

**AGREEMENT**

**Between the**

**HASBROUCK HEIGHTS EDUCATION ASSOCIATION**

**and the**

**BOARD OF EDUCATION OF HASBROUCK HEIGHTS**

**BERGEN COUNTY, NEW JERSEY**

**July 1, 2003 to June 30, 2006**

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**PREAMBLE**

This agreement entered into the first day of July, 2003 by and between the Board of Education of Hasbrouck Heights, the borough of Hasbrouck Heights, New Jersey, hereinafter call the “Board”, and the Hasbrouck Heights Education Association, hereinafter called the “Association”.

**WITNESSETH**

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the children of the Hasbrouck Heights School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to offer advice to school administrators regarding the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the Board has an obligation, pursuant to Chapter 123, Public Laws 1974, to negotiate with the association as the representative of the employees hereinafter designated with respect to terms and conditions of employment, and hereinafter designated with respect to terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this agreement, be it

RESOLVED, in consideration of the following mutual covenant, it is hereby agreed as follows:

**PART ONE**

ARTICLES APPLICABLE TO ALL BARGAINING UNIT MEMBERS

ARTICLE ONE

**RECOGNITION**

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel whether under contract, on leave, employed or to be employed by the Board, including:

1. Teachers
2. Nurses
3. Librarians
4. Guidance Counselors
5. Secretarial Personnel
6. Custodial Personnel
7. Maintenance Personnel
8. Education, Classroom/Clerical and Lunch Assistants
9. Child Study Team Members

But excluding the following:

1. Superintendent of Schools
2. School Business Administrator/Board Secretary
3. Building Principals and Assistant Principals
4. The Secretary to the Superintendent of Schools
5. Assistant to the Business Administrator/Board Secretary
6. Head Maintenance Man
7. Director of Physical Plant
8. Director of Special Services
9. Athletic Director
10. Director of Curriculum & Scheduling Grades 6-12
11. Instructional Supervisors
12. Technical Coordinator
13. Assistant Technical Coordinator
14. Assistant to the Secretary of the Superintendent of Schools
15. Bus Driver s)

B. Unless otherwise indicated, the term “employees” when used hereinafter in this agreement, shall refer to all employees represented by the Association in the negotiation unit as above defined. Additionally, any reference to the male gender shall apply equally to the female gender.

## ARTICLE TWO

### NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiation over a successor agreement in accordance with Chapter 123, Public Laws concerning the terms and conditions of employees' employment. Negotiations shall begin within thirty days of a request by either party but no earlier than November 1 of the final year of this agreement and no later than the final date required by PERC. Any agreement so negotiated shall apply to all employees, be reduced to writing, to be signed by the Board and the Association, and subject to ratification by both the Board and the Association, be adopted by the Board and Association. No portion of this agreement shall be subject to change during the term of this agreement. Discussion for purposes of clarification only may be initiated by either party through submission of a written request for a discussion of a specific item or items.
- B. Both parties shall submit negotiation proposals in writing.
- C. Any request for additional money or benefit for any group of employees or individual employees shall be made through the regular Board-Employee negotiating team process. Once the times for negotiations are agreed upon, no further requests regarding such matters shall be honored.
- D. This agreement represents and incorporates the complete and final settlements by the parties of all issues which were or could have been the subject of negotiations. During the terms of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by the Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

## ARTICLE THREE

### EMPLOYEES RIGHTS

- A. Pursuant to chapter 123, Public Laws of 1974, the Board and Association hereby agree that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection or to refrain from such activities. As a duly elected body exercising governmental power 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 concurred by Chapter 123, Public Laws 1974 or

any other laws of New Jersey or the Constitution of the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his membership in the Association or its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement 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 may have under New Jersey School Law or applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

#### ARTICLE FOUR

##### ASSOCIATIONS RIGHTS AND PRIVILEGES

- A. Whenever any representative of the Association or any teacher Participates during working hours in negotiations, grievance proceedings, Conferences or meetings when requested by he Board or its representatives, he shall suffer no loss of pay.
- B. The Association and its representatives shall have the right to use school buildings for meetings. The Principal of the building in question shall be notified at least two days in advance, when possible. Approval shall not unreasonably be withheld.
- C. With the approval of the principal, the Association shall have the right to Use school facilities and equipment. The Association shall use its own materials and supplies incident to such use, and be responsible for any repairs necessitated as a result hereof. It is understood and agreed that this right does not include sending unstamped mail relating to Association Organizing and business through the inter-school mail facilities in violation of the Private Express statues (18 U.S.C. 1693-1699 and 39 U,W.C. 601-606).
- D. The Association shall have in each school building the exclusive use of A bulletin board in each faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the principal, but no approval shall be required.
- E. The Association shall have the right to use school mail boxes as it deems necessary and without the approval of building principals or other members of the administration.

- F. The Board of Education or its designated representatives will develop the school calendar after seeking input from the Association.

## ARTICLE FIVE

### PROFESSIONAL DEVELOPMENT AND PROFESSIONAL IMPROVEMENT

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, education philosophy and goals, social changes and other topics related to education. The Board recognizes That it shares with its staff the responsibility for the upgrading and updating of employee performance and attitudes. The Board and the Association support the improvement of instruction.
- B. The Board agrees to pay reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other such sessions which an employee is requested to take by the administration. Mileage will be reimbursed at the current IRS rate.
- C. The Board agrees to reimburse teachers only if graduate courses are in the subject matter of the teacher's current teaching certification and/or assignments; or courses in another teaching certification that are taken within the graduate school of arts and sciences or the graduate school of education. Video courses will not be approved. On line courses will be eligible for approval provided they are part of a graduate degree program. All courses must receive the prior approval of the Superintendent of Schools.
- D. Effective July 1, 2004, the Board agrees to reimburse the cost for tuition up to a maximum of 6 credits per year at up to the Montclair State University rate. The maximum reimbursement that the Board shall pay in any one year in all approved and completed course work shall not exceed \$40,000. The total number of courses as of June 30<sup>th</sup> of each years will be divided equally into the amount of money set aside for this purpose.
- E. All course selections must appear in the standard catalog of an approved institution as graduate level and must be beyond the minimum required for standard New Jersey Teaching Certification.
- F. Courses for which tuition refund is requested must be proposed to the Superintendent of Schools on forms provided before the first meeting of the course.
- G. Evidence of successful completion of a course shall be presentation of an official final report or transcript showing a mark of B or higher.

- H. First year employees are not eligible for tuition reimbursement.

## ARTICLE SIX

### REIMBURSEMENT FOR UNUSED SICK LEAVE

Employees shall be reimbursed for unused sick leave at the termination of employment if they have 15 or more years of service with the District, or if they retire, regardless of the number of years served. Furthermore, the estate of any eligible employee who dies shall be \$65 per accumulated day in 2003-2004 and \$70 per accumulated day 2004-2005 and \$75 per accumulated day in 2005-2006.

Employees shall provide advanced written notification of their intent to utilize the provision of this Article so that the Board can make appropriate budgetary adjustments. If an employee fails to provide this notice by January 15 of the school year prior to retirement, the Board is authorized to postpone payment of the Retirement Stipend until the following year's school budget. Exceptions to this notification requirement will be considered based upon a previously unknown medical condition or abrupt lifestyle change.

## ARTICLE SEVEN

### SALARIES

- A. The salaries of all employees covered by this agreement are set forth in Schedules A, B, C, D, E, F, G and H which are attached hereto and made a part hereof.
- B. It shall be clearly understood by both parties that these salary schedules do not guarantee an automatic salary increase. The Board reserves the right to withhold for inefficiency or other good cause any and all employment, adjustment and merit increments. In the event, the Board wishes to exercise such a right, it does hereby agree to follow this procedure:
  - 1. Whenever the Superintendent of Schools decides to submit a recommendation to the Board to withhold a salary increment, the employee to be so deprived shall be put on notice of the recommendation.
  - 2. Arrangements shall be made to afford said employee a reasonable opportunity to speak on his own behalf before the Board. Such a meeting before the Board shall not constitute plenary hearing.
  - 3. The Board will not take necessary formal action until a date subsequent to the above meeting.

4. If the resultant action of the Board is to withhold an increment, it shall, within 10 days, give written notice of such action, together with the reasons, therefore, to the employee concerned.

This procedure is in accordance with New Jersey Statutes Annotated, Title 18A:29-14.

- C.
  1. All employees shall be paid in equal semi-monthly installments, as set forth in Schedule E.
  2. Employees may individual elect to have any portion of their monthly salary deducted from their pay and deposited to an account in their name in the Credit Union or a Board approved financial institution. Each employee shall be entitled to change his or her payroll deductions once per contract year.
  3. The Board shall make provision for direct deposit of paychecks at the request of the employee to the employee's account at Board approved financial institutions.
- D. Special School Advisors and Coaches shall be paid in accordance with Schedules F and G respectively. When said positions are filled by individuals who are not members of the HHEA bargaining unit such individuals shall be required to pay a representation fee to the association in accordance with Article Sixteen. Said fee shall be an amount equal to 2% of the stipend received up to a maximum of 30% of the dues of whichever of the following organization they are not members: NEA, NJEA, BCEA, HHEA.

#### ARTICLE EIGHT SICK LEAVE

- A. All employees shall be entitled to thirteen (13) sick leave days each school year as of the first official day of said school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- B. Employees shall be given a written accounting of accumulated sick leave days no later than September 15<sup>th</sup> of each school year.
- C. Employees beginning employment after their normal contract year shall have their sick leave prorated.

#### ARTICLE NINE TEMPORARY LEAVES OF ABSENCE

- A. Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each year:
  1. Two (2) days leave of absence for personal, legal business, household or

family matters which require absence during school hours, but these days may not be taken prior to or immediately following a legal holiday or school vacation. Application to the employee's principal or other immediate superior for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this Section. Unused personal days will be added to the cumulative sick leave total, as allowable by law.

2. Up to one (1) day for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
3. Time necessary for appearances in any legal proceedings connected with the employee's employment or with the school system or in any other legal proceeding if the employee is required by law to attend. The employee will first utilize any available personal days.
4. In all cases commencing within 7 days of the date of death:
  - a) Up to 7 calendar days, including weekends, at any one time in the event of death of an employees Spouse, Child, and/or Parent; however, one day may be reserved for cremation, interment, memorial service or unveiling of stone, if such event is scheduled on a school day and during school hours.
  - b) Up to 5 calendar days, including weekends, at any one time in the event of death of an employees' Brother, Sister, and/or Grandparents.
  - c) Up to 3 calendar days, including weekends, at any one time in the event of death of an employees' Son/Daughter-in-law, Father/Mother-in-law, Sister/Brother-in-law, Aunts, Uncles, Cousins and any other member of the immediate household.
5. Time necessary but not to exceed ten (10) working days for persons called into temporary active duty for any unit of the U.S. Reserves or the State National Guard. An employee shall be paid his regular pay in addition to any pay which he receives from the state or federal government.
6. If required to serve on jury duty, no employee shall suffer any loss of pay. Any remuneration received from service on jury duty shall be returned to the district.

ARTICLE TEN  
EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that up to one (1) employee designated by the Association shall, upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

- B. A leave of absence without pay of up to two (3) years shall be granted to any employee who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full time participant in either of such programs, or accepts a Fulbright Scholarship.
- C. Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery of any wounds or sickness at time of discharge. In time of war or military conflict any full time employee called to active duty will continue to receive the employee's regular rate of pay minus the employee's military pay for up to three months.
- D. Child Care Leave: In the case of a birth or adoption placement of a child or for the care of a pre-school age child, any employee shall be entitled to leave without pay for child rearing purposes.

In cases where both husband and wife may be employees in this school system, only one of said persons shall be entitled to such leave.

Any pregnant employee may apply to the Board of Education for a disability leave of absence and shall be granted the leave. The leave dates shall be supported by a physician's certificate, which shall allow for disability of up to twenty (20) work days before and up to twenty (20) work days after the anticipated date of birth. Accumulated sick days may be utilized during the disability period. The application for child care leave may be made to become effective immediately upon termination of the anticipated disability leave.

Child care leave shall be granted for a period of up to the end of the school year in which the leave begins, but such leave shall upon the request of the employee be extended for one additional year. Requests for extensions of such leaves must be made at least three (3) months prior to the expiration of the first period thereof, except when such amount of advance notice is not feasible.

- E. All benefits to which an employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave shall be restored to him upon his return.
- F. All extension or renewals of leaves shall be applied for and granted in writing.
- G. All requests for leaves or extensions shall be made in writing at least 90 days prior to the desired commencement, except in mutually agreed upon emergencies.

## ARTICLE ELEVEN

### PERSONAL AND ACADEMIC FREEDOM

- A. Employees shall be entitled to full rights of citizenship, and no religious or political activities or any employees, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such employee, providing said activities do not violate any local, state, or federal law.
- B. It is understood that materials considered controversial by some groups may, of necessity, be introduced as a part of appropriate classroom presentations. Prior approval by the building principal shall be obtained.

## ARTICLE TWELVE

### INSURANCE PROTECTION

- A. An employee shall work a minimum of 80% of full time in order to qualify for medical benefits. Full time shall be 30 hours for teachers, 35 hours for secretaries, and 40 hours for custodial/maintenance and 30 hours for Assistants.
- B. the Board shall provide the New Jersey State Health Benefit Plan. The Board shall pay the full premium for each employee and 100% family coverage where applicable.
- C. The Board shall provide, at its expense, a full-family dental plan as hereinafter described:
  - 1. C-Payment-Preventive and Diagnostic: 100%
  - 2. Remaining Basic Benefits: Crowns, Inlay and gold: 90/10
  - 3. Prosthodontic Benefits: 60/40
  - 4. Orthodontic Benefit: 50/50
  - 5. Maximum payment per employee per year: \$1,500.
  - 6. Orthodontic Benefit: Maximum benefit of \$1,500, which is separate from the \$1,500, for Basic Prosthodontic Benefits (Child Only).
- D. The Board shall provide to each employee a description of the health-care insurance coverage under this Article when such literature is made available by the insurance carrier.

## ARTICLE THIRTEEN

### DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Hasbrouck Heights Education Association, Bergen County Education Association, New Jersey Education Association, or any one or any combination of such Associations as said employees individually voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310 Public Laws of 1967 NJSA 52:14-15, 9e) and under rules established by the State Department of Education. The Association will verify in writing to the Board Secretary, the final determination of these monies. A check for such monies to the Hasbrouck Heights Education should be drawn by the School Business Administrator to the Board of Education and forwarded directly to the New Jersey Education Association.
2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice to the effective date of such change.

## ARTICLE FOURTEEN

### GRIEVANCE PROCEDURE

Both parties consent that the grievance procedure agreed upon by the Board and the Association shall not be changed or amended in any way for the length of this contract or one year.

- A. Good relations between the Board and staff are enhanced when there is an orderly and clearly defined procedure for the consideration and disposition of Grievances which may arise between members of the staff and their superiors or between staff members and the Board.
- B. A grievance is a claim by an employee or the Association or a group of employees regarding the interpretation, application, or violation of the agreement between the board and the Association, policies, or administrative decisions affecting terms and conditions of employment. A grievance shall apply only in cases for which no other statutory remedy is provided. Therefore, no grievance can be brought regarding such items as: failure to retain non-tenure teachers (a problem for which a specific remedy is provided by law) or a situation upon which the Commissioner of Education has ruled or has the power to rule.
- C. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting employees. Both parties

agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of procedure.

- D. An “aggrieved person” is the person or group making the claim of a grievance. Wherever in the following “procedure” the term “school days” appears, it shall be deemed to mean “work days” for the 12 month employees and “school days” for 10-month employees.
- E. A Board Association Committee shall develop mutually agreeable grievance form.

## PROCEDURE

### LEVEL 1.

Any aggrieved person who has a grievance may discuss it informally first with his principal or immediate superior in an attempt to resolve the difference.

If the matter is not resolved by discussion, or if the aggrieved person elects not to discuss the grievance informally with his principal, the grievant shall submit his grievance in writing to the principal within sixty (60) calendar days after the individual knew or should have known of the facts giving rise to the alleged grievance.

The principal in turn will notify the aggrieved person of his decision in writing within five (5) calendar days after the receipt of the written grievance on condition that five (5) school days remain before a lengthy recess period. If five (5) school days do not remain, the principal’s decision will be submitted within fifteen (15) calendar days.

If the grievance is caused by an action of the Superintendent or the Board, the grievant may bypass Level 1 and file directly at Level 2, subject to the sixty (60) day time limit.

### LEVEL 2.

If the aggrieved person is not satisfied with the principal’s decision, he/she may within ten (10) school days of receipt of the decision, submit the grievance in writing to the President of the Association. A committee designated by the President will consider the grievance. Within five (5) days after the grievance was received, the committee will notify the aggrieved person if it believes the grievance has merit. If the committee decides that it does, the grievance will be submitted to the Superintendent, within ten (10) school day of receipt by the President, appealing the principal’s decision. A copy of the grievance appeal will be given to the principal. Within ten (10) days, the Superintendent will submit a decision in writing, with supporting reasons to the aggrieved person and a copy of this decision will be sent to the principal.

If the Association Committee decides that the grievance is without merit it will so advise the aggrieved person in writing within ten (10) school days of receipt by

the President. An aggrieved person whose grievance has been declared without merit by the Association shall not be denied the right to continue the appeal through the next levels. If such an appeal is made by the aggrieved person, it will be without support of the Association, with any expense incurred to be borne by the aggrieved person. Such grievance must be submitted to the Superintendent no later than ten (10) school days after notification by the Association.

#### LEVEL 3.

If the grievant is not satisfied with the decision at Level 2, or if no decision has been rendered within the time limits specified at Level 2, he/she may within ten (10) school days of the Superintendent's decision or 15 school days if no decision has been rendered, file the grievance in writing to the Board. The Board shall hear the grievance and make a decision within twenty (20) school days of receipt of the grievance. The Board will inform the grievant in writing of its decision.

#### LEVEL 4.

If the grievant is not satisfied with the decision at Level 3, or if no decision has been rendered within the time limits specified at Level 3, he/she may within ten (10) school days of the Board's decision or a5 school days if no decision has been rendered, submit the grievance to arbitration. The request shall be submitted to the Board and the Association. Within ten (10) days after receipt of the request, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the parties do not mutually agree upon an arbitrator, PERC procedures will be utilized to obtain the services of an arbitrator.

The arbitrator so selected shall confer with representatives of the Board and the Association, and hold hearing and issue his recommendation promptly. Such recommendation shall be in writing and submitted to the Board and the Association.

The recommendations of the arbitrator shall be binding on all parties for all grievances regarding the interpretation, application or violation of the agreement between the Board and the Association and shall be advisory only for grievances dealing with policies or administrative decisions not based upon the interpretation, application or violation of the agreement. The arbitrator shall have no authority to add to, delete from, or modify the language of this agreement.

The costs for the services of the arbitrator shall be borne equally by the Board and Association. Any other expenses incurred shall be paid by the party incurring same.

#### F. Rights of Employees to Representation

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected by the Association. A representative of the Association shall have the right to be present as an observer.

G. Miscellaneous

If in the judgment of the Association, a grievance affects a group that encompasses more than one school, it may submit the grievance in writing to the Superintendent directly and the processing of such a grievance shall be commenced at Level 2.

Grievances shall be processed on the Grievance forms, affixed as Schedule H.

**ARTICLE FIFTEEN**  
**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 shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin, sex domicile or marital status. The board agrees to notify the members of the Bargaining Unit of any positions open so that qualified people may apply.
- B. This agreement constitutes Board and Association policy for the term of said Agreement, and the Board and Association shall carry out the commitments contained herein and give them full force and effect as Board and Association policy.
- C. Copies of this agreement shall be duplicated. One half of the cost of secretarial and legal fees will be borne by the Board of Education; one half by the Hasbrouck Heights Education Association. This agreement shall be presented to all employees now employed, hereinafter employed, or considered for employment by the Board.
- D. Whenever any notice is required to be given by either of the parties of this agreement to the other, pursuant to the provisions of this agreement, either Party shall do so by fax or registered letter at the following addresses:
1. If by Association, to the Board at the Administration Building, 379 Boulevard, Hasbrouck Heights, NJ 07604.
  2. If by the Board, to the Association President of the Hasbrouck Heights Education Association at the appropriate school, Hasbrouck Heights, NJ 07604.
- E. The Board of Education on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself without limitation 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 of the United States.

**ARTICLE SIXTEEN**  
**REPRESENTATION FEE**

**A. Purpose of Fee**

If an employee does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) 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 to offset the of services rendered by the Association as majority representatives.

**B. Amount of Fee**

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees And assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be Equal to the maximum allowed by law.

**C. Deduction and Transmission of Fee**

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year, the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installment, as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deductions will begin 30 days after the employee begins his or her employment in a bargaining unit position.

**D. Termination of Employment**

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and promptly forward same to the Association.

**E. Mechanics**

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

- F. In the event that an employee establishes legal action against the Board of Education regarding deductions from salary for representation or agency fee, the Board shall be held harmless by the Association. The Board shall surrender to the Association all responsibility for defending said legal action and under no circumstances shall the Association be required to reimburse the Board for the Board's legal expenses.

ARTICLE SEVENTEEN  
SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee or any group of employees is held to be contrary to law, then such provision or applications shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**PART TWO**  
**ARTICLES APPLICABLE TO TEACHING STAFF MEMBERS ONLY**

**ARTICLE EIGHTEEN – TEACHER**

**TEACHER HOURS AND TEACHING LOAD**

- A. 1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to “clock in or clock out” by hours and minutes. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty “sign-in” roster.
2. The required arrival time for all teachers in the Middle School and High School shall be 10 minutes before the student arrival time. Departure time for teachers in the Middle School and High School shall be the same as student departure time except as indicated in three (3) below or if the teacher deems it necessary to detain a student after school.

The arrival and departure time for all Lincoln and Euclid school teachers shall be 5 minutes before the student arrival time and seven (7) minutes after the scheduled departure time of students.

3. In the Middle School and High School, a schedule shall be arranged by the principal to allow for a period of one hour per week tutorial instruction by each teacher without monetary compensation to the teacher.
4. Teachers asked by the Superintendent to work beyond the school day or beyond the school year shall mutually decide on the number of hours to be worked and shall be compensated for said hours at the rate of \$28.00 per hour. The number of hours shall be extended only at the discretion of the Superintendent.
5. **AFTER SCHOOL TUTORIAL – World Language Time**

The parties agree to set up a committee (2004-2005) to discuss the criteria for a program to take place in Euclid and Lincoln Schools for tutoring after school (2005-2006).

- B. 1. The daily teaching load in the Middle School and the High School shall be five (5) teaching periods and shall not exceed six periods of pupil contact time per day. Study Hall is to be considered a pupil contact time.

No teacher shall teach a sixth class without compensation. The Superintendent may assign teachers at the Middle School or High School one (1) additional teaching period up to five (5) days per week with compensation. Teaching in excess of 5 periods per day will be the exception and will not be in lieu of hiring a

teacher. All assignments in excess of five periods per day will be made first to staff who volunteer. If there is more than one certified volunteer, the selection will be made at the discretion of the building administrator. In the event that there are no appropriately certified volunteers, the Superintendent shall retain the right to assign certified staff.

Teachers who teach six periods for less than five days will be paid on annum prorated basis:

Effective July 1, 2003 compensation shall be as follows. An annual stipend of:

- A. \$300 for teaching 26 periods per week
- B. \$600 for teaching 27 periods per week
- C. \$900 for teaching 28 periods per week
- D. \$1200 for teaching 29 periods per week
- E. \$1500 for teaching 30 periods per week

2. The five (5) hour pupil contact concept shall be maintained for all teachers.

3. Every teacher shall plan lessons and submit written plans to the principal. Teachers may exercise initiative and flexibility in the teaching technique they wish to use.

4. The teacher shall, before leaving the building after the day's work is closed on Friday, have an outline of the proposed work for the following week. These plans must be in sufficient detail and clarity so that a substitute coming into the room can carry on the work effectively. Plans will include schedule and seating chart.

C. 1. Teachers in the Middle School and High School shall have a duty-free lunch equal to a student's class period.

Teachers in Euclid/Lincoln Schools shall have a duty-free lunch period for a minimum of one hour.

2. Teachers may leave the building without requesting permission during their schedule duty-free lunch period.

D. 1. Unless they are deemed essential by the principal, meetings which take place After the regular in-school work day and which require attendance shall not be called on Fridays or any day preceding any holiday or other days upon which a teacher is not required at school.

2. An association representative may speak to the teachers at the end of any faculty meeting for approximately 15 minutes on the request of the representative.

3. Teachers shall have the opportunity to suggest items for the agenda of any faculty meeting.
  4. Teachers may be required to attend only four (4) evening assignments or meetings each school year. Any further evening assignment must be compensated at the delineated rate in A.4.
  5. Teachers shall not be required to attend more than one faculty, department, non-paid curriculum workshop, or non-paid curriculum development meeting per week which extends beyond the normal school day. Meetings of a routine nature will not exceed one (1) hour in length, except in cases of emergency.
- E. 1. Classroom teachers shall, in addition to their lunch period, have daily preparation time during the school day during which they shall not be assigned to any other duties as follows:
- Elementary Schools – When classes are under direction of special teachers: art, music, physical education, etc.
- Middle School and High School – one period.
2. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers as well as other certificated professionals in the bargaining unit may be used as substitutes during their non-teaching time. Assigned teachers shall be paid at the rate of \$21.00 per hour or fraction thereof. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible within the areas of certification of the absent teachers and those who substitute for them.
  3. The board agrees to maintain an adequate list of substitutes for teachers including art, music, physical education and nurses, when available.
- F. Exceptions to the provision of Sections A,B,C, and D, which are part of this contract may be made only in cases of necessity. A disagreement over whether an exception is justified shall be subject to the grievance procedure.
- G. Teacher-In-Charge – The “Teacher-In-Charge” in Lincoln and Euclid schools will receive a stipend of \$709.00.
- H. All teachers employed prior to the execution of the 1989-90 contract shall be entitled to be placed on the MA step of the salary guide after attaining a BA+30.
- I. In order for a Teacher to obtain a guide movement in a budget year, the Teacher must notify the Board Office of the anticipated movement by March 1 of the prior budget year.

- J. The teacher work year shall include:
- a. Two (2) professional in-service days
  - b. Four (4) Parent-Teacher Conference Days – two (2) half days will be followed by afternoon conferences and two (2) full days will be followed by evening conferences. These (2) full days will not be scheduled consecutively.
  - c. One (1) instructional day in addition to the state mandated 180 days.
- K. Written evaluations shall be presented to teachers, ordinarily within ten (10) school days of the observation. Failure to do so will not affect the content or substance of the evaluation.

## ARTICLE NINETEEN – TEACHER

### NON-TEACHING DUTIES

- A. The Board and Association acknowledges that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:
- 1. Teachers shall not be required to perform the following:
    - a. Collecting money from students except for baking, school insurance, field trips, PTA dues, school picture money, and lunch program money.
    - b. Keeping attendance registers; however, teachers must keep a record of class attendance.
    - c. Concerning standardized tests which can be machine scored.
  - 2. Teachers shall be permitted to drive students to activities which take place away from school buildings. A teacher may do so, however, only with the advanced written approval of the Superintendent and in accordance with the Board Policy. He shall be compensated at the IRS rate.

**PART THREE**  
**ARTICLES APPLICABLE TO CUSTODIAL AND MAINTENANCE**  
**STAFF ONLY**

**ARTICLE TWENTY**

**CUSTODIAL/MAINTENANCE**  
**WORKING HOURS**

- A. The regular work week shall be forty (40) hours for all full-time maintenance-custodial employees.
- B. All custodial-maintenance employees shall receive time and one-half for overtime beyond eight (8) hours per working day and double time for overtime on Sundays and all holidays as specified in Article XXI Section F.
- C. All custodial-maintenance employees shall be required to report to schools in emergency or snow-day situations if so directed by the Director of Physical Plant.
- D. Any custodial or maintenance employee called back to work on an emergency basis, shall be paid for a minimum of three (3) hours of the applicable overtime rate.
- E. In the event overtime is required, coverage will first be provided by volunteers. In the event there are insufficient volunteers, the Superintendent of Buildings and Grounds will make the assignment in inverse order of seniority, by rotation.

**ARTICLE TWENTY – ONE**

**CUSTODIAL/MAINTENANCE**  
**VACATIONS**

Vacations will be scheduled for twelve-month full-time employees as follows:

- A. First year personnel – One working day for each full month of service up to a maximum of ten (10) working days.
- B. Over one year of service – Fifteen (15) working days.
- C. After 12 full years – Twenty (20) working days.
- D. Each twelve-month employee shall be entitled to vacation with pay.

- E. The vacation period of maintenance men and custodians shall be left to the discretion of the Director of Physical Plant and building Principal and be subject to the approval of the School Business Administrator, and finally, the Superintendent of Schools.
- F. Custodians and maintenance employees shall be entitled to the following holidays: Forth of July, Labor Day, Columbus Day, NJEA Convention Days, Thanksgiving Day, Thanksgiving Friday, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Good Friday, Memorial Day. In addition to the above days, custodians and maintenance employees shall be entitled to one full week off each February when the Board of Education includes a winter recess in the calendar. In the event that a winter recess is not included in the calendar the following days shall be added to the list of holidays: Election Day, Veteran's Day, Martin Luther King Day, Lincoln's Birthday and Washington's Birthday. However, when schools are closed, the Director of Physical Plant shall determine the work schedule subject to the approval of the School Business Administrator and, finally the Superintendent of Schools. Members of the Association shall receive a holiday schedule in advance of each school year.
- G. In any event, the personnel covered by this Agreement shall have no fewer than eighteen (18) holidays.

ARTICLE TWENTY – TWO

CUSTODIAL/MAINTENANCE  
SALARIES

- A. Maintenance men or custodians employed for ten months will receive 5/6 of the corresponding 12-month salaries.
- B. Custodians and maintenance staff who work four (4) or more hours of their regular shift between the hours of 5:00 p.m. and 7:00 a.m. shall receive an additional compensation of 7%.
- C. Extra pay for extra work shall be given as follows:  
  
Supply Room – Hasbrouck Heights Middle/High School: \$1,450.00  
  
Twenty- four Hour Emergency Availability: \$1,970.00
- D. Longevity – Breakdown is listed on the bottom of Schedule C.

All maintenance men and custodians having worked fifteen (15) years in the Hasbrouck Heights system shall have the designated amount added to their salaries beginning with the sixteenth year. All maintenance men and custodians having worked twenty-five (25) years in the Hasbrouck Heights system shall have the designated amount added to their salaries beginning with the twenty-sixth

year. These amounts will be added effective July 1<sup>st</sup> of the designated school year. These amounts will be prorated in the case of ten month employees.

- E. Each maintenance person shall be provided with three uniforms per year and each custodian and matron shall be provided with two uniforms per year. A sufficient amount of rain gear shall be provided in each building for use in inclement weather. Custodians and maintenance men shall each receive one (1) additional uniform each year and shall also receive one (1) pair of shoes each year. Custodians and maintenance men will receive winter jackets every 3 years.
- F. Each employee shall be reimbursed, at the current rate, for obtaining licenses for their specific duties. Payment to be made upon tenure.

In addition, all renewal of licenses will be reimbursed at the current rate i.e. Black Seal, CDL, etc.

## ARTICLE TWENTY – THREE

### CUSTODIAL/MAINTENANCE

#### LEAVES OF ABSENCE

Leave of absence without pay may be granted upon request to any custodial or maintenance employee covered by this Agreement for a period not to exceed one year. Said leave may be extended upon request. Requests for such leave must be submitted in writing to the Superintendent at least 60 days prior to the desired leave, except in mutually agreed upon emergencies.

## ARTICLE TWENTY – FOUR

### CUSTODIAL/MAINTENANCE

#### TENURE

After three (3) years of uninterrupted continuous service, each employee shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137 Public Laws of 1960 (18A: 17-3 and 18A 17-4).

ARTICLE TWENTY – FIVE

CUSTODIAL/MAINTENANCE

SENIORITY

- A. School district seniority for tenured employees shall be defined as service by said employee in the school district. An appointed employee shall lose all accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently re-hired by the school district.
- B. In the event of a Reduction in Force, including reductions caused by the discontinuance of a facility or district relocation, the employee shall be laid off in the inverse order of seniority of the employee.
- C. In the event that a vacancy occurs, a laid off tenured employee shall be entitled to recall thereto, in the order of his/her school district seniority within 90 days of the RIF.

ARTICLE TWENTY – SIX

CUSTODIAL/MAINTENANCE

TRANSFERS

All custodial/maintenance vacancies shall be posted and an application for said position made. Volunteers shall be utilized whenever feasible to fill said vacancies. If there are no volunteers seniority shall be utilized whenever feasible. However, transfers shall be determined at the discretion of the School Business Administrator, after consultation with the Building Principal and Director of Physical Plant, subject to final approval by the Superintendent of Schools.

PART FOUR  
ARTICLES APPLICABLE ONLY TO SECRETARIES

ARTICLE TWENTY – SEVEN

SECRETARY

WORKING HOURS

- A. The regular work week shall be thirty-five (35) hours for all full-time employees. Any work performed beyond forty (40) hours per week shall be paid at time and a half.
- B. All secretaries shall be entitled to a one-hour lunch period.
- C. Part-time employees' hours shall be mutually agreed to by the employee and Superintendent of Schools or School Business Administrator.

ARTICLE TWENTY – EIGHT

SECRETARY

VACATIONS – 12 MONTH EMPLOYEES ONLY

Vacations will be scheduled for twelve-month full time employees as follows:

- A. First year personnel – one working day for each full month of service up to a maximum of ten (10) working days.
- B. Over one year of service – 15 working days.
- C. After twelve full years – 20 working days.
- D. Each twelve-month employee shall be entitled to vacation with pay. After one year, vacation week may taken consecutively or in part.
- E. Vacation schedules should be arranged with the immediate supervisor and forwarded to the Superintendent of Schools for approval. Provision must be made for essential office service to continue during vacation periods.
- F. With the exception of the Winter and Spring recesses, full-time secretaries are entitled to the same calendar as the teachers. During the Winter and Spring recesses secretaries may be required to work no more than a total of one day per recess. Twelve-month secretaries shall also be given Independence Day. If that day falls during an employee's vacation period, the employee shall receive an extra day off.

ARTICLE TWENTY – NINE

SECRETARY

SALARIES

- A. Secretaries employed for ten months will receive 5/6 of the corresponding 12-month salaries.
- B. Longevity – Breakdown is listed on the bottom of Schedule B. This amount will be prorated in the case of 10 month employees.
- C. Tuition Reimbursement – Secretaries shall be compensated up to \$400. per year for job-related professional courses. This would be contingent upon the approval of their immediate supervisor.

ARTICLE THIRTY

SECRETARY

LEAVES OF ABSENCE

Secretaries shall be given the time necessary to attend the NJEA Convention without any loss in pay or other advantage consistent with 18A: 31-2.

ARTICLE THIRTY – ONE

SECRETARY

PROMOTION

All qualified secretarial personnel shall be given adequate opportunity to make application for promotional and/or new positions. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

ARTICLE THIRTY – TWO

SECRETARY

SENIORITY

- A. School district seniority for tenured secretaries, excluding the executive secretaries, shall be defined as service by said tenure employee in the school district. A tenured employee shall lose accumulated school district seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district.
- B. In the event of a Reduction in Force, including reductions caused by the discontinuance of a facility or district location, the tenured employee shall be laid off in the inverse order of seniority of the employee.
- C. In the event that a vacancy occurs, a laid off tenured employee shall be entitled to recall thereto, in the order of his/her school district seniority within 90 days of RIF.

**PART FIVE**

**ARTICLES APPLICABLE ONLY TO ASSISTANTS**

All articles if the Negotiated Agreement shall apply to Assistants unless specifically modified.

ARTICLE THIRTY-THREE

ASSISTANTS

WORKING HOURS

- A. The regular work week shall be thirty (30) hours for all full-time employees.
- B. Part-time employee's hours shall be mutually agreed to by the employee and Superintendent of School or School Business Administrator.

ARTICLE THIRTY –FOUR

ASSISTANTS

SALARIES

- A. Any assistant who is asked to temporarily perform duties of an Assistant category other than their regular assignment, shall earn their normal, hourly rate of pay, or the hourly rate of the temporary assignment, which ever rate is higher.
- B. Payroll checks will be issued as equal payments. Any time missed will be adjusted on the next payroll.

ARTICLE THIRTY – FIVE

ASSISTANTS

TEMPORARY LEAVES OF ABSENCE AND SICK LEAVE

- A. Education Assistants and Classroom/Clerical Assistants shall be entitled to 10 sick leave days and 1 personal leave day, as of the first official day of said school year.
- B. Effective July 1, 2004, unused personal days shall be eligible for accumulation as sick days and all sick days shall be reimbursed at \$25.00 per day upon retirement.

C. Bereavement days: All full time Assistants shall receive a full compliment of bereavement days effective July 1, 2004.

D. Effective July 1, 2004, all full time Assistants shall receive four (4) paid holidays as listed:

Thanksgiving Day  
Christmas Day  
Good Friday  
Memorial Day

E. Effective July 1, 2005, all full time Assistants shall receive eight (8) paid holidays as listed:

Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
Christmas Eve Day  
Good Friday  
New Years Eve Day  
New Years Day  
Memorial Day

## ARTICLE THIRTY – SIX

### ASSISTANTS

#### PROMOTION AND SENIORITY

A. All qualified Assistants shall be given adequate opportunity to make application for promotional and/or new positions, Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

B. In the event, of a reduction in force, Assistants shall be laid off in the inverse order of seniority.

C. All first year Assistants, in any category shall be paid \$10.00 per hour until September 1st of the next school year.

**SCHEDULE A**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**TEACHERS-SALARY GUIDE**

**2003-2004**

<b><u>Step</u></b>	<b><u>B.A</u></b>	<b><u>B.A. + 15</u></b>	<b><u>M.A.</u></b>	<b><u>M.A. + 15</u></b>	<b><u>M.A. + 30</u></b>
1	37,439	37,975	39,047	39,583	40,118
2	37,835	38,421	39,682	40,309	41,123
3	38,260	38,899	40,360	41,083	42,198
4	38,717	39,410	41,083	41,908	43,345
5	39,700	40,450	42,345	43,280	45,061
6	40,811	41,624	43,754	44,802	46,952
7	41,897	42,745	45,150	46,321	48,866
8	43,133	43,904	46,544	47,841	50,810
9	44,056	45,067	47,982	49,415	52,836
10	45,181	46,264	49,467	51,044	54,947
11	46,184	47,342	50,850	52,576	56,994
12	48,644	49,809	53,337	55,075	59,515
13	51,505	52,675	56,216	57,959	62,410
14	54,288	55,459	59,000	60,744	65,196
15	57,516	58,682	62,214	63,952	68,393
16	63,224	64,382	66,703	69,118	73,534
17	70,866	72,253	76,287	78,371	83,341

Doctorate Degree in Field - MA +30 step plus \$1,578 additional salary.

Masters Degree in Field \$700 additional salary

Longevity - \$1300 (2003-2004) for 20 years teaching experience.

\$1700 (2003-2004) for 30 years teaching experience.

All teachers employed prior to October 11, 1989, shall be entitled to be placed on the MA column with BA + 30.

**SCHEDULE A**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**TEACHERS-SALARY GUIDE**

**2004-2005**

**Step B.A. B.A. + 15 M.A. M.A. + 15 M.A. + 30**

1	38,259	38,795	39,867	40,403	40,938
2	38,655	39,241	40,502	41,129	41,943
3	39,080	39,719	41,180	41,903	43,018
4	39,537	40,230	41,903	42,728	44,165
5	40,520	41,270	43,165	44,100	45,881
6	41,631	42,444	44,574	45,622	47,772
7	42,717	43,565	45,970	47,141	49,688
8	43,953	44,724	47,364	48,661	51,630
9	44,876	45,887	48,802	50,235	53,656
10	46,001	47,084	50,287	51,864	55,767
11	47,004	48,162	51,670	53,396	57,814
12	49,464	50,629	54,157	55,895	60,335
13	52,325,	53,495	57,036	58,779	63,230
14	55,108	56,279	59,820	61,564	66,016
15	58,336	59,502	63,034	64,772	69,213
16	64,044	65,202	67,523	69,938	74,354
17	72,686	74,053	78,087	80,171	85,141

Doctorate Degree in Field - MA + 30 step plus \$1,578 additional salary.

Masters Degree in Field \$700 additional salary.

Longevity - \$1300 (2004-2005) for 20 years teaching experience.

\$1700 (2004-2005) for 30 years teaching experience.

All teachers employed prior to October 11, 1989, shall be entitled to be placed on the MA column with BA + 30.

**SCHEDULE A**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**TEACHERS-SALARY GUIDE**

**2005-2006**

**Step B.A. B.A. + 15 M.A. M.A. + 15 M.A. +30**

1	39,148	39,693	40,765	41,301	41,836
2	39,553	40,139	41,400	42,027	42,841
3	39,978	40,617	42,078	42,801	43,916
4	40,435	41,128	42,801	43,626	45,063
5	41,418	42,168	44,063	44,998	46,779
6	42,529	43,342	45,472	46,520	48,670
7	43,615	44,463	46,868	48,039	50,584
8	44,851	45,622	48,262	49,559	52,528
9	45,774	46,785	49,700	51,133	54,554
10	46,899	47,982	51,185	52,762	56,665
11	47,902	49,780	52,568	54,294	58,712
12	50,362	51,527	55,055	56,793	61,233
13	53,223	54,393	57,934	59,677	64,128
14	56,006	57,177	60,718	62,462	66,914
15	59,234	60,420	63,932	65,670	70,111
16	64,942	66,100	68,421	70,836	75,252
17	74,466	75,853	79,887	81,971	86,941

Doctorate Degree in Field - MA + 30 step plus \$1,578 additional salary.

Masters Degree in Field \$700 additional salary.

Longevity - \$1350 (2005-2006) for 20 years teaching experience.

\$1800 (2005-2006) for 30 years teaching experience.

All teachers employed prior to October 11, 1989, shall be entitled to be placed on the MA column with BA + 30.

**SCHEDULE B**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**SECRETARIAL GUIDE**

**2003-2004**

**STEP GENERAL SECRETARY DATA SYSTEMS COORDINATOR**

1	26,981	28,495
2	28,669	30,233
3	30,472	32,095
4	32,402	34,084
5	33,465	35,180
6	35,538	38,436

Longevity - \$1,300 (2003-2004) for 15 years of service in the district.

\$1,700 (2003-2004) for 25 years of service in the district.

**SCHEDULE B**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**SECRETARIAL GUIDE**

**2004-2005**

**STEP GENERAL SECRETARY DATA SYSTEMS COORDINATOR**

1	28,195	29,777
2	29,995	31,593
3	31,843	33,539
4	33,860	35,629
5	34,971	36,763
6	37,137	40,166

Longevity - \$1,300 (2004-2005) for 15 years of service in the district.

\$1,700 (2004-2005) for 25 years of service in the district.

**SCHEDULE B**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**SECRETARIAL GUIDE**

**2005 - 2006**

**STEP GENERAL SECRETARY DATA SYSTEMS COORDINATOR**

1	29,464	31,117
2	31,307	33,015
3	33,276	35,048
4	35,384	37,232
5	36,545	38,417
6	38,808	41,973

Longevity - \$1,350 (2005-2006) for 15 years of service in the district.

\$1,800 (2005-2006) for 25 years of service in the district.

**SCHEDULE C**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**CUSTODIAL/MAINTENANCE SALARY GUIDE**

**2003-2004 GUIDE**

<b><u>Step</u></b>	<b><u>Custodians</u></b>	<b><u>Maintenance</u></b>	<b><u>Senior Maintenance</u></b>
1	26,650	27,086	28,356
2	27,450	28,727	30,053
3	28,650	30,387	31,751
4	29,034	32,008	33,450
5	31,250	33,649	35,148
6	34,930	36,668	39,352

Longevity - \$1,300 (2003-2004 for 15 years of service in the district.  
\$1,700 (2003-2004) for 25 years of service in the district.

**SCHEDULE C**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**CUSTODIAL/MAINTENANCE SALARY GUIDE**

**2004-2005 GUIDE**

**Steps Custodians Maintenance Senior Maintenance**

1	26,664	27,686	29,293
2	28,377	29,327	30,990
3	29,532	30,987	32,688
4	30,071	32,608	34,387
5	32,146	34,249	36,085
6	36,185	37,225	39,952

Longevity - \$1,300 (2004-2005) for 15 years of service in the district

\$1700 (2004-2005) for 25 years of service in the district

**SCHEDULE C**

**HASBROUCK HEIGHTS PUBLIC SCHOOLS**

**CUSTODIAL/MAINTENANCE SALARY GUIDE**

**2005-2006 GUIDE**

<b><u>Step</u></b>	<b><u>Custodians</u></b>	<b><u>Maintenance</u></b>	<b><u>Senior Maintenance</u></b>
1	27,108	28,086	29,693
2	28,867	29,727	31,390
3	30,005	31,387	33,088
4	30,509	33,008	34,787
5	32,654	34,649	36,485
6	37,106	38,342	41,152

Longevity - \$1,350 (2005-2006) for 15 years of service in the district.

\$1,800 (2005-2006) for 25 years of service in the district.

SCHEDULE D

HASBROUCK HEIGHTS PUBLIC SCHOOLS

ASSISTANT GUIDE

	<u>Education</u>	<u>Classroom/Clerical</u>	<u>Lunch</u>
2003-2004	\$12.30	\$11.75	\$10.75
2004-2005	\$12.85	\$12.30	\$11.15
2005-2006	\$13.50	\$12.85	\$11.75

**Education Assistants** – Special education direct student assistance assignment

**Classroom Assistants** – Regular education general classroom duties

**Clerical Assistants** – General office or library duties

**Lunch Assistants** – Lunch room duties

SCHEDULE E

2004 – 2005

Hasbrouck Heights Board of Education

**PAY SCHEDULE**

September	15	30
October	15	29
November	15	30
December	15	23
January	14	28
February	15	28
March	15	30
April	15	22
May	13	27
June	15	Last day of school

SCHEDULE E

2005 – 2006

Hasbrouck Heights Board of Education

**Pay Schedule**

September	15	30
October	14	28
November	15	30
December	15	23
January	13	30
February	15	28
March	15	30
April	14	28
May	15	30
June	15	Last day of school

**Subject to change**

## SCHEDULE F

### SALARY GUIDE SUPPLEMENTAL SCHOOL ADVISORS

Advisors of each active extra-curricular organization as certified by the principal shall be compensated at the rate of \$624 (2003-2006) per year, with the exception of those listed below:

An active organization shall be defined as one which:

1. Meets at least once a month or ten times a year.
2. Has written policy setting forth its objectives and goals.

All organizations will be required to submit an annual report on May 15 of each year covering:

1. Enrollment in the organization.
2. The number and dates of meetings.
3. A summary and evaluation of year's activities.

Compensation shall be paid in one installment of June 15 provided that the report of the activity has been submitted to the Superintendent of Schools and the organization's accounts have been audited by the School Business Administrator.

It is understood that the number and type of extra-curricular organization will vary from year to year as student interest dictates.

The major activities listed below which carry greater responsibility than the organizations described above will be evaluated regularly and suitable compensation recommended annually.

A. <u>High School &amp; Middle School</u>	<u>2003-2006</u>
Chairperson, Senior Class Advisor	\$2,061
Senior Finance Advisor	\$2,062
Chairperson, Junior Class Advisor	\$1,058
Chairperson, Sophomore Class Advisor	\$1,006
Chairperson, Freshman Class Advisor	\$955
Director of Instrumental Music	\$3,785
Director of Vocal Music	\$3,785
Dramatic Club and Senior Play	\$3,066
Senior Play – Musical Director	\$2,061
Faculty Treasurer	\$1,984
Key Club	\$760
National Honor Society	\$625
Pilot's Log	\$1,814

**SALARY GUIDE SUPPLEMENT SPECIAL SCHOOL ADVISORS Con't.**

**High School & Middle School**

**2003-2006**

Public Speaking and Debating	\$1,607
Student Council	\$1,661
Yearbook	\$2,083
Audio Media Specialist	\$2,435
Media AM	\$1,000
Media PM	\$2,000
Colorguard	\$1,132
Community Service Advisor	\$1,926
Pierrot Winter Guard	\$1,250
Drill Instruction and Design	\$1,850

**Middle School**

Musical Director	\$1,324
Student Council	\$635

**B. Elementary Schools**

**Euclid and Lincoln Schools**

Director of Vocal Music	\$901
Safety Patrol	\$901

**INACTIVE ADVISORSHIPS**

**2003-2006**

Chairperson of Dances (per night)	\$56
Chaperone at Dances (per night)	\$29
C.O.E. and D.E. Coordinators	\$2,061
Driver Training (per hour)	\$29
Academic Decathlon	\$1,199
Percussion	\$775

**Middle School**

Cheerleading	\$635
Future Teachers	\$635

**SCHEDULE G**

**COACHES GUIDE 2003-2004**

Step 1 Step 2 Step 3 Step 4 Step 5

Football, Head	6,183	6,447	6,727	7,013	7,294	
Football, Asst	3,753	4,033	4,317	4,601	4,883	
Basketball, Head B/G	4,977	5,262	5,543	5,828	6,111	
Basketball, Asst. B/G	3,115	3,395	3,680	3,965	4,246	
Baseball/Softball, Head		4,696	4,977	5,262	5,543	5,828
Baseball/Softball, Asst.		3,115	3,395	3,680	3,965	4,246
Soccer, Head B/G	3,920	4,201	4,481	4,768	5,052	
Volleyball, Head	3,763	4,044	4,324	4,612	4,895	
Volleyball, Asst.	3,115	3,395	3,680	3,965	4,246	
Cross Country/Gymnastics		3,072	3,355	3,639	3,920	4,201
Track, Head	4,696	4,977	5,262	5,543	5,828	
Track, Asst.	3,115	3,395	3,680	3,965	4,246	
Winter Track	1,724	1,777	1,829	1,881	1,933	
Wrestling, Head	4,977	5,262	5,543	5,828	6,111	
Wrestling, Asst.	3,115	3,395	3,680	3,965	4,246	
Bowling	2,702	2,841	2,985	3,125	3,265	
Tennis, Head B/G	3,382	3,664	3,944	4,229	4,513	
Tennis, Asst. B/G	2,683	2,854	3,022	3,190	3,362	
Cheering	3,115	3,255	3,395	3,539	3,680	
Color Guard	899	1,041	1,183	1,324	1,464	
HS Girls Intramurals	899	1,041	1,183	1,324	1,464	
MS Intramurals	899	1,041	1,183	1,324	1,464	
Euclid/Lincoln	899	1,041	1,183	1,324	1,464	
MS Basketball	933	993	933	933	933	

Longevity - \$64 per year increase beyond maximum after 10 years in each position.

Limit \$519 for 2003-2004

**SCHEDULE G**

**COACHES GUIDE 2004 - 2005**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	
Football, Head	6,441	6,737	7,029	7,329	7,622	
Football, Asst	3,921	4,214	4,511	4,808	5,103	
Basketball, Head B/G	5,201	5,498	5,792	6,090	6,386	
Basketball, Asst. B/G	3,255	3,548	3,846	4,143	4,437	
Baseball/Softball, Head		4,908	5,201	5,498	5,792	6,090
Baseball/Softball, Asst.		3,255	3,548	3,846	4,143	4,437
Soccer, Head B/G	4,096	4,390	4,683	4,983	5,279	
Volleyball, Head	3,932	4,226	4,519	4,819	5,115	
Volleyball, Asst.	3,255	3,548	3,846	4,143	4,437	
Cross Country/Gymnastics		3,211	3,506	3,802	4,096	4,390
Track, Head	4,908	5,20	15,498	5,792	6,090	
Track, Asst.	3,255	3,548	3,846	4,143	4,437	
Winter Track	1,802	1,856	1,911	1,966	2,020	
Wrestling, Head		5,201	5,498	5,792	6,090	6,386
Wrestling, Asst.		3,255	3,548	3,846	4,143	4,437
Bowling	2,824	2,969	3,119	3,265	3,411	
Tennis, Head B/G	3,534	3,829	4,121	4,419	4,716	
Tennis, Asst. B/G	2,803	2,982	3,158	3,334	3,513	
Cheering	3,255	3,402	3,548	3,699	3,846	
Color Guard	939	1,088	1,236	1,384	1,530	
HS Girls Intramurals	939	1,088	1,236	1,384	1,530	
MS Intramurals	939	1,088	1,236	1,384	1,530	
Euclid/Lincoln	939	1,088	1,236	1,384	1,530	
MS Basketball	1,037	1,037	1,037	1,037	1,307	

Longevity - \$67 per year increase beyond maximum after 110 years in each position.  
 Limit \$544 for 2004-2005.

**SCHEDULE G**

**COACHES GUIDE 2005 – 2006**

**Step 1** Step 2 Step 3 Step 4 Step 5

Football, Head	6,731	7,040	7,346	7,658	7,965	
Football, Asst.	4,098	4,404	4,714	5,025	5,333	
Basketball, Head B/G	5,435	5,746	6,053	6,364	6,674	
Basketball, Asst. B/G	3,042	3,078	4,019	4,330	4,637	
Baseball/Softball, Head		5,128	5,435	5,746	6,053	6,364
Baseball/Softball, Asst.		3,402	3,708	4,019	4,330	4,637
Soccer, Head B/G	4,281	4,587	4,893	5,207	5,516	
Volleyball, Head	4,019	4,416	4,722	5,036	5,345	
Volleyball, Asst.	3,402	3,708	4,019	4,330	4,637	
Cross Country/Gymnastics		3,355	3,664	3,974	4,281	4,587
Track, Head	5,128	5,435	5,746	6,053	6,364	
Track, Asst.	3,402	3,708	4,019	4,330	4,637	
Winter Track	1,883	1,940	1,997	2,054	2,111	
Wrestling, Head		5,435	5,746	6,053	6,364	6,674
Wrestling, Asst.		3,402	3,708	4,019	4,330	4,637
Bowling	2,951	3,103	3,259	3,412	3,565	
Tennis, Head B/G	3,693	4,001	4,307	4,618	4,929	
Tennis, Asst. B/G	2,929	3,117	3,300	3,484	3,671	
Cheering	3,402	3,555	3,708	3,865	4,019	
Color Guard	981	1,137	1,292	1,446	1,599	
HS Girls Intramurals	981	1,137	1,292	1,446	1,599	
MS Intramurals	981	1,137	1,292	1,446	1,599	
Euclid/Lincoln	981	1,137	1,292	1,446	1,599	
Ms Basketball	1,084	1,084	1,084	1,084	1,084	

Longevity - \$70 per year increase beyond maximum after 10 years in each position.  
Limit \$568 for 2005 – 2006.

SCHEDULE H

## MASTERS-IN-FIELD BENEFIT

In order to qualify for Masters-In-Field benefit, teachers must have Masters' Degree in specialized field directly related to a major part of their daily classroom duties or to their departmentalized or semi-departmentalized teaching. This payment shall not apply to an individual who qualifies to receive compensation at the Doctorate Degree level.

The Superintendent of Schools shall be responsible for determining the qualifications of teachers for Masters-In-Field benefits.

SCHEDULE I

GRIEVANCE REPORT FORM

Submit to principal or immediate supervisor in duplicate.  
Attach additional paperwork as necessary.

Level at which grievance is instituted:

Name(s) of Grievant(s)	Building	Assignment
------------------------	----------	------------

\_\_\_\_\_  
Date of Event which Caused Grievance

\_\_\_\_\_  
Date Filed

LEVEL I:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Date Due to HHEA

\_\_\_\_\_  
Date Received by HHEA

LEVEL II:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Date Due to HHEA

\_\_\_\_\_  
Date Received by HHEA

LEVEL III:

\_\_\_\_\_  
Date Filed

\_\_\_\_\_  
Date Due to HHEA

\_\_\_\_\_  
Date Received by HHEA

LEVEL IV:

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Date of Hearing

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2003 to June 30, 2006, subject to the Association's right to negotiate a successor agreement as provided in Article II. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.
- B. In witness hereof the parties hereto have caused this agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year indicated below.

HASBROUCK HEIGHTS EDUCATION ASSOCIATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
Secretary

HASBROUCK HEIGHTS BOARD OF EDUCATION

By \_\_\_\_\_  
President

By \_\_\_\_\_  
School Business Administrator

Date of Signing \_\_\_\_\_