

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN THE**  
**FREEHOLD REGIONAL HIGH SCHOOL DISTRICT**  
**BOARD OF EDUCATION**  
**AND THE**  
**FREEHOLD REGIONAL HIGH SCHOOL EDUCATION**  
**ASSOCIATION**

---

**July 1, 2015 through June 30, 2020**

---

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>TITLE</u>	<u>PAGE/S</u>
	PREAMBLE	vi
I	RECOGNITION	1
II	NEGOTIATION PROCEDURES	2
III	GRIEVANCE PROCEDURE	2
	A. Definitions	2
	B. Terms and Rights of the Grievant	3
	C. Procedures	3
	D. Costs	5
IV	EMPLOYEE RIGHTS	5
V	ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES	7
VI	MANAGEMENT RIGHTS	9
VII	CALENDAR	9
VIII	EMPLOYEES SCHEDULE AND DUTIES	11
IX	CLASS SIZE	16
X	MILEAGE REIMBURSEMENT	16
XI	STAFF EMPLOYMENT	17
XII	SALARIES, TUITION REIMBURSEMENT AND ADVANCEMENT	18
XIII	EMPLOYEE ASSIGNMENT	21
XIV	VOLUNTARY TRANSFERS	21
XV	INVOLUNTARY TRANSFERS	22
XVI	VACANCIES, PROMOTIONS AND NEW POSITIONS	22
XVII	EMPLOYEE EVALUATION	23
XVIII	FAIR DISMISSAL PROCEDURES	24

<u>ARTICLE</u>	<u>TITLE</u>	
XIX	SICK LEAVE	25
XX	TEMPORARY LEAVE OF ABSENCE	26
XXI	EXTENDED LEAVES OF ABSENCE	27
XXII	PROTECTION OF EMPLOYEES AND STUDENT DISCIPLINE	30
XXIII	INSURANCE PROTECTION	31
XXIV	PROFESSIONAL RELATIONS COMMITTEE	33
XXV	CONTINUITY OF OPERATION	34
XXVI	REPRESENTATION FEE	35
XXVII	MISCELLANEOUS PROVISIONS	36
XXVIII	DEVELOPMENT AND IMPLEMENTATION OF REVISED SCHEDULE	37
XXVIX	DURATION OF AGREEMENT	41
Schedule A-1	TEACHERS' SALARY GUIDE, 2015-2016	42
Schedule A-2	TEACHERS' SALARY GUIDE, 2016-2017	43
Schedule A-3	TEACHERS' SALARY GUIDE, 2017-2018	44
Schedule A-4	TEACHERS' SALARY GUIDE, 2018-2019	45
Schedule A-5	TEACHERS' SALARY GUIDE, 2019-2020	46
Schedule A-6	SCHOOL COMMUNITY AND LIAISON OFFICERS SALARY GUIDE, 2015-2016	47
Schedule A-7	SCHOOL COMMUNITY AND LIAISON OFFICERS SALARY GUIDE, 2016-2017	48
Schedule A-8	SCHOOL COMMUNITY AND LIAISON OFFICERS SALARY GUIDE, 2017-2018	49
Schedule A-9	SCHOOL COMMUNITY AND LIAISON OFFICERS SALARY GUIDE, 2018-2019	50
Schedule A-10	SCHOOL COMMUNITY AND LIAISON OFFICERS SALARY GUIDE, 2019-2020	51

Schedule A-11	SECRETARIAL SALARY GUIDE 12 MONTHS, 2015-2016	52
Schedule A-12	SECRETARIAL SALARY GUIDE 12 MONTHS, 2016-2017	53
Schedule A-13	SECRETARIAL SALARY GUIDE 12 MONTHS, 2017-2018	54
Schedule A-14	SECRETARIAL SALARY GUIDE 12 MONTHS, 2018-2019	55
Schedule A-15	SECRETARIAL SALARY GUIDE 12 MONTHS, 2019-2020	56
Schedule A-16	SECRETARIAL SALARY GUIDE 10 MONTHS, 2015-2016	57
Schedule A-17	SECRETARIAL SALARY GUIDE 10 MONTHS, 2016-2017	58
Schedule A-18	SECRETARIAL SALARY GUIDE 10 MONTHS, 2017-2018	59
Schedule A-19	SECRETARIAL SALARY GUIDE 10 MONTHS, 2018-2019	60
Schedule A-20	SECRETARIAL SALARY GUIDE 10 MONTHS, 2019-2020	61
Schedule A-21	PARAPROFESSIONAL-TEACHER SALARY GUIDE, 2015- 2016 through 2019-2020	62
Schedule A-22	PARAPROFESSIONAL-BRAILLE TRANSCRIBER SALARY GUIDE, 2015-2016 through 2019-2020	63
Schedule A-23	PARAPROFESSIONAL-TRANSPORTATION SALARY GUIDE, 2015-2016 through 2019-2020	64
Schedule A-24	COMPUTER TECHNICIAN SALARY GUIDE, 2015-2016	65
Schedule A-25	COMPUTER TECHNICIAN SALARY GUIDE, 2016-2017	66
Schedule A-26	COMPUTER TECHNICIAN SALARY GUIDE, 2017-2018	67
Schedule A-27	COMPUTER TECHNICIAN SALARY GUIDE, 2018-2019	68
Schedule A-28	COMPUTER TECHNICIAN SALARY GUIDE, 2019-2020	69
Schedule A-29	COMPUTER ASSISTANT SALARY GUIDE, 2015-2016 through 2019-2020	70

Schedule A-30	CO-CURRICULAR HONORARIA SALARY GUIDE, 2015-2016	71
Schedule A-31	CO-CURRICULAR HONORARIA SALARY GUIDE, 2016-2017	72
Schedule A-32	CO-CURRICULAR HONORARIA SALARY GUIDE, 2017-2018 through 2019-2020	73
Schedule A-33	INTERSCHOLASTIC ATHLETIC HONORARIA SALARY GUIDE, 2015-2016	74
Schedule A-34	INTERSCHOLASTIC ATHLETIC HONORARIA SALARY GUIDE, 2016-2017	75
Schedule A-35	INTERSCHOLASTIC ATHLETIC HONORARIA SALARY GUIDE, 2017-2018 through 2019-2020	76
Schedule A-36	LONG-TERM SUBSTITUTE TEACHER SALARY	77
Schedule A-37	EXTRA-INSTRUCTIONAL STIPENDS, 2015-2016 through 2019-2020	78
Schedule A-38	INTERPRETERS	78
Schedule A-39	COMPARISON OF CURRENT AND PROPOSED SCHEDULES	79
	SIDE LETTER AGREEMENT TO COLLECTIVE BARGAINING AGREEMENT DATED JULY 1, 2012-JUNE 30, 2015	80

## PREAMBLE

This Agreement is entered into this 1st day of July, 2015 by the Board of Education of the Freehold Regional High School District, Monmouth County, New Jersey, hereinafter called the "Board", and the Freehold Regional High School Education Association, hereinafter called the "Association".

Except as this Agreement otherwise specifically modifies the contract currently in existence between the parties, such contract and all provisions shall continue in full force and effect.

Both parties acknowledge the Board of Education's obligation under State and Federal law that "all persons, regardless of race, color, age, creed, religion, sex or national origin, ancestry, marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, genetic information, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, and nationality shall be provided equal access to all categories of employment in the Freehold Regional High School District."

ARTICLE I

RECOGNITION

The Freehold Regional High School Education Association is recognized by the Board of Education as the exclusive representative for collective negotiations concerning terms and conditions of employment and collective agreements and any questions arising thereunder.

This Association is deemed to be the exclusive representative of the following employees of the Freehold Regional High School District Board of Education (hereinafter designated collectively as "employees"):

- Athletic Trainers
- Braille Transcriber/Paraprofessional
- Computer Technicians
- Computer Assistants
- Guidance Counselors
- Interpreters
- Media Specialists
- Nurses
- Paraprofessional – Teacher and Transportation
- Secretaries
- School and Community Liaison Officers
- Special Services Personnel
- Student Assistant Coordinators
- Teachers (Part-time and Long-term Substitute Teachers)

Excluded are all other employees of the Freehold Regional High School District including, but not limited to, confidential employees, the Secretary to the Superintendent of Schools, the Secretary to the Assistant Superintendent for Business Administration/Board Secretary, Secretary to the Assistant Superintendents, Insurance Analyst, Payroll Operation Secretary, the Coordinator of Information Technology, the Senior Desktop Support Technician, those employees designated as supervisory personnel, employees that are members of other negotiation units within the District, and all other employees excluded by law.

A supervisory employee is defined as any employee who may have the power to hire, evaluate, discharge, discipline, or effectively recommend the same.

The exclusion or inclusion in the negotiations unit of any new position which may be created hereinafter, failing agreement of the parties, shall be determined through petition to the Public Employment Relations Commission.

## ARTICLE II

### NEGOTIATION PROCEDURES

- A. In accordance with provisions of Chapter 303, Public Laws of 1968 as amended by Chapter 123, Public Laws of 1974, the parties agree to commence collective negotiations on a successor agreement after January 1 of the calendar year in which this Agreement, or any part thereof, is scheduled to expire. Any agreements so negotiated shall apply to all employees described in Article I and shall be reduced in writing and signed by the Board and the Association. Requests from the Association will be made through the Superintendent or his/her designee. Requests from the Superintendent or the Board or their representatives will be made to the President of the Association or his/her designee.
- B. If the parties are unable to reach an agreement on a successor contract, the request for a mediator shall be made in accordance with the rules and regulations of the Public Employment Relations Commission. If the mediator is not successful in assisting the parties in reaching an agreement, the selection of a Fact-finder shall be in accordance with the rules and regulations of the Public Employment Relations Commission.
- C. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE III

### GRIEVANCE PROCEDURE

#### A. Definitions

"Grievance" shall mean a complaint by an employee, group of employees or the Association of the Freehold Regional High School District that there has been a personal loss, injury, or inconvenience because of an interpretation, application, or violation of policies, agreements, and administrative decisions affecting him/her or them. Grievances to be presented to impartial arbitration shall be limited to the application or interpretation of this written agreement. A Grievance to be considered



under this procedure must be initiated by the employees within twenty (20) Work Days from the time when the employees knew or should have known of its occurrence.

“Grievant” is hereby specifically defined to mean either an employee covered by this bargaining agreement or the Association.

“Work Day(s)” for the purpose of this grievance procedure shall mean a typical school day, Monday through Friday’s calendar pursuant to the work year of the Grievant. Approved holidays and inclement weather days when the school does not open for business shall not be considered “Work Days.”

#### **B. Terms and Rights of the Grievant**

The Board of Education and the Association shall assure the Grievant freedom from restraint, interference, coercion, discrimination and reprisal in presenting his/her appeal with respect to his/her personal grievances.

Failure at any step of this procedure to communicate the decision on a Grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a Grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step. It is understood that employees shall continue to observe all assignments and applicable rules and regulations of the Board until such Grievance has been fully determined. At all stages of this procedure, copies of responses will be forwarded simultaneously to the Association.

#### **C. Procedures**

(a) **Step 1.** Any employee or group and its representative who has a grievance shall discuss it informally first with the building administrator in the school in which the grievance originated within twenty (20) Work Days of occurrence or when the grievant knew or should have known of the occurrence. This discussion shall be an attempt to resolve the matter informally.

(b) **Step 2.** If the grievance is not settled satisfactorily within five (5) Work Days of its initial presentation at Step 1, the Grievance, it shall be reduced to writing and submitted to the Building

Principal specifying: (i) the nature of the grievance; (ii) the nature and extent of injury, loss or inconvenience; (iii) the result of previous discussions; (iv) the dissatisfaction with decisions previously rendered; and (v) the relief sought. The written grievance shall be discussed by the Association Building Representative and the Building Principal. The Building Principal shall have five (5) Work Days in which to answer the grievance.

(c) If the subject matter of the Grievance involves an act of a Central Administrator, then such written grievance shall be filed at that level, which shall be considered a Step 2 Grievance, within twenty (20) Work Days of the date the Grievant knew or should have known of the occurrence of the Grievance. The respondent shall have five (5) Work Days in which to answer the Grievance.

(d) **Step 3.** If the Grievance is not resolved at Step 2, or if no decision is rendered within the timeframe provided by Step 2, it shall be filed with the Superintendent of Schools, or the Director of Personnel as the Superintendent's designee, within five (5) Work Days. A meeting shall be held within five (5) Work Days (of the filed Grievance) by the Superintendent or his/her designee with the grievant and the Association representative. The Superintendent or his/her designee shall have five (5) work days in which to render his/her decision in writing following the conference, to the employee with a copy to the Association, and the Building Principal.

(e) **Step 4.** If the grievance is not resolved to the Grievant's or Association's satisfaction, or if no decision is rendered in the timeframe provided by Step 3, the Grievant or the Association shall have five (5) Work Days to request a review by the Board of Education. The Board of Education in its sole and absolute discretion may request that the grievance be jointly considered by the Association's Grievance Committee and the Board or such subcommittees as either shall designate. The Board may, at its option, hold a hearing with the employee or employees and the Association and shall answer such grievance in writing no later than five (5) Work Days following the Board of Education's next Regular Meeting after receipt of such grievance at its previous Regular Meeting; if the Board elects not to review the grievance under this provision, it shall notify the Association in writing not

later than one (1) Work Day after the decision has been made and the Association shall be permitted to immediately proceed, if it so desires, to the next step.

(f) **Step 5.** For Grievances which involve the application or interpretation of this Agreement and which have not been resolved to the satisfaction of the Association at Step 4, the Association shall file a Request for Arbitration with PERC, and a copy of which shall be given to the Board through the Superintendent, within fifteen (15) Work Days after receipt of the Board's decision at Step 4.

(g) The parties agree to adhere to the rules and regulations of the New Jersey Public Employment Relation Commission in the selection and designation of an arbitrator. The arbitrator shall set a hearing at the earliest date possible between the parties and shall have thirty (30) days from the completion of the hearing to render a final and binding award. The arbitrator shall limit himself/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. Only the Board and the aggrieved and his/her representatives shall be given copies of the arbitrator's report of findings and recommendations.

(h) It is understood that the Association and the Board may settle or reach a compromise on any Grievance reduced to writing at any step so long as such settlement does not discriminate against the employees involved nor deprive them of any right available to other members of the unit.

#### **D. Costs**

Each party will bear responsibility for its own expenses. The cost of the fees and expenses of the arbitrator shall be equally shared by the two parties.

### **ARTICLE IV**

#### **EMPLOYEE RIGHTS**

A. Nothing contained herein shall be construed to deny or restrict to any employee or to the Board such rights as they may have under New Jersey school laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

- B. No employee shall be disciplined, reprimanded, reduced in rank or annual basic contractual salary or deprived of any advantage set forth in the Board policy or by established prior practice without just cause. Any such action exerted by the Board or any agent or representative thereof shall not be made public before final action by the Board and shall be subject to the grievance procedure herein set forth.
- C. Whenever any employee is required to appear before the Superintendent on formal charges concerning any matter which could adversely affect the continuation of that employee in his/her office, position, or employment or the salary or any increment pertaining thereto, he/she shall be given prior written notice with the reason 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. Any suspension of any employee pending charges shall be with pay prior to a formal Board hearing.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable, on the effective date of this Agreement, to the employees covered by this Agreement established by the rules, regulations and/or policy of the Board in force on said date shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.
- F. 1. Each teacher shall be encouraged to utilize the results of tests and other evaluative criteria to improve the effectiveness of his/her instruction.
2. Each teacher shall be encouraged to use the counseling and special services of the district to improve his/her instructional efforts.

## ARTICLE V

### ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES

- A. The Association recognizes that the basic employer-employee relationship which exists between itself and the Board is not an absolute one but, rather, is a relationship affected by responsibilities and obligations which both parties, in separate and mutual ways, owe to citizens, parents and student.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss in pay.
- C. Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. Subject to Board of Education Policy and the approval of the Building Principal, the Association may use appropriate rooms for meetings, in a school building after school hours and until 5:00 p.m. Rooms may be used for evening meetings after prior approval of the Building Principal.
- E. The Association may use no school equipment unless approval of the Building Principal is first obtained. The Association will bear the full cost of equipment repairs associated with its use of school equipment.
- F. The Association will use no Board of Education supplies or materials without prior approval of the Building Principal. The Association will pay the reasonable cost of all such supplies and materials used.
- G. The Association shall have, in each school building, the exclusive use of a bulletin board in the area of the Association's choice.
- H. The Association may use the school mailboxes for distribution of Association related materials, provided such use does not impede normal Board of Education procedures. Copies of materials to be distributed by the Association shall be given to building administrative personnel.

- I. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted to the Association as the exclusive representative of the employees designated in Article I.
- J. The Board agrees to furnish to the Association in response to reasonable requests from time to time available public information concerning annual financial reports and audits, agenda and minutes of all public Board meetings at the same time available to the public, and names and addresses of all employees.
- K. The Board agrees to make available to the Association twenty (20) minutes at the new teacher orientation meeting in the fall.
- L. The Board agrees to provide to all new employees a current contract and comprehensive medical benefit package which will be distributed at the new staff orientation or at the signing of their agreement.
- M. The Board agrees to assign to the Association President a program of two (2) less teaching periods than normally required for a total of four (4) free periods (including one for preparation) daily. The Association President shall have no homeroom assignment. Each of the Association Officers holding the positions of Vice President, Negotiations Chairperson, and Grievance Chairperson shall not be assigned a duty period, nor shall one building representative per building.
- N. A telephone shall be available in each building for employees covered by this Agreement. This telephone may well be a telephone in central administration of a given building and not necessarily for the exclusive use of employees in the Association. The Superintendent shall issue all necessary directives in connection with the use of such telephone including, but not limited to, the locations that might be called as well as the specific methods by which teachers would pay for long distance calls.

ARTICLE VI

MANAGEMENT RIGHTS

The Board reserves to itself sole jurisdiction and right, in compliance with the laws of the State of New Jersey and the rulings of the State Commissioner of Education, including:

- A. to direct employees of the school district;
- B. to promote, transfer, assign and retain employees for just cause;
- C. to relieve employees from duty because of lack of work or other legitimate reasons;
- D. to efficiently direct school and district operations;
- E. to direct the methods, means, and personnel by which such operations are to be conducted; and
- F. to take whatever actions may be necessary to accomplish the mission of the school district. This section shall not be read to repeal or modify any provision of this contract or Title 18A or the laws of the State of New Jersey.

ARTICLE VII

CALENDAR

- A. The in-school work year of teachers employed on a ten (10) month basis (other than new employees who may be required to attend an additional two (2) days of orientation) shall not exceed one hundred eighty-seven (187) days, and the in-school work year of teachers employed on an eleven (11) month basis shall not exceed two hundred six (206) days, and the in-school work year of teachers employed on a twelve (12) month basis shall not exceed two hundred twenty-five (225) days. The in-school work year shall include days when pupils are in attendance, orientation days, or any other days on which teacher attendance is required.
- B. The school calendar is to be drawn by the Superintendent in consultation with the Association and not with the employees involved. The school calendar for the next school year shall be approved by the Board of Education no later than May 1 in the previous year.
- C. The twelve-month (12-month) secretarial staff and computer technicians shall be entitled to the Winter recess in accordance with such recesses as received by the teaching staff and shall work

during the Spring recess. Secretarial and computer technician staff may apply for vacation days during the spring recess and this must be worked out on a rotating basis in each building with the Building Principal's and/or Central Administrator's approval. Initial placement in the rotation shall be according to district seniority. These days shall not be unreasonably denied and when granted shall not be in lieu of Section F. (3) days "when school is in session."

- D. Secretarial staff will have two (2) days off for NJEA convention in accordance with such dates as received by the teaching staff with no documentation of attendance. In addition, each Computer Technician will be provided one (1) day off during the NJEA Convention in accordance with the dates as received by the teaching staff. The determination as to which Computer Technicians will be off on a particular day out of the two (2) days that are received by the teaching staff shall be determined by the Administration in their sole discretion.
- E. The secretarial staff will work a half hour less per day during summer at no salary reduction.
- F. The twelve-month (12-month) secretarial staff and computer technicians will receive vacation benefits as follows:

After completion of one (1) year of employment in the District	Two (2) weeks vacation
After completion of seven (7) years of employment in the District	Three (3) weeks vacation
After completion of fifteen (15) years of employment in the District*	Four (4) weeks vacation.

\* Secretaries who have completed fifteen (15) years of service may use up to one (1) week (5 days) of vacation time when school is in session. Scheduling is subject to the Building Principal's approval).

- G. Secretaries employed on a ten (10) month basis shall work the teacher calendar plus nine (9) working days in lieu of other holidays and vacation. However, during school years in which the District is closed for at least two (2) school days as a result of observance of the Rosh Hashanah and/or Yom Kippur Holidays, secretaries employed on a ten (10) month basis shall work the teacher calendar plus eight (8) working days in lieu of other holidays and vacation.



- H. On days of early dismissal due to emergencies (e.g. snow, etc.), the secretarial staff shall be permitted to leave when the teachers leave which is fifteen (15) minutes after the students leave.
- I. The Computer Technicians total in-school work day shall be seven hours, with one thirty (30) minute break and two fifteen (15) breaks for a total of eight (8) hours. Any Computer Technician who performs approved work outside the normal scheduled workday shall be compensated at the rate of \$40.00 an hour.
- J. The work year for Athletic Trainers will begin at the official start of the Fall athletic season (as determined by NJSIAA), or August 15th, whichever is earlier, and will continue for ten (10) calendar months from that start date (e.g. August 15 to June 15). The regular work schedule for Athletic Trainers shall be up to six (6) days per week, as necessary to support student extracurricular activities. Any Athletic Trainer that is required by the Building Principal or his/her designee to work in excess of ten (10) hours in any one day shall be compensated at the rate of \$40 per hour for the hours worked on that day in excess of (10) ten hours. In addition, any Athletic Trainer that is required by the Building Principal or his/her designee to work on Sunday shall be compensated at the rate of \$40 per hour for any hours worked on that Sunday.

## ARTICLE VIII

### EMPLOYEES SCHEDULE AND DUTIES

- A.
  - 1. Teachers shall indicate their presence for duty by writing their initials in the appropriate column of the faculty "sign-in" roster. The same procedure shall be followed when leaving the building at the close of the school day.
  - 2. Teachers shall be required to report for duty at least fifteen (15) minutes before the opening of the pupils' school day and be permitted to leave fifteen (15) minutes after the close of the pupils' school day, except as designated under Section D of this Article. The total in-school work day shall be six hours and thirty-five minutes, plus the additional 30 minutes (15 minutes before opening and 15 minutes after closing) of unassigned time without additional compensation at the teacher's pro rata

annual salary. The total time of the in-school work day, therefore, is 6 hours and 35 minutes plus the two 15 minute periods.

3. In addition to the above schedule and requirements, teachers and other professional employees may be required to attend parent consultation schedules at reasonable hours, one back-to-school night, and outside the school day help for students.

4. One (1) parent-teacher conference may be held during the course of the school year for the purpose of discussing individual pupil progress. The date and structure of said conference shall be established prior to the beginning of each school year by the Superintendent in consultation with the Association. On days when parent-teacher conferences and back to school night are held, half-day sessions shall be scheduled for both students and teaching staff.

5. Teachers may meet with students before or after school for extra help.

6. The Superintendent of Schools shall have the authority to assign media specialists to staggered work schedules in order to keep libraries open after the close of the school day. The staggered schedule shall not result in a work day ending more than one hour later than that for the work day on any scheduled school day for regular classroom teachers and shall not result in any increase in the overall length of work day for media specialists. The staggered work day shall not exceed three times per week.

7. Teaching staff members shall be expected to respond to parental communications (e.g. by telephone or written correspondence) within one (1) working day of receipt of said communication. If extenuating circumstances exist (such as personal illness of the teaching staff member, death in the family, or a personal emergency, etc.), the initial contact must be made within two (2) working days. The initial response may not necessarily address all answers, but shall acknowledge the receipt of communication and set a date for providing the complete response in a timely manner.

B. 1. The daily teaching load shall be five (5) teaching periods and one (1) duty period. Teachers assigned to less than five (5) teaching periods may be assigned an additional duty period in place of

the assigned teaching period. The assigned duty in lieu of the fifth teaching period shall be selected by the teacher from those available.

2. Teachers shall not be required to teach more than two (2) separate academic areas at any one time, nor be required to undertake more than three (3) different preparations - - unless enrollment dictates otherwise.

3. The Board agrees that a stipend of \$655 shall be paid annually per teacher to supervise students in the cafeteria. Designation of cafeteria assistants shall be on a voluntary basis. In the absence of sufficient volunteers, the administration may assign teachers to duty. The duration of the supervision shall be one student lunch period.

4. Certain designated staff associated with FPAC, FCCLA and Culinary shall receive an annual stipend of \$400.00 for the additional after-school work with students in the program.

C. 1. Teachers shall have a daily duty-free lunch period of at least the same length as the students. A duty period is defined as a period in which a teacher can be assigned non-instructional responsibilities at the discretion of the Building Principal or his/her designee.

2. A teacher shall be permitted to leave the building during his/her assigned lunch period and/or his/her preparation period upon notification to the Principal or his/her designee. The fifteen minute time span prior to and following the instructional day shall not be considered part of the preparation period.

D. 1. Building based teachers may be required to remain after the end of the regular work day, for the purpose of attending faculty or other professional meetings two (2) days each month. Building faculty and building departmental meetings shall begin no later than fifteen (15) minutes after the student dismissal time. Any teachers who wish, may be excused sixty (60) minutes after the start of said meeting if the meeting is still in progress. Other professional employees employed by the Board of Education may also be required to attend meetings. All first-year professional employees are required to attend up to six (6) orientation meetings in addition to the two (2) pre-school orientation days as provided in Article VII. First-year professional employees will accept delays of not more

than 45 minutes for not more than two orientation periods. In addition to the provisions concerning schedules and professional responsibilities, professional employees of the Board shall also be required to perform those duties as necessary in connection with evaluations of the school district (i.e., Middle States and New Jersey State evaluations) without additional compensation.

2. An Association representative may speak to the teachers at a school's monthly faculty meeting for at least ten (10) minutes on the request of the representative to the Building Principal. The Association's time shall be granted within seventy (70) minutes of the start of the meeting.

3. The notice of agenda and tentative agenda for any meetings shall be given to the teachers involved at least three (3) days prior to the meetings, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

4. Teachers may be required to attend no more than two (2) district-wide departmental meetings per year. These meetings shall be without compensation for travel.

5. On no more than three occasions per year (except during mid-terms, finals, or HSPAs), the District may declare a half-day for students, and teachers shall remain for professional development or in-service training.

E. Classroom teachers shall, in addition to their lunch periods, have one (1) full daily preparation period, during which they shall not be assigned to any other duty. A preparation period is defined as a non-instructional period during the work day during which a teacher should engage in preparation for instructional class periods and professional responsibilities.

F. 1. Exceptions to the provisions of Sections A, B, C, D, and E above may be made only in cases of emergency. The Association shall be notified in each such instance, in advance, if possible.

2. The term "emergency" as it applies to the assignment of class periods over daily teaching load shall mean those situations in which the Board of Education has been unable to procure the service of a part-time teacher, or in the case where there are four (4) or five (5) overage classes in a department at any school, (a full-time teacher) or a volunteer possessing certification and experienced in teaching the subject. In the event of any such emergency the following procedures shall be observed:

- a. The availability of overage assignments shall be posted for a minimum of seven (7) calendar days and no volunteer shall be assigned until the conclusion of the seven day period unless the overage situation develops after the start of the school year when the assignment may be made immediately after posting.
- b. All potential overage assignments shall, if known to the Administration, be set forth in tentative class assignments issued to teaching staff members in June.
- c. The Association shall be notified of all overage assignments immediately.
- d. No teaching staff member shall be involuntarily assigned to an overage assignment which would require the extension of the normal working day as defined in Article VIII, Section A. (2).
- e. No more than 7% of the teaching staff shall receive such overage assignment in any school year. (This shall apply to voluntary and involuntary.)
- f. Grievances concerning the application of this section shall be submitted directly to the Superintendent of Schools and if not resolved at that level shall be submitted to Binding Arbitration on an expedited basis with the intention of having such disputes resolved prior to the beginning of the school year. Arbitration awards rendered after the start of the school year which invalidate overage assignments shall be implemented at the beginning of the next semester.
- g. In the event that any provisions of this section are invalidated as a result of a Scope of Negotiations or other legal proceeding initiated by the Board of Education, the entire section shall immediately be reopened for negotiations and shall become null and void at the expiration of this agreement.
- h. Such assignments, whether voluntary or involuntary, shall be in lieu of a duty period and be compensated at the rate of twenty percent (20%) of the daily salary for each additional period assignment.

- G. Regular teachers who are required to substitute during their preparation period in cases where substitute teachers are not available shall be paid at the rate of \$32.00 per period for the 2015-2016 through 2017-2018 school years, and a rate of \$38.00 per period for the 2018-2019 and 2019-2020 school years.
- H. Any teacher who is approved by the Board and provides in-district professional development training experiences for colleagues outside the school day for the duration of at least one (1) hour will be compensated for one hour of workshop preparation (once per topic) and every hour of presentation at the current Board specialized committee/workshop rate. It is understood and agreed by both parties that “once per topic” preparation is for an identical workshop presentation.
- I. The Superintendent shall specifically review the number and structure of all meetings that teachers are required to attend including, but not limited to, district-wide department meetings, building meetings, and other such professional activities.
- J. Teachers who perform detention proctoring shall be compensated at the hourly rate of \$37.00. This amount shall be paid at a pro rata hourly basis if the detention period is less than one hour.

#### ARTICLE IX

#### CLASS SIZE

- A. The number of students to be taught in a particular class is determined in part by the adequacy of the physical facilities and the nature of the course offered. It is realized that class size as specified by the New Jersey State Department of Education represents desirable goals.
- B. No more students will be assigned to a lab or vocational/technical class than there are work places in the classroom which shall include the teacher’s work station.
- C. By October 15, the Board or the Superintendent will supply the Association with a class size matrix.

#### ARTICLE X

#### MILEAGE REIMBURSEMENT

- A. Teachers cannot be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily, however, with the advance approval of his/her Principal.

He/she shall be compensated at the OMB rate (now \$.31) per mile for the use of his/her own automobile.

- B. Employees required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the OMB rate (now \$.31) per mile. Employees who are assigned to more than one (1) school per day shall be reimbursed for all driving done between schools.
- C. The Board of Education shall investigate availability of liability insurance coverage for social workers, attendance officers, distributive education coordinators and work study teacher coordinators who, of necessity, must utilize their automobiles in the performance of their duties. If the Board of Education does not obtain such liability insurance, the Board agrees to pay the sum of fifty-five dollars (\$55) annually, in lieu of such insurance, to the above named employees classification who, of necessity, must utilize their automobile in the performance of their duties.

## ARTICLE XI

### STAFF EMPLOYMENT

- A.
  - 1. Any contract or engagement between the Board of Education and teacher shall immediately cease and be of no effect against the Board whenever the teacher is not in possession of the appropriate certification or such certification is no longer in full force and effect.
  - 2. Each member of the unit shall bear sole responsibility for his/her proper New Jersey State teaching certificates or application forms for said certificate. The Office of Personnel will render assistance upon request of the teacher. Employment may be rescinded if proper certificate or forms are not filed by September 30, each school year.
- B.
  - 1. Each teacher shall be placed at his/her proper step of the salary schedule as of the beginning of each school year, except where increments have or may be withheld.
  - 2. Credit may be given on the teachers' salary guide for previous public school teaching experience and military service. No more than four (4) years credit will be allowed for military experience. Such credit determined at the time of employment shall be the basis for computing "step

on guide” in ensuing years. All clerical staff, School and Community Liaison Officers will start on the first step of the guide, with no credit for previous experience considered.

- C. Sick days, previously accumulated in the Freehold Regional High School District, will be restored to all employees returning from a Board granted leave.
- D. Employees shall be notified of their contract or salary status one (1) week following the Board of Education’s Regular April Meeting, but not later than May 15, unless the employee has been employed after the start of the school year. Employees employed after January 1, will be notified of their contract or salary status by June 1.
- E. In order to be eligible for an increment increase, ten-month (10-month) employees must start employment in the Freehold Regional High School District on or before February 1st in the prior school year. Twelve-month (12-month) employees must start employment in the Freehold Regional High School District on or before January 3rd of the prior year in order to be eligible for an increment increase.
- F. At the discretion of the Superintendent, an employee, prior to the issuance of tenure contract, may be given a physical examination by a district physician.
- G. Any returning employee, offered and desiring reemployment of the coming school year, shall notify the Board of such acceptance through the Superintendent or his/her designee, in writing, or by return of Contract or letter of intent, on or before June 1, in which event such employment shall continue as provided for herein. In default of such notice the Board shall not be required to reemploy the staff member for the coming year. However, breach of the time deadline shall not cause forfeiture of tenure rights.

## ARTICLE XII

### SALARIES, TUITION REIMBURSEMENT AND ADVANCEMENT

- A. The salaries of all employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part hereof. Beginning on the effective date of this Agreement, employees shall become eligible for advancement of salary guide A-1 from the "B.A." to the



"B.A.+30" to the "M.A." to the "M.A.+30" to the "Doctoral" training levels if the following conditions are met:

1. Courses credited for advancement in the training level must be on the graduate level from an accredited institution of higher education as accredited by the US Department of Education.
2. Grades received for any course submitted for tuition reimbursement shall be a B or better, as indicated by an official transcript from the duly accredited institution of higher learning.
3. Courses credited must have been earned following the date of award of the employee's B.A. or M.A. degree.
4. Courses within a subject matter field as well as any other graduate level course must be approved, in writing, by the Superintendent of Schools and reported on appropriate forms provided by the Office of Personnel. The Superintendent shall consider whether the applicant has previously received approval for the obtainment of any of the other courses he/she may have achieved credits in and will also consider the nature of any and all credits obtained and the nature of the applicant's undergraduate field of study all in determining whether the approval shall be given to vary the requirements contained herein.
5. The tuition assistance shall be provided only for a course or degree related to the employee's current or future responsibilities. Prior written approval from the Superintendent is required for employees seeking reimbursement or guide movement, consistent with N.J.S.A. 18A:6-8.5 and -8.6.
6. Courses credited toward advancement from the "B.A." to the "B.A.+30" training level shall not be accepted for advancement from the "M.A." to the "M.A.+30" training level.
7. Courses required for the renewal of a sub-standard certificate or the upgrading of a sub-standard certificate to a standard certificate may not be credited toward advancement in training level.

**B. Tuition Reimbursement**

1. Teachers entitled under the conditions set forth herein to reimbursement of tuition shall receive reimbursement for tuition for a maximum of nine (9) credits per year during the life of this contract, at a rate not to exceed \$200 per credit, if the following conditions are met:

- (a) An official college transcript and an original receipt of the amount paid must be shown to the Superintendent.
- (b) Only teachers who have been employed by the Board in their current position for more than one (1) year, who possess a standard New Jersey certificate may participate in the program.
- (c) Teachers who have been employed by the Board in their current position for more than one (1) year, but less than two (2) years, who possess a standard New Jersey certificate are eligible for reimbursement for up to six (6) credits for that year under the program.
- (d) All courses must have been submitted to the Superintendent for approval on the appropriate reporting form detailing enrollment in said course.
- (e) In addition to the reimbursement for graduate credits provided for in Section B., above, employees may obtain reimbursement subject to advance approval by the Superintendent of Schools, for tuition reimbursement for undergraduate courses and/or reimbursement for the cost of enrolling in workshop programs when the Superintendent in his/her sole discretion, determines that the course or workshop for which reimbursement is sought will benefit the school district. Decisions of the Superintendent as to whether or not reimbursement should be granted for tuition for undergraduate courses or for the cost of enrolling in workshop programs shall not be subject to grievance arbitration.
- (f) The condition precedent to reimbursement for all courses covered by this program is an achievement of a grade of "B" or better. All applications for approval and reimbursement pursuant to Section (d) and Section (e), above, shall be made at least twenty (20) days prior to the close of registration for the course or workshop. Notification of approval or disapproval of an application for reimbursement shall be made at least five (5) days prior to the close of registration for the course or workshop. The time limits set forth in this section may be waived by the Superintendent of Schools in case of emergency.

2. The Board agrees to provide reimbursement for courses in secretarial studies programs or related fields of studies. The Board agrees to more seriously consider approving reimbursement for courses outside the district in secretarial studies programs or related fields of studies if no such courses are currently offered in the district. Approval procedures shall coincide with professional staff as outlined herein.

3. An employee who voluntarily terminates employment before submitting a transcript evidencing completion of the course shall not be reimbursed.

C. 1. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.

2. Employees shall receive their final checks on the last working day of the month.

3. Employees must be in pay status before and after a holiday in order to be paid for the holiday.

4. Teachers shall have the option of having their salaries paid on a twelve month or ten month basis, said choice must be made no later than April 1 for September 1 of the following school year.

### ARTICLE XIII

#### EMPLOYEE ASSIGNMENT

All teachers shall be given written notice of their salary schedules, and notice of their tentative class and/or subject, and building assignment not later than June 15.

### ARTICLE XIV

#### VOLUNTARY TRANSFERS

A. 1. The Superintendent or his/her designee shall post in all school buildings a list of the known vacancies which shall be available for the following school year. The Superintendent or his/her designee shall post such vacancies as soon as practicable so that employees desiring to be considered for reassignment and transfer shall have knowledge of the vacancies which are anticipated for the next school year.

2. Employees who desire a change in assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent no later than February 1. Such

statement shall include the grade and/or subject to which a teacher desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.

- B. In the consideration of requests for voluntary reassignment and/or transfer, the wishes of the individual employee shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system as determined by the Board of Education or its Superintendent.

#### ARTICLE XV

#### INVOLUNTARY TRANSFERS

- A. Notice of tentative building reassignment shall be given to employees as soon as practicable, and except in cases of emergency, not later than June 1.
- B. Reassignment shall be made only after a meeting between the employee involved and his/her immediate supervisor(s), at which time the employee shall be notified of the reason thereof. In the event that an employee objects to the transfer or reassignment at this meeting, upon the request of the employee, the Superintendent or his/her designee shall meet with him/her. The employee may, at his/her option, have an Association representative present at such meeting.
- C. No reassignment will be capriciously or arbitrarily made.

#### ARTICLE XVI

#### VACANCIES, PROMOTIONS AND NEW POSITIONS

The Board agrees to post a list of new positions, promotions and vacancies in each school in two locations and online as soon as possible during the entire year. Such openings shall include the positions specified in the Recognition Clause, Article I, of this Agreement, as well as positions which command salaries in excess of those specified in salary guides included in this Agreement. During the summer vacation period, such posting will be provided to the President of the Association or his/her designee.

ARTICLE XVII

EMPLOYEE EVALUATION

- A. Evaluations of employees shall comply with all applicable State laws and Administrative Regulations. In the event that applicable State laws and Administrative Regulations are repealed and/or rescinded, the Parties shall negotiate the evaluation procedures
- B. An employee, except as designated in Subsection E of this Article shall be given a written copy of any class visit or evaluation within five (5) school days of such visit and shall be given an oral report and conference on such within three (3) school days of such visit. No such report shall be submitted to the Central office, placed in the employee's file or otherwise acted upon without prior conference with the teacher, who shall not be required to sign a blank or incomplete evaluation form. An employee is required to sign a written evaluation within five (5) days of receipt, such signature to reflect receipt only and not necessarily agreement with its terms.
- C. Except for letters of recommendation, promotion papers, and interview documents, which shall be sealed, employees shall have the right at reasonable times to review in the presence of the Superintendent or his/her delegate his/her employees file and to attach as part of the permanent record his/her comments to any item with which he/she disagrees.
- D. Any complaints regarding an employee made to any member of the Administration by any parent, student, or other person which are used in any manner in evaluating an employee shall be promptly investigated and called to the attention of the employee. The employee shall be given the opportunity to respond to and/or rebut such complaint and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.
- E. Non-certificated employees (attendance officers and secretarial personnel, etc.) shall be evaluated by the Building Principal or his/her designee at least once a year prior to March 15.

ARTICLE XVIII

FAIR DISMISSAL PROCEDURES

- A. Employees shall be notified of their contract or salary status one week following the Board of Education regular April Meeting, but no later than May 15, unless the employee has been employed after September 30.
- B. A non-tenured employee who is not offered a contract renewal may request in writing, within fifteen (15) calendar days of notice of non-renewal, a statement of reasons for non-reemployment. The statement of reasons shall be provided to the employee within thirty (30) calendar days of receipt by the Superintendent of this request.
- C. A non-tenured employee in the district, who is not recommended by the Superintendent for renewal, and having requested and received a statement of reasons, may request an informal appearance before the Board of Education. The employee may at his/her option have an Association representative present at such hearing. Such request shall be in writing and shall be filed within ten (10) calendar days after receipt of the statement of reasons. The informal appearance shall be scheduled within thirty (30) calendar days from the receipt of the request for such informal appearance. The appearance shall be conducted in accordance with present and future guidelines of the Commissioner of Education. The decision of the Board shall be final.
- D. In lieu of paragraph C, an employee in his/her fourth year of employment not recommended by the Superintendent may request review by an arbitrator who shall issue an advisory opinion to the Board of Education. The Board shall within ten (10) days of receipt of the advisory opinions make a decision regarding non-renewal and its decision shall be final.
- E. In reductions in force of paraprofessionals, seniority will be a factor to be seriously considered.

ARTICLE XIX

SICK LEAVE

- A. As of September 1, all employees shall be entitled to ten (10) sick leave days each school year, with the exception of Twelve-Month secretaries and Computer Technicians who shall receive twelve (12) sick leave days per year, as of the first official day of said school year whether or not they report for duty on that day. Paraprofessionals shall be entitled to one day of sick leave for each month worked. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. In all cases of absence, the employee is required to indicate the employee's intention of absence by logging onto or calling [www.aesopeducation.com](http://www.aesopeducation.com) and complete the notification process unless directed otherwise in advance to schedule a substitute and register his/her absence as part of the official District attendance record.
- C. When consecutive absence because of illness exceeds the annual leave and the accumulated leave, the employee may appeal to the Board of Education, which may, on a case-by-case basis, determine to allow sick leave beyond that specified above.
- D. Employees whose record of absenteeism reflects chronic health or personal problems shall, at administrative discretion, be examined by district physicians and/or other professional consultants.
- E. The Association may review sick leave data with the Superintendent or his/her designee three (3) times annually.
- F. Teachers and other employees retiring from the school district after a minimum of fifteen (15) years of service in the district, and are either retiring in accordance with the requirements of the appropriate State Pension Fund or who have completed 25 years of total teaching service, and who have accumulated at least 75 days of sick/personal leave, shall be paid for their unused accumulated sick/personal leave, contingent upon retiring effective July 1<sup>st</sup>, or notifying the Board by July 1<sup>st</sup> of retiring effective before August 31, and in accordance with the contract, sick/personal days reimbursement will continue at forty-five dollars (\$45.00) per day to a maximum cost of four

thousand five hundred dollars (\$4,500) per employee. However, if you retire before July 1<sup>st</sup>, it will be twenty seven dollars and fifty cents (\$27.50) per day.

## ARTICLE XX

### TEMPORARY LEAVE OF ABSENCE

- A. Full-time employees shall be entitled to the following temporary leaves of absence with full pay each school year.
1. Up to three (3) days for personal leave of absence shall be granted for any reason. Unused personal business days shall accumulate to sick leave the following year. Personal business days, before and after vacation periods and holidays only, shall be applied for in advance and shall be granted at the discretion of the Building Principal. For all other personal business leave days, application in advance is not required. The employee may give advance notice to his/her Principal as a courtesy to assist with the smooth operation of the building. In all cases of absence, the employee is required to indicate the employee's intention of absence by logging onto or calling [www.aesopeducation.com](http://www.aesopeducation.com) and complete the notification process unless directed otherwise in advance to schedule a substitute and register his/her absence as part of the official District attendance record. The Building Principal upon the approval of the Superintendent may grant approval for professional days, where such approval is granted, the professional days will not be counted against personal business days granted by this section.
  2. When an employee requires an early decision on an application for professional leave in order to confirm travel arrangements, the employee shall submit the application at least fifteen (15) school days, whenever possible, prior to the selected leave date(s) and shall be notified of a decision on the application not later than ten (10) school days, whenever possible, after submission.
  3. Time necessary by reason of subpoena by a court appearance in legal proceeding connected with the employee's employment or with the school system.
  4. Death or illness in family – in case of absence because of the critical illness and/or death of a member of the immediate family or household, each employee shall be allowed not more than five



(5) days absence with full pay. Immediate family is defined as spouse, domestic partner, civil union partner, child (this shall include a natural, adoptive and step child), parent (this shall include a natural, adoptive and step parent), brother (this shall include a natural, adoptive and step brother), sister (this shall include a natural, adoptive and step sister), mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent or grandchild. Critical illness is defined as one requiring hospitalization and placement by hospital or medical authorities on the critical illness list, as ascertained and determined by the Superintendent or his/her designee.

5. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An affected employee shall be compensated at the rate of full salary for the first month of his or her military leave, and at a differential rate consisting of the difference between the district salary and military pay, for six months. Military leave after this six month period shall be granted at the discretion of the Board of Education.

6. Other leaves of absence may be granted by the Board of Education for good reason, upon the recommendation of the Superintendent.

- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.
- C. The Association may review personal business day data with the Superintendent or his/her designee three (3) times annually.
- D. Recognizing that absence and leave policies are provided for the protection and interest of employees for special needs, the Freehold Regional High School Education Association will encourage all employees to abide by the intent and purposes of such policies.

#### ARTICLE XXI

#### EXTENDED LEAVES OF ABSENCE

- A. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said induction or initial enlistment.

Additionally, any teacher whose spouse is so inducted or enlists and who wishes to join him/her for the period of special training in preparation for duty overseas in combat zones shall be granted a leave of absence without pay if requested.

B. 1. The Board of Education shall grant leaves of absence from medical reasons associated with pregnancy and birth to pregnant employees without pay, on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. 18A:30-1 et seq.

2. It is recognized that an employee's maternity leave application involves both a disability and child-care phase. The disability phase is that period of time, both pre-natal and post-natal, during which a physician certifies inability to work. The child care phase is that period of time selected by the employee, in accordance with B. (2) (ii) below, which follows the disability phase during which time the employee is voluntarily out on leave to care for the newborn child.

(i) Disability phase. Any tenured or non-tenured employee seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the Board. At the time of the application, which shall be made upon sixty (60) days' notice to the Board, the employee shall specify in writing the date on which she wishes to commence leave and the date on which she wishes to return to work after the birth except in cases of stillbirth, in which case, the employee may elect to return to work at an earlier date. The Board shall require any employee to produce a certificate from a physician in support of the requested leave dates. Where medical opinion is supportive of the leave dates requested, such request shall be granted by the Board. The physician's certification is subject to agreement by the Board's physician.

(ii) Child-care phase. Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child-care purposes, as defined above, the tenured employee shall be granted, at her discretion, a leave for (a) the balance of the school year in which the birth occurred, or (b) the balance of the school year in which the birth occurred and the entire following school year.

(iii). Employees on maternity leave desiring to switch from option (2) (i) to option (2) (ii) shall notify the Superintendent by March 15 of the year in which the maternity leave was taken. Any further extensions of child-care leave shall be discretionary with the Board. The Board need not grant or extend the leave of absence of any non-tenured employee beyond the end of the contract school year in which leave is obtained.

3. No tenured or non-tenured employee shall be barred from returning to work after the birth of her child solely on the ground that there has not been a stated or prescribed lapse of time between that birth and her desired date of return, provided sixty (60) days' notice is given except as is provided herein. Nothing contained in this Article shall be construed to preclude the Board from requiring any employee after birth of her child to produce a certificate from her physician showing that she is physically capable of resuming her duties. The physician's certification is subject to agreement by the Board physician.

4. An employee returning from pregnancy leave of absence shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled. Nothing contained herein shall be construed to require the Board to grant tenure or to offer a new contract for a new school year to any non-tenured employee who would not have been otherwise offered such a contract.

5. Any tenured employee adopting an infant child may receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption.

6. No employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Freehold Regional High School District in the area of certification or competence.

C. A leave of absence without pay of up to one (1) year may be granted for the purpose of caring for a sick member of a tenured employee's immediate family. Additional leave may be granted at the discretion of the Board.

D. Other leaves of absence with pay may be granted by the Board for good reason.

- E. Upon return from military service, a teacher who has been on active duty shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. A teacher shall not receive tenure or increment credit for the time spent on leave granted pursuant to Section B, C, or D of this Article.
- F. All benefits to which an employee was entitled at the time his/her leave of absence commenced, including unused accumulated sick/personal leave, shall be restored to him/her upon his/her return and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position.
- G. All extensions or renewals of leaves shall be applied for in writing.

## ARTICLE XXII

### PROTECTION OF EMPLOYEES AND STUDENT DISCIPLINE

- A. The Board will provide safe working conditions.
  - 1. Whenever any civil action has been brought against any employee of the Board including any student teacher, for any act or omission arising out of the performance of his/her duties, the Board will provide indemnification and a defense in accordance with N.J.S.A. 18A:16-6.
  - 2. Should any criminal action be instituted against any employee for any act or omission arising out of the performance of his/her duties, and should the action or proceeding be dismissed or result in a final disposition in favor of the employee, the Board will provide reimbursement in accordance with N.J.S.A. 18A:16-6.1.
  - 3. Any employee may, within the scope of his/her duties, use such force as is reasonable and necessary (a) to quell a disturbance, (b) to obtain possession of weapons or other dangerous objects, (c) for the purpose of self-defense, and (d) for the protection of persons and property. Such acts are not considered corporal punishment pursuant to N.J.S.A. 18A:6-1.
  - 4. As the statutes referenced above are modified by the legislature, the Agreement will be so modified.

- B. 1. A Student Discipline Committee consisting of two staff members appointed by the Superintendent and two staff members appointed by the Association may formulate the problem as it relates to student discipline and make recommendations to the Superintendent.
2. The Superintendent shall review the recommendations of the Committee and if in agreement, shall forward such recommendations to the Board of Education within sixty (60) days for policy consideration.
3. If the Board of Education adopts such policy, the necessary procedure to implement such policy shall be promulgated by the Superintendent and his/her staff as soon as possible.
- C. All suspensions and expulsions of students shall be in accordance with N.J.S.A. 18A, Rules and Regulations and the State Department and Commissioner of Education decisions. Recommendations from Principals to Superintendent and Superintendent to Board of Education shall be given serious weight.

### ARTICLE XXIII

#### INSURANCE PROTECTION

- A. Employees will contribute towards their health and prescription insurance premiums, as appropriate, consistent with the Tier IV contribution levels as set forth in Chapter 78. P.L. 2011 as of May 27, 2015 for the appropriate level of coverage up to family coverage of BCBS, Major Medical coverage insurance, Comprehensive Rider J365-30, C.O.B. children to 26 in household and prevailing fee. Full benefits will apply to domestic partners and civil union partners. Upon the one-year anniversary of employment teacher aides and transportation aides will receive full individual or full family coverage. Medical insurance coverage shall also include provision for optional second opinions on elective surgery. The Board of Education shall have the right to change insurance carriers provided the benefits provided will not be diminished by such a change. Before the Board of Education can exercise this right, the proposed new insurance program shall be submitted to the Association. If the Association rejects the proposed change on the grounds that the new insurance program results in

diminished benefits, then the matter shall be submitted directly to binding arbitration in accordance with the grievance procedure of this contract.

- B. The Board shall provide to each employee a description of the health-care insurance coverage provided under this Article no later than the beginning of the school year. Beginning as soon as possible after ratification, the following changes will be made to the health insurance program:
- (A) Traditional Plan:
    - 1. Change \$100/\$200 deductible to \$200/\$400
    - 2. Change in-patient hospital co-pay per admission to \$100
    - 3. Change catastrophic limit to \$5,000
  - (B) Direct Access:
    - 1. Change office visit co-pay from \$5 to \$10
    - 2. Change emergency room co-pay from \$25 to \$50
    - 3. Change out-of-network deductible from \$100 to \$200
    - 4. In-patient deductible remains \$200
- C. The Board will allow employees that retired from the District to remain part of the Group Plan, if such former employees pay the full cost of the premiums.
- D. Commencing on July 1, 2012 and continuing to June 30, 2015, the Board of Education during the term of this contract shall continue to furnish, a New Jersey Dental Insurance coverage; usual and customary dental plan containing the same benefits as previously provided without any cost consideration by the employee. These rates shall be fixed for the life of the Agreement pursuant to the rate guarantee provided by the carrier; therefore, no cost shall be incurred by the employees. Full benefits will apply to domestic partners and civil union partners. Any change of carrier shall result only through the mutual consent of the Board of Education and the Association.
- E. Where both wife and husband, domestic partners, or civil union partners are employed in the district, duplicate coverage on health and dental insurance shall not be provided; however, the Board of Education shall provide coordination of benefits coverage in those instances.
- F. Family coverage which also applies to domestic partners and civil union partners will be provided for vision/eye care as part of health care provided by the Board.

- G. An employee has the right to waive the insurance protection coverage provision and appropriate Section 125 Plan which will provide that upon any employee waiving insurance coverage, the premium savings will be split – 75% Board, 25% employee.
- H. All employees whose employment starts on or after July 1, 2008, shall only be eligible to receive the Direct Access health coverage plan for the first three calendar years of employment, at no premium cost to the employee. Upon employment for the fourth year, the employee shall have the option, at that time only, to choose the Traditional Plan, or, to continue in the Direct Access health coverage plan, and in either case, at no cost to the employee. Upon any eligible employee continuing to select the Direct Access health coverage plan, a one-time payment shall be made by the Board of Education to the employee in the amount of \$750.00. Further and thereafter, the employee shall not be permitted to re-enter the Traditional Plan. Upon any eligible employee in the Traditional Plan selecting to change from the Traditional Plan to the Direct Access, or selecting to continue in the Direct Access, a one-time payment shall be made by the Board of Education to the employee in the amount of \$750.00 at the option of the employee. Further and thereafter, the employee shall not be permitted to re-enter the Traditional Plan. Only those employees employed prior to July 1, 2008 may continue to choose between the current Traditional Plan and the Direct Access health coverage, and be eligible to elect to switch back and forth during open enrollment periods with no prohibitions, as long as the employee does not elect to accept the one-time payment of \$750.00. Upon the acceptance of the \$750.00, the employee shall not be permitted to re-enter the Traditional Plan.

#### ARTICLE XXIV

##### PROFESSIONAL RELATIONS COMMITTEE

- A. Professional Relations Committee shall be established which shall consist of the President of the Association plus nine (9) members which the Association President shall appoint, and the Superintendent and nine (9) members which the Superintendent shall appoint. This Committee may meet at mutually agreeable times once per month to discuss all matters of professional relations and teaching interests which are not covered by this Agreement. Topics which this Committee may

discuss include but are not limited to: teacher facilities, teacher administrative liaison, teaching techniques, curriculum, testing, etc.; determination of textbooks and the discussion of other materials and supplies, sabbatical leave policy and recruitment. Minutes of each meeting may be taken by a member of the Committee and transmitted to the Board of Education. Any jointly agreed upon recommendations will be transmitted by the Committee to the Board and the Board will give serious consideration to such recommendations.

- B. In addition, at each school a Professional Relations Subcommittee shall be established to consist of the Building Principal and such staff as he/she may wish to add, plus four (4) delegates designated by the Association. Individual school committees shall discuss any matter of professional interest pertaining only to that school and may make recommendations to the Superintendent and the District Professional Relations Committee where appropriate.

#### ARTICLE XXV

#### CONTINUITY OF OPERATION

- A. Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive Grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of this Agreement. The Association accordingly agrees, during the period of this Agreement, that it will not, nor will any person acting in its behalf, cause, authorize, or support, nor will any of its members take part in any strike, (i.e. the concerted failure to report for duty, or willful absence of any employee of the Freehold Regional High School District Board of Education from his/her position, or stoppage of work for abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment) for any purpose whatsoever.
1. The above is interpreted that: The Association may be held liable in damages for "wild-cat" strikes, unless the Association in writing immediately disavows the strike and notifies the strikers to return to work.



2. In the case of a strike the Board may apply for an injunction against the Association.
3. The Association agrees not to take part in “sanctions” against the Board.
4. The Association agrees that any strike is a breach of contract and that such removes all impediment from and permits the Board to dismiss or otherwise discipline employees taking part in that breach of contract.

## ARTICLE XXVI

### REPRESENTATION FEE

- A. Any employee upon being hired and does not become a member of the Association, said employee will be required to pay a Representation Fee to the Association. The purpose of this fee will be to offset the employees’ per capita cost of services rendered by the Association as majority representative.
- B. Prior to the beginning of each membership year the amount of said Representation Fee shall be certified to the Board by the Association, which amount shall not exceed eighty-five percent (85%) of the regular membership dues, fees and assessments charged by the Association to its own members.
- C. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct the representation fee in equal installments, as nearly as possible from the paycheck paid to each employee on the aforesaid list during the remainder of the membership year in question.
- D. The employer shall remit the amount deducted to the Association monthly, on or before the 15th of the month following the month in which such deductions were made.
- E. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the unit.
- F. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5 (c) and 5.6, and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain

such a system or if membership is not so available, the employer shall immediately cease making such deductions.

- G. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that shall arise out of, or by reason of any action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article. The Association shall intervene in, and defend, any administrative or court litigation concerning this provision. In any such litigation, the Board shall have no obligation to defend actions arising under this Article but, once compelled to do so, the Association shall reimburse the Board for all reasonable costs incurred in defending or participating in such litigation, provided, however, that this subsection does not apply to litigation concerning the Agreement to limit representation fees to after the first year of employment.

## ARTICLE XXVII

### MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes that part of the Board policy covered by its provisions for the term of said Agreement, and the Board shall carry out commitments contained herein and give them full force and affect as Board policy.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. Copies of this Agreement shall be printed with the expense shared equally between the Board of Education and the Freehold Regional High School Education Association with the printer mutually

agreed upon within a reasonable time after the Agreement is signed and presented to all employees now employed or hereafter employed by the Board.

- E. At any NJEA PRIDE sponsored event that takes place within the District, the Association will be permitted to collect any contact information that is voluntarily provided by parents/guardians. Any NJEA PRIDE sponsored event that is to take place on Board property or in a Board facility must receive prior approval of the Board through its usual Facilities Usage approval process. Any parent/guardian contact information that is collected by the Association at such events shall not be used for political or partisan purposes.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by Certified Mail, RRR, or registered letter at the following addresses:
  - 1. If by Association, to the Board of Education at:  
  
11 Pine Street  
Englishtown, New Jersey 07726
  - 2. If by Board to Association at:  
  
P.O. Box 662  
Freehold, New Jersey 07728

#### ARTICLE XXVIII

##### DEVELOPMENT AND IMPLEMENTATION OF REVISED SCHEDULE

- A. Development of Revised Schedule
  - 1. A Committee will be formed that will be equally comprised of members of the Board/Administration and members of the Association that will periodically meet to discuss and make recommendations regarding the implementation of the revision to the school schedule attached as Schedule 34. In particular the Committee will work to address specific issues/topics related to the implementation of the revised schedule that will be reduced to writing and signed by both the Association and the Board no later than July 31, 2015.

2. On or before June 1, 2016, the Committee will report out and provide its recommendations concerning the revised school schedule to the Association and the Board. In particular the Committee will address the agreed upon issues/topics.

i. If a majority of the Committee concludes that agreed upon issues/topics have been addressed satisfactorily, the Committee will recommend to the Association and the Board that the new schedule will be implemented commencing with the 2017-2018 school year.

(a). In such case, professional development for members of the Association will be provided by the Board during the 2016-2017 school year to assist in the implementation and preparation for the revised schedule.

ii. If a majority of the Committee concludes that agreed upon issues/topics have NOT been addressed satisfactorily, the Committee will recommend to the Association and the Board that the Committee's discussions continue during the 2016-2017 school year in order to address the unresolved issues/topics.

(a). In such case, professional development for members of the Association will be provided by the Board during the 2016-2017 and 2017-2018 school years to assist in the implementation and preparation for the revised schedule, which will be implemented commencing in the 2018-2019 school year.

3. Notwithstanding the foregoing, the revised schedule will be implemented by September 1, 2018.

**B. IMPLEMENTATION OF REVISED SCHEDULE**

1. The Parties agree that the following language for Article VIII (Employees Schedule and Duties) shall be the framework and boundaries for the revised schedule. The Parties agree that any changes that may need to be made to either existing provisions on the following proposed provisions or existing provisions in the Parties' Agreement in light of the recommendation of the Joint Committee will be by way of Sidebar Agreement. With that understanding, upon implementation of the revised schedule pursuant to Section A above:

i. Article VIII (Employees Schedule and Duties), Section “A,” Subsection “2” will provide that:

Teachers shall be required to report for duty at least fifteen (15) minutes before the opening of the pupils’ school day and be permitted to leave fourteen (14) minutes after the close of the pupils’ school day, except as designated under Section D of Article VIII. The total in-school work day shall be six (6) hours and thirty-six minutes, plus the additional twenty-nine (29) minutes (15 before opening and 14 minutes after closing) of unassigned time without additional compensation at the teacher’s pro-rata annual salary. The total time of the in-school work day, therefore, is 6 hours and 36 minutes plus 15 minutes before and 14 minutes after closing for a total of seven (7) hours and five (5) minutes.

ii. Article VIII (Employees Schedule and Duties), Section “B,” Subsection “1” will provide that:

The daily teaching load shall be up to five (5) teaching periods and up to one (1) duty period. Each class assigned to a teacher will have no more than one teaching lab period during the rotating schedule cycle. A teaching period is defined as an instructional session with students not to exceed sixty-two (62) minutes in duration. A teaching lab period is defined as an extended teaching period with students not to exceed ninety-six (96) minutes in duration that will occur a maximum of once per assigned class during each rotating schedule cycle. Teachers assigned to less than five (5) teaching periods may be assigned an additional duty period in place of the assigned teaching period. The assigned duty in lieu of the fifth teaching period shall be selected by the teacher from those available/

ii. Article VIII (Employees Schedule and Duties), Section “C,” Subsection “1” will provide that:

A teacher shall have a daily duty free lunch period of at least the same length as the students. A duty period is defined as a period in which a teacher can be assigned non-instructional responsibilities at the discretion of the Building Principal or his/her designee. An individual duty period shall not exceed ninety-five (95) minutes in any one day. Teachers shall not be assigned to more than six (6) duty periods during an eight (8) day rotating schedule cycle, or its proportional equivalent. During an eight (8) day rotating schedule cycle, the maximum amount of total minutes that a teacher will be assigned for duty shall not exceed two hundred and eighty (280) minutes, or its proportional equivalent. For purposes of this provision, the term “proportional equivalent” is defined as an instance in which the District elects to reduce the number of days in the rotating schedule cycle (i.e., going from eight (8) rotating schedule days to six (6) rotating schedule days, or going from eight (8) rotating schedule days to four (4) rotating schedule days).

ii. Article VIII (Employees Schedule and Duties), Section “E” will provide that:

Classroom teachers shall, in addition to their lunch periods, have at least one (1) daily preparation period, during which they shall not be assigned to any other duty. A preparation period is defined as a non-instructional period during the work day during which a teacher should engage in preparation for instructional class periods and professional responsibilities. Preparation periods will be provided to teachers during each day in the rotating schedule cycle. During an eight (8) day rotating schedule cycle, the minimum amount of total minutes that a teacher will receive for preparation periods shall be four hundred and twenty-two (422) minutes and the maximum amount of total minutes shall be four hundred and eighty-eight (488) minutes, or their respective proportional equivalents. For purposes of this provision, the term “proportional equivalent” is defined as an instance in which the District elects to reduce the number of days in the rotating schedule cycle (i.e., going from eight (8)

rotating schedule days to six (6) rotating schedule days, or going from eight (8) rotating schedule days to four (4) rotating schedule days)....

ARTICLE XXVIX


DURATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2015 and shall continue until June 30, 2020.

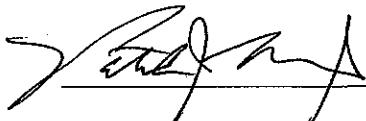
In Witness Whereof, the parties hereto have caused to be signed by their respective presidents and secretaries, all on the day and year first above written.

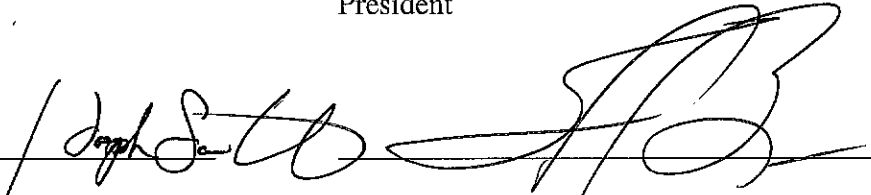
FREEHOLD REGIONAL HIGH  
SCHOOL EDUCATION ASSOCIATION

FREEHOLD REGIONAL HIGH SCHOOL  
DISTRICT BOARD OF EDUCATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Negotiation Chairperson

  
\_\_\_\_\_  
Secretary

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-1  
TEACHERS' SALARY GUIDE  
 2015-2016

<b>SALARY LEVEL</b>	<b>GUIDE 1 BA</b>	<b>GUIDE 2 BA+30</b>	<b>GUIDE 3 MA</b>	<b>GUIDE 4 MA+30</b>	<b>GUIDE 5 DOCTORATE</b>
1	60,875	63,875	65,875	68,875	70,875
2	61,025	64,025	66,025	69,025	71,025
3	61,175	64,175	66,175	69,175	71,175
4	61,325	64,325	66,325	69,325	71,325
5	63,325	66,325	68,325	71,325	73,325
6	65,325	68,325	70,325	73,325	75,325
7	67,325	70,325	72,325	75,325	77,325
8	69,325	72,325	74,325	77,325	79,325
9	71,325	74,325	76,325	79,325	81,325
10	73,325	76,325	78,325	81,325	83,325

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

In the above schedule, level should not be interpreted as years of experience within or without the District.



FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-2  
TEACHERS' SALARY GUIDE  
 2016-2017

<b>SALARY LEVEL</b>	<b>GUIDE 1 BA</b>	<b>GUIDE 2 BA+30</b>	<b>GUIDE 3 MA</b>	<b>GUIDE 4 MA+30</b>	<b>GUIDE 5 DOCTORATE</b>
1	61,625	64,625	66,625	69,625	71,625
2	61,775	64,775	66,775	69,775	71,775
3	61,925	64,925	66,925	69,925	71,925
4	62,075	65,075	67,075	70,075	72,075
5	64,075	67,075	69,075	72,075	74,075
6	66,075	69,075	71,075	74,075	76,075
7	68,075	71,075	73,075	76,075	78,075
8	70,075	73,075	75,075	78,075	80,075
9	72,075	75,075	77,075	80,075	82,075
10	74,075	77,075	79,075	82,075	84,075

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-3  
TEACHERS' SALARY GUIDE  
 2017-2018

<b>SALARY LEVEL</b>	<b>GUIDE 1 BA</b>	<b>GUIDE 2 BA+30</b>	<b>GUIDE 3 MA</b>	<b>GUIDE 4 MA+30</b>	<b>GUIDE 5 DOCTORATE</b>
1	62,397	65,397	67,397	70,397	72,397
2	62,547	65,547	67,547	70,547	72,547
3	62,697	65,697	67,697	70,697	72,697
4	62,847	65,847	67,847	70,847	72,847
5	64,847	67,847	69,847	72,847	74,847
6	66,847	69,847	71,847	74,847	76,847
7	68,847	71,847	73,847	76,847	78,847
8	70,847	73,847	75,847	78,847	80,847
9	72,847	75,847	77,847	80,847	82,847
10	74,847	77,847	79,847	82,847	84,847

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-4  
TEACHERS' SALARY GUIDE  
 2018-2019

<b>SALARY LEVEL</b>	<b>GUIDE 1 BA</b>	<b>GUIDE 2 BA+30</b>	<b>GUIDE 3 MA</b>	<b>GUIDE 4 MA+30</b>	<b>GUIDE 5 DOCTORATE</b>
1	64,000	67,000	69,000	72,000	74,000
2	64,400	67,400	69,400	72,400	74,400
3	64,800	67,800	69,800	72,800	74,800
4	65,200	68,200	70,200	73,200	75,200
5	65,590	68,590	70,590	73,590	75,590
6	67,590	70,590	72,590	75,590	77,590
7	69,590	72,590	74,590	77,590	79,590
8	71,590	74,590	76,590	79,590	81,590
9	73,590	76,590	78,590	81,590	83,590
10	75,590	78,590	80,590	83,590	85,590

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-5  
TEACHERS' SALARY GUIDE  
 2019-2020

<b>SALARY LEVEL</b>	<b>GUIDE 1 BA</b>	<b>GUIDE 2 BA+30</b>	<b>GUIDE 3 MA</b>	<b>GUIDE 4 MA+30</b>	<b>GUIDE 5 DOCTORATE</b>
1	67,050	70,050	72,050	75,050	77,050
2	67,250	70,250	72,250	75,250	77,250
3	67,500	70,500	72,500	75,500	77,500
4	67,750	70,750	72,750	75,750	77,750
5	68,000	71,000	73,000	76,000	78,000
6	68,415	71,415	73,415	76,415	78,415
7	70,415	73,415	75,415	78,415	80,415
8	72,415	75,415	77,415	80,415	82,415
9	74,415	77,415	79,415	82,415	84,415
10	76,415	79,415	81,415	84,415	86,415

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-6  
SCHOOL COMMUNITY AND LIAISON OFFICERS  
2015-2016

<b>SALARY LEVEL</b>	<b>GUIDE</b>
1	36,005
2	36,505
3	37,005
4	37,505
5	38,005
6	38,505
7	39,005
8	39,505
9	40,005
10	40,505

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All School Community and Liaison Officers hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-7  
SCHOOL COMMUNITY AND LIAISON OFFICERS  
2016-2017

<b>SALARY LEVEL</b>	<b>GUIDE</b>
1	36,125
2	36,625
3	37,125
4	37,625
5	38,125
6	38,625
7	39,125
8	39,625
9	40,125
10	40,625

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All School Community and Liaison Officers hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-8  
SCHOOL COMMUNITY AND LIAISON OFFICERS  
2017-2018

<b>SALARY LEVEL</b>	<b>GUIDE</b>
1	36,305
2	36,805
3	37,305
4	37,805
5	38,305
6	38,805
7	39,305
8	39,805
9	40,305
10	40,805

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All School Community and Liaison Officers hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-9  
SCHOOL COMMUNITY AND LIAISON OFFICERS  
2018-2019

<b>SALARY LEVEL</b>	<b>GUIDE</b>
1	36,425
2	36,925
3	37,425
4	37,925
5	38,425
6	38,925
7	39,425
8	39,925
9	40,425
10	40,925

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All School Community and Liaison Officers hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.



FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-10  
SCHOOL COMMUNITY AND LIAISON OFFICERS  
2019-2020

<b>SALARY LEVEL</b>	<b>GUIDE</b>
1	36,545
2	37,045
3	37,545
4	38,045
5	38,545
6	39,045
7	39,545
8	40,045
9	40,545
10	41,045

The following additional amounts will be awarded after the completion of years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$ 5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All School Community and Liaison Officers hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-11  
SECRETARIAL SALARY GUIDE – 12 MONTHS  
2015-2016

SALARY LEVEL	A	B	C
1	42,265	43,940	45,615
2	43,065	44,740	46,415
3	43,865	45,540	47,215
4	44,665	46,340	48,015
5	45,465	47,140	48,815
6	46,265	47,940	49,615
7	47,065	48,740	50,415
8	47,865	49,540	51,215
9	48,665	50,340	52,015
10	49,465	51,140	52,815

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-12  
SECRETARIAL SALARY GUIDE – 12 MONTHS  
2016-2017

SALARY LEVEL	A	B	C
1	42,985	44,660	46,335
2	43,485	45,160	46,835
3	43,985	45,660	47,335
4	44,785	46,460	48,135
5	45,585	47,260	48,935
6	46,385	48,060	49,735
7	47,185	48,860	50,535
8	47,985	49,660	51,335
9	48,785	50,460	52,135
10	49,585	51,260	52,935

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-13  
SECRETARIAL SALARY GUIDE – 12 MONTHS  
2017-2018

SALARY LEVEL	A	B	C
1	43,785	45,460	47,135
2	44,285	45,960	47,635
3	44,785	46,460	48,135
4	45,285	46,960	48,635
5	46,085	47,760	49,435
6	46,885	48,560	50,235
7	47,685	49,360	51,035
8	48,485	50,160	51,835
9	49,285	50,960	52,635
10	50,085	51,760	53,435

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-14  
SECRETARIAL SALARY GUIDE – 12 MONTHS  
2018-2019

SALARY LEVEL	A	B	C
1	44,590	46,265	47,940
2	45,090	46,765	48,440
3	45,590	47,265	48,940
4	46,090	47,765	49,440
5	46,550	48,225	49,900
6	47,350	49,025	50,700
7	48,150	49,825	51,500
8	48,950	50,625	52,300
9	49,750	51,425	53,100
10	50,550	52,225	53,900

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-15  
SECRETARIAL SALARY GUIDE – 12 MONTHS  
2019-2020

SALARY LEVEL	A	B	C
1	45,505	47,180	48,855
2	45,905	47,580	49,255
3	46,405	48,080	49,755
4	46,905	48,580	50,255
5	47,405	49,080	50,755
6	47,750	49,425	51,100
7	48,550	50,225	51,900
8	49,350	51,025	52,700
9	50,150	51,825	53,500
10	50,950	52,625	54,300

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-16  
SECRETARIAL SALARY GUIDE – 10 MONTHS  
2015-2016

LEVEL	SALARY
1	35,221
2	35,888
3	36,554
4	37,221
5	37,888
6	38,554
7	39,221
8	39,888
9	40,554
10	41,221

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-17  
SECRETARIAL SALARY GUIDE – 10 MONTHS  
2016-2017

LEVEL	SALARY
1	35,821
2	36,238
3	36,654
4	37,321
5	37,988
6	38,654
7	39,321
8	39,988
9	40,654
10	41,321

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.



FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-18  
SECRETARIAL SALARY GUIDE – 10 MONTHS  
2017-2018

LEVEL	SALARY
1	36,488
2	36,904
3	37,321
4	37,738
5	38,404
6	39,071
7	39,738
8	40,404
9	41,071
10	41,738

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-19  
SECRETARIAL SALARY GUIDE – 10 MONTHS  
2018-2019

LEVEL	SALARY
1	37,158
2	37,575
3	37,992
4	38,408
5	38,792
6	39,458
7	40,125
8	40,792
9	41,458
10	42,125

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-20  
SECRETARIAL SALARY GUIDE – 10 MONTHS  
2019-2020

LEVEL	SALARY
1	37,921
2	38,254
3	38,671
4	39,088
5	39,504
6	39,792
7	40,458
8	41,125
9	41,792
10	42,458

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Secretaries hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-21  
PARAPROFESSIONAL-TEACHER  
2015-2016 Through 2019-2020

SALARY LEVEL	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
4	30,277	30,327	30,655	30,683	30,711
5	33,592	33,647	34,010	34,041	34,072
6	40,105	40,171	40,605	40,642	40,679

- ❖ Guide 4 – minimum state requirement
- ❖ Guide 5 – Associates Degree or 60 college credits
- ❖ Guide 6 – Bachelors + (with grandfather clause)

**All paraprofessional-teachers will work the regular school day.**

In the above schedule, level should not be interpreted as years of experience within or without the District.

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Paraprofessional-Teachers hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-22  
BRaille TRANSCRIBER/PARAPROFESSIONAL  
2015-2016 Through 2019-2020

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>SALARY</b>	51,909	53,207	54,537	55,900	57,298

The position of “Braille Transcriber/Paraprofessional” is a Twelve (12) month full time position, and as such, any employee that is employed as a “Braille Transcriber/Paraprofessional” shall be required to work the regular school day and the in-school work year for employees employed on a twelve (12) month basis as set forth in Article VII, as well as the Extended School Year. Any employee that serves as a Braille Transcriber/Paraprofessional shall not be eligible and will not receive a stipend for work performed during the Extended School Year. Any employee that serves as a Braille Transcriber/Paraprofessional will annually receive twelve (12) sick days and three (3) personal days, and shall not be eligible for, and will not receive any vacation days.

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Braille Transcriber/Paraprofessionals hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-23  
PARAPROFESSIONAL -- TRANSPORTATION  
2015-2016 Through 2019-2020

<b>SALARY LEVEL</b>	<b>PER HOUR 2015-2016</b>	<b>PER HOUR 2016-2017</b>	<b>PER HOUR 2017-2018</b>	<b>PER HOUR 2018-2019</b>	<b>PER HOUR 2019-2020</b>
1	15.41	15.46	15.57	15.62	15.67
2	15.86	15.91	16.02	16.07	16.12

In the above schedule, level should not be interpreted as years of experience within or without the District.

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Paraprofessionals-Transportation hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-24  
COMPUTER TECHNICIANS  
2015-2016

<b>SALARY LEVEL</b>	<b>CERTIFICATION</b>	<b>BACHELORS</b>
1	45,430	46,430
2	46,430	47,430
3	47,430	48,430
4	48,430	49,430
5	49,430	50,430
6	50,430	51,430
7	51,430	52,430
8	52,430	53,430
9	53,430	54,430
10	55,825	56,825

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Computer Technicians hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-25  
COMPUTER TECHNICIANS  
2016-2017

<b>SALARY LEVEL</b>	<b>CERTIFICATION</b>	<b>BACHELORS</b>
1	45,430	46,430
2	46,430	47,430
3	47,430	48,430
4	48,430	49,430
5	49,430	50,430
6	50,430	51,430
7	51,430	52,430
8	52,430	53,430
9	53,430	54,430
10	55,825	56,825

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Computer Technicians hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.



FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-26  
COMPUTER TECHNICIANS  
2017-2018

SALARY LEVEL	CERTIFICATION	BACHELORS
1	49,030	50,030
2	49,330	50,330
3	49,630	50,630
4	49,930	50,930
5	50,230	51,230
6	51,430	52,430
7	52,630	53,630
8	53,830	54,830
9	55,030	56,030
10	55,945	56,945

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Computer Technicians hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-27  
COMPUTER TECHNICIANS  
2018-2019

<b>SALARY LEVEL</b>	<b>CERTIFICATION</b>	<b>BACHELORS</b>
1	50,585	51,585
2	50,885	51,885
3	51,185	52,185
4	51,485	52,485
5	51,785	52,785
6	52,085	53,085
7	53,085	54,085
8	54,085	55,085
9	55,085	56,085
10	56,085	57,085

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Computer Technicians hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-28  
COMPUTER TECHNICIANS  
2019-2020

<b>SALARY LEVEL</b>	<b>CERTIFICATION</b>	<b>BACHELORS</b>
1	51,500	52,500
2	51,750	52,750
3	52,000	53,000
4	52,300	53,300
5	52,600	53,600
6	52,900	53,900
7	53,200	54,200
8	54,200	55,200
9	55,200	56,200
10	56,200	57,200

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Computer Technicians hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 SCHEDULE A-29  
COMPUTER ASSISTANT SALARY GUIDE  
2015-2016 Through 2019-2020

<b>LEVEL</b>	<b>SALARY</b>
1	32,750
2	33,750
3	34,290
4	35,865
5	37,440
6	39,015
7	40,590
8	42,165
9	42,965
10	43,765

The following additional amounts will be awarded after the completion years in District indicated.

<u>YEARS</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Five (5)	\$5,000	\$5,000
Ten (10)	5,000	10,000
Fifteen (15)	5,000	15,000
Twenty (20)	5,000	20,000
Twenty-five (25)	4,000	24,000
Thirty (30)	4,000	28,000

All Computer Assistants hired on or after July 1, 2015 shall be eligible to only receive fifty percent (50%) of the longevity amounts noted above after the completion of years in the District.

In the above schedule, level should not be interpreted as years of experience within or without the District.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
CO-CURRICULAR HONORARIA  
SCHEDULE A-30  
2015-2016

	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
<b><u>GOVERNMENT</u></b>			
Student Council	3,439	3,545	3,651
Senior Class	3,071	3,177	3,283
Junior Class	2,762	2,868	2,974
Sophomore Class	2,375	2,481	2,587
Freshman Class	2,375	2,481	2,587
<b><u>PUBLICATIONS</u></b>			
Yearbook	4,879	4,985	5,091
Newspaper	3,439	3,545	3,651
Literary Magazine	3,104	3,210	3,316
<b><u>FINE ARTS</u></b>			
Music Director	7,088	7,194	7,300
Asst. Music/Vocal Director	4,522	4,628	4,734
Vocal Director	4,522	4,628	4,734
Drama Director	4,971	5,077	5,183
Technical Director	3,832	3,938	4,044
Choreographer	2,662	2,768	2,874
Forensics	3,498	3,604	3,710
<b><u>AUXILIARY ACTIVITIES</u></b>			
Cheerleaders-Varsity	5,005	5,111	5,217
Cheerleaders - Jr. Varsity	4,586	4,692	4,798
Majorettes & Color Guard	3,665	3,771	3,877
Drill Team & Flag Twirlers	3,665	3,771	3,877
Winterguard	3,665	3,771	3,877
<b><u>OTHER</u></b>			
Chess Team	2,878	2,984	3,090
Computer Science League	2,511	2,617	2,723
DECA-Distributive Ed. Club of America	2,793	2,899	3,005
FFA-Future Farmers of America	2,418	2,524	2,630
JSA - Jr. Statesman	2,511	2,617	2,723
Math League	2,511	2,617	2,723
Science League	2,511	2,617	2,723
Future Nurses (Health Careers)	2,418	2,524	2,630
National Honor Society	2,662	2,768	2,874
TSA-Tech. Student Assoc	2,511	2,617	2,723
<b><u>TEACHER COORDINATORS</u></b>			
Distributive Education	2,793	2,899	3,005
Cooperative Office	2,793	2,899	3,005
Home Economics Coop. Educ.	2,793	2,899	3,005
Industrial Arts Coop. Educ.	2,793	2,899	3,005
Special Education Job Coach	2,793	2,899	3,005
Special Education Co-Curricular Coach	2,793	2,899	3,005
Child Study Team Leader	4,050	4,156	4,262

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
CO-CURRICULAR HONORARIA  
SCHEDULE A-31  
2016-2017

	<b>Step 3</b>	<b>Step 4</b>
<b><u>GOVERNMENT</u></b>		
Student Council	3,692	3,798
Senior Class	3,310	3,416
Junior Class	2,988	3,094
Sophomore Class	2,586	2,692
Freshman Class	2,586	2,692
<b><u>PUBLICATIONS</u></b>		
Yearbook	5,190	5,296
Newspaper	3,692	3,798
Literary Magazine	3,344	3,450
<b><u>FINE ARTS</u></b>		
Music Director	7,644	7,750
Asst. Music/Vocal Director	4,818	4,924
Vocal Director	4,818	4,924
Drama Director	5,286	5,392
Technical Director	4,100	4,206
Choreographer	2,883	2,989
Forensics	3,753	3,859
<b><u>AUXILIARY ACTIVITIES</u></b>		
Cheerleaders-Varsity	5,321	5,427
Cheerleaders - Jr. Varsity	4,885	4,991
Majorettes & Color Guard	3,927	4,033
Drill Team & Flag Twirlers	3,927	4,033
Winterguard	3,927	4,033
<b><u>OTHER</u></b>		
Chess Team	3,108	3,214
Computer Science League	2,727	2,833
DECA-Distributive Ed. Club of America	3,021	3,127
FFA-Future Farmers of America	2,629	2,735
JSA - Jr. Statesman	2,727	2,833
Math League	2,727	2,833
Science League	2,727	2,833
Future Nurses (Health Careers)	2,629	2,735
National Honor Society	2,883	2,989
TSA-Tech. Student Assoc	2,727	2,833
<b><u>TEACHER COORDINATORS</u></b>		
Distributive Education	3,021	3,127
Cooperative Office	3,021	3,127
Home Economics Coop. Educ.	3,021	3,127
Industrial Arts Coop. Educ.	3,021	3,127
Special Education Job Coach	3,021	3,127
Special Education Co-Curricular Coach	3,021	3,127
Child Study Team Leader	4,328	4,434

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
CO-CURRICULAR HONORARIA  
SCHEDULE A-32  
2017-2018 Through 2019-2020

	<b>Step 4</b>
<b><u>GOVERNMENT</u></b>	
Student Council	3,875
Senior Class	3,485
Junior Class	3,156
Sophomore Class	2,746
Freshman Class	2,746
<b><u>PUBLICATIONS</u></b>	
Yearbook	5,403
Newspaper	3,875
Literary Magazine	3,519
<b><u>FINE ARTS</u></b>	
Music Director	8,000
Asst. Music/Vocal Director	5,024
Vocal Director	5,024
Drama Director	5,501
Technical Director	4,291
Choreographer	3,050
Forensics	3,937
<b><u>AUXILIARY ACTIVITIES</u></b>	
Cheerleaders-Varsity	5,537
Cheerleaders - Jr. Varsity	5,092
Majorettes & Color Guard	4,114
Drill Team & Flag Twirlers	4,114
Winterguard	4,114
<b><u>OTHER</u></b>	
Chess Team	3,279
Computer Science League	2,890
DECA-Distributive Ed. Club of America	3,190
FFA-Future Farmers of America	2,791
JSA - Jr. Statesman	2,890
Math League	2,890
Science League	2,890
Future Nurses (Health Careers)	2,791
National Honor Society	3,050
TSA-Tech. Student Assoc	2,890
<b><u>TEACHER COORDINATORS</u></b>	
Distributive Education	3,190
Cooperative Office	3,190
Home Economics Coop. Educ.	3,190
Industrial Arts Coop. Educ.	3,190
Special Education Job Coach	3,190
Special Education Co-Curricular Coach	3,190
Child Study Team Leader	4,523

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 INTERSCHOLASTIC ATHLETIC HONORARIA  
 SCHEDULE A-33  
SALARY GUIDE  
 2015-2016

<b>Sport</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Baseball(B)/Softball(G)-Head	6,939	7,050	7,421
Baseball(B)/Softball(G)-Asst.	5,898	5,993	6,308
Basketball – (B&G)-Head	7,669	7,792	8,202
Basketball – (B&G)-Asst	6,135	6,234	6,562
Bowling – (B&G)-Head	5,593	5,683	5,982
Bowling – (B&G)-Asst.	4,810	4,910	5,145
Cross Country – (B&G)-Head	6,020	6,117	6,439
Cross Country – (B&G)-Asst.	5,177	5,285	5,538
Field Hockey – (G)-Head	6,939	7,050	7,421
Field Hockey – (G)-Asst.	5,898	5,993	6,308
Football – (B)-Head	7,839	7,965	8,384
Football – (B)-Asst.	6,271	6,372	6,707
Golf (B&G)	5,592	5,682	5,981
Gymnastics – (G)-Head	6,939	7,050	7,421
Gymnastics – (G)-Asst.	5,898	5,993	6,308
Lacrosse – (B&G)-Head	6,939	7,050	7,421
Lacrosse – (B&G)-Asst.	5,898	5,993	6,308
Soccer – (B&G)-Head	6,939	7,050	7,421
Soccer – (B&G)-Asst.	5,989	5,993	6,308
Swimming Team – (B&G)-Head	6,939	7,050	7,421
Swimming Team – (B&G)-Asst.	5,898	5,993	6,308
Tennis (B&G)	5,592	5,682	5,981
Track, Spring – (B&G)-Head	6,939	7,050	7,421
Track, Spring – (B&G)-Asst.	5,898	5,993	6,308
Track, Winter – (B&G)-Head	6,739	6,847	7,207
Track, Winter – (B&G)-Asst.	5,728	5,820	6,126
Volleyball – Head	6,939	7,050	7,421
Volleyball – Asst.	5,898	5,993	6,308
Wrestling – (B)-Head	7,669	7,792	8,202
Wrestling – (B)-Asst.	6,135	6,234	6,562
Equipment Manager	6,243	6,349	6,455
Financial Manager	5,103	5,209	5,315
Weight Room Attendant (Per Season)	1,786	1,892	1,998



FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 INTERSCHOLASTIC ATHLETIC HONORARIA  
 SCHEDULE A-34  
SALARY GUIDE  
 2016-2017

<b>Sport</b>	<b>Step 3</b>	<b>Step 4</b>
Baseball(B)/Softball(G)-Head	7,430	7,821
Baseball(B)/Softball(G)-Asst.	5,944	6,648
Basketball – (B&G)-Head	7,982	8,402
Basketball – (B&G)-Asst	6,386	6,722
Bowling – (B&G)-Head	5,944	6,257
Bowling – (B&G)-Asst.	4,934	5,193
Cross Country – (B&G)-Head	6,378	6,714
Cross Country – (B&G)-Asst.	5,294	5,573
Field Hockey – (G)-Head	7,430	7,821
Field Hockey – (G)-Asst.	5,944	6,648
Football – (B)-Head	8,155	8,584
Football – (B)-Asst.	6,524	6,867
Golf (B&G)	5,943	6,256
Gymnastics – (G)-Head	7,430	7,821
Gymnastics – (G)-Asst.	5,944	6,648
Lacrosse – (B&G)-Head	7,430	7,821
Lacrosse – (B&G)-Asst.	5,944	6,648
Soccer – (B&G)-Head	7,430	7,821
Soccer – (B&G)-Asst.	5,944	6,648
Swimming Team – (B&G)-Head	7,430	7,821
Swimming Team – (B&G)-Asst.	5,944	6,648
Tennis (B&G)	5,943	6,256
Track, Spring – (B&G)-Head	7,430	7,821
Track, Spring – (B&G)-Asst.	5,944	6,648
Track, Winter – (B&G)-Head	7,227	7,607
Track, Winter – (B&G)-Asst.	5,782	6,466
Volleyball – Head	7,430	7,821
Volleyball – Asst.	5,944	6,648
Wrestling – (B)-Head	7,982	8,402
Wrestling – (B)-Asst.	6,386	6,722
Equipment Manager	6,349	6,455
Financial Manager	5,209	5,315
Weight Room Attendant (Per Season)	1,892	1,998

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
 INTERSCHOLASTIC ATHLETIC HONORARIA  
 SCHEDULE A-35  
SALARY GUIDE  
 2017-2018 Through 2019-2020

<b>Sport</b>	<b>Step 4</b>
Baseball(B)/Softball(G)-Head	8,321
Baseball(B)/Softball(G)-Asst.	6,657
Basketball – (B&G)-Head	8,402
Basketball – (B&G)-Asst	6,722
Bowling – (B&G)-Head	6,582
Bowling – (B&G)-Asst.	5,266
Cross Country – (B&G)-Head	7,039
Cross Country – (B&G)-Asst.	5,631
Field Hockey – (G)-Head	8,321
Field Hockey – (G)-Asst.	6,657
Football – (B)-Head	8,734
Football – (B)-Asst.	6,867
Golf (B&G)	6,581
Gymnastics – (G)-Head	8,321
Gymnastics – (G)-Asst.	6,657
Lacrosse – (B&G)-Head	8,321
Lacrosse – (B&G)-Asst.	6,657
Soccer – (B&G)-Head	8,321
Soccer – (B&G)-Asst.	6,657
Swimming Team – (B&G)-Head	8,321
Swimming Team – (B&G)-Asst.	6,657
Tennis (B&G)	6,581
Track, Spring – (B&G)-Head	8,321
Track, Spring – (B&G)-Asst.	6,657
Track, Winter – (B&G)-Head	8,107
Track, Winter – (B&G)-Asst.	6,486
Volleyball – Head	8,321
Volleyball – Asst.	6,657
Wrestling – (B)-Head	8,402
Wrestling – (B)-Asst.	6,722
Equipment Manager	6,455
Financial Manager	5,315
Weight Room Attendant (Per Season)	1,998

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT

SCHEDULE A-36

LONG-TERM SUBSTITUTE TEACHER SALARY

- A. Substitutes with B.A. degree or higher and certified in the appropriate academic area employed for a period of one month or longer for regular teachers on extended illness will be paid a per diem rate of the first step on the B.A. approved salary scale.
- B. Substitutes with a B.A. degree or higher and certified in the appropriate academic area, employed for regular teachers on extended leaves of absence for a period of one year approved by the Board of Education, will be paid the rate equal to the first step of the B.A. approved salary scale with fringe benefits granted to full-time teachers.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT

SCHEDULE A-37

EXTRA-INSTRUCTIONAL STIPENDS

2015-2016 Through 2019-2020

<u>ACTIVITY</u>	<u>COMPENSATION</u>
<u>Raise Academy Stipend</u>	<u>\$50.00 per hour</u>
<u>Summer School: 3 week/60 hour course</u>	<u>\$50.00 per hour (\$3,000 Stipend)</u>
<u>Summer School: 3 week/60 hour course</u>	<u>\$50.00 per hour (\$6,000 Stipend)</u>
<u>Paraprofessional Extended School Year Program</u>	<u>\$2,750 Stipend</u>
<u>Nurses Summer Work</u>	<u>\$50.00 per hour</u>
<u>Child Study Team Summer Work</u>	<u>\$50.00 per hour</u>
<u>Curriculum Workshop</u>	<u>\$50.00 per hour</u>
<u>Supplemental Instruction</u>	<u>\$32.97 per hour</u>

HOME INSTRUCTION AND ADULT SCHOOL

The Board of Education shall have the discretion, during the life of this agreement to increase the hourly rates for home instruction and adult school (including accredited evening high school) as it may deem proper. In the event that the Board directs increases in those hourly rates, the Association shall be given notice of the action.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT

SCHEDULE A-38

INTERPRETERS

The interpreters salary will remain at the lowest step, Guide 1, B.A. of the teachers' salary guide.

Interpreters that are certified will move in conjunction with salary guide.

FREEHOLD REGIONAL HIGH SCHOOL DISTRICT  
SCHEDULE A-39

COMPARISON OF CURRENT AND PROPOSED SCHEDULES

<u>Daily Experience for Teachers</u>	<u>Current</u>	<u>Proposed Rotating Schedule Cycle</u>	<u>Impact on Daily Experience for Teachers</u>
<b>Reporting Time</b>	15 min prior to start of pupil day	15 min prior to start of pupil day	<b>no change</b>
<b>End Time</b>	15 min after end of pupil day	14 minutes after end of pupil day	1 minute less unassigned time after school (except on faculty/dept. meeting days)
<b>Total In-School Work Day</b>	7 hours 5 minutes	7 hours 5 minutes	<b>no change</b>
<b>Total In-School Work Day Assigned Time</b>	6 hours 35 min	6 hours 36 minutes	1 minute <b>more</b> student contact time
<b>Teaching Load</b>	5 classes daily	Up to 5 classes daily	Varied number of classes (3 or 4)
<b>Length of each period</b>	47 minutes	Not to exceed 62 minutes (Labs for all classes not to exceed 96 minutes- Labs once per rotating schedule cycle per section or teaching period)	<b>Increased</b> instructional blocks of time with students
<b>Duty Period</b>	47 minutes every day	Max of 6 duty periods out of 8 day cycle (or its proportional equivalent). Max number of duty minutes 280 over cycle - <b>Average daily duty time of 35 minutes</b>	<b>Decreased</b> time on duty overall Some days no duty at all
<b>Preparation Period</b>	47 minutes every day	<b>Average daily prep time of at least 52 minutes</b> (could be higher some days, lower others)	<b>Increase</b> of average daily prep time
<b>Lunch period</b>	28 minutes	28 minutes	<b>No change</b>

SIDE LETTER AGREEMENT  
TO THE COLLECTIVE BARGAINING AGREEMENT  
DATED JULY 1, 2012 - JUNE 30, 2015

The parties have agreed to this Side Letter Agreement respecting the Collective Bargaining Agreement between the Freehold Regional High School District ("the Board") and the Freehold Regional Education Association ("the Association") for the term July 1, 2012 through June 30, 2015 and where, as indicated, for future negotiations:

1. For future negotiations the parties agree to count in the calculation of new money the cost of movement of bargaining unit employees into steps of the longevity<sup>1</sup> schedule.

2. The term "Additional Amounts" appearing in the successor Collective Bargaining Agreement 2012-2015 replaces the term "Longevity" found in the expired Collective Bargaining Agreement 2009-2012. This replacement represents a change in nomenclature, for clerical guide purposes, but is not intended to nor does it represent any substantive change to way in which the "Longevity" was previously utilized or applied in determining the total pensionable salary of each employee.

To be more specific, in the expired CBA (2009-2012), an employee's salary was derived from a combination of the monies determined by adding the correct amount from the appropriate step and column on the salary guide PLUS the correct amount (based on number of years employed in the district) from the Longevity table. This combination of monies represented the salary for employment for any and all employees covered by this bargaining agreement in a particular year. This entire amount, derived from the combination of these monies, was pensionable, and, as such, subject to the appropriate deductions transmitted to the appropriate New Jersey State-administered retirement system as governed by state law, namely, either the Teachers' Pension and Annuity Fund (TPAF) or the Public Employees' Retirement System (PERS), depending on an employee's position of employment.

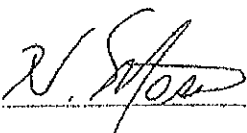
An employee's pensionable salary for a given year will continue to be calculated in the same manner in the successor Collective Bargaining Agreement 2012-2015, by adding the appropriate amount from the salary guide to the appropriate amount from the Additional Amounts table, which replaces the Longevity table from the 2009-2012 CBA. This combination of monies represents an employee's pensionable salary in a given year, and subject to the appropriate deductions transmitted to the appropriate New Jersey state retirement fund.

In the event the term "Additional Amounts" results in any diminution of benefits, said terminology will revert back to "Longevity," and not "Additional Amounts."

3. The reduction in district-wide departmental meetings from 3 per year to 2 per year, as reflected in the language change to Article VIII, Section D(4), does not alter the past practice of counting those meetings in the total of required meetings.

Freehold Regional High School  
District Board of Education

Freehold Regional  
Education Association



<sup>1</sup> In the salary guide, the term "longevity" has been replaced by the term "additional amounts."  
(00595061; 2)