

**2019-2022
CONTRACT**

AN AGREEMENT BETWEEN

**THE HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
BOARD OF EDUCATION**

AND

**THE HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
EDUCATION ASSOCIATION**

STATEMENT OF PURPOSE AND INTENT

The Hunterdon Central Board of Education and the Hunterdon Central Education Association each represents that the purpose and the intent of this Agreement is to promote cooperation and harmony, to recognize mutual interest, to provide a channel through which information and problems may be transmitted from one to the other, to formulate rules to govern the relationship between the Association and the Board, to promote efficiency and service, and to set forth herein the basic agreements covering the conditions of employment.

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Section One – General and Universal Information

PREAMBLE

This Agreement entered into this [DATE], by and between the BOARD OF EDUCATION OF THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL DISTRICT, Flemington, New Jersey, hereinafter called the "Board" and the HUNTERDON CENTRAL REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION, hereinafter called "the Association."

ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all regular full and part time secretaries not otherwise excluded, paraprofessionals, print shop operator, bus mechanics, information system support specialists, TV programmers, custodial, maintenance and grounds personnel, safety officer/science paraprofessionals, shipping and receiving clerk, mail clerk, and for all certified personnel whether under contract, on leave, employed by the Board, including: all teachers, guidance personnel, librarians, nurses, coordinators of the work study programs, athletic trainers, strength and conditioning trainer and all professional members of the staff who do not hold full administrative positions, and not noted above but excluding: Superintendent, Business Administrator, Assistant Superintendent, Principal, Assistant Business Administrator, Executive Secretaries, Operational Assistants, Directors, Vice-Principals, Supervisors, transportation personnel, substitute teachers, and summer employees. All reference to male support staff shall also include female support staff.
- B. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all certified professionals represented by the Association as noted above in Paragraph I.A., and references to male teachers shall include female teachers.
- C. Unless otherwise indicated, the term "employees" shall refer to all employees of the Board, certificated and non-certificated, in the negotiations unit, except in the Custodial/Maintenance/grounds section of this Agreement, where the term "employees" shall refer to Custodial/Maintenance/Grounds employees only.

ARTICLE II - NEGOTIATION PROCEDURE

- A. The Parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1974 (N.J.S.A. 34:13A-1 et. seq., as amended) in a good faith effort to reach agreement on all matters concerning the terms and conditions of negotiation unit members' employment. Such negotiations shall not begin prior to January 1st but not later than January 31st of the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed and be submitted to the Board and the Association for ratification.
- B. During negotiations, the Board and the Association shall present all relevant data, exchange points of view, and make proposals and counter-proposals.

- C. Neither party in any negotiations shall have control over the selection of the negotiation representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.
- D. Representatives of the Board and the Association's Negotiating Committee shall meet when necessary as determined by either party for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

Each party shall submit to the other, at least (3) three days prior to the meeting, an agenda covering matters they wish to discuss, unless another method is agreed to.

All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the employees involved are free from assigned instructional responsibilities, unless otherwise agreed.

Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, signed by the Board and the Association, and be adopted by the Board and the Association.

- E. Except as this Agreement shall hereinafter 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 applicable during the term of this Agreement.
- F. The Board agrees not to negotiate concerning said employees in the negotiation unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any 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 executed this Agreement.
- H. 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 - SALARIES

- A. The salaries of all employees covered in this Agreement for the school years 2019-2020, 2020-2021, and 2021-2022 are set forth in the Schedules which are attached hereto and made a part hereof.
 - 1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments on the 15th and the last day of the month.
 - 2. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments on the 15th and the last day of the month.

3. Employees may elect to have a designated amount of their salary directly deposited into their County Educator's Federal Credit Union account.
4. When a pay day falls on or during a school holiday, or weekend, employees shall receive their paychecks on the last previous work day on which the banks are open, provided the checks are available from the computer.
5. Longevity :

Employees, after completing twenty (20) or more years' experience at Hunterdon Central Regional High School will receive a \$500 longevity stipend. Employees, after completing twenty-five (25) or more years' experience at Hunterdon Central Regional High School will receive an additional \$1000 longevity stipend (a total of \$1,500 for both stipends). Employees, after completing thirty (30) or more years' experience at Hunterdon Central Regional High School will receive an additional \$500 longevity stipend (a total of \$2,000 for all three stipends.) Longevity stipends will be paid effective September 1st of each school year to those individuals who have completed twenty (20) years, twenty-five (25) years, and thirty (30) years of service by this date and will become part of the individual's base salary for pension purposes.

ARTICLE IV - GRIEVANCE PROCEDURE

A. Purpose:

1. 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 the welfare or terms and conditions of employment of employees. Both parties agree that every effort should be made to resolve disputes at the level from which they originate and that the participants act as objective problem solvers to reach outcomes efficiently and amicably. Proceedings will be kept as informal as mutually agreeable and confidential at every level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee or group of employees having a grievance to discuss the matters informally with any appropriate member of the administration, and having the grievance adjusted without intervention by the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

B. Definitions:

1. A "grievance" is a claim based on any of the provisions of this Agreement and/or past common practice resulting from an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application thereof.
2. An "aggrieved person" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. The term "school days" shall include days school is in session during the regular school term, September through June, and all non-national holiday weekdays, Monday through Friday, during June, July, and August.
5. An aggrieved person shall have thirty (30) school days from the date of the occurrence or the first knowledge of said occurrence to initiate a grievance. Failure to initiate a grievance within said period of time is deemed a waiver of all steps on the grievance procedure.

C. Procedure:

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.

1. LEVEL ONE - IMMEDIATE SUPERVISOR

An employee or group of employees with a grievance shall first discuss it with:

- a. Immediate Supervisor - either directly or through the Association's Grievance Chairperson or representative, with the objective of resolving the matter informally.
- b. Director or the Person to Whom the Immediate Supervisor Reports - if the employee/group of employees is unable to resolve the conflict with the immediate supervisor he/they shall have the right to meet with the next director with the continued objective of resolving the matter informally.

2. LEVEL TWO - BOARD OF EDUCATION

If the aggrieved person or group of persons is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, for further consideration, s/he must file the grievance in writing with the Chairperson of the Association's Grievance Committee within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. If the Grievance Committee determines that the grievance is meritorious, for further consideration, it must submit the grievance in writing to the Board of Education within fifteen (15) school days after receipt of a request by the aggrieved person or group of persons.

3. LEVEL THREE – ARBITRATION

If the aggrieved person or group of persons is not satisfied with the disposition of his grievance at Level Two, or if no written decision has been rendered within three (3)

school days following the next regular meeting of the Board after the grievance was delivered to the Board, for further consideration, he must within (5) five school days after a decision reduced to writing by the Board or within fifteen (15) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Chairperson of the Grievance Committee submit his grievance to arbitration. If the Grievance Committee determines that the grievance is meritorious for further consideration, it must submit the grievance for arbitration within fifteen (15) school days after receipt of the request by the aggrieved person by requesting a list of arbitrators from the Public Employment Relations Commission. The parties shall then be bound by the rules and procedures of Public Employment Relations Commission in the selection of an arbitrator.

The decision of this arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties except in cases dealing with the non-renewal of a non-tenured teacher in which the arbitrator's decision shall be advisory only.

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

D. Rights of Employees to Representation:

1. Any party in interest may be represented at all stages of the grievance procedure by himself or at his option by a representative from the Grievance Committee of the Association. Professional counsel may be used for representation when it is so indicated on the written grievance or mutually agreed to by both parties.
2. No reprisals of any kind shall be taken by either party, Board and/or representatives or Association and/or representative, against any party in interest or other participant in the grievance procedure by reason of such participation.

E. Miscellaneous:

1. Following Level One, the Grievance Committee may process a grievance through all levels of the grievance procedure even though the aggrieved person or group of persons does not wish to do so.
2. Decisions rendered at Level Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Chairman of the Grievance Committee and the Board's Human Resource Committee. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C of Level Four C of this Article.
3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file, available to the Superintendent, the Chairman of the Association's Grievance Committee, or a party in interest appointed by either of the above, and shall not be kept in the personnel file of any of the participants.

4. Forms for filing grievances, service notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of a grievance procedure.
5. No meetings or hearings under this procedure shall be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE V - UNION SECURITY CLAUSE

- A. Upon the request of the Association, the Board shall deduct a representative fee from the wages of each employee who is not a member of the Association.
- B. These deductions shall commence thirty (30) days after the beginning of the employment in the unit or ten (10) days after canceling their membership in the Association.
- C. The amount of said representation fee shall be certified to the Board of Education by the Association within five (5) working days after the effective date of this Article, which amount shall not exceed 85% of the regular membership dues, fees and assessments charged by the Association to its members.
- D. The Association agrees to indemnify and hold the Board of Education harmless against any liability, cause of action, or claims of loss whatsoever, arising as a result of said deductions.
- E. The Board of Education shall remit the amounts deducted to the NJEA monthly, on or before the 15th of the month following the month in which such deductions were made.
- F. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.4 (2) (c) and (3) (L. 1979 C. 477) and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system, or if membership is not so available, the Board of Education shall immediately cease making such deductions.

ARTICLE VI - REPORTING ABSENCES

Employees shall contact SubFinder before 6:30 a.m. to report unavailability. In the event of an emergency or if an absence needs to be reported after 6:30 a.m., the immediate supervisor should be contacted to report the absence for the employee. It shall be the responsibility of the school to arrange for a substitute. Teachers/staff should report an absence to SubFinder the evening before the absence if possible.

ARTICLE VII - SICK LEAVE

- A. All employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year, whether or not they report for duty on that date.

- B. Twelve (12) non-accumulative additional sick leave days shall be allowed to employees each school year as of the first official day of said school year, whether or not they report for duty on that date.
- C. All accumulated sick leave days shall be used before non-accumulated sick leave days.
- D. Any employee may contribute one personal day to a catastrophic illness bank. These personal days will then be considered used. When the bank falls below 60 days each participating employee will again contribute one day of their personal days. The participating employees will be allowed to use up to one-hundred twenty (120) days of the accrued days. A committee, established pursuant to N.J.S.A. 18A:30-11, currently comprised of three members selected by the Association and three members selected by the Board will establish guidelines and serve as the governing board to approve or deny individual requests.
- E. All employees may convert a maximum of two (2) sick leave days each year as family illness days.

ARTICLE VIII - TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence with full pay each school year in addition to any sick leave to which the employee is entitled.

- A. Two (2) days leave of absence for personal legal business or family matters, which require absence during school hours are available each year. Application to the employee's immediate supervisor for personal leave shall be made at least five (5) days before taking such leave except in cases of emergencies; the applicant for this leave shall not be required to state the reason for taking the leave. It is understood that personal leave excludes vacations, household, and other routine matters, which could otherwise be equally satisfactorily performed on days when school is not in session.
- B. Personal days will accumulate from year to year, but not more than three (3) personal days may be taken in one contract year. After May 1st of each school year no more than one personal day may be taken unless special permission is granted by the Superintendent for unique circumstances.
- C. The Board recognizes the value of school visitation and attendance at meetings or conferences of an educational nature, and encourages members of the faculty to participate in those visitations, meetings, and/or conferences, which can contribute to the program within the school. Five (5) days advance notice shall be given to the immediate supervisor. Administrative approval must be granted by the Superintendent/Principal.
- D. Adequate time to attend conferences and conventions of State and National professional organizations. Application to the teacher's immediate supervisor should be made in sufficient time to obtain approval from both the Department Supervisor/ Principal/ Superintendent and, if requesting reimbursement, the Board of Education. Costs associated with the attendance will only be paid and/or reimbursed if Board of Education approval is received prior to the event date and a Post-Conference Report is submitted. Expense reimbursements will only be made pursuant to such approval and in accordance with State law.

- E. Time necessary for appearances in any legal proceeding connected with the employee's employment, or with the school system if the employee is required by law to attend.
- F. Funeral Days: Up to five (5) days at any one time within ten (10) school days after the death of an employee's spouse, domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, and any other member of the immediate household. In all other cases, one (1) day shall be granted unless a longer leave, based on extenuating circumstances, is approved by the Superintendent.
- G. Days for which application may be made at the end of a school year and/or at the beginning of the school year, as may be required to attend summer school classes and/or to travel to the place where such classes are to be held. To be effective said application must be approved by the Superintendent.
- H. Time necessary for persons called into temporary active duty, not to exceed three (3) months, of any unit of the U.S. Reserves of the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid his/her regular pay in addition to any which he receives from the State or Federal Government.
- I. In the event of jury duty, the Board of Education will continue to pay the employee's salary. The employee shall sign over to the Board any jury duty reimbursement. An employee who is not selected for a panel and is dismissed by the court is to report to his/her immediate supervisor.
- J. The Board shall grant one (1) day leave of absence as a family illness day, in addition to the two (2) sick leave days that may be converted to family illness days, for a maximum of three (3) family illness days each year.
- K. Other leaves of absence with or without pay may be granted by the Board for any good reason, and extensions or renewals of leaves shall be granted if approved by the Superintendent.

ARTICLE IX - EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that employee(s) designated by the Association shall, upon request, be granted a leave of absence without pay for one (1) year for the purpose of engaging in activities of the Association or its affiliates.
- B. A leave of absence without pay of up to two (2) years shall be granted to any employee who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, or is a full-time participant in either such programs, or accepts a Fulbright Scholarship.
- C. An employee on tenure may be granted a leave of absence without pay for up to two (2) years to teach in an accredited college or university.
- D. Military leave without pay shall be granted to an employee who is inducted or enlists or is called into temporary active duty in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment.

E. Other Types of Leave

1. The Board of Education shall provide leaves of absence for any employee of the district whose absence from duties is due to a physical or mental disability.
 - a. An employee who has actual or anticipated disability shall present to his supervisor a written statement from his physician (as soon as possible) showing the date or estimated dates of disability. Upon returning the employee shall then be required to submit a physician's statement that the employee is physically or mentally fit to perform his assigned duties. Notwithstanding this certification of fitness, if the performance of any employee has substantially declined from that performance demonstrated by that same employee at the time immediately prior to the notification of fitness, or when said employee has been absent more than three (3) consecutive days, or a total of ten (10) days following the date of notification of actual or anticipated disability, the employee shall then be required to submit a physician's statement stating that he is physically fit to perform the duties assigned to him.
 - b. If the district is not satisfied with the statement from the employee's physician, it may request a review and examination by the school physician or a physician selected by the district. In the event the employee refuses to see the physician appointed by the district or in the event the physician appointed by the district offers a contrary opinion to that of the employee's physician, both parties shall agree upon an impartial third physician whose medical opinion shall be binding on the issue of medical capacity to continue in the performance of duties.
 - c. If as a result of such examination, the employee is found to be fit to perform the assigned duties, he may do so, or in the case of an anticipated disability due to pregnancy, have the option to request a leave of absence in accordance with paragraph 2 of this policy.
 - d. If as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on a mandatory sick leave with such compensation which he is entitled under the sick leave policies of this Board, until proof of recovery satisfactory to the Board is furnished.
2. Maternity Leave
 - a. A maternity leave is a disability leave that shall be granted by the Board of Education. If a staff member is pregnant, she should get a letter from her doctor indicating her expected date of delivery and when her doctor anticipates the start of her disability. She should submit this letter and a letter of notification to the Board informing the Board of her intentions to 1) resign, 2) take a child rearing leave, or 3) return to work.
 - b. During this period of disability the staff member will be using her sick days and will be paid accordingly. If she has used all her sick days, she may then apply for coverage under the schedule of the state disability plan. At the end of her disability, she must get a letter from her doctor certifying that she can resume her responsibilities at work. As in any disability, the end of this disability period is determined by her health and her doctor's advice.

- c. A non-tenured teacher cannot request a maternity leave that shall exceed the duration of her contract of employment.

3. Child Rearing Leave

In the case of a birth or adoption of a minor child, any employee may request a leave, without pay or emoluments, for child rearing purposes. Such leave shall be granted subject to the following:

- a. Where a husband and wife may be employees of the school system, only under the most extraordinary circumstances shall both be permitted to request such a leave; and
 - b. Return from a child rearing leave shall occur at the beginning of a semester as defined by the school calendar; and
 - c. A non-tenured teacher may be granted child rearing leave for the remainder of the year during which the birth or adoption occurs; and
 - d. A tenured teacher may be granted up to two years of child rearing leave from the time at which birth or adoption occurs; and
 - e. A child rearing leave may become effective immediately upon the termination of a disability leave due to pregnancy; and
 - f. Such a request must be in writing and submitted at least one month prior to the anticipated commencement of the leave indicating a preference for particular starting and returning dates of the leave of absence. The request and preferences for particular starting date is subject to Board approval.
4. Upon return to employment, an employee shall not be advanced on the salary schedule unless he/she has worked at least ninety (90) school days for ten (10) month employees or one hundred twenty (120) days for 12 month employees during the last year of employment prior to the leave.

F. Other leaves of absence without pay shall be granted by the Board or by the Superintendent with the approval of the Board for good reason of value to the employee and the district.

G. Upon return from leave granted pursuant to Section B, C, or D of this Article,

- 1. An employee shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary scheduled at the level he would have achieved if he had not been absent, provided, however, that the time spent on said leave shall not count toward fulfillment of the time requirements for acquiring tenure. However, credit on the salary schedule for leaves taken pursuant to Section D of this Article shall be limited to a maximum of four (4) years. Upon return from leaves granted pursuant to Section B, C, D of this Article, the salary increment received by the employee shall be determined by the value of leave to the position held by the employee.

2. All benefits to which an employee was entitled at the time his leave of absence commenced, including used accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return, and he shall be assigned to a position on the same basis as if he had been employed by the Board during the period of his absence.
- H. All extensions or renewals of leaves shall be applied for in writing to the Superintendent within sixty (60) days prior to the expiration of such leave.
 - I. Family Medical Leave Act: The Board of Education will comply with any and all provisions of Federal and State FMLA laws.

ARTICLE X - EMPLOYEE EVALUATION

- A. All teachers shall be evaluated in accordance with the educational laws or regulations of the State of New Jersey.
- B. An approved format is to be used in evaluating all secretarial employees and mechanics. The form is to be filled out by the immediate supervisor and reviewed with the employee.

ARTICLE XI - EMPLOYEE RIGHTS AND RESPONSIBILITIES

- A. Pursuant to Chapter 123, Public Laws 1974 (N.J.S.A. 34:13A-1, et. seq., as amended), the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color 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 of any rights conferred by Chapter 123, Public Laws 1984 or other laws of New Jersey or the constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under Agreement or otherwise respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee, administrator, or Board member such rights as he may have under New Jersey laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or representative thereof, shall be subject to the grievance/arbitration procedure herein set forth except when precluded by law.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

- E. Individuals associated with the Board of Education, administration and the Association will not discuss with the students or attempt to influence students' opinions in regard to any matter under discussion by the parties to the Agreement. This applies during school days and at school-sponsored activities.
- F. Any questions or criticisms of an employee, Board member, or administrator shall be made in confidence and not in the presence of students, parents or any public gathering.
- G. If an employee is required to attend a meeting with the Board, Superintendent or a designated representative for the purpose of discipline, he will be so notified and may have an Association representative present during such a meeting.
- H. Board members, employees, and administrators shall be guided by the Code of Ethics of their respective organizations.

ARTICLE XII - PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that the private and personal life of an employee is within the appropriate concern or attention of the Board only when it interferes with the employee's responsibilities to and relationship with students and/or the school system.
- B. The Board and the Association agree that employees will be entitled to full rights of citizenship, and no religious or political activities of any employee outside of school, or the lack thereof, will be grounds for a disciplinary action or discrimination with respect to the employment of such employee, providing they do not violate the Constitution of the United States.

ARTICLE XIII - ASSOCIATION PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, list of certificated personnel, agenda and minutes of all board meetings, student census data, names and addresses of all employees, and such information that shall assist the Association in developing intelligent, accurate and constructive programs on behalf of the employees and students, together with information that may be necessary for the Association to process any grievance or complaint.
- B. Representatives of recognized bargaining units, i.e., the Association, and New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the privilege to use the school buildings at all reasonable hours for meetings. A request to the Manager of Operations shall be made in advance of the time and place of all such meetings. School building may not be used from 11:00 p.m. to 6:00 a.m.
- D. The Association shall have the privilege to use school facilities normally available to employees. The Association shall pay for the reasonable cost of all materials and supplies

incident to such use, and will assume responsibility for its proper operations and maintenance.

- E. In each school building in which there is not a staff lounge or dining room, the Association shall have space to post notices on existing facilities.
- F. The Association shall have the privilege to use the inter-school mail facilities and school mail boxes.
- G. The Board of Education agrees to grant up to five (5) days leave to the President of the Association and/or designee for Association business.
- H. The Association President will be assigned a maximum of two (2) teaching blocks per day with no additional duties.
- I. Office space will be provided for the Association President, and a telephone may be installed and maintained at the Association's expense.

ARTICLE XIV - PROTECTION OF EMPLOYEES

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being.
- B. In the absence of a certified person, an employee may use reasonable force as necessary to protect himself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.
- C. The Board shall give full support, including legal and other assistance, to any employee who is assaulted while acting in the discharge of his duties.
- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their immediate supervisor.
- E. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information relating to the incident or the persons involved, and shall act appropriately as liaisons between the employee, law enforcement, and the courts.

ARTICLE XV - INSURANCE PROTECTION

- A. The Board will provide individual, two adult, parent/children, and full family health care insurance coverage as provided by the New Jersey School Employees Health Benefits Program. Health care insurance plans will provide coverage equal to or greater than the current benefit level of coverage. The parties agree that employees will contribute towards their health insurance premiums, consistent with the Schedule B of this agreement, which represent the prior "Tier IV" contribution amounts as were established under Chapter 78, for their selected level of coverage.

The Board will provide individual, two adult, parent/children and full family prescription insurance coverage as provided by Bollinger Insurance Solutions, equal to or greater than

the current level of coverage. The parties agree that employees will contribute to their health insurance premiums, consistent with the Schedule B of this Agreement, which represents the prior "Tier IV" contribution amounts as were established under Chapter 78, for their selected level of coverage. The prescription co-pays will be as follows:

Generic	\$15
Brand	\$20
Mail-In	\$10

This plan covers all prescribed self-administered oral and non-oral contraceptives, including the patch, Nuva Ring, and Depo-Provera.

New hires will be eligible for full coverage under NJ Direct-15 and must stay with that plan, or a lower cost plan, for five (5) years. They will be able to "buy-up" to NJ Direct-10 if they wish.

Employees will contribute to the cost of their insurance coverage as required by law.

- B. The Board agrees to provide family, two adult, parent/children, and single dental coverage including preventive and diagnostic. The parties agree that employees will contribute towards their health insurance premiums, consistent with Schedule B of this Agreement, which represents the prior "Tier IV" contribution amounts as were established under Chapter 78, for their selected level of coverage.
- C. Employees may waive coverage under the medical/prescription plan and/or the dental plan in return for a taxable payment, as follows:

Medical / Prescription Waiver

\$5000 (five thousand dollars) Family
\$4000 (four thousand dollars) Two Adult
\$3000 (three thousand dollars) Parent/Children
\$2000 (two thousand dollars) Single

Dental Waiver

\$300 (three hundred dollars) Family
\$200 (two hundred dollars) Two Adult
\$200 (two hundred dollars) Parent/Children
\$100 (one hundred dollars) Single

- D. Health, prescription, and dental benefits provided under this article will end on the last day of employment with the exception of non-renewals and terminations.
- E. Employees will be offered the opportunity to participate in a Section 125 flexible spending plan. Participation in this plan is optional.

ARTICLE XVI - BOARD RIGHTS

The Board and the Association agree that except as modified by law and this agreement, the Board of Education has the right:

- A. To direct employees of the school district;

- B. To hire, assign, retain, discipline or discharge employees of the school district;
- C. To maintain efficiency of the school district operation entrusted to it; and
- D. To determine methods, means and personnel by which such operations are to be conducted.

ARTICLE XVII - RETIREMENT BENEFIT PROGRAM

The Board agrees to continue a Retirement Benefit Program. Retirement is defined as an employee collecting a pension.

- A. Eligibility: All full-time employees who have accumulated a minimum of forty (40) unused sick days at the time of retirement from the district and who are collecting pension benefits pursuant to Title 18A:66-1 et. seq. "Teacher Pension and Annuity Fund" or "Public Employee Retirement System".

This benefit shall not be available to any member who elects "deferred retirement" or any other type of retirement program or circumstance where the member is not actually receiving pension benefits at the time of retirement, that is, at the conclusion of employment, with the Board.

1. The Board will recognize domestic partners (Per Chapter 246, P.L. 2003) as dependents for pension purposes.
- B. Exceptions: No employee shall be entitled to the Retirement Benefit Program upon returning from a leave of absence, other than sick leave, until said employee has completed a minimum of ten (10) months' work.
 - C. Benefits: Each eligible employee shall receive a retirement benefit of one days' salary (a benefit day) for each three days accumulated unused sick leave, but not to exceed fifty-five (55) benefit days. The method of calculating the daily rate shall be 1/180th of the retiree's annual salary for instructional staff, and 1/240 of the retiree's annual salary for 12-month employees.
 - D. Payment Dates: Retirement benefit payments shall be made in a lump sum on the first payroll date of the month following the date of retirement or, at the employee's option, on the first payroll date in January following the unit member's retirement.
 - E. Accumulation Date: The effective starting date for accumulating unused sick leave days is July 1, 1956.
 - F. This Article is subject to change by reason of changes in the law, and it is expressly understood that it will be applied in accordance with the law.
 - G. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired seventy (70) unused accumulated sick days at the close of the school year in which said employee has accumulated seventy (70) days. The stipend shall be given to any particular employee only once.

- H. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired one-hundred-ten (110) unused accumulated sick days at the close of the school year in which said employee has accumulated one-hundred-ten (110) days. The stipend shall be given to any particular employee only once.
- I. Employees may accumulate personal days from year to year. Upon retirement, each eligible employee shall receive one day's salary (a benefit day) for each three days accumulated unused personal leave. The method of calculating the daily rate will be the same as for accumulated sick leave. These benefit days will be paid in addition to the sick leave benefit day limit in Section C.
- J. All benefits identified in Article XVII, which have accrued to the deceased employee at the time of death, shall be paid to the employee's estate and/or employees designated survivors. This benefit only applies to employees with 10 or more years of service to the district.

ARTICLE XVIII - MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board and Association policy for the term of said Agreement, and the Board and Association shall carry out the commitments contained herein and give them full force and effect as Board and Association policy.
- B. 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.
- C. Any individual contract between the Board and an individual employee, heretofore, or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. The Board and the Association agree, and in compliance with State and Federal law, 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 hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, gender, sexual orientation, age, domicile, or marital status.
- E. Copies of this Agreement shall be reproduced at the expense of the Board and the Association within thirty (30) days after the Agreement is signed and presented to all employees, now employed, hereafter employed or considered for employment by the Board.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by letter at the following address:

If by the Board to the Association:

President

Hunterdon Central Regional High School Education Association
Hunterdon Central Regional High School
84 Route 31, Flemington, New Jersey 08822

If by the Association to the Board:

Business Administrator/Board Secretary
Board of Education
Hunterdon Central Regional High School
84 Route 31, Flemington, New Jersey 08822

Section Two – Instructional Staff

ARTICLE XIX - TEACHER WORK YEAR

- A. The school calendars shall be established in accordance with Board Policy.
- B. The teacher work year (other than new personnel who may be required to attend an additional three (3) days of orientation) shall not exceed one hundred eighty five (185) days. New personnel required to attend more than three (3) days orientation shall be paid the current Academy course rate per day.
- C. The teacher work year shall include the following:
 - 1. Days when students are in attendance;
 - a. There shall be a ½ day on the Wednesday before Thanksgiving.
 - 2. Three (3) orientation days for new personnel.
 - 3. Three (3) Back-to-School Nights: two during the first semester and one during the second semester.
 - a. First Semester Back-to-School Night (2). Wednesday night followed by a normal student contact school day. Thursday night followed by an in-service day. These Back-to-School nights may not occur within the same week.
 - b. Second Semester Back-to-School Night (1). Thursday night followed by an in-service day.
 - 4. In-Service Days:
 - a. In-Service Day one (1): First day for teachers in September: 8:00 a.m. until the end of the normal work day.

- b. In-Service Day two and three (2 & 3): following a Back-to-School Night: 9:00 a.m. until the end of the normal work day.
 - c. In-Service Day four (4): Last day for Staff/Graduation 8:00 a.m. until dismissal by Supervisor, but not later than the end of the normal work day.
 - d. In-Service Day five (5): To be scheduled by the administration during the school year, as per Board of Education Policy 8210 - School Year, from 8:00AM until the end of the normal work day.
5. Any other days on which teacher attendance is required.
- D. Full faculty meetings will be held twice a month on Tuesdays, instead of Mondays. The meetings will begin as soon as possible after the end of the instructional day and may extend up to 3:00 p.m.
 - E. Teachers are expected to be in the building 7:30 a.m., which is unassigned time until the instructional work day begins at 7:35 a.m. The Teacher workday ends at 2:50 p.m. on Tuesdays when meetings are held (except for full faculty meeting, which ends at 3:00, as specified in Paragraph D of this Article): 2:50 p.m. on Monday, Wednesday, and Thursday, and 2:03 p.m. on Friday. These times may change as per Paragraph C of this Article.
 - F. Members of the Counseling Services Department and the Child Study Team may be required to work an extended school year. Summer assignments shall be on a rotating basis, based on seniority and following past practice.
 - G. Teachers hired after ratification of this agreement may be assigned to teach up to 6 blocks/classes a year. Teachers who teach 6 blocks/classes a year will not be assigned any 5th block duties (detention, supervision, etc.).
 - H. Teachers who teach 6 blocks/classes a year will be allowed two curriculum days during the school year to work on school related materials. These two days must be agreed to in advance with their immediate supervisor and can only be denied due to a shortage of substitutes for the day requested. Teachers approved for a curriculum day during the school year are expected to be in school during normal working hours.

ARTICLE XX - TEACHER SALARIES

- A. Teachers shall receive their final checks on the last working day in June after all their obligations have been met.
- B. The compensation for Home Instruction shall be at the rate of forty dollars (\$40.00) per hour for time spent in actual instruction. Home Instruction teachers shall be reimbursed for mileage from the school to the student's home and back to the school at the rate established for district employees. Mileage vouchers may only be submitted on December 1, March 1, and June 10.
- C. The compensation for regular work during the summer shall be at the rate of the average teacher daily salary.

1. The rate of pay for teaching four (4) hours of summer school per day (four hours of pupil contact) is .75 of the average teacher's daily rate of pay. Should the number of hours change, the rate of pay will be adjusted proportionately.

D. Academy Courses:

1. Teachers employed during the summer in Academy Courses will be compensated at the rate of one hundred ten dollars (\$110.00) per day.
2. Curriculum work during the summer shall be compensated at the rate of one hundred forty-five dollars (\$145.00) per day.
3. The normal workday for such activity will be 8:00 a.m. to 3:30 p.m. with an hour lunch period.
4. Teachers shall be notified of summer employment on or before May 30, when possible.

E. When the presence of school counselors is necessary to conduct school business when school is not in session, and they are needed to work beyond their contractual obligations and/or beyond their normal work day, their supervisor will schedule mutually agreeable flextime.

F. Teachers who work ninety (90) or more school days during the year will receive the negotiated salary increase for the following school year.

G. Graduate Study:

1. Teachers who have completed graduate study which results in movement on guide shall have their salaries adjusted in:
 - November for all official transcripts submitted by September 30th
 - March for all official transcripts submitted by January 31st
 - September for all official transcripts submitted by June 30th

All official transcripts must be submitted by the due date to the Human Resource Office.

2. Teachers who complete Masters Programs which require more than 45 credits will be given credit on the guide (horizontal movement) for all credits in excess of 45 upon completion of the Master's Degree. In order to earn credit toward horizontal movement on the salary guide beyond a Master's Degree, a teacher must first earn the Master's Degree.
3. An educational specialist certificate will be equivalent to a Master's Degree.

H. Experience in private school or private sector may be credited on the salary guide at 75% to 100% per year to a maximum of Step Four on the secretaries' guide and Step Ten on the teachers' guide.

I. A joint committee with equal representation from the HCEA and the Board will meet yearly to review Schedule C positions. Committee recommendations will be submitted to the Board for consideration.

J. Extra-Curricular Pay Schedule:

1. Schedule C activities that run all year will be paid in three equal installments on November 30, February 28, and June 15. Seasonal activities are payable on the pay period following the conclusion of the activity. Employees may choose to receive one total payment on June 15.

2. Schedule D stipends will be paid in two (2) 50% payments as follows:

- Fall Schedule D positions: 2nd pay date in October and November.
- Winter Schedule D positions: 1st pay date in February and March.
- Spring Schedule D positions: 1st pay date in May and June.

K. Replacement teachers who are employed on a full-time basis (25 or more hours per week) for a full school year shall be eligible to receive medical benefits. Said teacher shall be eligible for benefits regardless of whether he/she is replacing the same position all year or different positions during the year.

It is further agreed that a replacement teacher who is employed for one semester and then is extended for a second semester shall be eligible to receive benefits from that point in time that the administration knows that it will need to continue the individual's employment for the balance of the school year.

L. Teachers who provide before school supervision from 7:20 a.m. to 7:30 a.m. shall be paid a stipend of \$35 for each five-day week of supervision. Weeks of less than five days shall be prorated and paid on a per diem basis of \$7.00.

ARTICLE XXI - TEACHER FACILITIES

A. All school facilities shall be available to staff members for professional use subject to the following criteria:

1. School facilities that are within the normal operational duties of staff members are available for use for professional purposes on school days until 11:00 p.m. and weekends by pre-arrangement with the Immediate Supervisor. All interior and exterior doors and windows will be locked securely when leaving the building in the area used by the teacher.
2. When school facilities are used and a custodian is not on duty, staff members will assume responsibility for building security in the area of use.
3. It is agreed that all staff members shall exercise sound and prudent judgment in the control of keys to school facilities.
4. When students are involved in activities outside the normal school day, it is agreed that no student or group of students should be left in a building after the building has been secured.

5. A teacher, upon request, shall be issued those keys necessary to obtain access to his teaching station.
- B. The school shall have the following facilities:
1. Adequate space in which teachers may store instructional materials and supplies;
 2. A teacher work area containing adequate equipment and supplies to aid the preparation of instructional materials;
 3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the use of staff;
 4. A communication system so that teachers can communicate readily with the office from their area;
 5. A separate private dining area for the exclusive use of the staff;
 6. Adequate off-street, paved parking facilities properly maintained shall be identified for staff use;
 7. A serviceable desk and adequate facilities for each teacher.
- C. Upon request, any teacher shall be provided with a smock, laboratory coat, or shop protective garment. Laundering service for all said items shall be provided without charge to the teacher.
- D. All teachers who are assigned to teach in more than one building shall have a desk or other equivalent facilities and a place to store materials and supplies in an office, classroom, or teacher work area for their personal use in each building. These facilities will be available pursuant to Section "A".

ARTICLE XXII - USE OF NON-CLASSROOM TIME

- A. In order to maximize the use of professional time, allow flexibility in scheduling, and to offer the departments the opportunity to devise solutions for their needs, the Administration may designate at its discretion, whenever the budget allows, activities for professional growth including, but not limited to: curriculum development, computer literacy, tutorial, technology infusion, and/or professional growth. The Administration may assign duties to help in the supervision of the school. To provide a degree of equity concerning lunchroom coverage, the following program will be implemented:
1. In the event that staff members must be used over and above the two marking periods over two years, he/she will be compensated at the rate of twenty-five dollars (\$25.00) per period.
 2. Volunteers for lunch duty and coverage as cited above, will be accepted first, but if insufficient volunteers are available, the administration will assign the duty.
 3. Other duty assignments will be made at the discretion of the administration.

ARTICLE XXIII - SHARED DECISION MAKING (SDM): SITE BASED ADVISORY TEAM (SBAT)

- A. As outlined in Hunterdon Central Regional High School Board Policy #1131, the Site-Based Advisory Team (SBAT) represents the staff of Hunterdon Central. Policy #1131 outlines the mission of SBAT as well as its membership and responsibilities. Effective with the 2013-14 school year, SBAT membership shall be an unpaid, volunteer position. SBAT meetings can be held before, during, or after the work day. The list of SBAT standing committees is as follows:
1. Affirmative Action
 2. Archives
 3. Curriculum
 4. Educational Technology
 5. Health & Wellness
 6. Instructional Council
 7. English Language Learners (ELL)
 8. Plants & Facilities
 9. Professional Development
 10. Safety
 11. School Scheduling Task Force

ARTICLE XXIV - SABBATICAL LEAVE

- A. A teacher on sabbatical leave shall be considered equivalent to a regularly and fully employed teacher in the Hunterdon Central High School District, and, as such, shall be fully entitled to all rights, privileges, and benefits pertaining thereto.
- B. The Board and Association agree to recognize privately funded internships which may meet the conditions of the sabbaticals. Efforts will be made to provide timely information about available internships to the staff to consider for sabbatical applications.
- C. A sabbatical leave may be granted to a teacher by the Board to study and/or for other reasons of value to the school system, subject to the following conditions:
1. If there are sufficient qualified applications, the Board of Education may fund up to six quarters of sabbaticals for no more than four (4) teachers.
 2. If there are sufficient qualified applications, the maximum sabbatical leaves granted may be the equivalent of six (6) quarters, or three (3) semesters.
 3. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than November 1 of the school year prior to the period for which sabbatical leave is requested. Action must be taken on all requests no later than January 15 of the school year prior to the period for which sabbatical leave is requested.
 4. The teacher has completed at least five (5) full school years of service in the Hunterdon Central High School District.

5. A teacher on an approved sabbatical shall be paid sixty percent (60%) of his salary for a full year sabbatical. A teacher on a half year (1/2) or quarter year sabbatical shall be paid full salary if his approved program is in graduate work.
 6. If a teacher has an approved sabbatical in the form of a paid internship, money earned over and above the salary paid by the Board shall be reimbursed to the Board, with the exception of an award.
 7. A teacher on a sabbatical leave shall be obligated to continue his employment with the district of a period of two (2) years following the leave or repay the Board for the salary received while on sabbatical leave. This clause shall be waived in the event of an unanticipated retirement for health reasons, disability, military leave, or other reasons acceptable to the Board.
 8. A teacher who cannot complete an approved sabbatical because of sickness or pregnancy must notify the administration of this fact and request sick or maternity leave.
- D. The Board and the Association agree to establish jointly a Committee on Sabbatical Leaves, which shall consider and pass on all applications and requests for sabbatical. This Committee on Sabbatical Leaves, hereinafter referred to in this Article as "the Committee" shall consist of three (3) members appointed by the Superintendent, and three (3) members appointed by the Association President. During its considerations of applications the Committee shall be guided in part by the following criteria:
1. The purpose of the sabbatical leave.
 2. The benefit of the sabbatical leave to the school district.
 3. The course description for courses taken under the sabbatical leave.
 4. Applicant's intent to apply for a grant, fellowship, or scholarship.
 5. Applicant's obligation to the institute in which he is studying, upon accepting a grant, fellowship, or scholarship.
 6. Length of the sabbatical leave.
 7. Length of service of the applicant.

The Committee shall not regard any one of the above enumerated criteria a mandatory requirement for sabbatical leave, but, rather, each application shall be considered on the basis of its own merits. The Committee shall establish an application form in which the applicant shall furnish such information as will render the Committee knowledgeable of the applicants' status with respect to the above enumerated criteria, and such additional relevant information as the Committee, in its judgment, deem necessary.

- E. If, for any reason, the purpose for which sabbatical leave is granted is terminated, the Superintendent must be notified immediately.

- F. At the conclusion of the sabbatical and return from leave, the teacher(s) shall be obligated to make a formal presentation of his/their sabbatical topic before the Board and/or interested staff.

ARTICLE XXV - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for upgrading and updating of teacher performance and attitude. The Board and the Association support the principal of continuing training of teachers and the improvement of instruction.
- B. Educational Expenses
1. All course work for which the school district is expected to make payment must be approved in advance of any type of commitment by the school district Superintendent.
 2. During the first year of employment, a teacher will not be eligible to receive approval for reimbursement for course work.
 3. The Board will only reimburse teachers for the cost of tuition upon submission of receipts, etc., by the teacher.
 4. Payment will be made following submission of evidence by the teacher that the course has been satisfactorily completed and a passing grade received. To be considered passing, a grade must be accepted toward graduate credit by the college attended.
 5. For teachers under tenure:
 - a. The Board of Education will pay tuition for a maximum of 12 credits per year.
 - b. Teachers on sabbatical leave shall be paid the tuition for all courses that are in the field and area in excess of 12 credits. Whether they are in the field shall be determined by the Superintendent.
 - c. The Superintendent shall have the authority to approve tuition reimbursement for undergraduate courses in computer technology, but no credit on the salary guide shall be given.
 - d. The Superintendent shall have the authority to approve tuition reimbursement for tenure and non-tenured teachers in Special Education and World Languages for undergraduate courses that are required to designate them as "highly qualified." No credit will be given on the salary guide for these courses.
 6. In the case of teachers who are not under tenure, the Board will reimburse for tuition to a maximum of six (6) credits within one year during the second year of employment, non-accumulative, and will reimburse tuition to a maximum of nine (9)

credits within one year during the third year of employment, non-accumulative. The nine (9) credit limit expires on the day following the attainment of tenure.

7. A year is defined as being from July 1st of one year to June 30 of the following year.
 8. Employees must continue their employment for a period of one year from the end date of any coursework for which tuition reimbursement was received. Any employee who voluntarily leaves employment before the one year period ends must refund the Board the amount of tuition reimbursement received.
- C. The Association and the Board agree to place a total dollar cap for the payment of tuition in a total sum of \$220,000 per year for 2019-2020, 2020-2021, and 2021-2022. Funds not expended shall revert to the Board. Tuition reimbursement will be paid at a maximum rate of \$718 per credit.

ARTICLE XXVI - MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. A definition of the duties and responsibilities of all administrators, supervisors, and other personnel pertaining to student discipline shall be reduced to writing by the administration and presented to each teacher at the start of each school year.
- B. When, in the judgment of a teacher, a student by his immediate behavior requires the instant attention of an administrator, psychologist, physician or other specialist, the teacher shall so inform his/her immediate supervisor or the student's counselor.
- C. When, in the judgment of a teacher, a student by his immediate behavior seriously disrupts the instructional program to the detriment of other students, the teacher may immediately or temporarily exclude the student from the classroom and refer him to the appropriate administrator.

ARTICLE XXVII - BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

- A. Teachers purchasing materials and/or supplies with the advance approval of the Superintendent or immediate supervisor shall be reimbursed upon submission of an appropriate receipt of purchase.
- B. The classroom teacher shall be continually consulted on the selection of textbooks and related instructional materials.

ARTICLE XXVIII - EMPLOYMENT

- A. The parties of this Agreement concur with the present policy of making every attempt to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every regular teaching assignment.
- B. Each teacher shall be placed on his proper step of the salary schedule consistent with the terms of the contract.

- C. When any vacancy or new position occurs, information will be made available of such vacancy or new position to all employees. Employees who apply will be interviewed. Vacancies will be posted on the District's E-mail. Employees may receive vacancy information by mail during the summer by submitting a request to the Human Resource Office by June 1.
- D. Any qualified applicant from Hunterdon Central Regional High School may apply for any extra co-curricular position to the appropriate director. All qualified applicants from Hunterdon Central Regional High School will be given first consideration.
- E. The Board of Education will have the capability to negotiate with the Hunterdon Central Education Association to employ teachers during the summer at a rate commensurate with the contract language in Article XX, Section C.

ARTICLE XXIX - SUMMER SCHOOL, HOME INSTRUCTION AND FEDERAL PROGRAMS

- A. All openings for positions in the summer school, home instruction, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the Superintendent. Summer school openings shall be publicized and teachers shall be notified of the action taken as soon as possible. Home instruction openings shall be posted as they occur.
- B. All of the provisions of this Agreement shall apply to teachers holding positions in the summer school, home instruction and/or under federal programs, except where clearly inapplicable.
- C. After Hours/ Weekend Paid Positions – The rate of pay is \$30.00 per hour for the following assignments:
 - 1. Paid After-school Detention Proctor – 2:45 p.m. – 3:45 p.m. on Tuesdays, Wednesday and Thursdays = \$90.00 per week. (\$30.00 per day) The Board will make every effort to hire just one person and a couple of back-ups for the sake of consistency. Responsibilities – supervision of second half of detention, data entry of attendance, and distribution of attendance lists.
 - 2. After School Duty Paraprofessionals: 3:00 p.m. – 6:00 p.m. Monday to Friday \$450.00 per week. (\$90.00 per day) The Board will make every effort to hire two individuals per campus and a couple of back-ups. Responsibilities include after school supervision of the 11/12 campus, with emphasis on Special Services, Weight Room, and the Commons areas and 9/10 campus with emphasis on the cafeteria and gym area.
 - 3. Saturday Detention Proctors: 9:00 a.m. – 12:00 p.m. on Saturday = \$90.00/day. The Board will make every effort to hire a number of proctors so as not to rely on 1-2 people for every Saturday. Responsibilities include working in conjunction with one of the Vice Principals and possible other proctors to supervise Saturday Detention Students (maintain quiet study atmosphere).
- D. Chaperones will be paid \$50.00 per event.

- E. Grant Programs. Compensation for work under any grant programs will be as stated in the approved grant.

ARTICLE XXX - EDUCATIONAL ENVIRONMENT

It is agreed that the prime activity of the school takes place in the classroom. Therefore, interruptions of the daily classroom activity and/or final examination periods by messenger and/or public address system and/or inter-communications systems will be kept to an absolute minimum.

ARTICLE XXXI - REDUCTION IN FORCE

- A. The parties recognize that the provisions contained in Article XXXI, Reduction in Force, are presently unenforceable.
- B. The Association recognizes the right of the Board of Education to reduce the number of employees in the district in accordance with Title 18A of the Laws of New Jersey.
- C. If a reduction in personnel is being considered, the Board shall notify and consult with the Association as soon as practicable, but not later than April 1 prior to when the lay-off is to take place. The Board shall state to the Association the reasons for determining that a reduction of staff is deemed necessary.
- D. Non-tenured teachers will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of non-tenured teachers.
- E. In the event teachers must be laid off, layoff will be on the basis of seniority and certification, except as provided for in "D" above.
- F. In the cases of teachers with the same seniority, the level of certification shall be standard. Those with less than standard certification shall be considered for layoff before anyone with standard certification.
- G. In the case of identical certification, the accumulation of credits toward standard certification shall be the criteria used with the highest number of credits achieved receiving a preference.
- H. In the case of all the above factors being equal, teachers shall be considered on the basis of their evaluation and ratings with the least satisfactory to be released from service first.
- I. It is expressly understood that the Association shall have the right to review a layoff list prior to notification of the individual teachers to be laid off. In the event of a disagreement concerning the layoff list, the Association shall have the right to meet with the Superintendent prior to notification of the individual teachers and prior to the notification deadline of May 15.
- J. Non-tenured teachers being laid off shall maintain their accumulated sick leave during the one-year within which they remain on the recall list. A year for the purpose of this Article shall be defined as October 1 to September 30 of the subsequent contract year.

- K. If a teacher who is laid off is recalled to the district and accepts reemployment, upon return to the district the employee shall assume the step position on the salary schedule which the employee would have held had the employee be actively employed in the district to a maximum of one (1) year's credit. No teacher may receive one (1) year's credit unless the employee works a minimum of ninety-one (91) days during the school year.
- L. No non-tenured teacher who is laid off and subsequently recalled can receive credit for the time in which the employee spent while laid off, and the employee may not acquire tenure until the employee has met the statutory requirements as set forth in Title 18A.
- M. Seniority for the purpose of this Article shall be defined as non-terminated years of employment in the district.
- N. A seniority list shall be prepared by the Board and presented to the Association which includes all full-time teachers who are within the bargaining unit.
- O. It is expressly agreed that teachers who are on leaves of absence will be considered as being within the bargaining unit for the purposes of this Article.
- P. Termination of employees due to lack of performance, reassignments and/or transfer which occur within the district are not to be construed as applying to this Article and are expressly excluded. No other rights or benefits shall be deemed to be granted to a laid off teacher other than those defined herein, and all others are expressly excluded.
- Q. Recall: Teachers shall be recalled in inverse order of layoff for position openings for which they are certified and qualified in accordance with the following;
 - 1. If a position exists within the district for which the teacher is certified pursuant to this Agreement, the teacher shall be notified by certified mail. Within ten (10) days of receipt of a written offer to return to employment, the teacher shall accept the position by replying in writing or it shall be determined that the employee has declined the position. If a teacher accepts the position the employee is offered, the employee shall be granted sufficient time to fulfill the requirements of the contract the employee is required under or if the employee does not have contract requirements to fulfill, the employee shall have twenty (20) days from receipt of the offer to return to work.
 - 2. All teachers placed on layoff and the Association shall be notified by certified mail on or before May 15 of their position on the recall list and be given an opportunity to remain on the recall list for the following school year.
 - 3. No new staff shall be hired until all properly certified staff members who were on the recall list have been offered an opportunity in writing to return to employment with the district.
 - 4. In the event that more than one (1) person occupies the same position on the recall list, the Superintendent shall, in the presence of the Association representative, draw the names in order of ranking to establish a register of recall for positions which may become available and for which they are qualified and certified.

5. The recall list shall be maintained by the Human Resource office for the following school year. It shall be the teacher's responsibility to maintain a current address with the Human Resource office. Said teacher waives any responsibility of the Board if when contacted by the district, the employee does not state in writing the employee's intent to return to the district upon being offered an opening of a position for which the employee is qualified. If a teacher cannot be contacted because of failure to leave a current address, the Board of Education is relieved of its responsibilities to the teacher and any rights to be recalled are terminated.

Section Three – Secretaries, Bus Mechanics, Information System Support Specialists, TV Programmers, Paraprofessionals, Shipping & Receiving Clerk, Mail Clerk, Safety Officer

ARTICLE XXXII - WORK YEAR

(SECRETARIAL PERSONNEL; BUS MECHANICS; SHIPPING/RECEIVING CLERKS; MAIL CLERK; INFORMATION SYSTEM SUPPORT SPECIALISTS; TV PROGRAMMERS; SAFETY OFFICER; PARAPROFESSIONALS)

- A. The secretarial work year shall be all weekdays during the secretary's contract period with the exception of scheduled personal vacation days granted by the Board on the school calendar as vacation periods.
- B. Secretary holidays will be reflected on the School Calendar.
- C. Secretarial Contract Work Periods: 12-month annual contracts are effective from July 1st through June 30th of the following year.
- D. The Shipping and Receiving Clerk shall have the same work schedule as secretaries. The Mail Clerk shall have the same work schedule as secretaries except the work year shall include working on the two NJEA days, two days during winter recess, and three days during Spring Recess. Additional compensation for these seven work days will be calculated at overtime and added to the annual base salary.
- E. The Mail Clerk will work from 8:00 a.m. until 4:00 p.m. Adjustments to the time schedule may be modified by the immediate supervisor, maintaining the 8 hour day.
- F. The work year of bus mechanics shall be as follows:
 1. Full time bus mechanics shall be employed on an annual twelve (12) month basis.
 2. Bus Mechanics will receive the following fourteen (14) paid holidays each year:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

Three (3) floating holidays with prior approval of the Transportation Director or designee.

The above list of holidays shall be in lieu of any state or federal holiday. In the event that school is in session any day listed above, an alternative day shall be designated for that holiday for all employees.

- G. Instructional and duty release paraprofessionals will work the 10-month teacher work year.
- H. Information System Support Specialists and TV Programmers shall be employed on a twelve (12) month basis.
- I. A Safety Officer shall be employed on a twelve (12) month basis.
- J. Every effort will be made to equalize workloads through the study of actual experience. The employee organization recognizes the employer's right to change work assignments and workloads to achieve this purpose.

ARTICLE XXXIII - DAILY WORK HOURS

- A. The secretarial, shipping and receiving clerk, mail clerk, TV programmer, and information system support specialists' work day will be as follows:
 - 1. The daily work hours from September 1st through the last day of classes before the summer recess will be 8 hours per day. The time schedule may vary but normal work hours will be approximately 7:30 a.m. to 3:30 p.m., including a 40 minute lunch period taken on employer time. Adjustment in time schedules may be modified by the immediate supervisor, maintaining the 8 hour day.
 - 2. Information System Support Specialists and TV Programmers may request a flexible work schedule to be mutually agreed upon with supervisor, so long as all duties are completed and all required hours are worked.
 - 3. The daily work hours from the end of the academic year through August 31 will be 8:00 a.m. to 3:30 p.m. with one hour for lunch.
 - 4. On any day the school cafeteria is not open for employee use, all employees shall have a one hour lunch period. The work day will not be lengthened to accommodate this lunch.
 - 5. Each employee shall receive one fifteen (15) minute break in the a.m. per day. The time when the break occurs is subject to the approval of the immediate supervisor.
 - 6. Employees shall not be required to work on days school is closed for reasons of safety, such as weather conditions. If school should dismiss early for such reasons, employees will be permitted to leave. The day will be considered as a full day worked. After conditions have become safe, an employee may be requested to come back to work by the immediate supervisor at the standard rate of pay.
 - 7. Employees shall not be required to work when custodians are not present in the building.

8. Paraprofessionals will work the teacher work day.

B. The bus mechanics' day shall be as follows:

1. The work day shall consist of eight and one-half (8 1/2) hours including forty (40) minutes uninterrupted lunch.
2. Each employee shall receive two (2) uninterrupted coffee breaks of fifteen (15) minutes. The times should be mutually agreed upon by the employee and the immediate supervisor.
3. On days school is closed due to weather conditions, employees are expected to work since snow removal is essential for school reopening. However, it is understood that usual weather conditions may make road impassable and unsafe. As a result, an employee might be unable to report to work. Under these circumstances, the employee shall not be penalized if he is excused by his supervisor.
4. Whenever the cafeteria is closed during the day, the lunch hour shall be sixty (60) minutes. The work day shall not be lengthened to accommodate this lunch.
5. A fair and equitable system for the selection of workers for overtime work shall be established by mutual agreement between the Board and the Association.

ARTICLE XXXIV - OVERTIME

A. Secretarial

1. The Board and the Association agree to have all overtime hours authorized in advance by the immediate supervisor. Furthermore, the parties agree to prepare a form for the request/submittal of overtime hours. Overtime shall be paid for all hours authorized and worked in conformance with the minimum wage and hour law in the State of New Jersey. Overtime is one and one-half (1 1/2) times the hourly rate.
2. Holidays, personal days, sick days, funeral days, or any other paid absence from work will count as days worked in the computation of overtime. Overtime for secretaries on holidays and vacation days will be paid at time and one-half (1 1/2) plus the regular day's pay. In the event of no volunteers, the Board can mandate overtime.
3. A secretary will be paid overtime at a time and one-half (1 1/2) rate for weekend work and be given four (4) hours minimum guaranteed call-in pay on weekends.

B. Bus Mechanics, TV Programmers, Information System Support Specialists

1. Overtime is defined as any time spent at regular duties or other assigned duties consistent with this Agreement, either before/after regular daily work hours, or any day other than provided in the regular work year.
2. Volunteers will be sought for overtime; however, in the event there are no volunteers, the Board reserves the right to assign.

3. All overtime will be rounded to the nearest quarter (1/4) hour at the end of each pay period. This will be remunerated at the rate of one and one-half (1 1/2) times the regular hourly salary. The information portion of the payroll check will show hours of overtime and overtime salary.
4. All overtime worked, not continuous with regular work hours, shall be for a minimum of three (3) hours duration.
5. Sundays and listed holidays will be paid double time. Floating holidays are not eligible for double time.

ARTICLE XXXV - VACATION

A. Secretaries, TV Programmers, Information System Support Specialists, Safety Officers, Bus Mechanics, Shipping & Receiving and Mail Clerk will be granted vacation pursuant to the following provisions:

1. In scheduling vacations, first considered shall be the needs of the school, after which seniority shall govern. All secretaries requiring office coverage when absent will work the school calendar and may be granted five floating vacation days from the existing vacation schedule during the school session upon three days' notice and approval of supervision. A collaborative effort between all other secretaries and bus mechanics and their supervisors shall determine vacation time in order to avoid undesirable interruption of the school year. Eligibility shall be computed as of July 1. A maximum of two (2) vacation days can be used during the two weeks prior to the opening of school.

2. Vacation periods for twelve (12) month support staff members:

Years 2 through 5	10 vacation days
Years 6 through 15	15 vacation days
Over 15 years	20 vacation days

Twelve month employees who have not worked for a full year, in the first year of employment, will receive a prorated vacation based on the two to five year/ten day vacation period.

Employees may carry up to five unused vacation days into the following year.

3. An employee who requests extra vacation time and has it approved by the immediate supervisor and the Superintendent will have his salary reduced by the hourly rate multiplied by eight (8) times the number of work days missed.
4. Upon leaving employment at Hunterdon Central, any employee who has unused vacation days due will be paid for such days at his regular rate of pay.
5. A reply to a request for a vacation shall be received by the employee within five (5) working days of the request.
6. New employees hired prior to January 1 will be considered to have completed a full year of employment as of July 1 following their initial employment in calculating their

total years of service for the allocation of vacation days. Employees hired after January 1 will begin receiving full year credit as of July 1 following their initial employment.

7. Newly hired employees will be eligible to request their earned days of July following their employment date. The number of earned vacation days will be determined by the pro-rating formula outlined in Section A.2 of this Article.
8. Employees completing their fifth year of service will receive an additional five vacation days, for a total of fifteen days, which they may use as of July 1 in their sixth through fifteenth year of service.
9. Employees completing their fifteenth year of service will receive an additional five vacation days, for a total of twenty days, which they may use as of July 1 of their sixteenth year of service and over.

ARTICLE XXXVI - EDUCATIONAL IMPROVEMENT, SECRETARIES

- A. Secretarial employees will be eligible for reimbursement for course work subject to the following provisions:
 1. Course work for which reimbursement will be sought must have the prior approval of the School District Superintendent.
 2. In order to be eligible for reimbursement, the course must be related to the employee's field of employment, which will be determined by the Superintendent.
 3. Items for reimbursement are those set forth in Section B.3 of Article XXV and that section will apply to secretarial employees.
 4. Fees for reimbursement are those set forth in Section B.8 of Article XXV, and that section will apply to secretarial employees.
 5. Reimbursement for 12 month secretaries will be limited to nine (9) approved credits within one year, non-accumulated.
 6. Reimbursement will be made by the Board upon submission by the secretary to the Superintendent of receipts for payment from the institution. Payment will be made following submission by the secretary of evidence that the course has been satisfactorily completed for credit and a grade of "B" or better has been received.
 7. Upon successful completion of 15 CEU Academy credits, a secretary will receive a one-time stipend of \$450.00 for each 15 credits earned, not to be added to the pension base.
 8. A year is defined as being from July 1st of one year to June 30th of the following year.

ARTICLE XXXVII - ALLOWANCES, BUS MECHANICS AND PARAPROFESSIONALS

- A. Upon proof of purchase, the Board shall reimburse each mechanic \$400.00 per year for tool allowance. One pair of safety shoes and one pair of safety glasses shall be provided by the Board of Education each year. Safety shoes shall be required to be worn at all times during working hours. Safety glasses shall be worn at appropriate times during working hours. A failure to wear safety shoes and safety glasses while working can subject a mechanic to disciplinary action.
- B. Mechanics shall receive a \$150.00 stipend per year for each ASE test that he successfully passed. Upon completing all seven exams the mechanic will achieve an Automotive Service Excellence Certification. In order to retain the \$1,050 stipend, the mechanic must successfully pass the maintenance of skills exam every four years.
- C. Paraprofessionals shall be reimbursed for the costs associated with maintaining the substitute certification that is required by the Board in order to maintain their position, upon proof of receipt of such certificate.

ARTICLE XXXVIII – SENIORITY

(SECRETARIES, BUS MECHANICS, TV PROGRAMMERS, INFORMATION SYSTEM SUPPORT SPECIALISTS, PARAPROFESSIONALS, SHIPPING & RECEIVING, MAIL CLERK, SAFETY OFFICER)

- A. For those employees in the bargaining unit covered by this Agreement, seniority shall be based upon the length of continuous service from the initial month of employment in any combination of positions in the Hunterdon Central Regional High School District. Seniority will be a factor considered by the Board in promotions, demotions, and transfers. It is understood that the Board will consider performance as well as efficiency and capability.
- B. No employee shall acquire any seniority rights until he/she has been continually employed in the Hunterdon County School District for a period of six (6) months. Upon successful completion of this probationary period, seniority shall relate back to the initial month of hire in the Hunterdon Central Regional High School District. Movement on the salary guide will occur only on the July 1st following completion of the 6-month probationary period.
- C. All vacancies and new positions must be posted for five (5) consecutive workdays on the designated Association bulletin boards. The job posting shall include the title, shift, hours, rate of pay, qualifications, and the effective date for filling the vacancy.
- D. Any qualified employee from Hunterdon Central Regional High School may apply for any open position to the Human Resource office. All qualified applications from Hunterdon Central Regional High School will be given consideration.
- E. The Board or its designee will be free to fill the position from within or hire a new employee and will be solely responsible for this selection.

Section Four – Operations & Maintenance

ARTICLE XXXIX - WORK YEAR AND WORK HOURS

- A. All full-time employees shall be employed on an annual twelve (12) month basis. Every effort will be made to equalize workloads, however, the Association recognizes the Board's right to change work assignments and workloads to achieve this purpose.

As scheduling permits, effective the day after Commencement up to Labor Day, the supervisor may arrange flexible work hours (for example, four 10-hour work days in a five-day period.)

- B. The regular work schedule shall consist of forty (40) hours per week worked on five (5) consecutive days. For payroll purposes, the regular work week for all employees shall begin at 12:01 a.m. Sunday and end 12:00 midnight Saturday. This Article is intended to define the normal hours of work and it shall not be construed as a guarantee of hours of work per day or days of work per week. First shift is defined as work normally assigned from 7:00 a.m. to 3:00 p.m. Second shift is defined as work normally assigned from 3:00 p.m. to 11:00 p.m. or 4:00 p.m. to 12:00 midnight. Third shift is defined as work normally assigned from 11:00 p.m. to 7:00 a.m. Employees who are initially employed to work Monday through Friday will not be involuntarily reassigned to a Tuesday through Saturday or Wednesday through Sunday work schedule. Nothing contained herein shall restrict the Board's ability to change shift times.
- C. A full time employee is defined as any employee who is regularly scheduled to work twenty-five (25) hours or more per work week. All full-time employees shall receive all benefits as provided for in this Agreement.
- D. A part-time employee is defined as any employee who is regularly scheduled to work less than twenty-five (25) hours per week. Part-time employees will receive no benefits.
- E. Temporary employees may be hired by the Hunterdon Central Regional High School District to work for less than ninety (90) days to perform sporadic projects. In addition, the Board may utilize work study students and they shall not be considered employees under this Agreement.
- F. Employees will receive two scheduled fifteen (15) minute breaks in each work day. Employees will also receive a scheduled thirty (30) minute paid lunch period at approximately mid-point in the work day. No changes in breaks or lunch periods shall occur unless approved by the immediate supervisor.
- G. Whenever the cafeteria is closed during the first shift the lunch hour shall be forty (40) minutes. The work day shall not be lengthened to accommodate for this lunch.
- H. On days school is closed due to weather conditions, employees are expected to report to work since snow removal is essential for school reopening. However, it is understood that unusual weather conditions may make roads impassable and unsafe. As a result, an employee shall report to work as soon as possible.

- I. Each employee will receive four (4) sets of uniforms in the initial year of hire. Thereafter, each employee may receive up to four (4) additional uniforms every year. In addition, the maintenance and grounds crew will each receive one (1) set of foul weather gear, which shall be replaced as necessary.
- J. Each employee will be reimbursed upon proof of purchase up to \$150 per year for purchasing protective footwear. Grounds staff will be reimbursed upon proof of purchase up to an additional \$150 per year for a total of \$300 per year for purchasing protective footwear.

ARTICLE XL - OVERTIME

- A. Overtime shall be paid for all hours authorized and worked. Overtime is defined as any time spent at regular duties or other assigned duties consistent with this Agreement, either before/after regular daily work hours, or any day other than provided in the regular work week.
- B. Overtime at the rate of time and one half (1 1/2) times the straight time rate of pay shall be paid for all hours authorized and worked in excess of forty (40) hours in any work week and in excess of eight (8) hours in any work day. Overtime work shall be distributed on a rotating seniority basis. There shall be no pyramiding or duplication of overtime. All overtime worked must be voluntary and mutually agreed to by the employee and Operations Manager or designee. In the event that overtime is necessary and insufficient employees volunteer, then the least senior employee must work the overtime. In the event that overtime is unforeseen, the Operations Manager or designee may mandate overtime without regard to seniority. Sundays and listed holidays will be paid at double time. Floating holidays are not eligible for double time.
- C. Holidays, personal days, sick days, funeral days, or any other paid absence from work will count as days worked in the computation of overtime. All employees will complete a time sheet for each week worked, have it signed by their immediate supervisor, and turned in to the payroll clerk promptly at the end of each week. Overtime shall be paid in the succeeding pay period following the pay period in which the overtime was worked.
- D. All overtime will be rounded to the nearest quarter (1/4) hour at the end of each pay period. This will be remunerated at the rate of one and one-half (1 1/2) times the regular hourly salary. The information portion of the payroll check will show hours of overtime and overtime salary.
- E. Any employee reporting for work at the regularly scheduled time when he/she has not been notified not to report for work, shall receive two (2) hours' time at his/her regular hourly rate except in an emergency situation or if caused by an act of God. Any full-time employee leaving work at his/her own request with approval of the immediate supervisor shall be paid only for hours worked.
- F. Employees called back to work after their regular schedule will be paid for a minimum of three (3) hours. A call-back employee, when requested to work may refuse to report for work without prejudice. A list of employees available to work call-back shall be developed each year.

G. Employees who are assigned to Building Check/Boiler Check duty by the Supervisor when school is closed shall be compensated for a minimum of two (2) hours per Building Check/Boiler Check at their hourly rate, including the overtime or double time rate where appropriate.

H. Overtime will be assigned by the Operations Manager or designee as follows:

Building/Boiler Check – A rotating schedule in seniority order will be kept of all Operations staff possessing a Black Seal Boiler Operator’s license for overtime assignment.

Event Coverage – A rotating schedule in seniority order will be kept of all custodial staff. Assignments during the heating season will be made only to custodians who possess a Black Seal Boiler Operator’s license. Assignments outside of the heating season or when more than one custodian is needed for an event will be available to all custodians according to the rotating schedule.

ARTICLE XLI - VACATION AND HOLIDAY

A. Employees will be granted vacation pursuant to the following provisions:

1. In scheduling vacations, first consideration shall be the needs of the school, after which seniority shall govern. A collaborative effort between employee and supervisor shall determine vacation time in order to avoid undesirable interruption of the school year. Eligibility shall be computed as of July 1st. The last two weeks before the opening of school will not be used for vacation periods unless approved by the immediate supervisor and the Superintendent.

2. Vacation periods for twelve (12) month employees:

Years	2-5	10 vacation days
Years	6-15	15 vacation days
Over	15	20 vacation days

3. Employees may carry up to five unused vacation days into the following year.

4. Twelve-month employees who have not worked a full year in the first year of employment will receive a prorated vacation based on the 2-5 year award.

5. New employees hired prior to January 1 will be considered to have completed a full year of employment as of July 1 following their initial employment in calculating their total years of service for the allocation of vacation days. Employees hired after January 1 will begin receiving full year credit as of July 1 following their initial employment.

6. Newly hired employees will be eligible to request their earned vacation days as of July 1 following their employment date. The number of earned vacation days will be determined by the pro-rating formula outlined in Section A:3 of this Article.

7. Employees completing their fifth year of service will receive an additional five vacation days, for a total of fifteen days, which they may use as of July 1 in their sixth through fifteenth year of service.
 8. Employees completing their fifteenth year of service will receive an additional five days, for a total of twenty days, which they may use as of July 1 of their sixteenth year of service and over.
- B. An employee may request extra vacation time. If such request is approved by the immediate supervisor and the Superintendent, the employee will have his/her salary reduced by the hourly rate multiplied by eight (8) times the number of work days missed.
 - C. Upon leaving employment at Hunterdon Central any employee who has unused vacation days due him/her will be paid for such days at his regular rate of pay.
 - D. A reply to a request for a vacation shall be received by the employee within five (5) working days of the request.
 - E. The following are recognized Holidays under this Agreement:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

Three (3) floating holidays with prior approval of the immediate supervisor or designee.

The above list of holidays shall be in lieu of any State or Federal holiday. In the event that school is in session any day listed above, an alternative day shall be designated for that holiday for all employees.

- F. The employee shall be paid his/her regular scheduled hours at the straight time hourly rate for the jobs to which he/she is regularly assigned for each of these holidays not worked. An employee who is absent without an acceptable excuse, as provided for in Articles XLI, XLII and XLIII of this Agreement on the scheduled workday immediately preceding or immediately following a holiday shall forfeit the right to be paid for such holiday.

ARTICLE XLII - SICK LEAVE

- A. All employees shall be entitled to twelve (12) sick leave days each contract year as of the first official day of said contract year, whether or not they report for duty on that date.
- B. In the first year of employment, employees hired after July 31st shall be entitled to a pro-rate of the days listed in "A" above based on their initial month of employment. Such days shall be credited upon initial employment.
- C. The Board reserves the right to require a certificate from a doctor in any case where a school employee is absent for three or more consecutive days. In cases when an employee

exhibits patterned or chronic absenteeism, a doctor's certificate may be required in order for the employee to be compensated for the day.

- D. All employees shall accrue sick leave from their initial date of continuous employment in the Hunterdon Central High School District.
- E. All employees may convert a maximum of two (2) sick leave days each year as family illness days.

ARTICLE XLIII - TEMPORARY LEAVE OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence with full pay each work year in addition to any sick leave to which the employee is entitled:

- A. Two (2) days leave of absence for personal legal business, or family matters which require absence during work hours. Application to the Manager of Operations for personal leave shall be made at least five (5) days before taking such leave (except in cases of emergency) and the applicant for such leave shall not be required to state the reason for taking such leave other than he/she is taking it under this Section. It is understood that such personal leave shall not be used to extend vacations, or for household and other routine matters which could otherwise be performed on days when work is not in session. Personal days will accumulate from year to year, but no more than three (3) personal days may be taken in one contract year.

Personal days shall not be granted immediately preceding or immediately following a vacation or holiday without prior approval. In such cases, the employee shall state the reason for requesting the time. Such leave shall be granted at the discretion of the Manager of Operations and shall not be arbitrarily denied.

- B. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system, if the employee is required by Law to attend.
- C. Time necessary for persons called into temporary active duty, not to exceed three (3) months, of any unit of the U.S. Reserves or the State National Guard. An employee shall be paid the difference between his/her regular pay and any pay which he/she receives from the State or Federal Government so there is no loss in pay.

Military leave shall be granted to an employee who is inducted, enlists, or is called into temporary active duty, in any branch of the Armed Forces of the United States for the period of said induction, initial enlistment or temporary active duty.

- D. In the event of jury duty, the Board will reimburse an employee with the difference paid for jury duty and his/her salary so there is no loss in pay. An employee who is not selected for a panel or is dismissed by the court is to report to his/her immediate Supervisor provided there remains a minimum of four (4) hours of his/her shift for that day.
- E. The Board shall grant one (1) day leave of absence as a family illness day, in addition to the two (2) sick leave days that may be converted to family illness days, for a maximum of three (3) family illness days each year.

- F. Other leaves of absence with or without pay may be granted by the Board for any good reason and extensions or renewals of leaves as outlined above may be granted by the Superintendent upon request.

ARTICLE XLIV - EXTENDED LEAVE OF ABSENCE

- A. The Board will comply with any and all provision of Federal and State FMLA laws.
- B. Military leave without pay shall be granted to an employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment.

Upon return from this leave an employee shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary scheduled at the level he/she would have achieved if he/she had not been absent. However, credit on the salary schedule for sick leaves taken shall be limited to a maximum of four (4) years.

- C. The Board shall provide leaves of absence for any employee of the District whose absence from duties is due to a physical or mental disability in accordance with the provisions listed below.
 - 1. An employee, requesting such leaves who has an actual or anticipated disability shall present to his/her supervisor a written statement from his/her physician (as soon as possible) indicating the nature of the disability, the date or estimated date of actual disability, and the anticipated date of return to work.
 - 2. Prior to returning to work, the employee shall be required to submit a physician's statement that the employee is physically or mentally fit to return to his/her assigned duties.
 - 3. If the District is not satisfied with the statement from the employee's physician, as to disability or return from disability, it may require a review and examination by the school physician or a physician selected by the District. In the event the physician appointed by the District offers a contrary opinion to that of the employee's physician, both parties shall agree that an impartial third physician shall be selected whose medical opinion shall be binding on the issue of physical and mental capacity to continue in the performance and duties. If as a result of such examination, the employee is found to be fit to perform assigned duties, he/she shall do so. If as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on a mandatory sick leave with such compensation to which he is entitled and disability provisions of this Agreement, under the sick leave and disability provisions Agreement, until a recommendation to return to work is provided to the Board by the third physician.
- D. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to employees on the same term and conditions governing leaves of absence for all other disabilities as outlined in "B" above. It is recognized that an employee's maternity leave involves both a disability and a child-care phase.

1. The disability phase is that period of time, both prenatal and postnatal, during which a physician certified in writing inability to work.

The employee shall provide sixty (60) days' notice to the Board in writing specifying the date on which she wishes to commence the disability leave and date on which she wishes to return to work after the birth. The employee's accumulated sick leave may be used during the disability phase.

2. The child-care phase is that period of time selected by the employee, which follows the disability phase and/or birth of the child. Such maternity leave shall be an unpaid leave of absence and may continue for a maximum of two (2) years. Notification of child-rearing leave must be made in writing at least one (1) month prior to the starting date for such leave and should indicate the anticipated starting date and ending date of such leave.

Any employee adopting a child may receive similar leave which shall commence upon receiving custody of such child or earlier if necessary to fulfill the requirements of the adoption.

- E. An employee shall not be advanced on the salary schedule unless he/she has worked at least one hundred thirty (130) days during the contract year in which the leave of absence was taken.
- F. Other leaves of absence without pay may be granted by the Board or by the Superintendent with the approval of the Board for good cause. Such requests shall not be arbitrarily denied.
- G. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave shall be restored to him/her upon his/her return, and he/she shall be assigned to a position on the same basis as if he/she had been employed by the Board during the period of his/her absence.
- H. All extensions or renewals of leaves shall be applied for in writing to the Superintendent within sixty (60) days prior to the expiration of such leave.

ARTICLE XLV - SENIORITY

- A. For those employees in the bargaining unit covered by this Agreement, seniority shall be based upon the length of continuous service from the initial month of employment in any combination of positions in the Hunterdon Central Regional High School District. Seniority will be a factor considered by the Board in promotions, demotions, and transfers. It is understood that the Board will consider performance as well as efficiency and capability. Seniority will be the only factor for lay-offs and recalls after lay-offs within the unit.
- B. No employee shall acquire any seniority rights until he/she has been continually employed in the Hunterdon County School District for a period of six (6) months. Upon successful completion of this probationary period, seniority shall relate back to the initial month of hire in the Hunterdon Central Regional High School District. Movement on the salary guide will occur only on the July 1st following completion of the 6-month probationary period.

- C. All vacancies and new positions must be posted for five (5) consecutive workdays on the designated Association bulletin boards. The job posting shall include the title, shift, hours, rate of pay, qualifications, and the effective date for filling the vacancy.

Any qualified employee from Hunterdon Central Regional High School may apply for any open position to the Human Resource office. All qualified applications from Hunterdon Central Regional High School will be given first consideration.

The Board or its designee will be free to fill the position from within or hire a new employee and will be solely responsible for this selection.

- D. The Manager of Operations shall have the right to temporarily transfer employees to meet emergencies and other unusual requirements, and to fill vacancies caused by absences of less than two (2) weeks.

An employee temporarily assigned to work out of his/her classification for more than one (1) hour per day will be paid at his/her normal rate or the rate of the other classification, of the same experience level, whichever is higher.

Out of classification work shall be voluntary and assigned on the rotating seniority basis. If no employee volunteers, the Manager of Operations shall assign on a rotating reverse seniority basis, that is, the least senior person shall be the first required to perform the work.

ARTICLE XLVI - DISCHARGE AND DISCIPLINE

- A. Anyone hired after July 1, 2003, will be required to possess or acquire their Black Seal Boiler Operation's license within one year of the date of employment. Individuals not satisfying this obligation will be terminated from employment provided there has been no attempt to take the boiler licensing course and/or the test or provided the employee has unsuccessfully taken the test three times. The Board of Education may extend this time requirement.
- B. A probationary employee may be disciplined or dismissed for any reason considered justifiable by the Manager of Operations. Notification of discipline or dismissal shall include a written statement of reason for non-reemployment. Within five (5) calendar days of receipt of notification of dismissal, the employee may request in writing a meeting to discuss the termination with the Superintendent. The Superintendent shall schedule a meeting within five (5) calendar days of receipt of the written request from the employee. The Superintendent must notify the employee in writing of his final determination within three (3) days of the meeting. Any disciplinary action of a probationary employee shall not be subject to the grievance procedure of this Agreement.
- C. Violation of Board policy, rules, or regulations shall be cause for disciplinary action as outlined below when just cause exists. Employees shall have the right to dispute any charge or alleged violation and may appeal such action through the grievance procedure provided under this Agreement. There shall be four (4) separate penalties applied when it is necessary to impose discipline on any of the employees of the Board:

1. Oral reprimand

2. A written reprimand to be placed in the employee's personnel file to be applied in the case of minor offenses. The Board shall furnish the employee and the Association with a copy of the reprimand. The employee shall be required to sign the file copy for the sole purpose of acknowledging receipt of a copy.
3. Suspension from work (without pay) for periods varying from one (1) to fifteen (15) days, according to the gravity of the offense and the previous record of the employee concerned to be applied in cases of first serious offense or continued or repeated minor ones.
4. Discharge.

The Board may bypass any step of this procedure based on the offense and record of the employee.

- D. Any warnings issued under the provision of this Article for a first or second offense which does not lead to a third offense shall be removed from the employee's personnel file after twelve (12) months from the date of issue of the last offense warning.
- E. If an employee is required to attend a meeting with the Board, Superintendent or a designated representative for the purpose of discipline, he will be so advised and may have an Association representative present during such a meeting.
- F. In the event of termination of employment by the employee or by the Board, ten (10) working days' notice shall be given.

ARTICLE XLVII - RETIREMENT BENEFIT PROGRAM

- A. All full time employees who have accumulated a minimum of forty (40) unused sick days at the time of retirement from the District and who are collecting pension benefits pursuant to Title 18A:66-1 et. seq. "Teacher Pension and Annuity Fund" or "Public Employee Retirement System" are eligible.
- B. No employee shall be entitled to the Retirement Benefit Program upon returning from a leave of absence, other than sick leave, until said employee has completed a minimum of ten (10) months' work.
- C. Each eligible employee shall receive a retirement benefit of one (1) day's salary (a benefit day) for each three (3) days accumulated unused sick leave, but not to exceed fifty-five (55) benefit days. The method of calculating the daily rate shall be at 1/240 of the retiree's annual salary.
- D. Retirement benefit payments shall be made in a lump sum on the first payroll date of the month following the date of retirement or, at the employee's option, on the first payroll date in January following the unit member's retirement.
- E. July 1, 1988, shall serve as the effective starting date of accumulating unused sick leave days which will qualify for compensation in accordance with the provisions outlined in A through D above.

- F. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired seventy (70) unused accumulated sick days at the close of the work year in which said employee has accumulated seventy (70) days. The stipend shall be given to any particular employee only once.
- G. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired one hundred and ten (110) unused accumulated sick days at the close of the school year in which said employee has accumulated one hundred and ten (110) days. The stipend shall be given to any particular employee only once.
- H. Employees may accumulate personal days from year to year. Upon retirement, each eligible employee shall receive one day's salary (a benefit day) for each three days accumulated unused personal leave. The method of calculating the daily rate will be the same as for accumulated sick leave. These benefit days will be paid in addition to the sick leave benefit day limit in Section C.
- I. All benefits identified in Article XVII, which are accrued to the deceased employee at the time of death, shall be paid to the employee's estate and/or employees designated survivors. This benefit only applies to employees with 10 or more years' service to the district.

ARTICLE XLVIII - SALARIES

- A. The salaries of all employees covered by this Agreement for the school years 2019-2020, 2020-2021, and 2021-2022 are set forth in Schedules A-1 and A-2, which is attached hereto and made part hereof.
- B. All employees shall be placed on guide and shall move in accordance with the salary implementation schedule.
- C. All employees shall be paid on the 15th and the last day of the month.
- D. When a payday falls on or during a school holiday, or weekend, employees shall receive their paychecks on the last previous working day on which the banks are open, provided the checks are available from the computer.
- E. The Board shall reserve the right to determine initial placement on guide for all new employees except that such placement may not exceed the third step on Custodial/Grounds Guide and the fourth step on the Maintenance Guide.
- F. SCHEDULES A-1 & A-2
 - 1. Step on guide may not reflect years of service.
 - 2. Promotions: Employees who are promoted from custodian to maintenance will be placed on the lowest step on the maintenance guide.
 - 3. Shift Differential: There will be a shift differential of \$.75 per hour increase for second shift. There will be a shift differential of \$1.00 per hour increase for the third shift.

4. License Stipends: A stipend will be paid to any Operations staff member who obtains a license, seal, or certificate from the State or Federal level that the Manager of Operations deems to benefit the Board contracted job duties. The recognized areas will include the following:

- Low Pressure Black Seal (Boiler Operator)
- Refrigeration Certifications
- Radon Certificates
- Backflow Certificates
- Electrical License
- Plumbers License

2019-2020	2020-2021	2021-2022
\$1,300/year	\$1,300/year	\$1,300/year

After July 1, 1998, any Operations staff member who applies for the license or certificate stipend must have either a New Jersey State of Universal License that authorizes that employee to sign permit applications in his/her respective field.

Effective July 1, 2007, any employee initially hired with a license or who has acquired a license and is required to maintain that license for the use of the District must keep the license current and accept the responsibilities associated with the license. Rescinding the use of the license by the employee is not an option.

5. The parties agree that the Board will pre-pay the fee for employees to take the Black Seal training as opposed to the usual procedure for reimbursement that applies to other HCEA members.

Furthermore, if the employees do not complete the training or do not pass the required test, said employee will repay the cost of the training or will have that amount deducted from their pay to compensate the district.

6. The lead person(s) will receive an additional 7.0% of regular salary.
The Chief Engineer will receive an additional 7.0% of regular salary.
7. Should the Director lack an adequate number of maintenance vehicles, the Manager of Operations may authorize the use of personal vehicles for school use by maintenance employees. Those maintenance employees will receive mileage reimbursement that is established for all district employees on an annual basis. A mileage log will be kept by these employees as a record for reimbursement.
8. Upon proof of purchase, the Board shall reimburse each maintenance employee \$400.00 per year for a tool allowance with supervisory approval starting in the 2017-2018 year.

ARTICLE XLIX - DURATION OF AGREEMENT

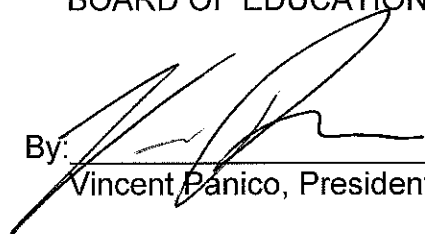
This Agreement shall be in effect as of July 1, 2019 and shall continue in effect until June 30, 2022.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents and attested by their respective secretaries.

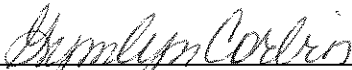
HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
EDUCATION ASSOCIATION

HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
BOARD OF EDUCATION

By: 
Shari Calabrese, President

By: 
Vincent Panico, President

By: 
Megan Augusta, Recording Secretary

By: 
Gymlyn Corbin, Secretary

Date: 5-21-19

Date: May 20, 2019

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide

18-19	19-20	20-21	21-22
Step	Step	Step	Step
		1	2
	1	2	3
1	2	3	4
2	3	4	5
3	4	5	6
4	5	6	7
5	6	7	8
6	7	8	9
7	8	9	10
8	9	10	11
9	10	11	12
10	11	12	13
11	12	13	14
12	13	14	15
13	14	15	16
14	15	16	16
15	16	16	16
16	16	16	16

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2019-2020

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	57,802	59,535	61,270	63,005	64,740	66,470	68,205	69,940
2	58,052	59,795	61,535	63,275	65,020	66,760	68,500	70,245
3	58,302	60,050	61,800	63,550	65,300	67,045	68,795	70,545
4	58,552	60,310	62,065	63,820	65,580	67,335	69,090	70,850
5	59,757	61,550	63,340	65,135	66,930	68,720	70,515	72,305
6	61,257	63,095	64,930	66,770	68,610	70,445	72,285	74,120
7	63,157	65,050	66,945	68,840	70,735	72,630	74,525	76,420
8	65,157	67,110	69,065	71,020	72,975	74,930	76,885	78,840
9	67,257	69,275	71,290	73,310	75,330	77,345	79,365	81,380
10	69,457	71,540	73,625	75,710	77,790	79,875	81,960	84,045
11	71,862	74,020	76,175	78,330	80,485	82,640	84,795	86,955
12	74,412	76,645	78,875	81,110	83,340	85,575	87,805	90,040
13	77,062	79,375	81,685	84,000	86,310	88,620	90,935	93,245
14	79,802	82,195	84,590	86,985	89,380	91,770	94,165	96,560
15	82,647	85,125	87,605	90,085	92,565	95,045	97,525	100,005
16	84,647	87,185	89,725	92,265	94,805	97,345	99,885	102,425

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2020-2021

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	58,137	59,880	61,625	63,370	65,115	66,860	68,600	70,345
2	58,387	60,140	61,890	63,640	65,395	67,145	68,895	70,650
3	58,637	60,395	62,155	63,915	65,675	67,435	69,190	70,950
4	58,887	60,655	62,420	64,185	65,955	67,720	69,485	71,255
5	60,092	61,895	63,700	65,500	67,305	69,105	70,910	72,710
6	61,592	63,440	65,290	67,135	68,985	70,830	72,680	74,525
7	63,492	65,395	67,300	69,205	71,110	73,015	74,920	76,825
8	65,492	67,455	69,420	71,385	73,350	75,315	77,280	79,245
9	67,592	69,620	71,650	73,675	75,705	77,730	79,760	81,785
10	69,792	71,885	73,980	76,075	78,165	80,260	82,355	84,450
11	72,197	74,365	76,530	78,695	80,860	83,025	85,190	87,360
12	74,747	76,990	79,230	81,475	83,715	85,960	88,200	90,445
13	77,397	79,720	82,040	84,365	86,685	89,005	91,330	93,650
14	80,137	82,540	84,945	87,350	89,755	92,160	94,560	96,965
15	82,982	85,470	87,960	90,450	92,940	95,430	97,920	100,410
16	84,982	87,530	90,080	92,630	95,180	97,730	100,280	102,830

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2021-2022

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	58,467	60,220	61,975	63,730	65,485	67,235	68,990	70,745
2	58,717	60,480	62,240	64,000	65,765	67,525	69,285	71,050
3	58,967	60,735	62,505	64,275	66,045	67,810	69,580	71,350
4	59,217	60,995	62,770	64,545	66,325	68,100	69,875	71,655
5	60,422	62,235	64,045	65,860	67,675	69,485	71,300	73,110
6	61,922	63,780	65,635	67,495	69,355	71,210	73,070	74,925
7	63,822	65,735	67,650	69,565	71,480	73,395	75,310	77,225
8	65,822	67,795	69,770	71,745	73,720	75,695	77,670	79,645
9	67,922	69,960	71,995	74,035	76,075	78,110	80,150	82,185
10	70,122	72,225	74,330	76,435	78,535	80,640	82,745	84,850
11	72,527	74,705	76,880	79,055	81,230	83,405	85,580	87,760
12	75,077	77,330	79,580	81,835	84,085	86,340	88,590	90,845
13	77,727	80,060	82,390	84,720	87,055	89,385	91,720	94,050
14	80,467	82,880	85,295	87,710	90,125	92,535	94,950	97,365
15	83,312	85,810	88,310	90,810	93,310	95,810	98,310	100,810
16	85,312	87,870	90,430	92,990	95,550	98,110	100,670	103,230

SCHEDULE A-1 - CUSTODIAL GUIDE
Hunterdon Central Regional High School

19-20 Step	19-20 Salary	20-21 Step	20-21 Salary	21-22 Step	21-22 Salary
				1	37,775
		1	37,300	2	38,275
1	36,840	2	37,800	3	38,775
2	37,340	3	38,300	4	39,275
3	37,840	4	38,800	5	40,585
4	38,340	5	40,110	6	41,895
5	39,650	6	41,420	7	43,205
6	40,960	7	42,730	8	44,520
7	42,270	8	44,045	9	45,840
8	43,585	9	45,365	10	47,165
9	44,905	10	46,690	11	48,495
10	46,230	11	48,020	12	49,830
11	47,560	12	49,355	13	51,170
12	48,895	13	50,695	14	52,515
13	50,235	14	52,040	15	53,860
14	51,580	15	53,385	16	55,205
15	52,925	16	54,730	17	56,550
16	54,270	17	56,075	18	58,550
17	55,615	18	58,075	18	58,550
18	57,615	18	58,075	18	58,550

Grounds staff shall have an additional \$1,300 added to their base salary.

NOTE: Annual movement on the above salary guide is shown horizontally.
Step on guide may not reflect years of service.

SCHEDULE A-2 - MAINTENANCE GUIDE
Hunterdon Central Regional High School

19-20 Step	19-20 Salary	20-21 Step	20-21 Salary	21-22 Step	21-22 Salary
				1	49,295
		1	48,745	2	50,295
1	48,215	2	49,745	3	51,295
2	49,215	3	50,745	4	52,295
3	50,215	4	51,745	5	53,295
4	51,215	5	52,745	6	54,880
5	52,215	6	54,330	7	56,465
6	53,800	7	55,915	8	58,050
7	55,385	8	57,500	9	59,635
8	56,970	9	59,085	10	61,220
9	58,555	10	60,670	11	62,805
10	60,140	11	62,255	12	64,390
11	61,725	12	63,840	13	65,980
12	63,310	13	65,430	14	67,570
13	64,900	14	67,020	14	67,570
14	66,490	14	67,020	14	67,570

NOTE: Annual movement on the above salary guide is shown horizontally.
 Step on guide may not reflect years of service.

SCHEDULE A-3 – SECRETARIES’ GUIDE

Hunterdon Central Regional High School

(Including Print Shop Operator, Mail Clerk, and Shipping & Receiving Clerk)

19-20 Step	19-20 Salary	20-21 Step	20-21 Salary	21-22 Step	21-22 Salary
				1	39,465
		1	38,975	2	39,965
1	38,500	2	39,475	3	40,465
2	39,000	3	39,975	4	40,965
3	39,500	4	40,475	5	42,190
4	40,000	5	41,700	6	43,445
5	41,225	6	42,955	7	44,730
6	42,480	7	44,240	8	46,045
7	43,765	8	45,555	9	47,390
8	45,080	9	46,900	10	48,760
9	46,425	10	48,270	11	50,155
10	47,795	11	49,665	12	51,580
11	49,190	12	51,090	13	53,015
12	50,615	13	52,525	14	54,450
13	52,050	14	53,960	15	55,885
14	53,485	15	55,395	16	57,320
15	54,920	16	56,830	17	58,755
16	56,355	17	58,265	18	60,205
17	57,790	18	59,715	18	60,205
18	59,240	18	59,715	18	60,205

NOTE: Annual movement on the above salary guide is shown horizontally.
Step on guide may not reflect years of service.

SCHEDULE A-4 – PARAPROFESSIONALS’ GUIDE
Hunterdon Central Regional High School

19-20 Step	19-20 Salary	20-21 Step	20-21 Salary	21-22 Step	21-22 Salary
				1	24,120
		1	23,855	2	24,575
1	23,600	2	24,310	3	25,040
2	24,055	3	24,775	4	25,515
3	24,520	4	25,250	5	26,000
4	24,995	5	25,735	6	26,600
5	25,480	6	26,335	7	27,205
6	26,080	7	26,940	8	27,815
7	26,685	8	27,550	9	28,430
8	27,295	9	28,165	10	29,055
9	27,910	10	28,790	11	29,690
10	28,535	11	29,425	12	30,335
11	29,170	12	30,070	13	30,990
12	29,815	13	30,725	14	31,655
13	30,470	14	31,390	15	32,330
14	31,135	15	32,065	15	32,330
15	31,810	15	32,065	15	32,330

* Paraprofessionals starting the year with a Bachelor’s Degree shall have \$500 added to their base salary.

** Paraprofessionals starting the year with a Master’s Degree shall have an additional \$500 added to their base salary. (\$1,000 total)

NOTE: Annual movement on the above salary guide is shown horizontally.

Step on guide may not reflect years of service.

SCHEDULE A-5 - TECHNICAL STAFF GUIDE
Hunterdon Central Regional High School
 (Information System Support Specialists and TV Programmers)

19-20 Step	19-20 Salary	20-21 Step	20-21 Salary	21-22 Step	21-22 Salary
				1	51,610
		1	51,030	2	52,640
1	50,470	2	52,060	3	53,675
2	51,500	3	53,095	4	54,710
3	52,535	4	54,130	5	55,710
4	53,570	5	55,130	6	57,260
5	54,570	6	56,680	7	58,810
6	56,120	7	58,230	8	60,360
7	57,670	8	59,780	9	61,910
8	59,220	9	61,330	10	63,460
9	60,770	10	62,880	11	65,010
10	62,320	11	64,430	12	66,560
11	63,870	12	65,980	13	68,110
12	65,420	13	67,530	14	69,660
13	66,970	14	69,080	15	71,210
14	68,520	15	70,630	15	71,210
15	70,070	15	70,630	15	71,210

NOTE: Annual movement on the above salary guide is shown horizontally.
 Step on guide may not reflect years of service.

SCHEDULE A-6 – TRANSPORTATION MECHANICS' GUIDE
Hunterdon Central Regional High School
PER HOUR

19-20 Step	19-20 Salary	20-21 Step	20-21 Salary	21-22 Step	21-22 Salary
				1	31.92
		1	31.58	2	32.92
1	31.25	2	32.58	3	33.92
2	32.25	3	33.58	4	34.92
3	33.25	4	34.58	5	35.92
4	34.25	5	35.58	6	36.92
5	35.25	6	36.58	7	37.92
6	36.25	7	37.58	8	38.92
7	37.25	8	38.58	9	39.92
8	38.25	9	39.58	10	40.92
9	39.25	10	40.58	11	41.92
10	40.25	11	41.58	11	41.92
11	41.25	11	41.58	11	41.92
Head Mechanic	\$1.25		\$1.25		\$1.25

Schedule B – Health Benefits Contribution Rates

Salary Minimum	Salary Maximum	Family Coverage	Parent/Child or 2-Adult	Single
\$ 1.00	\$ 19,999.99	3.0000%	3.5000%	4.5000%
\$ 20,000.00	\$ 24,999.99	3.0000%	3.5000%	5.5000%
\$ 25,000.00	\$ 29,999.99	4.0000%	4.5000%	7.5000%
\$ 30,000.00	\$ 34,999.99	5.0000%	6.0000%	10.0000%
\$ 35,000.00	\$ 39,999.99	6.0000%	7.0000%	11.0000%
\$ 40,000.00	\$ 44,999.99	7.0000%	8.0000%	12.0000%
\$ 45,000.00	\$ 49,999.99	9.0000%	10.0000%	14.0000%
\$ 50,000.00	\$ 54,999.99	12.0000%	15.0000%	20.0000%
\$ 55,000.00	\$ 59,999.99	14.0000%	17.0000%	23.0000%
\$ 60,000.00	\$ 64,999.99	17.0000%	21.0000%	27.0000%
\$ 65,000.00	\$ 69,999.99	19.0000%	23.0000%	29.0000%
\$ 70,000.00	\$ 74,999.99	22.0000%	26.0000%	32.0000%
\$ 75,000.00	\$ 79,999.99	23.0000%	27.0000%	33.0000%
\$ 80,000.00	\$ 84,999.99	24.0000%	28.0000%	34.0000%
\$ 85,000.00	\$ 89,999.99	26.0000%	30.0000%	34.0000%
\$ 90,000.00	\$ 94,999.99	28.0000%	30.0000%	34.0000%
\$ 95,000.00	\$ 99,999.99	29.0000%	30.0000%	35.0000%
\$ 100,000.00	\$ 109,999.99	32.0000%	35.0000%	35.0000%
\$ 110,000.00	\$ 1,000,000.00	35.0000%	35.0000%	35.0000%

SCHEDULE C - CO-CURRICULAR GUIDE
2019-2022

SCHEDULE C POSITIONS	2019-22 Stipend per Position
Academic Team	\$2,093
Book Worms	\$1,570
Bridges	\$1,570
Chemistry Olympics	\$2,093
Children's Play Director	\$2,093
Chinese Honor Society	\$1,570
Class Council (8)	\$3,140
Dance Team Advisor	\$4,186
Dance Team Assistant Advisor	\$3,140
Dramatics 11-12 Play Director	\$4,814
Dramatics 11-12 Tech	\$2,616
Dramatics 9-10 Play Director	\$4,814
Dramatics 9-10 Tech	\$2,616
ECHO*	\$7,000
Elan/LAMP On Line	\$2,093
French Honor Society	\$1,570
Future Business Leaders of America	\$3,140
GAPP	\$2,093
German Honor Society	\$1,570
Habitat for Humanity	\$2,093
Instrumental Advisor: Fiddle Club	\$3,140
Instrumental Advisor: Jazz Band	\$3,140
Interact	\$2,093
Intramurals	\$2,616
Key Club	\$2,616
LAMP*	\$7,000
Latin Honor Society	\$1,570
Lighting/Sound Technician	\$6,489
Lighting/Sound Asst. Technician	\$3,140
Marching Band Assistant (2)	\$6,489
Marching Band Director (includes summer band)	\$10,466
Marching Band General Instructor (2)	\$4,186
Math League/Mu Alpha Theta	\$2,093
Mock Trial	\$4,186
Model Legislative League	\$1,570
Model UN	\$3,140
Musical - Instrumental Advisor	\$4,814
Musical - Vocal Advisor	\$4,814
Musical Business Manager	\$2,093
Musical Choreographer	\$3,140
Musical Costumes	\$2,093

Musical Dramatics Advisor	\$6,489
Musical Set Construction/ Crew	\$2,616
Musical Set Design	\$2,093
National Art Honor Society	\$1,570
National Honor Society	\$3,140
Peer Leadership	\$1,570
Project Graduation	\$4,814
PULSE	\$1,570
Red Cross	\$2,093
Robotics (2)	\$3,140
SADD	\$2,093
Science Honor Society	\$1,570
SEA	\$2,093
Sketch Club	\$1,570
Ski Club	\$4,186
Social Studies	\$2,093
Spanish Honor Society	\$1,570
Speech & Debate	\$3,140
Student Activities Assistant	\$6,489
Student Council*	\$4,814
Thespian - Dramatics	\$2,616
Third Wave	\$1,570
Vocal Advisor: Chorale	\$3,140
Vocal Advisor: Madrigals	\$3,140

*Teachers who serve as Yearbook (ECHO), Newspaper (LAMP), and Student Council advisors will be excused from a block duty. This does not apply to a unit lunch duty.

NOTE: The number in parentheses indicates the number of positions per club.

SCHEDULE D - ATHLETIC GUIDE
2019-2022

SCHEDULE D	Stipend per Position
Baseball – Head Coach	8,896
Baseball – Asst. Coach (3)	6,541
Basketball – Boys Head Coach	9,942
Basketball – Boys Asst. Coach (3)	7,588
Basketball – Girls Head Coach	9,942
Basketball – Girls Asst. Coach (3)	7,588
Bowling – Boys Head Coach	6,279
Bowling – Girls Head Coach	6,279
Cheerleading – Head Coach Fall	6,279
Cheerleading – Asst. Coach Fall (3)	4,448
Cheerleading – Head Coach Winter	6,279
Cheerleading – Asst. Coach Winter (3)	4,448
Cross Country – Head Coach	8,111
Cross Country – Asst. Coach (2)	5,756
Fencing – Boys Head Coach	8,896
Fencing – Boys Asst. Coach	6,541
Fencing – Girls Head Coach	8,896
Fencing – Girls Asst. Coach	6,541
Football – Head Coach	10,446
Football – Asst. Coach (7)	8,111
Golf – Boys Head Coach	8,111
Golf – Girls Head Coach	8,111
Gymnastics – Girls Head Coach	8,896
Gymnastics – Girls Asst. Coach	6,541
Hockey – Girls Head Coach	8,896
Hockey – Girls Asst. Coach (3)	6,541
Ice Hockey – Head Coach	8,896
Ice Hockey – Asst. Coach (2)	6,541
Lacrosse – Boys Head Coach	8,896
Lacrosse – Boys Asst. Coach (3)	6,541
Lacrosse – Girls Head Coach	8,896
Lacrosse – Girls Asst. Coach (3)	6,541

Soccer – Boys Head Coach	8,896
Soccer – Boys Asst. Coach (3)	6,541
Soccer – Girls Head Coach	8,896
Soccer – Girls Asst. Coach (3)	6,541
Softball – Head Coach	8,896
Softball – Asst. Coach (3)	6,541
Strength Coach (Jun-Aug)	2,878
Strength Coach (Sep-Nov)	2,878
Strength Coach (Dec-Feb)	2,878
Swimming – Head Coach – Boys/Girls	8,111
Swimming – Asst. Coach - Boys/Girls	5,756
Tennis – Boys Head Coach (Spring)	8,111
Tennis – Boys Asst. Coach (Spring)	5,756
Tennis – Girls Head Coach (Fall)	8,111
Tennis – Girls Asst. Coach (Fall)	5,756
Track – Winter Head Coach	8,111
Track – Winter Asst. Coach (3)	5,756
Track - Spring Head Coach (Boys)	8,896
Track – Spring Head Coach (Girls)	8,896
Track – Spring Asst. Coach (5)	6,541
Volleyball - Head Coach Boys (Spring)	8,896
Volleyball - Asst. Coach Boys (Spring) (2)	6,541
Volleyball – Head Coach Girls (Fall)	8,896
Volleyball – Asst. Coach Girls (Fall) (2)	6,541
Wrestling – Head Coach	9,942
Wrestling – Asst. Coach (3)	7,588

NOTE: The number in parentheses indicates the number of positions per sport.