

2015-2018  
AGREEMENT  
between  
BERGENFIELD BOARD OF EDUCATION  
AND  
BERGENFIELD EDUCATION ASSOCIATION

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PREAMBLE

In order to effectuate the provisions of Section 19 of Article I of the Constitution of the State of New Jersey and Chapter 303, P.L. of 1968 as amended by Chapter 123, of 1974, THIS AGREEMENT IS MADE AND ENTERED INTO THIS 21<sup>ST</sup> DAY OF December, 2015 by and between the BERGENFIELD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the BERGENFIELD EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE 1

RECOGNITION

The Board hereby recognizes the Bergenfield Education Association as the exclusive negotiating representatives, as defined under the laws of the State of New Jersey and in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, (as amended) for custodians, secretaries, bus drivers, paraprofessionals and all certified teaching personnel under contract and all certified part-time hourly employees. The categories of certified personnel included are: classroom teachers, guidance counselors, nurses, special subject teachers, (art, librarians, music, physical education and reading), special education teachers, speech therapists, part-time hourly employees, and pupil personnel staff; excluding, school business administrator, assistants to the superintendent, principals, assistant principals, directors and supervisors. The secretary to superintendent, secretary to school business administrator, secretaries to the assistant to the superintendents for personnel, payroll manager and office manager shall be excluded from the collective negotiations unit as "confidential" employees. The term "employee" when used hereinafter in this agreement shall refer to all employees represented by the name of the employee organization in the negotiating unit as above defined.

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ARTICLE 2

NEGOTIATION OF SUCCESSOR AGREEMENT

1. The Board and the Association shall exchange proposals no later than December 1, 2017.
2. The parties shall commence negotiations concerning these proposals during the month of December or as soon as a mutually agreeable date is set.
3. 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.

It is understood that any of these dates may be waived by mutual agreement of the parties in writing. The proposals specified in section 1 above will represent all of the proposals of the parties. As agreements are reached on items, they shall be reduced to writing and initialed by the duly authorized representatives of the Board of Education and the Bergenfield Association. It is understood that the Board and the Association reserve the final authority to review, ratify or reject any tentative agreements reached by the parties' representatives.

ARTICLE 3

GRIEVANCE PROCEDURE

A. DEFINITION:

A grievance for all purposes except arbitration shall consist of any claimed inequitable application or interpretation of the rules, regulations, or contracts bearing upon the employment relationship. For all purposes of arbitration a grievance shall consist of a claimed inequitable application or interpretation of the terms and conditions of this agreement.

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attended during preparation time. Teachers shall be available upon request to attend I&RS, 504 and IEP meetings, including annual review, eligibility and evaluation planning meetings, during their preparation time.

4. Effective July 1, 2016, teachers may volunteer to teach an additional course in the form of an online/blended learning opportunity as follows: two (2) courses per discipline, to a maximum of ten (10) courses per year. The compensation shall be \$5,000 for full year and \$2,500 for half year courses, with additional compensation for preparation and curriculum development at \$1,000 for a year-long course and \$500 for a half year course. For an online course lasting for one quarter of the year, the compensation shall be \$1,250, with an additional \$250 for preparation and curriculum development.
  5. In an emergency situation a teacher may be assigned an additional teaching period. If a teacher is assigned an additional period, he/she shall be paid 1/6 of their base salary, in lieu of one (1) preparation period.
- F. In connection with official duties, teachers shall receive a mileage reimbursement for expenses incurred in the ownership and operation of their automobiles within the course and scope of employment in an amount to equal the prevailing NJOMB (state law) rate.
- G. All teachers are to attend Parent's Night/Afternoon, Open House Programs, Orientation Programs, In-service Training Programs and such other programs designated by the Superintendent of Schools. If teachers know they cannot attend, they shall arrange with the Principal or Director to fulfill their obligation. Teachers employed to more than

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one (1) building may attend such conferences on a rotating basis.

- H. Teachers will be assigned to chaperon dances and other after school activities on a fair and equitable basis by the Principal.
- I. Notice of the agenda for any faculty or other professional meetings shall be given to the teachers involved at least two (2) days prior to the meeting.
- J. The school year shall be one hundred eighty-four (184) days, which shall include four (4) days of professional development. To the maximum extent possible, these days shall be structured so as to be eligible for continuing education credits. In addition, there shall be one (1) day of orientation for new teachers, which will be held with no additional compensation. In the event that unforeseen circumstances, such as inclement weather or a school-wide emergency, require the closing of school on a professional development day, such professional development shall be rescheduled for a mutually agreed upon date by the Spring Recess. If the parties cannot agree upon a new date, the professional development shall be scheduled to occur on the first non-school business day, other than the legal holiday of Good Friday, during the Spring Recess.

#### ARTICLE 7

#### TEACHERS' EVALUATION

#### NON-TENURE

- A. Non-tenure teacher evaluations shall be in accordance with existing State law and regulation.
- B. The teacher shall receive one (1) copy of the evaluation for his/her personal files and shall sign and date the original for his/her personnel files in the Superintendent's office.

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The teacher may append, in writing, his/her own views concerning the evaluation on all copies.

TENURE

Tenure teacher evaluations shall be in accordance with existing state law and regulation.

ARTICLE 8

PERSONNEL RECORD FILES

All employees may at reasonable times and places and in the presence of an administrator, examine the materials in their files.

While no material may be removed from the files, the employee shall have the right to append as part of the permanent record, his/her own comments, in writing to any material contained in the files. A copy of such comments shall be provided to the evaluator for his/her information only.

The District will maintain one personnel file for each employee, which file shall be located in the Personnel Office at the Board's Central Office. This file shall include any and all employee information. At the end of each school year, all employees' files that are to be maintained must be submitted to and be housed in the Personnel Office. All disks and material on individual hard drives related to personnel, not kept in the Personnel Office, shall be erased at the end of each school year. No administrator shall keep information on any employee in a file other than the District file which is located in the Personnel Office.

The Board will utilize a state approved observation instrument under Excellent Educators for New Jersey (EE4NJ). One copy of each observation form will be appended to the final evaluation form which will be maintained in the individual teacher's personnel file located in the Personnel Office.

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At the end of each school year, all copies of the observation forms maintained in each building will be returned to the individual teacher with that teacher's copy of the final evaluation form, except that one copy will be appended to the final evaluation form maintained in the Board's Central Office, as set forth in paragraph 3 above.

## ARTICLE 9

### TRANSFERS AND REASSIGNMENTS

- A. Notices of all vacancies in the school system will be posted in each school by the Superintendent of Schools or his/her designee within fifteen (15) school days of:
1. Acceptance of a letter of resignation.
  2. Official Board action vacating a position or creating a new position within the school system.
- B. Staff members who are interested may then apply for said position according to the following protocol:
1. Five (5) school days will be given in which to submit a letter of intent.
  2. All those who are interested will be considered by application and/or interview.
  3. Each applicant will be given the courtesy of a reply to his/her application or interview within a reasonable period of time.
- C. The Superintendent reserves the right to fill any vacancy of an emergency nature as soon as possible. Normally, these vacancies will apply only for September 1<sup>st</sup> opening except in cases of non or partial teaching assignments.
- D. Teachers desiring a change of subject assignment shall make their request in writing to their Principal or Director.

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- E. Teachers desiring a change of school shall make their request in writing to the Superintendent of Schools.
- F. Teachers requesting transfer to another school will be interviewed by the Principal of the school requested.
- G. Approval of the request will be based on the best interest of the school system as a whole as determined by the Board.
- H. When an involuntary transfer is made, the transfer shall first be discussed with the teacher by the Superintendent or his/her designee and/or the Principal.
- I. Any change in subject or position shall be made in writing by June 1<sup>st</sup> to the teacher involved except where there are necessary schedule changes.

All coaches shall be re-hired or non-renewed prior to June 30 of each year.

#### ARTICLE 10

#### SABBATICAL LEAVE

##### A. ELIGIBILITY

1. Applicant must have completed seven (7) years of service in Bergenfield prior to the date of beginning of leave.
2. Applicant must agree, in writing, to serve at least one (1) full academic year in the Bergenfield Schools following the leave, or reimburse the Board of Education for the amount received while on leave, within one calendar year from the date of resignation.
3. All benefits to which a teacher was entitled at the time his/her sabbatical commenced including unused accumulated sick leave shall be restored to him/her upon his/her return and he/she shall be assigned to the

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same position which he/she held at the time said leave commenced if available or if not, to any available position for which he/she is certified.

B. BASIS FOR LEAVE

1. The applicant shall submit a "project", to the Superintendent of Schools. The project may include graduate study, independent study or research deemed to be of benefit to the aims and objectives of the Bergenfield Public Schools.
2. The applicant's record of achievement shall be considered in the Superintendent's recommendation.

C. PROCEDURE

1. A letter giving written notice of intent to make application for sabbatical leave shall be presented to the Superintendent of Schools on or before June 30<sup>th</sup> (or fourteen months) of the school year preceding the school year in which the leave is to take place.
2. A résumé of the "project" shall be submitted to the Superintendent of Schools on or before October 1<sup>st</sup> of the school year preceding the school year in which the leave is to take place. The résumé shall be the outline of the project.
3. The Superintendent of Schools or his/her designee shall review the "project" in consultation with the committee of appropriate staff members, one of whom shall be designated by the President of the B.E.A. to represent B.E.A. and make his/her recommendations to the Board of Education no later than the regular meeting of the Board in January of that year. The applicant shall be notified as soon as the Board of Education has taken action on the application.

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4. Interim reports shall be submitted every three months. One copy of the completed "project" shall be filed with the Superintendent of Schools as the property of the Board of Education.

D. SPECIAL PROVISIONS

1. Illness or Accident:

Should the program of study or itinerary being pursued by a teacher on sabbatical leave be interrupted by serious accident or illness (established by evidence satisfactory to the Superintendent) this fact shall not constitute a breach of the conditions of such leave nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent is notified of such accident or illness by registered letter within ten (10) days of its occurrence. Arrangements may be made, subsequently, to carry out the intent of the sabbatical leave contract.

2. Forfeiture of Leave:

The teacher to whom sabbatical leave has been granted shall accept responsibility for providing evidence (official transcript or comparable document) that the purpose of the leave is being fulfilled, bearing in mind that an ethical relationship exists between the recipient and the Committee of Review and a contractual agreement with the Superintendent of Schools and the Board of Education. If the Superintendent is convinced that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he/she shall report this fact to the Board of Education and the Bergenfield Education Association and the Board may terminate the leave of absence.

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3. Sabbatical to Maternity Leave:

If a teacher on sabbatical leave shall ascertain that she is pregnant, she shall immediately report this fact to the Superintendent. She may continue the sabbatical leave providing she meets all of the sabbatical requirements during that period of time. Upon consultation with the Superintendent and at a mutually agreeable time he/she must accept a leave of absence under the maternity or family leave regulations of the Agreement.

If an applicant for sabbatical leave is favorably considered the applicant will then present to the Superintendent a statement of condition of health from a licensed physician. The cost of such examination to be paid by the Board.

E. SALARY PROVISIONS

1. A sabbatical year shall extend from July 1<sup>st</sup> of any given year to June 30<sup>th</sup> of the following calendar year.
2. Persons may be granted a leave of absence for one half year (July 1<sup>st</sup> to January 31<sup>st</sup> or February 1<sup>st</sup> to June 30<sup>th</sup>.)
3. Remuneration shall be based on the annual contract salary of the employee. Employees granted a leave for one year shall receive one half their contract salary in twenty (20) semi-monthly payments. Employees granted a leave for one half year shall receive their normal salary (full salary) in twenty (20) semi-monthly payments.
4. On returning to educational service, after sabbatical leave, the staff member shall obtain all salary and

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fringe benefits as would have been obtained had he/she been active in his/her regular position for that year.

5. No full-time employment shall be undertaken by any person on sabbatical leave. Part-time employment must be approved by the Superintendent of Schools prior to granting the leave unless extreme emergent circumstances require consideration of such a request after the leave has begun.

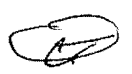

#### ARTICLE 11

#### ABSENCE PROVISIONS

Absence of all regularly contracted employees shall be governed by state law and the following detailed provisions:

#### A. GENERAL

1. Sick leave with pay shall be granted to all regularly contracted employees of the Board on the basis of thirteen (13) school days per year for each year of employment for those on a ten (10) month contract and thirteen (13) school days for those on twelve (12) month contracts. Effective July 1, 2014, the annual sick leave for all custodians and secretaries shall be reduced from thirteen (13) days to eleven (11) days. Effective July 1, 2014, the annual sick leave for all paraprofessionals who are receiving benefits from the Board shall be reduced from thirteen (13) days to eleven (11) days. Any paraprofessional who is not receiving benefits from the Board shall continue to receive thirteen (13) days of annual sick leave.
2. Unused sick leave shall accumulate up to a maximum of thirteen (13) days per year, except for those custodians, secretaries and paraprofessionals set forth above, whose unused sick leave shall accumulate up to a maximum of eleven (11) days per year. Full credit is

retroactive to July 1, 1954. Five days' credit shall be granted to each year of employment prior to July 1, 1954 to a maximum of 25 years employment in Bergenfield prior to July 1, 1954.

3. When an employee is on sick leave beyond his/her allotted number of days, the Board of Education, upon the recommendation of the Superintendent, shall consider each case on an individual basis to determine the pay status for certified long term illness.
4. In cases where any employee must leave school during regular hours for personal illness or other emergency, the following rules shall apply:

An employee who leaves due to illness or emergency prior to working one-half (1/2) of their contractual work day shall be charged one (1) full sick-day. An employee who leaves due to illness or emergency after having worked one-half (1/2) of their contractual work day shall be charged one-half (1/2) of a sick day.

5. There shall be no deduction of time or salary for absence due to quarantine. Upon return to work the employee must present a quarantine release or doctor's note to the principal.
6. In cases where full salary is paid by the Board during periods of absence covered by Workmen's Compensation, the employee shall endorse the Workmen's Compensation check to the Board of Education.
7. Upon recommendation of the Superintendent of Schools, the Board of Education may grant a teacher sick leave accumulated in another school district of Bergen County providing it does not exceed the limits applied to teachers previously employed in Bergenfield.

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8. Each employee shall receive a statement of his/her accumulated sick leave no later than September 30<sup>th</sup> of each year.

B. MILITARY LEAVE

1. Any regular employee of the Bergenfield Schools who may be conscripted into the defense forces of the United States for service or training shall make application for military leave. He/she shall be reinstated to his/her position in this school system with full credit including the annual increment under the salary schedule upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position, and has received an honorable discharge. Said application for reinstatement shall be made within a reasonable time after discharge or release from military service, and not later than ninety (90) days from the date of said release or discharge.
2. An employee in this category shall be entitled to five (5) days per year accumulated sick leave.
3. While employee is on military leave, it is mandatory that the Board of Education keep up his/her payments to the New Jersey Teachers Pension and Annuity Fund or to the Public Employee Retirement System.

C. MATERNITY LEAVE OR LEAVE FOR ADOPTION

1. Maternity leave shall be granted to all employees subject to the following conditions:
  - a. A teacher shall notify the Superintendent in writing of her pregnancy accompanied by her physician's note, and she should state the

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requested commencement date of the leave as far in advance as possible.

- b. Exact dates of the leave shall be arranged, if possible, to be of least disruption to the operation of the school system.
- c. Following the grant of such leave to any teacher, the date of return of that teacher shall be further extended at the discretion of the Board for a reasonable period of time at the teacher's request for reasons associated with pregnancy or birth.
  - i. The Board need not grant or extend the leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained unless the board agrees to an extension of said leave.
  - ii. Nothing contained herein shall require the Board to offer a contract for a new school year to any non-tenured teacher.
  - iii. A tenured teacher who leaves at the close of the school year is entitled to a maximum of two (2) full school years leave. A tenured teacher who leaves during the school year is entitled to one (1) full school year, plus the remainder of the school year in which she left. In either case the teacher must notify the Superintendent of Schools in writing of her intent to return by April 1<sup>st</sup> prior to the commencement of the school year in which she shall return. The teacher must return from leave on or before April 1<sup>st</sup> of the school year in which she intends to return or

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prior to the commencement of the succeeding school year.

2. No teacher shall be barred from returning to work after the birth of her child solely on the ground that there has not been a time lapse between that birth and her desired date of return provided she supplies a physician's certificate attesting to her ability to perform her teaching duties as requested by the Board.
3. A teacher adopting a child shall receive similar leave which shall commence upon receiving de facto custody or earlier if necessary to fulfill the requirement for adoption.
4. Notwithstanding anything contained in this agreement to the contrary, if both parents are employed by the Board then only one parent shall be entitled to a maternity/paternity/childrearing leave/leave for adoption.

D. LEAVE FOR DEATH IN FAMILY

1. Leave with pay following death in the immediate family (wife, husband, son, daughter, mother, father, sister, brother, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law) shall be fixed from the date of death until one day beyond the date of burial inclusive. Leave for this purpose shall not be counted as part of the sick leave policy. Extension of leaves of this classification shall be at the discretion of the Superintendent of Schools.
2. Leave with pay for (1) day may be granted by the Superintendent of Schools for reason of death of a relative, other than one in the immediate family, (aunt, uncle, cousin) or others who have actually occupied a position in fact as a member of the

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immediate family. Interpretation of "other" will be at the discretion of the Superintendent of Schools.

E. LEAVE FOR PERFORMANCES OF LEGAL RESPONSIBILITIES

1. Leave for performance of civic duty in serving on a petit or grand jury when required by law shall be granted without loss of pay; provided a letter confirming purpose of such leave from a sheriff, court or United States Attorney, depending on jurisdiction, is filed with the Superintendent of Schools immediately upon receipt of notice of such required leave.
2. Leave for acquiescing to a court or other valid subpoena will be allowed without loss of pay, provided that the court or other valid subpoena relates to a matter to which the Board is a party or arises out of or in connection with the employee's performance of his/her job responsibilities. Otherwise, the leave will be granted with deduction from pay equal to the substitute rate of pay, unless the employee elects to utilize personal leave in accordance with section F below.

F. LEAVE FOR PERSONAL EMERGENCIES, ILLNESS IN FAMILY AND RELIGIOUS HOLIDAYS:

1. Leave up to three (3) days each year for personal emergencies may be granted with pay by the Superintendent of Schools. Such leave shall not be cumulative, but may be converted into sick days pursuant to paragraph (H). Requests for leave of this nature shall be submitted to the Principal or Director for his/her recommendation preferably forty-eight (48) hours in advance. Reasons for leave in this category may include illness in family, religious holidays, death of friends, graduation of members of the immediate family, marriage, marriage of children, house

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closing, moving, or other reasons at the discretion of the Superintendent of Schools. Additional leave in this category may be granted upon recommendation of the Principal or Director and with the approval of the Superintendent of Schools not to exceed ten (10) school days per year. The following deductions per day may be applied.

- a. Instructional Staff - Current substitute rate of pay
- b. Non-Certificated Staff
  - i. Ten-month contract - 1/400 of annual contract salary.
  - ii. Twelve-month contract - 1/500 of annual contract salary.
- G. Personal days shall not be used to extend a vacation or holiday recess period.
- H. Any unused personal days shall be converted into sick days at the end of the school year.

## ARTICLE 12

### EXTENDED LEAVES OF ABSENCE

- A. 1. An employee, under tenure, may be granted a leave of absence not exceeding twenty-four (24) calendar months for a prolonged illness, period of recuperation or other emergency. Employees not under tenure may be requested to tender their resignation.
- 2. A written request for such leave shall be directed to the Board of Education through the Superintendent of Schools.

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3. Leave of absence under this classification shall be without pay and shall not count for purposes of placement on salary schedules or seniority.
  4. A person on leave under this classification may return to work upon presentation of a statement from a proper medical authority, certifying to the fact that the employee is able to perform his/her duties.
  5. Individuals who have been granted leave pursuant to this provision and who desire to return shall submit in writing notice of intent to return to the Superintendent of Schools no later than April 1<sup>st</sup> of any given year if the employee expects to return in September.
- B. The Board agrees that a teacher designated by the Association shall, upon request, be granted a leave of absence without pay for up to two (2) years for the purpose of engaging in activities of the Association or its affiliates.
- C. A leave of absence without pay of up to two (2) years shall be granted to up to 2% of the teaching staff who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship. Only tenured teachers are eligible for this type of leave of absence.
- D. A leave of absence without pay of up to two (2) years shall be granted for the purpose of caring for a sick member of the teacher's immediate family.
- E. The Board shall grant a leave of absence without pay of up to two (2) years to any teacher who is elected or appointed to public office.

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- F. Other leaves of absence without pay may be granted by the Board for good reason.
- G. Upon return from a leave granted pursuant to Section C above of this Article, a teacher shall be placed on the salary schedule at the level he/she would have advanced if he/she had not been absent.
- H. All benefits to which a teacher was entitled at the time of his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return to employment.

### ARTICLE 13

#### BOARD - STAFF RELATIONS

The Board of Education and the Bergenfield Education Association believe in a good climate of human relations where any and all employees feel free to discuss the educational and administrative policies of the school system. We further believe that an established means of communication should exist between the staff and the Board of Education. Toward this end, the following levels of communication will be established:

- A. A study committee for each building composed of Bergenfield Education Association members and the Principal, with members in proportion to the size of the faculty, but no less than two and no more than ten.
- B. There shall be a central committee composed of the President and Vice President of the Association, 3 members of the Association, Superintendent of Schools, Business Administrator, 1 Elementary Principal, Middle School Principal and High School Principal. The Chairman of this committee shall be the Superintendent of Schools or his/her designee. Minutes of all meetings shall be in writing. The function of this committee will be to discuss matters of

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district concern or building matters that cannot be satisfactorily resolved at that level.

- C. Both the building committees and the central committee shall meet at least monthly during the academic school year and may meet more frequently at the request of either party. Meetings of any committee may be omitted by mutual consent.

A regular meeting shall not be held unless an agenda has been submitted to the Superintendent of Schools or his/her designee at least five (5) school days prior to the date set for each meeting.

A copy of the agenda will then be distributed to members of the committee two (2) school days prior to the day of the meeting.

- D. Items of importance will be reviewed by the Superintendent of Schools and those items requiring Board attention will be submitted by him/her to the full Board and in addition minutes of the district committee shall be filed with the Board.

#### ARTICLE 14

#### CLASS SIZE

The Board of Education recognizes that class size has an impact both on the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to maintain class sizes which maximize the educational experiences.

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ARTICLE 15

CLASS COVERAGE

- A. The Board of Education will endeavor to cover classes by obtaining substitutes. Where this is not possible, teachers may be assigned to cover classes in the following order:
1. Teachers who volunteer to cover classes during their preparation or lunch periods shall be assigned first. A list shall be kept of volunteers by the Building Principal or his/her designee.
  2. Where no volunteers are available, teachers may be assigned to cover during their preparation time on a fair and equitable/rotating basis.
  3. Teachers performing such duty shall be paid \$22.00 per period.
- B. A teacher who is assigned to cover his/her own class when the special teacher is absent shall be paid at the rate of \$22.00 per period or any proration thereof. In the event a substitute cannot be obtained to cover an elementary class and the class is given to a teacher or teachers (in addition to the teacher or teachers regular class), those affected shall divide the maximum per diem substitute pay.

ARTICLE 16

INSURANCE PROTECTION

The Board agrees to provide without cost to the contracted employee the insurance benefits as set forth herein to each full-time employee, which, for the purposes of this Article 16, shall mean individuals who work no less than an average of thirty-two (32) hours per week. Teachers who are employed in a 4/5 position shall be deemed to satisfy the thirty-two (32) hour requirement. Individuals employed on or before June 30, 2010 shall not be subject to the full-time requirement set forth above in order to

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be eligible to receive insurance benefits, but shall be subject to the requirements of N.J.S.A. 52:14-17.26(c)(1).

- A. The Public and School Employees Health Benefits Program administered through the New Jersey Division of Pensions under individual or family plan whichever is applicable to the employee.
- B. Dental coverage for the employee and his/her eligible dependents under the New Jersey Dental Service Plan, U.C.R. Incentive Plan.
- C. The Association shall eliminate the current prescription plan and shall cap the Board's payment of additional premiums (difference in premium with and without stand-alone prescription plan) (Board will enter the State Health Benefits Plan) to permit employees to submit their prescription claims to the SHBP to the extent such claims are eligible for reimbursement under said plan. Effective July 1, 2014, the prescription cap previously in place shall be eliminated and the Board shall pay the additional premium for the New Jersey School Employees Health Benefit Program major medical prescription coverage, less the employees' required contributions under Public Law 2011, Chapter 78 and N.J.S.A. 18A:16-17.1.
- D. Upon voluntary retirement with twelve years or more of service in the Bergenfield Schools, certificated personnel will receive remuneration for accumulated sick days in accordance with the following schedule, except that for employees voluntarily retiring in the 1995-1996 and the 1996-1997 school year there shall be a maximum payment to any one certificated employee of \$10,000.00:

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1. Certificated personnel (per diem remuneration) 0-100 days at \$30.00 per day.  
  
101-200 days at substitute pay for consecutive service Level I; for the year of retirement.  
  
201+ days at substitute pay for consecutive service Level II; for the year of retirement.
2. Upon voluntary retirement with 10 years or more of service in the Bergenfield schools, non-certificated personnel to receive .6 of certificated personnel remuneration.
3. Section D shall be automatically eliminated in its entirety on June 30, 2018 if the Association has not successfully negotiated a continuation of the provision beyond the elimination date. Failure to reach an agreement on a successor contract by June 30, 2018 shall not result in a continuation of the benefits set forth in Section D.
4. Payment, at the Board's option, may be postponed to July 1 (one year and a day next following the year of retirement). Effective July 1, 1997.

#### ARTICLE 17

#### DIRECT DEPOSIT

All employees shall participate in direct deposit. The Board will make direct payments of salary checks into each employee's bank account.

#### ARTICLE 18

#### PAST PRACTICES CLAUSE

Where the Board has adopted policy concerning wages, hours and conditions of work prior to the negotiations of this contract which were in effect at the time this agreement was concluded,

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such policy as provided in law, may not be unilaterally changed and shall be considered past practices which are incorporated as part of this agreement.

Those practices concerning wages, hours, conditions of work are among the items subject to arbitration under this contract.

#### ARTICLE 19

##### BOARD RIGHTS AND RESPONSIBILITIES

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and the United States including, but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities.

The exercise of the power, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of New Jersey and the Constitution and laws of the United States.

#### ARTICLE 20

##### SPECIALISTS

The Board of Education recognizes that Specialists have a value for the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to consider the role of Specialists to maximize the educational experience.

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ARTICLE 21

GRIEVANCE PROCEDURE (NON-CERTIFICATED PERSONNEL)

Unless otherwise stated below, the grievance procedure in Article 3 is to be followed. In the grievance procedure, the supervisor with whom grievances are to be discussed is the supervisor to whom the grievant is responsible.

Step 2 For Custodians and Bus Drivers.

The supervisor to whom the written grievance must be directed is the school business administrator of the district rather than the Superintendent of Schools.

Step 2 For Secretaries.

The supervisor to whom the written grievance must be directed is the assistant superintendent for personnel of the district rather than the Superintendent of Schools.

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ARTICLE 22

TENURE (CUSTODIANS)

1. Tenure of office shall be granted to members of the custodial staff who have obtained three (3) favorable annual evaluations after three (3) years of service in the Bergenfield School System.

Evaluations shall be carried out as follows:

<u>Employee</u>	<u>Performed By</u>
Custodian	Supervisor of Buildings and Grounds, Building Principal
Head Custodian	Supervisor of Buildings and Grounds
Maintenance Staff	Supervisor of Buildings and Grounds
Grounds Staff	Supervisor of Buildings and Grounds
Assistant Supervisor of Buildings and Grounds	Supervisor of Buildings and Grounds

All yearly evaluations shall be reviewed and discussed with individual evaluated. All yearly evaluations will be subject to review and recommendation by the School Business Administrator or his/her designee. Evaluations shall be made part of the personnel file of the individual.

2. Tenure may be withdrawn from any employee for malfeasance, misfeasance, or nonfeasance in the performance of his/her

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duties. Prior to actual discharge, except in unusual cases mutually determined, the individual will be placed on probation for a period of time to be determined by the School Business Administrator after discussion with the individual and with a member of the association, if the individual so desires.

ARTICLE 23

SALARIES (CUSTODIANS)

1. The Board agrees that the Salary Guide attached hereto, including the general provisions thereon, and made a part hereof shall apply to all employees within the unit covered by this agreement.
2. A night shift differential schedule shall be paid to those individuals assigned to the night or early morning shifts.

The remuneration shall be:

\$600 additional per annum-night shift.

\$800 additional per annum-early morning shift.

3. Employees shall be employed on the basis of a normal work week of forty hours. The normal work day shall be eight (8) hours exclusive of lunch. When school is not in session the normal work day shall be seven and one half hours (7 1/2) exclusive of lunch.
4. Employees shall be paid on the basis of one and one-half times their equivalent hourly rate for hours in excess of forty within any given calendar week, Sunday through Saturday. Double time shall be paid for Sunday and/or Holiday overtime work.
5. No custodian will be required to remain in a building or any part thereof during the removal of hazardous waste materials

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when his/her presence is prohibited by Federal and/or state law.

6. If a custodian works the day shift in July and/or August, and is assigned to the night shift on a per diem basis, he/she shall be paid at the rate of 1½ times the normal hourly rate.

**ARTICLE 24**

**VACATIONS/MISCELLANEOUS (CUSTODIANS)**

Twelve month employees will receive paid vacations in accordance with the following schedule of employment from July 1st.

Length of Service

Vacation

Less than one year

One working day for each month of service

One year thru five years.

Two calendar weeks

A ten month employee will be considered to have one year after working five months; a twelve month employee will be considered to have one year after working six months.

Six years, thru ten years

Three calendar weeks, at least two weeks of which shall be consecutive.

Eleven or more years

Four calendar weeks, at least two weeks of which shall be consecutive.

An additional day of vacation will be granted any employee whose vacation includes a legal holiday.

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The following holidays will be observed for custodians providing school is not in session:

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

\* Effective July 1, 2017, Martin Luther King Day shall be eliminated as a holiday for custodians.

If school is in session on one of the above listed holidays, or if a listed holiday falls on Saturday or Sunday members of the custodial staff shall receive a day off on a non-listed holiday that school is closed at the discretion of the School Business Administrator/Board Secretary.

#### MISCELLANEOUS

1. The Board of Education shall provide yearly, prior to September 1, three (3) sets of uniforms and shall also provide the necessary coveralls for boiler cleaning as required.
2. The Board of Education shall pay for the initial and yearly renewal boiler license fee of the individual custodial staff member achieving or holding same.
3. THIS APPLIES TO PERSONNEL HIRED AFTER JULY 1, 1991. Custodians shall obtain a Black Seal license by the end of the third full year of employment. Cost of the course and the license shall be paid by the Board of Education.

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Custodians who fail to obtain a Black Seal license by the end of their third year of employment shall have their contracts terminated or non-renewed as applicable.

ARTICLE 25

VACATIONS/MISCELLANEOUS (SECRETARIES)

Twelve month employees will receive paid vacations in accordance with the following schedule of employment from July 1st.

<u>Length of Service</u>	<u>Vacation</u>
Less than one year	One working day for each month of service
One year thru five years. A ten month employee will be considered to have one year after working five months; a twelve month employee will be considered to have one year after working six months.	Two calendar weeks
Six years, thru ten years	Three calendar weeks, at least two weeks of which shall be consecutive.
Eleven or more years	Four calendar weeks, at least two weeks of which shall be consecutive.

An additional day of vacation will be granted any employee whose vacation includes a legal holiday.

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MISCELLANEOUS

WORK SCHEDULE

The work day is seven (7) hours plus one hour for lunch, the work schedule for twelve (12) months employees is from July 1 through June 30 and the work schedule for ten (10) months employees is from September 1 through June 30. Any work between thirty five (35) and forty (40) hours may be remunerated at the normal hourly rate (with the approval of the immediate supervisor) or equal compensatory time.

When a ten-month secretary is employed in the summer, he/she shall be paid at his/her daily rate of pay. A day's pay shall be defined as 1/200<sup>th</sup> of the secretary's annual salary or any portion thereof if the secretary works for less than a full contractual day.

SECURITY

If a secretary is working alone in a building, without administrator or a school resource officer, the secretary may be reassigned to the High School to complete his or her work day.

ARTICLE 26

SENIORITY PROVISIONS (SECRETARIES)

- A. In the event tenure unit members must be laid off, said layoff will be made on the basis of district-wide seniority insofar as the employee(s) making the seniority claim possesses the necessary job skills, experience, and qualifications to perform in the position being claimed. Seniority shall be defined as continuous employment time in the Bergenfield Public School System.
- B. Any affected employee who bumps into a lesser salary classification shall retain his/her previously held salary in the higher classification until the salary guide step in the lesser classification surpasses the salary he/she was

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earning in the previously held higher classification. In no event shall the salary paid to an employee in a lesser classification be higher than the salary paid on the same step in a higher classification.

- C. In the event a vacancy occurs, laid off employees shall be entitled to recall in order of seniority so long as the employee making the recall claim possesses the skills and qualifications to fill the vacant position.
- D. No new bargaining unit member may be hired while unit members who meet job skill and qualification requirements are still on layoff.
- E. When unit members are recalled to work, they shall be restored to the appropriate step of the salary scale receiving credit for all time served in Bergenfield. All accumulated sick time and all other benefits said employee has at time of layoff shall be restored in their entirety upon the return of the employee.
- F. Seniority shall not be accumulated during the period of layoff or approved leave of absence. Upon credit or return from approved leave of absence, employees shall have their accumulated seniority to the date of layoff or commencement of approved leave of absence.

#### ARTICLE 27

#### SENIORITY PROVISIONS (CUSTODIANS, BUS DRIVERS AND PARAPROFESSIONALS)

- A. In the event unit members must be laid off, said layoff will be made on the basis of district-wide seniority insofar as the employee(s) making the seniority claim possess the necessary job skills, experience and qualifications to perform in the position being claimed. Seniority shall be defined as continuous employment time in the Bergenfield Public School System.

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- B. Custodians shall accrue seniority in three categories: maintenance, grounds, custodian. An employee whose job assignment changes can accrue seniority in more than one category. As an example, if an employee starts in the district as a custodian and is employed in that position for three years, and then his/her position is changed to a grounds position which he/she holds for four years, then the employee has four years seniority in the category of grounds and seven years seniority in the category of custodian.
- C. Bus Drivers shall accrue seniority in categories based on their CDL classification. Class B drivers can drive any type of bus. Class C drivers can drive any bus under 26,000 lbs. In the event of a layoff, all employees with a Class C CDL will be laid off before any employee with a Class B CDL is laid off. If an employee has a Class C CDL and is employed in that category for 2 years and then upgrades it to a Class B CDL and continues employment in the district for another 2 years, he/she would have 2 years seniority in the Class B category and 4 years seniority in Class C category.
- D. Paraprofessionals shall accrue seniority in three categories. The three categories are classroom paraprofessionals, paraprofessionals working in the autism program and one-to-one paraprofessionals. If an employee's assignment changes from one category to another he/she may accrue seniority in more than one category. For example, an employee hired as a classroom paraprofessional who works in that position for two years and whose assignment changes to a one-to-one paraprofessional which he/she holds for two years has two years seniority as a one-to-one paraprofessional and four years seniority as a classroom paraprofessional.

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ARTICLE 28

PARAPROFESSIONAL EMPLOYMENT

- A. Part time paraprofessionals will not be required to be on duty for staff development days.
- B. Full time paraprofessionals will be required to attend all staff development programs. Two (2) weeks' notice will be given for any workshop pertinent to paraprofessional staff development.
- C. The paraprofessionals' day will end at the same time that the children are dismissed except for staff development days as discussed above.
- D. Paraprofessionals will be required to be on duty the day before school opens along with all Teachers and Support Staff.
- E. Paraprofessionals will not be required to remain on duty beyond the last day for students.
- F. Paraprofessionals will not be required to attend parent conferences.
- G. Paraprofessionals will not be required to attend faculty meetings unless so requested by the Building Principal.
- H. Building Principals are encouraged to refrain from using paraprofessionals to cover office duties.

ARTICLE 29

AGENCY SHOP

- A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a

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representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

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

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deductions will begin thirty (30) days after the employee begins his or her employment in a bargaining unit position.

D. Termination of Employment

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

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E. Mechanics

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

ARTICLE 30

MISCELLANEOUS PROVISIONS

- A. This Agreement shall be added to Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of this Agreement or any application of the 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 and 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. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to the President for distribution to all employees now employed or hereafter employed. The format of the cover of the Agreement shall be determined by the Superintendent of Schools.

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E. The teacher shall have the right and responsibility to determine grades within the grading policy of the Bergenfield School System based upon his/her professional judgment of available criteria pertinent to any given subject area or activity for which he/she is responsible. No grade will be changed without consultation with the teacher.

ARTICLE 31

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2015 and shall continue in effect until June 30, 2018. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this agreement to be signed by their respective president, attested by their respective secretaries, and under their corporate seals to be placed here, all on the 17<sup>th</sup> day of February, 2016.

BERGENFIELD EDUCATION  
ASSOCIATION

BERGENFIELD BOARD OF EDUCATION

By: *Joseph Kuray*  
BEA President

By: *Joseph Amara*  
JOSEPH AMARA  
Board President

By: *P. Di Lorenzo*

By: *Christopher Tully*  
CHRISTOPHER TULLY  
Business Administrator/  
Board Secretary

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ARTICLE 32

APPENDIX

- A. PROFESSIONAL SALARY GUIDE
- B. CLASSROOM PARAPROFESSIONALS SALARY GUIDE
- C. GUIDANCE PERSONNEL SALARY GUIDE
- D. ATHLETIC DEPARTMENT PERSONNEL SALARY GUIDE
- E. EXTRA PAY FOR EXTRA SERVICES
- F. CUSTODIAL SALARY GUIDE
- G. CERTIFIED PART-TIME HOURLY EMPLOYEES
- H. SECRETARIAL SALARY GUIDE
- I. BUS DRIVERS SALARY GUIDE
- J. Bell Schedules

A - SALARY GUIDE

- I. QUALIFICATIONS FOR ADVANCEMENT ON TEACHERS SCALE
  - A. Advancement from one level of the salary guide to next shall be related to the field of employment. Advancement to the EdD/PhD category shall occur only when an employee receives or maintains a doctorate related to his/her field of employment. In accordance with N.J.S.A. 18A:6-8.5, the employee must obtain approval from the Superintendent prior to enrollment in any course or degree program for which advancement on the salary guide will be sought. In order to obtain the Superintendent's approval, the course or degree program must be completed at a duly authorized institution of higher education as defined by N.J.S.A. 18A:3-15.3 and must be related to the employee's current or future job responsibilities. In the event

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that the Superintendent denies the approval, the employee may appeal the denial to the Board.

Advancement may take place under one of the following conditions:

1. Presentation of an official transcript indicating receipt of the next higher degree may qualify the employee to full advancement to the next level.
  2. Presentation of an official transcript indicating completion of the graduate credits, approved by the Superintendent of Schools that will qualify the employee to advance to the next level on the guide.
- B. Effective June 1, 2014, the BA+32 category shall be eliminated and only the MA designation shall remain. Any teacher who was paid on that column based on BA+32 credits shall continue to be paid on that column.
- C. Effective June 1, 2014, a teacher shall not advance beyond the MA column unless the teacher obtains the graduate credits entitling him or her to such advancement subsequent to earning a Master's degree.
- D. More than nine (9) credits, exclusive of summer school, may be taken in any semester in which the teacher is in full-time employment only upon the recommendation of the Principal and the approval of the Superintendent of Schools.
- E. Salary advances shall be made twice a year on September 1 and February 1 upon presentation of an official transcript, provided such intention was conveyed to the Superintendent of Schools, in writing by September 30 of the preceding school year. Salary advances shall be


retroactive to the day upon which the official transcript was presented to the Board.

- F. Effective July 1, 1991, any credits in excess of thirty (30) credits which are required to complete a Master's Degree program shall not be utilized for purposes of advancement to a higher salary level.

Any teacher who was currently employed by the Board on July 1, 1991, or who was on a preferred eligibility list and is reemployed by the Board after July 1, 1991, shall maintain his/her current placement on the salary guide and any credits in excess of thirty (30) credits which are required to complete a Master's Degree Program shall be utilized for purposes of advancement to a higher salary level.

## II. INCREMENTS FOR ALL EMPLOYEES

- A. Increments will not be automatic but will be granted for satisfactory service upon the recommendation of the Superintendent of Schools, subject to the approval of the Board of Education. Failure in any given year to grant an increment does not create any future obligation to restore the increment.
- B. In any year an employee whose work is deemed unsatisfactory may, upon the recommendation of the Superintendent of Schools, have his/her increment withheld and thereby lose a step on the guide. Before making such recommendation to the Board, the Superintendent of Schools shall send the teacher written notice of such intention and give him/her an opportunity to discuss the reason for such action with the Superintendent.
- C. Additional increments may be granted within the guide upon the recommendation of the Superintendent of

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Schools, if the best interest of the school system warrants such action.

- D. Additional amounts above maximum may also be granted, upon the recommendation of the Superintendent of Schools, and approved by the Board, when in the judgment of the Board, the best interests of the school system are served by such action.

### III. ADJUSTMENTS FOR ALL EMPLOYEES

In any year in which there is an upward revision of the salary guide, adjustments to the proper place on the guide may be withheld in whole or in part. Before making such recommendation to the Board, the Superintendent of Schools shall send the teacher written notice of such intention and give him/her an opportunity to discuss the reason for such action with the Superintendent. Future increases after withholding an adjustment will depend entirely upon the recommendation of the Superintendent and the approval of the Board of Education.

### IV. ELEVEN MONTH PROFESSIONAL PERSONNEL

Will be employed for eleven (11) continuous months. Salary will be proper step on ten (10) month professional guide plus 10%.

### V. RETROACTIVITY

All increases made to this 2015-2018 Agreement are retroactive to July 1, 2015 from the date of ratification and shall apply to all employed staff as of July 1, 2015.

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APPENDIX A

TEACHERS' SALARY GUIDE 2015-2016

Step	BA	BA+16	MA	MA+16	MA+32	MA+45	PD	MA+60	EdD/ PhD	
1	50,415	53,415	56,415	59,415	62,415	63,165	63,915	64,665	65,415	Professional Diplomas and/or Doctorate: A person may advance on either the Professional Diploma or the Doctoral Degree but not both. If a person obtains the Diploma and then the Doctoral Degree, the maximum increase shall be that which is listed for the Doctoral Degree.
2	51,415	54,415	57,415	60,415	63,415	64,165	64,915	65,665	66,415	
3	52,415	55,415	58,415	61,415	64,415	65,165	65,915	66,665	67,415	
4-5	53,420	56,420	59,420	62,420	65,420	66,170	66,920	67,670	68,420	
6	54,820	57,820	60,820	63,820	66,820	67,570	68,320	69,070	69,820	
7	56,225	59,225	62,225	65,225	68,225	68,975	69,725	70,475	71,225	
8-9	57,630	60,630	63,630	66,630	69,630	70,380	71,130	71,880	72,630	Educational credits: M+45 = Base Salary (M+32) + \$690
10	59,530	62,530	65,530	68,530	71,530	72,280	73,030	73,780	74,530	PD = Base Salary (M+32) + \$1,060
11	61,430	64,430	67,430	70,430	73,430	74,180	74,930	75,680	76,430	M+60 = Base Salary (M+32) + \$1,380
12	63,330	66,330	69,330	72,330	75,330	76,080	76,830	77,580	78,330	Thesis Approval = present salary plus ½ difference between present salary and base salary (M=32)=Edd Stipend
13	65,230	68,230	71,230	74,230	77,230	77,980	78,730	79,480	80,230	EdD = Base Salary (M+32) + \$2,040
14	67,230	70,230	73,230	76,230	79,230	79,980	80,730	81,480	82,230	
15- 16	69,230	72,230	75,230	78,230	81,230	81,980	82,730	83,480	84,230	
17- 18	71,230	74,640	78,050	81,460	84,870	85,723	86,575	87,428	88,280	
19	73,230	76,640	80,050	83,460	86,870	87,723	88,575	89,428	90,280	Longevity 17 + Years = \$600 20 + Years = \$1,200 25 + Years = \$1,800
20	75,230	78,640	82,050	85,460	88,870	89,723	90,575	91,428	92,280	
21	77,230	80,640	84,050	87,460	90,870	91,723	92,575	93,428	94,280	
22	79,230	82,640	86,050	89,460	92,870	93,723	94,575	95,428	96,280	Educational credits and longevity stipends are added individually to the base salary. Stipends are not added cumulatively.
23	81,230	84,640	88,050	91,460	94,870	95,723	96,575	97,428	98,280	
24	83,330	87,090	91,080	94,540	98,610	99,300	99,670	99,990	100,650	

PEOPLE WHO WERE MOVED TO STEP 23 IN THE BASE YEAR (96-97) WILL RECEIVE AN ADDITIONAL \$366.00 ABOVE STEP 23 IN THE 97-98 YEAR.

TEACHERS WHO WERE PAID ON THE MA COLUMN BASED ON BA+32 CREDITS PRIOR TO JUNE 1, 2014, SHALL CONTINUE TO BE PAID ON THAT COLUMN. EFFECTIVE JUNE 1, 2014, A TEACHER SHALL NOT ADVANCE BEYOND THE MA COLUMN UNLESS THE TEACHER OBTAINS THE GRADUATE CREDITS ENTITLING HIM OR HER TO SUCH ADVANCEMENT SUBSEQUENT TO EARNING A MASTER'S DEGREE.

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**TEACHER'S SALARY GUIDE - 2016-2017**

Step	BA	BA+16	MA	MA+16	MA+32	MA+45	PD	MA+60	EdD/ PhD
1	50,870	53,870	56,870	59,870	62,870	63,620	64,370	65,120	65,870
2	51,870	54,870	57,870	60,870	63,870	64,620	65,370	66,120	66,870
3	52,870	55,870	58,870	61,870	64,870	65,620	66,370	67,120	67,870
4	53,875	56,875	59,875	62,875	65,875	66,625	67,375	68,125	68,875
5-6	55,275	58,275	61,275	64,275	67,275	68,025	68,775	69,525	70,275
7	56,680	59,680	62,680	65,680	68,680	69,430	70,180	70,930	71,680
8	58,085	61,085	64,085	67,085	70,085	70,835	71,585	72,335	73,085
9-10	59,985	62,985	65,985	68,985	71,985	72,735	73,485	74,235	74,985
11	61,885	64,885	67,885	70,885	73,885	74,635	75,385	76,135	76,885
12	63,785	66,785	69,785	72,785	75,785	76,535	77,285	78,035	78,785
13	65,685	68,685	71,685	74,685	77,685	78,435	79,185	79,935	80,685
14	67,685	70,685	73,685	76,685	79,685	80,435	81,185	81,935	82,685
15	69,685	72,685	75,685	78,685	81,685	82,435	83,185	83,935	84,685
16-17	71,685	75,095	78,505	81,915	85,325	86,178	87,030	87,883	88,735
18-19	73,685	77,095	80,505	83,915	87,325	88,178	89,030	89,883	90,735
20	75,685	79,095	82,505	85,915	89,325	90,178	91,030	91,883	92,735
21	77,685	81,095	84,505	87,915	91,325	92,178	93,030	93,883	94,735
22	79,685	83,095	86,505	89,915	93,325	94,178	95,030	95,883	96,735
23	81,685	85,095	88,505	91,915	95,325	96,178	97,030	97,883	98,735
24	83,785	87,545	91,535	94,995	99,065	99,755	100,125	100,445	101,105

Professional Diplomas and/or Doctorate:  
A person may advance on either the Professional Diploma or the Doctoral Degree but not both. If a person obtains the Diploma and then the Doctoral Degree, the maximum increase shall be that which is listed for the Doctoral Degree.

Educational credits:  
M+45 = Base Salary (M+32) + \$690  
PD = Base Salary (M+32) + \$1,060  
M+60 = Base Salary (M+32) + \$1,380  
Thesis Approval = present salary plus ½ difference between present salary and base salary (M=32)=EdD Stipend  
EdD = Base Salary (M+32) + \$2,040

Longevity  
17 + Years = \$600  
20 + Years = \$1,200  
25 + Years = \$1,800

Educational credits and longevity stipends are added individually to the base salary. Stipends are not added cumulatively.

PEOPLE WHO WERE MOVED TO STEP 23 IN THE BASE YEAR (96-97) WILL RECEIVE AN ADDITIONAL \$366.00 ABOVE STEP 23 IN THE 97-98 YEAR.

TEACHERS WHO WERE PAID ON THE MA COLUMN BASED ON BA+32 CREDITS PRIOR TO JUNE 1, 2014, SHALL CONTINUE TO BE PAID ON THAT COLUMN. EFFECTIVE JUNE 1, 2014, A TEACHER SHALL NOT ADVANCE BEYOND THE MA COLUMN UNLESS THE TEACHER OBTAINS THE GRADUATE CREDITS ENTITLING HIM OR HER TO SUCH ADVANCEMENT SUBSEQUENT TO EARNING A MASTER'S DEGREE.

**TEACHERS' SALARY GUIDE - 2017-2018**

Step	BA	BA+16	MA	MA+16	MA+32	MA+45	PD	MA+60	Edd/ PhD
1	51,460	54,460	57,460	60,460	63,460	64,210	64,960	65,710	66,460
2	52,460	55,460	58,460	61,460	64,460	65,210	65,960	66,710	67,460
3	53,460	56,460	59,460	62,460	65,460	66,210	66,960	67,710	68,460
4	54,465	57,465	60,465	63,465	66,465	67,215	67,965	68,715	69,465
5	55,865	58,865	61,865	64,865	67,865	68,615	69,365	70,115	70,865
6-7	57,270	60,270	63,270	66,270	69,270	70,020	70,770	71,520	72,270
8	58,675	61,675	64,675	67,675	70,675	71,425	72,175	72,925	73,675
9	60,575	63,575	66,575	69,575	72,575	73,325	74,075	74,825	75,575
10-11	62,475	65,475	68,475	71,475	74,475	75,225	75,975	76,725	77,475
12	64,375	67,375	70,375	73,375	76,375	77,125	77,875	78,625	79,375
13	66,275	69,275	72,275	75,275	78,275	79,025	79,775	80,525	81,275
14	68,275	71,275	74,275	77,275	80,275	81,025	81,775	82,525	83,275
15	70,275	73,275	76,275	79,275	82,275	83,025	83,775	84,525	85,275
16	72,275	75,685	79,095	82,505	85,915	86,768	87,620	88,473	89,325
17-18	74,275	77,685	81,095	84,505	87,915	88,768	89,620	90,473	91,325
19-20	76,275	79,685	83,095	86,505	89,915	90,768	91,620	92,473	93,325
21	78,275	81,685	85,095	88,505	91,915	92,768	93,620	94,473	95,325
22	80,275	83,685	87,095	90,505	93,915	94,768	95,620	96,473	97,325
23	82,275	85,685	89,095	92,505	95,915	96,768	97,620	98,473	99,325
24	84,375	88,135	92,125	95,585	99,655	100,345	100,715	101,035	101,695

Professional Diplomas and/or Doctorate:  
 A person may advance on either the Professional Diploma or the Doctoral Degree but not both. If a person obtains the Diploma and then the Doctoral Degree, the maximum increase shall be that which is listed for the Doctoral Degree.

Educational credits:  
 M+45 = Base Salary (M+32) + \$690  
 PD = Base Salary (M+32) + \$1,060  
 M+60 = Base Salary (M+32) + \$1,380  
 Thesis Approval = present salary plus 1/2 difference between present salary and base salary (M=32)=Edd  
 Stipend  
 Edd = Base Salary (M+32) + \$2,040

Longevity  
 17 + Years = \$600  
 20 + Years = \$1,200  
 25 + Years = \$1,800

Educational credits and longevity stipends are added individually to the base salary. Stipends are not added cumulatively.

PEOPLE WHO WERE MOVED TO STEP 23 IN THE BASE YEAR (96-97) WILL RECEIVE AN ADDITIONAL \$366.00 ABOVE STEP 23 IN THE 97-98 YEAR.

TEACHERS WHO WERE PAID ON THE MA COLUMN BASED ON BA+32 CREDITS PRIOR TO JUNE 1, 2014, SHALL CONTINUE TO BE PAID ON THAT COLUMN. EFFECTIVE JUNE 1, 2014, A TEACHER SHALL NOT ADVANCE BEYOND THE MA COLUMN UNLESS THE TEACHER OBTAINS THE GRADUATE CREDITS ENTITLING HIM OR HER TO SUCH ADVANCEMENT SUBSEQUENT TO EARNING A MASTER'S DEGREE.


ADVANCEMENT-PLACEMENT  
CHART  
Teachers

BASE YEAR 2014-15 STEP	YEAR ONE 2015-16 STEP	YEAR TWO 2016-17 STEP	YEAR THREE 2017-18 STEP
		1	2
		2	3
1	2	3	4
2	3	4	5
3-4	4-5	5-6	6-7
5	6	7	8
6	7	8	9
7-8	8-9	9-10	10-11
9	10	11	12
10	11	12	13
11	12	13	14
12	13	14	15
13	14	15	16
14-15	15-16	16-17	17-18
15-16	17-18	18-19	19-20
18	19	20	21
19	20	21	22
20	21	22	23
21	22	23	24
22	23	24	24
23	24	24	24
24	24	24	24

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APPENDIX B

CLASSROOM PARAPROFESSIONALS SALARY GUIDE - 2015-2016

YEAR 1  
2015-16  
PARA

1	18,148
2	18,248
3	18,348
4	18,448
5	18,638
6	18,878
7	19,273
8	19,913
9-10	20,638
11-12	21,388
13-14	22,163
15	22,963
16	23,788

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CLASSROOM PARAPROFESSIONALS SALARY GUIDE - 2016-2017

YEAR 2  
2016-17  
PARA

1	18,511
2	18,611
3	18,711
4	18,811
5	19,001
6	19,241
7	19,636
8	20,276
9	21,001
10-11	21,751
12-13	22,526
14-15	23,326
16	24,151

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CLASSROOM PARAPROFESSIONALS SALARY GUIDE - 2017-2018

YEAR 3  
2017-18  
PARA

1	18,923
2	19,023
3	19,123
4	19,223
5	19,413
6	19,653
7	20,048
8	20,688
9	21,413
10	22,163
11-12	22,938
13-14	23,738
15	24,563

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ADVANCEMENT-PLACEMENT  
CHART  
PARA

BASE YEAR 2014-15 STEP	YEAR ONE 2015-16 STEP	YEAR TWO 2016-17 STEP	YEAR THREE 2017-18 STEP
		1	1
		2	2
1	1	2	3
2	2	3	4
3	3	4	5
4	4	5	6
5	5	6	7
6	6	7	8
7	7	8	9
8-9	8	9	10
10-11	9-10	10-11	11-12
12-13	11-12	12-13	13-14
14	13-14	14-15	15
15	15	16	15
16	16	16	15
16	16	16	15

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APPENDIX C

GUIDANCE PERSONNEL SALARY GUIDE - 2015-2018

2015-2016

BASE	\$1,150
STEP 1	\$1,439
STEP 2	\$1,728
STEP 3	\$2,017
STEP 4	\$2,301
STEP 5	\$2,589
STEP 6	\$2,872

2016-2017

BASE	\$1,183
STEP 1	\$1,479
STEP 2	\$1,776
STEP 3	\$2,073
STEP 4	\$2,365
STEP 5	\$2,661
STEP 6	\$2,953

2017-2018

BASE	\$1,217
STEP 1	\$1,522
STEP 2	\$1,828
STEP 3	\$2,134
STEP 4	\$2,434
STEP 5	\$2,738
STEP 6	\$3,038

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APPENDIX D

ATHLETIC DEPARTMENT PERSONNEL SALARY GUIDE

2015-2016 through 2017-2018 school years

POSITION	
GROUP I	
Football	
Assistant Football (6)	\$9,080
Athletic Trainer	\$6,348
	\$8,519
Group II	
Wrestling	
Assistant Wrestling (3)	\$8,115
Basketball (2)	\$5,917
Assistant Basketball (3)	\$8,115
Spring Track (2)	\$5,917
Assistant Spring Track (3)	\$7,674
	\$5,626
Group III	
Baseball	
Assistant Baseball (2)	\$7,674
Softball	\$5,626
Assistant Softball (2)	\$7,674
Soccer (2)	\$5,626
Assistant Soccer (4)	\$7,674
Volleyball (2)	\$5,626
Assistant Volleyball (4)	\$7,042
	\$5,081
Group IV	
Winter Track	
Assistant Winter Track	\$7,042
Cheerleading	\$5,081
Assistant Cheerleading (2)	\$7,674
Cross Country	\$5,626
	\$7,042

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GROUP V

Bowling	\$7,042
Golf	\$7,042
Tennis (2)	\$7,042
Assistant Tennis	\$5,081
Weight Room Supervisor	\$30 per hour
Middle School Coaching Staff (10)	\$4,281 (per sport per season)

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APPENDIX E

EXTRA PAY FOR EXTRA SERVICES

2015-2016 through 2017-2018 school years

POSITION	
GROUP I	
Band Director*	\$4,808
HS Newspaper	\$5,774
HS Yearbook Advisor	\$5,774
TV Production Advisor	\$5,774
Academic Decathlon	\$2,035
STEM Advisor	\$3,923
HS Drama Club	\$4,208
Model UN	\$5,774
Senior Class Advisor	\$4,126
RWB Theater Workshop	\$2,786
RWB Yearbook Advisor	\$2,104
GROUP II	
Junior Class Advisor	\$2,238
Sophomore Class Advisor	\$2,238
Freshman Class Advisor	\$2,238
Color Guard Advisor*	\$3,451
Debate Club Advisor	\$3,308
Peer Transitions Advisor (5)	\$3,308
Chemistry Olympics Advisor	\$3,308
Spring Concert Production	\$2,488
HS Stage Director	\$4,208
Dance Club Advisor	\$3,602
RWB Bears Club	\$1,284
Quiz Bowl Advisor	\$1,284
RWB League of Representatives	\$1,284
RWB National Jr Honor Society	\$1,284
Assistant Chemistry Olympics Advisor	\$1,284
Taiko Drum Advisor	\$1,284
DASH Advisor (as needed)	\$30 per hour

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GROUP III

HS Peer Tutoring	
Assistant Band Coaches* (8)	\$2,381
STEM Mentors (5)	\$2,997
RWB Newspaper Editor	\$2,238
RWB Jazz Club	\$1,084
RWB Art and Mural Club	\$1,084
RWB Multicultural Club	\$1,084
	\$1,084

Group IV

HS National Honor Society	
Subject Honor Society Advisors (6)	\$1,863
Student Congress	\$1,284
Literary Magazine	\$1,863
Safety Patrol Advisor (5)	\$1,863
	\$1,154

\*Stipend includes performances in the Bergenfield Borough Holiday Parades

Effective July 1, 2014, the Extra Pay for Extra Services schedule shall no longer provide for release periods during the school day.

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APPENDIX F

CUSTODIAL SALARY GUIDE - 2015-2016

YEAR 1  
2015-16  
Custodians

Step	Cat A	Cat B	Cat C	Cat D	Cat E
1	51,495	50,734	49,465	45,406	44,391
2	52,495	51,719	50,425	46,286	45,250
3	53,495	52,704	51,385	47,166	46,111
4	54,495	53,689	52,345	48,046	46,971
5	55,495	54,674	53,305	48,926	47,831
6	56,495	55,659	54,265	49,806	48,691
7	57,495	56,644	55,225	50,686	49,551
8	58,495	57,629	56,185	51,566	50,411
9	59,495	58,614	57,145	52,446	51,271
10	60,495	59,599	58,105	53,326	52,131
11-12	61,495	60,584	59,065	54,206	52,991
13-14	62,495	61,569	60,025	55,086	53,851
15	63,495	62,554	60,985	55,966	54,711
16	64,495	63,519	61,945	56,846	55,571

- Category A:** Head Custodian, High School, Middle School
- Category B:** Head Custodian, Elementary Schools, Maintenance
- Category C:** Grounds
- Category D:** Assistant Head Custodian, High School, Middle School Custodians
- Category E:** Custodians

An additional increment of \$350 may be granted after ten (10) and fifteen (15) years of continuous employment in the Bergenfield School System.

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CUSTODIAL SALARY GUIDE - 2016-2017

YEAR 2  
2016-17  
Custodians

Step	Cat A	Cat B	Cat C	Cat D	Cat E
1	52,290	51,529	50,260	46,201	45,186
2	53,290	52,514	51,220	47,081	46,045
3	54,290	53,499	52,180	47,961	46,906
4	55,290	54,484	53,140	48,841	47,766
5	56,290	55,469	54,100	49,721	48,626
6	57,290	56,454	55,060	50,601	49,486
7	58,290	57,439	56,020	51,481	50,346
8	59,290	58,424	56,980	52,361	51,206
9	60,290	59,409	57,940	53,241	52,066
10	61,290	60,394	58,900	54,121	52,926
11	62,290	61,379	59,860	55,001	53,786
12-13	63,290	62,364	60,820	55,881	54,646
14-15	64,290	63,349	61,780	56,761	55,506
16	65,290	64,314	62,740	57,641	56,366

- Category A:** Head Custodian, High School, Middle School
- Category B:** Head Custodian, Elementary Schools, Maintenance
- Category C:** Grounds
- Category D:** Assistant Head Custodian, High School, Middle School Custodians
- Category E:** Custodians

An additional increment of \$350 may be granted after ten (10) and fifteen (15) years of continuous employment in the Bergenfield School System.

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CUSTODIAL SALARY GUIDE - 2017-2018

YEAR 3  
2017-18  
Custodians

Step	Cat A	Cat B	Cat C	Cat D	Cat E
1	53,182	52,421	51,152	47,093	46,078
2	54,182	53,406	52,112	47,973	46,937
3	55,182	54,391	53,072	48,853	47,798
4	56,182	55,376	54,032	49,733	48,658
5	57,182	56,361	54,992	50,613	49,518
6	58,182	57,346	55,952	51,493	50,378
7	59,182	58,331	56,912	52,373	51,238
8	60,182	59,316	57,872	53,253	52,098
9	61,182	60,301	58,832	54,133	52,958
10	62,182	61,286	59,792	55,013	53,818
11	63,182	62,271	60,752	55,893	54,678
12	64,182	63,256	61,712	56,773	55,538
13-14	65,182	64,241	62,672	57,653	56,398
15	66,182	65,206	63,632	58,533	57,258

**Category A:** Head Custodian, High School, Middle School

**Category B:** Head Custodian, Elementary Schools, Maintenance

**Category C:** Grounds

**Category D:** Assistant Head Custodian, High School, Middle School Custodians



**Category E:** Custodians

An additional increment of \$350 may be granted after ten (10) and fifteen (15) years of continuous employment in the Bergenfield School System.

**ADVANCEMENT-PLACEMENT  
CHART**

*Custodians*

BASE YEAR 2014-15 STEP		YEAR ONE 2015-16 STEP		YEAR TWO 2016-17 STEP		YEAR THREE 2017-18 STEP
				1	→	1
		1	→	2	→	2
1	→	2	→	3	→	3
2	→	3	→	4	→	4
3	→	4	→	5	→	5
4	→	5	→	6	→	6
5	→	6	→	7	→	7
6	→	7	→	8	→	8
7	→	8	→	9	→	9
8	→	9	→	10	→	10
9	→	10	→	11	→	11
10-11	→	11-12	→	12-13	→	12
12-13	→	13-14	→	14-15	→	13-14
14	→	15	→	16	→	15
15	→	16	→	16	→	15
16	→	16	→	16	→	15

APPENDIX G

CERTIFIED PART-TIME HOURLY EMPLOYEES

Certified part time hourly  
employees are hired at an  
hourly rate of pay

1	\$13.00
2	\$13.50
3	\$14.00
4	\$14.50
5	\$15.00
6	\$15.50
7	\$16.00
8	\$16.50
9	\$17.00

Masters Add: \$ 1.00

Masters+32 Add: \$ 1.00

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