
NEGOTIATED AGREEMENT

BETWEEN

THE MANASQUAN BOARD OF EDUCATION

AND

THE MANASQUAN EDUCATION ASSOCIATION

SCHOOL YEARS

2023-2024

2024-2025

2025-2026

2026-2027

2027-2028

Table of Contents

ARTICLE 1 - RECOGNITION	1
ARTICLE 2 - NEGOTIATION PROCEDURE.....	1
ARTICLE 3 - GRIEVANCE PROCEDURE	2
ARTICLE 4 - EMPLOYEE RIGHTS AND PRIVILEGES.....	7
ARTICLE 5 - ASSOCIATION RIGHTS AND PRIVILEGES	8
ARTICLE 6 - BOARD RIGHTS	10
ARTICLE 7 - SCHOOL CALENDAR.....	11
ARTICLE 8 - TEACHERS' HOURS AND TEACHING LOADS.....	11
ARTICLE 9 - CUSTODIAL EMPLOYEES' WORK SCHEDULE	19
ARTICLE 10 - EDUCATIONAL SECRETARIES' WORK SCHEDULE.....	21
ARTICLE 11 - CUSTODIAL EMPLOYEE'S HOLIDAY SCHEDULE	22
ARTICLE 12 - EMPLOYMENT PROCEDURES.....	23
ARTICLE 13 - VACATIONS.....	24
ARTICLE 14 - UNIFORMS	26
ARTICLE 15 - SALARIES.....	27
ARTICLE 16 - TEACHER ASSIGNMENT	32
ARTICLE 17 - VOLUNTARY TRANSFERS AND REASSIGNMENTS.....	33
ARTICLE 18 - INVOLUNTARY TRANSFERS AND REASSIGNMENTS.....	33
ARTICLE 19 - PROMOTIONS.....	34
ARTICLE 20 - REDUCTION IN FORCE.....	36
ARTICLE 21 - EMPLOYEE EVALUATION.....	36
ARTICLE 22 - SICK LEAVE AND RETIREMENT	38
ARTICLE 23 - TEMPORARY LEAVES OF ABSENCE	43
ARTICLE 24 - EXTENDED LEAVES OF ABSENCE	46
ARTICLE 25 - TUITION REIMBURSEMENT	47
ARTICLE 26 - SUBSTITUTES.....	48
ARTICLE 27 - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT.....	48
ARTICLE 28 - INSURANCE PROTECTION.....	50
ARTICLE 29 - DEDUCTION FROM SALARY	53
ARTICLE 30 - REPRESENTATION FEE	54
ARTICLE 31 - MISCELLANEOUS PROVISIONS	55
ARTICLE 32 - PARAPROFESSIONALS & JOB COACHES.....	56
ARTICLE 33 - DURATION OF AGREEMENT.....	58
SCHEDULE A - TEACHING STAFF SALARY GUIDES	59
SCHEDULE B - SUPPORT STAFF SALARY GUIDES.....	61
SCHEDULE C – STIPEND GUIDES	63

ARTICLE 1 - RECOGNITION

- A. The Manasquan Board of Education does hereby recognize the Manasquan Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment of the following employees.
1. All certificated teaching personnel under contract including department heads but excluding supervisory, administrative, and executive personnel; i.e. principals, assistant/vice principals, directors of guidance and/or directors of special services.
 2. General secretaries and clerical personnel in the board's employ including secretaries to the building principals and secretaries to the guidance director, but excluding the secretaries of the superintendent, the secretaries to the board secretary, and others excluded by the act.
 3. Custodial employees of the board.
 4. Paraprofessionals, Job Coaches, and Behaviorists/BCBAs.
 5. Representation of the above excludes substitutes.
- B. Unless otherwise indicated, the term "employees", when used hereinafter in the agreement, shall refer to all employees represented by the association in the negotiating unit as above defined and reference to male employees shall include female employees.
- C. Unless otherwise indicated, the term "teaching staff members," when used in this agreement shall refer to all certificated employees represented by the association in the negotiating unit as above defined, including classroom teachers, educational service personnel, or other members whose positions require a professional license (e.g. RN, BCBA) or a certificate issued by the State Board of Examiners.

ARTICLE 2 - NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with the New Jersey Employer-Employee

Relations Act, as amended, N.J.S.A. 34:13A-1 et seq. in good faith efforts to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin on March 15, or as soon thereafter as practicable but not later than March 31, of the calendar year in which this agreement expires or as per PERC rules and regulations. Any agreement so negotiated shall apply to members of the appropriate unit, be reduced to writing, be signed by the authorized representatives of the board and the association, and be adopted by the board.

- B. The board agrees to furnish to the association, in response to reasonable requests, any information which is a matter of public record or which is encompassed under the Right to Know Law.
- C. Neither party shall have control over the selection of the negotiating representatives of the other party. Either party may call upon professional advisers to serve as consultants during any period or phase of the negotiations.
- D. This agreement incorporates the entire understanding of the parties hereto on all matters which were or could have been the subject of negotiation. During the term of this agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time this agreement was negotiated or executed.
- E. This agreement shall not be modified in whole or in part by the parties hereto except by an instrument in writing duly executed by both parties.

ARTICLE 3 - GRIEVANCE PROCEDURE

- A. Definitions
 - 1. **Grievance:** a "grievance" is a claim by an employee or the association based upon the interpretation, application, or violation of this agreement, policies, and administrative decisions affecting an employee or group of employees.
 - 2. **Aggrieved person:** an "aggrieved person" is the person or persons or the association making the claim.

3. **Party in interest:** a "party in interest" is the person or persons making the claim and any person including the association or the board who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees' terms and conditions of employment, subject to Paragraph E.4 of this article. Both parties agree these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

C. Rights of Employees to Representation

1. Any employee may be self-represented at all stages of the grievance procedure or, at the person's option, by a representative selected or approved by the association.
2. When an employee is not represented by the association in the processing of a grievance, the association shall have the right to be present and to state its view at all stages of the grievance procedure.
3. No reprisals of any kind shall be taken by the board or any member of the administration against any party in interest, any representative, any member of the association, or any other participant in the grievance procedure by reason of such participation.

D. Procedures - Grievance Steps

1. Failure at any step of this procedure to communicate the decision of the grievance within the specified time limit shall permit the aggrieved person to proceed to the next step.
2. Failure at any step of this proceeding to appeal the grievance to the next step within the specified time shall be deemed a forfeiture of the right to process the grievance at a higher level.
3. Time limits may be extended at any step in the proceeding by mutual

written consent.

4. In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following year could result in irreparable harm to any employee, the time limits set forth herein shall be adjusted by mutual written consent and completed as soon after the school year as is practicable.
5. It is understood that the grievant shall, during and notwithstanding the pendency of any grievance, continue, under the direction of the superintendent or a named designee or supervisor, to perform all assignments and adhere to all policies, procedures, and rules & regulations of the board until such grievance and the affect thereof shall have been fully determined.
6. The number of school days indicated at each level should be considered as the maximum, and every effort should be made to expedite the process.

E. Levels of the grievance procedure are as follows:

1. Level One: any grievant who has a grievance shall file written notice with the principal or immediate supervisor, within twenty-one (21) school days from the date after the grievant knew or should have known of the occurrence of the event giving rise to the grievance. Upon receipt of the aforesaid written notice, the principal or supervisor shall set up a discussion in an attempt to resolve the matter informally at that level.
2. Level Two: If, as the result of the informal discussion, the matter is not resolved to the satisfaction of the grievant within seven (7) school days, the grievant shall set forth the grievance in writing, on the form jointly developed and provided, to the board, to the building principal, or the immediate supervisor. The building principal or the immediate supervisor of the grievant shall meet with the grievant in an attempt to resolve the matter as quickly as practical. The building principal or the immediate supervisor of the grievant shall communicate the written decision to the grievant and the association within seven (7) school days of the receipt of the grievance.

3. Level Three: If the grievant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within seven (7) school days after presentation of the grievance, the grievant shall appeal the grievance in writing to the superintendent or a named designee within seven (7) school days after the decision at Level Two, or fourteen (14) school days after the grievance was presented, whichever is sooner.

The superintendent or a named designee shall meet with the grievant in an attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days; the superintendent or a named designee shall communicate the decision in writing to the grievant and the association and the principal, or immediate supervisor, within fifteen (15) school days of receipt of the grievance or five (5) school days after meeting with the grievant.
4. Level Four: If the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant shall file the grievance, in writing, with the board of education.

The grievance must be filed within five (5) school days after receipt of the decision at Level Three or twenty (20) school days after submitting the grievance to the superintendent or a named designee who shall attach all related papers and forward the grievance to the board of education. A hearing shall be scheduled with the grievant by the board at a mutually reasonable time. Such hearing shall be held within twenty (20) business days of receipt of the grievance. The board shall give a decision, forwarded by the superintendent or a named designee to the grievant and to the association, within thirty two (32) calendar days of receipt of the grievance by the board.

In no event shall a grievance of a non-tenured staff member concerning his non-renewal proceed to Level Five which provides for binding arbitration.
5. Level Five: If the grievant is not satisfied with the disposition of the grievance at Level Four, the grievant may, within fifteen (15) school days of the board decision, submit the dispute to arbitration. The association shall notify the board through the superintendent or a named designee, of the request for arbitration.

The association shall submit the grievance to the Public Employees Relations Commission (PERC) and the parties agree to be bound by the rules and regulations of PERC. The selection of an arbitrator shall be in accordance with PERC regulations. Unless otherwise set forth in

the written contract, the arbitrator's determination shall be binding on both parties. The arbitrator does not have the right to add to, subtract from, or modify this agreement in any manner.

F. Costs of Arbitration

The fee and expense of the arbitrator are the only costs which shall be shared equally by the parties. Any other expenses incurred shall be paid by the party incurring same.

G. Miscellaneous

1. Written Decisions: commencing with Level Two and all subsequent levels, the decision by the administration or the board shall include a statement of the reasons for the position taken at that level.
2. Group Grievances: if, in the judgment of the association, a grievance materially affects a group or class of employees, the association may submit such grievance in writing to the superintendent or a named designee. The processing of such grievance shall commence at Level Three.
3. Forms: forms for filing grievances (which are to be supplied by the association), serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the superintendent (business administrator for cafeteria workers) and the association, and be given appropriate distribution so as to facilitate operation of the grievance procedure.
4. Meetings and Hearings: all meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this article.
5. Grievance File: all documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. Such files may be kept by the superintendent and the association.

ARTICLE 4 - EMPLOYEE RIGHTS AND PRIVILEGES

- A. Pursuant to the New Jersey Employer-Employee Relations Act, as amended, N.J.S.A. 34:13A-1, et seq., the board hereby agrees that every employee of the board shall have the right to freely organize, join, and support the association and its affiliates for the purpose of engaging in collective negotiations. As a duly elected body exercising governmental powers under the laws of the State of New Jersey, the board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the New Jersey Employer-Employee Relations Acts, as amended, N.J.S.A. 34:13A-1, et seq. or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to 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 this agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Law or other applicable laws and regulations.
- C. Whenever any employee is required to appear before the superintendent, the board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position of employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the association present to advise him/her and represent him/her during such meeting or interview.

Any suspension of a teacher or a secretary under tenure pending charges shall be with full pay unless, in the judgment of the board, the gravity of the offense charged or the particular circumstances involved warrant a departure from the existing practice of granting such pay, until such time as a decision is rendered by the Commissioner of Education or a limit of one year from the date of suspension.

- D. No employee shall be prevented from wearing pins or other suitable identification of membership in the association or its affiliates. For the purpose of this agreement, affiliates shall include and be limited to the National Education Association, the New Jersey Education Association, and the Monmouth County Education Association.
- E. No employee shall be reprimanded or disciplined without just cause. Any such action asserted by the board, or any agent or representative thereof, shall be subject to the Grievance Procedure herein set forth.
- F. An employee shall immediately report in writing (if able) any case of physical or verbal assault or battery upon his or her person arising out of, or in connection with, his or her employment duties. Such matters shall be immediately reported to the principal or immediate supervisor. Such cases will be handled by administration as soon as possible. When absence arises out of or from such assault or injury, the employee may be entitled to Workers Compensation.

ARTICLE 5 - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The board agrees to furnish to the association, in response to reasonable requests, any information which is a matter of public record or which is encompassed under the Right-to-Know Law.
- 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, the New Jersey Education Association, the Monmouth County Education Association, and the National Education Association shall be permitted to transact official association business on school property at all reasonable times, provided that this shall not interrupt nor interfere with neither normal school operations nor the immediate obligations of the employee so concerned.
- D. The association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval of the building principal or his representative is required.

- E. The association shall have the right to use school facilities and equipment, including typewriters & computers, duplicating equipment, business machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. Materials and supplies incident to such use shall, upon request by the board, be furnished by the association (or reasonable cost of such materials and supplies shall be paid for upon request by the board by the association). It shall be the obligation of the association to provide qualified adequately trained personnel to operate the equipment. The association agrees to pay for any equipment damaged or stolen while in use by the association, as permitted under Paragraph "E". The association will absorb their share of any user or copying fee charged to the board for the use of copying equipment.
- F. The association shall have the right to purchase expendable office supplies and other materials from the board at the price paid by the board to its suppliers or from the board's suppliers at the price paid by the board at the time of purchase.
- G. The association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge. The association shall also be assigned adequate space on the bulletin board in the central office for association notices. The location of association bulletin boards in each room shall be designated by the association. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- H. The association shall have the right to use the inter-school mail facilities and school mailboxes, excluding electronic mail, for association materials as it deems it necessary and without approval of the building principal or other members of the administration for closed or sealed materials. The use of mail facilities and school mailboxes for open materials must be approved by the building principal. The association's seal or signature of an officer shall be attached to all documents sent through inter-office mail.
- I. The rights and privileges of the association and its representatives as set forth in the agreement shall be granted only to the association as the exclusive representative of the employees and to no other organizations.
- J. The board shall provide release time of one non-teaching or preparation class period per day to the president of the association. The board shall

provide release time of one non-teaching or preparation class period per week at the elementary school or four-day cycle at the high school to a maximum of four members of the association executive committee. The president of the association must identify, in writing, the members of the executive committee to the principals of each school by June 15 of the prior school year so that schedules can be created. If executive committee membership changes during the school year, no changes to the schedule will be made until the following school year. Said time shall be in addition to the regularly scheduled preparation time and duty-free lunch period.

In the case of an elementary school teacher, when these conditions cannot be fully met without interfering with the educational process, a mutual agreement shall be arrived at by the superintendent, the principal, and the president of the association.

- K. With the recommendation of the Superintendent and approval of the Board, bargaining unit members may enroll their children in the high school or the elementary school tuition free. Any ENROLLMENT determination shall not be subject to the grievance procedure.

If a bargaining unit member's child enrolled under this provision newly enrolls in the District on or after September 1, 2018 and requires additional special educational services beyond that of a general education environment, it shall be at the bargaining unit member's expense and they shall reimburse the Board of these additional itemized costs.

ARTICLE 6 - BOARD RIGHTS

The board of education hereby retains and reserves unto itself without limitations all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and including the right (a) to direct employees of the school district, (b) to hire, promote, transfer, assign, and retain employees in positions within the school district and suspend, demote, discharge, or take other disciplinary action against employees, (c) to relieve employees from duties because of lack of work or other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means, and personnel by which such operations are to be conducted, and (f) to take whatever other actions may be necessary to carry out the mission of the school district in any situation.

ARTICLE 7 - SCHOOL CALENDAR

- A. A joint committee comprised of the association, principals, and the superintendent shall meet on or about December 1, but not later than January 1, to consult on a school calendar for the ensuing year.
- B. If this joint committee cannot reach mutual agreement on a proposed school calendar, the association shall have the right to meet with the board not later than January 15 to present its viewpoints and proposals regarding the calendar.

ARTICLE 8 - TEACHERS' HOURS AND TEACHING LOADS

- A.
 - 1. Teachers shall indicate their presence daily by electronically signing in. Teachers signing in late shall be required to indicate the time of arrival. Teachers shall indicate their departure at the end of the school day by electronically signing out.
 - 2. No teacher shall be required to report for duty earlier than six (6) minutes in the high school and sixteen (16) minutes in the elementary school before the opening of the pupils' school day, and shall be permitted to leave thirty (30) minutes in the high school and twenty (20) minutes in the elementary school after the close of the pupils' school day. On Fridays or on days preceding a holiday or vacation, the teachers' work day shall end at the close of the pupils' school day or when all duty obligations have been completed. Notwithstanding the thirty (30) minute requirement in this item, a high school teacher who is assigned to participate in freshman orientation during their workday where they are required to meet with freshman members of their class(es) shall be permitted to leave at pupil dismissal time on an equivalent number of workdays to the number of sections or periods they met with freshmen during freshman orientation.
 - 3. A schedule of activities requiring faculty supervision other than those listed in Schedule C shall be published on or about September 15 each year. Teachers shall be required to choose one of these activities without additional compensation. In the event additional staff supervision is required for any of these activities, said assignment shall be made by lottery. All assignments beyond the first assignment

to a teacher regarding activities requiring faculty supervision shall be compensated at the rate of \$25 (twenty-five dollars) per hour.

4. Those activities for which faculty supervision is required, except those listed in Schedule C and for which compensation is made either by the board or the Central Fund shall be listed. Teachers may volunteer for assignment to such activities and assignments shall be made by the principal or on the basis of area of interest, length of service in the district, and competence to perform assigned duty.

B.

1. There shall be an eight (8)-class rotating schedule on a four (4) day cycle in the high school on which six (6) classes meet in a normal school day. The teaching load in the high school shall not be more than five (5) of the eight (8) classes. It is understood that the nature of the rotating block schedule requires teachers, depending on which class periods they are schedule to teach, to have different amounts of student contact time (teaching and duty periods) on different days of the cycle.

In a given regular school day, teachers will have, at minimum, a duty-free lunch period of not less than 52 minutes and a conference period, for a minimum combined time of 110 minutes.

However, in a given four (4) day cycle, teachers will have 15 teaching periods, a minimum of five (5) preparation periods, one (1) professional collaboration period, and three (3) duty periods. Assigned duties can include supervision of students in various areas of the school, classrooms, cafeteria, gymnasium, auditorium, hallways or tutorials/labs for student academic assistance, or other duties mutually agreed upon by the Board of Education and the MEA. Teacher may elect to have extra help during their duty-free lunch period when it occurs during the school's unit lunch period one day per 4-day cycle in lieu of after school extra help. The max pupil contact over a four (4) day cycle shall be 1,100 minutes.

In an eight (8)-class rotating schedule, high school teachers shall not be required to teach more than three (3) subject areas nor more than a total of four (4) teaching preparations at any one time. Exceptions can be made when lack of student enrollment makes this impossible.

2. Efforts will be made so that regular classroom teachers in the high school shall not be required to change subject area teaching stations more than two times during the school day.

C.

1. In the event of a schedule change back to a five (5) block day in the high school, the teaching load in the high school shall not be more than three (3) blocks and one assigned duty of twenty-five (25) minutes and a Home Room assignment or comparable duty assignment, if scheduled. The daily pupil contact time shall not exceed hundred seventy-five (275) minutes. When possible, tutorial duty assignments will be rotated within the departments.

Courses such as: Band, Chorus, HSPA, Labs, Yearbook, Blue & Gray, etc. must retain flexible time within the schedule to best accommodate the educational needs of the students in these areas. The parties agree that the Board retains the right to schedule such courses to meet educational needs. The schedule of the teachers teaching said courses may be different from that set forth in paragraph one above. If the teaching schedule does vary, the workload of the teachers shall not exceed two hundred seventy-five (275) minutes of pupil contact time.

2. The parties agree that the Board retains the authority to return the high school schedule to a traditional nine (9) period day. In that event, the daily teaching load in the high school shall not be more than six (6) teaching periods and shall not exceed two hundred seventy-five (275) minutes of pupil teaching time. Assignment to a non-preparation class period shall be considered a teaching period for the purpose of this article.

Teachers assigned on a cross-schedule basis shall be governed by the high school workload provisions.

3. In a five (5) block day schedule, High school teacher shall not be required to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations at any one time.

D.

1. Teachers shall have a daily duty-free lunch period in accordance with State Board of Education regulations.

2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period, so long as said teachers sign out and sign in.
3. No meetings, conferences, or interviews shall be scheduled with the teacher by the administration during the duty-free lunch period.

E.

1. There shall be a limit on faculty meetings; including department and grade level meetings at both schools, of no more than two (2) meetings per month with an aggregate total of no more than 90 minutes, provided that additional meetings may be called in the instance of an emergency. Emergency is defined as an unforeseen event with potentially serious consequences (for example, violence). In the event of monitoring, Middle States, or the equivalent, teachers may be required to attend up to four (4) meetings per month for an aggregate total of no more than 150 minutes. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than fifty (50) minutes. If additional time is needed, students shall be dismissed early. This section does not apply to association meetings.
2. An association representative may speak to the teachers at any meeting referred to in Paragraph 1 above for at least ten (10) minutes on the request of the representative at the end of the meeting.
3. The notice and the agenda, when possible, for any meetings shall be given to the teachers involved at least three (3) school days prior to the meetings, except in an emergency. Teachers shall have the right to suggest items for the agenda.

F. Classroom teachers shall, in addition to their duty free lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows:

1. Elementary school - a minimum of seven (7) periods per week and a minimum of one (1) full period per day of not less than forty (40) continuous minutes; Effective with the 2013-2014 School Year and afterwards, Elementary teachers may be required to utilize two (2) of their preparation periods per month for special education related, INRS and 504 meetings without compensation.

2. High school - not less than one class period per day. This does not include the time before or after school is in session for students.
- G. Exceptions to the provisions of Section A, B, C, D, E, and F above may be made only in cases of extreme emergency. The association shall be notified in each such instance, in advance if possible. A disagreement over whether an exception is justified shall be subject to the Grievance Procedure.
 - H. Teacher participation in those extra-curricular activities listed in Schedule C shall be voluntary, and shall be compensated according to the rate of pay and/or release time in schedule C.
 - I. Chaperones on any overnight trip shall be paid \$225 (two hundred and twenty five dollars) per night plus expenses for each night. Chaperones on a non-overnight field trip shall be paid \$125 (one hundred twenty-five dollars) if the field trip requires the chaperone to be on duty for more than ten hours on the day of the field trip.
 - J. MES teachers shall participate in one additional parent-teacher conference to be scheduled in the evening which shall not conclude later than 8:00 P.M.
 - K. Teaching staff members are required to attend one back-to-school night event per year at their assigned primary school for a maximum of two and one-half (2.5) hours. If a teaching staff member is assigned to multiple schools or grade levels which have different back-to-school nights, the administration will assign the teaching staff member to one to attend. If a teaching staff member is unable to attend the back-to-school night, they must inform their principal as soon as the conflict is known to the teaching staff member and arrange with the principal to be available to meet with parents on another evening for an equivalent amount of time.
 - L. Teaching staff members are encouraged to attend the graduation ceremony of their assigned primary school for a maximum of two hours. The administration of the school may require any teaching staff member to assist in facilitating the ceremony by assigning the teaching staff member a duty. If no assignment of a duty is made by the administration, the teaching staff member shall attend the ceremony. If a teaching staff member is unable to attend the graduation ceremony for any reason, they shall notify the building principal.
 - M. Teachers shall be available before pupil arrival or after pupil dismissal for

extra help one (1) day per week for forty-five (45) minutes. The day shall be scheduled at the convenience of the teacher.

- N. Nurses: District nurses are allowed a 50 minute lunch. All nurses are allowed to take their lunch once their office is clear of students that require immediate medical attention. As all other personnel, nurses will sign out in the main office if leaving the building and sign in when they return. Nurses shall schedule their lunch with the building principal's approval. Since an emergency may require a nurse not to begin his/her lunch as scheduled, signing out and in will be the official record as to compliance with the 50 minute limit.
- O. MEA members may be eleven month employees when hired to an eleven month position by the Board. The contract for eleven month employees will be from July 1st to June 30th, during which the eleven month employee will work the ten month employee school calendar (184 days) plus an additional 20 days during the summer recess. A schedule of the summer days will be mutually agreed upon with the employee and the employee's supervisor, with the approval of the Superintendent of Schools. Unless a specific salary guide for the eleven month employee is defined, their annual salary will be 110% of the salary which they would otherwise earn in a ten-month position. Appointment to eleven month positions shall be each year, at the discretion of the Board. An eleven month employee's salary will be paid over the twelve months of their contract like other twelve month employees. In the event that an eleven month employee returns to a ten month position, the additional one month shall not be made part of the tenure protected salary.
- P. Teaching staff members of the MEA may be twelve-month employees when hired to a twelve-month position by the Board. The contract for twelve-month employees will be from July 1st to June 30th. Teaching staff members in twelve-month positions under this section will not follow the school calendar but rather will work all weekdays except for paid holidays as follows:

New Year's Day
Martin Luther King, Jr. Day
Lincoln's Birthday
Washington's Birthday
Good Friday
Memorial Day
Independence Day (and weekend extension, if any)
Labor Day

Columbus Day or Indigenous Peoples' Day
General Election Day
Veteran's Day
Thanksgiving Day
Christmas Day

During the months of July and August, twelve-month teaching staff members will work four (4) weekdays per week from 7:30am – 3:00pm with one (1) weekday off per week.

If school is in session on any of these paid holidays, the twelve-month teaching staff member may be required to work on these holidays to ensure the efficient and safe operations of the schools. If the Board requires the twelve-month teaching staff member to work on any of these holidays, the Board shall offer the twelve-month employee an alternative holiday on an otherwise scheduled workday in lieu of the holiday during the same school year. These alternate holiday dates will be provided to the affected employee prior to the beginning of the school year.

Twelve-month teaching staff employees shall be entitled to twelve (12) paid sick leave days in accordance with state law as well as twenty (20) paid vacation days and four (4) paid personal days annually. Vacation and personal days must be scheduled with the prior approval of the superintendent of schools. A maximum of ten (10) unused vacation days may be rolled over to the next school year with the approval of the superintendent of schools. Unused personal days will be rolled into accumulated sick days.

Unless a specific salary guide for the twelve-month teaching staff member is defined, their annual salary will be 120% of the salary from the teaching staff salary guide which they would otherwise earn in a ten-month position. Appointments to twelve-month positions shall be each year at the discretion of the Board. A twelve-month teaching staff member's salary will be paid over the twelve months of their contract. If a twelve-month teaching staff member returns to a ten-month position, the additional two months salary shall not be made part of the tenure protected salary.

Q. This section shall apply to an athletic trainer hired prior to July 1, 2023.

1. Athletic Trainer will be a 12 month position that will run from July 1- June 30th annually. In lieu of working during the month of July, the

athletic trainer will be required to work up to 20 Saturdays during the sports seasons.

2. The athletic trainer will have 23 vacation days and be granted the following paid legal holidays: New Year's day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, General Election Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A maximum of 10 unused vacation days may be rolled over to the next year, with the Superintendent's approval.
 3. The Athletic Trainer and the Athletic Director will agree upon a holiday schedule which does not conflict with the athletic program. If the trainer is required to work on one of the legal holidays, he/she will be granted an additional day to compensate for it.
 4. Employee will receive 12 sick days as well as 4 Personal days.
 5. The athletic trainer will maintain a flexible training room duty during the unit lunch period. Sign in time will be 10:35 A.M.
 6. Fall season: The athletic trainer will cover all NJSIAA home games. The athletic trainer will cover varsity practices until 6:30 P.M. and be on call and available until 8:30 P.M.
 7. Winter season: The athletic trainer will cover all NJSIAA home games. The athletic trainer will cover varsity practices until 6:30 P.M. and be on call and available until 8:30 P.M.
 8. Spring season: The athletic trainer will cover all NJSIAA home games. The athletic trainer will cover varsity practices until 6:30 P.M. and be on call and available until 8:30 P.M.
 9. Saturdays: The athletic trainer will cover NJSIAA home games and away football games.
 10. Pre-season and holidays: The athletic director will schedule game coverage with the athletic trainer.
- R. This section shall apply to an athletic trainer hired July 1, 2023 or after.

1. The athletic trainer shall be a twelve-month teaching staff member employee employed under the provisions of Section O. of this article.
 2. Notwithstanding the provisions of Section O., the athletic trainer's annual work schedule will additionally include twenty (20) weekend days as workdays to provide athletic training services.
 3. It is understood the athletic trainer's daily assigned hours must be flexible and may be variable to accommodate athletic practices and events. The athletic trainer may be assigned working hours at the discretion of the administration but in no case shall exceed eight hours per day.
 4. The athletic trainer may be required to work additional hours in a given day or additional days during the school year to provide athletic training services at an athletic event. If the athletic trainer's hours or working days exceed those required under this section, the athletic trainer shall be granted compensatory time rounded to the nearest half-day with a minimum 0.5 compensatory days earned for additional hours or days worked.
- S. There will be ½ day closing on the Wednesday before Thanksgiving.

ARTICLE 9 - CUSTODIAL EMPLOYEES' WORK SCHEDULE

- A. Custodial employees shall be assigned to a regular work week of 5 (five) consecutive days for a total of 40 (forty) hours; provided, however, that employees assigned to a weekly schedule which includes Saturdays shall be assigned on an involuntary basis only in the event that an insufficient number of volunteers are available. Involuntary assignments to the Saturday shift shall be made in inverse order of seniority among qualified employees (those holding a black seal license). Overtime rates shall be paid on all hours worked in excess of 40 (forty) hours in a week.
- B. The board shall have the right to require, as a condition of eligibility for Saturday and Sunday assignments, that an employee possesses a black seal license.
- C. The starting and finishing times of work shifts are to be set by the superintendent of schools or his/her designee.

- D. In case of emergency (snow storm, etc.) custodial employees may be called in to work before the normal starting time and may be required to be available Saturdays and Sundays for snow removal in order to prepare for the opening of school classes. The board of education will pay the custodial employees for emergency overtime at the pro-rated hourly rate of contract salary. In the event custodians are called in to work, they shall also be permitted to work the regular scheduled shift unless schools are closed. This language shall not change the regular Monday-to-Friday work week. During snow removal period, custodians will receive time and a half when a state of emergency is declared.
- E. Custodial employees called back to work in emergencies shall be guaranteed a minimum of four (4) hours of work unless the time of the call back is less than four hours from their next scheduled work shift, or is an extension of their normal work shift.
- F. If custodial employees are obliged to work on Sundays, they shall be compensated at double-time rate for the time worked on those days.
- G. If custodial employees are obligated to work on holidays, they shall be compensated by being granted either one (1) day leave of absence with pay or one (1) additional day's pay at straight time for each holiday worked, at the employee's discretion. If the employee selects the day, scheduling of the day must be approved by the supervisor.
- H. Custodial employees shall be permitted a 30-minute non-working, duty-free meal break provided that working time remains at eight hours per shift. At a date designated by the BOE, summer hour shifts shall be set at 7:00 a.m. to 3:00 p.m. and will include a ½ hour meal break.
- I. Summer Night Custodian
 - 1. A Summer Night Custodian stipend position shall be established to which a custodian currently employed by the Board may be appointed. The custodian appointed to the Summer Night Custodian stipend position ("the Summer Night Custodian") shall work a night shift during summer hours shift period instead of the summer shift hours established in Article 9, Section H.
 - 2. The Summer Night Custodian's work schedule and shift shall follow

the normal school-year work schedule and night shift of custodians as defined in Article 9, Sections A and C during the summer hours shift period.

3. The Summer Night Custodian shall be paid a \$5,000.00 stipend in addition to his or her salary with half of the stipend to be paid no later than July 31 and half paid no later than September 15 of the year he or she is appointed as the Summer Night Custodian. In the event the Summer Night Custodian is not appointed for the full summer hours shift period, the stipend amount paid shall be pro-rated based on the number of custodial workdays during the summer hours shift period in that year.
4. The Board shall internally post the Summer Night Custodian stipend position no later than May 1 annually to solicit volunteers interested in the Summer Night Custodian position and stipend from the Board's current custodial staff. If more than one custodian applies for the Summer Night Custodian position, the Board may appoint, upon the recommendation of the Superintendent of Schools, any of the qualified custodian candidates without regard to seniority.
5. If no qualified custodian applies in response to the posting, the Board may involuntarily appoint a qualified custodian to the Summer Night Custodian position in reverse seniority order provided they are notified no later than May 15.

ARTICLE 10 - EDUCATIONAL SECRETARIES' WORK SCHEDULE

- A. Hours: 8-hour scheduled workday including a 1-hour duty free lunch, September through June; 7.5 hour scheduled workday including a 30 minute duty-free lunch July and August.
- B. Hours for the start and end of the work day during the school year to be determined by the immediate supervisor with the approval of the superintendent. The work schedule for July and August shall be four days per week with one day off from 7:30 a.m. to 3:00 p.m. with a 30 minute lunch.
- C. Educational secretaries will receive the teachers' school calendar holidays. If school is in session on any legal holiday and educational secretaries are

required to work, they shall be given this time off during the year, preferably during vacation time when school is not in session (upon the recommendation of the immediate supervisor and approval of the superintendent).

As per N.J.S.A. 18A:31-2, secretaries and office clerks are permitted up to two days' leave with pay for the N.J.E.A. Convention. These requests should be cleared with the immediate supervisor.

- D. Educational secretaries shall not be required to work when schools are closed due to inclement weather or other emergencies.
- E. If secretarial employees are assigned to work hours beyond their work schedule, such as evening events, graduation, etc., they shall be granted compensatory time rounded to the nearest half day with a minimum of one-half day of compensatory time awarded.

ARTICLE 11 - CUSTODIAL EMPLOYEE'S HOLIDAY SCHEDULE

- A. Custodial employees shall be entitled to thirteen (13) paid holidays per year pursuant to a schedule of holidays approved by the board of education. The paid holidays shall include:

- New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day (and weekend extension, if any)
- Independence Day (and weekend extension, if any)
- Labor Day
- Columbus Day or Indigenous Peoples' Day
- General Election Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day.

A Memorial Day weekend extension is defined as any weekday immediately adjacent to Memorial Day or the Memorial Day weekend on which school is not in session for students.

- B. Holiday leave credit is to be used when due or, if unable to be used because schools are in session, earned holiday leave credit must be used in the fiscal year in which it was earned, with the recommendation of the business administrator (for custodians) and the approval of the superintendent. If they are not used within the period of time, they are lost to the employee. Holiday leave credit may not be used to extend vacation leave days.

ARTICLE 12 - EMPLOYMENT PROCEDURES

- A. The board agrees to hire only certificated teachers holding certificates issued by the New Jersey State Board of Examiners, or the County Superintendent of Schools, for every regular teaching assignment.
- B.
 - 1. Each teacher shall be placed on the proper step of the salary guide when hired, subject to B.2 and B.3.
 - 3. All experienced teachers shall receive full credit for their first five (5) years of previous teaching experience. Additional salary guide credit for the beginning teacher shall be given for each year of active full-time military service, not to exceed four (4) years.
 - 3. New teachers who are hired under a Career and Technical Education (CTE) certificate may receive salary guide credit at the time of hire for years previously worked in the field in which they hold the CTE certificate, at the discretion of the Board of Education.
- C. Previous accumulated unused sick leave days shall be restored to all staff returning from a board-approved leave.
- D. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15 or as per New Jersey Statute.
- E. All custodial employees are hired on an annual term contract. Said contract to terminate annually on June 30.
- F. Secretarial candidates with experience may receive credit for prior experience, salary to be determined at the time of hiring according to the appropriate salary schedule. Future increments will be according to the appropriate salary schedule.

- G. Any educational secretary employed prior to January first of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year. No partial credit will be given.
- H. A terminated educational secretary shall receive two (2) weeks' notice of termination or two (2) weeks' pay in lieu of notice, plus accumulated vacation pay based on the proportion of full months worked in the contract year.
- I. An educational secretary who is resigning from his/her position shall give the normal two weeks notice.

Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given. If the full two weeks notice is not given, earned vacation shall not be paid.

- J. A paraprofessional or job coach who is resigning from his/her position shall give the normal 2 (two) weeks notice.

ARTICLE 13 - VACATIONS

Custodians:

- A. Only custodial employees employed on a 12-month basis are entitled to vacation leave. The vacation policy for custodial employees employed on a 12-month basis is as follows:

At the time of hire, a custodian will be granted a pro-rated number of vacation days, up to 10, one for each full month they will be employed prior to July 1. On July 1 of each year, each custodian will receive their vacation days to be used in that contract year (beginning July 1) according to the schedule below. The “years service” must be full years completed as of July 1:

Less than 5 years service:	10 days
5 years – less than 10 years service:	15 days
10 years service and up:	21 days

- B. No custodial employee may use vacation time until the completion of six months of service in the district. If a custodial employee is hired after December 31 of the contract year and as such cannot take their pro-rated initial vacation time provided in Section A subject to the six month exclusion,

those initial pro-rated vacation days will be carried over to the following year and available for use to the employee after the six month restriction period.

- C. Vacations for custodial employees must be scheduled with the recommendation of the building principal and the approval of the business administrator. No vacations shall be granted the week prior to the close of school or the week immediately following the close of school. Neither will vacations be granted the week prior to school opening.
- D. Failure to utilize vacation time during the school year in which it was received shall result in its loss unless formal written approval for carrying over such time to the following year is granted by the superintendent of schools.
 - 1. Custodians hired prior to July 1, 2018 that have earned vacation time under the prior contract language will be converted to the vacation time schedule defined in Section A but will retain their previously “earned” days for the sole purpose of compensation at the time of separation from employment as provided elsewhere in this agreement. All custodians hired July 1, 2018 and after shall no longer “earn” vacation time for the following year, but follow the procedures and schedule defined in Section A.

Secretaries:

- E. Educational secretaries employed on a 12-month basis are entitled to vacation leave. The vacation policy for education secretaries employed on a 12-month basis is as follows:

At the time of hire, a secretary will be granted a pro-rated number of vacation days, up to 10, one for each full month they will be employed prior to July 1.

On July 1 of each year, each secretary will receive their vacation days to be used in that contract year (beginning July 1) according to the schedule below. The “years service” must be full years completed as of July 1.

Less than 5 years service:	10 days
5 years – less than 10 years service:	15 days
10 years service and up:	21 days

- F. Educational secretaries shall schedule vacation time in consultation with immediate supervisors, subject to approval by the superintendent of schools. Failure to utilize vacation time during the school year in which it was received shall result in its loss unless formal written approval for carrying over such time is granted by the superintendent of schools.
1. Secretaries hired prior to July 1, 2018 that have earned vacation time under the prior contract language will be converted to the vacation time schedule defined in Section A but will retain their previously “earned” days for the sole purpose of compensation at the time of separation from employment as provided elsewhere in this agreement. All secretaries hired July 1, 2018 and after shall no longer “earn” vacation time for the following year, but follow the procedures and schedule defined in Sec. E.

ARTICLE 14 - UNIFORMS

- A. The Board agrees to provide the following uniforms to a newly hired custodian as soon as practicable or to existing custodians annually by the dates listed below:
- 5 shirts each year by August 1st.
 - 5 pairs of pants or shorts or any combination thereof each year by August 1st.
 - 2 sweatshirts each year by September 15th.
 - 1 spring jacket every other year by September 15th.
 - 1 winter jacket every other year by November 15th.
 - 2 smocks each year by August 1st.

Rain gear shall be available in each building.

Upon request by the custodian and with the approval of the custodial supervisor, uniform quantities may be changed or amended provided there is no increased cost to the Board.

The Board agrees to provide each full time custodial employee a \$300.00 (three hundred dollar) annual shoe allowance issued by August 1st, for the purchase of ANSI approved shoes. Employees shall submit a receipt and shall be paid by purchase order. All employees shall be required to wear the uniforms provided by the Board of Education.

ARTICLE 15 - SALARIES

- A. The salaries of all employees covered by this agreement are set forth in the schedules attached hereto and made a part hereof.

Effective July 1, 2023 teachers, athletic trainer, secretaries, and custodians shall receive an increase on average of 3.6% inclusive of increment. Effective July 1, 2023, paraprofessionals shall receive an increase on average of 5.8% inclusive of increment.

Effective July 1, 2024 all employees shall receive an increase on average of 3.6% inclusive of increment.

Effective July 1, 2025 all employees shall receive an increase on average of 3.6% inclusive of increment.

Effective July 1, 2026 all employees shall receive an increase on average of 3.6% inclusive of increment.

Effective July 1, 2027 all employees shall receive an increase on average of 3.6% inclusive of increment.

Schedule "C" stipends shall be increased by 3.6% in each year of the agreement. Employees receiving \$200.00 as longevity added to a Schedule "C" stipend during the 2022-23 school year will continue to receive it if appointed to the same Schedule "C" position. No new longevity amount shall be added to any schedule "C" stipends effective July 1, 2023.

Salary guides shall be mutually developed and payments shall be retroactive to July 1, 2023 from the date of ratification, based on the previously agreed upon scatter gram dated April 6, 2023.

1. Any teacher who teaches an additional class shall be compensated \$8,000 per year, or pro-rated equivalent for marking period, semester, or shorter term additional teaching assignment. If the master schedule or class period duration is changed, the amount of the payment shall be renegotiated.
 - a. Administration may assign a maximum of one (1) teaching staff member per department to teach an extra class if insufficient volunteers are available. Any teacher teaching an extra class will be assigned one-half the number of duty periods as a teacher with a normal teaching load.

- b. The Administration agrees to post the open position/block.
 - c. Administration agrees to provide a copy of the list of volunteers choosing to teach the fourth block.
 - d. The departments for assignment are: Math, English, Social Studies, Science, Business Education, Foreign Language, Fine Arts, Special Education, and Physical Education and Health.
2. Under the 9-period schedule any teacher who voluntarily teaches an additional class period beyond their daily contracted teaching load shall be compensated at the rate of \$30.00 per period.
 3. High School teachers under a rotating class schedule shall receive \$50.00 per block period.
- B. "Bachelor's Degree" shall mean a Bachelor's Degree conferred by a college or university whose courses for such a degree are acceptable to the State Board of Examiners for certification purposes.
 - C. "Master's Degree or the equivalent" shall mean a Master's Degree conferred by a college or university whose courses for such a degree are acceptable to the State Board of Examiners for certification purposes, or proof of satisfactory completion of thirty (30) semester hours in graduate courses in any college or university, colleges or universities, whose courses for the Master's Degree are acceptable to the State Board of Examiners for certification purposes.

Anyone hired after July 1, 2013 and after must acquire a Master's degree to move on the guide. Anyone currently employed and eligible for guide movement shall remain eligible.

- D. "Doctor's Degree or the equivalent" shall mean a Doctor's Degree conferred by a college or university whose courses for such a degree are acceptable to the State Board of Examiners for certification purposes, or proof of the satisfactory completion of the Master's Degree (as described in Section C) plus proof of thirty (30) additional semester hours of graduate courses not used in conferring the Master's Degree.

Anyone hired after July 1, 2013 and after must acquire a Doctorate's degree

to move on the guide. Anyone currently employed and eligible for guide movement shall remain eligible.

- E. Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the superintendent, in writing, before January first of the preceding fiscal year
- F. Adjustments in salary made necessary because of a change in years of experience of training shall be made at the usual time of issuance of contracts and at no other time during the year, and only if notification has been delivered in writing to the superintendent prior to January first of the preceding year.
- G. Each custodial employee who possesses a black seal boiler license for the entire year shall receive additional compensation in the amount of five hundred and fifty (\$550.) dollars per year. New hires shall obtain their black seal license within one (1) year of employment or else their employment shall be terminated. Existing employees who do not possess a black seal license shall continue to pursue obtaining such license until they are successful. The Board will reimburse a custodian for the cost of one administration of the black seal licensure test upon receipt of a documented passing score.
- H. Custodial employees assigned to shifts which begin at/or after 3:00 p.m., shall be paid additional compensation at the rate of ten percent (10%) of their monthly base pay for the months of September through June when so employed and shall be paid as pensionable salary over a 12-month period. The Board shall pay for Boiler License renewal fees.
- I. Those custodial employees hired before June 30, 2009 who are receiving \$625 pre year additional compensation for performing special responsibilities as custodian of grounds or mechanic, shall continue to receive this additional compensation. Custodian of grounds or mechanics hired after June 30, 2009 performing these special responsibilities shall not receive any additional compensation.
- J. Each educational secretary employed on a 12-month basis shall be paid in twenty-four (24) semi-monthly installments.
- K. The board shall reserve the right to make additional salary increments over

and beyond the maximums as outlined in the attached schedules.

- L. Employees shall be provided with a statement of earnings, and deductions made from those earnings, for each monthly salary payment.
- M. Schedule "C": Curriculum Writing: the board reserves the right to assign curriculum writing during release time. When the board assigns curriculum writing after school hours, compensation shall be at the rate of \$30 (thirty dollars) per hour.
- N. At the expiration of the Collective Bargaining Agreement, there shall be no salary guide advancement until a successor agreement and salary guides are executed by the parties.
- O. Increase compensation based on longevity shall be at the beginning of each year and reflects the following years in the district to be included in pensionable salary as follows:

Years	Teachers	Secretaries	Paraprofessionals & Job Coaches	Custodians
10	\$175	\$400	\$400	\$400
15	\$500	\$700	\$500	\$1300
20	\$800	\$800	\$600	\$1400
25+	\$1200	\$1000	\$800	\$1500

- P. Classroom teachers employed on a part-time basis shall be employed as a full-time equivalency for salary proration based on their number of assigned teaching periods as a fraction of the number of assigned teaching periods of a full-time (100%) classroom teacher to include a proportional number of paid preparation periods.

1. Elementary School Teachers

- a. Part-time elementary school classroom teachers shall be employed at a full-time equivalency equal to the number of teaching periods per week they are assigned plus preparation period(s) equal to 21.2% of the number of total teaching periods per week, rounded to the nearest whole number of preparation periods.

For example,
20 teaching periods per week + (20 X 21.2% preps = 4.24 preps
~ 4 preps per week)

= 24 compensated periods per week

24 compensated periods per week / 45 possible periods per week =
53.33% FTE

- b. Additionally, on any day a part-time teacher is scheduled to be in the building for six (6) or more periods, the part-time teacher will be compensated for a duty-free lunch period pro-rated at 1/45th (2.22%) of the full-time salary. However, the part-time teacher is not required to be present in the building during preparation periods that are scheduled prior to their first teaching period of the day or after their last teaching period of the day and these periods shall not count toward the six (6) periods that contribute to a paid lunch period in this section.
- c. This section is contingent on the elementary school using a nine (9) period per day teaching schedule. If the schedule is changed, the parties agree to renegotiate this section to determine the appropriate FTE calculation for a part-time elementary school teacher.

2. High School Teachers

- a. Part-time high school classroom teachers shall be employed at a full-time equivalency equal to the number of teaching periods per 4-day cycle (number of assigned sections x 3) plus one preparation period per section divided by 28 (possible periods in a 4-day cycle).

For example,
2 assigned sections X 3 teaching periods per cycle = 6 teaching
periods + 2 prep periods per cycle
= 8 compensated periods per cycle

8 compensated periods per cycle / 28 possible periods per cycle
= 28.57% FTE

- b. Any part-time high school classroom teacher assigned to one (1), two (2), or three (3) sections will be scheduled entirely into the morning (prior to unit lunch) or afternoon (after unit lunch) session. A part-time high school classroom teacher assigned to four (4) sections shall be given a compensated lunch period equal to 1/28th (3.57%) of the full-time salary on a day in which the teacher has both morning and afternoon scheduled teaching periods.
- c. This section is contingent on the high school using an eight (8)-class rotating schedule on a four (4)-day cycle on which six (6) classes meet in a normal day (as described in Article 8, Section B.1). If the schedule is changed, the parties agree to renegotiate this section to determine the appropriate FTE calculation for a part-time high school teacher.

ARTICLE 16 - TEACHER ASSIGNMENT

- A. All teachers shall be given written notice of their salary schedules, class and/or subject assignments, building and room assignments for the forthcoming year by the end of the school year or no later than August first.
- B. In the event changes in such schedules, class and/or subject assignments, building assignments, or room assignments are proposed after August 1 (except in the case of newly appointed teachers, where the date shall be August 15), the teacher affected shall be notified promptly in writing and, upon request of the teacher, the changes shall be reviewed promptly between the superintendent or his/her representative and the teacher affected and, if desired, his/her representative. In the event of any disagreement as to the need and desirability of such changes, the dispute shall be subject to the Grievance Procedure as set forth herein. The Grievance Procedure will terminate at Level Four. The grievance may not proceed to Level Five (which provides for binding arbitration).

ARTICLE 17 - VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. The superintendent shall post in all school buildings a list of the known vacancies which shall be available for the following school year. The superintendent 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.

Employees who desire a change in grade and/or subject assignment or who desire a transfer to another building may file a written statement of such desire with the superintendent not later than June first. Such statement shall include the grade and/or subject to which the employee desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.

- B. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the employee shall be honored to the extent that the transfer does not conflict with the educational requirements and best interests of the school system. If an employee's request for transfer or reassignment has been denied, the reason for such denial shall be stated in writing by the superintendent. A renewal or subsequent request may be made in the following school year under the conditions prescribed above.

ARTICLE 18 - INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Notice of an involuntary transfer or reassignment shall be given to teachers as soon as practicable and, except in cases of emergency, not later than August 15.
- B. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major and minor fields of study, length of service in the particular grade, and/or federal laws, rules, regulations, or administrative directives shall be considered in determining which teacher is to be transferred or reassigned.
- C. A list of open positions in the school district shall be made available to all teachers being involuntarily transferred. Such teachers may request the

positions, in order of preference, to which they desire to be transferred. A teacher being involuntarily transferred or reassigned shall be placed only in an equivalent position; i.e., one in which, among other things, there is no reduction in rank or in total compensation.

- D. An involuntary transfer or reassignment shall be made only after a meeting between the teacher involved and the superintendent, at which time the teacher shall be notified of the reason therefore. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of that teacher, the principal, superintendent, and the objecting teacher (and, if desired by the objecting teacher, his/her representative) will meet to review the facts. If no mutually agreeable solution can be reached, any procedural matters shall be subject to the Grievance Procedure. The grievance shall be initiated at Level Three.

ARTICLE 19 - PROMOTIONS

- A. Promotional positions are defined as positions paying a salary differential, and/or positions requiring an administrative certificate as defined by N.J.A.C. 6A:9-2.1. All vacancies in promotional positions, including specialists and/or special project teachers, pupil personnel workers, and positions in programs funded by federal government agencies shall be adequately publicized by the superintendent in accordance with the following procedure:
1. When school is in session a notice shall be emailed to all employees as far in advance as practicable (ordinarily at least ten (10) school days before the final date when applications must be submitted and in no event less than five (5) school days before such date). Employees who apply for such vacancies will submit their applications in writing to the superintendent within the time specified in the notice and the superintendent shall acknowledge, in writing, the receipt of all such applications. Applications shall be kept on file in the superintendent's office for continual consideration for future vacancies until the office is notified by the applicant that the application is withdrawn.
 2. Employees who apply for a promotional position which may be filled during the summer period, when school is not in regular session, will submit their names to the superintendent together with the position for which they desire to apply. Such notice shall be sent as far in advance as practicable.

- B. All qualified employees shall be given adequate opportunity to make applications and no position shall be filled until all properly submitted applications have been given due consideration. The board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors.
- C. The following shall apply to the district's posting and hiring procedures for Addendum C stipend positions that are named in this agreement.
1. An initial posting that will be open for a minimum period of 10 business days will be sent internally. Internally shall mean advertised to all MEA members. Any MEA member may apply during the initial posting.
 2. If an MEA member applies to the initial posting, if qualified, then the MEA member shall be appointed to the position.
 3. If no MEA members apply during the initial posting period, the position will be re-posted internally and externally. Any current employee of the district may apply during this posting. Externally shall be defined as the district having the option of publicizing the vacancy to the general public.
 4. From the pool of applicants to the second posting, internal applicants, if qualified, shall be given preferential treatment over any external, non-district employee applicants.
 5. Notwithstanding 2. above, an incumbent exception shall apply if a district employee who currently holds the position wishes to continue in the position and the Board desires to re-hire them for the position. In this case, the board may re-appoint them to the position regardless of whether they are a MEA member or non-member.
 6. In the event a vacancy occurs that requires immediate selection, the minimum 10-day posting may be shortened by mutual agreement of the Board and the MEA.

ARTICLE 20 - REDUCTION IN FORCE

- A. Seniority for the purpose of this Article 20 shall be defined as years of continuous and uninterrupted service in the district.
- B. In the event of a reduction in force among custodial staff with more than three years of service, the reduction in force shall be based on inverse order of seniority within classification.
- C. An employee subject to layoff in his/her classification shall have bumping rights to a lower classification, provided he/she has prior experience in the lower classification.

ARTICLE 21 - EMPLOYEE EVALUATION

- A. All monitoring and observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. Teaching staff members shall be evaluated consistent with the provisions of the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and N.J.A.C. 6A:10 (Educator Effectiveness).
- B. A teacher shall have the right, upon request, to review the contents of his/her personnel file and to receive copies at his/her own expense, of any documents contained therein. A teacher shall be entitled to have a representative of the association accompany him/her during such review. At least once every five (5) years, a teacher shall have the right to indicate those documents and/or the materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the superintendent or his/her designee and, if he/she in his/her judgment decides they are obsolete or otherwise inappropriate to retain, they shall be destroyed in the presence of the teacher.
 - 1. No material derogatory to the teacher's conduct, service, character, or personality shall be placed in his/her personnel file unless the teacher has had an opportunity to review such material, except during a time pending completion of an investigation. The teacher shall acknowledge that he/she has reviewed such material by affixing his/her initials and/or his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher also shall have the

right to submit a written answer to such material and his/her answer shall be reviewed by the superintendent and attached to the file copy.

2. Although the board agrees to respect and protect the confidentiality of personal references, academic credentials, and other similar documents, it shall not establish any separate personnel file.
 3. Any complaints regarding a teacher, made to any member of the administration by any parent, student, or other person, which are used in the evaluation of the teacher in any manner, shall promptly be brought to the teacher's attention. The teacher shall have the right 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. Complaints based on hearsay or received from anonymous sources shall summarily be disregarded.
- C. Prior to any evaluation report, the immediate superior of a non-tenure teacher shall have had sufficient communication (but not necessarily in writing) including but not limited to the areas defined in Section E below, with said teacher regarding his/her performance as a teacher.
- D. Final evaluation of a teacher upon termination of his/her employment shall be concluded prior to severance, if possible, and no documents and/or other material shall be placed in the personnel file of such teacher after severance and final evaluation or otherwise than in accordance with the procedures set forth in this article.
- E. The following evaluation procedure applies to non-certificated staff members.
1. All monitoring and observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee.
 2. In order to provide a basis for employee improvement and to measure employee effectiveness, all employees shall be subject to periodic observation and evaluation of their work. Such evaluation shall consist of not less than one (1) observation.
 3. Employees shall be informed in advance of the evaluation standards

- and criteria against which their work performance will be measured and judged.
4. Each evaluation shall have a rubric including four defined ratings: 1 – Ineffective, 2 – Partially Effective, 3 – Effective, or, 4- Highly Effective.
 5. An employee shall be informed whenever a written evaluation is being prepared for placement in the individual's personnel file.
 6. Employees shall have the right, upon request, to a conference with the evaluator within a reasonable time after the completion of the evaluative observation.
 7. The employee has the right to receive and sign for copies of observations and evaluation reports; and if the employee so desires, to append written comment to the evaluation report.
 8. An employee shall have the right, upon request, to review the contents of his/her personnel file.
 9. An employee shall have the right to have any unfavorable evaluation reviewed by the superintendent of schools.
 10. An employee shall have the right, upon request, to review the contents of his/her personnel file and to receive copies (at his/her own expense) of any documents contained therein. An employee shall be entitled to have a representative of the association accompanying him/her during such review. At least once every five (5) years, an employee shall have the right to indicate those documents and/or the materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the superintendent or his/her designee and, if he/she in his/her judgment decides that they are obsolete or otherwise inappropriate to retain, they shall be destroyed in the presence of the employee.

ARTICLE 22 - SICK LEAVE AND RETIREMENT

- A. Sick leave is defined as the absence from his/her post of duty of any employee because of personal disability due to illness or injury, or because he/she has been excluded from school by the medical authorities of the

school district on account of contagious disease or of being quarantined for such disease in his/her immediate family or household.

- B. Any employee of the board employed on a 12-month basis shall be allowed sick leave with full pay for a minimum of twelve (12) days in any fiscal year (school year for teachers).
1. Any employee of the board employed on a 10-month basis shall be allowed sick leave with full pay for a minimum of ten (10) days in any fiscal year (school year for teachers).
 2. Any employee of the board employed on an 11-month basis shall be allowed sick leave with full pay for a minimum of eleven (11) days in any fiscal year (school year for teachers.)
 3. It shall be the obligation of the employee to certify that the absence resulted from personal illness, and any employee absent over three consecutive days may be required to file a doctor's certificate of illness.
 4. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- C. Absence beyond the accrued leave credit shall receive special separate consideration of the board. Decisions reached by the board, based on the merits of individual cases, shall not be considered as setting precedents for the future.
1. If no special consideration is given under the provisions of the paragraph above for teachers, an additional thirty (30) days of sick leave beyond the cumulative leave accrued may be granted in any single year, if necessary. Deduction from the teacher's pay for such period shall be made for the cost of substitute at the prevailing pay scale for substitute teachers.
 2. Loss of a day's pay for absence other than stipulated in this agreement for teachers shall be computed at a rate of 1/200 of the annual salary.
 3. For all other employees, loss of a day's pay for absence other than stipulated shall be computed at the rate of 1/240 of the annual salary

for 12-month employees and 1/185 of the annual salary for 10-month employees.

4. The total amount deducted from the employee's pay and the number of days for which full pay was deducted shall appear in the statement of earnings and deductions of the pay period from which the deduction is made.

D. Teachers who retire in accordance with the rules of the Teachers Pension and Annuity Fund (TPAF) and Board-Certified Behavior Analysts (BCBAs) in accordance with the rules of the Public Employees' Retirement System (PERS) after working 15 (fifteen) years in the Manasquan School District will be compensated for 100% (one hundred percent) of their unused accumulated sick leave at a rate \$75(seventy five dollars) per day. Sick leave reimbursement upon retirement shall be capped at \$8500.00 (eight thousand five hundred dollars) for any teacher hired after August 24, 1999. In order for payment to be made pursuant to this section by July 1, following the date of retirement, the employee must provide written notification of the intention to retire no later than January 31st of that same year. Notification provided after January 31st will result in payments being made the following July 1st.

1. Paraprofessionals, job coaches, educational secretaries, and custodial employees who retire in accordance with the Public Employment Retirement System (PERS) after working fifteen (15) years in the Manasquan School District shall be compensated for one hundred percent (100%) of their unused accumulated sick leave at the rate of \$40.00 (forty dollars) per day.
2. Custodial employees who retire in accordance with the Public Employment Retirement System after working between ten (10) and fifteen (15) years in the Manasquan School District shall be compensated for one hundred percent (100%) of their unused accumulated sick leave at the rate of \$30.00 (thirty dollars) per day.
3. The above provisions apply only to sick days earned during employment with the Manasquan School District and accumulated by employees with the stipulated minimum years of service completed within the district.

E. The Parties have met and agreed to establish and implement a Sick Leave

Bank Program, the purpose shall be to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10 and faced with a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled; in furtherance of its authority, the Parties establish the following guidelines for the Sick Leave Bank Program ("Bank"):

1. The distribution of the voluntarily donated sick days shall be closely regulated and granted only after approval by the Manasquan Education Association Sick Leave Bank Committee (MEA SLBC) that will be comprised of six MEA members, three chosen by the Board of Education and three chosen by the Executive Council of the MEA. The committee members shall sign an agreement of confidentiality, recuse themselves from voting if that committee member or family member of the committee member is requesting days from the Sick Leave Bank, be reappointed each year by either the Board of Education or the Executive Council of the MEA and conduct a year-end review of the program and recommend necessary changes.
2. Only an employee who has exhausted or will exhaust his/her accumulated sick and vacation leave as a result of a prolonged absence caused by a catastrophic illness or injury will be given consideration for use of the Bank days. As part of its review, the MEA SLBC shall take into account the frequency of intermittent use of sick days over the course of employment by the employee in question. All determinations made by the committee regarding eligibility to use Sick Leave Bank Days and/or the amount of days an employee is permitted to withdraw from the Sick Leave Bank shall not be subject to the grievance procedure.
3. The MEA Sick Leave Bank can be used for extending leave only for employees who have donated days. Use of banked days must be for the employee's own personal illness. All employee contributions shall be voluntary. The donation of sick days by employees shall be made on a form developed by the MEA SLBC.

Employees who have donated a minimum of one (1) day during the 2016-2017 school year will be considered members of the MEA Sick Bank.

Any new members must enroll by September 30th.

An employee with accumulated sick days may donate to the sick leave bank (as such, members are not eligible for participation until their second year of employment in the district). Sick days from the annual allotment of twelve (12) days for twelve-month employees or ten (10) days for ten month employees may not be donated. Donations to the sick leave bank must be made between September 1 and January 31 of each school year and may only be made by employees who are active or on leave at that time. The contributed sick days will be deducted from the employee's accumulated sick leave totals and shall not be refunded if unused by the end of the school year, instead remaining in the Bank until used.

4. Members may donate any number of their sick days to the Sick Leave Bank program for the school year. Once contributed, the sick days shall not be returned to the member. If a member decides to no longer participate in the Sick Leave Bank, the member shall not be entitled to reimbursement of the sick days he/she previously contributed to the Sick Leave Bank.
5. If at any time the number of available sick days in the Sick Leave Bank falls below fifty (50) days, all current members of the Sick Leave Bank program will be asked to contribute a minimum of one (1) day. This additional enrollment period shall last no more than ten (10) working days. Sick Leave Bank members who chose not to donate at that time must contribute a minimum of one (1) day in September of the following school year to continue membership of the Sick Leave Bank. Members who are on extended leaves of absence or sabbaticals will neither be required to contribute to nor be allowed to draw on the Sick Leave Bank.
6. Any member of the Sick Leave Bank program who has a catastrophic health condition or injury may apply for sick leave days from the Bank. A member will initiate a request for an application to use the Sick Leave Bank through the President of the Association. The identity of the member making the request will NOT be shared outside of the committee. At that time, any documentation to support the request will be provided. Once the application has been completed, the MEA SLBC will be called to meet to discuss the specific request. An

approval of four (4) members needs to be received for the request to be approved.

7. Each request for the use of Banked days shall be limited to a maximum of three months worth of days. Nothing shall prohibit an employee from making requests for additional days, if necessary.
8. The Committee will act on the request no later than seven (7) school days following receipt of the request.
9. The Committee shall receive a regular update on the status of the banked days from the District's Human Resources Department, not less than twice per year (once by September 30th and again by June 15th).
10. Any member obtaining approval to receive sick days will be required to donate at least one (1) sick day to the program upon his/her return to work when sick days are again accrued. In the event the member returns to work, all unused sick days provided by the Sick Leave Bank shall be donated back to the Sick Leave Bank.

ARTICLE 23 - TEMPORARY LEAVES OF ABSENCE

- A. Employees shall have the right to apply for the following temporary non-accumulative leaves of absence with full pay each fiscal year (school year for teachers):
 1. Three (3) days leave of absence, two (2) of which shall be granted for personal reasons and one (1) which may be granted for reasons subject to approval by the superintendent of schools. Application for leave under this provision shall be made on the checklist forms prepared by the superintendent and the association president. 12-Month employees shall receive one (1) additional personal day. 12-month employees may elect compensation for unused personal days at a rate of \$75 per day.
 2. Times necessary for appearance in any legal proceeding connected with the teacher's employment or with the association member's

employment or with the school system.

3. Times necessary for appearance in a legal proceeding if the employee is required by law to attend (e.g. subpoena, etc.).
4. Bereavement leave of up to five (5) school days from the date of death shall be granted per occurrence for the death of any member of the immediate family.

Immediate family under this section shall be defined as the employee's child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, grandparent, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, stepparent, stepchild, stepsibling, or halfsibling of the employee or of the employee's spouse, domestic partner, or civil union partner, whether related by blood, marriage, or adoption. This shall include any unborn child or stillbirth including miscarriage.

Employees may be absent from school duties without loss of pay for a period of one (1) day for the death of a relative or close friend outside the employee's immediate family as defined above.

In the event there are no work days scheduled in the seven (7) days immediately following the date of death, bereavement leave may be granted at the discretion of the superintendent of schools. The exercise of such discretion shall not become the basis for the establishment of a practice.

5. In the event of the death of an employee or student in the Manasquan School District, the superintendent shall grant to an appropriate number of association representatives sufficient time off for attendance at the funeral.
6. Time necessary for employees called into temporary active duty of any unit of a military organization, as hereafter defined, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall receive his full regular pay in accordance with the statutes pertaining thereto as hereinafter cited:
 - a. N.J.S.A. 38A:4-4 Leave of Absence for employees without loss of pay; additional to regular vacation: all officials and employees

of the state or of any board or committee of the state or of any county, school district, or municipality who are members of the organized militia shall be entitled to leave of absence from their respective duties without loss of pay or time on all days during which they shall be engaged in active duty, active duty for training, or other duty ordered by the governor, provided however that the leaves of absence for active duty or active duty for training shall not exceed 90 days in the aggregate in any one year.

- b. N.J.S.A. 38:23-1, Leave of Absence for field training in reserve corps of the United States: an officer or employee of the state or a county or municipality who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or the United States Marine Corps Reserve, or other organization affiliated therewith, shall be entitled to leave of absence from his/her respective duty without loss of pay or time on all days on which he/she shall be engaged in field training. Such leave of absence shall be in addition to the regular vacation allowed such employee.

- 7. The executive board (not to exceed five members, including the president) of the association shall be granted up to 2 (two) days per year for attendance at meetings, workshops, or conferences of a professional nature. Application for such leave under this provision shall be made to the superintendent at least 3 (three) days in advance of taking such leave.

- B. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.
- C. Other temporary leaves of absence may be granted by the board.
- D. All unused personal leave shall be accumulated as unused sick leave at the end of each school year.
- E. Application to the superintendent or his/her designee for a temporary leave of absence shall be made on a form listing categories of reasons, such form to be developed jointly by the superintendent of schools and the association president. The application shall be made at least two (2) days before taking

such leave (except in the case of emergency) and give the reason why the request is made.

- F. No personal days with the exception of those described in Section A-4, 5, and 7 may be utilized before or after a scheduled holiday as defined by the school calendar except that exceptions for emergencies may be applied for and granted by written approval of the superintendent of schools.

ARTICLE 24 - EXTENDED LEAVES OF ABSENCE

- A. Military leave without pay shall be granted to any teacher who is inducted in any branch of the armed forces of the United States, for a period of induction of up to two (2) years.
- B. The board shall grant maternity leave without pay to any female employee upon request, subject to the following stipulations and limitations:
 - 1. Maternity leave shall be granted when a female employee is unable to physically continue with her duties as an employee because of pregnancy and shall terminate as soon as she is physically able to return to her duties as may be determined by a physician; or for a period of time mutually agreeable to the employee and the board.
 - 2. Any employee granted maternity leave without pay, according to the provisions of this section, may at her discretion elect to substitute all or any part of her accumulated sick leave in lieu thereof and receive full pay and benefits for the same.
- C. Any employee who proposes to adopt a child may receive a leave without pay in order to meet the adoption requirements. Said leave shall be granted upon mutual agreement between the board and the employee as to the conditions of the leave. Accrued sick leave benefits shall not be usable while on leave to meet adoption requirements.
- D. Upon return from leave granted pursuant to Section A of this article, a teacher shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, provided however that time spent on said leave shall not count toward the fulfillment of tenure requirements.

- E. All employees, excluding teachers, who become physically disabled in connection with a pregnancy may use sick leave in accordance with the provisions of Article 23, provided however that no employee on unpaid leave of absence shall be eligible to use sick leave. The board reserves the right to require appropriate medical certification of the disability and, where necessary independent medical examination.
- F. All requests for extensions or renewals of leaves shall be submitted and answered in writing where time permits this to be possible.
- G. Other leaves of absence may be granted by the board for good reason.
- H. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The employee will be granted a full salary guide step and credit for longevity if he or she works more than ninety (90) school days during the year. Working ninety (90) school days or less does not allow for advancement on the salary guide or credit for longevity.

ARTICLE 25 - TUITION REIMBURSEMENT

All staff members shall be eligible for tuition reimbursement for 9 credits per year at the Rutgers Graduate tuition rate, providing the following conditions are satisfied:

- A. the course(s) is/are in an accredited program leading to a masters or doctorate degree in the teacher's area of instruction or in a certificated program;
- B. written prior approval of the superintendent has been received;
- C. the staff member earns a grade of B or better;
- D. the staff member notifies the business administrator, in writing, before January 30th of the next fiscal year of his/her intent to participate in the tuition reimbursement program.
- E. Official documentation of successful course completion must be submitted to the superintendent no later than August 31 of the year following the school

year that the course was taken. Payment is to be made within sixty (60) days of receipt of official documentation, to the superintendent, of successful completion of the course(s).

- G. Invoices must be submitted within 30 days of receipt by the staff member to the school business administrator to confirm the staff member's enrollment in the course.

ARTICLE 26 - SUBSTITUTES

- A. The board agrees at all time to maintain an adequate list of substitute teachers. Teachers shall notify the principal's office (or the principal's home telephone) or other designated answering service as soon as possible and in any event prior to the opening of the school day, to report unavailability for work. Once a teacher has reported unavailability, it shall be the responsibility of the administration to arrange for a substitute.
- B. Teachers can be assigned to provide substitute coverage for a class. Such assignments should be made on a voluntary basis. If there are no volunteers and no teachers can be reassigned from a duty assignment, substitute coverage assignments can be made on an involuntary basis. If involuntary assignments are necessary, they shall be made on a rotation basis among the staff scheduled for conference periods. Effective upon ratification, elementary teachers assigned to provide substitute coverage for a class during a conference period shall be compensated at a rate of \$30.00 (thirty dollars) per period. Should the teacher be assigned to an elementary school double-block period, they shall be compensated at a rate of \$60.00 (sixty dollars). Teachers assigned to provide substitute coverage for a high school block period shall be compensated at a rate of \$50.00 (fifty dollars) per block period.

ARTICLE 27 - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The board and the association support the principle of continued training of teachers and improvement of instruction.
 - 1. To pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which a teacher is

required and/or requested by the administration or the board to take with the exception of any continuing education required by NJAC 6:11-13.1 et.seq.

2. To cooperate with the association in arranging those in-service courses, workshops, conferences, and programs to improve the quality of instruction.
3. The work year for 10 and 11-month employees shall include four (4) additional in-service workdays during which school is not in session for students. These days shall be scheduled as 7.5-hour workdays that include a 40-minute duty-free lunch.

At least one of these days will be scheduled prior to the start of the student's school year and at least one of these days will be scheduled on the next weekday after the end of the student's school year in the month of June. The two additional days will be scheduled as part of the school calendar. One of these in-service days may be used for activities at which students are present (e.g. student orientation) during which teaching staff members may be required to participate.

The Board may schedule additional in-service activities as part of the school calendar by scheduling an early dismissal for students on a student school day. On these early dismissal days, employees shall be given a 40-minute duty-free lunch and are required to participate in the scheduled in-service activities until the end time of their workday that would normally occur if it were a regular school day.

- B. Professional Development Academy – Teachers participating in the professional development academy shall be compensated at \$60.00 per hour for time spent preparing and presenting.
- C. Paraprofessionals, job coaches, or custodians will be provided time and devices necessary to complete any required district training or other assigned professional development related to their job duties.

ARTICLE 28 - INSURANCE PROTECTION

- A. Except as noted in this paragraph and in Paragraph E below, the board shall pay the full premium cost for each full-time employee and those part-time employees working 26 (twenty-six) or more hours on average per week in the bargaining unit and the full premium costs for each full-time employee's and part-time employee's (working 26 or more hours on average per week) dependents, including hospital, medical/surgical insurance and major medical expense insurance. The health benefits program shall provide for mandatory second opinion surgery; pre-admission certification/continued stay review. Employees hired after June 24, 1993 shall be provided employee only coverage at board expense for the first three (3) years of service. After three (3) years of service, these employees shall be provided full family coverage at board expense. (Throughout this contract, and for all employees hired after the date of this memorandum of agreement, part-time employees eligible for benefits are those working 26 (twenty-six) or more hours on average per week.)

Effective July 1, 2013, the health coverage plan shall be modified to include changing from Horizon Blue Cross/Blue Shield of N.J. Health Benefits Plan to a Horizon Blue Cross/Blue Shield of N.J. Direct Access Plan Design 7 (State Health Benefits Plan equivalent). Any future plan changes shall be substantially equivalent to the Direct Access Plan Design 7. Under the NJ Direct access Plan Design 7 change the current office visit copay from \$10 PCP/Specialist to \$15. Also convert coinsurance from 100%/80% to 100%/70%. Increase annual DENTAL deductible from \$25 to \$50 family \$50 to \$100. Increase calendar year maximum from \$1,000 to \$1,500.

1. For each eligible employee who remains in the employ of the board for the full year, and will be returning to the employ of the board for the next year, the board shall make payment of insurance premiums to provide insurance coverage for the full 12 (twelve) months, commencing September 1 and ending August 31; when necessary, premiums on behalf of the employee shall be made prospectively to ensure uninterrupted participation in coverage. Any employee laid off and rehired in September shall be eligible for reimbursement for the COBRA payments made by the employee to maintain insurance coverage.
2. Provisions of the health-care insurance program shall be detailed in the master contract between the board and the insurance carrier. The

carrier shall provide each covered employee with a statement of available benefits.

3. The board shall make available an FSA option. \$500 of employee's contribution may be carried over into the following year.

Effective January 1, 2019, all staff eligible for benefits as defined above will be eligible for family benefits provided that they enroll in the Health Savings Account (HSA) option.

Effective January 1, 2019, all new hires eligible for benefits as defined above will be enrolled in the Health Savings Account (HSA) plan with the option to pay up to the difference to enroll in the BCBS Direct Access PPO Plan. Staff members who were hired prior to January 1, 2019 and elected to enroll in the HSA plan shall have the option to return to the Direct Access Plan defined in this article during the open enrollment periods.

The Board shall pay 50% toward the deductible for any employee enrolled in the Health Savings Account (HSA) Plan on January 1 of each year. The Board shall give an additional stipend of the remaining 50% of the deductible by January 15th of each year.

- B. The board shall continue to provide a full family dental insurance program to full-time employees and part-time employees working 26 or more hours on average per week) in the bargaining unit. Employees hired after June 24, 1993 shall be provided employee only coverage at board expense for the first three (3) years of service. After three (3) years of service, these employees shall be eligible for full family coverage at board expense.
- C. The board shall provide a prescription drug insurance program to all full-time employees and part-time employees working 26 or more hours on average per week in the bargaining unit. Effective January 1, 2010, the Prescription Plan shall be changed as follows:

		Mail Order
Non-preferred drug	\$40	\$60
Preferred drug	\$25	\$30
Generic	\$10	\$10

- D. The insurance carrier shall provide to each employee a description of the health-care coverage provided under this article, no later than the beginning

of the school year, which shall include a clear description of conditions and limits of coverage as listed.

- E. Paraprofessionals hired after July 1, 1986 shall not be eligible for health insurance fringe benefits, provided however that any cafeteria worker or aide employed prior to June 30, 1986 who is subject to a reduction in force shall, if rehired, be entitled to the same level of fringe benefits as was provided prior to the RIF. In addition, any aides working 26 (twenty-six) hours or more on average per week shall be eligible for health benefit coverage.
- F. Any employee shall have the option of surrendering coverage under this article in exchange for a lump sum cash payment of \$7,500 (seven-thousand-five-hundred) for family coverage, \$5,600 (fifty-six-hundred) for husband and wife, \$4,000 (four-thousand) for parent and child and \$2,500 (twenty-five-hundred) for single. Said payment shall be made in two installments on January 15th and June 30th of the contract year in which benefits are surrendered. Each employee opting to surrender benefits provided under Article 29 shall notify the Board no later than June 15th preceding the contract in which the employee will receive a stipend in lieu of benefits. Employees who accept the lump sum cash payment will be surrendering all benefits under Article 29 (i.e. Medical, Dental, and Prescription).

Surrender of benefits for the following year shall not be considered automatic. Every employee shall be considered as covered unless and until such time as an employee shall affirmatively notify the Board that it is continuing to surrender benefits in return for the aforesated stipend.

Effective July 1, 2013, married staff members who both work for the Board are prohibited from each electing to receive health benefits. The employee opting out remains entitled to receive the lump sum cash payment stated herein in exchange for surrendering the health benefits.

1. Any new 10-month employee, who begins at the beginning of the contract year and is employed through June, and elects to waive insurance benefits is entitled to the full buyout amount as per Article 29, Section F of the MEA Contract.
2. Any new 10-month employee hired after the start of the contract year and elects to waive insurance benefits, shall have their buyout amount

prorated by 1/12th for each month that they did not work after the start of the contract year. A month worked shall be defined as being on contract and paid for more than ten school days in the month.

3. Any 10-month employee who leaves the district before the end of the contract year, and will not be returning to the district, shall also have their buyout prorated 1/12th for each month that they do not work. (Month worked defined above.)
4. Any employee who does not start or finish the school year due to medical leave will continue to receive the full buyout amount as per Article 29, Section F of the MEA contract, provided that they are using paid sick time and/or are on family leave, when the employee would normally be entitled to benefits. Proration of an insurance buyout would not begin until sick time and family leave has expired. At that point, said employee's buyout will be prorated 1/12th for each month that they are on leave and not using sick time or family leave, using the same "month worked" calculation as defined above.
5. These agreed upon provisions will take effect for employees hired after July 1, 2017. Employees hired prior to July 1, 2017 will not receive any additional payment should the above provisions apply. Payment for employees hired after July 1, 2017 who are entitled to additional compensation as a result of the above provisions will receive this payment prior to June 30, 2018 at the same time as the Spring 2018 buyout disbursements.

Employee health insurance contributions shall be at Tier 4, pursuant to the table and terms set forth in Chapter 78.

ARTICLE 29 - DEDUCTION FROM SALARY

- A. The board agrees to deduct from the salaries of its employees dues for the Manasquan Education Association, the Monmouth County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such associations as said employees individually and voluntarily authorize the board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws 1967 [N.J.S.A. 52:14-15.9(e)] and under rules established by the State Department of Education. Said monies together with records of any

corrections shall be transmitted to the treasurer of the Manasquan Education Association by the 15th of each month following the monthly pay period in which the deductions were made. The association treasurer shall disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing on the appropriate form supplied by the association.

1. Each of the associations named above shall certify, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the board written notice prior to the effective date of such change.
2. Additional authorizations for deduction may be received after August first under rules established by the State Department of Education.
3. The filing of notice of an employee's withdrawal shall be prior to December first and become effective to halt deductions as of January first next succeeding the date on which notice of withdrawal is filed.

ARTICLE 30 - REPRESENTATION FEE

- A. If any employee does not become a member of the association during any membership year which is covered in whole or in part by this agreement, said employee will be required to pay a representation fee to the association for that membership year. 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 union 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, for 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 said 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.

ARTICLE 31 - MISCELLANEOUS PROVISIONS

- A. The board and the association agree that there shall be no discrimination (and that all practices, procedures, and policies of the school system clearly exemplify that there is no discrimination) in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile, sexual orientation or marital status.
- B. This agreement constitutes board policy for the term of said agreement, and the board shall carry out the commitments contained herein and give them full force and effect as board policy.

- C. If any provision of this agreement, or any applications of this agreement to any employee hereby covered, shall be found to be contrary to law, such provision or application shall have the effect only to the extent permitted by law; but all other provisions or applications of this agreement shall continue in full force and effect.
- D. Any individual contract between the board and an individual employee 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.
- E. Whenever any notice is required to be given by either of the parties to this agreement, either party shall do so by telegram or registered letter to the following addresses:
 - 1. If by the association: to Manasquan Board of Education at 169 Broad Street, Manasquan, New Jersey 08736.
 - 2. If by the board: to Manasquan Education Association, Manasquan High School, Broad Street, Manasquan, New Jersey 08736.

ARTICLE 32 - PARAPROFESSIONALS & JOB COACHES

- A. Paraprofessionals and job coaches, who are hourly workers and are paid on the basis of a minimum 185 day year, shall receive that compensation if required to work less than 185 days. If required to work more than 185 days, all days in excess of 185 shall be compensated additionally at the negotiated hourly rate.
- B. In the event of a reduction in force, paraprofessionals will be categorized into either an instructional classification or non-instructional classification and the reduction in force will be by inverse order of seniority within the paraprofessional's classification (provided that all other things, as reflected in the evaluation ratings, are equal.)
- C. When a paraprofessional or job coach is the holder of a valid New Jersey teaching certificate or substitute teacher certificate and is directed by the

principal to substitute for a teacher during an instructional period, the certified paraprofessional or job coach shall receive the stipend provided for in paragraph B, Article 27. (\$30.00 for elementary class period, \$50.00 for high school block period).

- D. A terminated paraprofessional or job coach shall receive thirty (30) days notice of termination or thirty (30) days pay in lieu of notice.
- E. Job coaches shall not have seniority in the event of a reduction in force.
- F. Paraprofessionals or job coaches who are hired by the Board to provide support to students during athletic or other extracurricular activities in excess of their contractual hours, the paraprofessional or job coach shall be paid time and a half (1.5x) their contractual hourly rate for the hours worked in excess of their contractual hours. This provision shall only apply during the term of the paraprofessional or job coach's regular employment contract.
- G. If a teaching staff member is hired by the Board to provide paraprofessional or job coaching support to students during athletic or other extracurricular activities in excess of their contractual hours, the teaching staff member shall be paid time and a half (1.5x) of the highest hourly rate as set forth on the salary guide for paraprofessionals or job coaches in the school year of the appointment for their hours worked in the paraprofessional or job coaching assignment. This provision shall only apply during the term of the teaching staff member's regular employment contract.
- H. Paraprofessionals and job coaches scheduled to work in excess of five hours per day will be guaranteed a duty-free lunch of not less than forty minutes.
- I. Job Coaches will not be responsible for their own transportation during the school day to off-site locations. If district provided transportation is not an option and they are required to go to an off-site location, mileage reimbursement will be provided in accordance with OMB mileage rates.
- J. Paraprofessionals or job coach work hours may include scheduled time required for collaboration with teachers, supervisors, or other staff members to prepare for daily activities or complete data input.
- K. Paraprofessionals or job coaches hired to work with students during summer

recess or an extended school year program, they will be compensated at their 10-month, salary guide hourly rate for the school year beginning September 1 following the summer assignment.

ARTICLE 33 - DURATION OF AGREEMENT

This Memorandum of Agreement shall be subject to the ratification of the respective parties and all salaries and stipends shall be retroactive to July 1, 2023 and shall be effective through June 30, 2028 subject to the association's right to negotiate a successor agreement as provided in Article 2. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated above, unless it is extended by a written mutual agreement of the board and the association.

IN WITNESS WHEREOF the board and the association have each caused this agreement to be duly executed by their respective presidents and secretaries.

The undersigned parties agree to the above this 17th day of October, 2023.

**Ratified by the Manasquan Education Association:
October 5, 2023**

**Approved by the Manasquan Board of Education:
October 17, 2023**

Schedule A - Teaching Staff Salary Guides

Teachers and Educational Support Professionals

Year 1 (2023-2024)				Year 2 (2024-2025)				Year 3 (2025-2026)				Year 4 (2026-2027)				Year 5 (2027-2028)			
Step	BA	MA	Doc	Step	BA	MA	Doc	Step	BA	MA	Doc	Step	BA	MA	Doc	Step	BA	MA	Doc
																1	67,535	69,535	71,535
												1	65,570	67,570	69,570	2	68,335	70,335	72,335
				1	61,610	63,610	65,610	1-2	63,920	65,920	67,920	2-3	66,370	68,370	70,370	3	69,335	71,335	73,335
1-2	60,155	62,155	64,155	2-3	62,410	64,410	66,410	3-4	64,720	66,720	68,720	4-5	67,370	69,370	71,370	4	70,335	72,335	74,335
3-4	61,155	63,155	65,155	4-5	63,410	65,410	67,410	5-6	65,920	67,920	69,920	6-7	68,670	70,670	72,670	5	72,235	74,235	76,235
5-5A	62,155	64,155	66,155	6	64,610	66,610	68,610	7	67,220	69,220	71,220	7A	70,570	72,570	74,570	6	74,335	76,335	78,335
6	63,355	65,355	67,355	7	65,910	67,910	69,910	7A	69,120	71,120	73,120	8	72,670	74,670	76,670	7	76,585	78,585	80,585
7	64,655	66,655	68,655	7A	67,810	69,810	71,810	8	71,220	73,220	75,220	8A	74,870	76,870	78,870	8	78,985	80,985	82,985
7A	66,555	68,555	70,555	8	69,910	71,910	73,910	8A	73,420	75,420	77,420	9	77,270	79,270	81,270	9	82,185	84,185	86,185
8	68,655	70,655	72,655	8A	72,110	74,110	76,110	9	75,795	77,795	79,795	10	80,470	82,470	84,470	10	85,585	87,585	89,585
8A	70,855	72,855	74,855	9	74,485	76,485	78,485	10	78,995	80,995	82,995	11	83,870	85,870	87,870	11	89,085	91,085	93,085
9	73,180	75,180	77,180	10	77,685	79,685	81,685	11	82,395	84,395	86,395	12	87,370	89,370	91,370	12	92,685	94,685	96,685
10	76,380	78,380	80,380	11	81,085	83,085	85,085	12	85,895	87,895	89,895	13	90,970	92,970	94,970	13	96,360	98,360	100,360
11	79,780	81,780	83,780	12	84,585	86,585	88,585	13	89,505	91,505	93,505	14	94,660	96,660	98,660	14	100,050	102,050	104,050
12	83,280	85,280	87,280	13	88,185	90,185	92,185	14	93,200	95,200	97,200	15	98,350	100,350	102,350	14	100,050	102,050	104,050
13	86,880	88,880	90,880	14	91,875	93,875	95,875	15	96,900	98,900	100,900	15	98,350	100,350	102,350	14	100,050	102,050	104,050
14	90,575	92,575	94,575	15	95,575	97,575	99,575	15	96,900	98,900	100,900	15	98,350	100,350	102,350	14	100,050	102,050	104,050
15	94,275	96,275	98,275	15	95,575	97,575	99,575	15	96,900	98,900	100,900	15	98,350	100,350	102,350	14	100,050	102,050	104,050
15	94,275	96,275	98,275	15	95,575	97,575	99,575	15	96,900	98,900	100,900	15	98,350	100,350	102,350	14	100,050	102,050	104,050

Schedule A (cont.) - Teaching Staff Salary Guides

Athletic Trainer (hired prior to July 1, 2023)

Year 1 (2023-2024)		Year 2 (2024-2025)		Year 3 (2025-2026)		Year 4 (2026-2027)		Year 5 (2027-2028)		
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	
								1	103,745	
							1	102,045	2	105,925
				1	100,595		2	104,225	3	108,105
		1	99,270	2	102,775		3	106,405	4	110,285
1	97,970	2	101,450	3	104,955		4	108,585	5	112,465
2	100,150	3	103,630	4	107,135		5	110,765	5	112,465
3	102,330	4	105,810	5	109,315		5	110,765	5	112,465
4	104,510	5	107,990	5	109,315		5	110,765	5	112,465
5	106,690	5	107,990	5	109,315		5	110,765	5	112,465
5	106,690	5	107,990	5	109,315		5	110,765	5	112,465

Schedule B - Support Staff Salary Guides

Custodians

Year 1 (2023-2024)			Year 2 (2024-2025)			Year 3 (2025-2026)			Year 4 (2026-2027)			Year 5 (2027-2028)		
Step	Day	Night												
									1	45,147.00	48,909.00	1	46,897.00	50,805.00
			1	42,987.00	46,569.00	1-2	44,137.00	47,815.00	2-3	45,547.00	49,343.00	2	47,297.00	51,238.00
1-2	41,977.00	45,475.00	2-3	43,387.00	47,003.00	3-4	44,537.00	48,248.00	4-5	45,947.00	49,776.00	3	47,697.00	51,672.00
3	42,377.00	45,908.00	4	43,787.00	47,436.00	5	44,987.00	48,736.00	6	46,447.00	50,318.00	4	48,872.00	52,945.00
4	42,777.00	46,342.00	5	44,237.00	47,923.00	6	45,487.00	49,278.00	7	47,647.00	51,618.00	5	50,072.00	54,245.00
5	43,277.00	46,883.00	6	44,737.00	48,465.00	7	46,687.00	50,578.00	8	48,847.00	52,918.00	6	51,272.00	55,545.00
6	43,727.00	47,371.00	7	45,947.00	49,776.00	8	47,887.00	51,878.00	9	50,047.00	54,218.00	7	52,572.00	56,953.00
7-9	45,002.00	48,752.00	8-10	47,147.00	51,076.00	9-11	49,087.00	53,178.00	10-12	51,347.00	55,626.00	8	53,972.00	58,470.00
10	46,202.00	50,052.00	11	48,247.00	52,268.00	12	50,317.00	54,510.00	13	52,747.00	57,143.00	9	55,472.00	60,095.00
11	47,302.00	51,244.00	12	49,447.00	53,568.00	13	51,617.00	55,918.00	14	54,247.00	58,768.00	10	57,397.00	62,180.00
12	48,502.00	52,544.00	13	50,647.00	54,868.00	14	53,017.00	57,435.00	15	56,197.00	60,880.00	11	59,397.00	64,347.00
13	49,702.00	53,844.00	14	51,947.00	56,276.00	15	55,097.00	59,688.00	16	58,197.00	63,047.00	11	59,397.00	64,347.00
14	50,922.00	55,166.00	15	54,047.00	58,551.00	16	57,197.00	61,963.00	16	58,197.00	63,047.00	11	59,397.00	64,347.00
15	53,022.00	57,441.00	16	56,197.00	60,880.00	16	57,197.00	61,963.00	16	58,197.00	63,047.00	11	59,397.00	64,347.00
16	55,222.00	59,824.00	16	56,197.00	60,880.00	16	57,197.00	61,963.00	16	58,197.00	63,047.00	11	59,397.00	64,347.00
16	55,222.00	59,824.00	16	56,197.00	60,880.00	16	57,197.00	61,963.00	16	58,197.00	63,047.00	11	59,397.00	64,347.00

Schedule B (cont.) - Support Staff Salary Guides

Secretaries

Year 1 (2023-2024)		Year 2 (2024-2025)		Year 3 (2025-2026)		Year 4 (2026-2027)		Year 5 (2027-2028)	
Step	Salary								
								1	62,490
								2	63,390
				1	57,835			3	64,290
		1	55,730	2	58,735	1	60,160	4	65,290
1-2	53,960	2-3	56,630	3-4	59,735	2	61,060	5	66,290
3	54,960	4	57,630	5	60,735	3	62,060	6	67,390
4	55,960	5	58,630	6	61,735	4	63,060	6	67,390
5	56,960	6	59,630	7	63,035	5	64,060	6	67,390
6	57,960	7	61,210	7	63,035	6	65,160	6	67,390
7-8	59,510	7	61,210	7	63,035	7	65,160	6	67,390
7-8	59,510	7	61,210	7	63,035	7	65,160	6	67,390

Paraprofessionals & Job Coaches

Year 1 (2023-2024)			Year 2 (2024-2025)			Year 3 (2025-2026)			Year 4 (2026-2027)			Year 5 (2027-2028)		
Step	Hourly	Annual												
												1	28.67	37,128
												2	28.92	37,451
						1	26.56	34,395				3	29.22	37,840
			1	25.68	33,256	2	26.81	34,719	1	27.60	35,742	4	29.52	38,228
1	24.88	32,220	2	25.93	33,579	3	27.16	35,172	2	27.85	36,066	4	29.52	38,228
2	25.13	32,543	3	26.28	34,033	4	27.51	35,625	3	28.15	36,454	4	29.52	38,228
3	25.50	33,023	4	26.65	34,512	4	27.51	35,625	4	28.50	36,908	4	29.52	38,228
4	25.87	33,502	4	26.65	34,512	4	27.51	35,625	4	28.50	36,908	4	29.52	38,228
4	25.87	33,502	4	26.65	34,512	4	27.51	35,625	4	28.50	36,908	4	29.52	38,228

Schedule C – Stipend Guides

High School Sports

Position	23-24	24-25	25-26	26-27	27-28
Baseball / Softball Varsity	8,226	8,522	8,829	9,147	9,476
Baseball /Softball Asst.	5,804	6,013	6,229	6,453	6,686
Basketball Varsity	9,081	9,407	9,746	10,097	10,460
Basketball Asst.	5,059	5,241	5,430	5,625	5,828
Bowling	3,995	4,139	4,288	4,442	4,602
Cheerleading Varsity	5,051	5,232	5,421	5,616	5,818
Cheerleading Asst.	3,462	3,587	3,716	3,850	3,988
Cross Country	6,150	6,371	6,600	6,838	7,084
Equipment Manager (3)	3,260	3,378	3,499	3,625	3,756
Field Hockey Varsity	7,806	8,087	8,378	8,680	8,993
Field Hockey Asst. (3)	6,176	6,398	6,628	6,867	7,114
Football Varsity	9,588	9,933	10,291	10,661	11,045
Football Asst. (7)	7,205	7,465	7,734	8,012	8,300
Golf Varsity	5,005	5,185	5,372	5,565	5,765
Golf Asst.	3,089	3,201	3,316	3,435	3,559
Gymnastics	4,460	4,621	4,787	4,959	5,138
Ice Hockey Varsity	5,869	6,080	6,299	6,526	6,761
Ice Hockey Asst.	3,462	3,587	3,716	3,850	3,988
Lacrosse Varsity	6,907	7,156	7,413	7,680	7,957
Lacrosse Asst.	4,847	5,022	5,203	5,390	5,584
Soccer Varsity	7,361	7,626	7,900	8,185	8,479
Soccer Asst.	4,847	5,022	5,203	5,390	5,584
Tennis Varsity	6,229	6,454	6,686	6,927	7,176
Tennis Asst. 1B 1G	3,351	3,472	3,597	3,727	3,861
Track Varsity	6,907	7,156	7,413	7,680	7,957
Track Asst.	3,740	3,875	4,014	4,159	4,308
Surf Team Varsity	4,771	4,943	5,120	5,305	5,496
Surf Team Asst.	1,706	1,768	1,831	1,897	1,966
Swimming Varsity	5,112	5,296	5,486	5,684	5,888
Swimming Asst.	3,250	3,367	3,488	3,614	3,744
Videotaping	1,803	1,868	1,935	2,004	2,077
Volleyball Girls Varsity	5,962	6,177	6,399	6,630	6,868
Volleyball Girls Asst.	4,683	4,851	5,026	5,207	5,394
Weightlifting	8,557	8,865	9,185	9,515	9,858
Wrestling Varsity	6,238	6,462	6,695	6,936	7,186
Wrestling Asst.	3,729	3,863	4,002	4,146	4,295

Schedule C – Stipend Guides

High School Clubs

Position	23-24	24-25	25-26	26-27	27-28
Academic Team	1,989	2,061	2,135	2,212	2,291
Academy of Engineering Coord.	7,179	7,438	7,706	7,983	8,271
Academy of Finance Coord.	7,179	7,438	7,706	7,983	8,271
Academy of Finance Asst. Coord.	4,351	4,508	4,670	4,838	5,012
Academy of Fine & Performing Arts Coord.	7,179	7,438	7,706	7,983	8,271
Academy of Health Careers Coord.	7,179	7,438	7,706	7,983	8,271
Academy of Public Service Coord.	7,179	7,438	7,706	7,983	8,271
Amnesty International	1,212	1,256	1,301	1,348	1,396
Art Club	1,251	1,297	1,343	1,392	1,442
Audio-Visual Technician	5,000	5,180	5,366	5,560	5,760
Band Director	15,561	16,121	16,701	17,303	17,925
Band Asst.	4,232	4,384	4,542	4,706	4,875
Band Front	3,010	3,118	3,230	3,346	3,467
Band Winter Pep	1,212	1,256	1,301	1,348	1,396
Book Club	956	991	1,026	1,063	1,102
Central Fund Treasurer	5,791	6,000	6,216	6,439	6,671
Chess Club	1,563	1,620	1,678	1,738	1,801
Choral Director	9,432	9,771	10,123	10,487	10,865
Class Advisor (8)	3,010	3,118	3,230	3,346	3,467
Dance Club	3,626	3,757	3,892	4,032	4,177
Drama Director	9,847	10,202	10,569	10,949	11,344
Drama Asst. (2)	3,937	4,079	4,225	4,377	4,535
E-Sports Club	1,544	1,599	1,657	1,716	1,778
Environmental Club (2)	1,212	1,256	1,301	1,348	1,396
Film Appreciation / Analysis	1,121	1,161	1,203	1,246	1,291
Fishing Club	3,108	3,220	3,336	3,456	3,580
French / Spanish Honor Society	2,908	3,013	3,121	3,234	3,350
History Club	1,212	1,256	1,301	1,348	1,396
Instructional Council Chair	2,270	2,352	2,436	2,524	2,615
International Club	1,217	1,261	1,307	1,354	1,402
Key Club (2)	3,968	4,111	4,259	4,412	4,571
Life Is Good	1,212	1,256	1,301	1,348	1,396
Math League	1,212	1,256	1,301	1,348	1,396
Mathematics Honor Society	2,908	3,013	3,121	3,234	3,350
Model UN & Mock Trial	1,922	1,991	2,063	2,137	2,214
National Honor Society	2,908	3,013	3,121	3,234	3,350
Newspaper	4,662	4,830	5,004	5,184	5,370
Photography	956	991	1,026	1,063	1,102
Ping Pong	1,212	1,256	1,301	1,348	1,396
Special Projects SOAR (4)	1,041	1,079	1,117	1,158	1,199
Science Honor Society	2,908	3,013	3,121	3,234	3,350

Schedule C – Stipend Guides

High School Clubs (cont.)

Science League	1,212	1,256	1,301	1,348	1,396
Student Alliance	3,009	3,117	3,229	3,345	3,466
Student Council	4,865	5,040	5,222	5,410	5,604
The Clipper	2,147	2,224	2,304	2,387	2,473
Volleyball Club (Boys)	3,062	3,173	3,287	3,405	3,528
Warriors for Wellness	1,549	1,605	1,662	1,722	1,784
Yearbook Faculty	5,848	6,059	6,277	6,503	6,737
Yearbook Business	3,507	3,633	3,764	3,899	4,040
Vibe Tribe	5,180	5,366	5,560	5,760	5,967

Schedule C – Stipend Guides

Elementary School Sports

Position	23-24	24-25	25-26	26-27	27-28
Baseball	4,036	4,182	4,332	4,488	4,650
Softball	4,036	4,182	4,332	4,488	4,650
Basketball Boys	5,068	5,251	5,440	5,635	5,838
Basketball Girls	5,068	5,251	5,440	5,635	5,838
Soccer Boys	4,913	5,090	5,273	5,463	5,659
Soccer Girls	4,913	5,090	5,273	5,463	5,659
Intramurals	2,964	3,071	3,181	3,296	3,414
Cheerleading Fall	2,213	2,293	2,375	2,461	2,549
Cheerleading Winter	2,213	2,293	2,375	2,461	2,549
Cross Country Boys	3,591	3,720	3,854	3,993	4,136
Cross Country Girls	3,591	3,720	3,854	3,993	4,136
Field Hockey	3,591	3,720	3,854	3,993	4,136
Track	3,591	3,720	3,854	3,993	4,136
Tennis	3,591	3,720	3,854	3,993	4,136
Wrestling	4,036	4,182	4,332	4,488	4,650

Elementary School Clubs

Position	23-24	24-25	25-26	26-27	27-28
Art Club (Grades 4-5)	1,204	1,247	1,292	1,339	1,387
Art Club (Grades 6-8)	1,532	1,587	1,645	1,704	1,765
Band Director	4,771	4,943	5,120	5,305	5,496
Central Fund Treasurer	4,758	4,930	5,107	5,291	5,481
Chorus Director	4,771	4,943	5,120	5,305	5,496
Classroom Coordinators (5)	2,270	2,352	2,436	2,524	2,615
Drama Director	3,451	3,575	3,704	3,837	3,975
ELL Homework Club	2,072	2,147	2,224	2,304	2,387
Environmental Club	1,177	1,219	1,263	1,309	1,356
History Club	1,204	1,247	1,292	1,339	1,387
Homework Club (2)	2,717	2,815	2,917	3,022	3,130
Mathematics Club (Grades 5-8)	1,204	1,247	1,292	1,339	1,387
National Junior Honor Society	1,204	1,247	1,292	1,339	1,387
Newspaper (x3)	697	722	748	775	803
Road Runners Club	1,120	1,160	1,202	1,245	1,290
STEM Club	1,204	1,247	1,292	1,339	1,387
Student Council	3,488	3,614	3,744	3,879	4,018
Technology Club (Grades 5-8)	1,204	1,247	1,292	1,339	1,387
Television Studio/Morning News	2,072	2,147	2,224	2,304	2,387
Video Production Club	1,204	1,247	1,292	1,339	1,387
Yearbook (2)	1,414	1,465	1,518	1,572	1,629