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CRESSKILL PUBLIC SCHOOLS

BOARD OF EDUCATION-CRESSKILL EDUCATION ASSOCIATION

AGREEMENT FOR 2002 - 2005

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CRESSKILL PUBLIC SCHOOLS

TEACHER CONTRACT

**Cresskill Education Association-Board of Education Agreement
2002-2005**

Agreement made this first day of **July 2002** between the Cresskill Board of Education (hereinafter referred to as the "Board") of Lincoln Drive, Cresskill, New Jersey, and the Cresskill Education Association (hereinafter referred to as the "CEA") of Lincoln Drive, Cresskill, New Jersey.

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Exhibits

- A. Salary Guides
- B. Stipends
 - Basis for Stipend Compensation
 - Initial Steps by Non-Athletic Activities
 - Personnel Assigned to Non-Athletic Activities
 - Initial Steps by Athletic Activities
 - Personnel Assigned to Athletic Activities

7/1/02

CRESSKILL PUBLIC SCHOOLS

ARTICLE I -RECOGNITION

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The Cresskill Board of Education (Board) recognizes the Cresskill Education Association (CEA) as the representative for collective negotiations for all employees under contract in titles of teachers, counselors, custodians, secretaries, trainer, and library technology aide.

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4 CRESSKILL PUBLIC SCHOOLS
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6 ARTICLE II - DEFINITIONS
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9

- 10 1) Board means the Cresskill Board of Education, its members, officers and appointed
11 agents.
12
13 2) CEA means the Cresskill Education Association, its officers and appointed agents.
14
15 3) Employee means a person or persons employed by the Board in the job categories
16 defined in Article I.
17
18 4) Grievance is a claim by any employee or the CEA based upon the interpretation,
19 application or violation of this agreement, Board policy or administrative decision
20 that affects the employees terms and conditions of employment.
21
22 5) Grievant means an employee or the CEA making a claim.
23
24 6) Representative means a person or persons and/or a designated officer or agent of
25 the CEA to represent the employee.
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CRESSKILL PUBLIC SCHOOLS

ARTICLE III - DURATION OF CONTRACT

This agreement shall be effective for the period commencing July 1, 2002 and ending June 30, 2005.

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1 CRESSKILL PUBLIC SCHOOLS

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3 ARTICLE IV - RIGHTS OF PARTIES

- 4
- 5 A) Nothing herein contained shall deny any employee and/or the Board of their rights
6 under New Jersey State Education Laws and/or State Rules and Regulations.
7
- 8 B) Except as considered administratively inappropriate, implementation of the express
9 written provision of this agreement and other terms of employment and working
10 conditions of employees of this district shall remain consistent with prevailing
11 practices in this district.
12
- 13 C) If the parties, under specific circumstances, modify a provision of this agreement,
14 such modification shall not be deemed precedent for any further application of that
15 provision.
16
- 17 D) Agency Shop Clause - Effective July 1, 1984 the Board hereby grants to the CEA an
18 agency shop. If an employee does not become a member of the Association during
19 any membership year (i.e., from September 1 to the following August 31) which is
20 covered in whole or in part by this agreement, said employee will be required to pay
21 a representation fee to the Association for that membership year to offset the costs
22 of services rendered by the Association as majority representative. The
23 representation fee to be paid by nonmembers will be equal to the maximum allowed
24 by law.
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CRESSKILL PUBLIC SCHOOLS

ARTICLE V - SAVINGS CLAUSE

In the event that any portion of this agreement shall be found contrary to law, the remainder of the agreement shall continue in force for the period of the agreement.

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CRESSKILL PUBLIC SCHOOLS

ARTICLE VI - PERSONNEL FILES

Employees shall have access to review their personnel files upon notification to the administration. Following a review, an employee may request and shall receive copies of any documents which have been placed in their files.

7/1/02

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2 CRESSKILL PUBLIC SCHOOLS
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4 ARTICLE VII - GRIEVANCE PROCEDURE
5

6 Intent: It is the purpose of this procedure to secure, at the earliest administrative level,
7 equitable resolution of differences concerning the rights of parties, through procedures
8 under which the grievant and the Board are afforded adequate opportunity to dispose of the
9 grievance.

10
11 Level One: A grievant, within forty-five (45) working days of a grievable occurrence, may
12 present and discuss the grievance with the building principal. The grievant and principal
13 may mutually agree to extend the above time limit. The grievant shall have the right to
14 represent himself or herself and/or designate a representative to present the grievance with
15 or for him/her. Discussions between the principal and grievant and/or representative may
16 be entirely informal. The principal shall within fourteen (14) working days inform the
17 grievant in writing of his decision.
18

19 Level Two: If the grievance is not resolved at Level One, then within fourteen (14) working
20 days of notification by the principal of his/her decision, the grievant will submit the grievance
21 in writing to the superintendent or his/her designee. The superintendent or his/her
22 designee shall, within fourteen (14) working days of the receipt of the grievance, meet with
23 the grievant and/or his/her representative for the purpose of discussing the grievance. The
24 superintendent or his/her designee shall, within fourteen (14) working days after the
25 grievance meeting, issue in writing his/her decision with reasons to the grievant.
26

27 Level Three: If the grievance is not resolved at Level Two, then within seven (7) working
28 days after receipt of the written decision of the superintendent or his/her designee or the
29 expiration of the time limit for making such decision, the grievant or his/her representative
30 may submit the grievance in writing to the Board, together with a copy of the decision of the
31 superintendent or his/her designee. The Board shall, within fourteen (14) working days of
32 the receipt of the grievance, meet with the grievant and/or his/her representative for the
33 purpose of discussing the grievance. Such a meeting shall be arranged by the
34 Superintendent or his/her designee at a time and place mutually agreeable to the grievant
35 and/or his/her representative and the Board. The Board shall, within fourteen (14) working
36 days after the grievance meeting, issue its disposition with the reasons in writing to the
37 grievant.
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1 ARTICLE VII - GRIEVANCE PROCEDURE (Continued)

2
3 Level Four: If the grievance has not been resolved at Level 3, then within fourteen (14)
4 working days after receipt of the written decision of the Board, or the expiration of the time
5 limits for making such decision, the grievant or his/her representative(s) may submit to the
6 Board a written notice for appointment of an arbitrator who shall be empowered to review
7 the grievance and to make findings and recommendations. Such arbitrator shall be
8 selected directly by the parties from the Public Employment Relations Commission list of
9 available arbitrators within twenty-one (21) working days of the Board's receipt of such
10 written notice. The arbitrator's findings and recommendations shall be made within fourteen
11 (14) working days after review of the case, but such findings and recommendations shall
12 not bind any of the parties to the grievance.
13

14 Level Five: If the grievance is not resolved at Level Four, the grievant or his/her
15 representative may, within fourteen (14) working days of receipt of the finding or
16 recommendations of the arbitrator, request in writing a review of the grievance by the
17 Board, together with the reasons for such request. The Board may, within fourteen (14)
18 working days of the receipt of the findings or recommendations of the arbitrator, review the
19 grievance upon its own motion, provided that written notice of such review, together with the
20 reasons for the review, are furnished the grievant and/or his/her representative. The Board
21 shall review the facts of the grievance and shall render its disposition in writing with reasons
22 to the grievant or his/her representative within fourteen (14) working days after the
23 completion of the review of the case.
24

25 Level Six: If the grievance is not resolved at Level Five, either party may pursue the
26 grievance to the next appropriate authority as provided in Article IVA of this contract.
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1 CRESSKILL PUBLIC SCHOOLS

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3 ARTICLE VIII - SALARIES

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5
6 Employee salary guides for 2002-03, 2003-04, 2004-05 are attached as
7 Exhibits A, B, and C.

8
9 The dollar increase each year is set as follows:

10	2002-2003	-	3.5%
11	2003-2004	-	4.1%
12	2004-2005	-	4.2%

13
14 Normal increments as indicated on the salary guide(s) for employees will be granted each
15 year for satisfactory performance if recommended by the superintendent and approved by
16 the Board.

17
18 A ten month employee must work at least five calendar months in a school year in order to
19 be eligible for advancement to the next salary step at the start of the following school year.

20
21 A twelve month employee must work at least six calendar months in a school year in order
22 to be eligible for advancement to the next salary step at the start of the following school
23 year.

24
25 All clerical and secretarial positions are twelve (12) months unless otherwise designated at
26 time of employment.

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2 CRESSKILL PUBLIC SCHOOLS

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4 ARTICLE IX - SICK LEAVE

5
6 1) Days Earned

7
8 Each employee shall be given sick leave credit of one day for each month's
9 employment during the school year, i.e., ten (10) days if employed on a ten month
10 basis (September 1 to June 30) and twelve (12) days if employed on a twelve month
11 basis (July 1 to June 30).
12

13 An employee starting employment on or before the 15th of the month and employed
14 for sixteen calendar days shall be allowed one day's credit for that month but no
15 credit will be allowed for that month if employment begins after the 15th of the month.
16

17 2) Unused Sick Leave

18
19 Effective from July 1, 1954, an employee's annual unused sick leave credit will be
20 cumulative from year to year without limit.
21

22 No employee shall lose or add to his/her previously accumulated unused days of sick
23 leave by reason of having been granted a leave of absence by the Board. Unused
24 accumulated sick leave credit is automatically dropped when an employee fails to
25 return from such leave of absence and also when the employee's services are
26 terminated for any other reason.
27

28 The Board shall, by October 1 of each school year, notify each employee of his/her
29 accumulated sick leave credit.
30

31 Any employee who does not complete the contract year, and has used all the sick
32 days will have his/her salary reduced at a per diem rate for each unearned sick day.
33

34 3) Use of Sick Leave

35
36 The sick leave credit accumulated as provided herein may be used by the employee
37 at any time for the purpose for which such sick leave is intended.
38

39 If an employee uses sick leave benefits for reasons other than those for which sick
40 leave is intended, such employee shall be subject to dismissal from further services.
41

42 Employees shall be allowed sick leave absence with full pay for the reasons and
43 within the limits specified below. The number of days for such absences shall be
44 deducted from the employee's annual and accumulated sick leave credit.
45

46 Personal illness or injury to the employee or his/her immediate family: i.e., husband,
47 wife, child, mother, father, sister, brother, or any other relative, provided such other
48 relative lives within the employee's immediate household. Any medical
49 circumstances affecting relatives in addition to those listed here are to be granted at
50 the discretion of the superintendent.
51

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3 ARTICLE IX - SICK LEAVE (Continued)
4

5 A doctor's certificate may be required in the event of an extended absence. If a
6 doctor's certificate is requested and is not furnished, an amount equivalent to the
7 basic substitute's pay shall be deducted for the third day after the request is made
8 and the succeeding days of absence.
9

10 4) Extended Sick Leave
11

12 In instances where an employee has exhausted his/her sick leave, the Board may
13 on a case by case application, grant additional sick leave with either full or partial
14 salary. The Board's decision to grant or not grant additional sick leave under this
15 paragraph shall not be considered precedent for other applications.
16

17 5) Payment for Unused Sick Leave on Retirement
18

19 Employees will be compensated for unused sick leave under the following
20 conditions:
21

- 22 ● a minimum of 75 sick leave days must be accumulated.
- 23
- 24 ● employee must be retiring. (TPAF or PERS)
- 25
- 26 ● one year advanced notification in writing of intent to retire must be given
- 27
- 28 ● credit for unused sick leave days during period of leave of absence is not granted
- 29
- 30 ● retirement must occur June 30th
31

32 The compensation is based on the individual's average attendance for the prior
33 three-year period compared to the average attendance of the entire staff of the
34 district (including all CEA unit members) according to the following formula:
35

36 If the individual's average attendance is within 5 percentage points of the total staff
37 attendance, the individual is credited with \$85 per day, not to exceed \$13,000. (The
38 amount is not to exceed the daily rate during the final year of employment.) If the
39 individual's average attendance (absences) is greater than 5% of the total staff
40 attendance, the rate will be as follows:
41

42 2002-2005 - \$65 per day up to \$13,000
43

44 The schedule for pay out in the event of retirement shall be as follows: Notification
45 prior to September - payment made the following July, notification after September 1
46 - payment to be made in July of the following school year (i.e. - notification before
47 September 1, 2002 results in pay out July of 2003; notification after September 1,
48 2002 results in pay out July of 2004).
49
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1 CRESSKILL PUBLIC SCHOOLS

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3 ARTICLE X - PERSONAL/NOTIFICATION DAYS

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5 1. Personal days

6
7 Each employee shall be granted two days leave without the employee's giving a
8 reason for the need to be absent. The employee shall notify the administration of the
9 date of any such day at least five working days prior to that date except in the case
10 of emergency.

11
12 Every effort will be made by the employee to consider the smooth continuity of
13 education with regard to use of personal/notification days. The Association and its
14 members recognize the intent of the use of personal/notification days and that these
15 days may not be taken before or after a long weekend or holiday without the prior
16 approval of the Superintendent. Again, every effort will be made by Association
17 members to utilize these days in a professional manner.

18
19 2. Notification Days

20
21 An employee shall be granted one such day each school year if employed less than
22 ten (10) years in the district. Two days shall be allowed each school year for
23 employees of ten or more years of service in the district. The allowance under this
24 article shall be in accordance with the terms of Section 3 below.

25
26 The employee shall notify the administration of the date of any such day at least five
27 working days prior to that date except in cases where the exact date cannot be
28 predetermined. If the absence is linked to a school holiday or weekend, a request for
29 substantiation of reason for the absence may be made.

30
31 Absence will be allowed upon approval of the reason, in advance, by the
32 Superintendent. Examples of reasons for which such days may be granted include:
33 household emergency not related to illness or injury, legal consultations and legal
34 ceremonies, graduations in the immediate family, birth of child, civic duty and
35 subpoenas (other than school related).

36
37 Every effort will be made by the employee to consider the smooth continuity of
38 education with regards to use of personal/notification days. The Association and its
39 members recognize the intent of the use of personal/notification days and that these
40 days may not be taken before or after a long weekend or holiday without the prior
41 approval of the Superintendent. Again, every effort will be made by Association
42 members to utilize these days in a professional manner.

43
44 3. Unused Personal/Notification Days

45
46 Unused personal/notification days shall be converted to available sick leave days on
47 a 1:1 basis, in the following school year (no reimbursement). Unused fractional
48 personal/notification days shall not be converted.

49
50 Proposed: 01/21/2004 Accepted: 01/26/2004

CRESSKILL PUBLIC SCHOOLS

ARTICLE XI - ABSENCE RELATED TO DEATH

In case of death in the immediate family as defined in this agreement, an employee may be absent for five (5) school days with no salary deduction. Such absence must occur within 14 days of the death. Any such absence in excess of five (5) school days would be taken without pay.

In case of death of a relative other than the immediate family as defined in this agreement in Article IX, Section 3, provided that any such absence exceeding two (2) consecutive school days shall be without pay.

The allowance under this article shall not be cumulative.

1 CRESSKILL PUBLIC SCHOOLS

2
3 ARTICLE XII - OTHER ABSENCES WITH PAY
4
5

6 Except as modified below, the following absences shall be allowed at full pay. Such
7 allowance shall not be cumulative.
8

- 9 1) Absence of an employee due to quarantine either by the Health Office of the
10 community in which the employee resides, or by direction of the school physician
11 because of contagious disease in the employee's immediate household, but not
12 because of personal illness, provided that proper evidence is submitted by the
13 absent employee to the Superintendent through the principal's office.
14
- 15 2) Enforced absence of an employee by reason of a subpoena or legal process issued
16 by a court, provided that the subpoena or other evidence of legal process is filed with
17 the Superintendent through the principal's office, and provided further that the
18 employee is not a party to the suit involved, i.e., indicting or being indicted, or suing
19 or being sued. If the employee is a party to the suit, the basic substitute pay shall be
20 deducted for a period of five (5) days; thereafter, the employee will receive no pay.
21
- 22 3) Absences that are for school purposes as recommended by the Principal and
23 approved by the Superintendent.
24
- 25 4) In all instances, when a staff member is on leave, he/she is to file a written statement
26 of intent to return or not return to the position for the spring semester no later than
27 December 15 or for the fall semester no later than March 15 of the prior year.
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ARTICLE XIII - REDUCTION IN PAY

In case of absence for reasons approved by the Superintendent but not covered elsewhere in this agreement, the basic substitute rate shall be deducted.

In the case of employees for whom no substitute is provided, any salary deductions shall be made on the basis of what a substitute would be paid.

In all cases not covered elsewhere in this agreement in which absences are taken without approval of the reason by the Superintendent, the deduction from the employee's pay for each day's absence shall be made on the basis of:

1/200th of the annual 10 month salary; or
1/240th of the annual 12 month salary.

ARTICLE XIV - OTHER ABSENCES WITHOUT PAY

The following leaves of absence, granted in accordance with this article, shall be without pay in all cases.

- 1) Paternity/maternity leave shall be granted for a period of up to the end of the school year in which the birth of the child or the placement of a child for adoption occurs. If the child is born February 1st to August 31st, a maternity leave shall be granted through January 31st following the child's birth. This leave may be extended through the end of that school year at the discretion of the Superintendent and the Board of Education, upon a written explanation of the reason for the request. Such requests must be submitted to the Superintendent no later than June 1st. Consideration will be given to extenuating circumstances and continuity of instruction.
- 2) The Board may approve a request for leave of absence not to exceed twelve months upon the recommendation of the principal and the superintendent for the following:
 - A. Personal illness, injuries, or disability including medically certified rest and recuperation and/or
 - B. Educational and professional growth. Applications for educational and/or professional growth should be filed no later than November 15 for the spring semester or by February 1 for the following fall semester or for a full school year.

1 CRESSKILL PUBLIC SCHOOLS

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3 ARTICLE XV INSURANCE BENEFITS

4
5 1. Medical Insurance

- 6
7 A. For all personnel hired prior to July 1, 1996 and tenured personnel hired
8 prior to July 1, 2002, the Board shall underwrite the cost of health insurance
9 premiums for the employees and their eligible dependents in the Horizon
10 Blue Cross Blue Shield plan currently in effect for hospitalization, surgical
11 and major medical (or equivalent coverage) for the duration of this contract.
12
13 B. For all non-tenured personnel hired after July 1, 1996, but before July 1,
14 2002, the Board shall underwrite the cost of health insurance premiums for
15 the non-tenured employee in the Horizon Blue Cross Blue Shield plan
16 currently in effect for hospitalization, surgical and major medical (or
17 equivalent) for the duration of this contract. Dependent coverage will be
18 made available to such non-tenured employees on a full contributory basis
19 by the employee.
20
21 C. For all personnel hired on or after July 1, 2002, the Board shall provide
22 single coverage in the Horizon Blue Cross Blue Shield PPO Plan.
23 Dependent coverage in the Horizon Blue Cross Blue Shield PPO Plan (or
24 equivalent) will be made available to such non-tenured employees on a full
25 contributory basis by the employee.
26
27 D. When personnel hired on or after July 1, 2002 achieve tenure the Board
28 shall underwrite the cost of coverage for the employee and their eligible
29 dependents in the Horizon Blue Cross Blue Shield PPO Plan (or equivalent),
30 for the remainder of this contract.
31

32 2. Dental Insurance

- 33
34 A. The Board shall underwrite the cost of dental insurance premiums (Delta
35 Dental Plan-Delta Premier or equivalent), no deductible, including
36 orthodontic services for all personnel hired prior to July 1, 1996 and their
37 eligible dependents for the duration of this contract.
38
39 B. For all non-tenured personnel hired on or after July 1, 1996, the Board shall
40 underwrite the cost of Delta Dental Plan-Delta Premier (or equivalent), no
41 deductible, including orthodontic services for the employee, for the duration
42 of this contract. Dependent coverage will be made available to such non-
43 tenure personnel on a full contributory basis by the employee.
44
45 C. When personnel hired on or after July 1, 1996 achieve tenure, the Board
46 shall underwrite the cost of coverage for the employee and their eligible
47 dependents in the Delta Dental Plan-Delta Premiere (or equivalent), no
48 deductible, including orthodontic services for the duration of this contract.
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1 3. Optical Benefit

2
3 The Board shall underwrite the cost of one optical exam, or one pair of glasses or
4 contact lenses per employee, up to \$100 per contract year within a pool capped at
5 \$10,000 per year for all CEA members. Receipts must be submitted to the business
6 office no later than June 15th of each school year the exam occurred. By the end of
7 that school year, the Superintendent of Schools will review the number of CEA
8 receipts filed with the business office to determine the prorated amount to be
9 reimbursed to each participating employee from the \$10,000 pool. (Should the
10 \$10,000 not be reached, each employee submitting receipts may receive up to a
11 maximum of \$150.) Such payment will be forwarded to the employee during the
12 summer following the end of the school year.
13

14 4. Any change(s) in health or dental insurance plans as listed in items #1 and #2
15 above must be mutually agreed upon by the Board and the CEA.
16

17 Proposed: 01/21/2004

18 Accepted: 01/26/2004
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1 CRESSKILL PUBLIC SCHOOLS

2 ARTICLE XVI - SABBATICAL LEAVE

3 Any employee who has completed ten or more years in the teaching profession and at least
4 seven years of continuous full time service in the Cresskill Schools, may, upon
5 recommendation of the Superintendent, be granted a leave of absence by the Board of
6 Education for one full year for study designed to enhance his/her effectiveness in the school
7 system. Study shall be defined as a course or other plan approved by the Superintendent.
8 Application for such leave shall be made prior to December 1 previous to the school year
9 for which such absence is requested. Such application shall be made upon a regular form
10 furnished by the Board and shall indicate a program, approved by the Superintendent and
11 the Board, to be followed by the teacher during the period of leave.

12
13 Applicants shall agree to abide by all conditions established by the Board to govern such
14 leaves of absence.

15
16 Applicant shall agree in writing before leaving on sabbatical to serve at least two full years
17 in the Cresskill schools immediately following the leave. If the two full years is not served,
18 the applicant shall reimburse the Board for the full amount received while on leave. The
19 reimbursement shall be made within the school year of the date of resignation. This
20 paragraph does not apply to an employee who is discharged as part of a reduction in force.

21
22 The salary granted to an employee on such leave shall be one-half of the salary to which
23 he/she would be entitled if not on leave. From such half-salary shall be deducted monthly
24 the regular deductions, based on full pay, for the Teacher's Pension Fund and other
25 deductions authorized by the employee. Salary payments shall be made in accordance
26 with the schedule for payment of salaries in the school system.

27
28 Not more than one employee shall be granted sabbatical leave for the same year unless
29 the Superintendent recommends more than one. In granting such leaves of absence due
30 consideration shall be given to seniority, the reasonable and equitable distribution of the
31 applicants among the different schools and the possible benefits to the total school system.

32
33 If more than one employee applies for leave, selection shall be made on basis of seniority
34 and the benefits to the school system. At all times the needs of the school system shall be
35 paramount. The Superintendent shall make recommendations regarding this matter.

36
37 Employees on such leave may not associate for compensation with any person, persons, or
38 organization during the school year, unless the Board approves such association as
39 beneficial to this school system and only then upon the conditions prescribed by the Board.

40
41 Teachers on such leave shall make regular written reports to the Superintendent as he may
42 require.

43
44 Teachers on such leave will be considered as in the employ of the Board and the time thus
45 spent shall count as regular service toward retirement and for consideration in regard to
46 salary adjustment.

47
48 Such leave of absence shall be without prejudice to the teacher's tenure rights.

1 CRESSKILL PUBLIC SCHOOLS

2
3 ARTICLE XVII - PLACEMENT AND ADVANCEMENT

4
5 A maximum of twelve (12) years' credit for relevant prior experience may be allowed for
6 newly employed employees. Of the twelve years, a maximum of four years' credit may be
7 granted for service in the armed forces.
8

9 Employees who have taken approved graduate courses may be advanced by the Board to
10 a salary guide above the one on at present providing that official notification of the
11 acquisition of the required number of graduate credits or the completion of degree
12 requirements have been presented to, and approved by the superintendent of schools ten
13 (10) days prior to the first day of September or the first day of February.
14

15 Placement on the appropriate guide shall be based on meeting the following conditions:
16

- 17 A. Bachelor's Degree (BA or BS)
 - 18 • a Bachelor of Arts or Bachelor of Science degree
- 19
20 B. Bachelor's Degree plus 20 (BA+20)
 - 21 • BA or BS
 - 22 • plus 20 graduate credits
 - 23 If after three years on this guide a higher degree has not been acquired,
 - 24 the teacher's placement shall revert to the BA guide.)
- 25
26 C. Master's Degree (MA)
 - 27 • a Master's degree
- 28
29 D. Master's in the Field (MAF)
 - 30 • a Master's degree
 - 31 • 21 of the total graduate credits must be in the field of certification and/or
 - 32 the one in which the person is assigned for the 2002-2003 and 2003-2004
 - 33 school years
 - 34 • 24 of the total graduate credits must be in the field of certification and/or
 - 35 the one in which the person is assigned as of September, 2004.
- 36
37 E. Master's Degree plus 30 (MA+30)
 - 38 • a Master's degree
 - 39 • in addition to Master's degree, 30 graduate credits
- 40
41 F. Master's Degree in the Field plus 30 (MA30F)
 - 42 • Master's degree
 - 43 • in addition to Master's degree, 30 graduate credits
 - 44 • 36 of the total graduate credits must be in the field of certification and/or the
 - 45 one in which the person is assigned.

1
2 ARTICLE XVII - PLACEMENT AND ADVANCEMENT (Continued)
3

4 *G. Master's Degree in the Field plus 60 (MA60F)

- 5 ● Master's Degree
- 6 ● in addition to Master's degree, 60 graduate credits
- 7 ● 54 of the total graduate credits must be in the field of certification and/or the one in
- 8 which the person is assigned.
- 9

10 H. Credit Hours

11 No more than one semester credit hour (undergraduate or graduate) may be earned
12 for an academic experience of one week or less, irrespective of the number of contact
13 hours in that period. (NJAC 9:1-1.1) The typical three credit hour course, for example,
14 must meet over at least a three week period.
15

- 16
- 17 *
- 18 Placement and advancement to the Master's Degree in the Field Plus 60 credits
19 (MA60F) level is available to all employees hired prior to July 1, 1996. For all
20 employees hired as of July 1, 1996, the MA60F advancement and placement
21 level shall be replaced by an earned Doctorate Degree level.
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2 CRESSKILL PUBLIC SCHOOLS
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4 ARTICLE XVIII - TUITION REIMBURSEMENT
5

6 1. Personnel Hired Prior to July 1, 1996
7

8 The Board shall reimburse full-time employees for tuition incurred in the pursuit of
9 approved graduate credits at an accredited institution of higher education subject to
10 the following conditions. (Current non-tenured employees hired prior to July 1, 1996,
11 shall also be covered under the current conditions for reimbursement.) No
12 reimbursement or salary guide advancement will be given for courses or workshops
13 taken specifically toward the CEU's for certification maintenance. Teachers
14 beginning a program toward advancement on the salary guide must submit a
15 program proposal and description for review and approval by the Superintendent.
16 Any courses not approved by the Superintendent will not be eligible for
17 reimbursement.
18

19 A. The course must receive the prior approval of the Superintendent.
20

21 B. The employee shall take course(s) that relate to his/her responsibilities/
22 position in the Cresskill Schools and/or meet the needs of the district.
23

24 C. The work is successfully completed with a grade in each course of "B" or
25 higher.
26

27 • An employee will be reimbursed for one grade of "C" provided that he has
28 not been reimbursed for a grade of "C" in the prior two year period.
29

30 • Where a course is offered only on a pass-fail basis reimbursement will be
31 made for a pass mark.
32

33 D. The tuition reimbursement pool shall have an \$18,900 dollar cap for each
34 school year.
35

36 E. Eligible employees will receive tuition reimbursement for 9 credits each year
37 for approved courses toward MA level.
38

39 *F. Staff members shall be granted reimbursement at the per credit rate prevailing
40 in the New Jersey State Colleges for successful completion of nine credits per
41 contract year. For courses completed at non-New Jersey State Colleges, the
42 reimbursement rate shall be 133-1/3% of the average rate per credit charged
43 by William Paterson, Montclair State and Jersey City State.
44

45 G. By January 15th of each school year, the Superintendent of Schools will
46 review the number of approved graduate courses that have been taken and
47 successfully completed in summer sessions, the fall semester and the number
48 of graduate course requests approved for the upcoming spring semester.
49
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51

1 ARTICLE XVIII - TUITION REIMBURSEMENT (continued)

2
3 1. Personnel Hired Prior to July 1, 1996 (continued)

4
5 * If tuition reimbursement for approved courses in the summer, fall and spring
6 semesters is projected not to exceed the \$18,900 cap, tuition reimbursement
7 shall be paid under the formula outlined in item F above.

8
9 * If tuition reimbursement of courses approved in the summer, fall and spring
10 semesters is projected to exceed the \$18,900 cap, tuition reimbursement will be
11 frozen until June 1st of that school year.

12
13 After all approved courses for the school year are completed, the total number of
14 course credits taken will be divided into the \$18,900 cap. Each employee will receive
15 an equal dollar amount per credit for a maximum of nine credits per employee for
16 approved courses for the school year.

17
18 2. Personnel Hired After July 1, 1996

19
20 Upon successful completion of tenure, all employees shall be eligible for the same
21 tuition reimbursement as offered to other tenured employees as outlined in the
22 BOE/CEA contract agreement in effect at that time.

1 CRESSKILL PUBLIC SCHOOLS

2
3 ARTICLE XIX - SCHOOL YEAR
4
5

6 The number of working days for employees under this contract shall be one hundred eighty
7 four (184) commencing in the year 2000-01, or at the time the state certification requirement
8 for teachers to accrue 100 hours of Continuing Education Units (CEU) every five years
9 commences. It is planned that three of these days shall be for in-service, with one focusing
10 on programs that will meet 6 hours of the continuing education credits. At least 4 additional
11 hours will be made available to staff each year of this contract toward meeting the 100 hours
12 requirement. (In the event the state abandons the 100 hours requirement, the 184 staff days
13 will end at the conclusion of this contract.)
14

15 Emergency days during the school year shall be added to the school year.
16

17 The Board at its sole discretion may establish a school calendar in excess of one hundred
18 and eighty four (184) working days to provide for possible emergency days. Should the
19 school calendar, after deducting actual emergency days, be more or less than one hundred
20 and eighty-three working days, the Board will within 10 days after April 15 of the school year
21 amend the school calendar to one hundred and eighty three working days for employees.
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2 ARTICLE XX - IN-SERVICE COURSES & CURRICULUM DEVELOPMENT
3

4 Employees may enroll in "in-service" courses offered and underwritten at the discretion of
5 the Board. Such courses shall serve the education objectives of the Board, and shall be
6 taught at the equivalent of graduate-level standing by instructors qualified to each them in a
7 college or university. For each such course the subject matter, choice of instructor, the
8 number of credits to be granted, the number and length of sessions, and the specific
9 academic and attendance requirements shall be approved, in advance, by the
10 superintendent and the Board. Employees who complete such courses may apply up to an
11 accumulated total of six credits to their respective salary guides.
12

13
14 **CRITERIA FOR IN-SERVICE CREDIT**
15

16 Regular attendance is required if in-service credits is to be granted. One absence will be
17 allowed for any one-credit course, provided a make-up assignment is completed. In the
18 event of an absence from a half-credit or quarter-credit course, credit will not be granted.
19 Ten to fifteen hours of work constitutes a full credit.* Instructors are required to submit an
20 attendance record and verification of credit earned.
21

22	2 hours to 4 hours	=	1/4 credit (\$ 50)
23	5-9 hours	=	1/2 credit (\$100)
24	10-15 hours	=	1 credit (\$150)

25 Reimbursement is an option in lieu of credits for summer courses only (offered by the
26 district) provided the course has not been taken before or the credits will not be used to
27 meet the 100 hours of CEU.
28

29 *NOTE: UPON COMPLETION OF THE COURSE
30

31 Professional staff members will participate in a planned in-service program and/or
32 curriculum development project during each year of contract in accord with the needs of the
33 district. The decisions regarding this work and assignments will be made by the
34 superintendent.
35

36 **CONFERENCES**
37

38 Attendance at approved conferences may count toward the 100 hours of Professional
39 Development.
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1
2 ARTICLE XXI - PART-TIME EMPLOYEES
3

4 Each part-time elementary school teacher's compensation and fringe benefits (hereinafter
5 collectively referred to as remuneration) shall be paid on an hourly pro-rata basis against
6 remuneration paid to full-time teachers.
7

8 Each part-time junior-senior high school teacher's compensation and fringe benefits
9 (hereinafter collectively referred to as remuneration) shall be paid on a pro-rata basis
10 against remuneration paid to full time teachers as outlined below:
11

- 12 A. Part-time teachers shall be hired for a percentage of the school day based on the
13 class instructional needs of the school.
14
- 15 B. The total minutes of the junior-senior high school day (450 minutes) will be used as
16 the basis for developing all part-time teacher work schedules.
17

18 The present practice of assigning full-time teacher schedules will be used for
19 determining the percentage of the school day that will be assigned a part-time
20 teacher; for example -
21

- 22 • Physical education assignments will be based on five and one-half (5-1/2)
23 teaching periods.
24
- 25 • All other subject disciplines assignments will be based on five (5) teaching
26 periods.
27

- 28 C. The percentage of the school day that the part-time teacher will be employed can be
29 calculated by -
30

- 31 • placing the number of teaching periods assigned over the full-time teaching
32 assignment in the respective discipline of instruction; for example
33
- 34 • physical education teacher 1/5.5, 2/5.5, 3/5.5
35
- 36 • other subject areas 1/5, 2/5, 3/5
37
- 38 • The appropriate fraction is then applied to the full-time equivalent of 450
39 minutes to determine the portion of the school day the part-time teacher will
40 be employed.
41

- 42 D. The present practice of assigning full-time teachers student supervision assignments
43 will be used to assign part-time teachers student supervision assignments. This will
44 be accomplished by applying the part-time teachers' percentage of employment to
45 the subject area for which they are hired; for example -
46

- 47 • physical education teachers – five and one-half (5.5) teaching assignments --
48 one (1) period of student supervision duty
49

1 ARTICLE XXI - PART-TIME EMPLOYEES (Continued)

- 2
- 3
- 4 • all other subject disciplines - five (5) teaching assignments -- one and one half (1
- 5 1/2) periods student supervision duty
- 6

7 Notwithstanding the provisions of the above paragraphs, full health and dental benefits shall
8 be given to personnel who are employed at least 20 hours/week. Employees working less
9 than 20 hours/week shall not be entitled to any health and dental benefits.

10
11 Fringe benefits shall include: sick leave days earned, unused sick leave, payment for
12 unused sick leave on retirement, all as set forth in Article IX - Sick Leave;
13 personal/notification days as set forth in Article X - Personal/Notification Days.
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1 CRESSKILL PUBLIC SCHOOLS

2
3 ARTICLE XXII - EXTRA TEACHING/SUPERVISORY DUTIES

4
5 A. The guidelines for determining assignments and compensation of additional classes
6 in the Junior-Senior High School are as follows:

7
8 Teacher with an additional class for a semester:

<u>1st Semester</u>	<u>2nd Semester</u>
6 teaching periods	5 teaching periods
1 conference period	1 supervision period
1 supervision period	2 conference periods

9
10
11
12
13
14
15
16 8.3% of that teacher's salary per semester*

17
18 Teacher not taking an additional class for a semester:

<u>1st Semester</u>	<u>2nd Semester</u>
5 teaching periods	5 teaching periods
2 supervision periods	1 supervision period
1 conference period	2 conference periods

19
20
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26 Compensation

- 16.6% of the instructor's annual salary for a full year course
- 8.3% of the instructor's annual salary for a one semester course

27
28
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30
31 B. The following procedures will be followed to enact the assigning of teachers to
32 additional classes in the Junior-Senior High School:

1. Any additional classes will first be assigned to any part-time teachers in the area of the appropriate certification.
2. If, in any particular discipline (i.e. area of certification) there arises a need to cover additional courses that amount to a 1/2 time teacher or more in that discipline, every attempt will be made by the administration to secure a teacher to teach these classes.
3. If there arises a need for the present staff to cover additional classes, the principal and the area supervisor will then ask the staff member that they feel is best suited to teach a particular course.
4. If that teacher wishes not to teach an additional course, the principal and the area supervisor will then ask for volunteers who are certified to teach the additional course.

1 ARTICLE XXII - EXTRA TEACHING/SUPERVISORY DUTIES (Continued)

2
3 *This will be determined by a CEA representative and the Secretary to the Board of
4 Education on the first day of each new school year.

- 5
6 5. If more than one volunteer comes forward, the principal and the area
7 supervisor shall select the person that they feel is best suited to teach that
8 particular course.
9
10 6. If, in the end, the principal and the area supervisor are not able to identify
11 someone who is willing to teach the additional course, a lottery of all qualified
12 teachers will be conducted; and a teacher will then be required to teach the
13 additional course.
14
15 7. If at all possible, no teacher shall be required to teach an additional class 2
16 years in a row. (That teacher will not be a part of the lottery selection process
17 in the following year.)
18
19 8. No teacher will be asked or required, nor will any teacher be allowed to
20 volunteer, to teach an additional class, if that assignment impacts on another
21 teacher so as to jeopardize or reduce his/her position as a full-time or part-
22 time teacher.
23
24 9. Any course for which there is no certification requirements, could be assigned,
25 according to the determination of the principal, to a teacher in order to fill a
26 teacher's schedule.
27
28 10. Every attempt will be made by the administration to equitably assign
29 supervision/curriculum/in-service assignments.
30
31 11. Representatives of the CEA and the administration will continue to evaluate
32 and review the implementation of these guidelines.
33

34 C. Reimbursement for coverage (elementary) -

35
36 If the covering of classes results in the teacher's not receiving five (5) prep periods
37 per week, the teacher will be compensated \$25 per prep period.
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1 CRESSKILL PUBLIC SCHOOLS

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3 ARTICLE XXIV - LENGTH OF SCHOOL DAY
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7 Effective July 1, 1996, the following time schedule for staff and students in the district
8 junior-senior high school and the district elementary schools will be in effect.
9

10
11
12 ELEMENTARY SCHOOL SCHEDULE
13

- 14 8:20 AM - teacher day begins
- 15 8:35 AM - student arrival
- 16 8:45 AM - classes begin
- 17 3:00 PM - end of student day
- 18 3:15 PM - end of teacher day

19
20
21 JUNIOR-SENIOR HIGH SCHOOL SCHEDULE
22

- 23 7:45 AM - teacher arrival
- 24 3:15 PM - end of teacher day

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CRESSKILL PUBLIC SCHOOLS

ARTICLE XXIV - MEETINGS

The following meeting schedule will be followed by all professional staff members.

- The first Monday of each month - building principal
- The second Monday of each month - Cresskill Education Association
- The third Monday of each month - Superintendent of Schools or building principal or area supervisors
- The fourth Monday of each month - building principal or area supervisors
- Meetings to commence by 3:00 PM for the Junior/Senior High School 3:15 PM for the elementary schools.
- Meetings should be kept within a reasonable time frame.
- If a Monday is lost to a holiday or recess, the meeting shall be rescheduled for the next school day.
- If, by chance, there is a fifth Monday in any given month, building principals may utilize this time for appropriate school project planning.
- Members of the professional staff are to avoid taking graduate courses on Mondays that will interfere with professional staff meetings.
- Staff members that must take a particular graduate course on Mondays must have prior approval by their building principal and the Superintendent of Schools.
- Every effort will be made to schedule meetings that are necessary to the smooth operation of each school and district.

CRESSKILL PUBLIC SCHOOLS

ARTICLE XXV - STIPENDS

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Stipend Guide is attached as Exhibit B.

In those cases in which it is possible, the Board will notify by June 15 of each school year those persons assigned to stipend-bearing responsibilities to which they have been assigned for the following year.

1
2 CRESSKILL PUBLIC SCHOOLS
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4 ARTICLE XXVI – SIGNATURE PAGE
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7
8 In witness hereof the parties have signed this agreement of the date first set forth herein in
9 the Borough of Cresskill, County of Bergen, State of New Jersey.
10

11
12
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19
20 CRESSKILL BOARD OF EDUCATION
21

22
23 _____
24 Date

by _____
President

25
26
27
28 _____
29 Date

Witness

30
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34 CRESSKILL EDUCATION ASSOCIATION
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36
37 _____
38 Date

by _____
President

39
40
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42 _____
43 Date

Witness

44
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46
47 7/1/02

33T

CRESSKILL PUBLIC SCHOOLS

DETERMINATION OF A STIPEND

(Based on the 2002-05 agreement between the CEA and the BOE)

The general basis for determination of compensation is the schedule on Exhibit B, page 1, which is as follows:

This applies to both non-athletic and athletic stipended positions.

- Year 1 - Initial Step
- Year 2 - Initial Step + 5%
- Year 3 - Initial Step + 10%
- Year 4 - Initial Step + 15%

Initial steps were increased as follows:

2002-2003	-	3.5%
2003-2004	-	4.2%
2004-2005	-	0.0%

A person who has no prior experience in the position would be placed on the initial step. A person with one year's verified prior experience would be compensated in an amount equal to that of the initial step plus a 5% addition to that amount. With 2 years prior experience, compensation would be initial amount + 10%; for 3 years, it would be initial step amount + 15% above that.

1. Longevity is based on the number of consecutive years of service in the specific related activity within the Cresskill School District.
2. In order for a service to qualify for longevity, the majority of that service must be performed before or after school hours.
3. 10 years ... \$200
15 years ... \$400
20 years ... \$600
25 years....\$800