

**A G R E E M E N T**

**BETWEEN**

**BELVIDERE BOARD OF EDUCATION**

**AND**

**BELVIDERE EDUCATION ASSOCIATION**

**July 1, 2015 to June 30, 2018**

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## P R E A M B L E

THIS AGREEMENT, entered into this \_\_\_ day of \_\_\_, 2016, by and between the BELVIDERE BOARD OF EDUCATION, Belvidere, New Jersey, hereinafter called the "Board" and the BELVIDERE EDUCATION ASSOCIATION, hereinafter called the "Association."

WITNESSETH THAT

WHEREAS the Board of Education is required by law to negotiate in good faith concerning terms and conditions of employment and for the purpose of establishing a grievance procedure with the Association,

NOW THEREFORE, the Board and the Association have reached an agreement on all such matters and desire to execute this Contract covering such agreement.

## ARTICLE I

### RECOGNITION

A. 1. The Board hereby recognizes the Belvidere Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment as defined in N.J.S.A. 34:13A-1 et seq. for all the following personnel recognized as part of the Association including:

- Teachers
- Guidance counselors
- Librarians
- Nurses
- Child Study Team members, exclusive of those holding administrative positions
- All co-curricular personnel
- Teacher aides
- Administrative Assistants
- Custodians

but excluding:

- The Superintendent of Schools
- Principals
- Assistant Principals

Director of Special Services  
Confidential Secretary to the Superintendent  
Confidential Secretary to the Business Administrator  
Operations Chief  
Athletic Director  
School Business Administrator / Board Secretary  
Supervisory Area Leaders  
District Technology Coordinator

2. The term "employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as defined above.
3. The term "Board" shall include its officers and agents.
4. The term "teacher" shall refer to all certificated employees.

## ARTICLE II

### NEGOTIATIONS PROCEDURE

A. The parties agree, pursuant to the provisions of N.J.S.A. 34:13A-1. et. seq., to negotiate in good faith with respect to the terms and conditions of employment of the defined unit.

B. The parties agree to negotiate over a successor Agreement in accordance with the law and such procedures as the negotiating teams may agree upon, in a good faith effort to reach an Agreement concerning salaries and other terms and conditions of employment. Any Agreement so negotiated shall apply to all personnel indicated, shall be reduced to writing, and if ratified by the Association, and if adopted by the Board, be signed by the Association and the Board.

C. This Agreement incorporates the entire understanding of the Belvidere Board of Education, the Belvidere Education Association, on all issues which are or could have been the subject of negotiations. During the term of this Agreement, neither the Board, nor the Association will 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 the parties negotiated or signed this Agreement.

### ARTICLE III

#### GRIEVANCE PROCEDURE

A. A "grievance" shall mean a claim by an employee or support employee, or entire group encompassing the same, that there has been misinterpretation, misapplication, or a violation of Board policy, this Agreement, or an administrative decision affecting him/her.

1. Aggrieved Person - An "aggrieved person" is the person or persons or the Association making the claim.

2. Party in Interest - A "party in interest" is the person 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. A grievance to be considered under this procedure on behalf of an employee must be initiated by the employee or the Association within thirty (30) days of the time the employee knew or should have known of its occurrence. Failure to initiate a grievance in the specified period of time is deemed a waiver of all steps on the grievance procedure.

1. It is agreed by all parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

3. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

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

5. A grievance initiated after April 1st by the employee should be answered within the specified number of calendar days rather than school days in order to eliminate the problem from the new school year.

C. Level One

Any employee who has a grievance shall discuss it first with his/her principal (or immediate superior, if applicable) in an attempt to resolve the matter informally at that level.

D. Level Two

1. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he/she may set forth his/her grievance in writing to his/her principal on the grievance form provided.

2. The principal shall communicate his/her decision to the employee in writing with reasons within six (6) school days of receipt of the written grievance.

E. Level Three

The employee, no later than five (5) school days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the principal as specified above, and his/her dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his/her decision in writing with reasons to the employee and the principal.

F. Level Four

If the grievance is not resolved to the employee's satisfaction, the employee, no later than five (5) school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related papers and forward the request within five (5) school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request for the employee, hold a hearing with the employee and render a decision in writing, with reasons, within thirty-five (35) working days of receipt of the grievance by the Board of Education.

G.

## Level Five

1. If the decision of the Board does not resolve the grievance to the satisfaction of the employee, and the employee wishes review by a third party, and if the matter pertains to this Agreement between the Board and the Association, he/she shall so notify the Board through the Superintendent within ten (10) school days of receipt of the Board's decision. An employee, in order to process the grievance beyond Level Four, must have his/her request for action accompanied by the written recommendation for such action by the Association.

2. No claim by an employee shall constitute a grievable matter beyond Level Four or be processed beyond Level Four if it pertains to (1) any matter for which a detailed method of review is prescribed by law, (2) any rules or regulations of the State Commissioner of Education, any by-law of the Board of education pertaining to its internal operation, but not to the violation, interpretation, or application, or such rules or regulations, or (3) any matter which according to law is beyond the scope of the Board authority.

### H. Procedure for Securing the Services of an Arbitrator

The following procedure will be used to secure the services of a third person referred to as an arbitrator:

1. A request will be made to the Public Employment Relations Commission ("PERC") to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request that PERC submit a second roster of names.

3. The arbitrator shall limit himself/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to, nor subtract anything from, the Agreement between the parties. The recommendations of the arbitrator shall be binding. Only the Board and the aggrieved and his/her representative shall be given copies of the arbitrator's report of findings, reasons, and recommendations.

### I. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by himself-herself, or, at his/her 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, at the time of submission of the grievance at Level Two, be notified that the grievance is in process, have the right to have a representative of the Association attend and present its position in writing at all meetings with the employee held concerning the grievance and shall receive a copy of all decisions rendered.

#### J. Miscellaneous

1. Separate grievance file: All documents, communications and records dealing with the processing of a grievance shall be filed in a separate file and shall not be kept in the personnel file of any of the participants.

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

3. 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 the Article.

#### K. Costs

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

2. Each party shall bear the total cost of any other expenses incurred by them.

### ARTICLE IV

#### EMPLOYEE RIGHTS

A. Pursuant to N.J.S.A. 34:13A-1 et seq., the Board hereby agrees that its employees shall have the right to organize, join and support the Association for the purpose of engaging in collective negotiations and other concerted and lawful activities for mutual aid and protection. As a duly elected body exercising a governmental power under the color of law of the State of New Jersey, the Board undertakes and agrees that it or its employed administrative or executive personnel will not directly or indirectly discourage, deprive or coerce any employee with respect to hours, salary, terms or conditions of employment, by reason of his/her membership in the Association, including collective negotiations with the Board, or his/her institution of any

grievance, complaint or proceeding with respect to any term or condition of employment under, or aside from the specific dates of this Agreement.

B. No employee subject to the contract shall be disciplined, receive a written reprimand, be reduced in rank or compensation without just cause.

C. Whenever an employee is required to appear before the Board or an administrator concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment, or salary or any increment pertaining thereto as stipulated in this contract, then he/she shall be given prior written notice (time and circumstances permitting -- in the judgment of the Superintendent) 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. The Board shall be given advance notification of the employee's representative.

D. The sole sources of employee rights are those founded in law or in contracts entered into individually or collectively.

E. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

F. The teaching staff members shall maintain the right and responsibility to determine grades and other evaluations of students within grading policies of the Belvidere School District based on his/her professional judgment of available criteria pertinent to any given subject area or activity for which he/she is responsible. No grade or evaluation shall be changed without consultation of the teacher and principal. Shall the principal fail to agree upon the subject grade or evaluation, either party may request the Superintendent to review the matter. The Superintendent shall inform the Board of his/her review and recommendations.

G. Any questions or criticism by a supervisor, administrator, or Board member of any employee subject to this contract and his/her instructional or occupational methodology shall be made in confidence and not in the presence of students, parents, or other public gatherings, notwithstanding fallibility of supervisor, administrator, or Board member.

H. All employees shall have the right to examine the contents of their personnel records at a mutually acceptable time, in the presence of an administrator. Records may not be removed from the administrator's office.

1. Any unsatisfactory report or comments placed in a personnel file must be signed by the employee. Said employee will have the right to respond in writing, within the ten (10) school days of receipt of said report or comment, and this response will be included with the original report.

2. After three (3) years, any derogatory comments or unsatisfactory reports, other than observations and evaluations, in an individual's personnel file, will be removed and destroyed.

## ARTICLE V

### ASSOCIATION RIGHTS

1. The Board agrees to furnish the Association with the following information concerning the operation of the Belvidere School District: Annual Financial Records and Audit in the form presented to the Board and which becomes available to the public, register of Certificated Personnel, Minutes of all Board meetings, pupil census data, individual and group health insurance premiums, employee experience figures, names and addresses of all employees, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees.

2. Whenever any representative of the Association or any employee participates during working hours in direct negotiations or in grievance proceedings, he/she shall suffer no loss in pay. It is understood that negotiations and grievance proceedings shall include board and/or administration participation.

3. Representatives of the Association, the New Jersey Education Association, and the National Education Association, may be permitted to transact official Association business on school property at reasonable times, as determined by the Superintendent.

4. The Association, and its representatives may have the right to use the school buildings for meetings, the use of the facilities and equipment as prescribed in the Policy Handbook of the Belvidere Board of Education, and at times and under conditions which, in the judgment of the Superintendent, will not interfere or interrupt normal school operations.

5. The rights of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the members of the negotiating unit and to no other comparable organization.

6. Association meetings shall be honored as long as there is a two school day notice and there is no prior conflict. The Superintendent of Schools shall have the right to preempt the meeting in case of emergency.

7. The Board of Education, through its designee, will request the opinion of the co-curricular/athletic people regarding the hiring of new teachers in their particular co-curricular/athletic field of expertise. The Board retains final authority in hiring.

8. The Board shall provide a desk and locking filing cabinet for the exclusive use of the Belvidere Education Association.

9. If an eligible 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 employee's per capita cost of service rendered by the Association as majority representative. In order to adequately offset the per capita cost of services rendered by the Association, the representation fee should be equal to 85% of the regular membership dues and assessments charged by the Association to its own members.

10. The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

1. The Board gives the Association notice, as soon as it becomes aware, in writing, of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph, and

2. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such a claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

Exception: It is expressly understood that the above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board's imperfect execution of the obligations imposed upon it by this Article.

## **ARTICLE VI**

### **BOARD RIGHTS**

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations pertaining to the following:

1. To direct employees of the school district;
2. To hire, promote, transfer, assign, and retain employees in positions in the school district, and for causes stipulated by law or in this Agreement, to suspend, to demote, discharge, or take other disciplinary action against employees;
3. To relieve employees from duty because of lack of work for the employee or other reasons as determined by law;
4. To maintain the efficiency of the school district operations entrusted to them;
5. To determine the methods, means and personnel by which such operations are to be conducted; and
6. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

## **ARTICLE VII**

### **SCHOOL CALENDAR**

It is the Board's function to adopt the school calendar. The Superintendent and Board will consult with the Association regarding its recommendations regarding the calendar. Such consultation shall begin no later than February 1st and terminate by the budget submission date. The Board has the final determination of the school calendar.

The school calendar shall be 184 days for teachers, with 181 pupil contact days. One of the other days is to be used for an in-service day for teachers, and one day to be used, as in previous years, for a teacher orientation day which are to be determined at the Board's discretion. The school calendar for aides shall be 182 days. Specific aide attendance at orientation and/or

in-service will be required to the extent deemed appropriate by the Board. The in-service day will be developed and scheduled with the input of the Belvidere Education Association. The school calendar for support employees shall be 182 days. If the winter holiday / recess begins on a Monday, the last student day prior to the start of the recess will be the minimum day required by law for the students. The teachers may be required to remain for a full day.

## ARTICLE VIII

### EMPLOYMENT

A. Each employee shall be placed on their respective Salary Guide in accordance with the following:

1. The initial salary of each employee shall be set at the discretion of the Board of Education, but shall not exceed the salary paid to employees of equivalent training and experience presently employed in comparable positions. The Board and the individual shall decide as to the initial salary step and this agreed-upon experience level shall proceed from this point in regular progression in future years.

2. Additional credit may be given at the Board's discretion for education and/or work experience outside the usual standards, provided as to teachers this meets with the approval of the New Jersey Department of Education.

3. Employees being offered contracts for co-curricular activities shall indicate acceptance or rejection within fifteen (15) days of the date of the offer. A period of fifteen (15) days shall be required upon receipt of resignation by the Superintendent of Schools and termination of the co-curricular contract. Teachers will be offered co-curricular contracts by May 15th, except those appointed to activities which do not terminate prior to May 15th; these will be offered by June 1st.

B. Employees shall be notified of their employment contract and salary status by May 15th of each year which this Agreement covers. Employees being offered contracts shall indicate rejection within fifteen (15) days of the offer. Failure to do so shall indicate acceptance of the contract.

C. In order to qualify for educational level placement adjustments on the salary guide, teachers must satisfy the district requirements by October 1st for retroactive adjustment to September 1st, or by March 1st for retroactive adjustment to February 1st.

## ARTICLE IX

### TEACHERS AND TEACHERS AIDES HOURS AND TEACHING LOAD

A. Teachers, other certified staff and aides shall indicate their presence for duty by initialing in the appropriate column of the faculty "sign in" sheet. Teachers, other certified staff and aides shall also indicate that they have left the building at the conclusion of the work day by initialing in the corresponding column of the faculty 'sign in' sheet, unless they remain until after the office is closed for the day.

B. 1. Teachers shall be required to sign in fifteen (15) minutes prior to the start of the school day for the students and shall be permitted to leave the building fifteen (15) minutes after the close of the pupils' last class.

2. Teachers at Belvidere High School shall be permitted to leave on the last workday of the week once buses have left the premises. Teachers at the Oxford Street School shall be permitted to leave on the last workday of the week once students have been dismissed. Teachers at the Third Street School shall be permitted to leave on the last workday of the week once students have been dismissed or placed under the supervision of an administrator. If the assigned administrator is absent, an alternate administrator will be identified as on call, should there be students who require supervision at the close of the day.

C. The following shall be the minimum time for preparation periods:

1. Pre-K through Grade 3 teachers shall receive one (1) preparation period per day. It is understood and agreed that not more than two preparation periods per week may be utilized by the Administration in accordance with the DEFINITION that follows:

2. Grades 4 and 5 teachers shall receive five (5) preparation periods over 3 days. It is understood and agreed that not more than two preparation periods per week may be utilized by the Administration in accordance with the DEFINITION that follows:

3. Grades 6, 7, and 8 teachers shall receive two (2) preparation periods per day. It is understood and agreed that not more than two preparation periods per week may be utilized by the Administration in accordance with the DEFINITION that follows:

4. Any teacher teaching on the High School bell schedule: six (6) prep periods within a four (4) day cycle, at least one (1) per day. It is agreed that up to 36 preparation periods

per school year but not more than one (1) per week may be utilized by the Administration in accordance with the following DEFINITION:

**DEFINITION:** Preparation time is that unassigned time during the day which shall be utilized by teachers for activities in furtherance of their responsibilities. These activities include conferences with students, parent and staff, meetings with the Administration regarding observations, evaluation and other matters relevant to their performance, curriculum revision, planning for classes and instruction, test-making and grading. It is understood and agreed in any event that preparation is not free time.

D. The teaching load in the high school shall be eighteen (18) teaching periods within a four (4) day rotation wherever possible. The Administration may assign twenty-two (22) teaching periods upon the teacher request.

E. Pre-K through and including Grade 8 teachers shall be guaranteed a thirty (30) minute duty free lunch. All high school teachers shall have daily lunch periods of forty (40) minutes, of which twenty-five (25) minutes shall be duty free, and fifteen (15) minutes shall be for providing extra help to students twice per week, with the days to be at the discretion of the teacher. Beginning September 1, 2015, ten (10) minute daily homerooms shall be implemented in the high school.

F. Teachers leaving the building during their duty free lunch period shall sign out and in on a sign out sheet to be provided in the main office of each building. (This applies to both the block and original schedules).

G. If it should become necessary for a teacher to cover another teacher's class, it shall be assigned to the teacher that particular period having the fewer teaching classes, except if a teacher with a greater number of classes shall volunteer for such duty.

H. Teachers shall be required to attend a maximum of thirty after school meetings per year, which shall be no longer than one hour in length. There shall be no more than four meetings in any month and such meetings will take place on a fixed day of the week or the Administration will provide the Association with adequate notice regarding any change. It is agreed that this is not student contact time.

I. When a teacher is assigned to the high school part of the day and the elementary school part of the day, said teacher's work day shall be no longer than the work day of the school having the longer schedule day.



J. Teacher Aides - The work hours and calendar of aides shall be the same as that of the teachers in their building assignment(s). On days where there are shortened sessions, aides shall work those periods which correspond to their daily assignments.

K. One open house will be scheduled for each building. There will be an abbreviated school day for students and staff on the day of the open house. There shall be one afternoon and one evening of parent conferences at the high school. There will be an abbreviated school day for high school students on the day of parent conferences. Any teacher that is required to attend two (2) open houses shall be granted comp time equivalent to the abbreviated school day for attending the second open house.

L. Teacher's aides qualified to act as substitute teachers shall be paid their normal rate of pay or substitute pay, whichever is greater, when called upon to substitute for a certified staff member.

M. Effective September 1, 2015, all high school teachers are required to attend the Belvidere High School Graduation, barring familial, health, or emergency obligations as determined by the Superintendent

## ARTICLE X

### SALARIES AND OTHER COMPENSATION

A. The salaries of each employee covered by this Agreement are set forth in their respective salary guides for the 2015-16, 2016-17, and 2017-18 school years, which are attached hereto and made a part hereof which reflect the following agreed upon salary increases – 2015-16 2.70%, 2016-17 2.65%, and 2017-18 2.65% and athletic / co-curricular stipends – 0.0% each year of the agreement. In 2015-2016, salary increases for 12 month employees shall be retroactive.

B. All employees shall be paid in twenty (20) (ten month employees) or twenty-four (24) (twelve month employees) equal installments on the 15th and 30th of each month, except February which will be on the last working day. Should these days occur when school is not in session, payment will be made on the last school day prior to the above-mentioned schedule. The final paycheck for ten month teaching staff will be issued on the last day of student attendance for each school year.

C. Teachers assigned to perform their usual professional duties after the normal academic school year shall be compensated at a pro rata salary based upon their preceding year's salary.

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

E. Teachers, aides and other ten month employees shall receive their final checks on their last working day in June, provided they have fulfilled all professional and/or employment responsibilities to the satisfaction of the administration.

F. Accumulated Sick / Personal days at retirement.

1. Any teacher with ten (10) years or more of continuous service at Belvidere (with military service considered as time spent at Belvidere if military service occurs after starting at Belvidere), upon becoming eligible for retirement, and retiring at Belvidere, according to the provisions of the Teachers' Pension and Annuity Fund, will receive a \$500.00 bonus plus \$31.00 for each accumulated sick day, up to a maximum of \$7,850.00.

2. For teacher aides, same qualifying conditions as for teachers in paragraph 1. above, will receive a \$500.00 bonus plus \$15.00 for each accumulated sick day up to a maximum of \$5,250.00.

3. For custodians and administrative assistants, same qualifying conditions as for teachers in paragraph 1. above, will receive a \$500.00 bonus plus \$19.00 for each accumulated sick day up to a maximum of \$5,850.00.

G. 1. Any 12-month employee who works six (6) or more months in any year shall be given a full year's credit for that year on the salary guide in the next year. Any employee working less than six (6) months shall not move on the salary guide the subsequent year.

2. Any 10-month employee who works five (5) or more months in any year shall be given a full year's credit for that year on the salary guide in the next year. Any employee working less than five (5) months shall not move on the salary guide the subsequent year.

H. If any custodian's shift is adjusted as to overlap a different shift (i.e., overlapping into the normal night shift), the custodian's pay shall be adjusted that proportional amount.

I. Any teacher assigned by the principal to cover another teacher's class shall be paid at the rate of \$30.60 per class period covered in 2015-16, 2016-17 and 2017-18. Such coverage shall be arranged by the principal of the school in question and shall be distributed as equitably as possible among the teachers in such school.

J. Teachers who are approved to chaperone evening proms and dances shall be compensated for such chaperone services at the rate of \$26.50 per hour in 2015-16, 2016-17 and 2017-18.

K. Teachers serving as Detention supervisors will be compensated at the rate of \$34.00 per hour in 2015-16, 2016-17 and 2017-18.

L. When a teacher is asked by the Board of Education and/or the administration to provide home instruction, he/she shall be compensated at the rate of \$37.90 per hour in 2015-16, 2016-17 and 2017-18.

M. Summer Curriculum Work will be compensated at the rate of \$37.90 per hour in 2015-16, 2016-17 and 2017-18.

N. An employee who is required by the Board to drive her/his own vehicle in the course of their employment and who has the advance approval of the school principal, shall be compensated for the use of his / her own automobile. Compensation for mileage shall be at the NJOMB rate unless changed by applicable law. If changed by applicable law, the compensation for mileage shall be in accordance with that applicable law.

O. Any HIB building specialist, with the prior approval of the Superintendent, required to work extraordinary hours beyond the normal contracted day, shall be compensated at the rate of \$37.90 per hour.

## ARTICLE XI

### TEACHER EVALUATION AND PROFESSIONAL DEVELOPMENT

Ample time, but not less than thirty (30) days between formal evaluations, shall be afforded teachers to carry out recommendations for improvement.

## ARTICLE XII

### INSTRUCTIONAL COUNCIL

Joint Committee of Board of Education and Belvidere Education Association, with the Superintendent of Schools as Chairperson.

1. An Instructional Council composed of three (3) teachers (both high school and elementary schools to be represented) designated by the local Belvidere Education Association; three (3) members designated by the Board of Education, appointed by its President and approved by the Board; and the Superintendent of Schools, the high school and elementary school principals, shall be created to:

Advise the Board and Association on such matters as teaching techniques, curriculum improvement, co-curricular programs, in-service testing, pupil testing and evaluation, philosophy and educational goals of the district, teacher recruitment, research and experimentation, educational specifications for buildings, and other related matters regarding the effective operation of the Belvidere School District.

2. The duties of the Superintendent shall be:
  - a. To convene meetings of the Instructional Council:
    - (1) At the request of the teacher representative
    - (2) At the request of the Board representative, or
    - (3) At the discretion of the Superintendent.
    - (4) No more than every ten (10) days.
  - b. To act as Chairperson at all meetings of the Instructional Council.
3. It shall be the obligation and the duty of the Board and teacher representatives to:
  - a. Evaluate the problems presented to the committee.
  - b. Gather facts to provide for a complete understanding of these problems.
  - c. Discuss and attempt to arrive at a solution in keeping with the philosophies of each organization.

d. Present conclusions and recommendations to the full Board of Education.

4. If the Instructional Council is unable to reach a mutually satisfying solution to the problem being discussed, any of the three groups reserves the right to request a meeting with the entire Board of Education in executive session and in the presence of the other groups.

5. The above procedures do not preclude the teacher representative from carrying on conversations with the Superintendent with the intent to resolve problems.

### ARTICLE XIII

#### TEACHERS VOLUNTARY-INVOLUNTARY TRANSFERS AND REASSIGNMENT

A. In determining assignments, the principal shall consider a request for voluntary reassignment if it coincides with the instructional needs and best interest of the school system.

B. Notice of an involuntary transfer or reassignment shall be given to employees as soon as practicable and except in cases of emergency, not later than June 1st.

C. An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the principal, at which time the employee shall be notified of the reason therefore. In the event that an employee objects to the transfer or reassignment at this meeting, upon the request of the employee, the principal shall meet with him/her. The employee may, at his/her option, have an Association representative present at such meeting.

D. A list of open positions shall be made available to all employees in the district before seeking outside applications. Employees desiring to be considered for open positions during the summer must notify the administration prior to leaving in June to request notice by mail of open positions. In addition to posting notice of vacancies in each building, the Board will post open positions on its web site.

ARTICLE XIV

TEMPORARY LEAVES OF ABSENCE

A. All employees shall be entitled to twelve (12) days of personal sick leave each school year, with pay, as of the first official day of said school year, whether or not they report for duty on that day – providing they report their need for absence to the principal prior to the opening of school on that day and they eventually report for duty. Unused sick leave days accrued during service within the Belvidere School District only shall be accumulated with no maximum limit. Employees shall be given a written account of accumulated sick leave days no later than September 15th of each school year.

B. At the beginning of each school year, employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:

1. Illness in the immediate family – three (3) days per year (wife, husband, parents, children, or other in the same household).

2. Bereavement Leave - five (5) days (immediate family, i.e., mother, father, wife, husband, child, brother, sister, mother--in-law or father-in-law). Three (3) days for grandparents, grandchildren, son-in-law and daughter-in-law. One day for aunts, uncles, nieces, nephews.

3. Personal Business - Three (3) days (24 hours notice needed) unless the day sought is before or after a holiday/vacation period, then seven days notice is required (teachers only). No reason need be stated. One of these personal days may be taken in June provided a reason is given in a seven day advance written notice approved by the building principal (teachers only). Unused personal days may be accumulated (as are sick leave days) for the purposes of retirement benefits only.

C. Unusual reasons for absence - any unusual reason for an employee's absence must be made in writing to the Superintendent and will be disposed of by the Board on the merits of the case. The Board shall render a written decision to the applicant and any request by the petitioning employee for an explanation will be provided by the Superintendent.

D. Teachers employed on a 12 month basis shall have the following summer vacation time:

- |    |   |   |         |   |
|----|---|---|---------|---|
| 1. | 1 <sup>st</sup> to 8 <sup>th</sup> year   | - | 12 days | (1 <sup>st</sup> year prorated based upon start date) |
| 2. | 9 <sup>th</sup> to 11 <sup>th</sup> year  | - | 13 days |   |
| 3. | 12 <sup>th</sup> to 14 <sup>th</sup> year | - | 14 days |   |
| 4. | 15 <sup>th</sup> and additional           | - | 15 days |   |

E. Administrative Assistant and Custodian vacation - (non-cumulative)

1 to 10 years	-	12 days	(1 <sup>st</sup> year prorated based upon start date)
11 to 14 years	-	13 days	
15 to 20 years	-	16 days	
21 to 30 years	-	23 days	
Over 30 years	-	25 days	

1. No more than 15 days allowed during summer months.
2. An individual leaving the district will have to use their vacation days accrued on a pro-rata basis up until the date of separation.
3. First-year employees shall receive vacation prorated to the amount of time worked. Said vacation may be taken with permission of the immediate supervisor.

**ARTICLE XV**

**EXTENDED LEAVES OF ABSENCE**

A. Military leave, without pay, shall be granted to any employee inducted into any branch of the armed forces of the United States for the period of said induction.

B. Any employee seeking to use sick leave for reasons associated with pregnancy shall notify her building principal of her intent to apply for leave of absence upon becoming aware of her pregnancy. At least sixty (60) days in advance of the leave, the employee shall file with the Superintendent a request for such leave, along with medical certification of the expected birth date.

C. The Board shall grant child rearing leave of absence, without pay, immediately following the conclusion of sick leave associated with childbirth or commencing on a date following the birth of the child, to any employee upon request, in accordance with applicable statutes, regulations and State agency decisions for the balance of the school year in which the leave is requested. Employees shall be granted a leave of absence, without pay, for the child rearing purposes for a maximum of two full school years following the school year in which the initial child-bearing leave occurs, depending upon the request of the individual employee. Return may be either in September or January, with a notice confirming intent to return expected at least sixty (60) days prior to the conclusion of the leave.

D. Employees adopting a child shall receive similar leave. Sixty days notice shall be given. An employee who requests less time will be granted such request if a replacement can be found.

## ARTICLE XVI

### WORKING CONDITIONS FOR ADMINISTRATIVE ASSISTANT AND CUSTODIAL STAFF

#### A. Work Week

1. Administrative Assistants - 35 hours per week, 30 hours per week during summer; time schedule to be worked out by the building principal.

a. Administrative Assistants will work a "regular" seven (7) hour day, plus one (1) hour lunch, every day in June up to and including the last staff day. Administrative Assistants in the unit will work "regular" seven (7) hour days for the five (5) days preceding the Labor Day weekend.

b. All scheduled work days of administrative assistants occurring between the above defined work periods shall be at "summer hours" of six (6) hours per scheduled work day plus one-half ( $\frac{1}{2}$ ) hour lunch; time schedule to be worked out by the building principal.

2. Custodians - 40 hours per week, lunch time at the discretion of the Operations Chief.

B. Breaks. Administrative assistants and custodians shall be entitled to two (2) fifteen minute breaks each day year round.

C. An attempt for security will be made for times when employees work alone.

#### D. Resignation

1. An employee who is resigning from his/her position shall give thirty (30) days' notice. Failure to provide the required thirty-day notice may result in the forfeiture of one (1) week's pay at the discretion of the Board of Education.

2. Earned vacations shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given.



3. If the full notice is not given, earned vacation shall be taken only in the same proportion as the amount of notice actually given. For this purpose, twenty full working days shall be used in calculating the amount of notice given by the employee.

#### E. Overtime

##### 1. Custodians

a. Overtime payments at one and one-half times after eight (8) hours per day and over forty (40) hours per week. Time taken in sick leave time and vacation time counts toward overtime payment.

b. Custodians shall be paid two (2) times their daily rate of pay for any work performed on Sundays and holidays.

c. Any custodian called into work shall be guaranteed two (2) hours of overtime pay for that day.

d. Any custodian called in to work on a vacation day shall be paid at the rate of time and one-half their daily rate of pay.

e. All overtime must be approved by the Operations Chief.

2. Administrative assistants shall be paid at their regular rate of pay for any hours worked beyond the normal work week of thirty-five (35) hours up to forty (40) hours. After forty (40) hours, any work shall be compensated at the rate of one and a half times the employee's normal rate of pay. Any overtime shall first be approved by the building principal and/or the superintendent.

#### F. Holidays

1. Administrative assistants - school closings: work to be determined by the building principal.

2. Custodians - Twelve paid holidays per year as determined by the Board after consultation with the Association.

#### G.

## Tuition Reimbursement

With prior approval of the Board, employees shall be reimbursed at no more than the College of New Jersey graduate or undergraduate rates for the cost of tuition for courses taken to attain or improve skills associated with the employee's current assignment or position. Approval and payment procedures shall be in accordance with Board policy and procedures as same may be from time to time amended. Said reimbursement shall be contingent upon satisfactory completion of the course with a grade of "B" or better, and shall be made in February and June following the completion of the work and evidence of an official transcript from the college; provided that the employee is still in the employ of the Board. Online transcripts shall be accepted as evidence of completed work. A maximum of nine (9) credits per year shall be reimbursable.

## H. Reduction in Force of Custodians

In the event of a general layoff affecting all custodial employees, seniority will be given consideration, provided that all other factors, including satisfactory work performance and ability to meet the demands of the job, are equal. Seniority shall mean length of continuous service within a job classification. In the event of equal seniority, the Board will have discretion to choose from among any such employees. Any disputes arising under this paragraph shall be subject to the Grievance Procedure, to Board level only.

I. NJEA Convention. One day paid leave will be granted for custodians during the NJEA Convention dates.

J. The Board shall pay for the renewal of the Black Seal license.

K. Any reduction in force layoffs affecting people with more than three years experience in Belvidere will be done by seniority.

## ARTICLE XVII

### PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT FOR TEACHING STAFF MEMBERS

A. In accordance with Board policy and with advance approval of the Superintendent, the Board shall reimburse teachers for courses taken to the extent of one hundred percent of the tuition fee. A non-tenured teacher will not be eligible for tuition reimbursement for any courses taken during their first semester of employment in the Belvidere School District,

E. Teachers and aides will not be required to attend school during NJEA annual convention.

F. When attending the NJEA convention, each teacher may purchase educational material up to the amount of \$50.00, which will be fully reimbursed by the Board of Education. Any amount over the sum of \$50.00 submitted to the Board would be considered as any other financial request.

G. Reimbursement shall be paid twice annually, on February 28th and on June 30th (\$15,000.00 for each period). All credit hours of approved coursework taken during the previous summer and fall for which appropriate approvals and documentation of successful completion has been delivered to Board Office by January 31 shall be totaled and the resulting figure shall be used to divide the pool of funds for the time period ending on that date. All credit hours of approved coursework taken during the previous spring for which appropriate approvals and documentation of successful completion has been delivered to Board Office by the close of school shall be totaled and the resulting figure shall be used to divide the pool of funds for the time period ending on that date. Employees shall be reimbursed at the per credit hour rate thus established, but in no case shall reimbursement exceed the staff member's actual expenditure.

H. Sabbatical leaves may be taken during an employee's term of service with the District based upon the recommendation of the Superintendent, with the approval of the Board of Education. An employee on a sabbatical leave shall receive one half (1/2) of their current salary for either one semester or one year, consistent with the following requirements:

1. The leave must be for the purpose of furthering the employee's education.
2. The educational program undertaken must improve the skills and knowledge base required for the employee's current assignment or for a District approved change of assignment.
3. Only one employee may be on sabbatical leave at a time. If more than one employee is recommended and approved for sabbatical leave, the employee with the greater unbroken term of service with the District shall be granted leave first.
4. Only one sabbatical leave shall be taken by an employee during their term of service with the District.

except where course work is required by the Board. The annual tuition reimbursement cap shall be \$30,000.00 for 2015-16, 2016-17 and for 2017-18. Courses mandated by the Board for all teachers shall not be counted against this cap. Reimbursement shall be contingent upon satisfactory completion of the course and evidence of an official transcript from the college, indicating that a grade of "B" or better was received.

B. Since the intent of this policy is clearly to offer enrichment for our pupils through better prepared teachers, payment cannot be made for work taken in the spring or summer session when the teacher leaves the district before the start of the next school year. Therefore, those who pursue graduate work in the second or spring semester (or in the summer) will be reimbursed in the following February, providing that they return to the district in September.

If an employee resigns his/her position within two (2) years after having received tuition reimbursement from the District, that teacher shall repay the District 100% of the tuition reimbursement received in that prior year.

Reimbursement shall be made by the teacher to the District within 30 days of the teacher's voluntary departure from the District. If the Board is required to resort to legal action to recover these tuition monies, the teacher shall be required to reimburse the Board for the legal fees it incurred in such a collection action.

This requirement shall not apply if the teacher leaves the District due to:

1. The serious illness of the teacher or a family member (in a latter situation the teacher must provide a physician's certificate establishing that the provision of such care is required).
2. The death of the employee.
3. A change of spousal employment necessitating geographic relocation.
4. Disability retirement of the employee from the TPAF.

C. Courses being taken for the purpose of attaining a type of teacher certificate to be issued by the New Jersey State Department of Education will not be reimbursed.

D. Teacher Aides: With prior approval of the Board, teacher aides shall be reimbursed at no more than the College of New Jersey graduate or undergraduate rates for the cost of tuition for courses taken to attain or improve skills associated with the employee's current assignment or position. Approval and payment procedures shall be in accordance with Board policy and procedures as same may be from time to time amended. Said reimbursement shall be contingent upon satisfactory completion of the course, and shall be made in February and June following the completion of the work and evidence of an official transcript from the college; provided that the employee is still in the employ of the Board. A maximum of nine (9) credits per year shall be reimbursable.

5. Upon return from sabbatical leave, the employee must continue in the employ of the District for a period of three (3) years. Failure to remain in the employ of the District for this period will require the employee to refund all, or part, of the salary paid during the sabbatical leave according to the following schedule:

- Failure to return at all – employee repays the entire sabbatical salary.
- Departure after one (1) year of service – employee repays two-thirds (2/3) of the sabbatical salary.
- Departure after two (2) years of service – employee repays one-third (1/3) of the sabbatical salary.

## ARTICLE XVIII

### INSURANCE COVERAGE

A. The Board agrees that it will provide full family coverage health care insurance. All employees shall be provided with Board paid School Employee Health Benefits Plan (SEHBP) health insurance coverage. School employees eligible for medical benefits may select any medical plan within the School Employee Health Benefits Plan (SEHBP).

B. The Board shall request the carrier to provide to each employee a description of the health care insurance coverage provided under this Article, setting forth a clear description of the conditions and limits of the policy.

C. The Board has the option of selecting a different insurance plan during the life of the current collective bargaining agreement. If the Board chooses to move to another insurance carrier, the new coverage shall be equal to or better than the current coverage.

D. The Board agrees it will provide employees with full family coverage dental care insurance, with a deductible of \$50.00 and an annual dental cap of \$1,500 per person (effective as soon as administratively possible). Unit employees will be reimbursed for out-of-pocket contributions for dental coverage going forward, as long as the current health benefits plan, or any private carrier plan is in effect, and as long as employee contributions to health benefits coverage remain statutorily mandated. NOTE: The above-newly included language on unit employee reimbursement for out-of-pocket contributions for dental coverage was reached as a result of the Board and the BEA's resolution of an unfair labor practice charge in Belvidere BE -and- Belvidere EA, CO-2015-117.

E. The Board agrees to provide employees with prescription coverage with a \$10.00 brand (30 day supply) / \$3.00 generic (30 day supply) / \$15.00 brand name mail order / \$5.00 generic mail order (both 90 day supply) in prescription co-pays, or such other co-pays as the current plan may determine.

F. The Board agrees to pay full family health care insurance for a period of two years for each teacher if retiring on or before age 55; one year if retiring at ages 56 to 60, and one half year for retiring at age 61 and beyond (Retirees will enroll in COBRA and be reimbursed by the Board for the cost of the health care insurance). The Board agrees to pay for Dental Insurance, in lieu of the above family health care insurance, for the same time period indicated, for all employees who qualify for coverage under the State Health Benefits Plan at retirement.

G. Internal coordination of benefits will be allowed for all husband / wife teams where both are employed by the Board.

H. If an employee opts to waive dual coverage (with proof of alternate coverage), employees grandfathered in the program prior to May 21, 2010 will receive a flat stipend for the coverage waived as follows – Medical \$4,000.00, Prescription \$1,200.00 and Dental \$300.00. Employees enrolled or re-enrolled after May 21, 2010 will receive the lesser of 25% of employer savings for that employee or \$5,000 for Medical and Prescription and a flat stipend of \$300.00 for Dental. This will be paid in two installments, December 31 and June 30. The Board will permit re-enrollment consistent with its insurance contract. Waivers are governed by the regulations of the SEHBP and are subject to change; if the District should switch back to a private carrier, the grandfathered waiver amounts listed above shall remain the same.

I. The Board shall arrange for and maintain appropriate insurance to cover bodily injury liability and property damage liability incurred by an employee against whom any action shall be brought for any act or omission arising out of the authorized use of his/her own automobile in the performance of school duties.

## **ARTICLE XIX**

### **DEDUCTIONS FROM SALARY**

A. The Board agrees to deduct from the salaries of its employees dues for the Belvidere Education Association, the Warren County Education Association, the New Jersey Education Association and the National Education Association as directed by the N.J.E.A. with its automatic payroll deduction list.

1. Additional authorization for dues deduction may be received after August 1st under rules established by the State Department of Education.

2. The filing of notice of an employee's withdrawal shall be prior to December 1st and become effective to halt deductions as of January 1st next succeeding the date on which notice of withdrawal is filed.

B. Employees may individually elect to participate in the payroll savings plan for purchasing U.S. Savings Bonds, 403(b) tax sheltered annuities, summer pay plan and direct deposit.

## ARTICLE XX

### PERSONAL AND ACADEMIC FREEDOM

A. The personal life of a teacher is not an appropriate concern or attention of the Board, except as it may directly prevent the teacher from performing properly his/her assigned functions during the work day.

B. Teachers shall be entitled to full rights of citizenship and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities do not violate any local, state, or federal law.

C. The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Belvidere School District, and they acknowledge the fundamental need to protect teachers from any censorship or restraint which might interfere with their obligation to pursue truth in the performance of their teaching functions.

## ARTICLE XXI

### CO-CURRICULAR/ATHLETICS

A. Co-curricular/athletic assignments will be made to appropriately certified employees in the following manner:

1. All co-curricular/athletic assignments must offer compensation for the extra burden in addition to the staff member's base salary.

2. An assignment must be related to the school program.

3. The Superintendent, or his/her designee, shall review the applications for co-curricular/ athletic positions and shall select the best qualified candidate. In the event two or more applicants are, in the judgment of the Superintendent, equally qualified, seniority in the district shall be used to determine the appointment.

4. No co-curricular/athletic position shall be assigned without prior consent of said employee except for:

a. When no qualified appropriately certified staff member shows an interest in the open position.

b. In the event an emergency exists and it is necessary for the Superintendent or his/her designee to assign a co-curricular/athletic responsibility, the best qualified candidate shall be appointed. In the event two or more candidates are, in the judgment of the Superintendent, equally qualified, reverse seniority in the district shall be used to determine the appointment.

B. When an appropriately certified staff member is promoted from the position of freshman coach or assistant varsity coach to head varsity coach in the same sport or activity, he/she will be placed on the co-curricular/athletic salary guide at a level whereby he/she will not earn less money than in his/her previous position.

C. Time as an assistant coach in one sport shall not be considered toward steps on the salary guide when moving to another assistant coach's position in another sport. For purposes of this agreement, boys' and girls' basketball and boys' and girls' soccer are considered different sports.

D. Should a break in continuous service within a particular position occur, re-entry into that particular position will be at the next salary level.



E. Past experience outside of the Belvidere School District shall be considered toward a co-curricular/athletic activity. The Board and the individual shall decide as to the salary step and the agreed upon experience level shall proceed from this point in regular progression in future years.

F. In the event that the Board finds it necessary to employ an individual for a co-curricular/athletic activity assignment who is not a member of the Association, it shall proceed in line with State Statutes.

G. The Board, through its designee, may request the opinion of the co-curricular/athletic people regarding the hiring of new teachers in their particular co-curricular/athletic field of expertise. The Board retains final authority in hiring.

H. In the event that the Board of Education does not employ someone to fill an existing co-curricular/athletic position, the other individual(s) employed in the same activity, shall receive, provided they are directed to assume the responsibilities of the unfilled position, their regular compensation plus one-half of the compensation of the unfilled position as stated on the co-curricular/athletic guide. In the event the responsibilities of the unfilled position are assumed by more than one person and/or performed for less than the full season, the one-half compensation will be pro rated accordingly.

I. It is understood that upon the retirement or resignation of the current incumbent in the position of FFA Advisor, the stipends for that position will be equivalent to those of the Yearbook Advisor.

## ARTICLE XXII

### MISCELLANEOUS PROVISIONS

A. This Agreement constitutes the contract for the terms of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.

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

C. Any employee contract between the Board and an employee, hereinafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If the aforesaid employee contract contains any language inconsistent with this Agreement, during its duration, this Agreement shall be controlling.

D. Copies of this Agreement shall be reproduced at the expense of the Board, and presented to all represented employees, with the letter of intent, or 15 days after formal agreement by the Board of Education has been reached, whichever is the later date.

E. Nothing in this Agreement shall operate retroactively unless expressly so stated.

F. It is understood that employees shall continue to serve under the direction of the Superintendent of Schools, and in accordance with "Policy Handbook" policies, administration rules and regulations and the provisions of this Agreement.

G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party may do so by registered letter at the following addresses:

To the Board: Belvidere Board of Education  
809 Oxford Street  
Belvidere, N.J. 07823

To the Association: President of the Association at  
the address as filed with the  
Board of Education

H. Tentative individual teaching schedules for the upcoming year shall be mailed by August 1st to each teacher.

I. Any reduction in force layoffs effecting aides with more than three years of experience will be done by seniority.

J. Any teacher who serves as a mentor shall receive a stipend of \$560. This money will be deducted from the pay of the mentored teacher in equal installments starting in February and paid at the end of the mentoring period to the mentor. If and when applicable, state monies shall be used for partial reimbursement. Any openings for a mentor shall be posted and the

position shall be given to the most qualified applicant, as determined by the administration, within the present teaching staff. In the event that no one within the present teaching staff shall apply for the position(s) the Board of Education shall advertise outside the district to fill the position.

K. Custodial employees shall receive three (3) sets of uniforms (shirts and pants) per school year. They shall receive these uniforms by September 1 of each school year. Custodial employees shall also receive a uniform jacket with zip-out lining (provided by the Board) and safety work shoes, or cost allowance for same, up to \$100.00, payable upon presentation of a voucher, as needed.

L. Custodial employees hired subsequent to the ratification of the 1982-1985 Agreement shall be required to either possess a Black Seal License or obtain said license within one calendar year of initial employment. Failure to obtain the license within one calendar year shall, at the sole discretion of the Board, result in the employee's termination, or the withholding of an increment.

M. Current custodial employees who do not possess a Black Seal License shall make good faith efforts to obtain said license. These good faith efforts shall include enrollment in and diligent attendance at an appropriate course and the taking of the Black Seal License test a minimum of two times during the ensuing year.

N. The Board may terminate staff members not under tenure in keeping with their termination clause by direct request from the employer or employee and/or thirty days notice.

O. If a reduction in force is contemplated, the Board will notify the Association and permit consultation prior to implementing said layoff.

P. A list of open support staff positions shall be made available to all support staff in the district before seeking outside application. During the summer announcements shall be sent to 10 month employees.

### ARTICLE XXIII

#### DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2015, and shall continue in effect until June 30, 2018, subject to the Association's and Support Association's rights to negotiate over a successor agreement as provided in Article II, and further provided that the Association is still the majority representative of the certificated teaching personnel in the Belvidere School District.

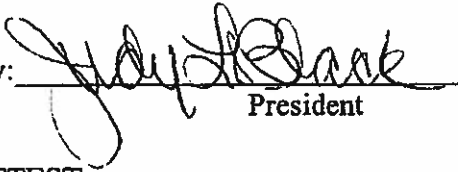
B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties to this Agreement, and unless such extensions are agreed upon, this Contract shall expire on the date indicated herein.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective Presidents and attested to by their respective Secretaries on the day and year first above written.

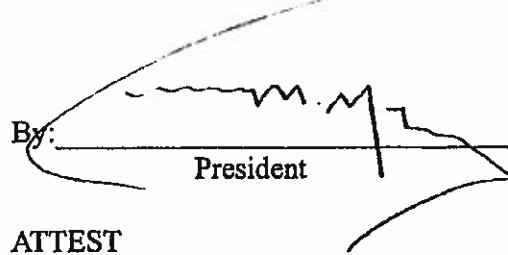
BELVIDERE EDUCATION ASSOCIATION

BELVIDERE BOARD OF EDUCATION

By:

  
President

By:

  
President

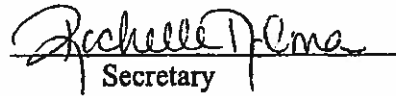
ATTEST

ATTEST

By:

  
Secretary

By:

  
Secretary

TEACHERS

**2015-16  
Salary  
Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	46,875	47,875	49,375	50,375	51,375
2	47,375	48,375	49,875	50,875	51,875
3-4	47,875	48,875	50,375	51,375	52,375
5	48,370	49,370	50,870	51,870	52,870
6	49,370	50,370	51,870	52,870	53,870
7	50,370	51,370	52,870	53,870	54,870
8	51,370	52,370	53,870	54,870	55,870
9	52,370	53,370	54,870	55,870	56,870
10	53,370	54,370	55,870	56,870	57,870
11	54,370	55,370	56,870	57,870	58,870
12	55,370	56,370	57,870	58,870	59,870
13	57,370	58,370	59,870	60,870	61,870
14	59,370	60,370	61,870	62,870	63,870
15	61,370	62,370	63,870	64,870	65,870
16	63,390	64,390	65,890	66,890	67,890
17	65,675	66,675	68,175	69,175	70,175
18	68,460	69,460	70,960	71,960	72,960
19	71,745	72,745	74,245	75,245	76,245
20	75,530	76,530	78,030	79,030	80,030
21	79,815	80,815	82,315	83,315	84,315
22	84,600	85,600	87,100	88,100	89,100

**2016-17  
Salary  
Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	47,125	48,125	49,625	50,625	51,625
2	47,625	48,625	50,125	51,125	52,125
3	48,125	49,125	50,625	51,625	52,625
4-5	48,625	49,625	51,125	52,125	53,125
6	49,630	50,630	52,130	53,130	54,130
7	50,635	51,635	53,135	54,135	55,135
8	51,635	52,635	54,135	55,135	56,135
9	52,635	53,635	55,135	56,135	57,135
10	53,635	54,635	56,135	57,135	58,135
11	54,635	55,635	57,135	58,135	59,135
12	55,635	56,635	58,135	59,135	60,135
13	57,635	58,635	60,135	61,135	62,135
14	59,635	60,635	62,135	63,135	64,135
15	61,635	62,635	64,135	65,135	66,135
16	63,650	64,650	66,150	67,150	68,150
17	65,975	66,975	68,475	69,475	70,475
18	68,800	69,800	71,300	72,300	73,300
19	72,125	73,125	74,625	75,625	76,625
20	75,950	76,950	78,450	79,450	80,450
21	80,275	81,275	82,775	83,775	84,775
22	85,100	86,100	87,600	88,600	89,600

**2017-18  
Salary  
Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
<b>1</b>	47,230	48,230	49,730	50,730	51,730
<b>2</b>	47,730	48,730	50,230	51,230	52,230
<b>3</b>	48,230	49,230	50,730	51,730	52,730
<b>4</b>	48,730	49,730	51,230	52,230	53,230
<b>5-6</b>	49,730	50,730	52,230	53,230	54,230
<b>7</b>	50,735	51,735	53,235	54,235	55,235
<b>8</b>	51,740	52,740	54,240	55,240	56,240
<b>9</b>	52,740	53,740	55,240	56,240	57,240
<b>10</b>	53,740	54,740	56,240	57,240	58,240
<b>11</b>	54,740	55,740	57,240	58,240	59,240
<b>12</b>	55,740	56,740	58,240	59,240	60,240
<b>13</b>	57,740	58,740	60,240	61,240	62,240
<b>14</b>	59,740	60,740	62,240	63,240	64,240
<b>15</b>	61,740	62,740	64,240	65,240	66,240
<b>16</b>	63,760	64,760	66,260	67,260	68,260
<b>17</b>	66,150	67,150	68,650	69,650	70,650
<b>18</b>	69,040	70,040	71,540	72,540	73,540
<b>19</b>	72,430	73,430	74,930	75,930	76,930
<b>20</b>	76,320	77,320	78,820	79,820	80,820
<b>21</b>	80,710	81,710	83,210	84,210	85,210
<b>22</b>	85,600	86,600	88,100	89,100	90,100

CUSTODIANS

2015-16

Step	Salary
1	37,243
2	37,543
3	37,843
4	38,143
5	38,443
6	38,743
7	39,043
8	39,343
9	39,643
10	39,943
11	40,518
12	41,093
13	41,668
14	42,243
15	43,148
16	44,078
17	45,033
18	46,013
19	47,018
20	48,048

LONGEVITY

AFTER 15 YEARS	\$1,056
AFTER 20 YEARS	\$1,214
AFTER 25 YEARS	\$1,372
AFTER 30 YEARS	\$1,688



CUSTODIANS

2016-17

Step	Salary
1	37,968
2	38,268
3	38,568
4	38,868
5	39,168
6	39,468
7	39,768
8	40,068
9	40,368
10	40,668
11	41,308
12	41,948
13	42,588
14	43,228
15	43,873
16	44,803
17	45,758
18	46,738
19	47,743
20	48,773

LONGEVITY

AFTER 15 YEARS	\$1,056
AFTER 20 YEARS	\$1,214
AFTER 25 YEARS	\$1,372
AFTER 30 YEARS	\$1,688

CUSTODIANS

2017-18

Step	Salary
1	38,718
2	39,018
3	39,318
4	39,618
5	39,918
6	40,218
7	40,518
8	40,818
9	41,118
10	41,418
11	42,058
12	42,758
13	43,458
14	44,158
15	44,858
16	45,558
17	46,513
18	47,493
19	48,498
20	49,523

LONGEVITY

AFTER 15 YEARS	\$1,056
AFTER 20 YEARS	\$1,214
AFTER 25 YEARS	\$1,372
AFTER 30 YEARS	\$1,688

**ADMINISTRATIVE ASSISTANTS**

**2015-16**

<b>Step</b>	<b>Salary</b>
1	31,485
2-3	32,135
4-5	32,785
6	33,435
7	34,085
8	34,735
9	35,385
10	36,035
11	36,685
12	37,335
13	37,985
14	38,635
15	39,285
16	39,935
17	41,205
18	42,475
19	43,745
20	45,015
21	46,285
22	47,555
23	48,625

**LONGEVITY**

AFTER 15 YEARS	\$1,375
AFTER 20 YEARS	\$1,440
AFTER 25 YEARS	\$1,610
AFTER 30 YEARS	\$1,688

**ADMINISTRATIVE ASSISTANTS**

**2016-17**

<b>Step</b>	<b>Salary</b>
1	31,760
2	32,410
3-4	33,060
5-6	33,710
7	34,360
8	35,010
9	35,660
10	36,310
11	36,960
12	37,610
13	38,260
14	38,910
15	39,560
16	40,210
17	41,480
18	42,750
19	44,025
20	45,300
21	46,575
22	47,850
23	49,125

**LONGEVITY**

AFTER 15 YEARS	\$1,375
AFTER 20 YEARS	\$1,440
AFTER 25 YEARS	\$1,610
AFTER 30 YEARS	\$1,688

ADMINISTRATIVE  
ASSISTANTS

2017-18

Step	Salary
1	31,860
2	32,510
3	33,160
4-5	33,810
6-7	34,460
8	35,110
9	35,760
10	36,410
11	37,060
12	37,710
13	38,360
14	39,010
15	39,660
16	40,310
17	41,640
18	42,970
19	44,300
20	45,630
21	46,960
22	48,290
23	49,625

LONGEVITY

AFTER 15 YEARS	\$1,375
AFTER 20 YEARS	\$1,440
AFTER 25 YEARS	\$1,610
AFTER 30 YEARS	\$1,688

**AIDES**

**2015-16**

<b>Step</b>	<b>Salary</b>
1-2	17,350
3	17,550
4	17,950
5	18,350
6	18,750
7	19,200
7a	19,650
7b	20,100
8	20,550
9	20,900
10	21,300
11	21,700

**2016-17**

<b>Step</b>	<b>Salary</b>
1	17,590
2-3	17,790
4	18,190
5	18,590
6	18,995
7	19,445
8	19,850
8a	20,250
8b	20,650
9	21,000
10	21,350
11	21,700

**2017-18**

<b>Step</b>	<b>Salary</b>
1	17,800
2	18,000
3-4	18,400
5	18,800
6	19,200
7	19,600
8	20,000
9	20,400
9a	20,780
9b	21,130
10	21,480
11	21,830

## 2015-18 ATHLETIC / CO-CURRICULAR SALARY GUIDE

POSITION	STEP 1	STEP 2	STEP 3	AFTER 3
<b>ATHLETICS:</b>				
BASEBALL HEAD	5,182	5,382	5,583	82
BASEBALL ASSISTANT	3,698	3,897	4,100	82
BASKETBALL HEAD	5,182	5,382	5,583	82
BASKETBALL ASSISTANT	3,698	3,897	4,100	82
CHEERLEADING HEAD	4,450	4,652	4,855	82
COMPETITION CHEERING	2,708	3,208	3,708	82
CROSS COUNTRY	4,450	4,652	4,855	82
FIELD HOCKEY HEAD	5,182	5,382	5,583	82
FIELD HOCKEY ASSISTANT	3,698	3,897	4,100	82
FOOTBALL HEAD	6,175	6,376	6,576	82
FOOTBALL ASSISTANT	4,188	4,390	4,590	82
FOOTBALL EQUIPMENT MANAGER	946	1,129	1,310	82
GOLF	3,208	3,708	4,208	82
SOCCER HEAD	5,182	5,382	5,583	82
SOCCER ASSISTANT	3,698	3,897	4,100	82
SOFTBALL HEAD	5,182	5,382	5,583	82
SOFTBALL ASSISTANT	3,698	3,897	4,100	82
WRESTLING HEAD	5,182	5,382	5,583	82
WRESTLING ASSISTANT	3,698	3,897	4,100	82
<b>CO-CURRICULAR:</b>				
ADVISOR - FRESHMAN CLASS	725	799	874	82
ADVISOR - JUNIOR CLASS	1,118	1,192	1,266	82
ADVISOR - SENIOR CLASS	1,412	1,536	1,659	82
ADVISOR - SOPHOMORE CLASS	725	799	874	82
BASIC SKILLS COORDINATOR	3,973	4,097	4,220	82
CHILD STUDY TEAM COORDINATOR	3,725	3,848	3,971	82
COSTUMING / PROPS	725	799	874	82
DIRECTOR OF CHORAL ACTIVITIES	2,031	2,148	2,266	82
EXTENDED LEARNER COORDINATOR	1,999	2,122	2,246	82
FAMILY MATH	709	737	765	82
FAMILY SCIENCE	709	737	765	82
FAMILY TOOLS & TECHNOLOGY	709	737	765	82
FFA ADVISOR	5,113	5,313	5,514	82
INSTRUMENTAL MUSIC DIRECTOR	2,031	2,148	2,266	82
NATIONAL HONOR SOCIETY	1,118	1,192	1,266	82
ORCHESTRATION	725	799	874	82
PLAY DIRECTOR	2,187	2,311	2,434	82
SAAD ADVISOR	1,127	1,202	1,276	82
SCARLET SCOOP	942	1,141	1,343	82
STUDENT ACTIVITIES FUND - HIGH SCHOOL	2,335	2,537	2,736	82
STUDENT ACTIVITY FUND - ELEMENTARY	1,127	1,202	1,276	82
STUDENT COUNCIL	3,305	3,416	3,530	82
THEATRE ARTS DIRECTOR - ELEMENTARY	1,365	1,482	1,600	82
YEARBOOK ADVISOR	2,175	2,326	2,475	82
YEARBOOK BUSINESS	1,455	1,606	1,754	82