

WOODCLIFF LAKE CONTRACT AGREEMENT

FOR THE

2005-2006 SCHOOL YEAR

THROUGH THE

2007-2008 SCHOOL YEAR

between

THE WOODCLIFF LAKE BOARD OF EDUCATION

AND

THE WOODCLIFF LAKE EDUCATION ASSOCIATION

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**PREAMBLE**

This Agreement entered into this \_\_\_ day of \_\_\_\_\_, 2005, by and between the Board of Education of the Borough of Woodcliff Lake, New Jersey (hereinafter referred to as the “Board”), and the Woodcliff Lake Education Association (hereinafter referred to as the “Association”).

**WITNESSETH:**

WHEREAS, the Board has an obligation, pursuant to Chapter 123, Public Laws 1974 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment; and

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

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

**ARTICLE I**  
**RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all educationally certified personnel, whether under contract, on leave, full or regular part-time, employed by the Board.

Including: Classroom Teachers, Speech Therapists, Reading Specialists, Learning Disabilities Specialists, Librarians, Nurses, Guidance Counselors, Psychologists, and all other certificated personnel not specifically excluded.

But excluding: Superintendents, Assistant Superintendents, Principals, the Board Secretary, Assistant Principals, Administrative Assistants, Substitute Teachers, Supervisory Personnel, Secretarial Personnel, Clerical Personnel, Custodial Personnel, Maintenance Personnel, Cafeteria Personnel, Teacher Aides and Supply Clerks.

B. Unless otherwise indicated, the term “teachers” when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as defined above.

C. The Association shall remain the exclusive and sole representative of the above in reference to the functions in “A” as long as it maintains a majority representation of said certified personnel.

D. On or before October 15th of each year, the Association shall certify its membership to the Board of Education if requested.

**ARTICLE II**  
**NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the New Jersey Employer-Employee Relations Act and in accordance with the rules of the Public Employment Relations Commission.
- B. Any tentative agreement reached between the regular committee of the Board and the Association shall be subject to approval by a majority vote of the full Board at a public meeting and a majority vote of the Association.
- C. Only those settlements agreed to by both parties as stated in this Agreement, following the necessary acceptances or ratification, shall be in effect for the duration of the Agreement.
- D. This Agreement shall not be modified in whole or in part by the parties, except by an instrument in writing duly executed by both parties.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

A. Definitions

1. Grievance

A grievance is an appeal regarding the terms and conditions of employment of a teacher or group of teachers. The term “grievance” and the procedure relative thereto shall not be deemed applicable in the following instances:

- a) The failure or refusal of the Board to renew a contract of a nontenure teacher, or a teacher not renewed in a nontenured position except that appeal for renewal of contract ends with a meeting with the Superintendent of Schools. The grievant may appeal in writing to the Board of Education requesting an informal appearance. The Board shall respond to such a request in writing granting such an appearance. (Ref. 18A:27-10).
- b) In matters where the Board is without authority to act.

2. Aggrieved Person

The term “aggrieved person” is the person or persons or the Association making the complaint.

3. Party in Interest

The term “party in interest” is the person making the claim and any person, including the Association, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting teachers. The parties in interest

and their representatives agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

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. Year-End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to 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 school year or as soon thereafter as is practicable.

3. Level One - Building Principal

A teacher with a grievance shall, not later than eighteen (18) days following the occurrence thereof, discuss the matter orally with his/her principal with the objective of resolving the matter informally. If the aggrieved person is not satisfied with the disposition of his/her grievance, he/she may present his/her grievance in writing, within ten (10) school days after the original discussion, to the principal, who will render his/her written decision to the aggrieved person no later than the fifth school day after receipt of the grievance.



The original written grievance shall contain the following elements:

- a) Specific statement of the facts of the grievance.
- b) The alleged violation under the definition “grievance” in this contract.
- c) The reasons for dissatisfaction with the prior administrative decision or its response.
- d) The relief sought.

4. Level Two – Superintendent

If the aggrieved person wishes to appeal from the decision of the principal, a copy of the grievance and the decision shall be forwarded to the Superintendent within ten (10) school days after receipt of a written decision. Within ten (10) school days from the receipt of the request for appeal, the Superintendent will call a hearing. The Superintendent shall, within five (5) school days after such hearing, render a written decision with reason(s) and shall furnish copies thereof to the aggrieved person and his/her principal.

5. Level Three - The Board - Final Authority

In the event the aggrieved person shall wish to appeal from the decision of Level Two, he/she shall, within ten (10) school days, file with the Secretary of the Board a notice of his/her appeal stating specifically the grounds for the grievance, a copy of the original grievance and the nature of the relief sought. The Board Secretary shall, upon receipt of such an appeal, notify the Board, and the Board shall, within ten (10) school days thereafter, fix a time and place of hearing.

At said hearing the presence of the aggrieved person and/or his/her representative shall be required. The Board and the aggrieved person may require the presence of

witnesses and necessary records. Within ten (10) school days after the hearing, a determination shall be made and all parties in interest shall be notified in writing of the determination. The Board's decision shall be final, subject to further provisions of this Agreement.

If the Board shall have denied the relief sought in four bona fide grievances arising from different occurrences and the grievant in each case shall have so stated in a notice addressed to the Board within ten (10) days of each such determination, then the fifth, and each subsequent grievance shall be handled as follows:

- a) Either of the parties to this Agreement may, within ten (10) days after notice of the Board's determination, request of the American Arbitration Association a list of five arbitrators to serve as Advisory Arbitrator for the grievance in question.
- b) The parties shall alternately strike a name from the list supplied by the American Arbitration Association and the remaining name shall be appointed as the Advisory Arbitrator .
- c) The Arbitrator's function shall be to render an advisory opinion as to the right of the grievance to the relief sought.
- d) The Arbitrator's advisory decision shall be in writing and shall set forth the Arbitrator's findings of fact and conclusions, together with the reasoning by which such conclusions were reached.
- e) The costs for the services of the Arbitrator shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the cost.

- f) After review and consideration, the Board shall accept or reject the Advisory decision of the Arbitrator at its next regular meeting and shall notify the aggrieved party of its decision in writing, within five (5) days of its decision.
  - g) If, during the life of this Agreement, the Board rejects two (2) Advisory Arbitrator's decisions, then the decision of the Arbitrator in the third, and each subsequent grievance shall be binding and conclusive on both parties. The procedure set forth in paragraphs (a) through (e) of this ARTICLE shall govern the binding arbitration, except that all references to advisory arbitration contained therein shall refer instead to binding arbitration.
  - h) In no event, whether the arbitration be advisory or binding, shall the Arbitrator have authority to modify, alter, or amend this Agreement.
- 6.
- a) If, in the judgment of the Association, a grievance affects a group or class of teachers in more than one school, the Association may, not later than fifteen (15) school days following the occurrence thereof, submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure.
  - b) If the group grievance pertains to teachers in one school, the grievance shall commence at Level One.
7. Inaction by anyone other than the aggrieved person(s) at Levels One and Two for the period specified for action shall be a basis for moving to the next level.

8. Inaction by the aggrieved person(s) within the time period specified for action at any level shall mean abandoning of the grievance and the matter will be settled on the terms of the last response.
9. During the pendency of any grievance, the grievant and all other teachers shall continue to perform all duties and responsibilities as required by the Board and Administration until the matter has been fully litigated.

D. Rights of Teachers to Representation

1. Teacher and Association

Rights of any aggrieved person shall be protected as guaranteed by statute.

2. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representative heretofore referred to in this ARTICLE.

3. Separate Grievance File

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 IV**  
**TEACHERS' RIGHTS**

- A. Except as herein provided, public employees shall have, and shall be protected in the exercise of, the right to form, join and assist, freely and without fear of reprisal, any employee organization or to refrain from any such activity.
- B. Whenever any teacher is required to appear before the Board concerning specific charges which could adversely affect the continuation of that teacher's employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons one week before such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of a teacher by the Superintendent or principal shall be with pay until charges have been heard by the Board at a formal Board meeting.
- C. Adverse criticism by an administrator of a teacher and his/her instructional methodology shall continue to be made in confidence and not in the presence of students, parents or other public gatherings.
- D. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere in this contract, provided said rights do not limit or interfere in any way with the powers and duties and responsibilities of the Board under applicable law.
- E. No discipline or reprimand shall result in reduction of rank, compensation or deprivation of any professional advantage without just cause. Any such action asserted by the Board or any agent or representative thereof, shall be subject to the grievance procedure herein set forth, with the exception of a nonrenewal of nontenure teacher's contract.

- F. No teacher shall be prevented from wearing pins or other reasonable identification of membership in the Association or its affiliates.

**ARTICLE V**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Whenever any representative of the Association or any teacher(s) is required by the Board to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay.
- B. The Association shall have the right to use school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment, at reasonable times on school premises for Association business only, when such equipment is not otherwise in use. The Association shall pay for the actual cost of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof.
- C. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the teachers.
- D. The second Wednesday of each month will be set aside for Association meetings, which will start promptly at 2:45 p.m. These meetings shall not be pre-empted by any other activity such as faculty meetings, conferences, clubs, or rehearsals, except in cases of extreme emergency.
- E. In the event of the closing of school due to a holiday or emergency, the Association shall hold its regular meeting at 2:45 p.m. on the following Wednesday immediately after the reopening of school, subject to the provisions of Paragraph D.
- F. The Board shall grant up to a maximum of two (2) days leave to a designated Association representative to attend N.J.E.A. workshops, etc., upon approval of the Superintendent for

days and substitutes, but not for reimbursement of costs of workshops or expenses for travel,  
etc.



**ARTICLE VI**  
**TEACHER WORK YEAR**

A. In-School Work Year

1. The in-school work year for teachers employed on a ten month basis (other than new personnel who may be required to attend an additional one (1) day of orientation) shall be no more than two (2) days beyond the student calendar, however, it shall not exceed 184 work days. One day shall be used as an inservice day not to be held on the first or last work day, nor shall it occur during a vacation recess. The students shall not attend on the teachers' first day of work.
2. The in-school work year shall include all days when pupils are in attendance plus orientation days, and any other days on which teacher attendance is required.
3. Teacher attendance shall not be required whenever student attendance is not required due to inclement weather. It is agreed, that work time so lost will be made up as scheduled by the administration contiguous with the school year and/or vacation time during the school year.
4. The day preceding Thanksgiving recess shall be a one session day. The day preceding Easter recess shall be a full day. If the last day preceding Christmas recess is December 23, it shall be a one session day. In that event, the next to last student school day at the end of the school year shall be a full day and the last school day at the end of the school year shall be a one session day. If the last day preceding Christmas recess is before December 23, it shall be a full day. In that event, the last two student school days at the end of the school year shall be one session days.

**ARTICLE VII**  
**TEACHING HOURS AND TEACHING LOAD**

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Teachers shall indicate their presence for duty by initialing the appropriate column of the faculty “sign-in” and “sign-out” roster.
- B. Teachers’ in-school work day shall be 8:00 a.m. to 3:30 p.m., or either 7:30 a.m. to 3:00 p.m. or 8:30 a.m. to 4:00 p.m. (“flexible schedules”). Areas which may be scheduled for flexible time are special area assignments to include chorus, band, gifted and talented and remedial programs. The students’ elementary school and middle school day shall be six (6) hours in length. Effective July 1, 2002, the students’ elementary school and middle school day shall be increased by fifteen (15) minutes of pupil contact time to six (6) hours and fifteen (15) minutes. 7:30 a.m. to 3:00 p.m. flexible scheduling shall not take place on days when faculty meetings are scheduled, or, if they are, the teacher shall be excused from the faculty meeting. If there are no meetings, conferences, extra-curricular activities, remediation or any other school activities as may be required by the administration, teachers may leave school as follows:

	Earliest Departure Time
Standard work schedule (8:00 a.m. - 3:30 p.m.)	3:00 p.m.
Flexible Schedule (7:30 a.m. - 3:00 p.m.)	2:30 p.m.
Flexible Schedule (8:30 a.m. - 4:00 p.m.)	3:30 p.m.

Except for emergency circumstances, the Administration shall notify the teacher(s) concerned at least forty-eight (48) hours in advance of any meetings, conferences or any other necessary school activities that are likely to extend beyond either 2:30 p.m., 3:00 p.m., or 3:30 p.m.

A committee shall be formed to include the Superintendent, two (2) principals and three (3) teaching staff members selected by the Association for the purposes of assessing the flexible scheduling.

- C. The same specific day of the week will be designated for staff meetings in both buildings. The Administration may call other meetings as it deems necessary.
- D. Every teacher shall have a duty-free lunch period of at least thirty (30) minutes, not less than the student lunch period, and a duty-free preparation period in accordance with the length of the normal class period for that school.
- E. The practice of using a regular teacher as a substitute, thereby depriving the teacher of his/her preparation period, or his/her normal program assignment is undesirable and shall be discouraged. If a teacher upon request is willing to substitute they will be paid a stipend of \$30.00 if they miss their only preparation period.
- F. Written permission for field trips shall be obtained from the Superintendent to guarantee insurance coverage as a school sponsored activity.
- G. All teachers who participate in extracurricular or club activities shall be qualified in the opinion of the Administration.
- H. In addition to the teachers' regular in-school work day, teachers shall be required to attend either two (2) evening parent/teacher conferences or one (1) evening parent/teacher conference and one (1) other evening activity relevant to the teacher's assignment as assigned by the Superintendent or his/her designee. A conference and/or evening activity relevant to the teacher's assignment shall be scheduled by the Board for a maximum of two (2) hours in duration; provided, however, that when an evening conference is scheduled a teacher is permitted to leave once he/she has completed his/her scheduled conference(s).

**ARTICLE VIII**  
**NONTEACHING DUTIES**

- A. The Board shall employ sufficient clerical staff for the purpose of assisting teachers in the preparation of materials, correspondence, and other duties related to teachers, nevertheless, subject to direction by the Administration for assignment to other duties.
- B. It is understood that teachers shall not be required to correct standardized tests used on a district wide basis for all students at the discretion of the Board. However, teachers will be required to score those standardized tests used for diagnostic purposes and/or evaluation of students within a classroom or program. In addition, all standardized testing done in conjunction with the Child Study Team for classification and placement purposes will be scored by the appropriate team member(s).
- C. Teachers will be assigned on a revolving basis with all teachers sharing equal responsibility for lunch and/or playground duties. A duty-free lunch period will follow this lunch period. They will be paid a rate of \$20.00 per period. The Administration will continue to endeavor to hire nonteaching personnel, and, if employed, no teacher will be assigned this duty. If teachers are used for lunchroom duty, a committee will be formed to construct guidelines.
- D. Teachers who volunteer to chaperone an overnight activity will be paid at the rate of \$150.00 per night.

**ARTICLE IX**  
**TEACHER EMPLOYMENT**

A. Staff Reduction

In accordance with and to the extent required by 18A:28-9, the Board agrees that when nontenure teachers who are not reemployed for reasons of economy, e.g. lack of funds, decrease in student enrollment, that teacher will be notified in subsequent years if any new job openings are available for which he/she qualifies. The teacher in question shall be sent a written communication from the Superintendent of Schools of such job openings and said teacher must respond in writing within two weeks of said communiqué. If the teacher in question does not respond within the allotted two week time period, there shall be no further obligation on the part of the Board.

B. Placement on Salary Schedule

1. Adjustment to Salary Schedule

a) Any teacher employed for more than one-half of the work year shall be given full credit for one (1) year of service toward the next increment for the following year, or in the event of a leave of absence, shall have worked for more than one-half of the year in which the leave began, except sabbatical. At the discretion of the administration, any teacher employed for less than half of the work year may be given full credit for one year of service toward the next increment for the following year.

b) Credit for Experience

Credit on the Teacher Salary Schedule for previous outside teaching experience in a public or private school shall be determined by the Board and the individual teacher on a case-by-case basis upon initial employment in

accordance with the provisions of Schedules A-1, A-2 and A-3. In addition, newly hired teachers without previous outside teaching experience in a public or private school may be placed up to the fifth step on the salary guide.

C. Notification of Contract and Salary

Teachers shall be notified of their contract and/or position status, and if possible, their salary for the ensuing year no later than May 15th.

D. Previous Sick Leave Accumulation

Previously accumulated unused sick leave days shall be restored to all teachers returning from Board approved leaves.

**ARTICLE X**  
**SALARIES**

A. Salary Schedule

Schedule “A-1”, “A-2” and “A-3” which are attached hereto set forth the Salary Schedules for the 2005-2006, 2006-2007 and 2007-2008 School Years. Said Schedules and Stipulation are hereby made a part of this Agreement.

B. It shall be clearly understood by both parties that the salary schedule does not guarantee an automatic salary increase. The Board reserves the right to withhold for inefficiency or other good cause, any and all employment adjustment and/or increments. In the event the Board wishes to exercise such a right, it does so under the provisions of 18A:29-14 and N.J. Adm. Code Title 6, Chapter 24.

**ARTICLE XI**  
**TEACHER ASSIGNMENT**

A. Notification Date for Presently Employed Teachers

All teachers shall be given written notice of their class and/or subject assignments, building assignments and room assignments for the forthcoming year by May 15th. Individual teaching schedules will be sent to teachers by August 15th.

B. Traveling Teachers

1. Schedules

Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of interschool travel. Such teachers shall be notified of any changes in their schedules as soon as practicable.

2. Expenses

Teachers who are specifically requested to use their own automobiles in the performance of their duties shall be reimbursed for all such authorized travel at the IRS calculated mileage allowance as of September 1st of each year.

3. Protective Garments

Upon approval by the Building Principal and Superintendent, protective garments may be purchased. The total amount of money to be expended for protective garments for all staff in a school year shall not exceed \$200.00.



**ARTICLE XII**  
**VOLUNTARY TRANSFERS AND ASSIGNMENTS**

A. Teacher Request

A teacher who desires a change in grade and/or subject assignments for the following school year may file a written request with the Superintendent prior to February 1st.

B. Notice of Vacancies

The Superintendent shall post in both school buildings a list of known vacancies or new positions which shall occur during the following school year, by May 15th. Any teacher may apply in writing for such a vacancy within ten (10) school days.

C. Assignment

In the evaluation by the Administration of a request for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system.

**ARTICLE XIII**  
**INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

A. Notice

Where practicable, notice of an involuntary transfer or reassignment shall be given to teachers by April 1.

**ARTICLE XIV**  
**PROMOTIONS**

A. Promotional Positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. A copy of said notice shall be posted in each school as far in advance as practicable, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than fifteen (15) school days before such date. Should this vacancy occur during the summer, teachers should be advised of the vacancy at their summer and/or home address. Those who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.
2. The qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.
3. Announcements of appointments shall be made by posting a list in the office in each school building.

B. Other Openings

Other professional positions shall be posted affording teachers the opportunity to apply in accordance with paragraph A-1 above.

**ARTICLE XV**  
**FAIR DISMISSAL PROCEDURE**

1. Date

Re: Donaldson Case/18A:27-3.2 or legal statute

2. Reasons

Re: N.J.S.A. 18A:27-3.2 or legal statute

3. Informal Appearance

Re: N.J.A.C. 6:3-1.20 or legal statute

**ARTICLE XVI**  
**TEACHER - ADMINISTRATION BOARD - LIAISON**

- A. The Association shall select a committee to meet with a Board/Administration Committee during the school year.

**Organization**

Said committee shall not consist of more than four (4) teachers and three (3) Board members and/or one (1) Administrator.

- B. Initiation of meetings shall be in writing, giving reasonable notice, specifying an agenda of items for discussion. If no notice is made in writing by either party, then there shall be no need for a meeting. This committee is advisory in nature and is understood by both parties not to be a Negotiations Committee.

**ARTICLE XVII**  
**TEACHER - OBSERVATION - EVALUATION**

- A. All monitoring or observation of the classroom performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eaves-dropping, public address, audio systems, and similar surveillance devices shall be strictly prohibited.
- B. Teachers shall be evaluated only by persons certified by the New Jersey State Board of Examiners as supervisors.
- C. Each tenure teacher shall be formally observed at least once during each school year with the follow-up conference to be held no later than one (1) week after said formal observation. Each nontenure teacher shall have at least three (3) such observations with the follow-up conference to be held no later than five (5) school days after said formal observation. For tenure and nontenure teachers, a minimum of ten (10) school days following said conference shall occur prior to any additional observations being held. There shall be no less than one (1) observation and evaluation during each semester for nontenured teachers as mandated by c. 161, P.L. 1977. All observations shall be completed by April 30. No observations shall be conducted in the first ten (10) days of school.
- D. A teacher shall be given a copy of any formal evaluation report prepared by his/her evaluator(s) at least one (1) day before any conference to discuss it. No such report shall be placed in the teacher's file or any disciplinary action taken without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete formal observation form.
- E. A teacher shall have the right, upon request to review the contents of his/her personnel file and to obtain copies of any documents contained therein. A teacher shall be entitled to have a representative of the Association accompany him/her during such a review.
- F. No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review this

material. The teacher shall 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 indicated agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.

- G. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the teacher's inspection.
- H. Final evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance, or as soon as possible thereafter not to exceed three (3) working days. No documents and/or other material shall be placed in the personnel file of such employee after severance or otherwise, other than in accordance with the procedure set forth in this ARTICLE.
- I. It is understood that classroom observation is but one aspect of the overall evaluation of a teacher's performance.

**ARTICLE XVIII**  
**ABSENCES AND LEAVES**

A. Definitions

1. Sick leave shall be defined as stated in New Jersey Statutes, 18A:30-1.
2. Leave of absence shall be defined to mean teacher absence from duty because of reasons other than sick leave.

B. Sick Leave

1. A teacher shall be allowed fifteen (15) days of accumulated sick leave with full pay under the following conditions:
  - a) In accordance with existing law 18A:30-2 commencing with the first annual contract and from the opening day of the school year.
  - b) Accumulated sick leave not used during any one year will be credited as additional sick leave as needed in subsequent years.
  - c) Individuals who utilize all of their accumulated sick leave shall be granted consideration for additional sick leave as defined in 18A:30-1 et seq.
  - d) In accordance with the provisions of Chapter 168 of the Laws of 1967: whenever any teacher is absent from his/her post as a result of personal injury caused by an accident arising out of or in the course of his/her employment, there shall be paid to such employee the salary or wages for the period of such absence for a period not exceeding one calendar year. Such absence shall not be charged to the annual sick leave or the accumulated sick leave. The payments herein provided shall be made for absences during the waiting period and during such periods when the teacher shall receive or is



eligible to receive temporary disability payments under the provisions of Chapter 15 of Title 34 of the Revised Statutes.

- e) Any salary or wages payable to any teacher under this provision shall be reduced by the amount of any Workmen's Compensation Award made for temporary disability. Whenever payments are made under this section to a teacher prior to the time when a temporary award shall have been paid, then the teacher shall pay back to the Board the amount of such temporary disability payment or payments.
- f) Teachers shall be given a written accounting of accumulated sick leave no later than September 15 of each school year.
- g) In the event a teacher is steadily employed for less than the normal number of teaching days per week that teacher shall be entitled to a prorated number of sick leave days. A teacher steadily employed on a half-day basis for the entire academic year shall be entitled to a same number of sick leave days as a full-time teacher but the pay shall be at the half-time rate.
- h) The Board of Education, when it employs any person who has an unused accumulation of sick leave from another school district in New Jersey, may credit such teacher, not later than the end of the first year of employment, with up to seventy (70) days of said sick leave. (Ref. 18A:30-3.2)
- i) The Board of Education agrees to implement any State legislation so passed regarding unused sick leave for teachers.

2. Teachers may use up to three (3) days of their sick leave days per year to care for an ill family member. Days that are used are deducted from their fifteen (15) day annual allocation. Family illness days do not accumulate.
  - a) This leave may be taken to care for family members as follows: spouse, child, stepchild, parent, stepparent, mother-in-law, father-in-law, brother, sister, or a relative living in the household as one of the immediate family.
  - b) Family illness leave days can only be used after at least two (2) personal leave days have been used or applied for and approved.
  - c) Family illness leave days require medical documentation if two or three days are used consecutively, or if a series of single days are used to deal with a schedule of related medical treatments (e.g., chemotherapy).
  - d) Unless there is medical documentation, single family illness leave days cannot be used immediately before or after a vacation or in a way that would establish a “4-day weekend.”

This benefit will sunset at the end of this agreement. During the agreement period the Board and Association will examine its impact. If both are comfortable with the 3-year history, it may be negotiated to be included in the next agreement.

3. Payment for Unused Sick Leave
  - a) Effective on July 1, 2001, any teacher who (a) gives notice of retirement pursuant to paragraph B; (b) retires effective on or before the commencement of the next following school year according to the provisions of the Teachers’ Pension and Annuity Fund (TPAF) in order to receive immediate benefits and not merely “deferred retirement”; and (c) has

twelve (12) years of service in the Woodcliff Lake School District, shall be eligible for a Sick Leave Payment (as hereinafter defined) which shall be paid within eight months after the end of the school year in which the teacher retired. The teacher will give the Board Secretary at least sixty (60) days notice of the date payment is desired.

- b) To be eligible for the foregoing benefit, a teacher must, on or before December 1st prior to retirement, notify the Board of the intention to retire.
- c) The Sick Leave Payment shall be an amount equal to the number of accumulated Sick Leave Days (as hereinafter defined) as of the end of the School Year in which the notice is given multiplied by the Daily Salary (hereinafter defined) for that School Year. In no event shall the sick leave payment for any teacher exceed \$15,000.00. The Daily Salary shall be the teacher's annual salary for the School Year in which notice is given divided by 200. The number of Sick Leave Days shall be the number of accumulated Sick Leave Days standing to the teacher's credit at the end of the School Year in which the notice is given, provided, however, that for this purpose, the maximum number of Sick Leave Days accumulated by a teacher for any year shall not exceed ten (10).
- d) All payments will be paid from the Board's monthly bills list.

C. Leave of Absence

1. Personal Reasons

Category A

- a) A teacher, full time or employed to teach more than one-half of a teaching schedule for a full semester, may be granted up to one (1) day of absence without pay deduction as needed for personal reasons for the following specified purposes:
- (1) Marriage of oneself or immediate relative.
  - (2) College graduation of an immediate relative -- husband, wife, son, daughter, mother, father.
  - (3) Legal transaction requiring presence (e.g., subpoena, closing on a house, or meeting with an attorney regarding a property settlement, criminal or civil action).
  - (4) Professional examinations (refers to academic testing).
  - (5) Religious holiday.
  - (6) Emergency of a personal nature. [An emergency of a personal nature is a sudden, unanticipated event requiring immediate attention (e.g., pipes rupturing in house, family members need for assistance in getting emergency medical attention, breakdowns of auto -- no means of transportation to work)].
- b) A teacher desiring to use the privilege of absence for one of the reasons in paragraph (a) herein shall apply to the Superintendent, in writing, at least one week in advance of the contemplated absence stating the specific category

for such absence. In matters of an emergency nature, he/she must inform the Superintendent as soon as possible. All requests must be approved by the Superintendent, and he/she may require the submission of proof of reason prior to approval of requests for personal leave in Category A.

#### Category B

- a) A teacher full-time or employed to teach more than one-half of a regular schedule for a full semester may be granted up to two (2) days of absence without pay deduction as needed for unspecified personal reasons.
- b) A teacher desiring to use the privilege of absence in Category B shall apply to the Superintendent, in writing, at least one (1) week in advance of the contemplated absence.
- c) Personal days applied for in this category may not be used on days immediately preceding or following a school vacation or to create a four (4) day weekend.

#### 2. Maternity Leave

- a) A maternity or child rearing leave arising therefrom not to exceed two (2) years shall be granted by the Board to any employee upon written request accompanied by the Superintendent's recommendation.
- b) An employee intending to request maternity leave without pay shall:
  - (1) Apply for leave within twelve (12) weeks of confirmation of her pregnancy by her attending physician stating the commencement date of such leave, and the expected date of her return.

- (2) Supply the administration with a statement in writing, by her attending physician, attesting her ability to perform her duties satisfactorily and stating the commencement date of such disability.
- (3) Be granted that leave at any time after sixty (60) days from her application and before the expected date of birth and continuing to a specific date after birth set forth on her application.
- (4) Supply to the administration a statement in writing by her attending physician attesting to her ability to resume her duties satisfactorily.
- (5) A pregnant teacher shall, at her option, to be exercised in writing prior to the commencement of her maternity leave, be entitled to accumulated sick leave pay standing to her credit, for that portion of her maternity leave commencing with the date as of which she is disabled by reason of her pregnancy from performing her duties satisfactorily and terminating upon the date of exhaustion of her sick leave credit, or upon the date of termination of her employment, or upon the date she is able to resume satisfactory performance of her duties, whichever of said last mentioned dates shall occur soonest. The dates of commencement and termination of such pregnancy disability shall be determined by the written certification of her attending physician and at the option of the Board, by the written certification of a physician employed by the Board.
- (6) Upon return to duty, the employee shall be guaranteed a position which is equivalent to the position held at the time her maternity

leave became effective, if such a position is available or, if not, to a substantially equivalent position, if available.

- (7) It is understood that a leave of absence for maternity need not be extended to a nontenured teacher beyond the end of the contract year in which that leave is obtained. Reappointment shall not be denied on the basis of pregnancy alone.
- (8) No teacher shall, on the basis of said leave, be denied the opportunity to substitute in the Woodcliff Lake School District in the area of her certification or competence providing she is certified by her physician to be able to perform her duties.

3. Paternity Leave

- a) A paternity leave not to exceed two (2) years shall be granted by the Board to any employee upon written request accompanied by the Superintendent's recommendation.
- b) An employee intending to request paternity leave without pay shall:
  - (1) Apply for leave within twelve (12) weeks of confirmation of the wife's pregnancy by her attending physician and state the commencement date of such leave, and the expected date of return.
  - (2) Upon return to duty, the employee shall be guaranteed a position which is equivalent to the position held at the time his paternity leave became effective, if such a position is available or, if not, to a substantially equivalent position, if available.

- (3) It is understood that no paternity leave shall commence within ninety (90) days of school opening.
- (4) For continuity, the Board may elect to permit the employee to return only at the commencement of the school year or at a mutually agreed upon date.
- (5) No teacher shall, on the basis of said leave, be denied the opportunity to substitute in the Woodcliff Lake School District in the area of his certification or competence.

4. Leave for Adoption

- a) A leave for adoption not to exceed two (2) years shall be granted by the Board to any employee upon written request accompanied by the Superintendent's recommendation.
- b) An employee intending to request leave for adoption without pay shall:
  - (1) Notify the Superintendent of Schools when the request for adoption has been placed.
  - (2) Submit notification of custody date to the Superintendent of Schools and the Board immediately upon receipt of such date from the adoption agency.
  - (3) For classroom continuity and education, the Board may elect to permit the teacher to return only at the commencement of the school year or at a mutually agreed upon date.
  - (4) Upon return to duty, the employee shall be guaranteed a position which is equivalent to the position held at the time his/her Adoption



Leave became effective, if such a position is available or, if not, to a substantially equivalent position, if available.

- (5) No teacher shall, on the basis of said leave, be denied the opportunity to substitute in the Woodcliff Lake School District in the area of his/her certification or competence.

5. Absence for Bereavement

- a) In the case of the death of a parent, stepparent, guardian, parent-in-law, step parent-in-law, brother, sister, wife, husband, domestic partner, child, stepchild or a relative living in the household as one of the immediate family, a teacher shall be granted a leave of absence without loss of pay not in excess of five (5) working days.
- b) In the case of the death of a brother-in-law or sister-in-law, a teacher shall be granted a leave of absence without loss of pay not in excess of three (3) working days.
- c) In the case of the death of a relative not mentioned in a) or b) above, a teacher shall be granted two (2) days of leave.
- d) For the death of a close friend, a teacher may be granted one (1) day of leave at full pay.
- e) Leaves under these regulations must be with the approval of the Superintendent of Schools.

6. Other Leaves

Other leaves of absence, with or without pay, may be granted by the Board for good reason.

**ARTICLE XIX**  
**PROFESSIONAL DEVELOPMENT**

A. Purpose

The Board and the Association support the principle of continuing professional development.

B. Graduate Course

1. Tuition Reimbursement and Changes in Salary Guide Placement

To be eligible for tuition reimbursement for graduate courses and changes in salary guide placement, the teacher shall have been a full time member of the professional staff for a period of one (1) full school year prior to enrollment in the course.

2. Approval

To be approved for either tuition reimbursement or a change in salary guide placement, it must first be determined that a course will enhance the value of the staff member to the school district. Graduate courses for which a teacher plans to seek eligibility for tuition reimbursement and/or a change in salary guide placement shall be subject to the prior approval of the superintendent. He/she shall use the following criteria in making a decision on the eligibility of a course(s):

- a) The course will enhance the value of the teacher to the school district.
- b) The course is provided by an accredited college or university (not subcontracted), a description is contained in the institution's program brochure, and the instructor is directly employed by the college or university.
- c) If the course is a standard graduate course, it shall be in session for at least 12.5 hours for each credit granted. Specialized required Masters and

Doctoral seminar courses that may not meet these hourly meeting requirements shall be exempted.

- d) Internet, distance-learning, video or other non-traditional courses shall only be acceptable if such courses both (a) qualify for inclusion in an official transcript from a four-year college or university that is regionally accredited; and (b) meet the standards set forth herein:
- (1) Outcomes of the course must be the same as traditional courses, i.e., individual student assessments and course outcome assessments.
  - (2) Interaction must be extensive and must comprise of the following four components:
    - (i) e-mail;
    - (ii) conference/"course" rooms:
      - (a) with asynchronous communication facilitating no time restrictions
      - (b) allowing students to post work to be critiqued by classmates
    - (iii) "course" chat rooms; and
    - (iv) online instructional tutors.
  - (3) Class limits must be twenty (20) students or less, unless adjuncts are added.
  - (4) Accountability is attained via student assigned accounts (secure "folders") with assignments that are portfolio-based. The uploaded teacher orientation, expectation and assignments also include a research project.
  - (5) Students must be required to produce work that equals or exceeds traditional course outcomes in both quantity and quality.

3. Payment

- a) Proof of successful completion of the courses (grade B or better) shall be furnished to the Superintendent and endorsed by him/her before reimbursement is made.
- b) Reimbursement will be 100% of tuition not to exceed \$1,000.00 per school year.
- c) Reimbursement to the teacher will be made as soon as possible after:
  - (1) Receipt by the Superintendent of verification of satisfactory course completion.
  - (2) Verification that the teacher is then a full-time employee of the school district.

4. Post-Master's Degree Credits

- a) A teacher shall not be permitted to receive post-Master's degree credit for courses taken before he/she receives his/her Master's degree. However, all current employees as of January 15, 1996, shall be permitted to use their pre-Master's degree credits for salary guide advancement provided that they obtain a Master's degree on or before January 15, 2001. Nothing contained herein shall require a teacher attain a Master's degree.

C. Workshops, Seminars, Conferences, Professional Meetings

1. Approval

There shall be established a Professional Development Committee, comprised of two administrators and four teachers, whose purpose shall be:

- a) To set criteria for approval for professional development activities (e.g., workshops, seminars, conferences, professional meetings)
- b) Receive and review teacher applications for professional development activities
- c) Grant approval based upon criteria
- d) Administer the Board-established fund for this purpose
- e) A maximum of five (5) days per school year may be granted by the Professional Development Committee to a teacher for this purpose.

2. Payment

Reimbursement for registration fees, travel expenses, meals and lodging, where applicable, will be made within thirty (30) days after submitting reimbursement forms.

D. Exclusions

The Board of Education will not reimburse a teacher for taking courses which are required for certification in the area for which the teacher has been employed.

E. Sabbatical Leave

1. Sabbatical leave of absence of one-half or one school year may be granted to a member of the professional staff after each seven (7) year period of satisfactory service in the district by the Board upon recommendation of the Superintendent.
2. In order to improve the educational program of the Woodcliff Lake School District and stimulate professional growth of personnel, a leave may be granted for formal study, research, writing, travel, exchange teaching or fellowships. Other plans may be considered on an individual basis.

3. It is recognized that a sabbatical leave is a powerful means for improving teaching and supervision.
4. Criteria on which a leave will be recommended by the Superintendent:
  - a) The primary consideration will be the probable benefit to students and the school system. Also, the number of years of service, professional performance, the equity of distribution among departments will be considered.
  - b) In order to preserve staff efficiency, the number of leaves in a given year should not exceed 3% or the nearest whole number above that fraction of the staff. This is a maximum figure. A lesser number may be recommended by the Superintendent.
  - c) A staff member will receive one-half of the full salary which would have normally been paid if the applicant remained on his/her teaching assignment for a full year's leave. For a one-half year leave, the staff member will receive full salary for the one-half year of leave.
  - d) A staff member will be reinstated to a substantially equivalent position at the end of the sabbatical leave, with seniority and cumulative sick leave credit. If the sabbatical is for a full year, no increment will be granted, if the leave is for ½ year and the staff member teaches in the district for the other ½ year, an increment will be granted, if recommended by the Superintendent.
  - e) At the end of the sabbatical leave, a staff member shall return to the district for at least two (2) full years, or repay the salary given him/her on leave, unless such a departure is for retirement on a disability pension.

- f) Applications should be made in writing to the Superintendent by October, one (1) year preceding the period of leave requested. An outline of the projected program must accompany the application.
- g) If the Superintendent has evidence that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he/she shall report this fact to the Board of Education. The Board may terminate the leave of absence, as of the date of the abuse, after giving the teacher an opportunity to be heard.

**ARTICLE XX**  
**DEDUCTION FROM SALARY**

- A. The Board agrees to deduct from the salaries of its teachers dues for the Woodcliff Lake Education Association, the Bergen County Education Association, the New Jersey Education Association and the National Education Association, as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S. 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Woodcliff Lake Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. If a teacher desires to discontinue such deductions, he/she must give the notice required by the State Department of Education and the deduction will not be effective until the dates established by the State Department of Education.
- B. 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.
- C. Teachers electing to have payroll deductions made to Paragon Federal Credit Union shall have said deductions mailed to the Credit Union on the day the salary check is issued. During the life of this contract, the administration will explore the feasibility of providing direct deposit options to teachers. If such a benefit can be achieved without excessive cost or business office employee work time, it shall be afforded.



- D. The Association shall indemnify and hold the Board, its members, employees and agents harmless from any and all claims that may arise from this Article.
- E. The Association and the employee who authorized the deduction agree to indemnify and hold the Board, its officers, agents and employees harmless from any and all claims, liability and expenses, including the reimbursement of reasonable attorneys fees, fines, interest and costs of litigation, that may be raised or incurred in connection with the Board withholding a designated sum of money and remitting the money for a tax sheltered employee. Said deduction shall be mailed to the appropriate tax sheltered annuity on the day the salary check is issued.

**ARTICLE XXI**  
**HOME TEACHING, SUMMER EMPLOYMENT AND FEDERAL PROGRAMS**

- A. Home teaching positions shall be posted first, affording teachers the opportunity to apply, and the rate of compensation shall be \$50.00 per hour for people covered by this Agreement only.
- B. Summer school openings shall be publicized as soon as possible. All teachers in the district may apply for such openings on a strictly voluntary basis. Compensation for remedial teaching involving a minimum of three (3) teaching hours per day shall be at the rate of five hundred seventy-five dollars (\$575.00) per week.

**ARTICLE XXII**  
**SPECIALISTS**

- A. Whenever the substitute teacher list is changed a revised copy shall be posted in the office of each school.

**ARTICLE XXIII**  
**MISCELLANEOUS PROVISIONS**

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, political activities or association activities.
- B. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any teacher benefit existing prior to its effective date.
- C. This Agreement incorporates the total understanding of both parties to these negotiations.
- D. The Association recognizes that the Board has the responsibility and authority to manage and direct on behalf of the public all the operations and activities of the school district to the full extent authorized by law. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations and policies as it may deem necessary shall be limited only by the specific and express terms of this Agreement.
- E. If any provision of this Agreement or any application of this Agreement to any teacher or group of teachers 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.

- F. Any individual contract between the Board and an individual teacher, thereto or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement, throughout its duration, shall be controlling.
- G. Copies of this Agreement shall be reproduced at the expense of the Board after agreement with the Association on format within forty-five (45) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed, and hereafter employed.
- H. The Board and the Association agree that the final decision making authority in respect to the selection or rejection, implementation or abandonment, scope or intensity of any educational structure, change or innovation must necessarily be in a single body and that the Board by statutory mandate has been charged with such responsibility that should not be delegated, except as limited by this Agreement and Chapter 303 of the New Jersey Statutes.
- I. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
1. If by Association to the Board at:  

President, Woodcliff Lake Board of Education  
Dorchester School  
Woodcliff Lake, New Jersey 07675
  2. If by the Board to the Association at:  

President, Woodcliff Lake Education Association  
Woodcliff School  
Woodcliff Lake, New Jersey 07677

**ARTICLE XXIV**  
**REPRESENTATION FEE**

- A. Purpose. If any employee does not become a member of the Association during any membership year (i.e., September 1 to the following August 31), said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
- B. Notification. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.
1. On or about October 15 of each year, the Board will submit to the Association a list of all employees in the bargaining unit.
  2. On or about January 1 of each year, the Association shall notify the Board as to the names of those employees who are required to pay the representation fee.
  3. The Association will notify the Board in writing of any changes in the list provided for in the preceding paragraph and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than thirty (30) days after the Board receives said notice.
  4. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position and have been on payroll (retroactive) during the preceding thirty (30) day period. The list will

include names,, job titles, dates of employment, and places of assignment for all such employees. The Board will also notify the Association of any change in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

C. Deduction and Transmission of Fee.

1. The Board will deduct from the salaries of the employees referred to in paragraph 2 of the preceding subsection the full amount of the yearly representation fee in equal installments beginning with the first paycheck in February.
2. If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

D. Indemnification. The Association agrees to indemnify and hold the Board harmless against any and all claims demands, suits and/or other form of liability, including but not limited to attorneys' fees and/or other legal costs and expenses that may arise out of any action taken or not taken by the Board pursuant to this Article.

**ARTICLE XXV**  
**DURATION OF AGREEMENT**

This Agreement shall be effective as of July 1, 2005 and shall continue in effect until June 30, 2008 subject to both parties' right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.



IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon.

WOODCLIFF LAKE EDUCATION  
ASSOCIATION

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WOODCLIFF LAKE BOARD  
OF EDUCATION

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Mr. Robert Nathin  
President

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Sheila P. Conroy  
Board Secretary/Business  
Administrator

**SCHEDULE A**  
**SALARY**

Salary guides are to be constructed based on percentages added to the scattergram.

Salary guides are to be mutually agreed to by the negotiations committees.

**SCHEDULE A – 1**  
**2005-2006 SALARY GUIDE**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
A	38,242	39,419	40,698	41,726	43,287	44,823
B&C	39,389	40,602	41,919	42,978	44,586	46,168
D	40,625	41,880	43,232	44,322	45,976	47,604
E	42,035	43,326	44,718	45,848	47,547	49,225
F	43,583	44,925	46,373	47,508	49,318	51,038
G	45,188	46,566	48,027	49,168	50,989	53,087
H	47,096	48,381	49,838	51,499	53,421	55,597
I	49,087	50,506	51,905	53,783	55,812	58,059
J	51,163	52,513	53,922	55,952	58,316	60,739
K	53,330	54,785	56,263	58,373	60,909	63,503
L	55,589	57,072	58,574	60,965	63,581	66,528
M	57,945	59,467	61,029	63,666	66,444	69,515
N	60,402	62,019	63,692	66,660	69,616	72,758
O	62,966	64,684	66,519	69,822	72,906	76,254
P	66,008	67,852	69,689	73,539	76,670	80,084
Q	69,203	71,118	73,021	77,334	80,708	84,229
R	72,459	74,529	76,592	82,113	85,968	89,795

Off-Guide: Staff who were off-guide (OG) in 2004-05 will receive a \$1,000 increase in 2005-06. No one else will move off-guide.

A teacher shall not be permitted to receive post-Master's degree credit for courses taken before he/she receives his/her Master's degree. However, all current employees as of January 15, 1996, shall be permitted to use their pre-Master's degree credits for salary guide advancement provided that they obtain a Master's degree on or before January 15, 2001. Nothing contained herein shall require a teacher attain a Master's Degree.

**SCHEDULE A – 2**  
**2006-2007 SALARY GUIDE**

<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
A&B	40,500	41,634	42,800	44,383	46,159	48,190
C&D	41,890	43,063	44,269	45,907	47,743	49,844
E	43,328	44,542	45,789	47,483	49,382	51,555
F	44,816	46,071	47,361	49,113	51,078	53,325
G	46,541	47,844	49,184	51,004	53,044	55,378
H	48,333	49,687	51,078	52,968	55,086	57,510
I	50,194	51,599	53,044	55,007	57,207	59,724
J	52,126	53,586	55,086	57,125	59,410	62,024
K	54,133	55,649	57,207	59,324	61,697	64,412
L	56,217	57,792	59,410	61,608	64,072	66,891
M	58,382	60,017	61,697	63,980	66,539	69,467
N	60,630	62,327	64,072	66,443	69,101	72,141
O	62,964	64,727	66,539	69,486	72,266	75,445
P	65,388	67,219	69,101	72,669	75,575	78,901
Q	67,905	69,807	71,761	75,997	79,037	82,514
R	70,520	72,494	74,524	79,477	82,907	86,554
S	73,459	75,529	77,592	83,113	86,968	90,795

Off-Guide: Staff who were off-guide (OG) in 2005-06 will receive a \$1,000 increase in 2006-07. No one else will move off-guide.

A teacher shall not be permitted to receive post-Master's degree credit for courses taken before he/she receives his/her Master's degree. However, all current employees as of January 15, 1996, shall be permitted to use their pre-Master's degree credits for salary guide advancement provided that they obtain a Master's degree on or before January 15, 2001. Nothing contained herein shall require a teacher attain a Master's Degree.

**SCHEDULE A – 3**  
**2007-2008 SALARY GUIDE**

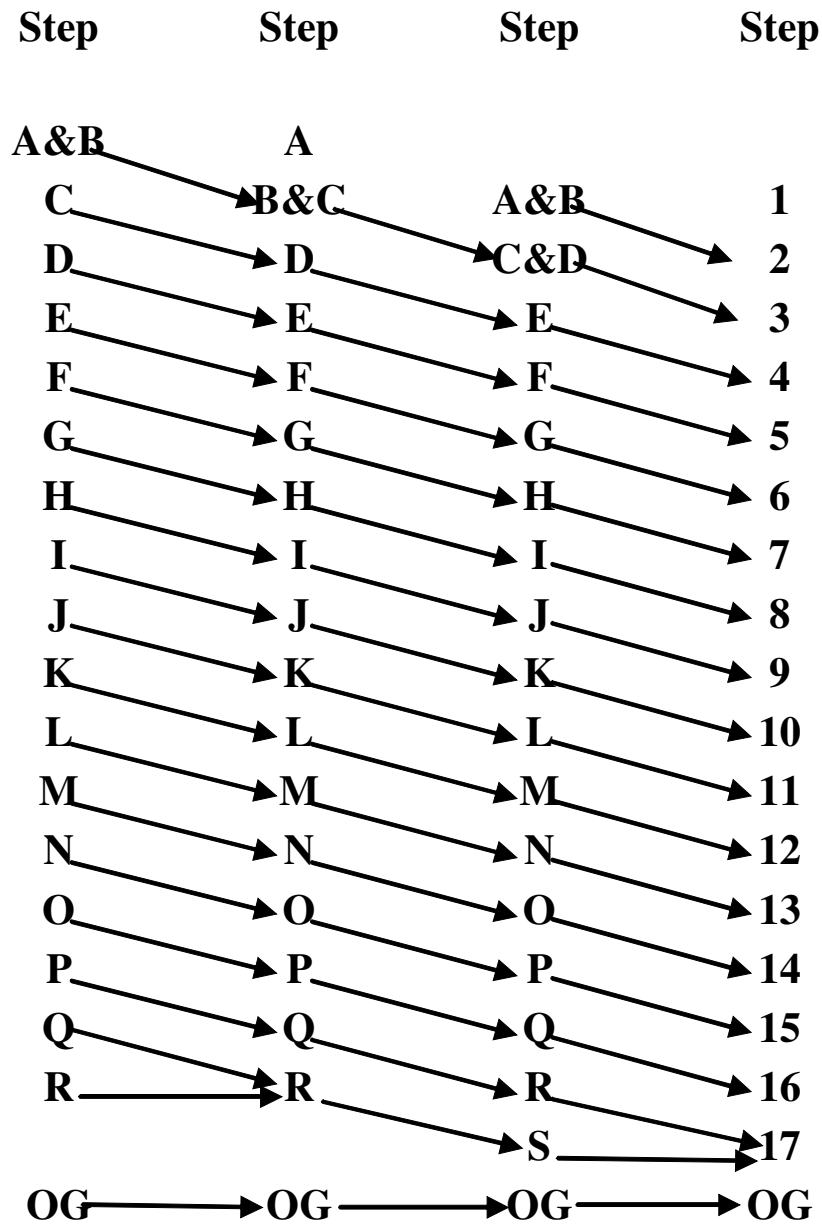
<b>STEP</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	41,400	42,559	43,751	45,282	47,130	49,156
2	42,790	43,988	45,220	46,803	48,712	50,807
3	44,228	45,467	46,740	48,376	50,350	52,515
4	45,716	46,996	48,312	50,003	52,043	54,281
5	47,441	48,770	50,135	51,890	54,007	56,329
6	49,233	50,612	52,029	53,850	56,047	58,457
7	51,094	52,525	53,995	55,885	58,165	60,666
8	53,026	54,511	56,038	57,999	60,365	62,961
9	55,033	56,574	58,158	60,194	62,650	65,344
10	57,117	58,717	60,361	62,473	65,022	67,818
11	59,282	60,942	62,648	64,841	67,486	70,388
12	61,530	63,252	65,023	67,299	70,045	73,057
13	63,864	65,652	67,490	70,368	73,239	76,388
14	66,288	68,144	70,052	73,577	76,579	79,872
15	68,805	70,732	72,712	76,932	80,071	83,514
16	71,420	73,419	75,475	80,440	83,722	87,322
17	74,359	76,441	78,581	84,113	87,545	91,309

Off-Guide: Staff who were off-guide (OG) in 2006-07 will receive a \$1,000 increase in 2007-08. No one else will move off-guide.

A teacher shall not be permitted to receive post-Master's degree credit for courses taken before he/she receives his/her Master's degree. However, all current employees as of January 15, 1996, shall be permitted to use their pre-Master's degree credits for salary guide advancement provided that they obtain a Master's degree on or before January 15, 2001. Nothing contained herein shall require a teacher attain a Master's Degree.

**SCHEDULE A-4**  
**WOODCLIFF LAKE TEACHERS SALARY GUIDES**  
**STAFF PLACEMENT/ADVANCEMENT CHART**

2004-2005      2005-2006      2006-2007      2007-2008



**SCHEDULE B**  
**INSURANCE PROTECTION**

A. Health Insurance

At the beginning of each school year, the Board shall provide the health care insurance protection designated below. The Board shall pay the full premium for each teacher and in the cases where appropriate for Family Plan insurance coverage. The Board shall make payment for insurance premiums to provide insurance coverage for the full twelve (12) month period, to insure uninterrupted participation and coverage.

1. The Board at its own expense, will maintain a Major Medical Expense Policy for all employees and their families, provided said employee is employed for thirty-five (35) hours per week. Any employee hired before June 30, 2005 whose hours are reduced below thirty-five (35) hours, but greater than thirty (30) hours, shall be entitled to this benefit for as long as he or she remains employed by the District. Teachers employed before June 30, 1998 shall be entitled to this benefit if they are employed for twenty (20) hours per week or more.
2. The Board, at its own expense, will maintain a Hospital-Medical Surgical Plan for all employees and their families, provided said employee is employed for thirty-five (35) hours per week or more. Any employee hired before June 30, 2005 whose hours are reduced below thirty-five (35) hours, but greater than thirty (30) hours, shall be entitled to this benefit for as long as he or she remains employed by the District. Teachers employed before June 30, 1998 shall be entitled to this benefit if they are employed for twenty (20) hours per week or more.
3. The above insurance shall be in accordance with coverage provided in 2004-2005.

4. Teachers whose spouses or dependents are not members of the NJSHIF may waive medical coverage, with the teacher getting a stipend of 25% of the premium for the coverage waived. Teachers who elect to waive medical coverage must apply to do so, in writing, upon their initial appointment, or no later than May 15th for the ensuing year.

B. Dental Plan

The Board shall provide single coverage dental insurance for all employees included in this Agreement provided that said employee is employed thirty-five (35) hours per week or more. Any employee hired before June 30, 2005 whose hours are reduced below thirty-five (35) hours, but greater than thirty (30) hours, shall be entitled to this benefit for as long as he or she remains employed by the District. Teachers employed before June 30, 1998 shall be entitled to this benefit if they are employed for twenty (20) hours per week or more.



**SCHEDULE C**  
**EXTRA CURRICULAR GUIDE/ENRICHMENT CLUB COMPENSATION**

	<b>2005-2006 through 2007-2008</b>		
<b>Category 1*</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Boys Basketball	\$2,320	\$2,425	\$2,525
Girls Basketball	\$2,320	\$2,425	\$2,525
Boys Baseball	\$2,320	\$2,425	\$2,525
Girls Softball	\$2,320	\$2,425	\$2,525
Woodcliff Yearbook (Grad)	\$2,320	\$2,425	\$2,525
<b>Category 2</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Woodcliff Drama Production	\$1,700	\$1,775	\$1,855
<b>Category 3</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Woodcliff Student Council	\$1,400	\$1,460	\$1,520
<b>Category 4</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Dorchester Newspaper	\$1,350	\$1,400	\$1,450
Woodcliff Newspaper	\$1,350	\$1,400	\$1,450
Brainbusters	\$1,350	\$1,400	\$1,450
<b>Category 5</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Dorchester Student Council	\$1,200	\$1,250	\$1,300
Dorchester Yearbook	\$1,200	\$1,250	\$1,300
Cheerleading	\$1,200	\$1,250	\$1,300
<b>Category 6</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
Intramurals (20 one-hour sessions)	\$1,135	\$1,185	\$1,235
<b>Category 7</b>	<b>Rate</b>		
After School Enrichment Club**		\$45/hr	

\* Advisors for jobs in Category 1 with five (5) years of consecutive experience get an extra \$50 starting in the 2000-2001 school year.

\*\* The hourly stipend for after school enrichment clubs is based on the activity, not the number of sponsors. Persons wishing to co-sponsor a club may do so. However, the compensation rate must be shared. The conduct of specific enrichment clubs, as well as the dates and hours of club meetings, are subject to review and approval by the Superintendent of Schools on an annual basis.

Increases in stipends for extra-curricular activities are for continuous service as the activity advisor or coach.