

TABLE OF CONTENTS

Article I	Recognition	1
Article II	Negotiations Procedure	2
Article III	Grievance Procedure	3
Article IV	Leaves of Absence with Pay	6
Article V	Extended Leaves of Absence	8
Article VI	Insurance Protection	9
Article VII	Reimbursement for Unused Sick Days	10
Article VIII	Association Privileges	11
Article IX	Union Security Clause	12
Article X	Protection of Employees	13
Article XI	Employee Rights and Responsibilities	14
Article XII	Books, Other Instructional Materials & Supplies	15
Article XIII	Seniority	16
Article XIV	Personal and Academic Freedom	17
Article XV	Nonprofessional Duties	18
Article XVI	Personnel Files	19
Article XVII	Home Teaching and Summer Education	20
Article XVIII	Maintenance of Classroom Control & Discipline	21
Article XIX	Transfers and Reassignments	22
Article XX	Professional Staff Employment	23
Article XXI	Support Staff Employment	24
Article XXII	Teacher Facilities	25
Article XXIII	Professional Development & Educational Improvement	27
Article XXIV	Teacher Work Year/School Calendar	31

Article XXV	Hours and Work Load32
Article XXVI	Evaluation34
Article XXVII	Superintendent's Council36
Article XXVIII	Secretarial Personnel37
Article XXIX	Technicians40
Article XXX	Educational Support Personnel Work Year/Work Day43
Article XXXI	Salaries44
Article XXXII	Salary Schedules47
Article XXXIII	Duration of Agreement56



ARTICLE I

RECOGNITION

The Board of Education for the Vocational School District of Hunterdon County, also known as the Hunterdon County Polytech Board of Education, hereby recognizes the Hunterdon Polytech Education Association as the exclusive representative for the purpose of negotiations under Chapter 123, New Jersey Public Laws of 1974, for all teachers, secretaries, educational support personnel, school nurse(s) and technician(s). Excluded are elected officials, members of boards and commissions, managerial executives, supervisory personnel, confidential employees, and all other employees.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The Board and the Association agree to enter into good faith collective negotiations over a successor agreement in accordance with chapter 123, New Jersey Public Laws of 1974, to reach agreement on the terms and conditions of personnel employment within the spirit of the law. Such negotiation shall begin at a mutually agreed time, or if no agreement is reached, not later than the date established by the New Jersey Public Employment Relations Commission (PERC). Any agreement so negotiated and ratified by the Board and the Association shall apply to all personnel represented by this agreement.
- B. The base wage will be calculated using the employed staffs salary base as of November 30th of the last year of the existing contract divided by the full time equivalent people.
- C. Written copies of the Agreement shall be produced and, after ratification by the parties, shall be signed by duly designated representatives of the Board and of the Association.
- D. The contractual parties mutually pledge that their representatives shall be clothed with authority to make proposals, consider proposals, and make counter proposals in the course of negotiations, subject to ratification by the Board of Education and the Association in order to enter binding agreements.
- E. This agreement shall not be modified in whole or in part except upon written agreement duly executed by both parties and thereafter made a part hereof.

ARTICLE III

GRIEVANCE PROCEDURE

A. Purpose

1. The purpose of this procedure is to secure, at the lowest level possible, solutions to the problems which may arise affecting the terms and conditions of employment. Such solutions shall in no way alter, modify or otherwise change the terms and conditions of this agreement. Both parties agree that these proceedings will be kept confidential at every level of the procedure; however, such confidentiality shall not preclude either the Board or the Association from discussing the matter among its respective membership.
2. Nothing herein contained shall be construed as limiting the right of any person having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without the intervention of the association. Such adjustment shall be consistent with the terms of this agreement, and the Association shall have the opportunity to be present and to state its view at the time such adjustment is made.

B. Definitions

1. A grievance is a claim by an employee or the Association that there has been a violation, misinterpretation or inequitable application of Board policy or this agreement, or a common past practice beginning from July 1, 1997, or an administrative decision affecting terms and conditions of employment.
2. An "aggrieved person" is the person or persons making such complaint.
3. A "day" for the purpose of this article shall be any teacher work day, Monday through Friday, on which the district administrative offices are open.

C. Procedures

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be the maximum, and every effort should be made to expedite the process.

All grievances, moving beyond Level One, shall be in writing, specifying the following information:

a summary of the nature of the grievance and the parties involved;

contract article(s), Board policy(ies), past practice(s), or administrative decision(s) allegedly being misinterpreted, misapplied, or violated;

remedy being sought; and

reason(s) for dissatisfaction with decision at previous level.

D. Grievance Steps

Level One - a member with a grievance should first discuss it with his/her Principal with the objective of resolving the matter informally. Resolution of a grievance at this level shall not be inconsistent with the negotiated agreement. This discussion shall occur within ten (10) working days from when the grievant learned of the incident giving rise to the grievance.

Level Two - An employee's problem or complaint, after having been discussed with his/her Principal and/or with any other person involved, shall be submitted in writing to the Superintendent within twenty (20) work days of the event. A decision must be returned within ten (10) work days. In the event of an unfavorable decision or no decision, the grievance may be advanced to Level Three.

Level Three - Within ten (10) work days of receipt of unfavorable action by the Superintendent, or in the case of no action, the Association may request a hearing before the Board of Education. The Board, or a committee of the Board, shall have the option to schedule a hearing. The employee must be notified within ten (10) workdays whether or not the Board will hear the grievance. If the Board decides to hear the grievance, the Board shall schedule a hearing within thirty (30) days of receiving the request. The Board shall render a decision within ten (10) work days of the hearing.

Level Four -

Within ten (10) work days of the receipt of an unfavorable decision or no decision within the time lines established in Level Three, the Association may notify the Board of its decision to submit the issue to arbitration.

- b. The arbitrator shall be mutually selected using the procedures established by the Public Employment Relations Commission.
- c. The arbitrator's decision shall be in writing and shall set forth the facts upon which the decision is based. Such decisions shall in no way alter, modify or otherwise change the terms and conditions of this agreement. The Board and the Association shall receive the arbitrator's decisions as final and binding upon both parties.
- d. All costs of arbitration including, but not limited to, per diem, travel expenses, subsistence, and costs of the hearing area, shall be borne equally and jointly by both the Board and the Association.
- e. No claim by an employee shall constitute a grievable matter beyond Level Three or be processed beyond Level Three if it pertains to (1) a complaint of a non-tenured employee that arises by reason of not being re-employed, (2) any rule or regulation of the State Commissioner of Education, or (3) any matter which according to law is beyond the scope of Board authority, or (4) any matter outside the scope of legally negotiable items, terms and conditions of employment.

E. Miscellaneous

- 1. All meetings and hearings held under these procedures shall be closed to the public and shall include only parties as are in interest and/or their designated representatives as set forth in these articles.
- 2. No reprisal for grievance actions shall be exercised by the Administration or Board against any employee who has initiated a grievance action.
- 3. No reprisal for grievance actions shall be exercised by the Association against any Administrator or Board member who has been involved in a grievance action.

ARTICLE IV

LEAVES OF ABSENCE WITH PAY

A. Sick Leave

1. All employees shall be entitled to ten (10) accumulative sick leave days and one (1) accumulative family illness day for each year of the contract as of the first official day of said school year, whether or not they report for duty on that date.
2. Individuals hired after the first official day of the school year will be entitled to 1.1 days of sick leave for each month worked.

B. Temporary Leave

1. The Board shall grant the following:
 - a. Three (3) days leave of absence for personal business. The Principal must be notified in writing three (3) school days in advance. The applicant for such leave shall not be required to state the reason for taking such leave. All requests for personal leave shall be subject to review and approval by the Superintendent.

The number of personal days granted and taken on any given day shall be limited to twenty (20) percent of the number of staff within the job titles represented by this agreement as of September 1 of each year. In the event that more than twenty (20) percent of the staff apply for a personal day on any given day, they will be granted to the first staff members who applied. Unused personal days will accumulate as sick leave.

Personal days shall not be used on the day before or after a holiday, school recess or during the first or last five days of the school year unless approved by the Superintendent. Request for personal leave during these times shall include the nature of the personal business and the reason(s) the business cannot be conducted on another date.

Definition: Personal leave is defined as absence from employment, excluding vacation, for which personal business cannot be accomplished after scheduled working hours.

- b. Up to five (5) consecutive work days for bereavement in the event of the death of an employee's spouse, child or parent.

- c. Up to three (3) consecutive work days for bereavement in the event of death of a sibling, grandparent, grandchild, in-laws, or any member of the immediate household. In all other cases, one (1) day shall be granted unless a longer leave is approved by the Superintendent.
- d. The Board will grant time necessary for appearance on behalf of the Board or required by the Board in any legal proceedings connected with the Board or the school district.
- e. In the event of jury duty, the Board will continue to pay the employee's salary. The employee shall sign over to the Board any jury duty reimbursement.
- f. Time necessary for persons called into temporary active duty, not to exceed three (3) months, of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid his/her regular pay in addition to any pay which he/she receives from the State or Federal Government.

ARTICLE V

EXTENDED LEAVES OF ABSENCE

- A. The Board shall provide leaves of absence without pay for any employee of the district whose absence from duties is due to a physical (which includes pregnancy) or mental disability.
- B. An employee who has an actual or anticipated disability shall present to his/her Principal a written statement from his/her physician (as soon as possible) showing the date or estimated date of disability. Upon returning to work from his/her disability, he/she must get a letter from his/her doctor certifying that he/she can resume his/her responsibilities at work. The end of this disability period is determined by his/her health and his/her doctor's advice.
- C. A maternity leave is a disability leave that shall be granted by the Board. If a staff member is pregnant, she shall get a letter from her doctor indicating her expected date of delivery and when her doctor anticipates the start of her disability. She shall submit this letter and a letter of notification to the Board informing the Board of her intention to resign, take a child rearing leave, or return to work after disability leave.
- D. Leaves shall also be granted in accordance with the New Jersey Family Leave Act and the Federal Family Medical Leave Act.
- E. Child-Rearing Leave. In case of a birth or adoption of a minor child, any employee may request a leave, without pay or emoluments, for child-rearing purposes. Such leave shall be granted subject to the following:
 - 1. A nontenured teacher is eligible to take a child-rearing leave for the remainder of the school year during which the birth or adoption occurs.
 - 2. A tenured teacher is eligible to take up to two (2) years of child-rearing leave from the time at which birth or adoption occurs.
 - 3. In the case of a female teacher, a child rearing leave may become effective immediately upon the termination of a disability leave due to pregnancy.
 - 4. Such a request must be in writing and submitted at least one (1) month prior to the anticipated commencement of the leave indicating a preference for a particular starting date is subject to Board approval.
- F. Upon return to employment, an employee shall be advanced on the salary schedule if he/she has worked at least ninety (90) school days during the school year in which the leave is granted.
- G. Other leaves of absence without pay may be granted by the Board's discretion for any good reason.

ARTICLE VI

INSURANCE PROTECTION

A. The Board will provide individual and full family health care insurance coverage and prescription coverage. Such coverage must be equal to or greater than the State Health Benefits Program.

B. The Board agrees to provide family dental coverage as described below:

Annual maximum \$1,250.
Deductible \$0.
Payment basis UCR
Preventive service (class I) . . . 100%
Basis service (class II) 100%
Major service (class III) 50%
Orthodontic benefit (class IV) . . 50%

Yearly deductible \$50.00 per person / Max \$150.00 per family

\$1000 (lifetime maximum)

1. A full benefit package will be provided for any employee covered by this agreement working a minimum of twenty-two (22) hours per week.
2. The insurance protection package will be available to all dependent children to age 23.
3. Voluntary Disability Insurance fees for coverage under Prudential plans will be deducted from the pay of each individual employee enrolled in the program. A minimum of three (3) enrolled employees is required.

ARTICLE VII

REIMBURSEMENT FOR UNUSED SICK DAYS

- A. Any employee who retires from Hunterdon County Polytech District in accordance with the rules and regulations of the District and the New Jersey Teachers' Pension and Annuity Fund shall be eligible to receive credit for unused sick leave. The employee shall notify the District by January 30th of the year in which the teacher intends to retire. If this notice is given later than January 30th, the employee will still be eligible for the reimbursement of sick days, but his/her payment may be delayed for one (1) year.
- B. Any employee who has worked at least ten (10) full years in the Hunterdon County Polytech District (including their years in North Hunterdon/Voorhees and Hunterdon Central) shall, upon retirement, reduction in force, or death, be reimbursed for one-half of all accumulated but unused sick days, calculated on 1/200 of the employee's salary with a maximum benefit not exceeding eighty (80) days pay. The reimbursement shall be paid to the former employee or his/her designated beneficiary in three (3) equal annual payments based on the salary at the time of retirement.

Effective with all new employees hired on or after July 1, 2005, the maximum benefit under this section shall not exceed eighty (80) days' pay or \$20,000.00, whichever is less.

ARTICLE VIII

ASSOCIATION PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests information concerning the financial resources of the district, including but not limited to annual financial reports and audits, list of certificated personnel, agenda and minutes of all board meetings, student census data, names and addresses of all employees who give permission to release same, and such information that shall assist the Association in developing intelligent, accurate and constructive programs on behalf of the employees, together with information that may be necessary for the Association to process any grievance or complaint. Cost for duplicating such materials will be borne by the Association.
- B. Representatives of recognized bargaining units, i.e., the Association, and New Jersey Education Association, and the National Education Association, shall be permitted to transact official Association business on school property, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the privilege to use the school buildings at all reasonable hours for meetings. A request to the Superintendent shall be made in advance to the time and place of all such meetings.
- D. The Association shall have the privilege to use Polytech school facilities or Polytech leased facilities normally available to employees. The Association shall pay for the reasonable cost of all materials, supplies, and custodial services incident to such use and will assume responsibility for their proper operation and maintenance.
- E. In each school building in which there is not a staff lounge or dining room the Association shall have space to post notices on existing facilities in a mutually agreed upon location.
- F. The Association shall have the privilege to use the inter-school mail facilities and school mail boxes.
- G. The Board of Education agrees to grant up to two (2) days leave to the President of the Association for duties in connection with his/her office.
- H. Whenever any representative of the Association or any employee is mutually scheduled by the Board and Association to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay.

ARTICLE IX

UNION SECURITY CLAUSE

- A. Upon the request of the Association, the Board shall deduct Association dues or a representation fee from the wages of each employee.
- B. These deductions shall commence thirty (30) days after the beginning of employment in the unit.
- C. A representation fee will be deducted from the wages of any employee ten (10) days after canceling his/her membership in the Association.
- D. The amount of said representation fee shall be certified to the Board of Education by the Association within five (5) working days after the effective date of this Article, which amount shall not exceed 85% of the regular membership dues, fees, and assessments charged by the Association to its members.
- E. The Association shall establish and maintain at all times a demand and return system as provided by N J S A 34:13A-5.4 (2) (C) and (3) (L.1979 C. 477), and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system, or if membership is not so available, the Board of Education shall immediately cease making such deductions.
- F. The union shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of, any action taken or not taken by the employer in conformance with this provision.

ARTICLE X

PROTECTION OF EMPLOYEES

- A. Employees shall not be required to work under unsafe or hazardous conditions, or to perform tasks which endanger their health, safety, or well-being.
- B. An employee may use reasonable force as necessary to protect him/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person, or control of any person causing a threat.
- C. The Board shall give full support, including medical, rehabilitation, psychological and legal services beyond what is covered under worker's compensation and medical benefits to any employee who is assaulted while acting in the discharge of his/her duties.
- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their immediate supervisor.
- E. Such notification shall be forwarded immediately to the Superintendent, who shall comply with any appropriate request from the employee for information relating to the incident, or the person involved to the extent the law allows and shall act as liaison between the employee and the police and the Courts.

ARTICLE XI

EMPLOYEE RIGHTS AND RESPONSIBILITIES

- A. Pursuant to Chapter 123, Public Laws 1974 (N.J.S.A. 34:13A-1, et seq., as amended), the Board hereby agrees that every employee of the Board shall have the right freely to organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly, or indirectly discourage, deprive, or coerce any employee of any rights conferred by Chapter 123, Public Laws 1974, or other laws of New Jersey, or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under the Agreement, or otherwise with respect to any terms, or conditions of employment.
- B. Nothing contained herein shall be construed to deny, or restrict any employee, or Board member such rights as he/she may have under New Jersey laws, or other applicable laws and regulations. The rights granted to employees thereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any such action asserted by the Board, or representative thereof, shall be subject to the grievance/arbitration procedure herein set forth except when precluded by law.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association, or its affiliates.
- E. Individuals associated with the Board of Education and the Association will not discuss with the students or attempt to influence students' opinions in regard to any matter under discussion by the parties to the Agreement.
- F. Any questions, or criticism of an employee, Board member, or administrator shall be made in confidence and not in the presence of students, or parents, or at any public gathering unless no other way exists.
- G. If an employee is required to attend a meeting with the Board, Superintendent, or designated representative for the purpose of discipline, he/she will be so notified and may have an Association representative present during such a meeting. The employee shall be notified, in writing, at least forty-eight (48) hours prior to the scheduled meeting.
- H. Board members and employees shall be guided by the Code of Ethics of their respective organization.

ARTICLE XII

BOOKS, OTHER INSTRUCTIONAL MATERIALS & SUPPLIES

- A. Teachers purchasing materials and/or supplies with the advance approval of the Superintendent or immediate supervisor shall be reimbursed upon submission of the appropriate receipt of purchase.

- B. The classroom teacher shall be consulted on the selection of textbooks and related instructional materials.

ARTICLE XIII

SENIORITY

A. Professional Staff (Certified)

1. Any reduction in force of the professional staff (Certified) shall be conducted in accordance with the state statutes and judicial decision.

B. Support Staff (Non-certified)

1. Any support staff (non-certified) member's seniority shall be calculated from his/her original date of employment in accordance with the system he/she has transferred from on July 1, 1996. In the event of a reduction in force in any employment category, support staff members with the least seniority shall be the first to be rified.
2. A support staff member whose position is lost due to a reduction in force shall have the right to bump into any other employment category where he/she has performed satisfactorily and has greater seniority in the category.
3. A rified support staff member shall be given preference by seniority in regard to any future openings in any of his/her previous employee categories.
4. A support staff member whose work day, work week, or work year is reduced shall have the right to bump another employee with less seniority in the same job title.

ARTICLE XIV

PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that the private and personal life of an employee is within the appropriate concern or attention of the Board only when it interferes with the employee's responsibilities to and relationship with students and/or the school system.

- B. The Board and the Association agree that employees will be entitled to full rights of citizenship, and no religious, or political activities of any employee outside of school, or the act thereof, will be grounds for a disciplinary action, or discrimination with respect to the employment of such employee, providing they do not violate the Constitution of the United States.

ARTICLE XV

NONPROFESSIONAL DUTIES

- A. Employees shall not be required to make collections for outside vendors.
- B. Employees shall not be required to solicit for student competitions, awards, banquets and so forth.
- C. Use of personal cars for school trips is forbidden, unless it is voluntary and permission has been granted by the Superintendent, Principal, or Supervisor. When personal cars are used, voluntarily and with administrative approval, reimbursement shall be at the rate used by the IRS in addition to full reimbursement for any tolls or parking fees.

ARTICLE XVI

PERSONNEL FILES

Official personnel files shall be maintained in the Superintendent's office in accordance with the following procedures:

- A. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performance, or contributions of an academic, professional, or civic nature. All material received from and signed by responsible sources concerning an employee's conduct, service, or character may be placed in the file.

- B. Any materials regarding an employee from any source, including administration, parents, students, or other persons that are used in any manner in evaluating the professional competency of any employee shall be promptly investigated and called to the attention of the employee in writing, prior to filing in said employee's file. This material shall be signed by the employee. The employee will then receive a duplicate copy. The employee shall have the opportunity to respond in writing to and/or rebut such materials within twenty (20) working days. Such response shall be placed in his/her file.

- C. All materials placed in an employee's personnel file shall be signed by the employee, duplicated, and given to him/her for his/her own disposition with the express understanding that his/her signature in no way indicates agreement with the content thereof. Any material that the employee sees and refuses to sign may be co-signed by the Principal and the President of the Association to indicate that they witnessed the reading of the material by the employee in question. Any material not signed by the employee may not be used in the grievance or evaluation procedure. However, material co-signed by the Principal and the President of the Association indicating that the employee has seen the material may be used in the grievance or evaluation procedure.

- D. No material from an employee's personnel file shall be made public without the written permission of the employee unless necessitated by law.

ARTICLE XVII

HOME TEACHING & SUMMER EMPLOYMENT

- A. All openings for positions in summer curriculum employment, summer school teaching, home teaching, and/or any other professional positions shall be publicized to the members of the professional staff according to the procedures prescribed in Article XX.

- B. Support staff members shall be notified of any opportunity for summer employment in their work category.

ARTICLE XVIII

MAINTENANCE OF CLASSROOM CONTROL & DISCIPLINE

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

ARTICLE XIX

TRANSFERS AND REASSIGNMENT

A. Professional Staff

1. Professional staff who desire a change in building assignment and/or school subject assignments may file a written statement of such desire with the Superintendent no later than April 1. Such statement shall include the subject and/or school to which the professional staff member desires to be assigned.
2. As soon as practicable, but not later than June 1, the Superintendent shall post in the schools and give the Association a system-wide schedule showing the names of all professional staff who have been reassigned.
3. Offers of summer employment to professional staff members shall be in writing, specifying the terms and conditions of the employment. Such summer employment contracts shall be binding on both parties. Those summer jobs that are customary, anticipated, and reasonably certain shall be offered no later than May 30.

B. Support Staff

1. Support staff who desire a change in building assignment may file a written statement of such desire with the Superintendent. Such statement shall include the position and/or school to which the support staff member desires to be assigned.
2. As soon as practical the Superintendent will post in the school and give the Association a system wide schedule showing the names of all support staff who have been reassigned.
3. A rified support staff member shall be given preference by seniority in regard to any future openings in any of his/her previous employee categories.
4. Any employee whose work day, work week, or work year is reduced shall have the right to bump another employee with less seniority in the same job title.

ARTICLE XX

PROFESSIONAL STAFF EMPLOYMENT

- A. The parties of this Agreement concur with the present policy of making every attempt to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every regular teaching assignment.
- B. The initial salary for any bargaining unit member hired by the Board of Education after July 1, 1996 shall be negotiated between the Board and the employee but shall not be less than the minimum nor greater than the maximum set forth in this agreement.
- C. When any vacancy or new position occurs, information will be made available of such vacancy or new position to all employees. Employees who apply will be interviewed. Vacancies will be posted in all areas reserved for such postings. Employees will receive vacancy information by mail during the summer.
- D. All Schedule B positions of Article XXXII will be posted in all areas reserved for postings by May 15 of the current school year for the following school year. The Board at its' discretion may fill or not fill posted positions or may add positions at a later date.

ARTICLE XXI

SUPPORT STAFF EMPLOYMENT

- A. Employees shall be notified of their contract and salary status for the ensuing school year no later than May 15 of the preceding year.

- B. Every effort shall be made to notify employees of their assignments no later than May 30 of the preceding school year. In the event of an emergency, a thirty (30) day grace period will be allowed. If any change in an employee's assignment is made after the above time limits, the employee shall be notified immediately.

ARTICLE XXII

TEACHER FACILITIES

- A. All school facilities shall be available to staff members for professional use subject to the following criteria:
1. School facilities that are within the normal operational duties of staff members are available for use for professional purposes on school days until 10:00 PM and weekends by pre-arrangement with the immediate supervisor. All interior and exterior doors and windows will be locked securely when leaving the building in the area used by the teacher.
 2. When school facilities are used and a custodian is not on duty, staff members will assume responsibility for building security in the area of use with the permission of the landlord/supervisor.
 3. It is agreed that all staff members shall exercise sound and prudent judgment in the control of keys to school facilities.
 4. When students are involved in activities outside the normal school day, it is agreed that no student, or group of students shall be left in a building after the building has been secured or left unsupervised.
 5. A teacher shall be issued those keys necessary to obtain access to his/her teaching station and main office area.
- B. The school shall have the following facilities:
1. Adequate space in which teachers may store instructional materials and supplies;
 2. Adequate equipment and supplies to aid the preparation of instructional materials;
 3. A work/office/conference area available for the use of district employees, ie. teachers and administrators. This area will not be available for student use. Although employees shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of the area, it shall be regularly cleaned by the school's custodial staff.
 4. A communication system so that teachers can communicate readily with the office from their areas.

5. Adequate off-street, paved parking facilities properly maintained and identified for staff use only.
 6. Upon request, a Webster Collegiate Dictionary in every classroom.
 7. A serviceable desk, chair, and filing cabinets for the use of each professional staff member.
 8. Suitable closet space for each employee to store coats, personal articles, etc.
 9. Copies of all texts, used in each course taught, exclusively for the teacher's use.
 - 10 Adequate bulletin board and chalkboard space in every classroom.
- C. Upon request, any teacher or aide shall be provided with a smock, laboratory coat, or protective shop garment. Laundering services for all said items shall be provided without charge to the individual. A pair of prescription safety glasses will be provided to any employee whose work environment is determined to be an eye hazard area. Each request for payment for prescription safety glasses shall include certification by an eye specialist that a prescription change is required. The Board will reimburse cost of the safety glasses only up to \$150.
- D. All teachers who are assigned to teach in more than one building shall have a desk or other equivalent facilities, and a place to store materials and supplies in an office, classroom, or teacher work area for their professional use, in each building.

ARTICLE XXIII

PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT

- A. The Board recognizes that it shares with its professional staff responsibility for upgrading and updating of teacher performance and attitudes for the improvement of instruction.

A professional staff member may upgrade their classroom performance and attitudes for the improvement of instruction in on of three ways:

College Courses
Technical Training
Summer Study Grant

College Courses

1. Courses must be approved by the Principal and the Superintendent prior to the professional staff member's registration.
2. Courses may be taken for the improvement of classroom instruction.
3. Attendance must be at an accredited college or university.
4. A teacher must first complete the requirements for standard teacher certification in the position currently held before being eligible for tuition reimbursement.
5. Reimbursement cost per one (1) credit, both graduate and undergraduate, will be based on Rutgers University's current cost.
6. Reimbursement shall be for declared tuition only and shall not be obtained from more than one source.

The Board shall limit reimbursement to a maximum of nine (9) credits or 135 hours of technical training, or a combination of the two, per person per school year, to the maximum of the appropriation for Professional Development and Educational Improvement. In the event requests exceed the amount appropriated, reimbursement will be pro-rated accordingly.

1. Receipts for payment to the college and evidence that the employee completed the course with a passing grade of "B" or better, or a "Pass" in a pass/fail course, are required for reimbursement.
2. Reimbursement will be made by voucher upon completion of the course after tuition receipts and college transcripts are submitted to the Superintendent showing credits and grades earned.

Technical Training

The Board will pay for approved technical training. Requests must be put in writing to the Principal twenty (20) days prior to the workshop. For every fifteen (15) hours of approved technical training, the Board will credit the employee one (1) credit hour on the pay scale.

1. Technical training is defined as courses in a mechanical/scientific or specialized field used in conjunction with special skills and practical knowledge in the performance of the employee's assignment. Courses shall be reimbursed by the Board with prior approval of the Superintendent. Only such courses sponsored by industrial concerns, trade union, or trade associations are eligible.

The Board will pay travel for technical training; and tuition or registration for approved professional training (technical and summer study grants) that enhances or updates the professional skills of the employee subject to the maximum in paragraph D.

A. *Summer Study Grants*

A summer study grant may be awarded to a professional staff member.

1. Two (2) summer study grants of a maximum of five (5) days each shall be awarded in any one (1) year.
2. Requests for summer study grant must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than November 1st of the school year prior to the period for which the summer study grant is requested. Action must be taken on all such requests no later than the regularly scheduled March board meeting of the school year prior to the period for which the summer study grant is requested.
3. A professional staff member awarded a summer study grant shall be paid \$200 per day for each day of school attended up to a total of five (5) days. This amount is outside of the maximum set forth in paragraph D.
 - a. The cost of travel for the summer study grant is the responsibility of the staff member awarded the study grant.
4. A summer study grant is to be used for approved industry sponsored programs/workshops which are directly related to the trade area.
5. Registration costs for each five (5) day summer study grant will be covered subject to the maximum in paragraph D.
6. A teacher on a summer study grant shall be obligated to continue his/her employment with the District for a period of two (2) years following the summer study grant or repay the Board of Education the salary received for the study grant. This clause shall be waived in the event of unanticipated retirement for health reasons, disability, military leave or other reasons acceptable to the Board.

7. A teacher applying for a summer study grant shall have completed at least five (5) years of employment with Hunterdon County Polytech.
 8. A teacher, once receiving a summer study grant, will become eligible for another summer study grant two (2) years after the previous grant.
 9. If a teacher, once selected for a summer study grant cannot participate, the next highest rated applicant having met all criteria will be extended an invitation for a summer study grant.
- B. The Board and the Association agree to establish jointly a committee on summer study grants which shall make recommendations to the Board on all applications and requests for summer study grants. This committee on summer study grants, hereinafter referred to in this article as “the committee” shall consist of three (3) members appointed by the Superintendent, and three (3) members appointed by the Association President. During its consideration of applications, the committee shall be guided in part by the following criteria:
1. The purpose of the summer study grant.
 2. The benefit of the summer study grant to the school district.
 3. The workshop/program description taken under the summer study grant.
 4. Number of years since last summer study grant.
 5. Length of service of the applicant.
- The committee shall not regard any one of the above-enumerated criteria a mandatory requirement for a summer study grant, but rather each application shall be considered on the basis of its own merits. The committee shall establish an application form in which the applicant shall furnish such information as will render the committee knowledgeable of the applicant's status with respect to the above-enumerated criteria, and such additional relevant information as the committee, in its judgment, deems necessary.*
- C. If, for any reason, the purpose for which the summer study grant is terminated, the Superintendent must be notified immediately.
 - D. At the conclusion of the summer study grant, the teacher shall be obligated to make a formal presentation of his/her study topic before the Board and/or interested staff.

Miscellaneous

1. Professional staff will be encouraged to join professional organizations relating to their field of expertise in order to increase professional knowledge and stay up-to-date.
2. Accommodations will be made by Polytech, both financially and through release time, for professional staff to become regular and active participants in professional organizations in their vocational/academic field as long as that participation does not have a negative impact on the instructional program. A certificate of attendance must be submitted before any financial reimbursement is rendered.
3. Professional staff members successfully completing those in-service courses or academy programs that have been designated by the Superintendent shall receive district credits that may be used for advancement on Schedule A of this contract. The credit value of the course and requirements for successful completion shall be determined by the Superintendent before the course begins.
4. Tuition paid will be reimbursed to certified and support staff members if it is deemed by the district Principal that the course or courses will increase the support staff member's skill and/or knowledge in such a way as to benefit the district directly.

Professional Development & Educational Improvement Fund

The board will allot funds, in accordance with the table below, toward all of the educational costs described herein.

2005-06	\$21,000 per year.
2006-07	\$21,000 per year.
2007-08	\$21,000 per year.

1. One-third (1/3) of the allotted monies for professional development and educational improvement will be available for each semester (summer, fall and spring). Any money not used in a given semester will be held until the end of the spring semester, and then divided equally among those eligible until everyone has been reimbursed to the 100% level.
2. Denial of request for education expenses is subject to appeal.

ARTICLE XXIV

TEACHER WORK YEAR/SCHOOL CALENDAR

- A. The school calendar shall be established by the Board upon the recommendation of the Administration after their consultation with representatives of the Association.
- B. The in-school work year, (184 days) shall include the following:
1. Days when students are in attendance (180)
 2. Orientation day (1)
 3. In-service days (3)
 - a. The third in-service day will be removed from the school calendar and replace with a make-up student contact day in the event of five (5) snow days prior to the date of the third in-service. In that event the school year shall then be 183 days.
 4. Three built in snow days which will be removed from the school work year if not used.
- C. In addition to “B” above, new teachers shall attend one (1) additional orientation day prior to the start of the school year.
- D. Professional staff members shall participate in six (6) evening activities:
- Back To School Night
 - Open House
 - Awards Program
 - A “Trade” Association Meeting
 - Fall Advisory Committee Meeting
 - Spring Advisory Committee Meeting
- a. On days that the teaching staff have to attend an evening event as listed above, they will be dismissed at 2:15 p.m.

ARTICLE XXV

HOURS AND WORK LOAD

A. Professional Staff Members

1. Professional staff members are expected to devote to their assignments, the time necessary to meet their responsibilities.
2. Work Day
 - a. The total in-school work day shall not exceed seven and one-half (7 1/2) continuous hours; the last day of the work week will be six and three-quarters (6 3/4) hours. Any voluntary extension of the work day at the request of an administrator shall be paid on the hourly rate established in Article XXXII, Stipends Salary Schedule B or non-instructional duty, to the exclusion of adult education programs.
 - b. Professional staff members having less than a full teaching load shall work only the fractional number of continuous hours per day corresponding to their fractional pay.
3. Work Load
 - a. The daily student contact time shall not exceed an average of 1550 minutes per week, per year to be prorated for professional staff members working part-time.
 - b. The total student contact time may not exceed a total of 1640 minutes in any given week, (1 semester/2 marking periods) per year to be prorated for professional staff members working part-time.
 - c. In case of a staffing conflict where a professional staff member's student contact time exceeds the average 1550 minutes per week, the professional staff member has the option to obtain a stipend based on their salary prorated for the additional contact time, or accept the contact time in lieu of comp time not during their scheduled student contact time.
 - d. The term "student contact time" shall mean those periods of time when a teacher is assigned to be with students, instructional or supervisory.
 - e. Professional staff members shall have a duty-free lunch period of 200 minutes per week. Any professional staff member working three-fifths (3/5) or more shall have a duty-free lunch period of 200 minutes per week.
 - f. Professional staff members may leave the building during their duty-free lunch period and at other times with the approval of an Administrator.

- g. Professional staff members shall have 200 minutes of duty-free planning and preparation time each week. Any professional staff member working three-fifths (3/5) or more shall have 200 minutes of duty free planning and preparation time each week.
- h. When teachers are not teaching their maximum time, the time left over may be transferred to administrative assignments.
- i. Administrative assignments are defined as activities required for the efficient operation of the schools, such as safety coordinator, A/V coordinator, equipment inventory, etc. The administration will schedule teachers for these activities in an equitable matter.

4. Meetings

- a. Professional staff members may be required to attend three (3) district-wide faculty meetings per school year that may last until 4 PM on a school day.
- b. Professional staff members may be required to attend campus faculty meetings up to twice a month, within the normal school day.
- c. Professional staff members may be required to attend committee meetings up to twice a month, within the normal school day.
- d. The staff meetings will start within ten (10) minutes of student dismissal. If it is anticipated that a meeting may extend past the normal school day, except for part "a" above, there should be an early dismissal of the students.
- e. Notice of the meeting should be given seven (7) days in advance. An agenda shall be given to the staff one day in advance. Professional staff shall have the opportunity to suggest items for the agenda.
- f. The Superintendent may call a meeting to address an emergency situation at the end of the normal day or no earlier than sixty (60) minutes before the start of the school day.

5. Travel

- a. Employees traveling between buildings shall have travel time credited to contract hours.
- b. Employees asked to travel in the process of their job requirements for Polytech will be reimbursed for use of their personal car at the IRS rate at the start of the fiscal year.

ARTICLE XXVI

EVALUATION

The Board and Association recognize that:

- A. Evaluation can be useful as an aid for:
 - 1. Improving employee performance.
 - 2. Retention, guidance, and promotion of employees.
 - 3. Self-improvement.
 - 4. Administrator-staff rapport

- B. The person being evaluated shall have full knowledge of the procedures, the qualifications of the evaluator and the findings thereof.
 - 1. Professional staff members shall be evaluated by persons certified by the State of New Jersey to supervise instruction.
 - 2. Every non-tenured professional staff member shall be evaluated as per N.J.A.C. 6:4.1.
 - 3. Tenured professional staff members will be evaluated in accordance with N.J.A.C. 6:3-4.3.

- C. Procedure:
 - 1. Evaluations will be followed, within ten (10) working days, by a post-conference. The evaluation post-conference shall involve the following: the evaluatee, the evaluator, and an optional observer from the Association if requested by the evaluatee.
 - 2. Professional staff members shall be given a copy of the written evaluation of their work prepared and signed by the evaluator at least one (1) full school day prior to the post-observation conference.

3. The professional staff member being evaluated will be permitted to submit a written rebuttal to an evaluation. The evaluatee shall have the right to discuss the evaluation and the rebuttal with the evaluator, the Principal, and/or the Superintendent within ten (10) working days of the post-observation conference. The evaluation rebuttal-conference shall involve the following: the evaluatee, the evaluator, and an optional observer from the Association if requested by the evaluatee.

All such written evaluations and rebuttals must bear the signatures of the evaluator and the evaluatee at the conclusion of the rebuttal conference. The written evaluation and rebuttal shall be placed in the employee's personnel file.

- D. Support staff: A support staff member retained by the Board beyond 90 calendar days, without having had a written evaluation, shall be presumed to have performed satisfactorily for determination of seniority rights.

ARTICLE XXVII

SUPERINTENDENT'S COUNCIL

- A. The Superintendent's Council shall consist of one (1) Officer and three (3) representatives appointed by the Association and three (3) members appointed by the Superintendent and the Superintendent. The Council shall meet once a month unless an emergency meeting is needed. However, upon mutual agreement between the Superintendent and the Association President a meeting may be canceled due to lack of agenda items. Topics may consist of such matters as teaching techniques, curriculum improvement, extra curricular programs, in-service training, testing and evaluation, philosophy and educational goals of the district, research and experimentation, educational specifications for buildings, curriculum of summer school, and other related matters regarding the effective operation of the Hunterdon County Polytech School District.
- B. The Superintendent's Council shall establish its own rules of procedure and shall provide for a rotating chairperson who shall be responsible for the arrangement and conduct of meetings. A quorum of the Superintendent's Council shall consist of four (4) members.
- C. In addition to whatever unassigned time they may be entitled to under the terms of this Agreement, teachers who are members of the Superintendent's Council or any of its sub-committees shall be provided with released time for the purpose of working on any of the projects defined above, if approved by the Superintendent.

ARTICLE XXVIII

SECRETARIAL PERSONNEL

- A. The secretarial work day will be as follows:
1. The daily work hours will be seven and one-half (7 1/2) hours per day. The time schedule may vary but normal work hours will be from 7:30 AM to 3:00 PM. A lunch period of forty (40) minutes is part of the work day. Adjustment in time schedules may be modified by the immediate supervisor, maintaining the seven and one-half (7 1/2) hour day. The last day of the work week will be seven (7) hours.
 2. Each secretary shall receive one (1) fifteen (15) minute break in the morning and one (1) fifteen (15) minute break in the afternoon per day. The time when the break occurs is subject to the approval of the immediate supervisor. Breaks will not be coupled with starting time, lunch time or quitting time.
 3. Secretaries shall not be required to work on days school is closed for reasons of safety, such as weather conditions. If school should dismiss early for such reasons, employees will be permitted to leave. The day will be considered as a full day worked.
- B. The secretarial work year will be as follows:
1. Contract periods:
 - a. One hundred and ninety nine (199) day contracts are in effect from July 1st through June 30th, the work year shall follow the teacher's schedule from the first day of school to the last day of school for teachers plus fifteen (15) work days between the last day of school in June and the first day of school for teachers in September. The fifteen (15) days shall be determined and assigned by the administration prior to June 1st, for a one hundred and ninety nine (199) day work year.
 - b. Twelve (12) month contracts are in effect from July 1st through June 30th.
 2. The secretarial work year shall be all weekdays during the secretaries' contract period with the exception of holidays designated on the school calendar.

3. Twelve (12) month secretaries shall receive the following holidays in observance of:

New Year's Day
Martin Luther King
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day
Labor Day
Yom Kippur
Thanksgiving Day
Friday after Thanksgiving
Christmas Day

Any two (2) days between December 25 and January 1 with the Superintendent's approval.

- a. The exact schedule for the observance of these holidays shall be set annually by the Board.
- b. Three (3) of these holidays (Columbus Day, Election Day, and Veterans Day) are "floating holidays".

C. Overtime

1. Overtime shall be paid or comp time granted for all hours authorized and worked in excess of thirty-seven and one-half (37 1/2) hours per week. The Fair Labor Standards Act provisions regarding overtime and comp time will apply.
2. A secretary will be paid overtime for weekend work and be given four (4) hours guaranteed minimum call-in pay on weekends.
3. A rotation, based on seniority, shall be established for the assignment of overtime.

D. Vacations

1. Twelve (12) month secretarial employees will be granted vacation time according to the following schedule and provisions:

<u>Years of Completed Service</u>	<u>Vacation Days</u>
1 through 5	10
6 through 15	15
16 through 20	20
21 and over	25

2. Eligibility shall be computed as of July 1. Twelve (12) month employees are eligible for vacation after July 1 of the year following their employment. Twelve (12) month employees who have not worked a full year will receive a prorated vacation based on the one (1) to five (5) year/ten (10) day vacation period.
3. The two (2) weeks before the opening of school will not be used for vacation periods unless approved by the immediate supervisor and the Superintendent.
4. An employee who requests extra vacation time and has it approved by the immediate supervisor and the Superintendent will have his/her salary reduced by the hourly rate multiplied by seven and one-half (7 1/2) times the number of work days missed.
5. Upon leaving employment at Hunterdon County Polytech, any employee who has unused vacation days due him/her will be paid for such days at his/her regular rate of pay.
6. A tentative vacation schedule must be filed by the employee prior to July 1. In the event of a schedule conflict, the secretary with the most seniority will be given first choice. A change in a request for vacation must be made fifteen (15) days prior to the date vacation is to start. The employee shall receive a reply to such request within fifteen (15) working days.

ARTICLE XXIX

TECHNICIAN PERSONNEL

A. The technicians work day will be as follows:

1. The daily work hours will be seven and one-half (7 1/2) hours per day. The time schedule will be flex time coordinated with the immediate supervisor, maintaining the seven and one-half (7 1/2) hour day. A lunch period of forty (40) minutes is part of the work day.
2. Technicians shall not be required to work on days school is closed for reasons of safety, such as weather conditions. If school should dismiss early for such reasons, employees will be permitted to leave. The day will be considered as a full day worked.
3. Technicians shall not be required to work in their assigned building when custodians or supervisors are not present in the building or on the campus, regardless if the custodians are employees of Hunterdon County Polytech or the landlord. When custodians or supervisors are not present, secretaries can be temporarily reassigned to a building where custodians or supervisors are present.

B. The technicians work year will be as follows:

1. Contract periods:
 - a. The work year for ten (10) month contract employees may vary from one employee to the next depending on the employee's responsibilities and will be determined when the employee's contract is negotiated.
 - b. Twelve (12) month contracts are in effect from July 1st through June 30th.
2. The technicians work year shall be all weekdays during the technicians' contract period with the exception of holidays designated on the school calendar.

3. Twelve (12) month technicians shall receive fourteen (14) holidays in observance of:

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

- a. The exact schedule for the observance of these holidays shall be set annually by the Board.
- b. Three (3) of these holidays (Columbus Day, Election Day, and Veterans Day) are "floating holidays".
- c. "Floating holidays" for the purpose of this article are those holidays which fall when school is in session and shall be taken when school is not in session, following the holiday.
- d. "Floating holidays" are to be scheduled with the approval of the Superintendent.

C. Overtime

1. Overtime shall be paid for all hours authorized and worked in excess of thirty-seven and one-half (37 1/2) hours per week. Overtime pay is one and one-half (1 1/2) times the hourly rate. Holidays, personal days, sick days, bereavement days, or any other paid absence from work will count as days worked in the computation of overtime. Overtime for technicians on a scheduled holiday and/or vacation day will be paid at two (2) times the hourly rate. In the event of no volunteers for overtime, the Board can mandate overtime.

2. Comp-time may be granted by the immediate supervisor in leu of overtime pay.
3. A technician will be paid overtime for weekend work and be given four (4) hours guaranteed minimum call-in pay on weekends.
4. A rotation, based on seniority, shall be established for the assignment of overtime.

D. Vacations

1. Twelve (12) month technicians will be granted vacation time according to the following schedule and provisions:

<u>Years of Completed Service</u>	<u>Vacation Days</u>
1 through 5	12
6 through 12	15
13 through 20	20
21 and over	25

2. Eligibility shall be computed as of July 1. Twelve (12) month employees are eligible for vacation after July 1 of the year following their employment. Twelve (12) month employees who have not worked a full year will receive a prorated vacation based on the one (1) to five (5) year/twelve (12) day vacation period.
3. The two (2) weeks before the opening of school will not be used for vacation periods unless approved by the immediate supervisor and the Superintendent.
4. An employee who requests extra vacation time and has it approved by the immediate supervisor and the Superintendent will have his/her salary reduced by the hourly rate multiplied by seven and one-half (7 1/2) times the number of work days missed.
5. Upon leaving employment at Hunterdon County Polytech, any employee who has unused vacation days due him/her will be paid for such days at his/her regular rate of pay.
6. A tentative vacation schedule must be filed by the employee prior to July 1. In the event of a schedule conflict, the secretary with the most seniority will be given first choice. A change in a request for vacation must be made fifteen (15) days prior to the date vacation is to start. The employee shall receive a reply to such request within fifteen (15) working days.

ARTICLE XXX

EDUCATIONAL SUPPORT PERSONNEL WORK YEAR/WORK DAY

- A. Educational Support Personnel shall work the same number of days as teachers.
- B. Educational Support Personnel shall work the length of the teacher day. Overtime shall be paid or comp time granted for all hours authorized and worked in excess of thirty-seven and one-half (37 1/2) hours per week. The Fair Labor Standards Act provisions regarding overtime and comp time will apply.
- C. The lunch period shall equal the teachers' lunch period and shall be considered time worked in the calculation of pay.
- D. Educational Support Personnel shall receive a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon. The time the breaks occur shall be coordinated by the cooperating classroom teacher(s) and the supervisor. Breaks will not be coupled with starting time, lunch time or quitting time.

ARTICLE XXXI

SALARIES

- A. The salaries of all employees covered by this Agreement for the school years 2005-2008 are set forth in the attached schedules.
- B. Pay Days
1. Employees employed on a ten (10) month basis shall be paid semi-monthly on the 15th and the last work day of the month.
 2. All ten (10) month employees have the following pay options:
 - a. Twenty (20) equal semi-monthly payments from September 1 to June 30.
 - b. Twenty-four (24) equal semi-monthly payments from September 1 to August 31. Twelve (12) month payment request form must be submitted by the last day of the school year.
 3. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments on the 15th and the last work day of the month.
 4. When a pay day falls on or during a holiday, a personal day or weekend, employees shall receive their paycheck on the last work day.
 5. Employees paid in twenty (20) semi-monthly installments shall receive their final checks on the last working day in June after all their obligations have been met.
- C. Eleven (11) Month Employees
1. The salary will be calculated by dividing their ten (10) month salary by ten (10) to get a monthly salary and then adding a months salary to the ten (10) month salary and paid during the eleven (11) month.
 2. Eleven (11) month employees will work the school calendar plus twenty (20) additional days.

D. Lead Teacher

1. The salary will be calculated by adding thirteen percent (13%) of his/her current year salary.
2. The additional salary of the lead teacher will be prorated if a person is appointed to a lead teacher position after the start of the school year.
3. Lead teacher positions will consist of thirty-seven and one-half (37 1/2) hours per week. Released time equal to twelve and one-half (12 1/2) hours per week will be granted to carry out the duties of the lead teacher position.

E. Salary Deductions

1. Employees may individually elect to have a designated amount of their monthly salary deducted from their pay and deposited in the County Educators Federal Employee Credit Union. The Board's responsibility shall be limited to forwarding a single check after each pay period covering the total amount to be deposited. It shall be the responsibility of the financial institution and the individual employee to maintain individual accounts. The check to the Credit Union will be mailed not later than the business day following each pay day.
2. The Board will deduct state and local taxes assessed by New Jersey and Pennsylvania and forward those taxes to the appropriate governmental agencies.
3. The Board will deduct, at an employee's designation, funds for 403(b) programs. Transmission shall occur no later than the business day following each pay day. The Board shall have the right to limit the selection of such funds to the funds employees were enrolled in prior to their transfer to Hunterdon County Polytech. Employees wishing to open a new 403(b) account will be limited to a choice of five (5) funds, selected by mutual agreement between the Board and the Association.
4. The board will deduct, at an employee's designation, funds for a 529 College Tuition deduction program.

F. The Board shall make direct deposit of employees' paychecks, at the employee's option, to the employee's designated financial institution.

G. Movement On Salary Guide

1. Teachers who work ninety (90) or more days during the school year will be advanced to the next salary step for the following school year.

2. Teachers who complete graduate study or approved technical study, which results in movement on guide levels shall have their salaries adjusted in the month following the submission of official transcripts to the Superintendent.
-
- H. Salary schedules established to provide compensation for activities beyond the normal school day will be negotiated separately during the life of this Agreement.
 - I. The compensation for teachers teaching beyond their contracted student contact hours will be calculated from the average teacher's daily salary divided by seven and one-half (7 1/2) times the number of extra hours worked. The compensation will be added to the teacher's regular salary.
 - J. The compensation for Home Instruction shall be for time spent beyond the normal school day at the rate established in Schedule B for time spent in actual instruction. Home instruction teachers shall be reimbursed for mileage from the school to the student's home and back to the school or to the teacher's home, whichever is less, at the rate established for district employees.
 - K. Compensation for teachers that participate in mentoring programs or place students in a cooperative education arrangement within the student's occupational area shall be paid for that time beyond the normal school day to a maximum of three (3) hours per week, at the hourly rate established in Schedule B . Teachers shall be reimbursed for mileage from the school to the mentoring job site and back to the school or the teacher's home, which-ever is less, at the rate established for district employees.
 - L. Teachers employed for extra-curricular activities as set forth in Schedule B, will be paid on the last day of the school year. Club advisors will submit a semi-annual report recording the activities, accomplishments, and hours they have spent with their club on December 1, and June 1. If the report is not submitted, payment will not be released.

ARTICLE XXXII

SALARY SCHEDULES

A. Schedules A - Teachers Guides

2005-2006

Salary Guide

Step	Cert	90/Cert	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30
1	37,113	37,358	37,603	39,644	40,906	42,201	43,541	44,098	44,654
2	38,189	38,441	38,693	40,793	42,092	43,425	44,803	45,376	45,949
3	39,296	39,555	39,815	41,976	43,312	44,683	46,102	46,692	47,281
4	40,436	40,703	40,970	43,194	44,569	45,980	47,440	48,046	48,653
5	41,609	41,884	42,158	44,447	45,861	47,314	48,816	49,440	50,064
6	42,816	43,099	43,381	45,736	47,192	48,686	50,232	50,874	51,516
7	44,058	44,349	44,640	47,063	48,561	50,098	51,689	52,350	53,011
8	45,336	45,635	45,934	48,428	49,969	51,552	53,188	53,868	54,548
9	46,651	46,959	47,267	49,833	51,419	53,047	54,731	55,431	56,130
10	48,004	48,321	48,638	51,278	52,910	54,585	56,318	57,038	57,758
11	49,396	49,722	50,048	52,765	54,444	56,168	57,951	58,692	59,433
12	50,828	51,163	51,499	54,294	56,023	57,797	59,631	60,394	61,156
13	52,302	52,647	52,992	55,869	57,647	59,473	61,361	62,145	62,930
14	53,819	54,174	54,529	57,489	59,319	61,198	63,140	63,948	64,755
15	55,380	55,746	56,111	59,157	61,040	62,973	64,972	65,803	66,633
16	56,986	57,362	57,738	60,872	62,810	64,799	66,856	67,711	68,566
17	58,639	59,026	59,413	62,638	64,632	66,678	68,795	69,675	70,554
18	60,340	60,738	61,136	64,455	66,507	68,613	70,791	71,696	72,601
19	62,090	62,500	62,910	66,325	68,436	70,603	72,844	73,775	74,707
20	64,940	65,369	65,797	69,369	75,601	75,762	76,188	77,162	78,136

2006-2007

Salary Guide

Step	Cert	90/Cert	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30
1	38,010	38,261	38,512	40,602	41,895	43,221	44,593	45,163	45,734
2	39,112	39,370	39,628	41,779	43,109	44,474	45,886	46,473	47,060
3	40,246	40,512	40,777	42,991	44,359	45,764	47,217	47,820	48,424
4	41,413	41,686	41,960	44,237	45,645	47,091	48,586	49,207	49,828
5	42,614	42,895	43,177	45,520	46,969	48,456	49,995	50,634	51,273
6	43,850	44,139	44,429	46,841	48,331	49,862	51,445	52,103	52,760
7	45,122	45,420	45,718	48,199	49,733	51,308	52,937	53,614	54,291
8	46,431	46,737	47,044	49,598	51,176	52,797	54,473	55,169	55,866
9	47,778	48,093	48,409	51,036	52,661	54,328	56,053	56,770	57,486
10	49,164	49,488	49,813	52,517	54,189	55,904	57,679	58,417	59,154
11	50,590	50,924	51,258	54,040	55,760	57,526	59,352	60,111	60,870
12	52,057	52,401	52,744	55,607	57,377	59,194	61,073	61,854	62,635
13	53,567	53,921	54,274	57,220	59,042	60,911	62,845	63,648	64,452
14	55,120	55,484	55,848	58,879	60,753	62,677	64,667	65,494	66,320
15	56,718	57,092	57,467	60,586	62,515	64,494	66,542	67,392	68,243
16	58,363	58,748	59,133	62,343	64,328	66,365	68,471	69,347	70,222
17	60,056	60,452	60,849	64,152	66,194	68,290	70,458	71,359	72,259
18	61,798	62,206	62,614	66,013	68,114	70,271	72,501	73,428	74,355
19	63,590	64,010	64,429	67,927	70,089	72,308	74,604	75,558	76,511
20	66,490	66,929	67,368	71,025	77,151	77,312	78,006	79,003	80,001

2007-2008

Salary Guide

Step	Cert	90/Cert	BA	BA+15	BA+30	BA+45	MA	MA+15	MA+30
1	38,771	39,027	39,283	41,415	42,733	44,087	45,486	46,068	46,649
2	39,895	40,158	40,422	42,616	43,972	45,365	46,805	47,403	48,002
3	41,052	41,323	41,594	43,852	45,248	46,680	48,162	48,778	49,394
4	42,242	42,521	42,800	45,123	46,559	48,033	49,558	50,192	50,826
5	43,467	43,754	44,041	46,431	47,909	49,426	50,995	51,647	52,299
6	44,728	45,023	45,318	47,778	49,299	50,860	52,475	53,146	53,817
7	46,025	46,329	46,633	49,164	50,729	52,335	53,997	54,687	55,377
8	47,360	47,673	47,985	50,590	52,200	53,853	55,563	56,273	56,984
9	48,733	49,055	49,376	52,057	53,714	55,414	57,174	57,905	58,636
10	50,146	50,477	50,808	53,566	55,271	57,021	58,831	59,583	60,336
11	51,600	51,941	52,281	55,119	56,874	58,674	60,537	61,311	62,085
12	53,096	53,446	53,797	56,717	58,522	60,375	62,292	63,089	63,885
13	54,636	54,997	55,357	58,362	60,220	62,127	64,099	64,918	65,738
14	56,220	56,591	56,962	60,054	61,966	63,928	65,957	66,801	67,644
15	57,850	58,232	58,614	61,795	63,762	65,781	67,870	68,737	69,605
16	59,528	59,921	60,314	63,588	65,612	67,689	69,838	70,731	71,624
17	61,254	61,658	62,063	65,432	67,514	69,652	71,863	72,782	73,701
18	63,030	63,446	63,862	67,329	69,472	71,671	73,947	74,892	75,838
19	64,858	65,286	65,714	69,281	71,486	73,750	76,091	77,064	78,037
	67,725	68,172	68,619	72,344	78,386	78,547	79,455	80,471	81,487

B. Stipends - Schedule B

Job descriptions will delineate the responsibilities for each position.

Stipends 2005-2006

Awards Coordinator	\$1,862.00 per year
Yearbook Advisor	\$1,065.00 per year
District Wide FFA Advisor	\$1,862.00 per year
District Wide DECA Advisor	\$1,862.00 per year
District Wide FCCLA Advisor	\$1,862.00 per year
District Wide NV-THS Advisor	\$1,862.00 per year
District Wide VICA Advisor	\$2,761.00 per year
Campus VICA Advisor	\$1,065.00 per year
Trade Related Clubs	\$266.00 per year
Chaperone Beyond Job Description and Contracted Time	\$132.00 per day
Teacher Mentoring (year 1)	\$900.00 per year
Teacher Mentoring (certified, year 1)	\$563.00 per year
Teacher Mentoring (year 2)	\$394.00 per year
Non-instructional Duties (activity chaperone, curriculum work, after-school supervision)	\$35.00 per hour
Instructional Duties (summer school, home instruction, student mentoring/co-op supervision)	\$45.00 per hour

Stipends 2006-2007

Awards Coordinator	\$1,927.00 per year
Yearbook Advisor	\$1,102.00 per year
District Wide FFA Advisor	\$1,927.00 per year
District Wide DECA Advisor	\$1,927.00 per year
District Wide FCCLA Advisor	\$1,927.00 per year
District Wide NV-THS Advisor	\$1,927.00 per year
District Wide VICA Advisor	\$2,858.00 per year
Campus VICA Advisor	\$1,102.00 per year
Trade Related Clubs	\$275.00 per year
Chaperone Beyond Job Description and Contracted Time	\$137.00 per day
Teacher Mentoring (year 1)	\$931.00 per year
Teacher Mentoring (certified, year 1)	\$582.00 per year
Teacher Mentoring (year 2)	\$408.00 per year
Non-instructional Duties (activity chaperone, curriculum work, after-school supervision)	\$36.22 per hour
Instructional Duties (summer school, home instruction, student mentoring/co-op supervision)	\$46.57 per hour

Stipends 2007-2008

Awards Coordinator	\$1,995.00 per year
Yearbook Advisor	\$1,141.00 per year
District Wide FFA Advisor	\$1,995.00 per year
District Wide DECA Advisor	\$1,995.00 per year
District Wide FCCLA Advisor	\$1,995.00 per year
District Wide NV-THS Advisor	\$1,995.00 per year
District Wide VICA Advisor	\$2,958.00 per year
Campus VICA Advisor	\$1,141.00 per year
Trade Related Clubs	\$285.00 per year
Chaperone Beyond Job Description and Contracted Time	\$141.00 per day
Teacher Mentoring (year 1)	\$963.00 per year
Teacher Mentoring (certified, year 1)	\$602.00 per year
Teacher Mentoring (year 2)	\$422.00 per year
Non-instructional Duties	\$37.49 per hour (activity chaperone, curriculum work, after-school supervision)
Instructional Duties	\$48.19 per hour (summer school, home instruction, student mentoring/co-op supervision)

C. Schedule C - Secretarial Guide

Salary Guide 199 Day

Step	Salary 2005-06	Step	Salary 2006-07	Step	Salary 2007-08
1	23,818	1	24,994	1	25,790
2	24,253	2	25,394	2	26,190
3	24,713	3	25,794	3	26,590
4	25,198	4	26,194	4	26,990
5	25,708	5	26,594	5	27,390
6	26,243	6	26,994	6	27,790
7	26,803	7	27,394	7	28,190
8	27,388	8	27,934	8	28,590
9	27,998	9	28,499	9	29,090
10	28,633	10	29,089	10	29,690
11	29,293	11	29,704	11	30,390
12	29,978	12	30,344	12	31,190

D. Schedule D -TechnicianI Guide

Salary Guide

Step	Salary	Step	Salary	Step	Salary
	2005-06		2006-07		2007-08
1	49,702	1	49,702	1	49,702
2	50,696	2	50,696	2	50,696
3	51,710	3	51,710	3	51,710
4	52,744	4	52,744	4	52,744
5	53,799	5	53,799	5	53,799
6	54,874	6	54,874	6	54,874
7	55,972	7	55,972	7	55,972
8	57,092	8	57,092	8	57,092
9	58,233	9	58,233	9	58,233
10	59,398	10	59,398	10	59,398
11	60,586	11	60,586	11	60,586
12	61,798	12	61,798	12	61,798

E. Schedule E - Educational Support Personnel Guide

Salary Guide

Step	Salary 2005-06	Step	Salary 2006-07	Step	Salary 2007-08
1	21,254	1	22,103	1	22,932
2	21,785	2	22,656	2	23,505
3	22,330	3	23,222	3	24,093
4	22,888	4	23,803	4	24,695
5	23,460	5	24,398	5	25,312
6	24,046	6	25,008	6	25,945
7	24,647	7	25,633	7	26,594
8	25,263	8	26,274	8	27,259
9	25,895	9	26,931	9	27,940
10	26,542	10	27,604	10	28,639
11	27,206	11	28,294	11	29,355
12	27,886	12	29,001	12	30,089

ARTICLE XXXIV

DURATION OF AGREEMENT

- A. All provisions of this Agreement are retroactive to July 1, 2005.

- B. This Agreement shall continue in effect until June 30, 2008, inclusive. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

- C. Each party agrees to discuss and negotiate items of mutual concern before this Agreement expires. The items to be discussed and negotiated shall be presented in writing to the other party by October 15 and April 15.

- D. In WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and attested by its Secretary, and the Board has caused this Agreement to be signed by its President and attested by its Secretary.

HUNTERDON COUNTY POLYTECH BOARD OF EDUCATION

_____ President	_____ Date
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_____ Secretary	_____ Date
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HUNTERDON POLYTECH EDUCATION ASSOCIATION

_____ President	_____ Date
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_____ Secretary	_____ Date
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