumulated after June 30, 2005 shall be compensated at the rate of \$28.60 per day. Effective July 1, 2006 sick leave days accumulated after June 30, 2006, shall be compensated at the rate of \$29.95 per day. Effective July 1, 2007 sick leave days accumulated after June 30, 2007, shall be compensated at the rate of \$31.37 per day. Effective July 1, 2008 sick leave days accumulated after June 30, 2008, shall be compensated at the rate of \$32.85 per day.

If written notice of retirement is received by the District before the February 1 preceding a retirement which will take effect from the next July 1st through June 30th, the payment under this section shall be made within 30 days of the official date of retirement. However, at the employee's option, said payment may be deferred to the January 1st following the official date of retirement or to the second July 1st following the official date of retirement.

If written notice of retirement is received by the District after February 1 preceding a retirement which will take effect from the next July 1st through June 30th, the payment under this section shall be made in July of the budget year following the year in which the official date of retirement occurs.

If the February 1st date was not met but the employee is required to make a decision to retire due to illness or disability, the employee's payment will be treated as if he/she had complied with the February 1st date.

In any event, no employee shall receive his/her payment more than one (1) calendar year later than the date of retirement.

Upon the death of an active employee, unused sick leave reimbursement (as defined for retirees) shall be paid to the estate of the deceased.

J. TEMPORARY LEAVE OF ABSENCE

This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system.

1. **DEATH IN THE IMMEDIATE FAMILY** An allowance of up to five (5) consecutive working days or seven (7) consecutive calendar days, whichever is less, shall be granted: Immediate family shall include: husband, wife, mother, father, mother-in-law, father-in-law, child, sister, brother, grandfather, grandmother, grandchild, stepmother or stepfather, son-in-law or daughter-in-law or anyone making his or her home with the family or anyone who actually stands in the position of a member of the immediate family to the employee.

An allowance of **up to three (3) days** shall be granted for the death of a sister-in-law, brother-in-law, niece, and nephew.

An allowance of one (1) day shall be granted for the death of an aunt or uncle.

Additional time beyond the five (5) days may be applied against any unused personal leave from the three-(3) days of personal leave allowed under Paragraph J.2. below.

2. **OTHER EMERGENCIES OF PERSONAL NATURE** An allowance of up to a total of three (3) days leave during a school year, with prior approval by the Superintendent of Schools or his/her designee, shall be granted.

3. Requests for personal leave shall be submitted at least two (2) full working days in advance of the date of personal leave. The Superintendent of Schools or his/her designee will have the right to waive this time requirement in case of emergency.
4. Requests for personal leave shall not be granted on days preceding or following a school holiday or on consecutive workdays except in cases of emergency.
5. Unused personal leave days shall be credited as sick days at the end of the school year in accordance with the Board's Staff Attendance Plan, and shall be eligible for the reimbursement provided in Paragraph I.4.hereinabove as sick leave days.
6. When a teacher is absent one-half day or less, he/she shall be assessed one-half of a personal leave day.

K. EXTENDED LEAVES OF ABSENCE

1. The Board of Education shall consider the request of a tenured teacher who applies for a leave of absence, without pay, for two (2) years to teach in an accredited college or university without loss of tenure.
2. A leave of absence, without pay, for one (1) year may be granted to a tenured teacher for the purpose of caring for a sick member of the immediate family, as defined in Article XV J1. Additional leave may be granted at the recommendation of the Superintendent or his/her designee and the discretion of the Board.
3. Other leaves of absence, without pay, may be granted at the sole discretion of the Board.
4. Upon return from leave granted pursuant to this Section K-1 only, a teacher shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent; provided, however, that the time spent on said leave shall not count toward the fulfillment of the time required for tenure.
5. All benefits accumulated in North Brunswick Township, excluding salary to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave, shall be restored upon his/her return from the granted leave of absence.
6. All medical and hospital and insurance benefits shall be continued at Board expense at the group rate while a teacher is on leave granted pursuant to Paragraph I above only.

7. All extensions or renewals of leaves shall be applied for in writing by the teacher by April 1st for the following September term; or at least ninety days in advance of the expected date of return at other times of the year. The reply to these requests shall also be in writing.
8. A teacher on any leave taken pursuant to Article XV. K. 1, 2 or 3, shall notify the Board, in writing, of his/her intention to return to the District by April 1 of the school year preceding the school year in which he/she intends to return to the district, or ninety (90) days prior to the intended return date, whichever is sooner. Failure to provide such written notification in a timely manner shall be deemed a resignation and the Board will have no further obligations to such teacher. The **Business Administrator** or his/her designee shall send a written reminder (certified mail, receipt requested) to teachers on such extended leaves.

9. MATERNITY LEAVE

Maternity leave/child care, without pay, shall be granted by the Board of Education in accordance with the following procedures:

- a. All initial applications for, and applications for extensions or reductions of, maternity leave/child care shall be made, in writing, to the Superintendent or his/her designee.
- b. Any teacher intending to apply for maternity/child care leave shall advise the Superintendent or his/her designee of the fact of the teacher's prospective plans for taking maternity/child care leave and of the best estimate of when the maternity/child care leave will commence and terminate. The teacher shall request maternity leave of the Superintendent of Schools or his/her designee, in writing, at least ninety (90) days prior to the date the leave is to commence. Such written request shall specify the date when the teacher wishes the leave to commence and to terminate.
- c. The commencement date of the maternity/child care leave shall be determined by taking into account the needs of the district and the physical ability of the teacher to continue teaching.
- d. The Board may require a teacher during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which a teacher has been assigned. Except for good reasons, the Board shall not require the teacher to produce such a certificate (updated) more than once every thirty (30) calendar days.
- e. In the event of any question as to the condition of the pregnant teacher, a conference shall be arranged between the Board's physician and the attending physician.

- f. Nothing stated herein is intended to restrict the right of the Board to remove any pregnant teacher from her teaching duties if it should determine that her teaching performance has substantially decreased from the time immediately prior to her pregnancy or for any other just cause.
- g. Maternity/child care leave may be granted for a period of up to the end of the academic school year in which the maternity leave commenced and upon the request of a teacher under tenure or who has received a tenure-year contract for an additional academic school year for such teacher. A teacher on maternity/child care leave shall notify the Board, in writing, of her intention to return to the district by April 1st of the school year preceding the school year in which she wishes to return to the district, or ninety (90) days prior to said intended return date, whichever is sooner. Failure to provide such written notification shall be deemed a resignation as a teaching staff member in the district.
- h. When a teacher who has been granted a maternity/child care leave returns to the system, such teacher may be assigned to any position decided upon by the Superintendent or his/her designee as long as such assignment is within the certification of such teacher.
- i. The Board may set reasonable conditions for the granting of the maternity/child care leave, including requirement that the teacher receiving such leave not accept full-time employment, or undertake any employment or full-time graduate study during all or part of the period of the maternity/child care leave which would interfere with the purpose of such leave.
- j. Except as provided in Paragraph g. above, nothing herein is intended to create any right with respect to non-tenure teachers to maternity/child care leave except as such non-tenure teachers may have under requirements of law. A maternity/child care leave granted to any non-tenure teacher shall not extend beyond the end of the academic school year in which the leave is granted, unless the Board, at its sole discretion, grants an extension of such leave.
- k. Any teacher who has applied for and received maternity/child care leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.
- l. All maternity/child care leaves of absence shall be without benefit of experience increment credit.
- m. Any maternity/child care leave taken under the terms of this Agreement shall be in addition to the employee's entitlement to leave under Federal and State laws governing family and/or medical leave.

L. PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

New Jersey's plan for the required professional development of teachers is established and generated by N.J.A.C. 6:11-13.1 *et seq.* The Code provides a framework to develop the common standards that will be used "to assure that the required continuing education experiences are challenging and meaningful to teachers and relevant to the task of enabling students to achieve high academic standards." As part of this process, a Local Professional Development Committee will plan, and implement professional development programs in accordance with standards approved by the Commissioner. The plans developed by the local committee shall be presented to the county Professional Development Board for its review and approval. After the County Board's approval, the local plan will be submitted to the local board for its review and approval. The provisions of N.J.A.C. 6-11-13.1 *et seq.* shall guide the implementation and monitoring of this program.

1. As part of this commitment the Board agrees:

- a. To pay full, reasonable expenses incurred in connection with a course, workshop, seminar or conferences exceeding one (1) day, as requested and approved by the Superintendent of Schools or his/her designee and approved by the Board.
- b. To pay for a teacher holding standard certification in his/her teaching field, tuition costs and fees in an amount not to exceed **\$100,000 annually (district wide)**. Such courses shall have prior approval of the Superintendent of Schools or his/her designee. Applications and approvals shall be submitted in writing. Official transcripts will be required for reimbursement. Teachers must receive a **"B" or better (or "pass" if the course if offered pass/fail)** in this course work. Only courses directly related to his/her position or teaching field shall be considered for reimbursement. Compensation under this section is limited to a one-time reimbursement for any specific course. Compensation under this section is limited to a four year reimbursement for dissertation study only, with extensions subject to the Superintendent's or his/her designee's discretion.
- c. Subject to the prior approval of the Superintendent of Schools or his/her designee to attend workshops, seminars, conferences and in-service training sessions of one (1) day or less, the Board agrees to pay full, reasonable expenses, including fees, meals, lodging and/or transportation incurred for same. Such requests for reimbursement shall be documented.

2. As part of an ongoing professional development, each teacher will successfully progress toward meeting state requirements for continuing education. In order to assist teaching staff members in working towards meeting this requirement, certified staff will complete fifty-one (51) hours of training activities over a period of three years in accordance with the implementing guidelines and procedures that have been developed. The program guidelines are as follows:
 - a. All fifty-one (51) hours must be completed outside the regular work day.
 - b. All fifty-one (51) hours must be satisfied by in-district courses, unless the teacher obtains advance written approval for a substitute course from outside the District.
 - c. Certified staff taking college courses equaling 15 or more hours during this three-year period would receive fifteen (15) hours of credit toward the fifty-one (51) hour requirement.
 - d. All full-time teachers shall receive a stipend of \$233 effective July 1, 2009, \$233 effective July 1, 2010, and \$238 effective July 1, 2011 per year as payment for professional development activities as set herein. Part-time teachers shall receive a pro-rated amount. This stipend is pensionable income.
 1. The Professional Development Committee shall be empowered to work in conjunction with the Superintendent or his/her designee to award credit in accordance with the approved local plan.
 2. To receive credit, the staff member must satisfactorily complete the training activities as per the certification of the instructor.
 - e. The local Professional Development Committee shall be constituted as described in N.J.A.C. 6-11-13.3(d). The committee shall in conjunction with the Superintendent or his/her designee recommend appropriate staff development programs, such as topics for district-wide in-service days, awarding funds for Professional Development Grants (see N.3 below), and fulfilling the obligation in 2. above. The committee may recommend to the Superintendent or his/her designee the granting of a waiver for the requirements outlined in 2 a. above for an individual with extenuating circumstances.
3. In-Service. As part of the Districts efforts to assist teaching staff members in meeting their continuing education requirements, the following in-service program will be provided:

Each teacher must complete at least twelve (12) of the fifty-one (51) hours in each school year by attending in-district staff development programs offered either after the regularly scheduled work-day or during district staff development programs scheduled on non-student day, selected as part of the regular process by which the Board adopts an annual calendar. Teaching staff members shall complete all 12 approved hours before May.

Teachers may be directed by the administration to use eight (8) of their twelve annual hours for training designed to meet particular district needs. It is the intention of the administration to exercise such direction for implementation of new curricula, instructional materials and/or instructional strategies. Such direction shall occur only after consultation with the Local Professional Development Committee.

In addition to the fifty-one (51) hours described above, all certified staff hired after July 1, 2001 are required to complete three in-district professional development courses within the first three (3) years of employment as specified by the Local Professional Development Committee.

4. Summer Professional Institute. The District may provide teachers with a variety of voluntary professional development opportunities related to pedagogy, program initiatives and educational research during the summer. A course can be from one to five days in length. Teachers who attend will be paid \$25 per hour, or may opt to apply those hours toward the staff development requirement of Article XV L.2., but must attend the entire course in order to receive the stipend/credit, unless the Superintendent or his/her designee authorizes partial attendance.
5. The Board will reimburse 75% of the cost of credits or courses for any teacher who seeks National Board Certification.

M. PROMOTIONS

1. a. Promotional positions are defined as follows: positions paying a salary differential and/or positions on the administrative/supervisory levels of responsibility. These include all available advisor and coaching positions.
- b. All vacancies in promotional positions, including specialists, shall be adequately publicized by the Superintendent or his/her designee.

2. a. Date of Posting - A notice shall be posted in each school as far in advance as practicable, ordinarily at least ten (10) 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. During July and August, openings will be posted on the District website and a copy will be mailed to each of the designated building representatives. A notice, prepared by the NBTEA will be provided to each employee at the time of his/her last paycheck indicating how postings during July and August will be made available to them. Teachers who desire to apply for such vacancies shall submit their applications, in writing, to the Superintendent or his/her designee within the time limit specified in the notice, and the Superintendent or his/her designee shall acknowledge promptly, in writing, the receipt of all such applications.
- b. Procedure - No position shall be filled until all properly submitted applications have been considered. In filling such vacancies, consideration will be given to qualified teachers already employed by the Board. A list shall be given to the Association indicating which positions have been filled and by whom.

N. CURRICULUM DEVELOPMENT

1. The Association and the Board have a mutual responsibility to promote better instruction. The Board welcomes staff participation in all aspects of strengthening the education program to best meet the needs of the students, the schools, and the community.
 2. Compensation for new or revised curriculum work shall be in the form of release time and/or an hourly rate. Any such curriculum may be utilized by the District and its teachers.
 - a. Released Time - Participants may be released from their instructional and/or other duties for a specific period of time, however, a reasonable effort will be made to schedule this work outside the regular school day.
 - b. Hourly Rate - A specific number of hours for a project shall be mutually agreed to by the Administration and Teacher(s). Such curriculum work shall be compensated for the time required for such work at a rate of **\$42.94 for the 2009-2010, 2010-2011 and 2011-2012 school years.**
- O. Part-time teaching staff members listed in I.A.4 shall continue to be eligible only for sick leave and personal leave.

P. SUMMER STAFF AND HOME INSTRUCTION

1. Summer School Staffs shall be compensated as follows:

	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>
Special Education(3-hr program)	4,526	4,526	4,526
Special Education (4-hour Program)	6,035	6,035	6,035
Enrichment	2,499	2,499	2,499
Summer Academy	2,871	2,871	2,871

2. Summer work for Guidance Counselors and Child Study Team Members shall be compensated on a pro-rata basis.
3. Home Instruction, detention proctoring, curriculum development, **translator (certified and non-certified staff)** and state systemic initiative **\$42.94 per hour, for the 2009-2010, 2010-2011 and 2011-2012 school years.**
4. **Chaperoning:** Employees shall receive \$25 per hour for chaperoning at dances, school-wide plays and elementary school concerts. Each paid chaperoning position shall be posted, and those who are interested may apply.

Q. SERVICE CREDIT AND LONGEVITY

To be considered for a full year's credit for longevity, a teacher must teach within the district at least one more than one-half the number of teaching days for the school year. The stipend for longevity is contained in Appendix B V.

R. MENTORING

1. All vacancies shall be posted as early as the District is aware of its needs.
2. Each posting shall include qualifications for the position.
3. It is the goal of the Board to assign a mentor who works in the same building as the teacher mentored.
4. It is the goal of the Board not to involuntarily assign mentors. If an employee is involuntarily assigned to a mentoring position, then he/she shall not be involuntarily assigned again until all other qualified employees have been assigned.
5. No teacher shall serve as a mentor to more than one teacher at a time.

6. There shall be a committee of an equal number of administrators (designated by the Superintendent or his/her designee) and teachers (appointed by the Association) to study the mentoring program and make recommendations to the Superintendent or his/her designee.
- S. Child Study Team Summer Employment: The administration shall notify Child Study Team personnel of anticipated summer employment no later than May 15th. Child Study staff shall notify the Director of Special Services regarding interest and availability to undertake summer employment no later than June 15th.
- T. New Jersey School of Conservation. Teachers who participate in the out of district portion of this program (three days/two nights) will receive one (1) additional personal day (non-accumulative).

ARTICLE XVII

MISCELLANEOUS

A. SEPARABILITY

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

B. 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.

C. This Agreement represents and incorporates the complete and final settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

D. NOTICE

Whenever any notice is required to be given by either party to this Agreement to the other, pursuant to the provision of this Agreement, either party shall do so by personal written notice or by certified mail, return receipt requested, at the following addresses:

1. If by the Association, to the Board at:

Maple Meade School
1807 Old Georges Road
Post Office Box 6016
North Brunswick, N. J. 08902

2. If by the Board, to the Association at:

NBTEA President:
1445 Highway #130
North Brunswick, N. J. 08902

E. ASSOCIATION PAYROLL DUES DEDUCTION

1. The Board agrees to deduct from the salaries of its employees such dues for the North Brunswick Township Education Association, the Middlesex County Education Association, the New Jersey Education Association and the National Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N. J. Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education.
 2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
 3. The parties agree to an agency shop provision with non-members paying a representation fee as calculated by NJEA Membership Processing of full dues for members, initiation fees and assessments charged by the Association to its own members for that membership year.
 4. Indemnification and Save Harmless Provision:
 - a. Liability: The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provision of this Article, provided that:
 1. The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
 2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.
 - b. Exception: It is expressly understood that paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of type of willful misconduct by the Board.
- F. Unless the clear language of this Agreement provides otherwise, nothing contained herein shall be interpreted so as to diminish or reduce or detract from any established employee benefit existing prior to the effective date of this Agreement.

- G. All openings for positions in the accredited evening high school, summer school, and federal projects, shall be publicized by the Superintendent or his/her designee in accordance with the procedure for publicizing promotional vacancies as set forth in Article XV, Section M of this Agreement. Anticipated and known home instruction openings shall be posted if the student's assigned teacher(s) are not available.
- H. Where applicable, transportation rates shall be at the ***mileage reimbursement rate established by the State and/or Department of Education for School districts.***
- I. The Association President and one officer may meet informally with the Superintendent during the school year to review and discuss current problems and practices of mutual interest and the administration of this Agreement. Such meetings shall occur at a mutually acceptable date.
- J. Posting of vacancies required under this contract includes test proctors for SAT and PSAT and athletic events services. These postings shall occur whether school is in session or not.
- K. The authorized list of doctors who treat employees for job-related disabilities will be reviewed with a goal of expanding the list, subject to the limitations of the workmen compensation insurance carrier.
- L. Posting Co-Curricular (coaches and advisors) Positions
 - 1. Each May, the Board and Administration will request in writing from all coaches and advisors, whether or not they intend to continue in their current positions for the next school year. In those cases, where a coach or advisor voluntarily chooses to vacate that position, it shall be posted as per the contract agreement.
 - 2. In those cases where a coach or advisor expresses a desire to remain in his/her position, the Board and Administration reserve the right to interview all interested and qualified personnel, including the incumbent coach or advisor. The Board and Administration retain the ultimate authority to fill that position, but may not remove the incumbent for arbitrary and capricious reasons.
- M. The parties will jointly prepare, pay for and distribute copies of the Agreement.

N. Travel

- 1. Request to attend conferences and requests for payment for travel expenditures must be submitted on the appropriate district forms and include all required documentation.**
- 2. All requests for attendance at professional conferences must be approved in advance by the Superintendent and/or Board of Education (as required) in accordance with applicable state laws and regulations, and Board policy/regulations.**
- 3. Administration can limit the number of employees attending conferences on the same day.**

ARTICLE XVII

DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2009, and shall continue in effect until June 30, 2012.

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.

NORTH BRUNSWICK TOWNSHIP
EDUCATION ASSOCIATION

NORTH BRUNSWICK TOWNSHIP
BOARD OF EDUCATION

BY: Martha Landy
President

BY: [Signature]
Vice -President

ATTEST:
[Signature]
Secretary

ATTEST:
[Signature]
Secretary

**Appendix A 1
Aides Salary Guide
Year 1 - 2009-2010**

Step	Building	Lunch/ Playground	Clerical	Instructional	Bus	Medical	Instructional Special Case	Water/Safety Sign Language	Longevity Upon Completion of:	Amount
A	9.77	8.77	9.42	10.57	8.77	30.66	13.33	24.57	5 Years	350
B	10.17	9.07	9.72	10.92	9.07	31.06	13.89	24.98	10 Years	625
C	10.56	9.37	10.07	11.27	9.37	31.46		25.39	15 Years	1,550
D	10.97	9.67	10.42	11.62	9.67	31.92		25.83	20 Years	2,200
E	11.37	10.07	10.77	11.97	10.07				25 Years	2,800
F	11.82	10.47	11.22	12.32	10.47					
G	12.27	10.92	11.67	12.67	10.92					
H	12.77	11.37	12.12	13.07	11.37					
I	13.39	11.87	12.57	13.57	11.87					
J	14.27	12.42	13.07	14.13	12.42				Differential	281
K	15.35	12.97	13.92	15.07	12.97				Academic Shadow	337
									Building	224
									Bus	394
									Classroom Support	337
									Clerical	1,124
									Custodial 1:1	113
									Playground/Lunch	2,534
									Senior Bldg. Aide	

Guide is Frozen. No one moves.

**Appendix A1
Computer Technician I Salary Guide**

Year 1 - 2009-2010

Step	Amount	Longevity Upon Completion of:	Amount
A	30,273	5 Years	450
B	31,098	10 Years	750
C	32,092	15 Years	1,700
D	35,104	20 Years	2,500
E	36,315	25 Years	3,300
F	37,631		
G	37,968		
H	40,448		
I	41,947		
J	44,659		

Guide is Frozen. No one moves.

**Computer Technician II Salary Guide
Year 1 - 2009-2010**

Step	Amount	Longevity Upon Completion of:	Amount
A	41,987	5 Years	450
B	43,337	10 Years	750
C	45,033	15 Years	1,700
D	46,818	20 Years	2,500
E	48,029	25 Years	3,300
F	49,345		
G	51,281		
H	53,295		
I	55,389		
J	57,567		

Guide is Frozen. No one moves.

**Appendix A1
Custodial/Maintenance Salary Guide**

Year 1 - 2009-2010

Step	Amount		Longevity Upon Completion of:	Amount
A	30,273		5 Years	450
B	31,098		10 Years	750
C	32,092		15 Years	1,700
D	35,104		20 Years	2,500
E	36,315		25 Years	3,300
F	37,631			
G	37,968			
H	40,448			
I	41,947			
J	44,659			
			Differential	
		Head Custodian		5,856
		School Bus License		244
		2 nd Shift Leader		3,165
		3 rd Shift Leader		1,898
		Maintenance (Unlicensed)		5,871
		Maintenance (Licensed)		7,629
		Boiler License		549
		Crew Leader		2,846
		Grounds		2,868
		Bus Driver Substitute		244
		Pool Operator		549
		Pesticide Applicator		549
		Asbestos Maintenance		737
		Inventory Clerk		893
		Senior Groundskeeper		517
		Senior Technical		12,007

Guide is Frozen. No one moves.

Appendix A1
Secretary/Clerk Salary Guides
Year 1 - 2009-2010

Step	HS Principal/ Data Center	12 Month Secretary	10 Month Secretary	12 Month Clerk	10 Month Clerk	Nurse/Clerk	Longevity Upon Completion of:	Amount
A	30,895	27,975	22,894	25,825	21,250	24.36	5 Years	400
B	30,985	28,537	23,383	26,298	21,683	24.76	10 Years	750
C	31,273	28,919	23,579	27,121	22,304	25.16	15 Years	1,950
D	32,886	30,038	24,944	28,446	22,858	25.59	20 Years	2,650
E	34,239	31,386	25,564	29,046	23,646		25 Years	3,450
F	36,001	33,536	26,589	29,471	24,439			
G	37,962	35,036	27,639	31,021	25,614			
H	39,552	36,311	28,714	32,306	26,599			
I	41,412	37,461	29,814	33,646	27,864			
J	43,195	38,961	30,889	35,021	28,889		Differential	
K	46,186	41,611	33,137	36,871	30,502		12 Month Clerk/Secretary	5.53%
L	48,804	43,923	34,666	38,521	31,983		Supervisor of three or more employees	614
M	50,613	45,496	35,853	39,665	33,135		Special Services Office Manager	5,367
N	52,472	46,888	36,926	40,916	34,120		High School Guidance Secretary	614
O	54,582	48,225	38,637	42,474	35,140		Elementary Secretary	614
P	57,506	49,568	41,100	45,297	38,207		Nurse/Clerk RN	\$5.00/hr above nurse/clerk

Guide is Frozen. No one moves.

**Appendix A1
Teacher/Certificated Staff Salary Guide
Year 1 - 2009-2010**

Step	BA	BA +30	MA	MA +30	PhD	Longevity Upon Completion of:	Amount
A	48,596	50,146	51,496	52,846	54,397	5 Years	450
B	48,896	50,446	51,796	53,146	54,697	10 Years	800
C	49,196	50,746	52,096	53,446	54,997	15 Years	2,050
D	49,496	51,046	52,396	53,746	55,297	20 Years	2,850
E	51,630	53,180	54,530	55,880	57,431	25 Years	3,675
F	54,109	55,659	57,009	58,359	59,910		
G	56,512	58,062	59,412	60,762	62,313		
H	59,296	60,846	62,196	63,546	65,097		
I	62,892	64,442	65,792	67,142	68,693	Language Arts Coordinator	2,052
J	68,413	69,963	71,313	72,663	74,214	Math/Science Coordinator	2,052
						National Board Certified	1,124
						Child Study Team	563
						Coordinator of School Health Services	4,497
						Elementary School Yearbook	562
						Elementary School Student Government	562
						Elementary Chorus and Instrumental teachers (one spring concert and one winter concert)	113
						Subject Area Leaders	2,052

Guide is Frozen. No one moves.

Grade Level Leaders (GLL)/Subject Area Leaders (SAL)

1. All GLL/SAL stipends shall depend upon the number of teachers (excluding the GLL him/herself) on grade/department.
2. Where there is only one other teacher on grade/department, the stipends shall be \$1,223 in 2009-2010, \$1,223 in 2010-2011 and \$1,254 in 2011-2012.
3. For every additional teacher on grade/department, the stipend shall increase \$41 in 2009-2010, \$41 in 2010-2011 and \$43 in 2011-2012.
4. The number and duration of meetings annually shall be mutually agreed upon between administration and grade level leaders.
5. GLL shall include grades K-5 special education and ESL departments.

**Appendix A2
Aides Salary Guide
Year 2 - 2010-2011**

Step	Building	Lunch/ Playground	Clerical	Instructional	Bus	Medical	Instructional Special Case	Water/Safety Sign Language	Longevity Upon Completion of:	Amount
A	9.77	8.77	9.42	10.57	8.77	30.66	13.33	24.57	5 Years	350
B	10.17	9.07	9.72	10.92	9.07	31.06	13.89	24.98	10 Years	625
C	10.56	9.37	10.07	11.27	9.37	31.46		25.39	15 Years	1,550
D	10.97	9.67	10.42	11.62	9.67	31.92		25.83	20 Years	2,200
E	11.37	10.07	10.77	11.97	10.07				25 Years	2,800
F	11.82	10.47	11.22	12.32	10.47					
G	12.27	10.92	11.67	12.67	10.92				Year 1 and 3	Increased by 2.5%
H	12.77	11.37	12.12	13.07	11.37					
I	13.39	11.87	12.57	13.57	11.87					
J	14.27	12.42	13.07	14.13	12.42				Differential	
K	15.35	12.97	13.92	15.07	12.97				Academic Shadow	281
									Building	337
									Bus	224
									Classroom Support	394
									Clerical	337
									Custodial 1:1	1,124
									Playground/Lunch	113
									Senior Bldg. Aide	2,534

Guide is Frozen. No one moves.

**Appendix A2
Computer Technician I Salary Guide**

Year 2 - 2010-2011

Step	Amount	Longevity Upon Completion of:	Amount
A	30,273	5 Years	450
B	31,098	10 Years	750
C	32,092	15 Years	1,700
D	35,104	20 Years	2,500
E	36,315	25 Years	3,300
F	37,631		
G	37,968		
H	40,448		
I	41,947		
J	44,659		

Guide is Frozen. No one moves.

Computer Technician II Salary Guide

Year 2 - 2010-2011

Step	Amount	Longevity Upon Completion of:	Amount
A	41,987	5 Years	450
B	43,337	10 Years	750
C	45,033	15 Years	1,700
D	46,818	20 Years	2,500
E	48,029	25 Years	3,300
F	49,345		
G	51,281		
H	53,295		
I	55,389		
J	57,567		

Guide is Frozen. No one moves.

**Appendix A2
Custodial/Maintenance Salary Guide**

Year 2 - 2010-2011

Step	Amount		Longevity Upon Completion of:	Amount
A	30,273		5 Years	450
B	31,098		10 Years	750
C	32,092		15 Years	1,700
D	35,104		20 Years	2,500
E	36,315		25 Years	3,300
F	37,631			
G	37,968			
H	40,448			
I	41,947			
J	44,659			
			Differential	
		Head Custodian		5,856
		School Bus License		244
		2 nd Shift Leader		3,165
		3 rd Shift Leader		1,898
		Maintenance (Unlicensed)		5,871
		Maintenance (Licensed)		7,629
		Boiler License		549
		Crew Leader		2,846
		Grounds		2,868
		Bus Driver Substitute		244
		Pool Operator		549
		Pesticide Applicator		549
		Asbestos Maintenance		737
		Inventory Clerk		893
		Senior Groundskeeper		517
		Senior Technical		12,007

Guide is Frozen. No one moves.

Appendix A2
Secretary/Clerk Salary Guides
Year 2 – 2010-2011

<u>Step</u>	<u>HS Principal/ Data Center</u>	<u>12 Month Secretary</u>	<u>10 Month Secretary</u>	<u>12 Month Clerk</u>	<u>10 Month Clerk</u>	<u>Nurse/Clerk</u>	<u>Longevity Upon Completion of:</u>	<u>Amount</u>
A	30,895	27,975	22,894	25,825	21,250	24.36	5 Years	400
B	30,985	28,537	23,383	26,298	21,683	24.76	10 Years	750
C	31,273	28,919	23,579	27,121	22,304	25.16	15 Years	1,950
D	32,886	30,038	24,944	28,446	22,858	25.59	20 Years	2,650
E	34,239	31,386	25,564	29,046	23,646		25 Years	3,450
F	36,001	33,536	26,589	29,471	24,439			
G	37,962	35,036	27,639	31,021	25,614			
H	39,552	36,311	28,714	32,306	26,599			
I	41,412	37,461	29,814	33,646	27,864			
J	43,195	38,961	30,889	35,021	28,889		<u>Differential</u>	
K	46,186	41,611	33,137	36,871	30,502		12 Month Clerk/Secretary	5.53%
L	48,804	43,923	34,666	38,521	31,983		Supervisor of three or more employees	614
M	50,613	45,496	35,853	39,665	33,135		Special Services Office Manager	5,367
N	52,472	46,888	36,926	40,916	34,120		High School Guidance Secretary	614
O	54,582	48,225	38,637	42,474	35,140		Elementary Secretary	614
P	57,506	49,568	41,100	45,297	38,207		Nurse/Clerk RN	\$5.00/hr above nurse/clerk

Guide is Frozen. No one moves.

**Appendix A2
Teacher/Certificated Staff Salary Guide
Year 2 - 2010-2011**

Step	BA	BA +30	MA	MA +30	PhD	Longevity Upon Completion of:	Amount
A	48,596	50,146	51,496	52,846	54,397	5 Years	450
B	48,896	50,446	51,796	53,146	54,697	10 Years	800
C	49,196	50,746	52,096	53,446	54,997	15 Years	2,050
D	49,496	51,046	52,396	53,746	55,297	20 Years	2,850
E	51,630	53,180	54,530	55,880	57,431	25 Years	3,675
F	54,109	55,659	57,009	58,359	59,910		
G	56,512	58,062	59,412	60,762	62,313		
H	59,296	60,846	62,196	63,546	65,097	Stipend	
I	62,892	64,442	65,792	67,142	68,693	Language Arts Coordinator	2,052
J	68,413	69,963	71,313	72,663	74,214	Math/Science Coordinator	2,052
						National Board Certified	1,124
						Child Study Team	563
						Coordinator of School Health Services	4,497
						Elementary School Yearbook	562
						Elementary School Student Government	562
						Elementary Chorus and Instrumental teachers (one spring concert and one winter concert)	113
						Subject Area Leader	2,052

Guide is Frozen. No one moves.

Grade Level Leaders (GLL)/ Subject Area Leader (SAL)

1. All GLL/SAL stipends shall depend upon the number of teachers (excluding the GLL him/herself) on grade/department.
2. Where there is only one other teacher on grade/department, the stipends shall be \$1,223 in 2009-2010, \$1,223 in 2010-2011 and \$1,254 in 2011-2012.
3. For every additional teacher on grade/department, the stipend shall increase \$41 in 2009-2010, \$41 in 2010-2011 and \$43 in 2011-2012.
4. The number and duration of meetings annually shall be mutually agreed upon between administration and grade level leaders.
5. GLL shall include grades K-5 special education and ESL departments.

**Appendix A3
Bus Driver Salary Guide**

Year 3 - 2011-2012

Step	Amount	Longevity Upon Completion of:	Amount
A	15.76	5 Years	450
B	16.26	10 Years	750
C	16.88	15 Years	1,700
D	17.80	20 Years	2,500
E	18.76	25 Years	3,300
F	20.18		
		Differential	
		Driver Training (during Training)	\$1.58/hr. above driver's rate

Guide is Frozen. No one moves.

**Appendix A3
Computer Technician I Salary Guide**

Year 3 - 2011-2012

Step	Amount	Longevity Upon Completion of:	Amount
A	31,265	5 Years	450
B	32,090	10 Years	750
C	33,084	15 Years	1,700
D	36,096	20 Years	2,500
E	37,307	25 Years	3,300
F	38,623		
G	38,960		
H	41,440		
I	42,939		
J	45,651		

Guide is Frozen. No one moves.

Computer Technician II Salary Guide

Year 3 - 2011-2012

Step	Amount	Longevity Upon Completion of:	Amount
A	42,979	5 Years	450
B	43,337	10 Years	750
C	45,033	15 Years	1,700
D	46,818	20 Years	2,500
E	48,029	25 Years	3,300
F	49,345		
G	51,281		
H	53,295		
I	55,389		
J	57,567		

Guide is Frozen. No one moves.

**Appendix A3
Custodial/Maintenance Salary Guide**

Year 3 - 2011-2012

Step	Amount		Longevity Upon Completion of:	Amount
A	31,265		5 Years	450
B	32,090		10 Years	750
C	33,084		15 Years	1,700
D	36,096		20 Years	2,500
E	37,307		25 Years	3,300
F	38,623			
G	38,960			
H	41,440			
I	42,939			
J	45,651			
			Differential	
		Head Custodian		6,002
		School Bus License		250
		2 nd Shift Leader		3,244
		3 rd Shift Leader		1,946
		Maintenance (Unlicensed)		6,018
		Maintenance (Licensed)		7,820
		Boiler License		563
		Crew Leader		2,918
		Grounds		2,940
		Bus Driver Substitute		250
		Pool Operator		563
		Pesticide Applicator		563
		Asbestos Maintenance		755
		Inventory Clerk		915
		Senior Groundskeeper		530
		Senior Technical		12,307

Guide is Frozen. No one moves.

Appendix A3
Secretary/Clerk Salary Guides
Year 3 - 2011-2012

Step	HS Principal/ Data Center	12 Month Secretary	10 Month Secretary	12 Month Clerk	10 Month Clerk	Nurse/Clerk	Longevity Upon Completion of:	Amount
A	31,955	29,035	23,742	26,885	22,098	25.12	5 Years	400
B	31,995	29,597	24,231	27,358	22,531	25.52	10 Years	750
C	32,333	29,979	24,427	28,181	23,152	25.92	15 Years	1,950
D	33,946	31,098	25,792	29,506	23,706	26.35	20 Years	2,650
E	35,299	32,446	26,412	30,106	24,312		25 Years	3,450
F	37,061	34,596	27,437	30,531	25,287			
G	39,022	36,096	28,487	32,081	26,462			
H	40,612	37,371	29,562	33,366	27,447			
I	42,472	38,521	30,662	34,706	28,712			
J	44,255	40,021	31,737	36,081	29,737		Differential	
K	47,246	42,671	33,985	37,931	31,350		12 Month Clerk/Secretary	5.53%
L	49,864	44,983	35,514	39,581	32,381		Supervisor of three or more employees	629
M	51,673	46,556	36,701	40,725	33,983		Special Services Office Manager	5,501
N	53,532	47,948	37,774	41,976	34,968		High School Guidance Secretary	629
O	55,642	49,285	39,485	43,534	35,988		Elementary Secretary	629
P	58,566	50,628	41,948	46,357	39,055		Nurse/Clerk RN	\$5.00/hr. above nurse/clerk

Guide is Frozen. No one moves.

**Appendix A3
Teacher/Certificated Staff Salary Guide
Year 3 - 2011-2012**

<u>Step</u>	<u>BA</u>	<u>BA +30</u>	<u>MA</u>	<u>MA +30</u>	<u>PhD</u>	<u>Longevity Upon Completion of:</u>	<u>Amount</u>
A	50,088	51,638	52,988	54,338	55,889	5 Years	450
B	50,388	51,938	53,288	54,638	56,189	10 Years	800
C	50,688	52,238	53,588	54,938	56,489	15 Years	2,050
D	50,988	52,538	53,888	55,238	56,789	20 Years	2,850
E	53,122	54,672	56,022	57,372	58,923	25 Years	3,675
F	55,601	57,151	58,501	59,851	61,402		
G	58,004	59,554	60,904	62,254	63,805		
H	60,788	62,338	63,688	65,038	66,589	Stipend	
I	64,384	65,934	67,284	68,634	70,185	Language Arts Coordinator	2,103
J	69,905	71,455	72,805	74,155	75,706	Math/Science Coordinator	2,103
						National Board Certified	1,152
						Child Study Team	577
						Coordinator of School Health Services	4,609
						Elementary School Yearbook	576
						Elementary School Student Government	576
						Elementary Chorus and Instrumental teachers (one spring concert and one winter concert)	115
						Subject Area Leader	2,103

Guide is Frozen. No one moves.

Grade Level Leaders (GLL)/Subject Area Leader (SAL)

1. All GLL/SAL stipends shall depend upon the number of teachers (excluding the GLL him/herself) on grade/department.
2. Where there is only one other teacher on grade/department, the stipends shall be \$1,223 in 2009-2010, \$1,223 in 2010-2011 and \$1,254 in 2011-2012.
3. For every additional teacher on grade/department, the stipend shall increase \$41 in 2009-2010, \$41 in 2010-2011 and \$43 in 2011-2012.
4. The number and duration of meetings annually shall be mutually agreed upon between administration and grade level leaders.
5. GLL shall include grades K-5 special education and ESL departments.

Appendix B
North Brunswick Township School District
Teachers' Guide Placement Formula
For New Hires

Experience		Guide Step
0		A
1-3		B
4-6		C
7-8		D
9		E
10-11		F
12-13		G
14-15		H
16 - 17		I
18 +		J

Newly hired certificated employees shall be placed on guide up to the same step as current employees with similar experience. The Board retains the right to grant such employees up to two (2) additional steps on guide in the event a current employee fails to give the Board sufficient notice of his or her resignation as contractually required. If the Board, after posting, etc. does not have a sufficiently qualified replacement, the Board shall notify the Association President of such insufficient notice and the resulting additional credit.

Appendix C
Coaches - NBTHS and Linwood

NBTHS		2009-10	2010-11	2011-12	NBTHS		2009-10	2010-11	2011-12
Baseball Asst Freshman		\$5,403	\$5,403	\$5,538	Spring Track Boys Head		\$9,005	\$9,005	\$9,230
Baseball Asst JV		\$5,854	\$5,854	\$6,000	Spring Track Girls Asst		\$5,854	\$5,854	\$6,000
Baseball Head		\$9,005	\$9,005	\$9,230	Spring Track Girls Head		\$9,005	\$9,005	\$9,230
Basketball , Boys Head		\$9,005	\$9,005	\$9,230	Strength Coach		\$7,297	\$7,297	\$7,479
Basketball Asst Boys Freshman		\$5,403	\$5,403	\$5,538	Swimming		\$9,005	\$9,005	\$9,230
Basketball Asst Boys JV		\$5,854	\$5,854	\$6,000	Swimming Assistant		\$5,854	\$5,854	\$6,000
Basketball Girls Asst		\$5,854	\$5,854	\$6,000	Swimming Assistant		\$5,854	\$5,854	\$6,000
Basketball Girls Freshman		\$5,403	\$5,403	\$5,538	Summer Weight Room		\$1,900	\$1,900	\$1,948
Basketball Girls Head		\$9,005	\$9,005	\$9,230	Tennis Boys Head		\$7,949	\$7,949	\$8,148
Bowling Boys & Girls Head		\$7,949	\$7,949	\$8,148	Tennis Girls Asst.		\$5,166	\$5,166	\$5,295
Bowling Asst		\$5,166	\$5,166	\$5,295	Tennis Girls Head		\$7,949	\$7,949	\$8,148
Cheerleader, Fall		\$3,716	\$3,716	\$3,809	Volleyball Boys		\$7,948	\$7,948	\$8,147
Cheerleader, Fall		\$3,716	\$3,716	\$3,809	Volleyball Girls		\$7,948	\$7,948	\$8,147
Cheerleader, Winter		\$3,716	\$3,716	\$3,809	Volleyball Assistant		\$5,166	\$5,166	\$5,295
Cheerleader, Winter		\$3,716	\$3,716	\$3,809	Winter Track Assistant Boys&Girls		\$5,166	\$5,166	\$5,295
Cross Country Boys/Girls Head		\$7,949	\$7,949	\$8,148	Winter Track Boys Head		\$7,949	\$7,949	\$8,148
Football, Asst. Freshman		\$6,602	\$6,602	\$6,767	Winter Track, Girls Head		\$7,949	\$7,949	\$8,148
Football, Asst. Freshman		\$6,602	\$6,602	\$6,767	Wrestling, Asst. JV		\$5,854	\$5,854	\$6,000
Football, Asst. JV		\$7,152	\$7,152	\$7,331	Wrestling, Head		\$9,005	\$9,005	\$9,230
Football, Asst. JV		\$7,152	\$7,152	\$7,331	Linwood				
Football, Asst. JV		\$7,152	\$7,152	\$7,331	Athletic Coordinator		\$7,948	\$7,948	\$8,147
Football, Asst. JV		\$7,152	\$7,152	\$7,331	Baseball		\$4,503	\$4,503	\$4,616
Football, Asst. JV		\$7,152	\$7,152	\$7,331	Basketball Boys		\$4,503	\$4,503	\$4,616
Football-Head		\$11,004	\$11,004	\$11,279	Basketball Girls		\$4,503	\$4,503	\$4,616
Golf, Head		\$7,949	\$7,949	\$8,148	Cheerleading Fall		\$1,771	\$1,771	\$1,815
Gymnastics, Head		\$7,949	\$7,949	\$8,148	Cheerleading Winter		\$1,771	\$1,771	\$1,815
Lacrosse Boys Assistant		\$5,854	\$5,854	\$6,000	Cross Country		\$4,503	\$4,503	\$4,616
Lacrosse Boys Head		\$9,005	\$9,005	\$9,230	Football Head		\$5,270	\$5,270	\$5,402
Lacrosse Girls Asst.		\$5,854	\$5,854	\$6,000	Football Assistant		\$3,426	\$3,426	\$3,512
Lacrosse Girls Head		\$9,005	\$9,005	\$9,230	Football Assistant		\$3,426	\$3,426	\$3,512
Soccer Girls Asst JV		\$5,854	\$5,854	\$6,000	Gymnastics		\$4,503	\$4,503	\$4,616
Soccer Girls Head		\$9,005	\$9,005	\$9,230	Lacrosse Boys		\$4,503	\$4,503	\$4,616
Soccer, Asst Boys Freshman		\$5,403	\$5,403	\$5,538	Lacrosse Girls		\$4,503	\$4,503	\$4,616
Soccer, Asst Boys JV		\$5,854	\$5,854	\$6,000	Soccer Boys		\$4,503	\$4,503	\$4,616
Soccer, Boys Head		\$9,005	\$9,005	\$9,230	Soccer Girls		\$4,503	\$4,503	\$4,616
Softball Head		\$9,005	\$9,005	\$9,230	Softball		\$4,313	\$4,313	\$4,421
Softball, Asst. Freshman		\$5,403	\$5,403	\$5,538	Wrestling		\$4,503	\$4,503	\$4,616
Softball, Asst. JV		\$5,854	\$5,854	\$6,000	Wrestling Assistant		\$2,927	\$2,927	\$3,000
Spring Track Boys Assistant		\$5,854	\$5,854	\$6,000					

Appendix D1
 Advisors - Linwood

Club Activity	2009-10	2010-11	2011-12
Academic Challenge	\$2,081	\$2,081	\$2,133
Choir	\$2,081	\$2,081	\$2,133
Band/Chorus	\$2,081	\$2,081	\$2,133
Band/Chorus	\$2,081	\$2,081	\$2,133
Book	\$2,081	\$2,081	\$2,133
Drama	\$2,184	\$2,184	\$2,239
Geography	\$2,081	\$2,081	\$2,133
Jazz Band	\$2,081	\$2,081	\$2,133
Literary Magazine	\$2,081	\$2,081	\$2,133
Math Olympiad	\$2,081	\$2,081	\$2,133
Nat'l. Jr. Honor Society	\$2,081	\$2,081	\$2,133
Newspaper	\$2,081	\$2,081	\$2,133
Peer Mediation	\$2,081	\$2,081	\$2,133
PRIDE/Video	\$2,081	\$2,081	\$2,133
Safe Teens	\$2,081	\$2,081	\$2,133
Safe Teens	\$2,081	\$2,081	\$2,133
School Treasurer	\$3,221	\$3,221	\$3,302
Scrapbook	\$2,081	\$2,081	\$2,133
SEAL	\$2,081	\$2,081	\$2,133
S.L.I.C.E.	\$2,081	\$2,081	\$2,133
Strings	\$2,081	\$2,081	\$2,133
Student Council	\$2,497	\$2,497	\$2,559
Wind Ensemble	\$2,081	\$2,081	\$2,133
Yearbook	\$2,184	\$2,184	\$2,239

Appendix D2
Advisors - NBTHS

Club Activity	2009-10	2010-11	2011-12	Club Activity	2009-10	2010-11	2011-12
Academic Team	\$2,081	\$2,081	\$2,133	Italian	\$2,081	\$2,081	\$2,133
Advisor Freshman Class	\$2,081	\$2,081	\$2,133	Jazz Band	\$2,081	\$2,081	\$2,133
Advisor Junior Class	\$2,810	\$2,810	\$2,880	Key	\$2,081	\$2,081	\$2,133
Advisor Senior Class	\$2,810	\$2,810	\$2,880	Lambda Coalition	\$2,081	\$2,081	\$2,133
Advisor Sophomore Class	\$2,081	\$2,081	\$2,133	Latin American	\$2,081	\$2,081	\$2,133
African American	\$2,081	\$2,081	\$2,133	Literary Magazine	\$1,734	\$1,734	\$1,777
Alchemist Bkstage Chore.	\$2,081	\$2,081	\$2,133	Literary Magazine	\$1,734	\$1,734	\$1,777
Alchemist Backstage Spring	\$2,081	\$2,081	\$2,133	Mathletes	\$2,081	\$2,081	\$2,133
Alchemist Backstage Fall	\$2,081	\$2,081	\$2,133	Mock Trial	\$2,081	\$2,081	\$2,133
Alchemist Theatre	\$2,081	\$2,081	\$2,133	Model United Nations	\$2,081	\$2,081	\$2,133
Asian American	\$2,081	\$2,081	\$2,133	National Art Honor Society	\$2,081	\$2,081	\$2,133
Band Director	\$5,306	\$5,306	\$5,439	National Honor Society	\$2,081	\$2,081	\$2,133
Brass Instructor	\$2,810	\$2,810	\$2,880	Near Eastern Culture	\$2,081	\$2,081	\$2,133
Care to Walk	\$2,081	\$2,081	\$2,133	Newspaper	\$4,370	\$4,370	\$4,479
Chemistry Olympics	\$2,081	\$2,081	\$2,133	Percussion Instructor	\$2,810	\$2,810	\$2,880
Chess	\$2,081	\$2,081	\$2,133	Push Coordinator	\$3,457	\$3,457	\$3,543
Color Guard Instructor	\$2,810	\$2,810	\$2,880	Push Advisor (2)	\$2,081	\$2,081	\$2,133
Concert Choir	\$2,081	\$2,081	\$2,133	Robotix Asst. Coach	\$7,948	\$7,948	\$8,147
Dance Team	\$2,081	\$2,081	\$2,133	Robotix Asst. Coach	\$2,081	\$2,081	\$2,133
DECA	\$2,081	\$2,081	\$2,133	School Treasurer	\$7,432	\$7,432	\$7,618
Drama Director Musical	\$4,370	\$4,370	\$4,479	Science League	\$2,191	\$2,191	\$2,246
Drama Director Play	\$3,121	\$3,121	\$3,199	Spanish	\$2,081	\$2,081	\$2,133
Environmental	\$2,081	\$2,081	\$2,133	Spec. Prod. Band	\$2,081	\$2,081	\$2,133
Film Production	\$2,081	\$2,081	\$2,133	Spec. Prod. Chorus	\$2,081	\$2,081	\$2,133
FBLA	\$2,497	\$2,497	\$2,559	Speech/Debate	\$2,081	\$2,081	\$2,133
French	\$2,081	\$2,081	\$2,133	Student Gov. Organization	\$4,370	\$4,370	\$4,479
German	\$2,081	\$2,081	\$2,133	Woodwind Instructor	\$2,810	\$2,810	\$2,880
Health Careers	\$2,081	\$2,081	\$2,133	Yearbook	\$4,370	\$4,370	\$4,479
H.O.P.E.	\$2,081	\$2,081	\$2,133	Yearbook Business Mgr.	\$2,184	\$2,184	\$2,239
Human Rights Coalition	\$2,081	\$2,081	\$2,133				
Summer Band Camp							
Brass/Percussion	\$2,524	\$2,524	\$2,587				
Color Guard	\$2,524	\$2,524	\$2,587				
Director	\$2,700	\$2,700	\$2,768				
Drill Show	\$1,042	\$1,042	\$1,068				
Music Arranger	\$2,142	\$2,142	\$2,196				
Woodwind/Asst. Director	\$2,525	\$2,525	\$2,588				

**Appendix E - Off Guide
Aides - Salary Guide
2009 - 2012**

<u>Year</u>	<u>Step</u>	<u>Building</u>	<u>Lunch/Playground</u>	<u>Clerical</u>	<u>Instructional</u>	<u>Longevity Upon Completion of:</u>	<u>Amount</u>
2009-2010	CC	15.60			15.94	5 Years	350
	BB	15.53			16.43	10 Years	625
	AA	16.64	14.35	15.48	16.78	15 Years	1,550
2010-2011	CC	15.60			15.94	20 Years	2,200
	BB	15.53			16.43	25 Years	2,800
	AA	16.64	14.35	15.48	16.78		
2011-2012	CC	15.99			16.26		
	BB	15.85			16.75		
	AA	16.96	14.67	15.80	17.10		

<u>Differential – Year 1 – 2009-2010</u>		<u>Differential – Year 2 – 2010-2011</u>		<u>Differential – Year 3- 2011-2012</u>	
Academic Shadow	281	Academic Shadow	281	Academic Shadow	288
Bus	224	Bus	224	Bus	230
Building	337	Building	337	Building	346
Classroom Support	394	Classroom Support	394	Classroom Support	403
Clerical	337	Clerical	337	Clerical	346
Custodial 1:1	1,124	Custodial 1:1	1,124	Custodial 1:1	1,153
Playground/Lunch	113	Playground/Lunch	113	Playground/Lunch	116
Senior Bldg. Aide	2,534	Senior Bldg. Aide	2,534	Senior Bldg. Aide	2,597

**Appendix E - Off Guide
Bus Drivers - Salary Guide
2009 - 2012**

Year	Step	Amount	Longevity Upon Completion of:	Amount
2009-2010	AA	20.83	5 Years	450
			10 Years	750
2010-2011	AA	20.83	15 Years	1,700
			20 Years	2,500
2011-2012	AA	21.28	25 Years	3,300

Differential – Year 1 – 2009-2010		Differential – Year 2 – 2010-2011		Differential – Year 3- 2011-2012	
Driver Training (during Training)	\$1.54/hr above driver's rate	Driver Training (during Training)	\$1.54/hr above driver's rate	Driver Training (during Training)	\$1.54/hr above driver's rate

**Appendix E - Off Guide
Custodial/Maintenance Salary Guide
2009-2012**

Year	Step	Amount	Longevity Upon Completion of:	Amount
2009-2010	FF	45,892	5 Years	450
	EE	47,505	10 Years	750
	DD	48,565	15 Years	1,700
	CC	50,840	20 Years	2,500
	BB	54,196	25 Years	3,300
2010-2011	AA	55,529		
	FF	45,892		
	EE	47,505		
	DD	48,565		
	CC	50,840		
2011-2012	BB	54,196		
	AA	55,529		
	FF	46,884		
	EE	48,497		
	DD	49,557		
	CC	51,832		
	BB	55,188		
	AA	56,521		

Differential – Year 1 – 2009-2010		Differential – Year 2 – 2010-2011		Differential – Year 3- 2011-2012	
Head Custodian	5,856	Head Custodian	5,856	Head Custodian	6,002
School Bus License	244	School Bus License	244	School Bus License	250
2 nd Shift Leader	3,165	2 nd Shift Leader	3,165	2 nd Shift Leader	3,244
3 rd Shift Leader	1,898	3 rd Shift Leader	1,898	3 rd Shift Leader	1,946
Maintenance (Unlicensed)	5,871	Maintenance (Unlicensed)	5,871	Maintenance (Unlicensed)	6,018
Maintenance (Licensed)	7,629	Maintenance (Licensed)	7,629	Maintenance (Licensed)	7,820
Boiler License	549	Boiler License	549	Boiler License	563
Crew Leader	2,846	Crew Leader	2,846	Crew Leader	2,918
Grounds	2,868	Grounds	2,868	Grounds	2,940
Bus Driver Substitute	244	Bus Driver Substitute	244	Bus Driver Substitute	250
Pool Operator	549	Pool Operator	549	Pool Operator	563
Pesticide Applicator	549	Pesticide Applicator	549	Pesticide Applicator	563
Asbestos Maintenance	737	Asbestos Maintenance	737	Asbestos Maintenance	755
Inventory Clerk	893	Inventory Clerk	893	Inventory Clerk	915
Senior Groundskeeper	517	Senior Groundskeeper	517	Senior Groundskeeper	530
Senior Technical	12,007	Senior Technical	12,007	Senior Technical	12,307

**Appendix E - Off Guide
Secretary/Clerk Salary Guide
2009-2012**

Year	Step	12 Month Secretary	10 Month Secretary	10 Month Clerk	Longevity Upon Completion of:	Amount
2009-2010	BB	50,862	41,070		5 Years	400
	AA	53,888	44,725	39,832	10 Years	750
	Super Max	61,337			15 Years	1,950
2011-2011	BB	50,862	41,070		20 Years	2,650
	AA	53,888	44,725	39,832	25 Years	3,450
	Super Max	61,337				
2011-2012	BB	51,922	41,918			
	AA	54,948	45,573	40,680		
	Super Max	62,397				

Differential – Year 1 – 2009-2010		Differential – Year 2 – 2010-2011		Differential – Year 3- 2011-2012	
12 Month Clerk/Secretary	5.53%	12 Month Clerk/Secretary	5.53%	12 Month Clerk/Secretary	5.53%
Supervisor of three or more employees	614	Supervisor of three or more employees	614	Supervisor of three or more employees	629
Special Services Office Manager	5,367	Special Services Office Manager	5,367	Special Services Office Manager	5,501
High School Guidance Secretary	614	High School Guidance Secretary	614	High School Guidance Secretary	629
Elementary Secretary	614	Elementary Secretary	614	Elementary Secretary	629
Nurse/Clerk RN	\$5/hr above nurse/Clerk	Nurse/Clerk RN	\$5/hr above nurse/Clerk	Nurse/Clerk RN	\$5/hr above nurse/Clerk

**Appendix E - Off Guide
Teacher/Certificated Staff Salary Guide
2009-2012**

<u>Year</u>	<u>Step</u>	<u>BA</u>	<u>BA +30</u>	<u>MA</u>	<u>MA +30</u>	<u>PhD</u>	<u>Longevity Upon Completion of:</u>	<u>Amount</u>
2009-2010	FF	71,719	73,269	74,619	75,969	77,520	5 Years	450
	EE	73,763	75,313	76,663	78,013	79,564	10 Years	800
	DD	76,795	78,345	79,695	81,045	82,596	15 Years	2,050
	CC	81,445	82,995	84,345	85,695	87,246	20 Years	2,850
	BB	84,145	85,695	87,045	88,395	89,946	25 Years	3,675
	AA	85,845	87,465	88,745	90,095	91,646		
2010-2011	FF	71,719	73,269	74,619	75,969	77,520	Grade Level Leaders (GLL)/Subject Area Leaders (SAL)	
	EE	73,763	75,313	76,663	78,013	79,564	1. All GLL/SAL stipends shall depend upon the number of teachers (excluding GLL him/ Herself) on grade/department.	
	DD	76,795	78,345	79,695	81,045	82,596	2. Where there is only one other teacher on grade/department, the stipends shall be \$1,223 in 2009-2010, \$1,223 in 2010-2011 and \$1,254 in 2011-2012.	
	CC	81,445	82,995	84,345	85,695	87,246	3. For every additional teacher on grade/department, the stipend shall increase \$41 in 2009-2010, \$41 in 2010-2011 and \$43 in 2011-2012.	
	BB	84,145	85,695	87,045	88,395	89,946	4. The number and duration of meetings annually shall be mutually agreed upon between Administration and grade level leaders.	
	AA	85,845	87,465	88,745	90,095	91,646	5. GLL shall include grades K-5 special education and ESL departments.	
2011-2012	FF	73,211	74,761	76,111	77,461	79,012		
	EE	75,255	76,805	78,155	79,505	81,056		
	DD	78,287	79,837	81,187	82,537	84,088		
	CC	82,937	84,487	85,837	87,187	88,738		
	BB	85,637	87,187	88,537	89,887	91,438		
	AA	87,337	88,957	90,237	91,587	93,138		

<u>Stipend – Year 1 – 2009-2010</u>		<u>Stipend – Year 2 – 2010-2011</u>		<u>Stipend– Year 3- 2011-2012</u>	
Language Arts Coordinator	2,052	Language Arts Coordinator	2,052	Language Arts Coordinator	2,103
Math/Science Coordinator	2,052	Math/Science Coordinator	2,052	Math/Science Coordinator	2,103
National Board Certified	1,124	National Board Certified	1,124	National Board Certified	1,152
Child Study Team	563	Child Study Team	563	Child Study Team	577
Coordinator of School Health Services	4,497	Coordinator of School Health Services	4,497	Coordinator of School Health Services	4,609
Elementary School Yearbook	562	Elementary School Yearbook	562	Elementary School Yearbook	576
Elementary School Student Government	562	Elementary School Student Government	562	Elementary School Student Government	576
Elementary Chorus and Instrumental teachers (one spring concert and one winter concert)	113	Elementary Chorus and Instrumental teachers (one spring concert and one winter concert)	113	Elementary Chorus and Instrumental teachers (one spring concert and one winter concert)	115
Subject Area Leader	2,052	Subject Area Leader	2,052	Subject Area Leader	2,103

**NORTH BRUNSWICK BOARD OF EDUCATION
PREFERRED PROVIDER ORGANIZATION (PPO) BENEFIT SUMMARY**

This is a summary of benefits for your PPO plan. All plan deductibles, plan out-of-pocket maximums, plan maximum and service specific maximums (dollar and occurrence) cross accumulates between in and out-of-network unless otherwise noted.

Benefits	HORIZON BLUE CROSS BLUE SHIELD OF NEW JERSEY Preferred Provider Organization (PPO) – Coinsurance Plan	
	In-Network	Out-of-Network
Lifetime Maximum:	Unlimited	
Calendar Year Deductible:		
Individual		
Family Maximum	NOT APPLICABLE	\$200 per person \$400 per family YES
Aggregate		
Out-of-Pocket Maximum:		
Includes deductible		YES
Individual	NOT APPLICABLE	\$1,200 per person \$2,400 per family YES
Family Maximum		
Aggregate		
Outpatient Doctor's Office Visits:		
For illness/injury	\$20 Copay per Visit	80% coinsurance after deductible
Allergy Treatment		
Preventive Care:		
Routine Preventive Care for children	\$20 Copay per Visit	80% coinsurance after deductible (deductible does not apply to immunizations)
Through age 2 (including immunizations)		
Routine Mammogram	\$20 Copay per Visit	80% coinsurance after deductible
Second Opinions for Surgery (Voluntary)	\$20 Copay per Visit	80% coinsurance after deductible
Outpatient Preadmission Testing:		
Office Visit	In Full – No Copay	80% coinsurance after deductible
Outpatient Facility		
Inpatient Hospital – Facility Services:		
Semi-private	In Full – No Copay	80% coinsurance after deductible
Private Room	Limited to the semi-private negotiated rate	Limited to the semi-private rate
Intensive Care Unit	Limited to the negotiated rate	Limited to the ICU daily room rate
Inpatient Hospital Doctor's Visits/Consultations	In Full – No Copay	80% coinsurance after deductible
Inpatient Hospital Professional Services		

This is provided as an overview of the PPO Plan of benefits and does not supercede the plan contract.
All benefits are subject to the actual contracted benefits.

Benefits	HORIZON BLUE CROSS BLUE SHIELD OF NEW JERSEY Preferred Provider Organization (PPO) – Coinsurance Plan	
	In-Network	Out-of-Network
Surgeon Radiologist Pathologist Anesthesiologist	In Full – No Copay	80% coinsurance after deductible
Outpatient Surgical Facility Services (Non Emergency Coverage):	In Full, Subject to Approval	80% coinsurance after deductible. Subject to Approval
Outpatient Professional Services: Surgeon Radiologist Pathologist Anesthesiologist	In Full – No Copay	80% coinsurance after deductible
Ambulance	80% coinsurance after deductible	80% coinsurance after deductible
Emergency Care: Doctor's Office (Participating/Non-participating) Hospital Emergency Room, Outpatient Facility or other Urgent Care Facility	\$20 Copay per Visit \$50 Copay per Visit	\$20 Copay per Visit* \$50 Copay per Visit* *except if not a true emergency, then 80% coinsurance after deductible Same as In-Network if True Emergency or Deductible/Coinsurance applies
Skilled Nursing Facility Up to a max of 60 days/calendar year No prior hospitalization required	In Full – No Copay	80% coinsurance after deductible
Independent Lab and X-ray Services: (Facility and Professional Services) Hospital Outpatient Lab and X-ray Facility Doctor's Office	In Full – No Copay	80% coinsurance after deductible

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HORIZON BLUE CROSS BLUE SHIELD OF NEW JERSEY Preferred Provider Organization (PPO) – Coinsurance Plan	
Benefits	Out-of-Network
Outpatient Short Term Rehabilitation Includes: Physical Therapy Speech Therapy Occupational Therapy Chiropractic Therapy (includes Chiropractors)	80% coinsurance after deductible 60 Consecutive Day Maximum Per Condition
Home Health Care: Up to a maximum of 60 visits per calendar year	\$20 Copay per Visit 60 Consecutive Day Maximum Per Condition
Outpatient Private Duty Nursing: Up to a maximum of 240 hours per year	In Full – No Copay 80% coinsurance after deductible
Maternity: Initial visit to determine pregnancy All subsequent Prenatal visits, Postnatal visits and Delivery Hospital/Birthing Center	80% coinsurance after deductible 80% coinsurance after deductible
Organ Transplants: (Includes all medically Appropriate, no-experimental transplants) Inpatient Facility Physician's Services	\$20 Copay for initial Visit In Full – No Copay 80% coinsurance after deductible
Durable Medical Equipment External Prosthetic Appliances	In Full – No Copay 100% coinsurance 80% coinsurance after deductible
Mental Health: <u>Inpatient</u> up to 30 days/calendar year:	100% Coinsurance 80% coinsurance after deductible
<u>Outpatient</u> up to 60 visits/calendar year maximum	\$25 Copay per Visit 50% coinsurance after deductible
Drug Abuse Rehabilitation: <u>Inpatient</u>	

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HORIZON BLUE CROSS BLUE SHIELD OF NEW JERSEY Preferred Provider Organization (PPO) – Coinsurance Plan	
Benefits	Out-of-Network
up to 30 days/calendar year	100% Coinsurance 80% coinsurance after deductible
<u>Outpatient</u> up to 60 visits/calendar year; up to \$2,500 per calendar year; \$50,000 lifetime maximum	\$25 Copay per Visit 50% coinsurance after deductible
<u>Dental Care:</u> Limited to accidental injury of sound and natural teeth sustained while covered under the Medical plan.	100% coinsurance 80% coinsurance after deductible
<u>Prescription Drugs:</u>	Effective 7/1/03
<u>Preadmission Certification – Continued Stay Review (required for all Inpatient Admissions)</u>	\$10 Copay: Generic \$15 Copay: Name Brand \$10 Copay: Mail Order Mandatory 20% penalty reduction up to \$500 applied to hospital inpatient charges for failure to contact Contemporary Health Care Management (CHCM) to precertify admission (employee responsible for contacting CHCM. 20% reduction up to \$500 for any admission reviewed by CHCM and not certified. 20% reduction up to \$500 (room and board) for any additional days not certified by CHCM.

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