

**AGREEMENT**  
**BETWEEN**  
**THE BRIDGEWATER-RARITAN REGIONAL BOARD OF EDUCATION**  
**AND**  
**THE BRIDGEWATER-RARITAN EDUCATION ASSOCIATION, INC.**

**JULY 1, 1996 - JUNE 30, 1999**

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## **PREAMBLE**

This agreement is entered into this 3rd day of June, 1997, by and between the Bridgewater-Raritan Regional Board of Education, Bridgewater, New Jersey, hereinafter called the Board and the Bridgewater-Raritan Education Association, Inc. hereinafter called the Association.

## **ARTICLE I**

### **RECOGNITION**

- A. Pursuant to NJSA 34:13A-1 through 21, the Bridgewater-Raritan Regional Board of Education hereby recognized the Bridgewater-Raritan Education Association, Inc. as the exclusive and sole representative for collective negotiation concerning terms and conditions of employment for all personnel required to hold certification for their respective employment, all secretarial/clerical personnel, and service personnel employed by the Board of Education as included herein:

Basic Skills Instructional Assistants

Child Study Team

Curriculum Specialists

Custodians

Elementary Teacher Specialists

Guidance Counselors

Laboratory Technicians

Librarians

Maintenance Personnel

Math Lab Instructors

Media Technicians

Nurses and Nurse Coordinators

Secretarial and Clerical Personnel

Speech Therapists

Supplemental Instructors

Teachers (Art, Classroom, Instrumental and Vocal Music,

Physical Education and Special Education)

Transportation Mechanics

Writing Lab Instructors

Substitute teachers and substitute nurses as identified in the Certification Representative issued by PERC dated December 28, 1994, are substitute teachers and substitute nurses who have worked in that capacity for at least thirty (30) days during a given school year, and express a willingness to accept employment as a substitute teacher or substitute nurse for the next succeeding school year.

but excluding:

- Superintendent
- Assistant Superintendent
- Board Secretary
- Assistant Board Secretary/School Business Administrator
- Principals, Vice and Assistant Principals
- Department Chairpersons
- Directors
- Supervisors
- Custodial Forepersons
- Executive Secretaries
- Assistants (Custodial, Data Processing, Maintenance, Personnel, Purchasing, Transportation and Technology)
- Bus/Van Drivers
- Assistants
- Attendance Officer
- Night Supervisor
- Maintenance Supervisor
- Plant Engineer
- Computer Specialist
- Classroom Assistants
- Career Resource Room Assistants
- Manager of Personnel Services
- Comptroller
- Technology Coordinator
- Athletic Trainers

B. Reference to "employee", or the absence of any reference, shall be recognized as applying to all members of the inclusion list in Article I.A. References to specific classifications of employee, such as Guidance Counselor, shall apply exclusively to that classification of employee. Custodians, maintenance personnel and transportation mechanics shall be collectively referred to as Service Personnel. Substitute teachers and substitute nurses shall be collectively referred to as Substitutes.

C. In addition to the specific sections or Articles of this Agreement that refer only to substitutes, the following Articles and sections shall apply to substitutes.

- Article III Grievance Procedure
- Article IV Employee Rights, Sections A,B,C,D,E,F,I,J, and K
- Article V Association Rights
- Article IX Employee's Facilities
- Article XV Deduction From Salary (Sections A through D)
- Article XVI Promotions
- Article XIX Miscellaneous Provisions
- Article XX Management Rights
- Article XXI Duration

## ARTICLE II

### NEGOTIATING SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations in accordance with NJSA 34:13A-1 through 21 in a good-faith effort to reach agreement concerning the terms and conditions of employment. Such negotiations shall begin no later than one hundred and twenty (120) days prior to the Annual Election of the school year in which the existing Agreement expires. Any Agreement negotiated shall apply to the unit defined, be reduced to writing, be subject to ratification by the Association, be subject to adoption by the Board, and be signed by the Association and the Board.**
- B. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Upon request of the Association, the Board shall make available to the Association for inspection at reasonable times that information which is available to the public.**
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.**
- D. Pursuant to Chapter 303, Public Laws of New Jersey, 1968, as amended and supplemented by Chapter 123, Public Laws of New Jersey, 1974, the Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the term of this Agreement.**
- E. This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.**
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.**
- G. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, nor otherwise detract from any terms and conditions of employment existing prior to its effective date.**

## ARTICLE III

### GRIEVANCE PROCEDURE

- A. A "grievance" shall mean a claim by an employee, employees, or representative of an employee or employees, that there has been misinterpretation, misapplication, or a violation of Board policy, this Agreement, or an administrative decision affecting them. A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of the time the employee knew or should know of its occurrence. The Superintendent may grant an extension upon request by the Association. Extensions may not be unreasonably withheld.
- B.
1. It is agreed by both 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 should be considered as a maximum, and every effort should be made to expedite the process.
- C.
1. Level One  
Any employee who has a grievance shall discuss it first with the employee's principal (or immediate supervisor or department head if applicable) in an attempt to resolve the matter informally at that level.
  2. Level Two  
If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) business office work days, the employee may set forth the grievance in writing to the principal or immediate supervisor on the grievance forms provided. The principal or immediate supervisor shall communicate a decision to the employee in writing with reasons within three (3) business office work days of receipt of the written grievance.



3. Level Three

The employee, no later than five (5) business office work days after receipt of the principal's or immediate supervisor's decision, may appeal the decision to the Superintendent of Schools. This appeal to the Superintendent must be made in writing reciting the matter submitted to the principal or immediate supervisor as specified above and 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) business office work days. The Superintendent shall communicate a decision in writing with reasons to the employee and the principal.

4. Level Four

If the grievance is not resolved to the employee's satisfaction, the employee, not later than five (5) business office work 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) business office work days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon the request of the employee, hold a hearing with the employee and render a decision in writing with reasons within thirty-five (35) business office work days of receipt of the grievance by the Board or of the date of the hearing with the employee, whichever comes later.

5. Level Five

If the decision of the Board does not resolve the grievance to the satisfaction of the grievant and the grievant wishes review by a third party, the grievant shall notify the Board through the Superintendent within ten (10) business office work days of receipt of the Board's decision. An employee in order to process a grievance beyond level four must have a request for such action accompanied by the written recommendation for such action by the Association. No claim by a grievant shall constitute a grievable matter beyond level four or be processed beyond level four if it pertains to (a) any matter for which a detailed method of review is prescribed by law including the withholding of a salary increment, and/or a complaint by a tenured employee which arises by reason of written charges by the Board to the Commissioner of Education which could result in dismissal or a reduction in salary, (b) any rule or regulation of the State Commissioner of Education, but not to the violation, misinterpretation, or misapplication of such a rule or regulation, (c) any By-Law of the Board of Education pertaining to its internal operation, (d) Board policies and administrative decisions which do not call into question a provision of the agreement, (e) a complaint of a non-tenured

employee which arises by reason of non-employment, or (f) any matter which according to law is beyond the scope of the Board authority.

D. Procedures for Securing the Services of an Arbitrator The following procedure will be used to secure the services of an arbitrator.

1. A request will be made to the American Arbitration Association 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 the American Arbitration Association to submit a second roster of names.
3. If the parties are unable to determine, within ten (10) business office work days of the initial request for arbitration, a mutually satisfactory arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.

E. Powers of the Arbitrator

1. The arbitrator shall be limited to the issue submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board of Education.
2. Only the Board and the aggrieved and representatives shall be given copies of the arbitrator's report of findings, reasons, and recommendations. This shall be accomplished within thirty (30) days of the completion of the arbitrator's hearings.
3. The decision of the arbitrator shall be binding upon the parties when there is a claim by an employee, employees, or representatives of an employee or employees, that there has been a misinterpretation, misapplication, or a violation of any of the provisions of the Agreement.

F. Rights of Employees to Representation

1. Any aggrieved person may be represented personally at all stages of the grievance procedure or, as an 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 by the principal or immediate supervisor, that the grievance is in process, shall have the right to be present 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.

G. Miscellaneous

1. Forms pertaining to the filing of grievances shall be prepared by the Association and the Superintendent or designee.
2. If, in the judgment of the Association, a grievance affects a group or class of employees, the following provisions will apply:
  - a. 2 or more parties, in one building, the Association will initiate the grievance procedure at Level II.
  - b. 2 or more parties, in more than one building, the Association will initiate the grievance procedure at Level III.
  - c. The grievance may be processed through all levels of the grievance procedure regardless of initiation level, even though the aggrieved person(s) does not wish to do so.

H. Costs

1. Each party shall bear the total cost incurred by itself.
2. The fees and expenses of the arbitrator are the only costs which shall be shared by the two parties, and they shall be shared equally.

**ARTICLE IV**

**EMPLOYEE'S RIGHTS**

- A. Pursuant to Chapter 303, Public Laws of New Jersey, 1968, as amended and supplemented by Chapter 123, Public Laws of New Jersey, 1974, the Board hereby agrees that every employee of the Board included in the unit as set forth under ARTICLE I shall have the right freely to organize, join, and support the Association and its activities and affiliates for the purpose of engaging in collective negotiations for mutual aid and protection. As a duly selected body exercising governmental power under laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws of 1968, as amended and supplemented by Chapter 123, Public Laws of New Jersey, 1974, or other laws of New Jersey or Constitutions of New Jersey and the United States.

- B. No employee shall be disciplined, reprimanded, reduced in rank, or have an increment withheld without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall not be made public until formal action is taken by the Board and shall be subject to the grievance procedure herein set forth.
- C. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates. Such pins shall be in good taste.
- D. Nothing contained herein shall be construed to deny or restrict to any employee such rights as the employee may have under New Jersey School Laws or other applicable laws and regulations of the State of New Jersey.
- E. The Board and the Association agree that any individual employee may not be required under any circumstances to transport a student in a private automobile.
- F. Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in office, then the employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent the employee during such meeting or interview.
- G. No grade shall be changed without consultation with the teacher.
- H. The Board shall give to each nontenured employee continuously employed since the preceding September a written notice of intention as to re-employment in accordance with the deadline established by the State.
- I. Upon reasonable request, an employee shall be permitted to review the contents of the personnel file once a year, except for confidential transcripts and references, to register and record objection of any item which could be construed as reflecting adversely on professional competence or personal integrity, to request removal of material deemed inappropriate or obsolete, and if such request is denied to pursue this request through level four of the grievance procedure.
- J. In the event that a statement derogatory to an employee's performance is placed in the personnel file, the employee shall be informed in writing thereof by the Principal or the immediate supervisor within five (5) working days. An employee so notified shall sign and return within five (5) working days a written statement acknowledging receipt of notification.
- K. The provisions of the Agreement shall be applied equally to all employees without discrimination as to age, sex, marital status, race, color, creed, national origin, handicap, or political affiliation. Both the Board and the Association shall bear responsibility for complying with this provision of the Agreement.

- L. Beginning April 30th the Board shall notify the Association of all employees whose contracts have not been renewed for the following year. Such notification shall include name, building, and current position.
- M. Classroom teachers shall, in addition to their lunch periods, have daily preparation time during which they shall not be assigned to any other duties as follows:
- elementary level - during scheduled special area subjects (art, music, physical education)
  - middle and high school level - a minimum yearly average of five (5) periods, per week.

All other teachers who are not regular classroom teachers shall be provided with preparation time equal to a minimum of one (1) period per day or five (5) periods per week with the above proviso.

- N. In the implementation of the nine period day at the high school, a teacher assigned to Math or English Lab in addition to the five instructional classes, shall be compensated for said Labs in accordance with the sixth period payment as defined in Appendix C.
- O. The Board will prepare a Staff Handbook outlining the employment rights, responsibilities, and fringe benefits of the employee unit. Proofs of the Handbook are to be reviewed by the Association prior to the final publication.
- P. Service Employees shall be reimbursed, upon submission of a voucher, for up to:
- \$50 per year for protective clothing, if required;
  - \$100 per two years for safety shoes for service employees
  - \$225 per two years for safety shoes for grounds employees.
- Q. The nature and extent of duties for various job categories for Service Personnel shall remain substantially as heretofore, and no major change in duty requirements shall be made without notification to the Association.
- R. Service Personnel shall continue in their job classifications (Custodian I, Custodian II and Maintenance) and hours of employment, and will not be transferred to other job classification, on a permanent basis, without the employee's consent. Thirty (30) calendar days shall constitute a temporary condition. However, work after transfer to that higher classification shall be paid at the higher rate from the first day of the transfer. Shift change shall be defined as a change of more than two (2) hours difference in current shift hours. Service Personnel shall be limited to one (1) involuntary shift change per person per year.
- S. For secretarial, custodial, and BSIA personnel, seniority shall mean a total of all periods of employment within classifications covered by this agreement. When it becomes essential

to reduce positions, seniority and evaluated performance shall be the determining factors. Evaluated performance shall mean on-site review of the employee's performance as well as materials contained in the employee's personal file. A minimum of one evaluation will be performed per year. A pre and post evaluation conference will be held.

The employee will be given a written record of any deficiencies with suggestions for improvement.

When all other factors are equal, layoffs will be determined by seniority.

Any "Riffed" employee shall be subject to recall provisions for a period of one year from the date of termination of employment.

T. Discipline-Code for Service Personnel

1. RULES AND REGULATIONS

a. Overview

Effective personnel practices indicate that certain rules and regulations are necessary for the safety, security and productivity of employees and the school district management. The best working conditions prevail where supervisors and employees demonstrate consideration for themselves, their fellow employees, their employer and students. To make clear the conduct which our district expects to see practiced, a series of rules and regulations have been set forth with which all employees and supervisors are expected to comply.

It will be the responsibility of all supervisors and administrators to make their employees aware of these rules and to insist that these rules and regulations are properly observed in order to assure the well-being of all.

The rules are categorized into two major groups. Group I Rules are concerned with major items of personal conduct. Group II Rules, although somewhat less serious when violated, warrant prompt attention and correction. Both categories describe the nature of improper action and cannot be considered to be all inclusive. Disciplinary measures will always be governed by a strong sense of fairness and equity as determined by the seriousness of the violation.

b. Group I Rules

A violation of any one of these rules may be considered cause for suspension and/or dismissal.

- Provoking or starting fights involving physical contact.
- Stealing records or property of the school district or property of another employee or student.
- Making any false statements on employee records, time sheets or reimbursement requests.
- Working while under the influence of intoxicants, narcotics or other so called controlled dangerous substances, or possessing, using or selling such materials or related paraphernalia anywhere on school district property.
- Performing malicious acts resulting in destruction to school district or personal property.
- Carrying a concealed weapon, or bringing, possessing or using firearms or weapons of any type on school district property.
- Committing any act which would be considered to be an indictable offense as defined by the laws of the State of New Jersey.
- Working without designated protective safety equipment where the potential consequences may do serious harm to self, students, other employees or significant damage to property/equipment.

c. Group II Rules

Employees who violate any of these rules will be subject to a reprimand by their supervisor. Continued violations may be cause for dismissal.

- Failing to observe working hours by tardiness or by unexcused or excessive absenteeism.
- Using abusive language.
- Leaving the work area prior to the expiration of regularly scheduled hours.
- Failing to adhere to rules or regulations as defined by the supervisor either orally or in writing.
- Continuing low work productivity after proper instruction.
- Continuing defective workmanship after proper instruction and proper warning.
- Wasting materials unnecessarily.
- Working without designated protective safety equipment such as safety shoes, safety glasses, face shields, etc. when the supervisor has deemed them necessary in performing the assigned job, or disregarding safety instruction.
- Smoking in district buildings or on school grounds in areas other than those specifically set aside for such purpose.

## 2. DISCIPLINE

### a. Overview

It is the intent of the Bridgewater-Raritan Regional School District to ensure that discipline, when required, is carried out in a fair and consistent manner. While all employees are expected to conduct themselves according to generally accepted rules of conduct and performance, this policy addresses itself to the relative few who do not and thereby, cause disciplinary problems. The disciplinary procedure set forth is designed to improve the work pattern of problem employees and to provide a record of corrective action taken to modify behavior or change performance.

### b. Steps in the Disciplinary Procedure

The following sequence of actions will normally be taken in carrying out discipline for rules violations. Based on the severity of the offense, some steps in the procedure may be bypassed.

#### (1.) Verbal Warning

The first step in the disciplinary procedure consists of a verbal warning followed by a counseling session which points out, in a constructive fashion, the area of deficiency and offers the employee assistance in attempting to correct same. The counseling session may consist of getting at the cause of the problem by further explanation of the rules, regulations or requirements of the job. It should be mentioned that a recurrence of the violation may result in a written warning.

#### (2.) Written Warning

A written warning is documentation that corrective action has not been taken as a result of the previously issued verbal warning, or that another rule has been violated. In the case of a written warning, the language of the reprimand should be clear, specifically identifying the nature and circumstances of the offense. The last statement in the written warning should state, "Subsequent disregard of the school district rules and regulations will result in further disciplinary action, up to and including discharge."

#### (3.) Suspension

The third step in the disciplinary procedure should be given serious consideration by both the supervisor and the employee, as the next



step would normally be discharge. Suspension without pay for a period of three days is recommended, although circumstances may dictate a longer or shorter period of time.

(4.) Discharge

The final step in the disciplinary procedure is termination of employment with the school district.

(5.) Grievance Procedure

Disciplinary actions are grievable.

c. Application of Disciplinary Actions

Disciplinary measures will always be governed by a strong sense of fairness and equity as determined by the seriousness of the rules which are violated (see Regulations overview). Group I Rules are concerned with major areas of personal conduct, are areas of serious consequence and violations should never be condoned. Prompt and effective action is required of all supervisors and administrators.

- Group I Rules Violation

1st offense: Suspension or discharge

2nd offense: Discharge

Violations of Group II Rules, though somewhat less serious, warrant prompt attention and correction by all supervisors and administrators.

- Group II Rules Violation

1st offense: Verbal warning

2nd offense: Written warning

3rd offense: Suspension

4th offense: Dismissal

The disciplinary actions described above represent the maximum penalty for the offense listed. A margin of reason and discretion will always be left to the individual supervisor/administrator. Each case should be judged individually, with such factors as length of service, performance record, attendance, attitude, etc. being taken into consideration when evaluating the employee's total record.

**- Responsibility**

Supervisors and administrators will be responsible for initiating remedial actions necessary to correct, improve and promote proper employee behavior. Consultation and guidance for uniform application of this policy is to be obtained from the Superintendent or his designee prior to issuing written warnings.

**- Documentation Procedure**

Supervisors and administrators must notify the Superintendent or his designee of all verbal warnings. In the case of a written warning or suspension notification, the Superintendent or his designee will review and approve the documentation prior to the distribution to the employee. One copy is to be retained by the supervisor/administrator, one copy given to the employee, and one copy forwarded to the Personnel office for inclusion in the employee's Personnel file. Any written document should contain the employee's signature. If the employee refuses to sign the document, a notation "employee refused to sign" must be made. Any employee who feels he or she has been treated unfairly in the discipline process may seek redress via the appropriate channels.

**3. SEPARATION**

**a. Overview**

Continuity of employment has always been a major objective of the school district. Employees are recognized as valuable assets, and it is hoped that employees view their Jobs as something of personal value. For these reasons, it is the policy of the Bridgewater-Raritan Regional School District to make every practical effort to select and place individuals in jobs suited to their skills and abilities, in order to avoid voluntary or involuntary separation. The school district recognizes, however, that separation will occur as a result of resignation, discharges, health, reduction-in-force or retirement. All employees will be treated equitably when terminating employment with the Bridgewater-Raritan School District.

- U. Teachers who are assigned classified students in a mainstream environment shall receive appropriate training, facilities, and equipment as determined by the administration to meet the needs of the individual students.**

## ARTICLE V

### ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association:**
- 1. Two (2) copies of the agenda of all public Board meetings as soon as possible preceding the meeting. In case of agenda changes or emergencies, the Board will notify the Association president.**
  - 2. By September 30 of the contract year a current roster of employees (as of September 1).**
  - 3. By September 30 of the contract year one (1) copy of the names and addresses of all employees.**
  - 4. Two (2) copies of the minutes of all public Board meetings as soon as possible after transcription preparation, and approval of the minutes subsequent to such meetings.**
  - 5. The Board agrees to make available to the Association such other public information requested by the Association that shall assist the Association in developing intelligent, accurate, informed, and constructive programs on behalf of the teachers and their students.**
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. Permission of the school building principal or the designee shall be required. Such permission shall not be withheld unreasonably.**
- C. The Association shall have access to use school facilities and equipment including typewriters, word processors, duplication equipment, calculating machines and all types of audio-visual equipment at reasonable times when such equipment is not otherwise in use. No equipment shall be removed from school property without approval by the building principal. Permission of the building principal or designee shall be required. The Association will pay for any damage incurred, loss, or theft of borrowed property. Such permission shall not be withheld unreasonably.**
- D. The Association shall have, in each school building, space on the bulletin board in each staff lounge. The location of Association bulletin board space in each staff lounge shall be agreed upon mutually by the Association and the building principal. Materials to be posted shall be in good taste.**
- E. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary. Permission of the building principal or a designee shall be required. Such permission shall not be withheld unreasonably.**

- F. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted to the Association as the exclusive representative of the employees and to no other comparable employee organizations.
- G. Whenever any representative of the Association or any employee participates during working hours in negotiations, grievance proceedings, conferences or meetings scheduled at the Board's discretion the employee shall suffer no loss in pay. Service Personnel shall make up work time as agreed by the employee and his/her supervisor or have a deduction in pay.
- H. The following Association personnel shall be released from all non-teaching duties during the school year: President, Grievance Chairperson, and Negotiations Chairperson. Chief Association Representatives in the high school and the middle school shall be released from one non-instructional duty period each day and shall have no homeroom or be assigned other duty during homeroom.
- I. Non-certified members of the Bridgewater-Raritan Education Association, Inc. who serve on Bridgewater-Raritan Education Association, Inc. governance bodies shall be permitted to attend the regular and special meetings of those bodies, at the time they customarily meet, 4 P.M., without loss of pay. Service Personnel shall make up work time as agreed by the employee and his/her supervisor or have a deduction in pay.

## ARTICLE VI

### EMPLOYEE'S WORK YEAR

- A. The teacher work year shall have one hundred eighty-four (184) student instructional days with one (1) day immediately preceding the opening of school. Personnel new to the school district may be required to attend an additional five (5) days of orientation prior to the opening of school. Teachers who have not completed required administrative and clerical responsibilities will be required to return on the day after school closes.
- B.
  - 1. The guidance counselors' work day will remain the same as current practice and work year will be the same as the teachers' work year. Counselors will work two (2) days between the close of schools and June 30th. Counselors will work five (5) consecutive work days during the summer months at a time mutually agreeable with their building principal. Counselors will receive the stipend (Appendix B) and one (1) additional cumulative sick day per contract year. Psychologists work year and work day will be the same as the teacher work year and day.

2. Teachers may be required to arrive one (1) period before or to depart one (1) period after normal arrival/departure provided the total in-school work day is no longer than the normal in-school work day. In choosing personnel to teach the early or late period, consideration shall first be given to those teachers who volunteer for the assignment. Teachers who are scheduled for early arrival will be compensated for "waiting time" if they are required to attend after-school meetings. Compensation shall be at the rate currently paid for class coverage. Meeting time for teachers who are scheduled for late arrival will be at the start of the individual's work day. The normal in-school total for traveling teachers shall be based on the normal in-school total in the building to which the employee first reports.
3. The Association agrees to an extension of the school day at the intermediate schools by five (5) minutes. The additional five (5) minutes will be instructional time. There will be no changes to the length of the day at the high school, the primary schools or the middle school.
4. Teachers are expected to be at school at least ten (10) minutes prior to the opening of school. With the exception of days when faculty or other school meetings are scheduled and days when additional help is being given to students, teachers may leave five (5) minutes after the end of the school day.

- C. Any school days not held due to snow or other emergency closing, which exceed the number necessary to achieve the state requirement, shall be made up and be considered as part of the total school year.
- D. Major changes in the school calendar shall be finalized by the Board after consultation with the Educational Council.
- E. THE FOLLOWING PROVISIONS REFER TO SECRETARIAL/CLERICAL AND SERVICE PERSONNEL:

1. Work Week

a. Secretarial/Clerical

	<u>Weeks/year</u>	<u>Hours/week*</u>	<u>Days/Year</u>
12-month employees	52	37-1/2	260
11-month employees	47.6	37-1/2	238
10-month employees	43.2	37-1/2	216

\*35 hours per week during Christmas and Easter vacations and from July 1 to September 1.

Present eleven (11) month secretaries to the elementary and middle school principals, if requested by the Board, may choose to extend to a twelve (12) month work year.

b. Service Personnel

The normal work week is eight hours per day, five days per week or forty hours per week.

2. Overtime

a. Secretarial and Custodial

Overtime requires prior approval of the immediate supervisor and the Personnel Office. Overtime requests shall be received by the Personnel Office at least 24 hours in advance of the anticipated overtime. In cases of emergency the 24 hour notification shall be waived. The emergency shall be determined by the individual's superior in consultation with the Personnel office.

Overtime after 8 hours per day-40 hours per week, will be paid at one and one-half times hourly rate.

b. Custodial

Overtime will be assigned on an equitable rotation basis to and among the employees regularly assigned to the building in question, except in order to comply with State Black Seal license requirements; in which event, overtime will be offered to a licensed employee in that building, or if necessary, to another licensed employee of the school district. Any employee not wishing to work overtime may so inform his/her supervisor and thereafter will be eliminated from overtime assignment, except that no employees may refuse overtime in emergency situations or, where the school premises will be left unattended or understaffed by refusal of overtime.

3. Holidays

Full-time contract employees are entitled to a minimum of fourteen (14) paid holidays - thirteen (13) listed here and one or possibly two days based upon past practices of the Board:

Independence Day, Labor Day, two NJEA Convention Days, Thursday and Friday of Thanksgiving, Two Christmas Days, One New Year's Day, Martin Luther King Day, President's Holiday, Good Friday and Memorial Day.

4. Vacations

- a. 6 months service or less - 0
- b. 7 months - 11 months service - 5-9 working days as of June 30
- c. One year of continuous service as of June 30
  - 12 month employees 10 working days
  - 11 month employees 9 working days
  - 10 month employees 8 working days
- d. Three years of continuous service as of June 30
  - 12 month employees 11 working days
  - 11 month employees 10 working days
  - 10 month employees 9 working days
- e. Five years of continuous service as of June 30
  - 12 month employees 13 working days
  - 11 month employees 12 working days
  - 10 month employees 11 working days
- f. Six years of continuous service as of June 30
  - 12 month employees 14 working days
  - 11 month employees 13 working days
  - 10 month employees 12 working days
- g. Eight years of continuous service as of June 30
  - 12 month employees 15 working days
  - 11 month employees 14 working days
  - 10 month employees 13 working days
- h. Ten to fifteen or more years of continuous service as of June 30
  - 12 month employees 17-22 working days
  - 11 month employees 16-21 working days
  - 10 month employees 15-20 working days
- i. Twenty or more years of continuous service as of June 30
  - 12 month employees 23 working days
  - 11 month employees 22 working days
  - 10 month employees 21 working days

Vacation time shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld at anytime, or withheld if it would mean loss of vacation days. Service Personnel vacations may be

taken at times other than the normal summer vacation period provided at least thirty (30) days advance notice is given. Such vacation, however, must be approved by the Director of Environmental Services, and must not cause any disruption of normal operations, nor incur additional costs to the Board of Education.

5. Emergency Closing

Dependent upon the nature of the reason for the emergency closing of a particular school or the district's schools, all salaried employees are expected to report for work and shall promptly report their arrival to the Personnel office. On days when schools are closed because of weather conditions which result in extremely hazardous travel, personnel shall be notified that they are not expected to report for work. Such notification shall be made to the members of the Association at the time the school closing notification call system is instituted and all personnel should insure that they are listed on the individual school calling list. Absence of personnel on such days when they are expected to work should be reported in the usual manner.

Secretarial personnel shall have the right to use vacation days in the event that they are unable to report to work.

6. For Service Personnel, the probationary period shall be sixty (60) calendar days, discipline and discharge shall not be grievable.

**ARTICLE VII**

**NON-TEACHING DUTIES**

A. The Board and the Association acknowledge that a teacher's primary responsibility is to teach and their energies should, to the extent possible, be utilized to this end. Therefore, the Board agrees, within reasonable limits, to provide the necessary services so that teachers will be relieved of non-teaching duties which can be better performed by clerical or custodial personnel.

The parties agree that the Board shall continue to provide one (1) Teacher Aide per K-8 school throughout the life of the Agreement.

B. Teachers shall not be required to keep registers or move furniture or equipment of a heavy nature from room to room.

C. Teachers shall not be required to collect money from students for lunch.



- D.
  - 1. Any teacher employed in both morning and an afternoon session shall be entitled to a duty-free lunch period during the hours normally used for lunch periods in the school; such duty-free lunch period shall not be less than 30 minutes except in a school where the lunch period for pupils is less than 30 minutes, in which case the duty-free lunch period shall be not less than the lunch period time allowed pupils.
  - 2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period. Teachers will sign in and out.
  - 3. Teachers may, for substantive reasons, be granted permission by the building principal or a designee to leave the building during their preparation period. Such permission will not be unreasonably denied. Teachers upon receiving said permission will sign in and out.
  
- E. The Board agrees to hire a sufficient number of assistants to replace elementary (K-8) teachers in cafeteria and playground duty and high school teachers in bus, traffic, parking lot, and canteen duty and to assist and replace teachers in non-teaching duties wherever feasible.
  
- F. So long as there are sufficient volunteers, chaperoning of after school activities will continue to be handled on a volunteer basis.
  
- G. Teachers may be required to attend up to three (3) faculty meetings per month. Faculty meetings will be scheduled on Mondays. District-wide meetings shall also be scheduled on Mondays. Committee meetings shall be in addition to the above three (3) meetings and shall be scheduled on days determined by the committee members. Employees required to travel to meetings will receive mileage reimbursement at the rate per mile set per Board Policy #4051.1(a)(7).
  
- H. Teachers may be required to serve as a mentor. Whether or not mentoring is voluntary or assigned, the following provisions will apply:
  - 1. Mentoring positions will be posted and interested parties may apply through established procedures.
  - 2. If no one applies, mentors will be assigned on a rotating basis. No teacher will be assigned to mentor more than twice in a three year period. This provision does not apply to volunteers.
  
- I. For Pupil Assistance Committees (PAC) established in buildings, the following provisions will apply:
  - 1. PAC positions will be posted and interested parties may apply through established procedures.
  - 2. PAC members shall be selected from volunteers as long as it's not state mandated.

## ARTICLE VIII

### SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in Appendix A which is attached hereto and made a part thereof. Hourly clerk-typists are to submit monthly time sheets. Time sheets are to be certified by the immediate supervisor and sent to the Personnel Office for processing and then to the Payroll Department.
- B. 1. Credit on the Teacher's Salary Guide shall be given for previous teaching experience in a duly accredited school upon employment at the discretion of the Superintendent of Schools. Upon employment, credit shall be given not to exceed four (4) years for military experience and not to exceed two (2) years for Peace Corps, VISTA, National Teachers Corps, or work and time spent on a Fullbright Scholarship.
2. Credit on the Secretarial and Clerical Salary Guide shall be as follows:
- a. Upon employment, credit for previous secretarial and clerical experience outside the district will be given at the discretion of the Superintendent or his designee.
  - b. Hourly and substitute clerk-typists who may be placed under contract may receive credit for part-time experience in the district at the discretion of the Superintendent or his designee and may also receive the same experience factor for vacation purposes.
  - c. Advancement should be encouraged by providing for promotions to a higher job classification. Such advancement shall be compensated by lateral placement on the guide.
3. Credit for new Service Personnel of up to two (2) years previous experience may be given at the time of employment.
- Exceptional candidates experience may be granted by the Superintendent.
4. Longevity For Teachers
- a. Teachers shall be entitled to placement on the longevity step of the Teacher's Salary Guide at the beginning of their twenty (20) years of employment in the district under a standard nontenured or tenured teacher's salary contract and progression through the salary guide.

- b. A teacher shall receive one year of longevity credit for each full year of employment and prorated credit for less than a full year. Hourly employment shall not be eligible for longevity credit.
- c. Progression through the salary guide requires a teacher to move by progressive steps from his/her initial guide placement to the step immediately prior to the longevity step on the teachers' salary guide and to be employed on the latter step for at least one school year.
- d. Movement to the longevity step shall occur at the beginning of the school year following satisfaction by a teacher of the requirements for longevity placement.
- e. Effective 9/1/96, teachers on Step 19 of the 1995-96 scattergram advance to longevity. Effective 9/1/97, teachers on Step 18 of the 1995-96 scattergram advance to longevity. Effective 9/1/98, teachers on step 17 of the 1995-96 scattergram advance to longevity.

5. Longevity for Secretaries/Clerks

- a. Secretaries and clerks shall be entitled to placement on the longevity step of the Secretarial and Clerical Salary Guide at the beginning of the twelfth (12th) year of credited service and progression through the salary guide, including at least one (1) year on the maximum step.
- b. Credited service is defined as years of actual employment by the district under a standard nontenured or tenured secretarial/clerical salary contract and years of experience credit given at the time of hire as reflected by initial salary guide placement under B.2. above. For example, an initial placement at Step 3 would equate to two (2) years of credited service, and an initial placement at Step 4+ would equate to 3-1/2 years of credited service.
- c. A secretary/clerk shall receive one (1) year of credited service for each full year of employment and prorated credit for less than a full year.
- d. Progression through the salary guide requires a secretary/clerk to move by successive steps from his/her initial guide placement to the step immediately prior to the longevity step on the salary guide and to be employed on the latter step for at least one (1) year.
- e. Movement to the longevity step shall occur on July 1st following satisfaction by the secretary/clerk of the requirements for longevity placement.

6. Longevity For Service Personnel

- a. Service personnel shall be entitled to placement on the longevity step of the Custodial and Maintenance Guides (salary guides) at the beginning of the tenth (10th) year of credited service and progression through the salary guide, including at least one (1) year on the maximum step.
- b. Credited service is defined as years of actual employment by the district under an annual Service Personnel contract and years of experience credit given at the time of hire as reflected by initial salary guide placement under B.3. above. For example, an initial placement at Step 3 would equate to two (2) years of credited service, and an initial placement at Step 4+ would equate to three and one-half (3-1/2) years of credited service.
- c. Service personnel shall receive one (1) year of credited service for each full year of employment and prorated credit for less than a full year.
- d. Progression through the salary guide requires service personnel to move by successive steps from his/her initial guide placement to the step immediately prior to the longevity step on the salary guide and to be employed on the latter step for at least one (1) year.
- e. Movement to the longevity step shall occur on July 1st following satisfaction by the employee of the requirements for longevity placement.

- C. 1. All employees shall be paid semi-monthly installments on the 15th and last day of the month during the employees' work year. Checks dated for the pay date will be distributed at the end of the school day preceding the pay date.
2. Employees may individually elect by July 1 of the current year to have ten (10) percent of their monthly salary deducted from their pay and paid to a savings bank depository designated by the Association. The Board will issue one check at the time of the distribution of the last check of each month to the depository for the total amount withheld from all the employees making such election. Upon forwarding funds to the depository, the Board shall have no further responsibility for the funds or their disposition or allocation, and thereafter the Association will be responsible for all aspects of the administration of the plan. At the time the first deposit check is issued, the Board will submit to the savings depository a list of the names of the employees participating in the plan with the amounts withheld from each participant, and will also advise the depository from time to time of revision necessitated by changes in staff or salary.
3. When the pay date falls on or during a school holiday, vacation or weekend, the pay date shall be the last previous working day.

4. Teachers shall receive their final checks and the pay schedule for the following year on the last working day in June provided they have completed all professional responsibilities.
5. Service Personnel officially transferred to a higher position for a minimum of thirty (30) calendar days shall be paid the pro-rated differential computed from the first day on the job.

D. 1. The teacher is eligible for reimbursement of one hundred percent (100%) of the accredited courses up to eighteen (18) credits in a school year, but no more than six (6) credits in a semester when school is open, based on the New Jersey State College tuition rates upon successful completion of all graduate courses. Courses required for certification may not be eligible. Courses relevant to a teacher's role, carrying only undergraduate credit shall be reimbursed at the discretion of the Superintendent. Courses in general supervision, e.g., Principles of Supervision and courses in General School Administration that are not related to the teacher's certification shall not be reimbursed.

2. To be eligible for reimbursement courses taken must have either a present or expected future relation to the teacher's present assignment or assignment during the following year.

3. Secretarial employees shall be reimbursed for all expenses incurred up to a maximum of \$5000 (total for all employees) for attending workshops, adult school courses, college courses and seminars related to the individual's job assignment upon written request to and the approval from the Manager of Personnel Services.

4. Secretarial employees shall receive a stipend for college credits earned after September 1, 1990, at the following rates:

Six (6) credits	\$300
Twelve (12) credits	\$600
Eighteen (18) credits	\$900

All courses must have prior approval by the Superintendent or his designee. All requests must be submitted in writing and must be related to the job description. Reimbursement will be in accordance with Article VIII.H.

5. Effective July 1, 1997, Basic Skills Instructional Assistants (BSIA) shall be eligible for one hundred percent (100%) tuition reimbursement for the successful completion of accredited college or university courses to a maximum of six (6) credits per school year, based on the New Jersey State College tuition rates. Three (3) of the first six (6) credits must be technology courses. The maximum cost to the Board for BSIA tuition reimbursement shall be \$10,000.00 per school year (total all employees). Courses must have prior approval by the Superintendent or

his designee. All requests must be submitted in writing. Reimbursement will be in accordance with Article VIII.H.

- E. Employees who may be required to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel at the rate per mile set forth in Board policy #4051.1 (a)(7) for all driving done between arrival at the first location at the beginning of their work day, provided, however, that if the distance from the employee's home to the first location or from employee's last location to home is greater than the distance between the employee's home and base school, the employee shall be reimbursed for the difference at the rate per mile set forth in Board policy #4051.1 (a)(7).
- F. Employees shall be notified of their contract and salary status for the coming year no later than the notification date established by the State Department of Education.
- G. Teachers who earn salary level changes by September 1 shall be compensated for the earned salary level change effective as of said date, provided the request is submitted no later than October 10. Teachers who earn salary level changes by February 1 shall be compensated for the earned salary level changes effective as of said date, provided the request is submitted no later than March 10.
- H. The deadline for application for reimbursement of tuition payment shall be March 10 for the fall semester, July 10 for the spring semester and October 10 for the summer session. Payment of tuition reimbursement shall be made by the first of the month following the deadline date. Applications for reimbursement that are submitted after the deadline date shall not be considered until the next subsequent date.

## ARTICLE IX

### EMPLOYEES' FACILITIES

- A. The Board agrees to provide the following facilities:
  - 1. A furnished room which shall be for the use of employees as a staff lounge, except in schools of eight (8) rooms or less.
  - 2. A pay telephone in each school and a private inter-school telephone with out of school service connections for parent/teacher communications in the elementary schools.
  - 3. A serviceable desk, chair, and filing cabinet for the exclusive use of each teaching staff member where feasible.

4. A communication system so that teachers can communicate with the office from their classrooms in each school containing eight (8) rooms or more.
  5. Clean employee lavatories separate from students' lavatories.
  6. Copies, exclusively for the use of the teacher, of all texts used in each of the courses the teacher is to teach.
  7. Chalkboard space in every classroom where needed.
  8. At least one unabridged dictionary in every school.
- B. The Board agrees to air condition staff lounges in all school buildings.

**ARTICLE X**

**SICK LEAVE**

- A. All employees shall be entitled to sick leave days each school year with pay as of the first official day of said school year whether or not they report for duty on the day as follows:

- 12 month employees	14 working days
- 11 month employees	13 working days
- 10 month employees	12 working days

Any of the unused sick leave days shall be accumulated from year to year with no maximum limit. Any unused temporary leave days (Article XI, Paragraph A, Section 6) shall be accumulated from year to year as sick leave days up to a maximum of fifteen (15) days for any given year.

- B. Previously accumulated unused sick leave days in Bridgewater-Raritan Regional School District will be restored to all returning employees except when compensated under Article X.H.
- C. Employees hired on a normal full-time contract basis but who, because of the date of start of full-time contract employment, will not work a full-time contract period will be entitled to pro-rata number of sick days based upon the minimum annual number provided by contract.
- D. An employee who has exhausted his/her sick leave because of prolonged illness may, on a case by case basis, have additional absences due to illness deducted at the following rates:
- Certified personnel - actual substitute teacher rate per day
  - Secretarial/clerical personnel -- applicable hourly rate at Step I of the appropriate guide
  - Service personnel -- hourly rate, Step I, Custodian II.

The Superintendent may on a case by case basis recommend to the Board that the above deductions be waived in extenuating circumstances.

E. Teachers employed in the summer program shall be granted nonaccumulated sick leave as follows:

-Four (4) weeks session	--	one (1) day
-Six (6) weeks session	--	two (2) days

F. All employees will be given a written accounting of accumulated sick leave by the first day of school.

G. The Board of Education through administrative channels reserves the right to have the reason(s) for absence due to illness validated by medical evidence. As a general rule, such a request will not be made until after the third day of illness.

H. Upon the termination of the employment of an employee by retirement or vesting as defined by either TPAF or PERS, the Board of Education shall compensate the employee for unused accumulated sick leave upon the following basis:

1. One (1) day for every three (3) days of unused accumulated sick leave to a maximum of ninety (90) paid days; provided, however, that compensation for unused accumulated sick leave shall not exceed the following amounts for any employee retiring in 1996-99 (July 1, 1996 - June 30, 1999):

Teachers	\$15,000
Secretaries	\$ 9,500
Service Personnel	\$ 9,500

2. The compensation rate for teachers shall be 1/200th of the salary of the teacher at the time of retirement.
3. The rate for other employees (secretarial and service personnel) shall be the per diem rate based on the salary of the employee at the time of retirement. (See Article VI.E.1.a.)



## ARTICLE XI

### TEMPORARY LEAVE OF ABSENCE

A. As of the beginning of the current school year, employees shall be entitled to non-accumulative leave of absence with full pay for the following reasons up to a maximum of seven (7) days in any contract year:

1. Marriage in the immediate family, including self (three (3) days maximum for this reason) with two (2) weeks prior notice to immediate supervisor.
2. Graduation exercises of the employee, children and spouse.
3. Required appearance in court.
4. As may be required to meet the beginning or ending dates of NSF institutes, etc.
5. Attendance of Association representatives at conferences and conventions of state and national affiliated organizations. (The combined total for all Association representatives shall not exceed nine (9) days.)
6. Employees shall be granted two (2) temporary leave days for legal business and/or family matters. If, on any one (1) day, requests for a temporary leave day of a personal nature exceed seven percent in a building or, in the case of buildings in which there are fewer than twenty (20) employees, these requests exceed two (2) employees, the Superintendent may deny or postpone requests beyond the above limitations. Such denial shall be subject to grievance procedures. Requests over the maximum percentage allowed, may be submitted for extraordinary reasons and shall not be unreasonably denied.

Verification of circumstances of such requests may be requested.

7. Up to three (3) days may be granted for serious illness in the immediate family (husband, wife, children and other members of the same home, father and mother; brothers and sisters; grandfathers and grandmothers; father-in-law and mother-in-law). In emergency situations twenty-four (24) hours notice requesting leave shall be waived provided such notice shall be given as soon as practicable within such twenty four (24) hour period. Serious illness is defined as illness requiring hospitalization and/or employee's presence at bedside.
8. Paternal leave (birth of a child two (2) days maximum for this reason.) In emergency situations, twenty-four (24) hours notice requesting leave shall be waived provided such notice shall be given as soon as practicable within such twenty-four (24) hour period.

All leaves of absence referred to in this section are subject to the following conditions:

1. Except as otherwise provided in paragraph A.7. and A.8. above, at least twenty-four (24) hours notice shall be given in requesting a leave day through the building principal or immediate supervisor. Lacking such notice, the absence will be considered unauthorized and will be deducted at a daily rate of 1/200 of the annual salary for teachers, and one day's salary as specified in Article VI.E. 1.a. for Secretarial/Clerical and Service Personnel. The immediate supervisor for Service Personnel shall be defined as follows:
    - a. Principal in the case of school custodians
    - b. Director of Environmental Services in the case of all non-school custodians
    - c. Director of Environmental Services in the case of maintenance personnel
  2. Temporary leave days described in Paragraph A.6. will not be granted the day immediately preceding or following a vacation or holiday.
  3. The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any request for the above days. Such denial shall be subject to the grievance procedure.
- B. Two (2) days may be granted to teaching staff members upon request to the office of the Superintendent of Schools for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
- C. Up to five (5) days may be granted for death in the immediate family (husband, wife, children, and other members of the same home; father and mother; brothers and sisters; grandfathers and grandmothers; father-in law and mother-in-law).
- D. Extensions to any temporary leaves of absence referred to in Section A, B and C as outlined above may be made at the discretion of the Superintendent of Schools.
- E. A regularly appointed employee who is required to undergo military field training or to attend service school for a period of two (2) weeks or less during any school year shall be granted leave of absence with pay. Whenever such military field training or attendance at service schools requires that the employee remain for a longer period than the prescribed two (2) weeks, -the employee shall receive the difference between his/her pay and his/her military pay for the remainder of such time, provided that such additional time of training or service school attendance is not in excess of one (1) calendar month during any school year. Should any military field training or attendance at service schools in excess of that granted above be required in the same school year, military leave without pay for each additional period shall be granted.

- F. Leaves taken pursuant to this ARTICLE shall be in addition to any sick leave to which the employee is entitled.
- G. Each secretary shall be granted two (2) floating emergency snow days per year.

## ARTICLE XII

### EXTENDED LEAVE OF ABSENCE

- A. A leave of absence without pay for up to two (2) years shall be granted to any tenured teacher who joins the Peace Corps, VISTA, National Teachers Corps, or serves as an exchange teacher or overseas teacher and is a full-time participant in either of such programs, or accepts a Fullbright scholarship.
- B. A teacher on tenure may be granted a leave of absence without pay for up to two (2) years to teach in an accredited college or university.
- 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 induction or initial enlistment.
- D.
  - 1. Leave of absence without pay will be granted to any tenured employee for maternity upon written application by the employee to the Superintendent at least sixty (60) days prior to the date the leave is to commence. Such leave will terminate either at mid-school year or end of school year for teachers. Benefits for the period from July 1 to the commencement of school to be reimbursed to the Board, at discretion of Board, should employee not return as announced. The Board may require a statement from the employees physician regarding the employees physical condition. The maximum of any maternity leave will be two (2) years. Employees on leave shall notify the Board of intent to return by November 30 for mid-year returns and March 1 for end of year returns.
  - 2. Subject to the same notice and medical certification requirements stated in D.1. a leave of absence without pay for maternity shall be granted to any non-tenured employee not to extend beyond the end of the contract year in which the leave is granted.
  - 3. A teacher on maternity leave shall have the opportunity to substitute in the Bridgewater-Raritan Regional School District in the area of the teachers certification at the discretion of the Superintendent of Schools.

4. Any tenured employee adopting an infant child may be granted a leave of up to a period of two (2) years. Such leave shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill requirements for adoption.
- E. Other requests for leaves of absence may be granted by the Board of Education upon the recommendation of the Superintendent of Schools.
- F.
1. Upon returning from leave granted pursuant to Section A, B, C of this ARTICLE, an employee shall be considered as if actively employed by the Board during the leave, shall be placed on the salary schedule at the level that would have been achieved if the employee had not been absent, and shall receive credit toward longevity. An employee shall not receive increment credit for time spent on a leave granted pursuant to Sections D and E of this ARTICLE.
  2. All benefits to which an employee is entitled to at the time an employee returns, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored upon return. Teachers shall be assigned within the scope of certification as determined by the State Board of Examiners.
- G. All extensions or renewals of leaves shall be applied for and granted in writing and shall be acted upon by the Board of Education upon recommendation of the Superintendent of Schools.

### ARTICLE XIII

#### SABBATICAL LEAVE

- A. A sabbatical leave of absence may be granted for the following reasons:
1. Further education toward a degree beyond the bachelors degree with particular consideration given in those areas of university residency requirements of one year or unusual circumstances (e.g., government grant, authoring a textbook, research or study) indicated to be beneficial to the school district.
  2. Travel of an educational nature which the applicant can indicate will enhance performance as a teacher.
- B. If there are sufficient qualified applicants, sabbatical leaves shall be granted by the Board of Education to a maximum of two (2) teachers upon the recommendation of the Superintendent of Schools.
- C. Requests for sabbatical leave must be received by the Superintendent in writing on forms as designated by the Board of Education no later than January 15, and action must be

taken on all such requests no later than the third week of March of the school year preceding the school year for which the sabbatical leave is requested.

- D. The teacher must have completed at least seven (7) full school years of service in the Bridgewater-Raritan Regional School District, the last five (5) of which must have been consecutive.
- E. A teacher on sabbatical leave for a full school year will be paid by the Board at seventy-five percent (75%) of the salary rate which would have been received if the teacher had remained on active duty.
- F. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which would have been achieved had the teacher remained actively employed in the system during the period of this absence.
- G. Any teacher granted a sabbatical leave of absence must agree in writing to continue working in the system for at least two (2) years following the sabbatical leave. Remission of the total amount expended by the Board of Education shall be made at the rate of one-half (1/2) per year except in the case of death or total disability of the employee. If the total remission of service is not made by the teacher, the teacher will agree, by signing a promissory note before being granted the leave, to remit to the Board of Education the monetary amount equal to the time not served.
- H. No teacher who has been previously granted to take a sabbatical leave of absence shall be entitled to another sabbatical leave until the teacher has completed an additional seven years of service in the Bridgewater-Raritan Regional School District from the time of the completion of the previous sabbatical.

#### ARTICLE XIV

#### INSURANCE PROTECTION

- A. The Board of Education agrees that for the duration of this agreement it will provide individual and full family health-care insurance coverage for all employees in the defined unit working twenty (20) hours per week or more. Effective July 1, 1997, Mandatory Second Surgical Opinion (MSSO) will be added to the board's traditional medical insurance program. MSSO requires a second opinion prior to certain elective surgical procedures. A participating provider needs to be seen for this second opinion. Regardless of the outcome of this second opinion, the covered member will be allowed to make his/her own decision regarding surgery. Failure to get this mandatory second opinion will result in a reduction in benefits. Effective July 1, 1997, Hospital Preadmission Certification (HPC) will be added to the Board's traditional medical insurance program. HPC requires that a member contact the insurance company whenever he/she is going to

be admitted for an inpatient hospital stay. The insurance company will either certify that the member needs to be admitted to the hospital or will contact the member's doctor to discuss whether treatment at another type of medical facility is advisable. Emergencies are excluded from HPC. Failure to get preadmission certification will result in a reduction in benefits. Effective July 1, 1998, the deductible for the Board's traditional medical insurance program will be \$200 for single coverage and \$400 for family coverage.

- B. The Board agrees to provide a family dental plan for all employees in the bargaining unit. Such program shall be the non-deductible UCR Dental Plan V as described by New Jersey Dental Service Plan, Inc. proposal dated January 4, 1983.
- C. The Board shall provide for continuance of health-care insurance after retirement on the terms detailed in the master policies and contracts agreed upon by the Board and the Association. The retiree shall be responsible for all premium costs involved.
- D. The Board shall request the carrier to provide to each employee a description of the health-care insurance coverage provided under this ARTICLE which shall include a clear description of conditions and limits of coverage as listed above.
- E. The Board shall give written notification at the time of hiring all employees new to the district that the responsibility for insurance coverage during the interim period rests with the employee.
- F. The Board agrees to provide, at no cost to the employee, standard health tests as required of employees to maintain their employment provided said employee avails himself/herself of the program provided by the Board.
- G. The Board shall provide health-care insurance coverage to any employee granted a bona fide sick leave up to a maximum of one (1) year.

## ARTICLE XV

### DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Bridgewater-Raritan Education Association, the Somerset County Education Association, the New Jersey Education Association or the National Education Association, or any one of any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deduction shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:1 4-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the Bridgewater-Raritan Education Association by the 15th of each month following monthly pay period in which deductions were made. The

Association treasurer shall disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing on the proper forms.

- B. Each of the associations listed on the form 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 prior to the effective date of such change.
- C. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.
- D. The filing of notice of an employee's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.
- E. The Board agrees to provide for a maximum of three (3) voluntary deductions from salary for the tax sheltered annuity program plus The Somerset County Teachers' Federal Credit Union. No change in existing carriers will be made without mutual agreement between the Board and the Association.

## ARTICLE XVI

### PROMOTIONS

#### A. Certified Staff

Promotional positions are defined as positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility. All vacancies in promotional positions shall be published by means of a notice which shall be posted in each school. A copy of said notice shall be given to the Association at the time of posting. The notice of vacancies in promotional positions shall clearly set forth the qualifications for the position, its duties, and the rate of compensation.

#### B. Secretarial/Clerical Staff

Announcement of each secretarial or clerical opening in the district, including positions requiring secretarial and clerical skills not covered by this Agreement, shall be publicized by means of a notice which shall be posted in each district building. Such notice shall indicate the title and location of the position, the salary, and a brief description of duties. All qualified applicants shall be given adequate opportunity to apply for the vacancy.

#### C. Service Staff

Salaried service personnel of the school district staff, when qualified, are to be given first consideration for promotions.

## ARTICLE XVII

### SUBSTITUTES

- A. The Board agrees to provide substitutes for absences of classroom and special area teachers. In those cases where regular substitutes are not available such coverage shall be arranged by the principal or a designee and shall be distributed as equitably as possible among the teachers in the school. Each teacher required to cover a class or any portion thereof shall be compensated at the rate of \$23 per period (grades 6-12) as applicable. In the elementary schools, teachers shall be compensated for coverage on a pro-rated basis of a rate equal to \$138 per day.

## ARTICLE XVIII

### REPRESENTATIVE FEE

- A. Upon receipt of written authorization, the Board shall deduct a representation fee from the wages of each employee who is not a member of the Association and shall remit the monies collected to the Association once each month, not later than the 15th of the month. on or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and date of employment for all such employees.
- B. The Association agrees to indemnify and hold harmless the Employer from any causes of action, claims, loss of damages incurred as a result of this clause.
- C. The representation fee shall be in an amount as determined by the Association in accordance with the law. The Association may revise its certification of the amount of the representation fee at any time to reflect changes in the Association membership dues, fees, and assessments. The Association entitlement to the representation fee shall continue beyond the termination date of this Agreement so long as the Association remains the majority representative of the employees in the unit, provided that no modification is made in this provision by a successor Agreement between the Association and the Board.
- D. For the purpose of this provision, employees who are reappointed from year to year shall be considered to be in continuous employment.
- E. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:1 5A5.4(2)(c) and (3)(1.1979,c.477) and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In



the event the Association fails to maintain such a system or if membership is not so available, the Board shall immediately cease making said deductions.

- F. The provisions of this Article (Representation Fee) shall be applied to all employees except home bound teachers, coaches, advisor and other Appendix C positions in accordance with State Law.

## ARTICLE XIX

### MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of this Agreement or any application of this 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 individual employee hereafter 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, this Agreement during its duration shall be controlling.
- D. Nothing in this Agreement shall be construed as indicating that the Association or the Board waives its rights with respect to the future-negotiability or nonnegotiability of items of terms and conditions of employment with respect to successor agreements.
- E. Copies of the Agreement shall be reproduced at the expense of the Board and presented to all employees.
- F. 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 telegram or registered letter at the following addresses:
  - 1. If by Association to Board at 836 Newmans Lane, P.O. Box 6030, Bridgewater, N.J. 08807-0030.
  - 2. If by Board to the President of the Association at the appropriate address as filed with the Board of Education.

## ARTICLE XX

### MANAGEMENT RIGHTS

- A. Subject to the express provisions of the Agreement and in compliance with law, the Board retains all rights, powers, functions, and authority of management, including the hiring, supervision, discipline, and promotion of employees, the direction of school operations and the determination of the methods, means, and personnel by which such operations are to be conducted and to take whatever actions may be necessary to accomplish the missions of the school district.

## ARTICLE XXI

### EMPLOYMENT CONDITIONS FOR SUBSTITUTES

- A. Substitutes shall be assigned on the basis of requests by the staff as approved by the principal.
- B. After above requests have been filled, substitute teachers who are members of the bargaining unit shall be called to fill remaining vacancies.
- C. Every effort shall be made to place a substitute teacher in those areas for which the substitute teacher has expressed an interest and availability for employment.
- D. A substitute educator who places no limitations on the day per week, school, grade or discipline he/she will cover shall be entitled to refuse a call from the district for eighteen (18) days during the school year without prejudice.

A substitute educator who places any limitations on the above shall be entitled to refuse a call from the district for ten (10) days during the school year without prejudice.

Prejudice shall be defined as loss of status from the preferred list for the remainder of the year.

- E. The work duties of the substitute teacher will be the same as those assigned to the regular classroom teacher whom the substitute is replacing.
- F. When a substitute teacher works in two schools as part of two (2) separate half day assignments, there shall be provided a reasonable amount of time for lunch and travel between the two schools involved.
- G. All substitute teacher assignments shall be made or verified through the central source of the telephone answering service.

- H. All substitute teachers shall be entitled to at least one-half hour duty free lunch or the equal to the existent building schedule.
- I. Any substitute teacher who travels between two (2) or more buildings as part of a regular schedule for the teacher replaced shall be compensated at the rate per mile set forth in Board Policy #4051.1(a)(7).
- J. The Board agrees to provide, at no cost to the substitute teacher, standard health tests as required of teachers to maintain their employment.
- K. Substitutes who were members of the bargaining unit in a previous year and who subsequently were employed on a contract basis shall have full rights under this contract upon reversion to substitute teacher status.
- L. Absences for illness reasons by long-term substitutes are acknowledged and will be compensated at the difference between the long-term substitute rate and the rate for the per diem substitute hired or the actual cost to the Board to provide internal coverage, if necessary, subject to the following conditions:
  - 1. After 20 days, one day for every 20 days worked as a long-term substitute.
  - 2. Days shall be cumulative within the current school year.
  - 3. Days are non-cumulative from year to year.
  - 4. All payments under the proviso will be calculated and paid subsequent to the completion of the assignment.
- M. The Board shall provide one in-service workshop on an appropriate subject for substitute teachers. The Board, at its discretion, may provide an additional workshop. Substitutes who are on the preferred list or have acquired thirty (30) days substitute teaching in the current school year shall be reimbursed for attendance at two times the per period rate established for additional class coverage.
  - 1. A meeting between substitute representatives and a Board representative will be held to discuss in-service needs of the substitute group; the meeting to be scheduled on or before October 15 of each school year.
  - 2. Announcements of Fall/Spring district in-service offerings will be mailed to preferred group members at the home address listed for distribution of payroll checks.

**ARTICLE XXII**

**SALARY PROGRAM FOR SUBSTITUTES**

- A. 1. The following salary schedule shall be in effect for substitutes covered by this Agreement who were hired before July 1, 1996.

	<u>1996-1998</u>	<u>1998-1999</u>
Non-degree#	\$ 67.00	\$ 70.00
Degree -0*	76.00	79.00
1-4 years experience	86.00	89.00
5-8 years experience	90.00	93.00
9+ years experience	94.00	97.00

# Cannot move beyond this pay level.

\* Placement for first year of employment as preferred substitute.

For the purpose of this Article, experience refers to credit of one year on the guide for every two years out-of-district regular teaching experience for all substitutes hired during or before the 1994-1995 school year, and to credit of one year on the guide for every three years out-of-district contract/public school teaching experience for all substitutes hired after September, 1995, (25 years out-of-district regular contract/public school teaching experience shall be placed at the top of the guide). One year's experience for each year of in-district experience shall be given to all preferred substitutes. A year's experience is determined by employment of thirty (30) days or more in the previous year as a preferred substitute.

2. Substitute teachers hired after July 1, 1996 will be paid \$70 per day.

<u>96-97</u>	<u>97-98</u>	<u>98-99</u>
\$ 70	\$ 70	\$ 73

- B. In instances where a substitute is employed and/or the known absence of the regular teacher would be eleven (11) days or longer for the same teacher, the rate of pay will be \$120.00.

Long-term substitutes shall maintain the long-term salary even if the service is interrupted by illness not to exceed six consecutive school days. When the hiring of a certified substitute teacher is not feasible, the substitute teacher hired should be selected by merit and qualification and for the educational benefit to the student. Factors such as years of experience, educational training and background and past substitute performance will be considered, however, final judgment as to selection of the substitute rests with the Assistant Superintendent. A certified substitute will be defined as holding a valid New Jersey Teaching Certificate. All substitute teachers (regardless of certification status) are to receive the long-term rate of pay when it has been determined that the substitute

teacher will be in the classroom eleven (11) days or longer. If it is not known at the beginning of the assignment that it is to be more than eleven (11) days then retroactive payment will be made once eleven (11) days are reached.

- C. The long-term substitute rate will apply for substitute coverage in the event of a regular teacher's death or the sudden cessation of a regular teacher's employment.
- D. A long-term substitute may on occasion, because of his/her assignment, be required to attend back-to-school nights or, at the elementary level return for evening parent conferences. The substitute is expected to perform the service if requested and as compensation will receive one-half the long-term substitute rate for each function attended. Other after hour situations as requested by the administration will be compensated at half the current daily rate being paid the substitute.
- E. Substitute teachers working four (4) hours per day or more shall be paid for a full day. Half-day sessions are four (4) hours, therefore, substitutes shall be paid for a full day. Substitute teachers working less than four (4) hours shall be paid for one-half day.
- F. Substitute educators will be paid an additional eight dollars (\$8.00) per day beginning with the 100th day of employment in each school year.
- G. In instances where a substitute is employed for more than five (5) consecutive days for the same teacher, substitutes will be paid an additional five (\$5.00) dollars per day starting the 6th day.
- H. Additional Coverage

Substitute educators (grades 6-12) shall be compensated at a rate of thirteen dollars (\$13.00) per period for any additional coverage beyond the teacher's schedule but within the school day. At the elementary level substitute educators shall be compensated for coverage of a portion of another class on a prorated basis (the day divided into six (6) one hour periods) at a rate equal to seventy-eight dollars (\$78.00) per day.

## ARTICLE XXIII

### SALARY POLICY FOR SUBSTITUTES

- A. All substitute teachers shall be paid on the 15th and the last day of the month with the exception of July and August. The final check shall be July 15th, or earlier if possible, and shall include the days up until and including the last day of school.

Enclosed with the pay check shall be a statement of the dates worked and the rate paid.

All errors when possible, shall be corrected by the next district pay period.

- B. In order to accurately notify all eligible bargaining unit members, the Board shall certify the Association by August 1st, the total days worked by each substitute in the district in the previous year.
- C. Substitute teachers shall be paid one (1) half-day salary in the event that a previously arranged assignment is canceled within 24 hours of the time the assignment was to begin. At the time of cancellation, if another equivalent assignment is offered and refused, payment will not be made for the "canceled" substitute assignment. Equivalent is defined as K-5, 6-8, or 9-12 assignment.

## ARTICLE XXIV

### COMPLAINT PROCEDURE FOR SUBSTITUTES

- A. Any complaint/circumstance which could adversely affect the substitute's employment shall be communicated by the building principal or immediate supervisor in an informal conference or by written notification.
- B. If a decision is made that the substitute shall not continue in a particular school or in the district, the Personnel Office shall notify the substitute in writing. Prior to written decision of the Superintendent's designee, a substitute shall have the right to request a meeting with the designee.
- C. In the event that the substitute does not agree with the administrative decision, such disagreement may be pursued by the substitute or the Association under the provisions of Article III of the Agreement.
- D. The substitute teacher shall have the right to be represented by the Association at any meeting or conference regarding such complaint circumstances.

ARTICLE XXV

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 1996 except as herein provided and shall continue in effect through June 30, 1999. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless an extension is agreed to by both parties and expressed in writing prior to such date.
- B. In witness thereof 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, on the day and year first above written.

BRIDGEWATER-RARITAN  
EDUCATION ASSOCIATION, INC.

BY:  
President

*Robert H. Bear*

Secretary

*John C. Busse*

Negotiations Chairperson

*Neal C. Tobin*

BRIDGEWATER-RARITAN  
REGIONAL BOARD OF EDUCATION

BY:  
President

*[Signature]*

Board Secretary

*[Signature]*

Negotiations Chairperson

*[Signature]*

### TEACHERS' SALARY GUIDES 1996-1997

Step	BA	BA15	BA30	BA45 *	MA	MA15	MA30	MA45	MA60	MA75 *	DR
1	31,152	32,119	33,254	33,822	34,423	35,324	36,492	37,393	38,296	38,864	39,464
2	31,652	32,619	33,754	34,322	34,923	35,824	36,992	37,893	38,796	39,364	39,964
3	32,942	33,908	35,042	35,610	36,211	37,113	38,281	39,184	40,085	40,653	41,253
4	34,093	35,063	36,198	36,766	37,367	38,269	39,437	40,338	41,239	41,807	42,408
5	35,249	36,217	37,351	37,919	38,520	39,422	40,591	41,492	42,394	42,961	43,562
6	36,405	37,373	38,509	39,075	39,678	40,579	41,748	42,650	43,551	44,119	44,720
7	37,558	38,527	39,663	40,230	40,832	41,733	42,901	43,803	44,704	45,273	45,873
8	39,380	40,330	41,443	42,000	42,589	43,473	44,619	45,502	46,387	46,943	47,533
9	41,917	42,891	44,031	44,601	45,206	46,112	47,515	48,191	49,098	49,668	50,273
10	44,600	45,568	46,705	47,271	47,872	48,774	49,943	50,845	51,746	52,314	53,456
11	47,491	48,459	49,595	50,162	50,764	51,665	52,834	53,735	54,637	55,025	55,806
12	51,997	53,023	54,245	54,821	55,505	56,472	57,732	58,700	59,670	60,245	60,928
13	58,601	59,687	60,993	61,577	62,344	63,379	64,730	65,765	66,799	67,383	68,149
Long	62,117	63,268	64,653	65,272	66,085	67,182	68,614	69,711	70,807	71,426	72,238

### TEACHERS' SALARY GUIDES 1997-1998

Step	BA	BA15	BA30	BA45 *	MA	MA15	MA30	MA45	MA60	MA75 *	DR
1	32,128	33,214	34,520	35,104	35,871	36,906	38,257	39,292	40,326	40,910	41,676
2	32,628	33,714	35,020	35,604	36,371	37,406	38,757	39,792	40,826	41,410	42,176
3	33,128	34,214	35,520	36,104	36,871	37,906	39,257	40,292	41,326	41,910	42,676
4	34,328	35,414	36,720	37,304	38,071	39,106	40,457	41,492	42,526	43,110	43,876
5	35,528	36,614	37,920	38,504	39,271	40,306	41,657	42,692	43,726	44,310	45,076
6	36,728	37,814	39,120	39,704	40,471	41,506	42,857	43,892	44,926	45,510	46,276
7	37,928	39,014	40,320	40,904	41,671	42,706	44,057	45,092	46,126	46,710	47,476
8	39,628	40,714	42,020	42,604	43,371	44,406	45,757	46,792	47,826	48,410	49,176
9	42,028	43,114	44,420	45,004	45,771	46,806	48,157	49,192	50,226	50,810	51,576
10	44,928	46,014	47,320	47,904	48,671	49,706	51,057	52,092	53,126	53,710	54,476
11	47,928	49,014	50,320	50,904	51,671	52,706	54,057	55,092	56,126	56,710	57,476
12	52,928	54,014	55,320	55,904	56,671	57,706	59,057	60,092	61,126	61,710	62,476
13	59,808	60,894	62,200	62,784	63,551	64,586	65,937	66,972	68,006	68,590	69,356
Long	63,396	64,548	65,932	66,551	67,364	68,461	69,893	70,990	72,086	72,705	73,517

### TEACHERS' SALARY GUIDES 1998-1999

Step	BA	BA15	BA30	BA45 *	MA	MA15	MA30	MA45	MA60	MA75 *	DR
1	32,872	33,958	35,264	35,848	36,615	37,650	39,001	40,036	41,070	41,654	42,420
2	33,372	34,458	35,764	36,348	37,115	38,150	39,501	40,536	41,570	42,154	42,920
3	33,872	34,958	36,264	36,848	37,615	38,650	40,001	41,036	42,070	42,654	43,420
4	34,372	35,458	36,764	37,348	38,115	39,150	40,501	41,536	42,570	43,154	43,920
5	35,572	36,658	37,964	38,548	39,315	40,350	41,701	42,736	43,770	44,354	45,120
6	37,072	38,158	39,464	40,048	40,815	41,850	43,201	44,236	45,270	45,854	46,620
7	39,072	40,158	41,464	42,048	42,815	43,850	45,201	46,236	47,270	47,854	48,620
8	41,072	42,158	43,464	44,048	44,815	45,850	47,201	48,236	49,270	49,854	50,620
9	44,072	45,158	46,464	47,048	47,815	48,850	50,201	51,236	52,270	52,854	53,620
10	47,672	48,758	50,064	50,648	51,415	52,450	53,801	54,836	55,870	56,454	57,220
11	51,272	52,358	53,664	54,248	55,015	56,050	57,401	58,436	59,470	60,054	60,820
12	56,162	57,248	58,554	59,138	59,905	60,940	62,291	63,326	64,360	64,944	65,710
13	60,963	62,049	63,355	63,939	64,706	65,741	67,092	68,127	69,161	69,745	70,511
Long	64,621	65,772	67,156	67,775	68,588	69,685	71,118	72,215	73,311	73,930	74,742

- Notes: 1. All teachers will be placed on guide.  
 2. Any satisfactorily completed graduate courses will be applied to these levels.  
 3. Staff development incentive guides: approved courses only; effective July 1988.



**SECRETARIAL/CLERICAL SALARY GUIDES - (12 Month)  
1996-1997**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	22,978	21,880	20,747	18,379	16,935
2	23,997	22,898	21,765	19,397	17,954
3	25,066	23,916	22,567	20,470	19,028
4	26,168	25,070	23,356	21,571	20,131
5	27,409	26,312	24,356	22,267	21,372
6	29,083	27,961	25,937	23,439	22,920
7	32,917	31,150	29,541	26,377	25,403
Long	37,372	35,983	34,559	31,484	29,604
Holding	34,665	33,096	31,659	28,501	27,104

**SECRETARIAL/CLERICAL SALARY GUIDES - (11 Month)  
1996-1997**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	21,063	20,057	19,018	16,847	15,524
2	21,997	20,990	19,951	17,781	16,458
3	22,977	21,923	20,686	18,764	17,442
4	23,987	22,981	21,410	19,773	18,453
5	25,125	24,119	22,326	20,411	19,591
6	27,209	26,158	24,257	21,921	21,445
7	29,624	28,027	26,598	23,744	22,851
Long	34,258	32,984	32,158	28,860	27,137

**SECRETARIAL/CLERICAL SALARY GUIDES - (10 Month)  
1996-1997**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	19,148	18,233	17,289	15,316	14,113
2	19,998	19,082	18,138	16,164	14,962
3	20,888	19,930	18,806	17,058	15,857
4	21,807	20,892	19,463	17,976	16,776
5	22,841	21,927	20,297	18,556	17,810
6	24,736	23,780	22,052	19,928	19,496
7	26,931	25,479	24,180	21,585	20,773
Long	31,143	29,986	28,799	27,987	26,368

**SECRETARIAL/CLERICAL SALARY GUIDES - (12 Month)  
1997-1998**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	23,070	21,968	20,830	18,453	17,003
2	24,093	22,990	21,852	19,475	18,026
3	25,166	24,012	22,657	20,552	19,104
4	26,273	25,170	23,449	21,657	20,212
5	27,519	26,417	24,453	22,356	21,457
6	29,199	28,073	26,041	23,533	23,012
7	34,417	32,575	30,891	27,577	26,528
Long	37,887	36,471	35,022	31,894	29,990

**SECRETARIAL/CLERICAL SALARY GUIDES - (11 Month)  
1997-1998**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	21,147	20,354	19,094	16,915	15,586
2	22,085	21,301	20,031	17,852	16,524
3	23,069	21,617	20,769	18,839	17,512
4	24,083	23,343	21,495	19,853	18,527
5	25,225	24,736	22,416	20,493	19,669
6	27,318	25,747	24,354	22,009	21,531
7	30,999	28,822	27,836	24,844	23,882
Long	34,733	33,436	32,585	29,240	27,493

**SECRETARIAL/CLERICAL SALARY GUIDES - (10 Month)  
1997-1998**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	19,225	18,306	17,358	15,377	14,169
2	20,077	19,158	18,210	16,229	15,022
3	20,972	20,010	18,881	17,127	15,920
4	21,894	20,975	19,541	18,048	16,843
5	22,932	22,014	20,378	18,630	17,881
6	24,835	23,875	22,140	20,008	19,574
7	28,181	26,667	25,305	22,585	21,711
Long	31,575	30,396	29,188	28,332	26,692

**SECRETARIAL/CLERICAL SALARY GUIDES (12 Month)  
1998-1999**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	23,162	22,055	20,913	18,526	17,071
2	24,189	23,082	21,939	19,552	18,098
3	25,267	24,108	22,748	20,634	19,181
4	26,378	25,271	23,543	21,744	20,292
5	27,629	26,523	24,551	22,445	21,543
6	29,622	28,474	26,421	23,871	23,328
7	34,980	33,110	31,398	28,028	26,950
Long	38,567	37,116	35,631	32,433	30,518

**SECRETARIAL/CLERICAL SALARY GUIDES (11 Month)  
1998-1999**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	21,232	20,217	19,171	16,982	15,648
2	22,174	21,158	20,111	17,923	16,590
3	23,161	22,099	20,852	18,915	17,582
4	24,180	23,165	21,581	19,932	18,601
5	25,326	24,313	22,505	20,575	19,748
6	27,705	26,630	24,702	22,319	21,822
7	31,515	29,824	28,300	25,257	24,269
Long	35,378	34,049	33,166	29,756	27,977

**SECRETARIAL/CLERICAL SALARY GUIDES (10 Month)  
1998-1999**

Step	Sec. I	Sec. II	Sec. III	Sec. IV	Sec. V
1	19,302	18,379	17,480	15,439	14,226
2	20,158	19,235	18,283	16,294	15,082
3	21,056	20,090	18,957	17,195	15,984
4	21,981	21,059	19,619	18,120	16,910
5	23,024	22,102	20,459	18,705	17,953
6	25,187	24,210	22,457	20,290	19,838
7	28,650	27,113	25,727	22,960	22,063
Long	32,162	30,953	29,716	28,801	27,132

**HOURLY CLERICAL SALARY GUIDES**

Step	1996-97	1997-98	1998-99
1	9.84	10.05	10.25
2	10.07	10.25	10.50
3	10.22	10.40	10.75
4	10.58	10.75	11.00
5	11.17	11.17	11.50
Max.	12.70	12.85	13.00

### SERVICE PERSONNEL SALARY GUIDES - 1996-1997

Step	Cust. I	Cust. II	Maint.
1	24,362	20,795	28,948
2	25,158	21,591	29,752
3	25,892	22,344	30,465
4	26,057	22,515	30,605
5	26,942	23,012	31,624
6	27,981	24,190	32,880
7	28,741	25,089	34,141
8	29,687	25,878	35,075
9	32,808	28,652	39,165
Holding	34,703	29,847	41,200
Long	36,598	31,042	43,235

### SERVICE PERSONNEL SALARY GUIDES - 1997-1998

Step	Cust. I	Cust. II	Maint.
1	24,362	20,795	28,948
2	25,158	21,591	29,752
3	25,892	22,344	30,465
4	26,057	22,515	30,605
5	26,942	23,012	31,624
6	27,981	24,190	32,880
7	28,741	25,089	34,141
8	29,687	25,878	35,075
9	32,808	28,652	39,165
Holding	34,822	29,948	41,340
Long	36,835	31,243	43,514

### SERVICE PERSONNEL SALARY GUIDES - 1998-1999

Step	Cust. I	Cust. II	Maint.
1	24,362	20,795	28,948
2	25,158	21,591	29,752
3	25,892	22,344	30,465
4	26,057	22,515	30,605
5	26,942	23,012	31,624
6	27,981	24,190	32,880
7	28,741	25,089	34,141
8	31,982	27,822	37,775
9	34,508	30,092	41,165
Long	37,828	32,084	44,682

Note: All Service Personnel will be placed on guide.

**BASIC SKILLS INSTRUCTIONAL ASSISTANTS  
SALARY GUIDES - 1996-1997**

Step	Degreed	Non-Degreed
1	18,548	17,020
2	19,212	17,624
3	19,932	18,278
4	20,641	18,863
5	21,221	19,449
6	21,865	20,036
7	22,509	20,622
8	23,593	21,612

**BASIC SKILLS INSTRUCTIONAL ASSISTANTS  
SALARY GUIDES - 1997-1998**

Step	Degreed	Non-Degreed
1	18,826	17,275
2	19,500	17,889
3	20,231	18,552
4	20,951	19,146
5	21,539	19,741
6	22,193	20,337
7	22,846	20,931
8	24,043	22,033

**BASIC SKILLS INSTRUCTIONAL ASSISTANTS  
SALARY GUIDES - 1998-1999**

Step	Degreed	Non-Degreed
1	19,109	17,534
2	19,793	18,157
3	20,534	18,831
4	21,265	19,433
5	21,862	20,037
6	22,526	20,642
7	23,189	21,245
8	24,490	22,450

Note: All BSI Assistants will be placed on guide.

**STIPENDS**

**APPENDIX A**

**Notes**

	<b><u>1996-1997</u></b>	<b><u>1997-1998</u></b>	<b><u>1998-1999</u></b>
Night Foreman	\$1,777	\$1,777	\$1,777
Grounds Foreman	2,957	2,957	2,957
Boiler License	1,274	1,274	1,274

**APPENDIX B**

**Guidance Counselors' Stipend**

<b><u>Guidance</u></b>			
First Year	1,665	1,665	1,665
Second Year	1,983	1,983	1,983
Third Year	2,267	2,267	2,267
Head Counselor (12 Mo. Contract)	3,943	3,943	3,943
Student Assistance Counselor	1,824	1,824	1,824

**APPENDIX C**

**Extracurricular Compensation**

**A. Athletic Activities**

**Group A**

Football	6,192	6,316	6,442
Basketball			
Wrestling			
Lacrosse			
Ice Hockey			

**Group B**

Baseball	5,540	5,651	5,764
Softball			
Soccer			
Track			

**Group C**

Field Hockey	3,910	3,988	4,068
Swimming			
Gymnastics			

	<u>1996-1997</u>	<u>1997-1998</u>	<u>1998-1999</u>
<b><u>Group D</u></b>			
Tennis	3,259	3,324	3,391
Golf			
X-Country			
Bowling			
Volleyball			
Athletic Director (12 Mo. Contract)	16,981	17,321	17,667
Equipment Manager (3 Seasons)	6,192	6,316	6,442
Cheerleading/season	3,910	3,988	4,068
Intramural Coach (3 Seasons)	2,633	2,686	2,740
Challenge Course--High School	585	597	609
<b><u>Longevity</u></b>			
Head Coach			
year 5	202	206	210
year 10	271	276	282
Assistant Coach (65% of Head Coach)			
year 5	131	134	137
year 10	176	179	183
<b>B. Extra Mural</b>			
<b><u>Middle School:</u></b>			
Basketball Coach	Track & Field Coach		
Field Hockey Coach	Volleyball Coach		
Gymnastics Coach	Wrestling Coach		
Soccer Coach	Cross Country Coach		
Softball Coach	Tennis Coach		
Swimming Head Coach	Lacrosse Coach		
Touch Football			
	4 weeks =	1,174	1,197
	3 weeks =	927	946
	2 weeks =	587	599
Traveling boys/girls			
Basketball		1,638	1,671
Lacrosse		xxxxx	1,671
Wrestling		1,638	1,671
Coordinator		1,888	1,926
			1,965
<b><u>Intermediate Schools</u></b>			
4 weeks		1,174	1,197
3 weeks		927	946
2 weeks		587	599
Coordinator		1,750	1,785
			1,821

	<u>1996-1997</u>	<u>1997-1998</u>	<u>1998-1999</u>
<b>C. Non Athletic</b>			
<b><u>Publications--High School</u></b>			
Newspaper Editorial Advisor	2,961	3,020	3,080
Newspaper Business Advisor	1,865	1,902	1,940
Yearbook Editorial Advisor	2,961	3,020	3,080
Yearbook Business Advisor	1,865	1,902	1,940
Literary Magazine	1,382	1,410	1,438
<b><u>Publication--Middle School</u></b>			
Newspaper	1,184	1,208	1,232
Yearbook	1,265	1,290	1,316
<b><u>Publication--Intermediate School</u></b>			
Newspaper	948	967	986
<b><u>Class Advisors</u></b>			
Senior Class	2,961	3,020	3,080
Junior Class	1,191	1,215	1,239
Junior Prom	869	886	904
Sophomore Class	869	886	904
Freshman Class	787	803	819
<b><u>Miscellaneous</u></b>			
Administrative Assistant	3,139	3,202	3,266
AV High School	1,131	1,154	1,177
AV Middle School	952	971	990
AV Intermediate School	952	971	990
AV Elementary School	787	803	819
Debate	1,457	1,486	1,516
Detention High School	1,769	1,804	1,840
Detention Middle School	1,696	1,730	1,765
Dramatics High School	2,305	2,351	2,398
Dramatics Middle School	1,538	1,569	1,600
Dramatics Intermeditate School	1,230	1,255	1,280
Stage Tech	1,705	1,739	1,774
Aux Marching Unit Director	2,167	2,210	2,254
Elementary Band	2,021	2,061	2,102
Forensic League	1,037	1,058	1,079
Marching Unit Director	3,516	3,586	3,658
Math Team Advisor	1,361	1,388	1,416
National Honor Society	795	811	827
Nurse Coordinator	1,696	1,730	1,765



	<u>1996-1997</u>	<u>1997-1998</u>	<u>1998-1999</u>
Orchestra Elementary	2,021	2,061	2,102
Orchestra Intermediate	2,021	2,061	2,102
Orchestra Middle	2,021	2,061	2,102
PUSH Advisor	1,361	1,388	1,416
School Store	869	886	904
Science Team Advisor	1,361	1,388	1,416
Student Council High School	2,961	3,020	3,080
Student Council Middle School	1,037	1,058	1,079
Student Council Intermediate	829	846	863
Winter Guard	2,167	2,210	2,254
Music Director/Accompanist	1,380	1,408	1,436
Prop Manager/Stage Manager	604	616	628
Choreographer	259	264	269
Academic League	1,037	1,058	1,079
Radio Club	476	486	496
Production Manager/Set Designer	1,556	1,587	1,619
Key Club	1,037	1,058	1,079
Future Business Leaders Advisor	782	798	814
HS Jazz Ensemble Director	782	798	814
HS Vocal Ensemble Director	782	798	814
HS Mock Trial Advisor	782	798	814
Environmental Club (Intermediate)	782	798	814
<b><u>Instructional Activities</u></b>			
Supplemental Instruction (Hourly)	26.84	26.84	26.84
Bedside Instruction (Hourly)	33.47	33.47	33.47
Driver Education (Hourly)	26.84	26.84	26.84
Smoking Cessation (Hourly)	31.31	31.31	31.31
Summer School Teaching			
Based on 6 weeks work	-----1/10	annual	salary-----
Based on 4 weeks work	-----1/15	annual	salary-----
Curriculum Revision	176	176	176
Coordinator Cooperative Industrial Education During Summer Months			
Based on 6 weeks work	-----1/10	annual	salary-----
Based on 4 weeks work	-----1/15	annual	salary-----
Librarian during summer months			
Based on 6 weeks work	-----1/10	annual	salary-----

	<u>1996-1997</u>	<u>1997-1998</u>	<u>1998-1999</u>
In-Service course instruction (per Session)	137	137	137
Environmental Ed. Trip Coord. (per Trip)	271	271	271
Environmental Ed. Trip Advisor (per Night)	137	137	137
Whole Language Facilitator	522	522	522
Math - Science Facilitator	522	522	522

Notification for the above assignments will be issued generally after the May Board meeting. Acceptances will be signed by the teachers and returned to the Personnel Office.

- D. In the rare circumstances that scheduling necessitates an extra class beyond the teacher's normal instructional assignment, it shall be voluntary and compensated at the rate of 1/6th of the individual teacher's salary.

Service Personnel

Additional Salary Information

- A. Part-time and substitute custodial pay: An hourly rate to be based on the current federal minimum wage.
- B. Second shift custodians are entitled to a 30 minute food break with pay.
- C. Uniforms are not to be worn at any other time other than to travel to and from work and duty hours.
- D. Salary Increments will be awarded only upon an employee's satisfactory performance during the previous school year. Increments for new employees will be pro-rated.
- E. Custodian I personnel must possess a Black Seal Boiler license. All new personnel are expected to acquire a license by the end of the first year of employment or their classification will revert to Custodian II.
- F. When an employee "off duty" is called in for an emergency or other special assignments, he/she will be assured of a minimum of three (3) hours reimbursement.

