

**Agreement**

between

**EDUCATION  
ASSOCIATION  
OF PASSAIC**

and

**PASSAIC  
BOARD OF  
EDUCATION**

For School Years

2000-2001

2001-2002

2002-2003

2003-2004

EAP - PCEA - NJEA - NEA

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## PREAMBLE

The negotiating committee of the Education Association of Passaic and the negotiating committee of the Passaic, New Jersey Board of Education have agreed to the following settlement of negotiations between them for the school years of 2000-2001 (retroactively), 2001-2002, 2002-2003 and 2003-2004. This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2003 by and between the Education Association of Passaic, hereinafter called the "Association" and the Board of Education, Passaic, New Jersey, hereinafter called the "Board."

The Board and the Association recognize and declare that providing quality education for the children of the Passaic School District is their mutual aim. The Board recognizes its obligations pursuant to existing State Laws to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment of said employees.

The parties have reached an understanding which is confirmed by this Agreement and in consideration of the following mutual covenants it is hereby agreed as follows:

### Article 1 RECOGNITION

1.1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment of all certified personnel under contract or on authorized leave and whose positions are named as follows: certified teachers, teacher/nurses, psychologists, social workers, teacher librarians, attendance officers, paraprofessionals, security personnel, counselors, coordinators, parent liaisons, resource teachers, athletic trainers and computer technicians regardless of source of funding.

1.2 Unless otherwise indicated, the term "Teachers", when used in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, exclusive

of attendance officers, all paraprofessionals, security personnel, parent liaisons and computer technicians.

1.3 A. The Passaic Board of Education hereby agrees to an Agency Shop for all employees covered by this Agreement. The rate of deduction for all staff covered by this Agreement and not paying dues to the Education Association of Passaic shall not exceed 85% of the total dues for the EAP, PCEA, NJEA, and NEA paid by teacher members in this school district.

B. The payroll department shall assess all staff covered by this Agreement who are not on EAP membership rolls as of September 30 of each school year at the agency fee rate. These deductions shall be in compliance with New Jersey State Statute.

C. The payroll department shall transmit Agency Shop assessments monthly to the EAP on separate reporting forms.

D. At the time of initial hiring, each new employee shall be informed by the payroll department as to the existence of the Agency Shop. For new employees hired by September 1 of each school year, an election of dues deductions or Agency Shop assessments shall be made prior to September 30. For employees who are hired after September 1, an election of dues deductions or Agency Shop deduction shall be made during the first thirty (30) days of employment.

E. All deductions under the Agency Shop shall be in accordance with Ch. 477, P.L. of 1979.

F. The EAP will certify to the Board prior to the start of each school year that the amount of the representation fee to be assessed does not exceed the 85% of dues, fees, and assessments and does not include any amount of dues, fees and assessments that are expended for partisan, political or ideological activities or causes that are only incidentally related to the terms and conditions of employment or applied toward the cost of benefits available only to members of the majority representative.

G. The Passaic Board of Education is hereby held harmless from any litigation and/or reasonable legal fees between the EAP and its members and/or non-members as a result of the Agency Shop administration.

H. In compliance with Ch. 477, P.L. 1979, the Education Association of Passaic has adopted the required Demand and Return System.

## Article No. 2 NEGOTIATION PROCEDURE

2.1 The parties agree to enter into collective negotiation over a successor agreement in accordance with existing State Laws in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment of employees covered by this Agreement. Proposals shall be exchanged by January 15 and the parties shall commence negotiations on or about February 1 of the year in which the contract is due to expire. Any agreements negotiated shall apply to all employees covered by this Agreement, be reduced to writing, be signed by the Board and the Association and be adopted by the parties. It is further agreed that this Agreement may not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties and attached hereto. If, during the term of the Agreement, the Board desires to adopt a change in policy affecting terms and conditions of employment of teachers, the Board shall notify the Association in writing. The Association shall have the right to negotiate with the Board for a mutually acceptable change in said policy.

2.2 The provisions in this Agreement shall constitute the entire understanding between the parties: and no changes, revisions, alterations, or amendments shall be effected during the term of this Agreement except by mutual consent.

**Article No. 3**  
**GRIEVANCE PROCEDURE**

**3.1 DEFINITION**

A "grievance" is an appeal of the interpretation, application or violation of policies, agreements, and administrative decisions affecting an employee or a group of employees.

**3.2 PURPOSE**

A. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Nothing, herein shall be construed to limit the right of an employee to discuss a grievance informally with an appropriate member of the administration, and having the grievance adjusted, provided the Association approves of the adjustment. The parties agree all aspects of the grievance procedure must proceed through the Association's jurisdiction.

**3.3 PROCEDURE**

A. All grievances must be filed within 60 days of the date of the cause of the grievance or within 60 days of the time the Association or grievant became aware of the complaint exclusive of breaks in the school calendar. In the case of a grievance seeking monetary awards, the parties are limited to monetary adjustments for the school year in which the grievance is filed. For the purpose of this Article, the term "school year" shall be September 1 to August 31 of each contract year.

B. All members of the bargaining unit are required to follow grievance procedure policies as published by the Association. No bargaining unit member may grieve or file a grievance without knowledge and approval of the Association. All grievances must be filed on the official EAP grievance form. If a grievance affects a

group or class of employees the Association may process such grievances or grieve as a single grievant.

C. All grievances are to be filed at the lowest appropriate level. For the purpose of this Agreement, the lowest appropriate level shall be the level at which the grievance was created or the level which has the authority to resolve the grievance. No grievance shall be filed directly into arbitration unless both parties mutually agree.

D. LEVEL ONE: Should Level One be deemed to be the lowest appropriate level, the formal grievance shall be submitted to the immediate superior within five (5) calendar days of the date of the grievance form. The immediate superior shall return the grievance to the Association by U.S. Mail within five (5) calendar days of the receipt of the grievance.

E. LEVEL TWO: Should Level Two be deemed to be the lowest appropriate level, the formal grievance shall be submitted to the Superintendent of Schools within five (5) calendar days of the date on the grievance form, or if the grievance has passed through Level One, it shall be presented to the Superintendent within five (5) calendar days of being returned to the Association. In either case, the Superintendent shall render his/her decision and return the grievance to the Association by U.S. Mail within ten (10) calendar days.

F. LEVEL THREE: If the grievance is not resolved to the satisfaction of the grievant at Level Two, or if no decision has been rendered by the Superintendent within ten (10) calendar days of his/her receipt of the grievance, it shall be scheduled for binding arbitration. Arbitration shall be conducted according to procedures H(1) or H(2) as outlined below.

G. Between submission of a grievance to arbitration, or after the grievance is rejected by the Superintendent, the EAP shall meet with the Superintendent in an attempt to settle the grievance prior to the arbitration hearing itself.

H. (1) The parties agree that they will utilize the services of a single arbitrator for the duration of the agreement, as provided below. The arbitrator shall operate in an expedited arbitration format. In each

year of the agreement, there shall be at least four (4) arbitration hearings on mutually agreed dates, or fewer if mutually agreed by the parties. Every effort will be made to establish the hearing dates in advance of the forthcoming school year. The hearings will be held at the administrative offices of the Passaic Board of Education at 9:30 a.m. on each arbitration date. The Association will be entitled to have present for the hearings its President and one other officer with no loss of pay or leave days. No individual grievant will be required to be present at these expedited hearings, unless requested by the Board or the Association.

The following procedure will govern the selection of a new contract arbitrator:

(a) Each party will prepare and exchange a list of arbitrators for consideration as the contract arbitrator. The list provided by each party will include not more than seven (7) arbitrators who must have experience in the field of public education. The initial exchange of lists will take place by February 16, 2001.

(b) Each party will have fifteen (15) calendar days from the date the lists are exchanged to strike names from the list of potential arbitrators. The parties will meet and discuss any remaining arbitrators on the list in an effort to select the contract arbitrator.

(c) The arbitrator who is selected will serve as the contract arbitrator for a period to expire on August 31, 2002. This term will automatically renew annually for an additional one-year term unless either the Association or the Board gives at least 90 days notice that it intends to dismiss the contract arbitrator at the end of that term. Upon such notice, the parties will follow the procedure listed above, with the lists being exchanged within fifteen (15) days of the date of notice of intent to dismiss the current arbitrator.

(d) Should this process not produce an agreed upon arbitrator, the parties will solicit a list of arbitrators from P.E.R.C. and select an arbitrator in accordance with P.E.R.C. rules, who will then serve as arbitrator on an ad-hoc basis.

(2) RESTRICTIONS FOR A P.E.R.C. ARBITRATOR:

(a) The arbitrator shall limit him/herself to the issues submitted to him/her and shall consider nothing else. He/She can add nothing to, nor subtract anything from the agreement between the parties or any policy of the Board of Education.

(b) Arbitration is limited to the interpretation of the written Agreement between the parties.

(c) The arbitrator may not render a decision contrary to any decision of the Commissioner of Education of the State of New Jersey.

(d) The findings of the arbitrator shall be binding on the parties.

3.4 COSTS

A. Each party will bear the total cost incurred by themselves.

B. The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be shared equally.

3.5 MISCELLANEOUS

A. During the processing of a grievance or after a final decision, all documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

B. Forms for filing grievances, serving notice, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.



C. The arbitration hearings will be scheduled so as not to interfere with the working hours of the employees required to be present at the hearings except as heretofore provided. However, should circumstances necessitate hearings during school hours, there shall be no loss of pay suffered by reason thereof by the aggrieved or his/her representatives, if they should be employees of the Board.

#### Article No. 4 MEMBER RIGHTS

4.1 Pursuant to existing laws, the Board agrees that employees shall have the right to organize and support the Association and its designated affiliates, or refrain therefrom. The Board agrees that it shall not deprive or coerce any employee in the enjoyment of any rights confirmed by existing laws of the State of New Jersey and the Board further agrees that it shall not discriminate against any employee because of membership in the Association. No teacher shall be disciplined, reprimanded, or reduced in rank or compensation without just cause.

4.2 A. Whenever any teacher is required to appear before the Board or any agent thereof concerning any matter which could adversely affect that teacher in his/her office, position, employment or salary, or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. It is understood that this procedure shall not apply in the case of an emergency suspension of a teacher.

B. Every teacher shall be notified of meetings and/or conferences with administrator(s) with the subject of the meeting being clearly stated.

C. Supervisors and administrators shall not question or criticize an employee's performance and/or instructional methodology in the presence of students, parents or other employees.

4.3 The Board agrees that teachers shall maintain the right to determine student grades within the policy of the Passaic School

District. A student's grades may be changed after a conference between the teacher and the principal or among teachers and the principal with reasons for the proposed grade change supplied by the administrator. If no resolution of a grade change is forthcoming, the teacher may appeal the decision to the Superintendent whose decision in the matter shall be final.

4.4 The Board agrees that no employee shall be prevented from wearing pins or other identification of membership in the association or its affiliates.

4.5 A. All teachers shall have the right to periodically review their personnel file as maintained by the Board provided they give two (2) working days notice to the Superintendent. The Board agrees to make all files pertaining to the individual available upon request, provided two (2) working days notice has occurred, with the exception of Employer's Confidential Reports. (These are comments made by former employers which cannot be made available without the employer's consent.)

B. The Board further agrees to maintain only one personnel file for each teacher and to make that file available upon request.

C. Employees may request that all derogatory material in the permanent personnel file be removed. The decision to remove the derogatory material from the permanent personnel file shall remain in the sole discretion of the Superintendent, who will not unreasonably withhold consent for the removal of the derogatory material. Nothing in this section shall prevent the employee from challenging the Superintendent's decision in the grievance procedure.

4.6 No employee shall be disciplined or reprimanded in front of students or other uninvolved employees.

4.7 Every school building shall have a Faculty Advisory Committee whose membership shall be elected by staff covered by this Agreement and meet regularly to present employee views to building administration.

4.8 All teachers will be provided with the Teacher's Edition for any textbook that they utilize for all courses and subjects, as soon as possible, provided such a Teacher's Edition exists.

4.9 Paraprofessionals and security personnel who work three consecutive academic years or three consecutive academic years within a period of four consecutive calendar years, shall not be discharged except for just cause. Paraprofessionals shall be divided into two categories: monolingual and bilingual. Said designation shall be on the original and subsequent contracts the individual signs.

If a reduction in force occurs, the last paraprofessional hired in each category shall be the first laid off. Security personnel shall have their own category for purposes of reductions in force. If a reduction in force occurs, the last security person hired shall be the first laid off

Seniority for paraprofessionals and security personnel shall accrue in both part-time and full-time positions except that if a reduction-in-force occurs, part-time employees shall count the actual months worked as their total seniority versus full-time employees who shall count 10 months as a full year.

The Board shall issue a seniority list each year to the EAP no later than November 1.

4.10 If an employee is subpoenaed to appear in court on a matter other than a lawsuit filed or commenced by the Association against the Board of Education, he/she shall not suffer any loss in pay for the day(s) of such court appearance. It is understood that the employee must provide notice to his/her supervisor or administrator as soon as possible after receiving the subpoena.

4.11 The Board agrees to maintain faculty rooms and lavatories cleaned and appropriately stocked with soap and paper supplies.

## **Article No. 5 ASSOCIATION RIGHTS**

5.1 The Board agrees to provide the Association, in response to reasonable requests from time to time, information concerning the

financial resources of the Passaic School District in compliance with the Right To Know Statutes of the State of New Jersey.

5.2 Whenever any representative of the Association or any employee participates during regular working hours in negotiation conferences or meetings with the Board or its representative, he/she shall suffer no loss in pay.

5.3 The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. The Association shall pay for overtime of personnel required to be in attendance for the meetings.

5.4 The Association shall have the right to use school facilities and equipment, including typewriters, computers, printers, photocopiers, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use, and for any repairs necessitated as a result thereof.

5.5 The Association shall have in each school building, the use of a bulletin board in each faculty lounge and teachers' dining room. The location of the Association bulletin boards in each of these rooms shall be designated by the Association. The Association shall also be assigned reasonable space on the bulletin board in the central office for Association notices. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required. The Association shall send to the Superintendent a copy of all materials it intends to post on its bulletin boards prior to posting. The Superintendent shall send to the Association President a copy of all material distributed to members of the Association.

5.6 The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without the approval of building principals or other members of the administration.

5.7 The Association shall have the right to call one meeting of its represented employees per year at the discretion of the Association

President but with adequate prior notification to the Superintendent for which employees will be given one hour of released time.

5.8 If the Association determines to have a full-time President, the Board shall relieve the Association President of all duties, except as specified below.

Effective with the school year beginning in September 2001, the Board will be responsible to pay thirty percent (30%) of the salary of the Association President. In addition to performing the duties and responsibilities for the EAP, the Association President will also perform certain specific duties in conjunction with the Superintendent.

5.9 The EAP President shall have no other assigned duties or responsibilities and shall not be under the direction of the Board or any agent thereof while executing EAP responsibilities.

5.10 The Board shall grant up to thirty (30) days leave with pay per year to the President of the Association for Association business. These days may be utilized by the President or delegated to other members of the bargaining unit at the discretion of the EAP President. Except in emergencies, at least two (2) days advance notification will be given to the Superintendent.

5.11 The work schedule for the two (2) EAP Vice Presidents shall be as follows: If assigned to grades 7-12, they shall teach their normal schedule (five if academic or six if non-academic), have all preparation time scheduled at the end of their daily teaching schedule, and have no other duties or assignments. If assigned to K-6 they shall have all preparation time scheduled at the end of their daily teaching schedule and have no other duties or assignments. The EAP Vice Presidents shall not be under the direction of the Board or any agent thereof during non-teaching time and shall be free to conduct EAP business. EAP Vice Presidents shall not perform Association duties during their instructional time.

5.12 All orientation programs for new teachers shall be co-sponsored by the Board and the Association with the Association obligated to assume only such costs as may be mutually agreed upon during the planning of such programs. To the extent prohibited by law, the Board

shall not be expected to assume the costs of purely social events conducted as part of such orientation programs, nor shall the Association be expected to assume the cost of speakers, consultants, and services normally considered an appropriate in-service training activity of a Board of Education. Duties and responsibilities of teachers involving student supervision outside regular classwork shall be clearly explained as part of the regular orientation program. At all orientation sessions at the start of the school year, the President of the Association shall be permitted to address the group.

5.13 The Association will establish and maintain a Blood Bank which will be open for membership to all Board of Education employees and elected members of the Board of Education. The Board agrees to make available to the Association Blood Bank Chairperson all reasonable means of communication in the event of blood emergencies. These may include school mail, school phones and telephone lists of all Board employees.

5.14 During the life of the Agreement, the EAP Blood Bank Chairperson shall be released from his/her teaching duties at 1:00 p.m. on days when a blood drive is being held for the purpose of facilitating the blood drive. The EAP Blood Bank Chairperson will be released from his/her teaching duties pursuant to this section up to a maximum of five (5) times in a single school year. This release time shall be in addition to all other guarantees for released time found elsewhere in this Agreement. The Blood Bank Chairperson shall be under the direction of the EAP during this time and not subject to the control of the Board or any agent thereof.

5.15 During the life of this Agreement, the EAP Social Welfare Chairperson shall be released from his/her teaching duties one period prior to the end of student contact time on the last working days of weeks one and three each month. This release time shall be in addition to all other guarantees for release time found elsewhere in this agreement. The Social Welfare Chairperson shall be under the direction of the EAP during this time and not subject to the control of the Board or any agent thereof.

5.16 The persons designated in paragraphs 5.14 and 5.15 (above) shall be elected or appointed by the EAP during June of each year.

The Superintendent shall be notified of each election or appointment annually to insure sufficient time for schedule adjustments.

5.17 The Board will provide the EAP with the names and addresses of new employees with 30 days of hire.

## **Article No.6 BOARD RIGHTS**

6.1 The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to and after the signing of this Agreement by the Laws and Constitution of the State of New Jersey and of the United States, including:

A. To suspend, demote, discharge or take other disciplinary action as necessary, for just cause and in accordance with law.

B. To establish a code of rules and regulations of the Board for the operation of the Board.

C. To make all decisions relating to the performance of the Board's operations, educational and maintenance activities including but not limited to the methods, means, processes, materials, procedures and employees to be utilized.

D. To change, modify or promulgate policies, rules and regulations.

6.2 The exercise of the foregoing powers, rights, authority, duties or other responsibilities of 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 express terms of the Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and the Laws of the State of New Jersey and of the United States.

6.3 Nothing contained herein shall be construed to deny or restrict the Board in its exclusive right to administer itself and control the work of its personnel, nor to deny or restrict the Board of any of its

rights, responsibilities and authority under N.J.S.A. 18A or any other national, state or local ordinance.

6.4 The failure to exercise any of the foregoing rights, or any right deemed to be a management right by tradition, by agreement, by mutual acceptance, or by practice, shall not be deemed to be a waiver thereof; all management rights ever granted or exercised heretofore are specifically incorporated herein. Any act taken by the Board not specifically prohibited by this Agreement shall be deemed a management right, and shall be considered such as if fully set forth herein.

#### **Article No. 7 TEACHER WORK YEAR**

The work year for all teachers shall be 184 days, including 182 student days, one (1) professional development day and one (1) day for professional development/in-service prior to the start of the school year. Additionally, for teachers hired on or after September 1, 2001 there will be a mandatory one (1) day orientation for all first year teachers, to be jointly planned and implemented by the Board and the EAP, to be held annually immediately prior to the general professional development in-service day prior to the opening of school. New teachers hired after the start of the school year will attend the orientation prior to the start of the next school year, unless the Board waives such attendance. Teachers who are requested to work this day by the Board will be paid on a per diem basis for this day. Preparation of the calendar will be in keeping with Article 17 of the Agreement and shall take place prior to April 1.

#### **Article No. 8 WORKING HOURS**

8.1 Commencing with the 2000-2001 school year, the Board will make every attempt to ensure that elementary teachers not be required to work continuously for more than two hours. To the extent possible, secondary teachers shall not be required to work continuously for more than three (3) periods nor four (4) periods where double periods are scheduled. High school teachers shall not be required to teach more



than two subject areas nor more than a total of two teaching preparations if such arrangement is administratively possible.

8.2 A. Commencing September 1, 2001, all teachers will be required to attend seven (7) meetings per year, exclusive of regular faculty meetings, such meetings to begin five (5) minutes after the end of the student contact day and last no longer than 60 minutes. An agenda for the meetings will be prepared and distributed by the building administration at least five (5) days in advance of the meeting. The meetings will be scheduled in advance and held on a monthly basis, excluding the months of September, December and June.

B. The work day for teachers (K-6) shall be 6 hours and 30 minutes. All elementary school teachers shall work from 8:15 a.m. to 3:00 p.m. The student contact day shall be from 8:25 a.m. to 2:50 p.m. The work day shall include all duties, lunch hour, assignments and preparation periods.

C. The school district shall have a standardized school schedule for all elementary schools which shall provide a daily preparation period for each teacher.

D. In the elementary schools, with the exception of one certificated staff member per lunch period for the purpose of supervision, no elementary teacher will have assigned lunch duty.

E. Preparation time shall be time when teachers have no student contact or assigned duties and be in addition to guaranteed duty-free lunch period. Preparation time shall be continuous minutes in blocks of not less than 30 minutes and shall be during the student contact day. In an emergency, the building administrator may compensate teachers who lost their preparation time with compensatory time or the applicable hourly rate found in other sections of this Agreement.

8.3 Where double teachers are scheduled, the primary teachers will not be required to remain with the helping elementary art, music, physical education, guidance, library, speech, or other teacher/specialists.

8.4 During inclement weather, those employees identified in Articles 8.2 and 8.3 may at the direction of the building administrator, be required to accept student contact from 8:15 a.m. to the start of the regular student contact day for the purpose of supervising students in a central area such as the auditorium, cafeteria or other similar area.

8.5 The work day for teachers in grades 7-12 shall be seven (7) hours inclusive of all duties, assignments, lunch and preparation periods. Teachers on academic assignments shall not be required to work more than five (5) periods plus one (1) duty assignment. Teachers on non-academic assignments shall not be assigned more than six (6) periods including assigned duties. No teacher shall be assigned more than four (4) consecutive assignments except where individually approved by the Superintendent of Schools. The teacher work day for grades 7-12 shall be 8:00 a.m.-3:00 p.m. and their student contact day shall be between the hours of 8:15 a.m.-2:35 p.m. for the High School and 8:15 a.m.-2:39 p.m. for Lincoln Middle School.

For grades 7 and 8, home room periods shall be staggered so that all seventh and eighth graders are not dismissed from school at the same time. The Home room for students in the 7<sup>th</sup> grade shall be held before their first instructional period. Home room for students in the 8<sup>th</sup> grade shall be held after the last instructional period. The teacher work day shall be modified to reflect these changes

8.6 When students requiring transportation are not transported on time, the elementary classroom teacher shall be responsible only until 3:00 p.m. at which time supervision of those students shall become the responsibility of the building administrator. It is understood, however, that no child will be left unattended by a teacher.

8.7 Each teacher covered by this Agreement shall be required to attend one (1) faculty meeting per month. For high school and middle school teachers, this meeting shall not exceed one hour and fifteen minutes beyond the time that students are released. Commencing with the 2000-2001 school year, the faculty meetings for elementary teachers shall not exceed one (1) hour beyond the time students are dismissed.

8.8 Teachers shall be required to be in attendance one evening per each contract year to meet with parents. This evening work shall be scheduled to coincide with American Education Week each year. Teachers may also be required to work this schedule when called for by the Superintendent of Schools. On that day teachers will be dismissed after one-half day's work and may be required to return in the evening to complete their full day. The morning session and evening session combined shall not exceed the hours of the normal work day. Failure to attend either session of this split day shall be cause for the teacher to forfeit  $\frac{1}{2}$  sick day, or if no sick leave days exist, forfeiture of  $\frac{1}{2}$  day's salary.

8.9 The hours for Pupil Personnel Staff (psychologists and social workers) shall be the same as all other teachers covered by this Agreement. However, these employees may be required by the Director of Pupil Personnel Services to remain for additional periods of time. Any requests for after working hours parental conferences shall be referred to the Director of Pupil Personnel Services.

The hours for coordinators shall be the same as all other teachers covered by this Agreement.

8.10 All teachers covered by this Agreement shall be granted a duty-free lunch period at least equal in length to the lunch period afforded students in their respective buildings. Should an emergency necessitate the assignment of a teacher during his/her designated lunch period, the teacher will be afforded either a lunch period of equal duration during another time during the day or be compensated at the applicable rate as set forth in Article 10.4.

8.11 A. Teachers who are assigned to more than one building per day shall be granted reasonable travel time in addition to a duty-free lunch period. The combined duty-free lunch period and the travel time shall not be less than 45 minutes and shall be reasonably extended by the receiving administrator during inclement weather.

B. Teachers who are assigned to more than one building per day shall work from the start of the student contact day at their first assignment and shall work until the end of the student contact day at their second building assignment.

C. The released time guaranteed teachers under Article 8.2 who are assigned to more than one building per day shall be determined by the sending and receiving administrators and shall not include any time as guaranteed for a duty free lunch and/or travel as per Article 8.11A.

8.12 The working schedules for all staff personnel shall be in full force by the first day of each school year and conclude no earlier than the last day of school.

8.13 The work schedules for all employees covered by this Agreement who are assigned to the administration building (attendance officers, parent liaisons, etc.) shall be 8:00 a.m.-4:00 p.m. with one hour for lunch. Parent liaisons shall have additional weekend and evening responsibilities as assigned by their immediate superiors.

8.14 The workday for paraprofessionals shall be the same as the teachers in the buildings to which they are assigned, and shall include all after school meetings. The annual base salary of each paraprofessional shall be increased by \$300 prior to the application of the negotiated salary increases.

Paraprofessionals and security personnel shall be guaranteed two (2) fifteen minute breaks per day scheduled by the administration or its designee. These shall be the only breaks during the day.

8.15 In the case of a bona fide use of sick leave only, an employee who signs in on time and stays on the job for at least two hours shall receive credit for one-half day worked, unless the employee stays on the job beyond 12:45 p.m.; in which case the employee shall receive a full day's credit. No employee may leave the building without permission of the administrator in charge. Abuse will be grounds for the loss of the full day's pay and /or additional disciplinary action. This clause does not apply to one session days, it shall be applicable only to Pre-K through 12 teachers.

8.16 Any staff member who arrives more than five (5) minutes after the established student contact time will be considered tardy. Any employee who is late for work more than five (5) times per semester shall be penalized in accordance with the following schedule:

	Support Staff	Teachers
6 <sup>th</sup> lateness	\$25	\$50
7 <sup>th</sup> lateness	\$25	\$50
8 <sup>th</sup> lateness	\$37.50	\$75
9 <sup>th</sup> lateness	\$37.50	\$75
10 <sup>th</sup> lateness	\$50	\$100
11 <sup>th</sup> lateness	\$50	\$100
12 <sup>th</sup> and over	\$100	\$200

The penalties listed above are in addition to any other rights the district may have under the law.

8.17 The parties agree to make all hirings effective either the first day or the fifteenth day of any month. Salaries shall be paid for the initial month of employment according to the following: for hirings effective the first of any month, a full month's salary. For hirings effective the fifteenth of any month, one half of a full month's salary.

8.18 A. High School Guidance Counselors shall work one five (5) day work week immediately prior to the opening of school and one five (5) day work week immediately after the close of school for an additional 5% of the appropriate salary. This section will require the High School Guidance Counselors to work a total of 10 additional working days.

B. If Elementary School Guidance Counselors, Middle School Guidance Counselors or nurses are requested by the Superintendent, and they voluntarily agree to do so, then they shall also work the same additional time for 5% of the appropriate salary.

C. Members of the Child Study Team who work during the summer will be paid \$375 for each completed case.

8.19 The work schedule for security personnel in each building may vary by up to forty-five (45) minutes, depending on the individual needs of the building as determined at the discretion of the building principal or his/her designee. Security personnel who are required to commence work forty-five minutes earlier in the day shall leave forty-five (45) minutes earlier. Security personnel who are required to

commence work forty-five (45) minutes later in the day shall leave forty-five (45) minutes later. Scheduling of starting and ending times shall be established by the building principal or his/her designee in order of seniority.

The workday for security personnel shall be increased by one (1) hour per day. The annual base salary of each security person shall be increased by \$3000 prior to the application of the negotiated salary increases.

8.20 A. The School Based Planning Team Chairperson(s) for any elementary school will be provided with an additional period of release time per week for the purpose of carrying out the organization and implementation of the Educational Improvement Plans of the school.

B. The School Based Planning Team Chairperson(s) for Lincoln Middle School and William B. Cruise School #11 shall be provided with two additional periods of release time per week for the purpose of carrying out the organization and implementation of the Educational Improvement Plans of the school.

C. The School Based Planning Team Chairperson(s) for Passaic High School shall be provided with five additional periods of release time per week for the purpose of carrying out the organization and implementation of the Educational Improvement Plans of the school.

8.21 The work schedule of the Athletic Trainer shall be as follows:

The Athletic Trainer shall teach three (3) classes commencing at 11:00 a.m. and concluding at 1:00 p.m.

The Prep time and a lunch period shall be provided between 1:00 p.m. and 2:00 p.m.

Time for travel and set-up shall be provided from 2:00 p.m. until the arrival of the students for practice or games/meets.

The work day shall continue to the end of the practice or event each day and may vary by season.

The Athletic Trainer shall work weekends, holidays and during vacation periods as the coaches that season work.

**Article No. 9**  
**TEACHER EMPLOYMENT**

9.1 Credit up to the maximum of any salary level of the salary schedules may be given for any previous outside experience upon initial employment in accordance with the provisions for hiring new employees into the system. Credit for military service shall be given in accordance with N.J.S.A. 18A:29-11 entitled "Credit for Military Services" and credit not to exceed over two (2) years for Peace Corps, VISTA, or National Teacher Training Corps Service and time spent on the Fulbright Scholarship shall be given upon initial employment.

9.2 Teachers with previous experience in the Passaic School District shall, upon returning to the system, receive full credit on the salary schedule for military experience or alternative civilian service required by the Selective Service System, Peace Corps, VISTA, National Teacher Training Corps and time spent on the Fulbright scholarship up to the maximum set forth in Article 9.1 above. Other employees returning from leaves, who have not been engaged in other teaching or the other activities indicated above, shall upon returning to the system be restored to the next step on the salary schedule above that at which they left.

9.3 Teachers shall be notified of their contract and salary status for the ensuing year by no later than May 15<sup>th</sup>, as provided by State Law.

9.4 For those hired after September 1 of any school year, sick leave entitlement during the initial employment year shall be calculated at the rate of one and one half (1 ½) days per month for the period of actual time worked. The calculated sick leave entitlement shall be credited to the employee's account as of the first day of employment.

**Article No. 10  
SALARIES**

10.1 The salaries for all teachers under contract during the years 2000-2001, 2001-2002, 2002-2003, and 2003-2004 shall be as set forth in the appropriate schedules and attached hereto and a part hereof, Appendixes A, B, C, and D.

10.2 A. The basic contract salary for teachers, paraprofessionals, security personnel, attendance officers and parent liaisons having completed ten (10) or more years of continuous service in the Passaic School District shall be increased annually according to the following percentages of their appropriate guide and step.

	2000-2004
Completion of 10 years or more	9.5%
Completion of 15 years or more	10.0%
Completion of 20 years or more	10.5%
Completion of 25 years or more	11.0%
Completion of 30 years or more	11.5%

The amount of longevity shall be computed according to the above formula and payable in equal monthly installments September through June of each contract year.

B. As of September 1992, a person who becomes eligible for the first time placement in the longevity program shall receive it effective September 1, following completion of their 10<sup>th</sup> year. Employees hired by the Board in September of any year, and who commenced employment at the start of that school year, shall be considered as having been hired as of September 1 of that school year for the purpose of eligibility for longevity. If a person's anniversary date is later than September he/she shall qualify in the succeeding September. Thereafter, they shall receive adjustments only in September provided the requisite time is met.



C. For the purpose of this policy of service payments (longevity), leave authorized by the Board will be considered as maintenance of continuity of service provided the teacher, paraprofessional, security personnel, attendance officer or parent liaison granted such leave returns to service in accordance with the stipulations of such leave. However, except for sabbaticals, the actual time on leave shall not be included in the calculation in the number of years of service required for service payment eligibility.

D. The current ten (10) year level of longevity shall be "grand fathered" to unit employees hired during or before the 1994-95 contract year. Employees hired thereafter shall not be eligible for the ten (10) year level of the longevity benefit.

10.3 A. In the event substitute teachers cannot be provided to cover classes, for the 2000-2001 school year, the Board agrees to pay any teacher covered by this Agreement who covers classes during his/her preparation period the sum thirty-one dollars and fifty cents (\$31.50) per hour, or twenty one dollars (\$21.00) per forty minute period, whichever is applicable.

B. Effective for the 2001-2002 school year, the class coverage amounts in 10.3A (above) shall be increased to thirty-three dollars (\$33.00) per hour or twenty-two dollars (\$22.00) per forty minute period, whichever is applicable.

C. Effective for the 2002-2003 school year, the class coverage amounts to 10.3A (above) shall be increased to thirty-four dollars and seventy-five cents (\$34.75) per hour or twenty-three dollars and seventeen cents (\$23.17) per forty minute period, whichever is applicable.

D. Effective for the 2003-2004 school year, the class coverage amounts to 10.3A (above) shall be increased to thirty-six dollars and fifty cents (\$36.50) per hour or twenty-four dollars and thirty-three cents (\$24.33) per forty minute period, whichever is applicable.

E. When substitutes are unavailable and when the responsible administrator deems it educationally feasible to divide students from the uncovered class among two or more teachers, the

receiving teachers will share the hourly rate in direct ratio to the fraction of the uncovered class he or she receives. This ratio will be effective for each hour of coverage the receiving teacher performs.

F. The responsible administrator will initially seek volunteers to serve as substitutes. Teachers may refuse to participate. If there are insufficient numbers of volunteers, the administrator may direct staff members to perform this coverage. This will be done on an equitable and rotating basis for which the administrator will keep a current roster.

G. Once a teacher has been assigned or has volunteered for class coverage during his/her preparation time, it is the responsibility of administration to make claim for the teacher's reimbursement. The administrator may delegate this responsibility to the building clerical staff. The teacher performing class coverage shall be given a receipt or copy of the payroll claim within time to be reimbursed during the next pay period. The teacher shall retain the receipt until he/she has been compensated for the service.

10.4 Attendance officers may be assigned to cover for an absent attendance officer for up to three (3) consecutive work days. Such additional assignment shall not extend beyond three (3) consecutive work days. Attendance officers who are assigned to cover work schedules for absent attendance officers shall be compensated at a per diem rate of \$12.00 above their regular salary.

10.5 A. Those employees designated as eligible for travel allowances shall be compensated at the rate of \$750 annually. This compensation shall be paid at the rate of 1/10 monthly during the academic year. Those eligible for travel allowances shall include, but not be limited to: all work-study coordinators, and social workers.

B. All of the above travel allowances shall be prorated for months worked. To be eligible for the above travel allowance, the employee must be present for at least half the month.

C. Attendance officers shall be compensated for travel at the rate of \$850 annually. This compensation shall be paid at the rate of 1/10 monthly during the academic year. To be eligible for the

above travel allowance, the employee must be present for at least half the month.

D. Should any new position be created which may entitle an employee to travel allowance, the Board and the EAP will mutually agree on his/her status.

E. The Superintendent will prepare a list of those eligible for travel allowance and present it to the payroll department at the start of each school year. Payroll will draw travel allowance checks in the gross amount monthly throughout the school year with no further notification or requests from the employee.

F. Employees receiving travel allowances are not to transport students in their personal vehicles.

G. The Board may require employees to present photocopies of the employee's operator license and a copy of their current auto insurance policy.

10.6 A. During the life of this Agreement, all advisors to selected extra-curricular activities and coaches shall be paid according to the guide attached hereto and made a part hereof Appendix E.

All extra-curricular and coaching positions shall be posted by the Board. Teachers may apply for said positions on Board-approved application forms. The Association shall be provided copies of job descriptions for these positions.

B. All coaches' salaries are the same regardless of gender. Female coaches are to be compensated at the same rate as male coaches in similar sports.

C. All extra-curricular and coaching salaries shall be increased as follows:

2000-2001	5.0%
2001-2002	5.0%
2002-2003	5.0%
2003-2004	5.0%

D. Any coaches who qualified for additional stipends during the 2000-2001 year under the provisions of Section 10.6C (2nd paragraph) will be entitled to that stipend on a retroactive basis, to be paid as soon as practicable.

E. A committee shall be established which shall be authorized to review and recommend changes to, or establishment of, stipends for specific individual extra-curricular activities. This committee will be comprised of the Association President, the Superintendent of Schools and such others as the parties may require.

10.7 The athletic trainer will be compensated on the appropriate step of the teachers' salary guide (Appendix A-D). In addition, the Athletic Trainer will receive an annual stipend (Appendix E-H) payable in three equal installments at the end of each season.

10.8 A. All salaries earned between the hours of 8:00 a.m. - 4:00 p.m. shall be considered part of the base salary and reporting to TP & AF or PERS for pension purposes.

B. The Board agrees to compensate employees who perform instructional or technical services beyond the regular school day at the rate of \$31.50 per hour during the 2000-2001 school year; at the rate of \$33.00 per hour during the 2001-2002 school year; at the rate of \$34.75 per hour during the 2002-2003 school year; and at the rate of \$36.50 per hour during the 2003-2004 school year.

All of the above hourly rates shall be pro-rated for actual fractions of hours worked and shall be applicable for night school personnel who are full-time employees of the Passaic Board of Education. Staff members working home instruction and Saturday hours will receive \$1.00 an hour more than the above cited hourly rates.

C. All Support Staff members who perform work beyond the regular school day shall be compensated at the rate of \$14.00 per hour during the 2000-2001 school year; at the rate of \$15.00 per hour during the 2001-2002 school year; at the rate of \$16.00 per hour during the 2002-2003 school year; and at the rate of \$17.00 per hour during the 2003-2004 school year.

10.9 Upon retirement from the Passaic School District, a member shall receive from the Board the following financial consideration for having accumulated sick leave days:

For accumulated sick leave days

1 through 100.....\$50 per day

For accumulated sick leave days

101 through 150.....\$75 per day

For accumulated sick leave days

151+.....\$100 per day

With the following limit:

2000-2004 school years.....\$16,250

If a member dies while employed by the Board, the accumulated sick leave days payment will be paid to the estate.

Members in their last year of employment shall not be permitted to simply "use up" their sick days. Any member out for an extended period of time will have to justify his/her absence with a physician's certificate, subject to concurrence of a Board selected physician.

10.10 A. The Board agrees to award each employee who has had perfect attendance each semester, \$200 per semester from 2000-2004. This payment is to be made on the first day of the school year immediately following the year in which perfect attendance was earned. A semester is defined as the period of time from the first day of school in September to January 31 of the calendar year, and from February 1 to the last day of school.

B. The term perfect attendance means that the employee has been in attendance for the entire semester and that the employee has not used a sick day or a personal business day during that semester. Bereavement days, professional days, court days,

conventions, field trips, EAP days and days spent on business for the Board shall not be counted as grounds for ineligibility. Approved religious holidays taken as personal days shall not be considered as absences for the attendance award.

10.11 Pursuant to State Law, the Board reserves the right to withhold increments and adjustments of salary of any teacher for just cause.

The Board and the EAP agree proper evaluative procedures shall be followed prior to any recommendations to withhold an increment.

Prior to a recommendation to withhold an increment the employee shall be given 60 days written notice that the action is being contemplated.

Within said 60 day period the employee shall be monitored carefully to determine if an increment is to be withheld.

A recommendation to withhold an increment shall be made by an appropriate administrator.

Prior to any final action to withhold an increment the employee and representatives of the EAP shall meet with the Superintendent or his/her designee to discuss if a censure other than an increment withholding should be implemented.

The Board may withhold, for disciplinary reasons, the increment without giving 60 days notice. Increment withholding notices that may proceed beyond August 31 shall be shortened to conform to law.

### **Article No. 11 SALARY GUIDE ELIGIBILITY AND RECLASSIFICATION**

11.1 A. The salaries for all bargaining unit members will be in accordance with the attached salary guides.

B. The base salary for all support staff members (paraprofessionals, security personnel, parent liaisons and attendance

officers) will be increased by two hundred fifty dollars (\$250) prior to the application of any across the board wage or salary increases. This increase is in addition to any other increase elsewhere in this agreement that are related to increases in the workday.

C. Staff members may be reclassified for salary guide placement once annually. Applications must be presented to the Superintendent by September 15 of each contract year. Reclassification will be effected by the Board during November of each contract year and be made retroactive to September 1 of that same contract year. Support personnel (paraprofessionals, security personnel, parent liaisons and attendance officers) will be eligible for salary guide reclassification and shall receive an additional \$400 in his/her base pay for every 15 college credits earned. To be eligible for salary guide reclassification, a member must meet the following criteria:

11.2 To be eligible for placement on the BA salary guide, the employee must be hired as a teacher in the Passaic Public Schools.

11.3 To be eligible for placement on the BA+15 salary guide, an employee must produce credentials certifying 15 graduate level credits taken after and not as part of the BA degree.

11.4 To be eligible for placement on the BA+30 salary guide, an employee must produce credentials certifying 30 graduate level credits taken after and not as part of the BA degree.

11.5 To be eligible for placement on the MA salary guide, an employee must produce credentials certifying the attainment of a valid MA degree earned after and not as part of the BA degree. The MA must be earned in residence (attendance) at an approved college or university.

11.6 To be eligible for placement on the MA+15 salary guide, an employee must meet the criteria in para. 11.5 (above) and produce credentials for 15 graduate level credits taken after the MA and not as part of the BA and/or MA.

11.7 To be eligible for placement on the MA+30 salary guide, an employee must meet the criteria in para. 11.5 (above) and produce credentials for 30 graduate level credits taken after the MA and not as part of the BA and/or MA.

11.8 To be eligible for placement on the MA+45/Dual MA salary guide, an employee must meet the criteria in para. 11.5 (above) and produce credentials for 45 graduate level credits or an additional MA taken after the first MA and not as part of the BA and/or MA.

11.9 To be eligible for placement on the doctorate salary guide, an employee must produce credentials for a doctorate degree. The doctorate degree must be earned in-residence of an approved college or university.

11.10 For each fifteen (15) hours of in-service instruction, the employee will receive the equivalent of one (1) graduate credit in the salary guide.

11.11 The parties agree to establish no policies or rules requiring accumulation of graduate credits for any class of employees covered by this Agreement, as it pertains to certified employees.

11.12 Letter applications for salary guide reclassification will no longer be honored. All reclassification requests must be completed upon the appropriate forms available through the Superintendent's office.



**Article 12**  
**TEACHER ASSIGNMENTS**

12.1 All teachers shall be given written notice of their class, subject, building and room assignments for the forthcoming year not later than June 1, except in emergency situations wherein a waiver shall be granted by the Association.

12.2 The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area or grade level for which the Board has appointed them except as may be required in the cases of emergency. The Superintendent shall give notice of assignments to new teachers as soon as practicable and, except in cases of emergency, not later than June 1.

12.3 In the event that changes in teachers' schedules, classes or subject assignments, building assignments or room assignments are made after June 1, the Association and the teachers affected shall be notified promptly in writing by the Superintendent. Reasonable effort shall be made to provide two (2) weeks notice for transfer from one (1) building to another, grade level or classroom reassignment. In the case of an involuntary transfer or reassignment, the teacher affected may request a meeting at which the Superintendent or his representative shall meet with the teacher involved and shall inform him/her of the reasons for such assignment. The teacher involved may have a representative of the Association attend this meeting with him/her. The Board agrees that teachers shall be assigned, to the extent administratively possible, to areas within the scope of their teaching certificates or their major or minor fields of study.

12.4 For those Academic and Resource Room teachers grades 7-12 who teach beyond twenty-five (25) classes per week, the employer shall compensate those extra classes at the rate of eight hundred ninety-two dollars and 50 cents (\$892.50) annually for each extra weekly class. These extra assignments shall be in lieu of preparation time and the teacher shall be responsible for all duties as performed by other staff members. The above rate of compensation shall be prorated for the actual number of months worked by the said teacher.

12.5 For those non-academic teachers grades 7-12 who teach beyond thirty (30) classes per week, the employer shall compensate those extra classes at the rate of eight hundred ninety-two dollars and 50 cents (\$892.50) annually for each extra weekly class. These extra assignments shall be in lieu of preparation time and the teacher shall have no other duties or responsibilities. The above rate of compensation shall be prorated for the actual number of months worked by the said teacher.

12.6 A. The schedules of instructional teachers who are assigned to more than one school shall be arranged so that no teacher shall be required to work in more than two (2) buildings per day. These teachers shall be notified of any changes in their schedules as soon as practicable.

B. The annual work schedules of ancillary staff members shall be given to the employee by June 1 of each contract year with an informational copy to the Association.

12.7 A. Teachers who are assigned to more than one (1) school per day, and the Athletic Trainer, shall be reimbursed for all such travel at the rate of \$275 annually.

B. In the event a teacher's schedule changes so that he/she is assigned to only one school per day for a portion of the school year, the allowance shall be prorated at the rate of 10% per month and paid accordingly for those months he/she worked in more than one school.

C. All teachers affected by this article shall receive this payment only once at the conclusion of each year. The teacher shall submit one voucher during the first week of June of each year. The voucher will verify the teacher's assignment to more than one building and be countersigned by both administrators to whom he/she is assigned. The voucher shall then be forwarded to the Superintendent who will secure payment prior to the last day of school.

**Article No. 13**  
**VOLUNTARY TRANSFERS AND REASSIGNMENT**

13.1 No later than June 1 of each school year, the Superintendent shall deliver to the Association and post in all school buildings a list of known vacancies which are expected to occur during the following school year.

13.2 Teachers who desire a change in grade or subject assignment or who desire to transfer to another building may file a written statement no later than May 15 of such desire with the Superintendent who shall review the request. Such statements shall include the grade or subject to which the teacher desires to be assigned and the schools to which he/she desires to be transferred in order of preference.

13.3 As soon as practicable, the Superintendent shall cause to be posted in each school and deliver to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.

**Article No. 14**  
**INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

14.1 Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable.

14.2 When an involuntary transfer or reassignment occurs, a teacher's certification shall be appropriate to the position. No grievance based upon this paragraph may be submitted to arbitration.

14.3 An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the Director of Human Resources at which time the teacher shall be notified of the reason thereof.

**Article No. 15**  
**PROMOTIONS AND VACANCIES**

15.1 All vacancies in existing positions and all newly created positions shall be publicized by the Superintendent in accordance with the following procedure:

A. When school is in session, a notice stipulating requirements shall be posted in each school as far in advance as practicable, ordinarily thirty (30) school days before the final date when application must be submitted, but in no event less than ten (10) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit application in writing to the Superintendent within the time limit specified in the notice. The Director of Human Resources shall notify employees promptly in writing that their application has been received. Applications shall be kept on file for one year in the Superintendent's office for consideration for future vacancies unless the office is notified in writing by the applicant that the application is withdrawn.

B. Employees who desire to apply for a promotion which may be filled during the summer period when school is not in session, shall submit names and credentials to the Superintendent together with the position for which they desire to apply and an address where they can be reached during the summer. The Superintendent shall notify the Association of any vacancy in a position for which employees may desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily twenty-one (21) days before the final date when applications must be submitted, but in no event, less than fourteen (14) days before such date.

15.2 In all situations set forth in Section A above, the qualifications for the position, its duties and the rate of compensation shall be clearly set forth. If the qualifications for such position openings are changed by the Board, the Association is to be notified immediately.

15.3 All openings for positions in the Accredited Evening High School, Summer School and Home Teaching Programs shall be publicized by the Superintendent in accordance with the procedures for publicizing vacancies set forth in this Article, Section A, above.

Summer School and Accredited Evening High School openings shall be publicized no later than March 1 and June 1, respectively, and employees shall be notified of the action taken not later than May 1 and September 1, respectively.

15.4 Announcement of appointments shall be made by posting a list in the office of the central administration and in each school building. A copy of such list shall be given to the Association indicating which positions have been filled and by whom.

### Article No. 16 TEACHER EVALUATION

16.1 All monitoring or observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.

16.2 A. A written observation report shall be given to a teacher within ten (10) working days of the observation.

B. A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office or placed in the teacher's file without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

C. If any evaluation or observation is misdated, it shall be invalid and redone at a date mutually agreed upon by the member and the evaluator.

16.3 No material derogatory to a teacher's conduct, service, character or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that his/her signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his/her answer

shall be reviewed by the Superintendent or his/her designee and placed in the teacher's file.

16.4 A. Building administrators may be permitted to maintain files at their respective schools for the purpose of improving teacher performance. Administrators may file notes or memos relating to a teacher's efficiency or performance.

B. Should any teacher be called before any administrator to discuss the content of this file, he/she shall be notified in writing of the nature of the discussion prior to his/her scheduled meeting. A representative shall be afforded the teacher for every such meeting.

C. The contents of this file shall be continuously open for inspection by teachers.

D. Teachers may request that items from the building file be forwarded to the Permanent Personnel File with the annual evaluation form.

For evaluation of non-tenured employees, see Board of Education Policy #3221.

## Article No. 17 INSTRUCTIONAL COUNCIL

17.1 An Instructional Council, which shall meet monthly during the school year, shall be established to meet with the Superintendent to engage in studies and to make recommendations on such matters as curriculum improvements, teaching techniques, extra-curricular programs, in-service training, pupil testing and evaluation, teacher recruitment, research and experimentation, education specifications for buildings, and other related matters pertaining to the effective operation of the Passaic School System.

17.2 The Instructional Council shall consist of five representatives appointed by the Superintendent and five representatives appointed by the Association and the EAP President. Members of the Instructional Council will be allowed ½ day per month for meetings scheduled during school hours.

17.3 The Instructional Council shall establish its own rules and procedures. The Instructional Council Chairperson shall be elected annually at the first meeting and shall be responsible for the arrangement and the conduct of the meetings. The Council may establish joint study committees for specific projects to allow for those who would be affected by Council recommendations to have an opportunity to be involved. These committees will be comprised of equal numbers of administrators and teachers.

17.4 The Superintendent shall consider and study all written recommendations submitted to him/her by the Council for action. Reports of the Council or any joint study committee established by the Council may include minority as well as majority views.

17.5 The Instructional Council shall have two (2) evening meetings yearly with the Board of Education and Curriculum Committee.

17.6 The Instructional Council shall have a budget for the 2000-2001, 2001-2002, 2002-2003 and 2003-2004 school years. The Instructional Council shall plan a program and shall develop a budget with a plan for expenditures. The budget created for the Instructional Council shall be allocated among various activities relating to staff development, training/peer assistance of teachers, oversight of pilot programs (in conjunction with the curriculum department), core curriculum training, oversight of the Mentoring program, redefining/restructuring the student reporting system, redefining/restructuring substitute reporting and serving as a resource clearing house for the district. Additionally, professional resource centers will be created throughout the district.

17.7 For each year of this agreement, the Instructional Council will continue a grant program to fund innovative teacher proposals for their classrooms and the Board shall fund said grants in the total amount of \$18,000 per year. Any funds unused in one year will be added to the funding amount for the following year.

#### Article No. 18 LEAVES

18.1 Association members while on any leave of absence, whereby any or all fringe benefits are not paid, may purchase any fringe benefit

he/she wishes by arranging to do so with the Board Secretary's office. Such benefit will be at the same cost to the employee as the Board pays or is charged.

## 18.2 MATERNITY LEAVES

A. An employee who is pregnant should notify the Board as to the date required for this leave. This notification shall be 60 days prior to the beginning of the maternity leave.

B. Maternity leaves shall be limited to any fraction of a year plus the following academic year or one full academic year only. In no event will the employer grant two full academic years for maternity leave.

C. An employee may declare herself as being "disabled" during the thirty (30) calendar days immediately preceding and the thirty (30) calendar days immediately following the birth. During this period of disability, the employee may utilize accumulated sick leave if the required amount of sick leave exists in the employee's account. An employee may opt for this disability and apply for no other form of leave. In such cases, the employee may commence and terminate the disability according to the above formula with no other restrictions as to commencing and termination dates. The Board shall have the right to request and obtain a physician's certificate certifying as to the disability.

D. The employee may apply for either a maternity leave or a disability leave immediately followed by a maternity leave at any time during the academic year. The employee's last working day shall be the starting day of the maternity leave or the starting day of the disability leave should she elect both.

E. Maternity leaves shall terminate on either September 1 or February 1 of each contract year. Employees shall not be permitted to return to work at any other time except as individually approved by the Superintendent of Schools.

F. Appropriate Maternity Leave Disability Forms shall be developed by the employer for completion by the employee's attending physician.



G. Upon return, the employee will be placed on the same step and guide in effect when her leave commenced, with all benefits previously accrued. If the employee served five full calendar months prior to executing her leave option, she will be placed on the next higher step upon returning at the start of or during the following school year.

H. The above outlined procedure shall apply for natural births as well as for adoption by both male and female employees. Notification of maternity leave in the case of adoption shall be as soon as the parent takes custody of the child. Disability leaves shall not be granted in the cases of adoption or for male applicants.

I. For employees who request concurrent disability and maternity leaves, the vacancy occurs with the starting date of the disability leave. The disabled employee may be replaced as soon as practicable with a less than one year contract employee.

### 18.3 SICK LEAVE

A. All employees covered by this Agreement shall be entitled to fifteen (15) sick days leave with pay per year, five (5) of which may be used for personal leave except when preceding or following "no school" days as provided in the school calendar. The only exception to the latter is in the case of days of religious observance or where waived by the Superintendent of Schools. Unused sick leave days may be accumulated from year to year without limit.

B. In the event that any employee is absent ten (10) times during the school year for illness, all successive absences will be taken from his/her accumulated sick leave, if any exists. If the teacher has no sick leave days accumulated from past years, it will then be charged against personal business days.

C. Absence due to exclusion by any building nurse, the Board Physician, Board Alternate Physician or Nurse Supervisor because of an employee contracting a contagious or infectious disease at his/her residence or while discharging his/her responsibilities, shall not be counted as sick leave and no deduction of salary for the imposed loss of time shall be made. The below listed infectious or

contagious diseases represent an all-inclusive list of recognized exclusions. Entitlement under this Article shall be according to the following formula:

- (1) Childhood diseases: Measles, Rubella, Chickenpox, Mumps - per contract limit (15 days)
- (2) Uncomplicated cases of Conjunctivitis - 2 days
- (3) Strep Throat - 2 days (Must be verified by a physician's report)
- (4) Hepatitis - per contract limit (15 days)
- (5) Nuisance diseases - Scabies, Impetigo, Pediculosis, Ringworm - non-contagious once treated - no days honored.

All cases of diseases identified in Article 18.3 C (1), (2), (4) [above] must be verified by a physician's report to entitle the employee to restoration of any sick leave days.

All complications of the above must be individually judged by the Board Physician or his alternate physician. Employees who are granted non-chargeable days as a result of the application of this Article shall be notified of the number of days restored to their account by the Payroll Department.

D. In case of any absence other than sick leave, and not otherwise provided for, such employee shall lose a full day's pay for such absence.

E. Requests for prolonged leaves of absence for illness beyond the time already provided for in the preceding paragraphs must be submitted in writing to the Superintendent of Schools and must be accompanied by a doctor's certificate. Prolonged illness leaves will only be granted for an entire term or year and can be renewed at the discretion of the Board of Education. Renewals will only be granted for periods of 90 calendar days, however, the employee may return to work before the expiration of the 90 calendar day extension. The Board reserves the right to request the applicant to submit to a physical examination by the Board's physician.

F. The application for such leave of absence or its renewal must be accompanied by a statement from the attending physician, subject to the approval by the Board Physician, stating the nature of the illness or disability and definitely recommending that the employee be relieved of duties unless such statement is waived by the Superintendent of Schools.

G. Application must be made thirty (30) days before the expiration of a leave for personal illness, but not less than ten (10) days before the termination of the leave. The employee must submit a written statement from the attending physician, subject to the approval of the Board Physician, certifying that the employee has been examined and that he/she is, or will be able to resume his/her duties with the Board of Education when the leave of absence expires.

H. Termination of a leave of absence before its expiration date, provided the request is accompanied by a statement from the attending physician, subject to approval by the Board Physician, recommending return to duty, shall be at the discretion of the Superintendent of Schools and the Board of Education and in accordance with the needs and interests of the schools.

I. Each September during the life of this Agreement, the Business Office shall notify each employee of the status of his/her sick leave days, sick leave entitlement for the current year and personal business days entitlement for the current year. The entitlement will be that which is effective on the first day of school each year and not include any absences during September.

#### 18.4 EXTENDED SICK LEAVE

A. Full time employees may be entitled to extended sick leave in accordance with the Board's discretionary right to grant same pursuant to N.J.S.A. 18A:30-6.

B. For those employees who elect to not utilize their accumulated sick leave days during the period of long-term disability and who opt to draw long-term disability payments as described in

Article 23, the Board agrees to pay premiums for all insurances as described in Article 23 according to the following formula:

(1) All benefits will continue for an equivalent number of working days as those accumulated days existing in the employee's accumulated sick leave account at the start of the disability.

(2) All benefits will continue for the period of time identified in (1) (above) plus any period of entitlement under the Extended Sick Leave Benefits.

(3) All benefits will continue throughout the time frames referenced in Sections (1) and (2) (above) plus the remainder of the month during which the benefits are exhausted.

(4) All benefits will continue throughout the time frames referenced in (1), (2) and (3) (above) plus one full calendar month.

#### 18.5 MILITARY LEAVE

All employees of the Board of Education of the City of Passaic are entitled to the provisions of the New Jersey Statutes with respect to Military Leaves: P.L. 1941, c. 119 as amended by P.L. 1942 c. 327 and chapter 38:23-1 as amended by Chapter 351, Laws of 1953. Military Leave includes those subject to the draft, voluntary enlistment and reserve. Employees affected should consult the Secretary/Business Administrator.

#### 18.6 BEREAVEMENT

In the event of death in the immediate family, all employees shall be granted allowance, without loss of pay, for absence as hereinafter stated:

A. An allowance may be taken at any time, either before death, after death, or in any combination of the two, within a period of two weeks, beginning one week before the death and ending one

week after the death. Legal adoption and step-relationships shall constitute the same relationship as blood relations.

B. A total of five (5) consecutive banking business days, excluding Saturdays and Sundays, shall be granted for the death of the following:

(1) Employee's parents, grandparents, spouse, children, grandchildren and persons residing as a member of the household of the employee.

(2) Brothers and sisters of the employee and the parents of the employee's spouse.

C. One (1) day's absence shall be granted to attend the funeral of any of the following providing the employee is actually in attendance at the funeral:

(1) Uncles, aunts, nieces and nephews of the employee.

(2) Brothers-in-law and sisters-in-law of the employee.

(3) Sons-in-law and daughters-in-law of the employee.

(4) Grandparents of the employee's spouse.

Upon return from a leave of absence for bereavement, employees shall be required to complete a form substantiating such leave. These forms will be available in the Human Resources Department.

## 18.7 OTHER LEAVES

The Board of Education may, at its discretion, grant any other type of leave not covered by the previously specified leaves, with or without full salary, or partial salary, when in its judgment such leave is warranted and not inconsistent with the best interests of the Board.

**Article No. 19**  
**SABBATICAL LEAVE**

19.1 Employees covered by this Agreement shall be eligible for sabbatical leave after seven years of employment in the Passaic School System. Time on leave of absence shall not accrue toward sabbatical leave entitlement. Request for sabbatical leave must be submitted in letter form to the Association and the Superintendent by June 1 of each school year, for leaves to commence for the fall semester and October 1, for leaves to commence with the start of the spring semester. Selection of those eligible employees making application will be done jointly by a committee of one representative of the Association and the Superintendent. Selection will be based on the educational purpose including travel for which the employee is making application. Salary entitlements while on authorized leave shall be 65% of the applicable regular contract salary for teachers and 100% of the applicable regular contract salary for support staff members.

19.2 Sabbatical leaves for professional improvement are considered benefits to both employees and the school system. The Board recognizes these benefits and has provided the means to grant them under the following conditions:

A. The Board agrees that in any year in which there is an applicant or applicants for Sabbatical Leave to guarantee up to two (2) such leaves for teachers; provided that the leave is educationally meritorious to the district; provided further, that in the event of a request for a Sabbatical Leave by a Support Staff employee, one (1) additional sabbatical shall be granted. In addition to the foregoing, Support Staff members who are performing student teaching/practicum in their area of assignment will, upon approval of the Superintendent, be released from their regular assignment without loss of pay.

B. The Board reserves the right:

(1) to grant or reject any application.

(2) to grant on a seniority basis of service in the Passaic School system.

(3) to cancel the sabbatical of any employee who accepts gainful employment (living allowance will not be considered). Failure by an employee to comply with any of the regulations above shall be deemed neglect of duty and an act of insubordination and shall be subject to disciplinary action.

C. Sabbatical leaves may be granted for one semester or for two semesters at intervals of seven years.

D. The request for a sabbatical must be in writing, submitted to the Superintendent of Schools and the Association and must include:

- (1) A plan of activity to be pursued.
- (2) A statement by the applicant signifying a willingness to return and serve a minimum of two years, unless prevented by illness or excused from such service by the Board of Education.

E. If the provisions of the sabbatical plan have been satisfactorily completed and approved by the Superintendent of Schools and the Association representative, the employee shall be entitled to the regular increment and any increase in the salary guide for the sabbatical period.

F. Payment to a member on leave shall be made in the same manner adopted by the Board of Education in paying all employees.

G. All rights inherent in the employee's original contract shall continue as heretofore.

#### **Article No. 20 UNDERGRADUATE/GRADUATE CREDIT PAYMENT**

20.1 The Board agrees to reimburse in each year of the agreement, payment for approved undergraduate/graduate courses or other courses taken in a program previously approved by the Superintendent for employees covered by this agreement. The Board agrees to provide a sum of \$200,000 in the first year of the agreement, \$210,000 in the second year of the agreement, \$225,000 in the third year of the agreement, and \$245,000 in the fourth year of the

agreement for payment for approved graduate courses or other courses previously approved by the Superintendent for employees covered by this agreement.

In 2001-2002 this funding shall be divided as follows: \$90,000 for each of the fall and spring semesters, and \$30,000 plus any unused funds for the summer semester.

In 2002-2003 this funding shall be divided as follows: \$95,000 for each of the fall and spring semesters, and \$35,000 plus any unused funds for the summer semester.

In 2003-2004 this funding shall be divided as follows: \$100,000 for each of the fall and spring semesters, and \$45,000 plus any unused funds for the summer semester.

20.2 The Board agrees to provide reimbursement for the cost of undergraduate courses taken by Support Staff members that are approved by the Superintendent. The Board will provide \$10,000 in the first year of the agreement, \$14,000 in the second year of the agreement, \$18,000 in the third year of the agreement and \$22,000 in the fourth year of the agreement.

20.3 Effective December 15, 2001, applications shall be submitted in writing to the Superintendent of Schools by September 15 for courses to be taken during the fall semester; by the first day of school following New Year's Day for courses to be taken during the spring semester; and by May 15 for courses to be taken during the summer session. Within three weeks following the closing dates for applications, the EAP President and the Superintendent or their designees shall meet to review all requests. The decision to approve or disapprove reimbursement shall remain solely that of the Superintendent.

20.4 Members may receive payment for no more than twelve (12) credits per year. These credits may be applied equally over the fall, spring and summer session or all in one semester. Should the request for payment exceed the amounts set forth in Sections 20.1 and 20.2 for either semester, the total number of applicants' credits will be divided into the semester allocation to determine the reimbursement amount. Members who are reimbursed for 12 credits in one semester



may not apply again during the school year regardless of the credit reimbursement amount paid.

20.5 No application for teachers will be honored which lists courses required for BA degrees or standard certification.

20.6 Applicants for reimbursement of graduate courses must successfully complete the courses before payment can be made. Applicants who receive a "B" or above will be reimbursed at the rate established in this article. Grades below a "B" will not be reimbursed, except as provided below. For courses where "Pass/Fail" is the only grade option available, a grade of "Pass" will be reimbursed at the rate established above, and a grade of "Fail" will not be reimbursed.

There will be a reimbursement of fifty percent (50%) of the amount provided in this Article, on a "one time only" basis for a course that receives a grade of "C". Subsequent grades of "C" or lower will not be eligible for reimbursement.

Support personnel taking undergraduate courses will be reimbursed upon successful completion of the course.

20.7 The Superintendent's approval will be given for programs leading to a Master's Degree, degree programs beyond the Master's and for all other graduate courses not leading to a degree. All courses must be related to the employee's area of certification or be of educational value to the school system and be approved by the Superintendent.

20.8 Members will be notified by the Superintendent of his/her decision regarding their applications for undergraduate/graduate credit payment by October 15, for courses taken during the fall semester and March 1, for courses taken during the spring semester. Notification of decisions regarding summer courses will be made by June 25. Copies of notification are to be forwarded to the Association by the Superintendent.

20.9 The President of the Association shall meet with the Superintendent to discuss and resolve problems which may arise in the administration of this policy on undergraduate/graduate credit payment.

20.10 All course submissions must be approved by the Superintendent and earned at accredited colleges and universities recognized by the State of New Jersey Department of Education and one of six recognized agencies, or any accrediting agency or college or university accepted by the aforementioned agencies. There are six (6) recognized regional accrediting agencies for colleges and universities: Middle States Association of Colleges and Secondary Schools; Southern Association of Colleges and Secondary Schools; Western Association of Colleges and Secondary Schools; North Central Association of Colleges and Secondary Schools; Northwest Association of Colleges and Secondary Schools; Western Association of Colleges and Secondary Schools; and the New England Association of Schools and Colleges Commission on Institution of Higher Education.

Institutions recognized by the Community and Junior Colleges/Accrediting Commission for Senior Colleges and Universities will be deemed acceptable only for undergraduate courses being taken by Support Staff members.

The applicant for reimbursement is not required to be working toward a degree to be eligible for reimbursement, provided however, that the courses for which reimbursement is requested are included in a degree program recognized by the colleges, universities or accrediting agencies listed above. Courses taken through a correspondence program, video program or other courses not included in a degree program shall not be considered.

20.11 The costs and expenses for all graduate and undergraduate courses shall be the sole obligation of the applicant, except as set forth in paragraph 20.12 below.

20.12 The Board will reimburse teachers for graduate courses, and support staff for undergraduate courses, upon successful completion of courses as defined in Section 20.6 above. Reimbursement will be made for the cost of tuition, up to the limit of the tuition rate then in effect at Montclair State University, under the following conditions:

A. In order to qualify for reimbursement for tuition costs, courses must be related to the teachers' current certification; lead to an additional non-administrative and non-supervisory certification; be

related to the teachers' duties in Passaic; or have other educational value to the district as determined by the Superintendent.

B. Upon completion of the Masters program, supervision and administration courses will be eligible for reimbursement; provided however, that teachers currently enrolled in supervision or administration courses as of the date of this agreement will remain eligible for reimbursement through the completion of that program.

C. Courses are subject to written prior approval at the sole and reasonable discretion of the Superintendent.

D. Proof of payment for the courses and official transcripts or proof of application for an official transcript must be submitted within sixty (60) days of course completion.

20.13 All courses included in a degree plan of study that is submitted to, and approved by, the Superintendent prior to the initial request for reimbursement will be automatically approved for the duration of that plan of study without the need to resubmit additional requests.

20.14 Employees who successfully complete courses leading to certification as a Speech Correctionist, Certified School Nurse, Teacher of Mathematics or Teacher of Science (Biology, Chemistry, Physics, Earth Sciences or General Sciences) will be reimbursed for 100% of the actual cost of tuition for those courses, plus other reasonable costs and fees. Reimbursement costs as provided by this section which exceed those included in Section 20.4 above will be paid directly by the Board and such additional costs shall not be applied against nor reduce the pool of money established for the payment of tuition reimbursement in this article.

Tuition reimbursement which is paid pursuant to this subsection shall be repaid to the District in the event that the recipient of the reimbursement terminates employment within a two (2) year period of course completion, except in the following circumstances:

A. Serious illness of a teacher or a family member of the teacher's immediate family as certified by a physician where the teacher is required to render care to the member of the immediate family.

B. Change of spousal employment necessitating a geographical relocation.

C. Any other verified personal, unforeseen emergency necessitating termination of employment and providing no other employment as a teacher.

D. Death of the employee.

#### **Article No. 21**

### **PROTECTION OF EMPLOYEES**

21.1 Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to develop mutually acceptable programs to guarantee the safety of the employees and property.

21.2 A. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

B. Employees shall immediately report cases of assault upon pupils to their immediate supervisor. This shall be done on appropriate forms.

C. Such notification shall be immediately forwarded to the Superintendent by the building principal or immediate supervisor who shall comply with any reasonable request from the employee for any information in the possession of the Superintendent relating to the incident or the persons involved and shall act in appropriate ways as liaison between the employee, the police and the courts.

#### **Article No. 22**

### **MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE**

22.1 A definition of the duties and responsibilities of all teachers pertaining to student discipline shall be presented to each teacher in his/her building at the start of each school year.

22.2 When, in the judgment of the teacher, a student requires the attention of the principal, assistant principal, a counselor, psychologist, physician or other specialist, he/she shall inform his/her principal or immediate supervisor. As soon as possible, after notification by the teacher, the principal or immediate supervisor shall arrange for a conference with the teacher, an appropriate specialist and him/herself, to discuss the problem and to decide upon appropriate steps for its resolution.

22.3 When, in the judgment of the teacher, a student by his/her behavior seriously disrupts the instructional program to the detriment of other students, the teacher may send him/her to the principal. In such cases the principal shall arrange a conference among him/herself, the teacher and the staff psychologist to discuss the problem and to decide upon the appropriate steps for its resolution. This meeting should be held no later than the conclusion of the following day.

22.4 An appropriate student disciplinary procedure shall be submitted to the Building Faculty Advisory Committee prior to its implementation.

### **Article No. 23 INSURANCE PROTECTION**

23.1 The Board agrees to pay premiums for each employee under contract covered by this Agreement and his/her immediate family and dependents for BLUE CROSS/BLUE SHIELD, RIDER "J" AND MAJOR MEDICAL under the NEW JERSEY STATE HEALTH BENEFITS PLAN for the term of this Agreement.

23.2 A. Full family benefits for all new employees hired after June 30, 1992 shall be as follows:

1. Upon hiring, and consistent with the enrollment policy, employees shall receive the New Jersey State Health Benefits Plan and Prescription Plan.

2. If the employee was hired before February 1 of any year they shall receive Delta Dental Plan and Vision Plan beginning the following September. The employee shall be covered by the Disability Plans beginning in September, one year thereafter.

3. If the employee was hired on or after February 1 of any year, they shall receive the Delta Dental Plan and Vision Plan insurances beginning in September of the next calendar year. The employee shall be covered by the Disability Plans beginning in September, one year thereafter. (See Appendix for examples.)

Prior to receiving the above coverages, employees may choose to purchase the coverage, if the respective carriers permit, at the group rate.

B. In order to obtain coverage for his/her immediate family and dependents, each employee must have a written application for this coverage on file with the Board Secretary/Business Administrator. Employees who have not previously applied for such coverage must apply as specified in this Article, using insurance forms provided for this purpose by the Board.

23.3 A. The Board agrees to pay premiums for each employee covered under this Agreement and his/her immediate family and dependents for dental benefits through DELTA DENTAL PLAN OF NEW JERSEY, INC. Effective September 1, 1992 there shall be a yearly \$50 per person/\$150 per family maximum deductible. The lifetime maximum per patient benefit for orthodontic services will be increased by five percent (5%) in each year of the agreement as follows:

2000-2001	\$1,050.00
2001-2002	\$1,103.00
2002-2003	\$1,158.00
2003-2004	\$1,216.00

B. The specifications for this dental program are to be established by the EAP. The carrier shall be selected by the Board with the assistance of the EAP.

C. Said premiums, once determined, shall be exchanged in a letter between the Board and the Association.

23.4 A. The Board agrees to pay premiums for each employee under contract covered by this Agreement and his/her immediate family and dependents for a paid prescription drug plan. The carrier

of this plan shall be the State Health Benefits Program. This plan shall be in effect throughout the life of this Agreement.

B. The specifications for this paid prescription plan are to be established by the EAP. The carrier shall be selected by the Board with the assistance of the EAP.

C. Said premiums, once determined, shall be exchanged in a letter between the Board and the Association.

23.5 A. The Board agrees to pay premiums for each employee under contract covered by this Agreement and his/her immediate family and dependents for optical benefits through VISION SERVICE PLAN OF NEW JERSEY.

B. The specifications for this optical plan are to be established by the EAP. The carrier shall be selected by the Board with the assistance of the EAP.

C. Said premiums, once determined, shall be exchanged in a letter between the Board and the Association.

23.6 A. The Board agrees to pay premiums for each employee under contract covered by this Agreement for a Short-Term Disability program through CIGNA and a Long-Term Disability program through RELIASTAR. The short-term disability benefit shall be increased by five percent (5%) in each year of the agreement as follows:

2000-2001	\$630.00	Days 11-20 \$21.00	Days 21-30 \$42.00
2001-2002	\$662.00	Days 11-20 \$22.05	Days 21-30 \$44.10
2002-2003	\$695.00	Days 11-20 \$23.15	Days 21-30 \$46.30
2003-2004	\$729.00	Days 11-20 \$24.30	Days 21-30 \$48.60

B. The specifications for these disability programs are to be established by the EAP. The carrier shall be selected by the Board with the assistance of the EAP.

C. Said premiums, once determined, shall be exchanged in a letter between the Board and the Association.

23.7 The Board agrees to pay premiums for each employee covered by this Agreement and his/her spouse for BLUE CROSS/BLUE SHIELD, RIDER "J" AND MAJOR MEDICAL under the NEW JERSEY STATE HEALTH BENEFITS PLAN during the years of that employee's retirement under the provisions of P.L. 1964 C.125 as amended by P.L. 1974, Ch 88, Sec. 1, effective August 29, 1974 and P.L. 1979, C.54, Sec. 1, effective March 27, 1979. The above coverage shall exclude individuals and their spouses covered by the NEW JERSEY STATE HEALTH BENEFITS PLAN under its retirement program.

23.8 The Board agrees to pay premiums for each employee covered by this Agreement and their spouses and for employees who retired during the term of a contract under which they were eligible for retirement coverage and for the spouses of those employees, provided that said employees were in the employment of the Passaic Board of Education prior to January 1, 1986, for the current dental program (Article 23.3), the current prescription program (Article 23.4) and the current vision care program (Article 23.5) in retirement provided that said employee or retired employee has/had twenty-five (25) years in his/her pension fund at the time of his/her retirement.

23.9 The Board agrees to pay premiums for each employee covered by this Agreement who was hired after January 1, 1986 and the spouses of these employees for the current dental program (Article 23.3), the current prescription program (Article 23.4) and the current vision care program (Article 23.5) in retirement provided that said employee has twenty-five (25) years in his/her respective pension fund and twenty-five (25) years service with the Passaic Board of Education.

23.10 The Board shall provide each new employee with a description of the health care insurance coverages provided under this Article at the commencement of employment.

23.11 As of the September 1992 school year, all benefits shall have an effective date of September 1 - August 31..



**Article No. 24**  
**DEDUCTION FROM SALARY**

24.1 The Board agrees to deduct from the salary of each member upon voluntary authorization by the member to the Board, dues for the Education Association of Passaic, PCEA, NJEA, and NEA. Such deductions shall be made in compliance with laws of the State of New Jersey and rules established by the State Department of Education. Monies deducted, together with records of any corrections, shall be transmitted to the Treasurer of the New Jersey Education Association by the 30<sup>th</sup> of each month in which deductions were made. A member may have such deductions discontinued at anytime upon sixty (60) days written notice to the Board and the Association.

24.2 Each of the Associations named in Paragraph 24.1 (above) shall certify to the Board in writing the current rate of its membership dues. Any Association which shall change the rate of its membership dues, shall give the Board written notice prior to the effective date of such changes.

24.3 Members shall be allowed to utilize Automatic Payroll Deductions for participation in the North Jersey Federal Credit Union. This participation shall be for either savings or loan repayment. Deductions shall be made on a semi-monthly basis. Monies deducted together with records of any corrections shall be transmitted to the Treasurer of the Credit Union on a semi-monthly basis. Any member may have deductions started or discontinued at any time upon sixty (60) days written notice to the Board Secretary/Business Administrator.

24.4 Employees shall have the right to purchase United States Savings Bonds through payroll deductions.

24.5 The Association and its members shall have the right to utilize Automatic Payroll Deductions for participation in a Tax Sheltered Annuity program. This Tax Deferred Annuity program offered employees covered by this Agreement shall be through Prudential, Variable Annuity Life Insurance Company (VALIC), and Travelers Life and Annuity, a member of Citigroup.

24.6 Beginning January 1, 1989, the Association and its members shall have the right to utilize payroll deductions for Washington

National/Prudential Disability Insurance. Members utilizing this deduction will do so at their own expense.

24.7 Beginning no later than March 1, 1992 Automatic Payroll Deduction shall be utilized for Electronic Transfer of Funds for all employees. Monies shall be transferred to the employee's banking institution no later than the close of business the same day. If the bank selected by the employee cannot or will not accept the distributions, the Board will not be in violation of this provision.

24.8 All monies deducted from members' salaries through Automatic Payroll Deduction are to be transmitted in the following manner; Association dues to the NJEA, loan payments or savings to the North Jersey Federal Credit Union, Tax Sheltered Annuities to the Prudential, VALIC or Travelers Life and Annuity, and Washington National/Prudential premiums to Washington/National Disability Insurance so that they are received by the agency or carrier on or before the last day of the month for which the deduction was made.

#### Article No. 25 METHOD OF SALARY PAYMENT

25.1 Employees shall be paid at their option, in either a Summer Pay Plan or their total salary issued in 10% installments over the ten academic months.

25.2 If the employee elects a Summer Pay Plan, payments shall be made according to the following:

A. Employees shall be paid 10% of annual salary during each academic month September through June. From that amount, 10% of the monthly gross shall be deducted by the Board and held as Summer Pay.

B. By the close of each school year, the Summer Pay account shall contain a net payment amount equal to 10% of the annual salary for each employee.

C. The amount as specified in B (above) shall be issued to all participating employees no later than June 30.

25.3 If an employee elects to take his/her salary over a ten-month period without participating in a Summer Pay Plan, payments shall be made according to the following:

A. The employee shall be paid 10% of annual salary during each academic month September through June.

B. The total annual salary shall be completely paid by the last day during which employees are in attendance in June, except where adjustments or payroll deductions are called for, in which event payment shall be made to the employee no later than June 30.

25.4 For the purpose of this Article, all references to monthly salary shall mean semi-monthly payments. There shall be twenty (20) equal semi-monthly payments during the academic year, September through June.

25.5 Semi-monthly payments shall be made on the last working day prior to the 15<sup>th</sup> of each month and on the last working day of each month.

25.6 For employees who are not a party to the Summer Pay plan, a Recovery of Salary system shall be instituted according to the following:

A. For employees who are continuing careers and who will return to their positions the following September, required adjustments for unauthorized absence during the month of June shall be recovered by the Board during the following September.

B. For teachers who are retiring, leaving the system, executing a leave option or who will not return to their teaching positions for any other reason, final pay check for June's salary will be withheld until July 10 to insure that any unauthorized absence is deducted prior to issuance of the final salary payment.

25.7 During May, any employee may elect to change his previously elected pay option for the ensuing school year. Authorization cards will be made available at the Business Office.

**Article No. 26**  
**NON-TEACHING DUTIES**

26.1 Teachers shall not be responsible for posting and/or balancing monthly attendance reports for classrooms/home rooms. Teachers will report attendance to the office once per day by marking the appropriate attendance form with the appropriate symbol for "absent" or "tardy". The Superintendent shall designate the appropriate form.

26.2 The form referenced in 26.1 (above) shall be the only form of reporting attendance used within the school system. No teacher shall be required to list names of absent or tardy students for the office nor shall they be required to maintain a record of those absent or tardy.

26.3 The building clerical staff will make all changes and/or corrections on the form.

26.4 At the close of each quarter and at the close of the school year the office will notify the classroom/home room teacher of the number of absences and/or tardies to be posted on each student's report card.

26.5 At the end of the month, the office will transmit the report to the vendor for tabulation and recording.

26.6 No home room/classroom teacher shall be required to collect or transmit enrollment forms or monies for student insurance.

26.7 When student lunch applications are needed, the home room/classroom teacher shall only be required to distribute and collect said forms.

**Article 27**  
**MENTORING**

27.1 The Passaic Board of Education and the Education Association of Passaic agree that mentoring is a program designed to provide those new educators entering the field of teaching a quality learning experience so that they may offer our students the best educational experience possible. This program is designed pursuant to the requirements of the State of New Jersey.

27.2 **ROLE OF THE MENTOR.** The success of a mentoring program depends on the well-defined role of the mentor. Mentors shall:

A. focus on classroom activities, including instructional techniques and curriculum, classroom management and teacher performance.

B. provide emotional support.

C. socialize teachers into the school community.

D. not evaluate.

27.3 **QUALIFICATIONS OF MENTORS.** Applicants must meet the following criteria:

A. they must be tenured.

B. they should currently teach or be experienced in the same field of study/discipline as the new teacher being mentored, if possible.

C. they should not have served as a mentor the previous year, if possible.

27.4 **SELECTION OF MENTORING TEACHERS.** Mentors will be selected through the following procedure:

A. all applicants must apply in writing for the position of mentor.

B. applications will be submitted to the school's site-base committee.

C. applicants will be screened by the school's site-base committee. It is recommended that the committee take into account the following areas of consideration:

(1) the mentor should have an assignment that is closely related to that of the new teacher (subject and grade).

(2) the mentor and new teacher should be located near each other.

(3) the mentor and new teacher should have compatible ideologies about teaching and classroom management.

(4) gender and age should be considered in matching mentors and beginning teachers. Same-sex pairing is preferred and age differences of eight to ten years seem optimal.

(5) Pairings should be made for a 60-day time period and then reassessed by the building administrator.

D. The site-base committee will make recommendations to the building principal, who after consultation, will make the final determination of mentors and the pairings.

E. An alternate mentor should be selected to fill in, in case of a prolonged absence or emergency.

27.5 TRAINING. Mentors need ongoing training in how to effectively execute their role as mentors. All building administrators must also be trained in the mentoring process. There needs to be district provided in-service training in the areas of communication skills, teacher observation and conferencing, and effective instruction skills. Mentors must explore and be comfortable with their role as advisor, facilitator, trainer, resource linker, and colleague/coach. Mentors need to be trained on the benefits of the mentor relationship and how to improve self-esteem.

## 27.6 ROLE OF THE ADMINISTRATOR

A. to be trained in the mentoring process.

B. to choose the mentors.

C. to pair the mentors and new teachers.

D. to provide a schedule which includes mutual release time at least once a week for mentors and new teachers.

E. to provide observational time (beyond preparation time) for both mentors and new teachers.

F. to assign an alternate mentor.

G. to meet individually with mentors and new teachers after 60 days to evaluate the pairing to see if it should continue, and to identify if any additional assistance is needed.

## 27.7 MENTORING ACTIVITIES

A. Before school starts:

(1) Mentors receive training in communication, teacher observation and conferencing, and effective instruction skills.

(2) Mentors and new teachers attend an orientation session given by the Instructional Council covering program expectations, participant responsibilities, and program activities.

(3) Mentors and new teachers meet in the new teacher's classroom to talk about practical considerations for the opening of school such as: room arrangement, classroom rules, school procedures, obtaining supplies, and lesson plans for the first week.

B. During the First Month of School:

(1) Mentors and new teachers meet frequently both formally and informally to discuss issues of instruction and classroom management.

(2) Mentors provide emotional support to new teachers.

(3) Mentors observe new teachers once a week and give feedback.

C. During the Remaining Months of the School Year:

(1) Mentors and new teachers meet less often.

(2) Mentors observe new teachers and give feedback every two weeks during months two and three and at least monthly from then on.

(3) New teachers observe in mentors' classroom.

(4) Mentors and new teachers establish a dialogue on effective teaching.

(5) After 60 days, mentors and new teachers individually review their relationship with the building administrator to determine whether it should continue.

**D. At the End of the School Year:**

(1) Mentors, new teachers, and administrators evaluate the program.

(2) Mentors and new teachers participate in a recognition ceremony.

**E. Mentor teachers and their assigned teachers should have mutually convenient schedules allowing for observation and optimum mentorship.**

27.8 Teachers serving as Mentors will be compensated by the District in accordance with the following schedule:

Mentor of alternate route teacher	\$750 per year.
Mentor of traditional route teacher	\$550 per year.

In the event that the New Jersey Legislature or any regulatory agency of the State should cause any changes in the laws or regulations regarding mentoring which materially affects the terms and conditions of employment of the members of this bargaining unit, either party may re-open the contract for the purpose of negotiating those terms and conditions.

All vacancies for mentoring positions shall be posted as soon as the District is aware of its needs. The postings shall include the



qualifications for the positions. No employee shall be required to serve as a mentor if there are qualified volunteers available.

The Board shall provide training for all teachers who serve as mentors prior to the start of their mentoring assignment. Such training shall be scheduled during the regular workday whenever possible. If training is scheduled outside the regular workday, the teacher shall be compensated at the teacher's regular per diem rate. The District shall pay all costs associated with this training.

In addition to preparation time provided elsewhere in this agreement, staff members performing mentoring duties shall be provided weekly joint planning/collaboration sessions with their assigned novice teacher.

Mentors will be paid the equivalent amount in one payment on or before the last day of school. Mentors who serve less than a full year will be paid on a pro-rated basis.

27.9 EVALUATION. The Director of Human Resources will monitor the implementation and enforcement of the mentoring policies and procedures.

## Article 28 PROFESSIONAL DEVELOPMENT

The Board agrees to implement the following commencing with the 2001-2002 school year:

1. The Board agrees to utilize one (1) full day session designated for staff in-service training and identified as a non-student contact day and student early dismissal sessions designated for staff in-service training during the school year, for the purpose of providing at least sixteen (16) hours of professional development opportunities as established in N.J.A.C. 6:11-13.

2. The parties agree that during the time periods allotted for these training sessions, each paraprofessional will be assigned either to the program attended by the staff member with whom the

paraprofessional is assigned or to other training programs designed specifically for paraprofessionals.

3. Programs for the development of employees in the areas of security, attendance officers and parent liaisons will be provided by the District on workdays during the in-school work year for staff members in such employment categories. The programs will be established jointly by the Board and the Association.

4. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with and courses, workshops, seminars, conferences, in-service training sessions, or other such sessions that an employee is required and/or requested by the administration to take. The expenses shall include, but not be limited to registration fees, transportation, materials and lodging. This does not include courses taken toward normal certification requirements.

5. All programs conducted by the District outside the teacher workday, work year, during the summer or during breaks in the calendar shall be voluntary and compensated at the hourly rate set forth in Section 10.8 of this agreement.

6. Teachers shall have the right to attend Professional Development activities other than those included in the district in-service program in order to meet the requirements of N.J.A.C. 6:11-13. Attendance at such programs may require pre-approval by the immediate supervisor.

7. To encourage educational creativity and to expand educational opportunities for students, the Board agrees to appropriate a sufficient amount of money to establish a program of independent professional studies. Independent professional studies shall include, but not be limited to action research, study groups, fellowships, internships, teacher exchanges, textbook review and portfolio development.

8. Any employee who provides training experiences for colleagues and/or community members shall be provided with release time and shall be compensated for workshop preparation at the hourly rate set forth in Section 10.8 of this agreement. Employees shall be

paid for two (2) hours preparation time for each hour of presentation time.

9. Release time shall be provided for all members of the LPDC to work on the district's professional development program and needs.

#### Article No. 29 MISCELLANEOUS PROVISIONS

29.1 The Board and the Association agree that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assignment, promotion, transfer or discipline of the employees, or of the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

29.2 If any provision of the Agreement is or shall at any time be contrary to law or the rulings of the Commissioner of Education, then such provision shall be void and unenforceable, otherwise, all other provisions of this Agreement shall continue in effect for the duration of this Agreement.

29.3 Any individual contract between the Board and an individual teacher hereto or hereinafter 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. This Agreement shall be printed and distributed by the Association after ratification. The expense of printing shall be shared equally by the Board and the Association.

29.4 It is understood and agreed that unilateral changes will not be made in the terms and conditions of employment which have been negotiated by the parties and which have become a part of this Agreement. It is further agreed that in accordance with the laws of the State of New Jersey any proposed changes in terms and conditions of employment not in this Agreement but applicable to teachers covered by this Agreement shall be negotiated with the Association.

29.5 Whenever any notices are required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of

this Agreement, either party shall do so by telegram or registered letter at the following addresses.

A. If by the Association: To the Board at 101 Passaic Avenue, Passaic, New Jersey 07055.

B. If by the Board: To the Association at 124 Gregory Avenue, Suite 302, Passaic, New Jersey 07055.

29.6 The Board agrees to review and update all Personnel Policies and distribute same to all new teachers upon initial employment.

29.7 As a condition precedent to instituting litigation on any controversial matter affecting the parties hereto, it is mutually agreed to present in writing to each other the issues in contention.

29.8 Teacher retirees covered by this Agreement shall be entitled to receive one gift from the Board upon retirement the value of which shall be, but not exceed \$250 annually. This gift shall be presented to the retiree at the Annual Retirement Function for Board of Education Retirees.

29.9 All members shall work 10 months between September 1 and June 30, unless hired by the Board to perform longer.

29.10 Travel expenses, not covered elsewhere in the agreement, shall be reimbursed at the mileage rate set by the Internal Revenue Service.

29.11 In the first year of this agreement, the Board shall contribute \$358,400.00, subject to computational agreement, toward tax sheltered annuity for the employees at the maximum step of the guide. The Association may expend all of that amount in the first year of the contract or delay part of that amount for those employees reaching the maximum step in years two and/or three of the agreement.

29.12 The Athletic Trainer will be provided with a pager or walkie-talkie. The Athletic Trainer shall not be required to attend faculty meetings on days of practice or events. For purposes of calculating half days (for sick days or personal days), the cut off shall be 2:15 p.m. The Superintendent shall clarify the Athletic Trainer's responsibilities with respect to participation in Back-to-School Nights.

Article No. 30  
DURATION OF THIS AGREEMENT


This Agreement shall be effective as of September 1, 2000 and continue in effect until August 31, 2004 subject to the right of the Board and the Association to negotiate over a successor agreement as provided in Article 2.


This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless it is extended by mutual agreement in writing.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on this 30<sup>th</sup> day of April, 2003.

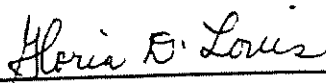
PASSAIC BOARD OF EDUCATION

EDUCATION ASSOCIATION OF PASSAIC

  
\_\_\_\_\_  
Nancy Everett  
President

  
\_\_\_\_\_  
Steve Boudalis  
President

  
\_\_\_\_\_  
Henry J. Lee  
Secretary

  
\_\_\_\_\_  
Gloria Louis  
Secretary

APPENDIX A

YEAR 1  
2000-01 Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	Doc
1	35,930	37,110	38,390	40,530	42,670	44,690	46,700	50,640
2	36,180	37,360	38,640	40,780	42,920	44,940	46,950	50,890
3	37,080	38,340	39,700	41,990	44,280	46,420	48,570	51,790
4	37,370	38,620	39,980	42,270	44,560	46,710	48,850	52,080
5	37,650	38,910	40,270	42,560	44,850	46,990	49,140	52,360
6	38,010	39,270	40,630	42,910	45,200	47,350	49,500	52,720
7	38,670	39,930	41,280	43,570	45,860	48,010	50,150	53,380
8	39,320	40,580	41,940	44,230	46,520	48,670	50,810	54,030
9	40,270	41,530	42,890	45,180	47,470	49,610	51,760	54,980
10	41,090	42,350	43,710	46,000	48,290	50,430	52,580	55,800
11	41,770	43,030	44,390	46,680	48,970	51,110	53,260	56,480
12	43,250	44,510	45,870	48,160	50,450	52,590	54,740	57,960
13	46,660	47,780	49,080	51,260	53,440	55,480	57,520	61,370
14	56,590	57,880	59,340	61,770	64,200	67,000	68,800	71,460
15	65,410	66,910	68,540	71,250	73,950	77,700	79,120	80,120

YEAR 1  
2000-01

Salary Guide

Step	PSY	PSY Doc	PARAS	SECURI TY	LIASIO N	ATT OFF
1	46,700	49,200	20,022	20,022	26,717	25,666
2	50,716	53,216	20,272	20,272	26,967	25,916
3	53,953	56,453	20,649	20,649	27,352	26,297
4	57,190	59,690	21,024	21,024	27,737	26,680
5	60,426	62,926	21,399	21,399	28,389	27,364
6	63,662	66,162	21,808	21,808	29,983	28,946
7	66,897	69,397	22,215	22,215	31,578	30,526
8	70,134	72,634	22,624	22,624	34,129	32,109
9	73,371	75,871	23,379	23,379	37,005	35,663
10	79,120	81,620	24,273	24,273		39,733
					AO+	45,456

**APPENDIX B**

**YEAR 2  
2001-02 Teachers**

**Salary Guide**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	Doc
1	37,480	38,720	40,060	42,310	44,560	46,680	48,790	52,670
2	37,730	38,970	40,310	42,560	44,810	46,930	49,040	52,920
3	37,990	39,230	40,580	42,820	45,070	47,190	49,300	53,180
4	38,940	40,260	41,690	44,090	46,500	48,750	51,000	54,130
5	39,240	40,560	41,980	44,390	46,790	49,050	51,300	54,430
6	39,540	40,860	42,290	44,690	47,100	49,340	51,600	54,730
7	39,910	41,240	42,670	45,060	47,460	49,720	51,980	55,100
8	40,610	41,930	43,350	45,750	48,160	50,410	52,660	55,800
9	41,290	42,610	44,040	46,450	48,850	51,110	53,350	56,480
10	42,290	43,610	45,040	47,440	49,850	52,090	54,350	57,480
11	43,150	44,470	45,900	48,300	50,710	52,960	55,210	58,340
12	43,860	45,190	46,610	49,020	51,420	53,670	55,930	59,050
13	46,660	47,780	49,080	51,260	53,440	55,480	57,520	61,850
14	57,710	59,030	60,520	62,990	65,470	68,310	70,140	73,110
15	67,700	69,250	70,940	73,740	76,540	80,420	81,890	82,890

**YEAR 2  
2001-02**

**Salary Guide**

Step	PSY	PSY Doc	PARAS	SECURI TY	LIASIO N	ATT OFF
1	48,790	51,290	21,086	23,786	27,815	26,712
2	53,216	55,716	21,336	24,036	28,065	26,962
3	56,453	58,953	21,586	24,286	28,315	27,212
4	59,690	62,190	21,981	24,681	28,720	27,612
5	62,926	65,426	22,375	25,075	30,428	28,014
6	66,162	68,662	22,876	25,579	32,237	30,173
7	69,397	71,897	23,390	26,095	34,154	32,505
8	72,634	75,134	23,918	26,623	36,185	35,024
9	75,871	78,371	24,459	27,164	38,337	37,744
10	81,890	84,390	25,447	28,147		41,163
					AO+	47,729

## APPENDIX C

**YEAR 3  
2002-03 Teachers**

### Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	Doc
1	39,110	40,410	41,820	44,180	46,540	48,770	50,980	54,800
2	39,360	40,660	42,070	44,430	46,790	49,020	51,230	55,050
3	39,620	40,920	42,330	44,690	47,050	49,280	51,500	55,310
4	39,890	41,200	42,610	44,970	47,330	49,550	51,770	55,580
5	40,890	42,280	43,780	46,300	48,830	51,190	53,550	56,580
6	41,210	42,590	44,080	46,610	49,130	51,510	53,870	56,900
7	41,520	42,910	44,410	46,930	49,460	51,810	54,180	57,210
8	41,910	43,310	44,810	47,320	49,840	52,210	54,580	57,600
9	42,640	44,030	45,520	48,040	50,570	52,930	55,300	58,330
10	43,360	44,740	46,250	48,780	51,300	53,670	56,020	59,050
11	44,410	45,790	47,300	49,820	52,350	54,700	57,070	60,100
12	45,310	46,700	48,200	50,720	53,250	55,610	57,970	61,000
13	46,660	47,780	49,080	51,480	54,000	56,360	58,730	62,350
14	59,280	60,620	62,130	64,780	67,510	70,590	72,650	75,220
15	70,070	71,670	73,420	76,320	79,220	83,230	84,760	85,760

**YEAR  
3  
2002-03**

### Salary Guide

Step	PSY	PSY Doc	PARAS	SECURI TY	LIASIO N	ATT OFF
1	50,980	53,480	21,915	24,750	28,981	27,823
2	55,716	58,216	22,165	25,000	29,231	28,073
3	58,953	61,453	22,415	25,250	29,481	28,323
4	62,190	64,690	22,665	25,500	29,731	28,573
5	65,426	67,926	23,237	26,070	31,504	30,539
6	68,662	71,162	23,824	26,653	33,383	32,641
7	71,897	74,397	24,426	27,249	35,374	34,888
8	75,134	77,634	25,043	27,859	37,483	37,290
9	78,371	80,871	25,676	28,483	39,717	39,858
10	84,760	87,260	26,363	29,160		42,645
					AO+	50,115



APPENDIX D

YEAR 4  
2003-04 Teachers

Salary Guide

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	Doc
1	40,890	42,260	43,740	46,220	48,700	51,030	53,360	57,100
2	41,140	42,510	43,990	46,470	48,950	51,280	53,610	57,350
3	41,390	42,760	44,240	46,720	49,200	51,530	53,860	57,600
4	41,640	43,010	44,490	46,970	49,450	51,780	54,110	57,850
5	41,890	43,260	44,740	47,220	49,700	52,030	54,360	58,100
6	42,940	44,400	45,970	48,620	51,280	53,750	56,230	59,150
7	43,270	44,720	46,290	48,940	51,590	54,090	56,570	59,480
8	43,600	45,060	46,630	49,280	51,940	54,400	56,890	59,810
9	44,010	45,480	47,050	49,690	52,340	54,820	57,310	60,220
10	44,780	46,240	47,800	50,450	53,100	55,580	58,070	60,990
11	45,530	46,980	48,570	51,220	53,870	56,360	58,830	61,740
12	46,630	48,080	49,670	52,320	54,970	57,440	59,930	62,840
13	50,950	52,410	53,980	56,630	59,290	61,760	64,240	70,500
14	60,790	62,350	64,050	66,880	69,720	72,940	75,070	79,090
15	72,520	74,180	75,990	78,990	81,990	86,140	87,730	88,730

YEAR  
4  
2003-04

Salary Guide

Step	PSY	PSY Doc	PARAS	SECURI TY	LIASIO N	ATT OFF
1	53,360	55,860	22,905	25,895	30,504	29,539
2	58,216	60,716	23,155	26,145	30,754	29,789
3	61,453	63,953	23,405	26,395	31,004	30,039
4	64,690	67,190	23,655	26,645	31,254	30,289
5	67,926	70,426	23,905	26,895	31,504	30,539
6	71,162	73,662	24,573	27,552	33,717	32,910
7	74,397	76,897	25,259	28,226	36,086	35,465
8	77,634	80,134	25,965	28,916	38,621	38,218
9	80,871	83,371	26,690	29,623	41,334	41,185
10	87,730	90,230	27,436	30,347		44,381
					AO+	52,621

CORRECT COPY

21. Extra-Curricular Activities and Co-Curricular Activities Stipends  
(Page 22)

Activity	2000-2001		2001-2002		2002-2003		2003-2004	
	Head Coach	First Asst.	Head Coach	First Asst.	Head Coach	First Asst.	Head Coach	First Asst.
athletic Trainer	\$ 8,113		\$ 8,519		\$ 8,945		\$ 9,392	
baseball/Softball	\$ 6,700	\$ 4,736	\$ 7,035	\$ 4,972	\$ 7,387	\$ 5,221	\$ 7,756	\$ 5,482
basketball	\$ 7,652	\$ 5,131	\$ 8,035	\$ 5,388	\$ 8,437	\$ 5,657	\$ 8,859	\$ 5,940
bowling	\$ 3,829		\$ 4,021		\$ 4,222		\$ 4,433	\$ 2,664
Cross-Country	\$ 5,300		\$ 5,565		\$ 5,844		\$ 6,136	\$ 4,431
football	\$ 9,356	\$ 5,761	\$ 9,823	\$ 6,049	\$ 10,314	\$ 6,352	\$ 10,830	\$ 6,669
golf	\$ 3,829		\$ 4,021		\$ 4,222		\$ 4,433	\$ 2,664
soccer	\$ 6,700	\$ 4,736	\$ 7,035	\$ 4,972	\$ 7,387	\$ 5,221	\$ 7,756	\$ 5,482
tennis	\$ 5,300		\$ 5,565		\$ 5,844		\$ 6,136	\$ 4,431
rack	\$ 6,700	\$ 4,736	\$ 7,035	\$ 4,972	\$ 7,387	\$ 5,221	\$ 7,756	\$ 5,482
volleyball	\$ 5,300		\$ 5,565		\$ 5,844		\$ 6,136	\$ 4,431
Weight Training	\$ 1,471	\$ 1,087	\$ 1,545	\$ 1,141	\$ 1,622	\$ 1,198	\$ 1,703	\$ 1,258
Wrestling	\$ 6,700	\$ 4,736	\$ 7,035	\$ 4,972	\$ 7,387	\$ 5,221	\$ 7,756	\$ 5,482
Cheerleading (Fall)	\$ 3,829		\$ 4,020		\$ 4,221		\$ 4,433	\$ 2,665
Cheerleading (Winter)	\$ 3,829		\$ 4,020		\$ 4,221		\$ 4,433	\$ 2,665
Color Guard	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Marching Band	\$ 4,884		\$ 5,128		\$ 5,384		\$ 5,653	\$ 3,193
Tom-Pom	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Twirlers	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
<b>LINCOLN MIDDLE SCHOOL</b>								
Cheerleading	\$ 917		\$ 963		\$ 1,011		\$ 1,062	
<b>ELEMENTARY</b>								
Basketball	\$ 1,079		\$ 1,132		\$ 1,189		\$ 1,249	
Intramural Sports	\$ 1,079		\$ 1,133		\$ 1,190		\$ 1,249	
Photographer	\$ 1,687		\$ 1,771		\$ 1,860		\$ 1,953	

**21. Extra-Curricular Activities and Co-Curricular Activities Stipends**  
**(Page 22)**

Activity	2000-2001			2001-2002			2002-2003			2003-2004		
	Head Coach	First Asst.	Asst.	Head Coach	First Asst.	Asst.	Head Coach	First Asst.	Asst.	Head Coach	First Asst.	Asst.
Rock Trial	\$ 1,471	\$ 1,087	\$ 1,087	\$ 1,545	\$ 1,141	\$ 1,141	\$ 1,622	\$ 1,198	\$ 1,198	\$ 1,703	\$ 1,258	\$ 1,258
Model Congress	\$ 1,471	\$ 1,087	\$ 1,087	\$ 1,545	\$ 1,141	\$ 1,141	\$ 1,622	\$ 1,198	\$ 1,198	\$ 1,703	\$ 1,258	\$ 1,258
Modern Dance	\$ 3,678			\$ 3,862			\$ 4,055			\$ 4,258		
Multicultural Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
National Honor Society	\$ 1,125		\$ 394	\$ 1,181	\$ 413		\$ 1,240		\$ 434	\$ 1,302		\$ 456
Newspaper	\$ 1,970			\$ 2,068			\$ 2,172			\$ 2,280		
UJ Science League	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
San Slavic Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
Peer Mediation	\$ 1,125			\$ 1,181			\$ 1,240			\$ 1,302		
Psy/Chem Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
School Play Choreographer		\$ 917			\$ 962		\$ -	\$ 1,011		\$ -	\$ 1,061	
School Play Director	\$ 2,443			\$ 2,565			\$ 2,693			\$ 2,828		
School Play Musical		\$ 917		\$ -	\$ 962		\$ -	\$ 1,011		\$ -	\$ 1,061	
School Play Set Design		\$ 917		\$ -	\$ 962		\$ -	\$ 1,011		\$ -	\$ 1,061	
Senior Class Advisor	\$ 1,471		\$ 1,104	\$ 1,545		\$ 1,159	\$ 1,622		\$ 1,217	\$ 1,703		\$ 1,277
Ski Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
Sophomore Class Advisor	\$ 812		\$ 595	\$ 852		\$ 625	\$ 895		\$ 656	\$ 940		\$ 689
Spanish Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
Student Council	\$ 1,970		\$ 1,125	\$ 2,068		\$ 1,181	\$ 2,172		\$ 1,240	\$ 2,280		\$ 1,302
Yearbook	\$ 2,778			\$ 2,917			\$ 3,063			\$ 3,216		
Yearbook Finance	\$ 1,125			\$ 1,181			\$ 1,240			\$ 1,302		
Yearbook Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
<b>INCOLN MIDDLE SCHOOL</b>												
Activities Fund Advisor	\$ 4,502			\$ 4,728			\$ 4,964			\$ 5,212		
Audio Visual				\$ 4,500			\$ 4,725			\$ 4,961		
Central Detention							\$ 4,658					
Chess Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		
Computer Club	\$ 1,104			\$ 1,159			\$ 1,217			\$ 1,277		

**21. Extra-Curricular Activities and Co-Curricular Activities Stipends**  
 (Page 22)

Activity	2000-2001		2001-2002		2002-2003		2003-2004	
	Head Coach	First Asst.	Head Coach	First Asst.	Head Coach	First Asst.	Head Coach	First Asst.
Drama Club/School Play	\$ 2,442		\$ 2,564		\$ 2,693		\$ 2,827	
Ecology Club	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Graphics	\$ 2,207		\$ 2,317		\$ 2,433		\$ 2,555	
National Honor Society	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Newspaper	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Peer Mediation	\$ 1,125		\$ 1,181		\$ 1,240		\$ 1,302	
PRIME					\$ 9,000			
Reflections	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
School Play Choreographer	\$ 917		\$ 962		\$ 1,011		\$ 1,061	
School Play Musical Asst.	\$ 917		\$ 962		\$ 1,011		\$ 1,061	
School Play Set Design	\$ 917		\$ 962		\$ 1,011		\$ 1,061	
Ski Club	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Student Council	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
Talent Show Advisor	\$ 1,125		\$ 1,181		\$ 1,240		\$ 1,302	
Intramural Sports					\$ 1,190			
Tigs/Trend					\$ 1,313			
Yearbook	\$ 1,104		\$ 1,159		\$ 1,217		\$ 1,277	
ELEMENTARY								
Chorus	\$ 306		\$ 321		\$ 337		\$ 354	
Drama Club	\$ 306		\$ 321		\$ 337		\$ 354	
Elementary Band	\$ 306		\$ 321		\$ 337		\$ 354	
Honor Society	\$ 306		\$ 321		\$ 337		\$ 354	
Newspaper	\$ 541		\$ 568		\$ 596		\$ 626	
Parent Involvement Program	\$ 541		\$ 568		\$ 596		\$ 626	
Safety Patrol	\$ 595		\$ 625		\$ 656		\$ 689	
Steel Drum Band			\$ 2,700		\$ 2,835		\$ 2,977	

**APPENDIX E  
COACHING AND EXTRA-CURRICULAR 2000-2001**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Baseball	\$6,700	\$4,735	\$4,303
Basketball	\$7,652	\$5,131	\$4,783
Bowling	\$3,829		\$2,301
Cross-Country	\$5,300		\$3,827
Football	\$9,355	\$,5761	\$5,200
Golf	\$3,829		\$2,301
Soccer	\$6,700	\$4,735	\$4,303
Tennis	\$5,300		\$3,827
Track	\$6,700	\$4,735	\$4,303
Volleyball	\$5,300		\$3,827
Weight Training	\$1,471	\$1,087	\$739
Wrestling	\$6,700	\$4,735	\$4,303
Cheerleading	\$3,829		\$1,838
Color Guard	\$1,103		
Marching Band	\$4,883		\$2,758
Pom-Pom	\$1,103		
Twirlers	\$1,103		
Academic Bowl	\$1,103		
Activities Fund Advisor	\$4,502		
Afro-American Club	\$1,103		
Art Club	\$1,103		
Athletic Trainer	\$8,113		
Bio-Ecology Club	\$1,103		
Boys/Girls State	\$1,471		
Choir	\$1,103		
Club India	\$1,103		
Club Latino	\$1,103		
Debating Team	\$1,103		
DECA	\$1,471		
Diversity 2000	\$1,103		
Dramatics Club	\$1,103		
FBLA	\$1,471		
Flea Market	\$1,086		
French Club	\$1,103		

**APPENDIX E (cont.)  
COACHING AND EXTRA-CURRICULAR 2000-2001**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Freshman Class Advisor	\$595		\$432
Future Teachers Club	\$1,471	\$1,103	\$739
German Club	\$1,103		
Homecoming	\$540		\$324
Italian/Latin Club	\$1,103		
JROTC	\$1,471	\$1,103	\$739
Junior Class Advisor	\$1,103		
Literary Magazine	\$2,207		
Mock Trial	\$1,471	\$1,086	\$1,086
Model Congress	\$1,471	\$1,086	\$1,086
Modern Dance	\$3,678		
Multicultural Club	\$1,103		
National Honor Society	\$1,124		\$393
Newspaper	\$1,970		
NJ Science League	\$1,103		
Phy/Chem Club	\$1,103		
School Play Choreographer		\$916	
School Play Director	\$2,442		
School Play Musical		\$916	
School Play Set Designer		\$916	
Senior Class Advisor	\$1,471		\$1,103
Sophomore Class Advisor	\$811		\$595
Spanish Club	\$1,103		
Student Council	\$1,970		\$1,124
Yearbook	\$1,124		
Yearbook Finance	\$1,103		
Z Club	\$1,103		

**LINCOLN MIDDLE SCHOOL**

Activities Fund Advisor	\$4,502
Chess Club	\$1,103
Computer Club	\$1,103
Drama Club/School Play	\$2,442
Ecology Club	\$1,103
Graphics	\$2,207
Intramural Sports	\$1,078
National Honor Society	\$1,103

**APPENDIX E (cont.)  
COACHING AND EXTRA-CURRICULAR 2000-2001**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Newspaper	\$1,103		
Reflections	\$1,103		
School Play Choreographer	\$916		
School Play Musical Assistant	\$916		
School Play Set Designer	\$916		
Ski Club	\$1,103		
Student Council	\$1,103		
Yearbook	\$1,103		

**ELEMENTARY SCHOOLS**

Chorus	\$305		
Drama Club	\$305		
Elementary Band	\$305		
Honor Society	\$305		
Intramural Sports	\$1,078		
Newspaper	\$540		
Parent Involvement Programs	\$540		
Safety Patrol	\$595		

**APPENDIX F  
COACHING AND EXTRA-CURRICULAR 2001-2002**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Baseball	\$7,035	\$4,971	\$4,518
Basketball	\$8,034	\$5,387	\$5,027
Bowling	\$4,020		\$2,416
Cross-Country	\$5,565		\$4,018
Football	\$9,822	\$6,049	\$5,460
Golf	\$4,020		\$2,416
Soccer	\$7,035	\$4,971	\$4,518
Tennis	\$5,565		\$4,018
Track	\$7,035	\$4,971	\$4,518
Volleyball	\$5,565		\$4,018
Weight Training	\$1,544	\$1,141	\$765
Wrestling	\$7,035	\$4,971	\$4,518
Cheerleading	\$4,020		\$1,930
Color Guard	\$1,158		
Marching Band	\$5,127		
Pom-Pom	\$1,158		
Twirlers	\$1,158		
Academic Bowl	\$1,158		
Activities Fund Advisor	\$4,727		
Afro-American Club	\$1,158		
Art Club	\$1,158		
Athletic Trainer	\$8,518		
Bio-Ecology Club	\$1,158		
Boys/Girls State	\$1,544		
Choir	\$1,158		\$1,140
Club India	\$1,158		
Club Latino	\$1,158		
Debating Team	\$1,158		
DECA	\$1,544		
Diversity 2000	\$1,158		
Dramatics Club	\$1,158		
FBLA	\$1,544		
Flea Market	\$1,140		\$1,140
French Club	\$1,158		
Freshman Class Advisor	\$624		\$453



**APPENDIX F (cont.)  
COACHING AND EXTRA-CURRICULAR 2001-2002**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Future Teachers Club	\$1,544	\$1,158	\$776
German Club	\$1,158		
Homecoming	\$567		\$340
Italian/Latin Club	\$1,158		
JROTC	\$1,544	\$1,158	\$776
Junior Class Advisor	\$1,158		
Literary Magazine	\$2,317		
Mock Trial	\$1,544	\$1,158	\$1,158
Model Congress	\$1,544	\$1,158	\$1,158
Modern Dance	\$3,862		
Multicultural Club	\$1,158		
National Honor Society	\$1,180		\$412
Newspaper	\$2,068		
NJ Science League	\$1,158		
Phy/Chem Club	\$1,158		
School Play Choreographer		\$962	
School Play Director	\$2,564		
School Play Musical		\$962	
School Play Set Designer		\$962	
Senior Class Advisor	\$1,544		\$1,158
Sophomore Class Advisor	\$851		\$624
Spanish Club	\$1,544		
Student Council	\$2,068		\$1,180
Yearbook	\$2,917		
Yearbook Finance	\$1,180		
Z Club	\$1,158		

**LINCOLN MIDDLE SCHOOL**

Activities Fund Advisor	\$4,727
Chess Club	\$1,158
Computer Club	\$1,158
Drama Club/School Play	\$2,564
Ecology Club	\$1,103
Graphics	\$2,317
Intramural Sports	\$1,132
National Honor Society	\$1,158
Newspaper	\$1,158

**APPENDIX F (cont.)**

**COACHING AND EXTRA-CURRICULAR 2001-2002**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Reflections	\$1,158		
School Play Choreographer	\$962		
School Play Musical Assistant	\$962		
School Play Set Designer	\$962		
Ski Club	\$1,158		
Student Council	\$1,158		
Yearbook	\$1,158		

**ELEMENTARY SCHOOLS**

Chorus	\$320		
Drama Club	\$320		
Elementary Band	\$320		
Honor Society	\$320		
Intramural Sports	\$1,132		
Newspaper	\$567		
Parent Involvement Programs	\$567		
Safety Patrol	\$624		

**APPENDIX G  
COACHING AND EXTRA-CURRICULAR 2002-2003**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Baseball	\$7,386	\$5,219	\$4,744
Basketball	\$8,435	\$5,656	\$5,278
Bowling	\$4,221		\$2,537
Cross-Country	\$5,843		\$4,219
Football	\$10,313	\$6,351	\$5,733
Golf	\$4,221		\$2,537
Soccer	\$7,386	\$5,219	\$4,744
Tennis	\$5,843		\$4,219
Track	\$7,386	\$5,219	\$4,744
Volleyball	\$5,843		
Weight Training	\$1,621	\$1,198	\$803
Wrestling	\$7,386	\$5,219	\$4,744
Cheerleading	\$5,000		\$2,026
Color Guard	\$1,216		
Marching Band	\$5,383		
Pom-Pom	\$1,216		
Twirlers	\$1,216		
Academic Bowl	\$1,216		
Activities Fund Advisor	\$4,963		
Afro-American Club	\$1,126		
Art Club	\$1,216		
Athletic Trainer	\$8,944		
Bio-Ecology Club	\$1,216		
Boys/Girls State	\$1,621		\$1,197
Choir	\$1,216		
Club India	\$1,216		
Club Latino	\$1,216		
Debating Team	\$1,216		
DECA	\$1,621		
Diversity 2000	\$1,216		
Dramatics Club	\$1,216		
FBLA	\$1,621		
Flea Market	\$1,197		
French Club	\$1,216		
Freshman Class Advisor	\$655		\$475

**APPENDIX G (cont.)  
COACHING AND EXTRA-CURRICULAR 2002-2003**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Future Teachers Club	\$1,621	\$1,216	\$815
German Club	\$1,216		
Homecoming	\$595		\$357
Italian/Latin Club	\$1,216		
JROTC	\$1,621	\$1,216	\$815
Junior Class Advisor	\$1,216		\$893
Literary Magazine	\$2,433		
Mock Trial	\$1,621	\$1,216	\$1,216
Model Congress	\$1,621	\$1,216	\$1,216
Modern Dance	\$4,055		
Multicultural Club	\$1,216		
National Honor Society	\$1,239		\$432
Newspaper	\$2,171		
NJ Science League	\$1,216		
Phy/Chem Club	\$1,216		
School Play Choreographer		\$1,010	
School Play Director	\$2,692		
School Play Musical		\$1,010	
School Play Set Designer		\$1,010	
Senior Class Advisor	\$1,621		\$1,216
Sophomore Class Advisor	\$893		\$655
Spanish Club	\$1,216		
Student Council	\$2,171		\$1,239
Yearbook	\$1,239		
Yearbook Finance	\$1,216		
Z Club			

**LINCOLN MIDDLE SCHOOL**

Activities Fund Advisor	\$4,963
Chess Club	\$1,216
Computer Club	\$1,216
Drama Club/School Play	\$2,692
Ecology Club	\$1,158
Graphics	\$2,433
Intramural Sports	\$1,188
National Honor Society	\$1,216
Newspaper	\$1,216

**APPENDIX G (cont.)  
COACHING AND EXTRA-CURRICULAR 2002-2003**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Reflections	\$1,216		
School Play Choreographer	\$1,010		
School Play Musical Assistant	\$1,010		
School Play Set Designer	\$1,010		
Ski Club	\$1,216		
Student Council	\$1,216		
Yearbook	\$1,216		
<b>ELEMENTARY SCHOOLS</b>			
Chorus	\$336		
Drama Club	\$336		
Elementary Band	\$336		
Honor Society	\$336		
Intramural Sports	\$1,188		
Newspaper	\$595		
Parent Involvement Programs	\$595		
Safety Patrol	\$655		

**APPENDIX H  
COACHING AND EXTRA-CURRICULAR 2003-2004**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Baseball	\$7,755	\$5,480	\$4,981
Basketball	\$8,857	\$5,939	\$5,542
Bowling	\$4,432		\$2,664
Cross-Country	\$6,135		\$4,430
Football	\$10,818	\$6,668	\$6,019
Golf	\$4,432		
Soccer	\$7,755	\$5,480	\$4,981
Tennis	\$6,135		\$4,430
Track	\$7,755	\$5,480	\$4,981
Volleyball	\$6,135		\$4,430
Weight Training	\$1,702	\$1,258	\$843
Wrestling	\$7,755	\$5,480	\$4,981
Cheerleading	\$5,250		\$2,127
Color Guard	\$1,277		
Marching Band	\$5,562		
Pom-Pom	\$1,277		
Twirlers	\$1,277		
Academic Bowl	\$1,277		
Activities Fund Advisor	\$5,211		
Afro-American Club	\$1,277		
Art Club	\$1,277		
Athletic Trainer	\$9,391		
Bio-Ecology Club	\$1,277		
Boys/Girls State	\$1,702		\$1,257
Choir	\$1,277		
Club India	\$1,277		
Club Latino	\$1,277		
Debating Team	\$1,277		
DECA	\$1,702		
Diversity 2000	\$1,277		
Dramatics Club	\$1,277		
FBLA	\$1,702		
Flea Market	\$1,257		\$1,257
French Club	\$1,277		
Freshman Class Advisor	\$688		\$499

**APPENDIX H (cont.)  
COACHING AND EXTRA-CURRICULAR 2003-2004**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Future Teachers Club	\$1,702	\$1,277	\$855
German Club	\$1,277		
Homecoming	\$624		\$375
Italian/Latin Club	\$1,277		
JROTC	\$1,702	\$1,277	\$855
Junior Class Advisor	\$1,277		
Literary Magazine	\$2,554		
Mock Trial	\$1,702	\$1,277	\$1,277
Model Congress	\$1,702	\$1,277	\$1,277
Modern Dance	\$4,258		
Multicultural Club	\$1,277		
National Honor Society	\$1,301		\$453
Newspaper	\$2,280		
NJ Science League	\$1,277		
Phy/Chem Club	\$1,277		
School Play Choreographer		\$1,060	
School Play Director	\$2,826		
School Play Musical		\$1,060	
School Play Set Designer		\$1,060	
Senior Class Advisor	\$1,702		\$1,277
Sophomore Class Advisor	\$937		
Spanish Club	\$1,277		
Student Council	\$2,280		\$1,301
Yearbook	\$3,216		
Yearbook Finance	\$1,301		
Z Club	\$1,277		

**LINCOLN MIDDLE SCHOOL**

Activities Fund Advisor	\$5,211
Chess Club	\$1,277
Computer Club	\$1,277
Drama Club/School Play	\$2,827
Ecology Club	\$1,216
Graphics	\$2,554
Intramural Sports	\$1,247
National Honor Society	\$1,277
Newspaper	\$1,277

**APPENDIX H (cont.)  
COACHING AND EXTRA-CURRICULAR 2003-2004**

<b>Activity</b>	<b>Head Coach</b>	<b>First Assistant</b>	<b>Assistant</b>
Reflections	\$1,277		
School Play Choreographer	\$1,060		
School Play Musical Assistant	\$1,060		
School Play Set Designer	\$1,060		
Ski Club	\$1,277		
Student Council	\$1,277		
Yearbook	\$1,277		

**ELEMENTARY SCHOOLS**

Chorus	\$353		
Drama Club	\$353		
Elementary Band	\$353		
Honor Society	\$353		
Intramural Sports	\$1,247		
Newspaper	\$625		
Parent Involvement Programs	\$625		
Safety Patrol	\$688		



**APPENDIX I  
MEMORANDUM OF AGREEMENT**

The undersigned representatives of the Board and the E.A.P. hereby agree to the following as a resolution of the outstanding issues regarding the September 1, 1991 to August 31, 1994 agreement:

1. Article 8.18 of the agreement, which relates to the docking of employees who are late to work in excess of five times during either the first or second semester, shall be amended to state that "Any staff member who arrives after 8:45 a.m. shall be considered tardy".
2. Effective September 1, 1992, people who become eligible for an initial longevity payment shall receive it effective September 1, following completion of their 10<sup>th</sup> year and thereafter shall receive adjustments only on September 1. Employees hired by the Board in September of any year and who commenced employment at the start of that school year shall be considered as having been hired as of September first of that school year for the purposes of eligibility for longevity.
3. Item 11 of the December 19, 1991 "Final Memorandum of Agreement", paragraph 1, shall be amended to read as follows: "Long-term disability shall eliminate the monthly minimum benefit provision, and shall change the waiting period so that the employee shall use any accumulated sick leave days until only 30 such days remain. Said 30 days may be frozen and the maximum amount per month shall be 70% of 1/12 of annual salary to a maximum of \$3000. per month".
4. The handwritten sentence added to Item 35 of the "Final Memorandum of Agreement" shall be eliminated and replaced with the following sentence: "It is understood by the E.A.P. that if the bank selected by the employee cannot or will not accept the distributions, the Board will not be in violation of this provision regarding electronic transfer of salary.
5. Item 11 of the "Final Memorandum of Agreement" shall be clarified so that the two paragraphs which deal with the phasing in of benefits shall read as follows: Employees hired before February 1 of any year shall receive the Delta Dental Plan and Vision Plan insurance

beginning the following September. Those employees shall be covered by the prescription plan and disability plan one year thereafter.

Employees hired on or after February 1 of any year shall receive the Delta Dental Plan and Vision Plan insurance beginning in September of the next calendar year. Those employees shall be covered by the prescription plan and disability plan beginning in September one year thereafter.

**Example 1: Employee hired before February 1, 1993:**

- a) Receives NJSHBP upon hire.
- b) Receives Delta Dental and Vision Plan insurance September 1, 1993.
- c) Receives prescription plan and disability plan coverage September 1, 1994.

**Example 2: Employee hired on or after February 1, 199:**

- a) Receives NJSHBP upon hire.
- b) Receives Delta Dental and Vision Plan insurance September 1, 1994.
- c) Receives prescription plan and disability plan coverage September 1, 1995.

For the Board

Beryl Zankel 10/26/92  
Matthew Michaelis

For the E.A.P.

Donna Mickolajczyk  
Robin C. Holcombe  
Steve Boudalis  
Marvin Fine  
Margarita Carrero

Witness: Jeffrey B. Tener