

AGREEMENT
BETWEEN THE
BOARD OF EDUCATION OF MANVILLE,
THE COUNTY OF SOMERSET, NEW JERSEY
AND THE
MANVILLE EDUCATION ASSOCIATION

July 1, 2010
through
June 30, 2013

TABLE OF CONTENTS

ARTICLE

1.	Recognition.....	1
2.	Negotiation Procedure.....	2
3.	Grievance Procedure.....	3
4.	Employee Rights.....	7
5.	Association Rights and Privileges.....	8
6.	Salaries.....	9
7.	School Advisory Council.....	11
8.	District Advisory Council.....	12
9.	Sick Leave.....	13
10.	Temporary Leaves of Absence.....	14
11.	Extended Leaves of Absence.....	15
12.	Sabbatical Leave.....	17
13.	Health Insurance.....	18
14.	Certificated Staff Member Work Year.....	20
15.	Teaching Hours and Teaching Load.....	21
16.	Supervision of Student Teachers.....	22
17.	Certificated Staff Member Evaluation.....	23
18.	Complaint Procedure.....	24
19.	Deduction from Salary.....	25
20.	Professional Development.....	27
21.	Miscellaneous Provisions.....	28
22.	Duration of Agreement.....	30
	Schedule A – Certificated Staff Member Salary Guides.....	31
	Schedule B – Custodial Staff Agreement and Salary Guides.....	34
	Schedule C – Student Body Activities Salary Guides.....	37
	Schedule D – Secretarial Staff Agreement and Salary Guides.....	40
	Schedule E – Instructional Assistants.....	43

ARTICLE 1

RECOGNITION

A. 1. The Manville Board of Education hereby recognizes the Manville Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for the following personnel, whether under contract, on leave, employed or to be employed by the Board including classroom certificated staff, guidance counselors, librarians, reading certificated staff, nurses, advisors, supplemental certificated staff, special certificated staff, speech certificated staff, learning disability specialists, social workers, instructional assistants, I.S.S. Coordinator, psychologists, coaches, as well as the secretarial staff (however, excluding any secretary working in the Offices of the Secretary of the Board of Education and the Superintendent of Schools), clerks, maintenance employees and custodial staff. Specifically excluded from this bargaining unit are any and all employees employed by the Board on a temporary basis, (*i.e.* Leave Replacement Teachers employed less than 90 days, Substitutes, etc.

2. All other school employees not specifically included above are excluded from this bargaining unit; however, should an amendment to this Article be negotiated and/or determined by the Public Employment Relations Commission of New Jersey, it shall immediately be reduced to writing, signed by the Board and the Association, and be adopted by both parties.

B. Unless otherwise indicated, the term “employees,” when used hereinafter in this Agreement, shall refer to both certificated and noncertificated personnel represented by the Association in the negotiating unit as above defined.

ARTICLE 2

NEGOTIATION PROCEDURE

A. The Association agrees that all requests concerning terms and conditions of employment shall be submitted to the Board of Education three (3) weeks prior to the PERC mandated date for the commencement of negotiations of the calendar year preceding the calendar year in which this Agreement expires.

B. The parties agree that collective negotiations shall begin in accordance with PERC rules or on a mutually agreeable date of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all those represented by the Board and the Association, and be adopted by both parties.

C. The Board shall make available to the Association for inspection all public records, public data, and public information of the school district. All requests which will require research on the part of the Board shall be in writing. All requests will be honored by the Board no later than eight (8) working days after receipt of the request.

D. The Board shall provide the Association with a complete tentative line budget for the next fiscal year as soon as possible, but not later than the date when it is submitted to the County Superintendent of Schools.

E. This Agreement shall not be modified in whole or in part by any or either of the parties, except by an instrument in writing duly executed by both parties.

F. The Association agrees that its negotiations committee will reach a mutual agreement with the Board on salary guides before the guides are distributed to their membership for ratification.

ARTICLE 3

GRIEVANCE PROCEDURE

A. This grievance procedure is a means by which an employee or representatives of employees may appeal the interpretation, application, or violation of policies, agreements, and administrative decisions affecting terms and conditions of employment, except:

1. A complaint of nontenure employees which arises by reason of their not being reemployed;
2. A complaint by an employee occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required;
3. Any policy of the Board of Education pertaining to its internal operation;
4. Any matter for which a method of review is prescribed by law;
5. Any rule or regulation of the State Commissioner of Education, but not to the violation, misinterpretation, or misapplication of such a rule or regulation.

A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its occurrence or of when the employee became aware or reasonably should have been aware of its occurrence. All time limits specified are considered maximum; however, they may be extended by mutual agreement in writing.

B. Procedure

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved person 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.

2. 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.

Level One

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

Level Two

If, as a result of discussion, the matter is not resolved to the satisfaction of the employee within seven (7) calendar days, the employee shall set forth the grievance in writing to the principal, specifying:

- a. The name of the grievant or grievants, the specific contract clause or board policy alleged to have been violated, the nature of the grievance and the date it occurred;
- b. The nature and extent of injury, loss or inconvenience;
- c. The results of previous discussions;
- d. The dissatisfaction with decisions previously rendered; and
- e. The relief sought

The principal shall communicate a decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.

Level Three

The employee, no later than seven (7) calendar days after receipt of the principal's decision, may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing reciting the matter submitted to the principal as specified above and the dissatisfaction with the decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible within a period not to exceed ten (10) calendar days. The Superintendent shall communicate a decision in writing to the aggrieved and the principal.

Level Four

If the grievance is not resolved to the employee's satisfaction, the employee not later than seven (7) calendar 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. The Board, or a committee thereof, shall review the grievance and shall (at the option of the Board hold a hearing with the employee) render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or the hearing with the employee, whichever comes later.

Level Five

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

C. The following procedure will be used to secure the services of an arbitrator:

1. A request will be made to the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties shall then be bound by the rules of the PERC.

2. The arbitrator shall be limited to the issues as 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. The recommendations of the arbitrator shall be advisory only. Only the Board and the aggrieved and his/her representatives shall be given copies of the arbitrator's report of findings, reasons, and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

3. The Board shall render its final decision within thirty (30) calendar days after receipt of the arbitrator's recommendation. Copies of said decision shall be forwarded to the aggrieved, his/her representatives, and the Association.

4. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. 1. In the presentation of a grievance, the employee shall have the right to designate any representative or representatives of his/her choosing to appear with or for the employee at any level. However, in the event the Association is not representing the employee, it may be present at all stages of the grievance procedure and may present its views in writing.

2. All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representative.

3. Grievances resulting from actions taken at levels of authority above the building principal and grievances affecting employees in more than one building shall be initiated at Level Three.

4. No reprisals of any kind shall be taken by the Board or any member of the administration against any party in interest, any representative, any member of the Association, or any participant in the grievance procedure by reason of such participation.

5. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

E. The third party recommendation at Level Five on grievances as defined in Paragraph A. above shall have the effect of binding arbitration on both parties to the contract with regard to the interpretation, application, or violation of the Agreement, but not with respect to administrative decisions affecting them.

ARTICLE 4

EMPLOYEE RIGHTS

- A. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- B. Employees shall receive all rights as per State law and present Board policies referring to same will be maintained.
- C. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause. This provision does not apply to the renewal of nontenure contracts.
- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Manville Education Association, Somerset County Education Association, New Jersey Education Association, and the National Education Association shall be permitted to transact any official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, with prior approval of the Superintendent.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, with prior approval of the Superintendent.
- C. The Association shall have in each school building the use of a bulletin board in each faculty lounge, with prior approval of the building principal. If a bulletin board is needed in any faculty lounge, the Association may install one at its own expense. The location of the bulletin board shall be agreed upon by the Association and the building principal.
- D. The Association shall have the right to use school office mailboxes.
- E. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative for those employees listed under Article 1, Recognition.

ARTICLE 6

SALARIES

A. The salaries of all certificated staff covered by this Agreement are set forth in Schedule A which is attached hereto and made a part hereof.

1. Certificated staff employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

2. Salaries shall be paid on the fifteen (15th) and the last calendar day of each month.

3. If the fifteenth (15th) or the last calendar day falls on a Saturday, Sunday, or a holiday, then payday shall be advanced to the last preceding workday for each category of employee.

4. A certificated staff member shall receive the final check on the last working day in June after the completion of all assigned duties.

B. 1. Certificated staff may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. The total accumulated deductions for the academic year, September to June inclusive, may then be paid to the certificated staff member under rules and regulations of the Board in one of the following ways:

a. The final day in June;

b. In one but no more than two installments after the final payday in June but prior to September 1;

c. Upon termination of employment.

2. Certificated staff requesting such deductions shall submit their applications to the Board before July 31 of each year for the following school year.

3. The Board shall have the necessary applications for said deductions available in each school.

C. The Salary Guide and Agreement for the custodial staff are set forth in Schedule B which is attached and made a part hereof.

D. The Salary Guide for Advisors and Coaches for Student Body Activities is set forth in Schedule C which is attached hereto and made a part hereof.

E. The Salary Guide and Agreement for the secretarial staff are set forth in Schedule D which is attached hereto and made a part hereof.

F. The salary guides for Instructional Assistants is set forth in Schedule E which is attached hereto and made a part hereof.

G. Employees shall be reimbursed for the use of their personal automobiles for travel required by the Board of Education outside the school district at the prevailing rate set by the Department of Education.

H. Employees who retire after completing fifteen (15) or more years of service in the district and who immediately qualify for TPAF/PERS benefits shall be eligible to convert unused sick leave to severance pay. The conversion rate shall be one day's pay at the employee's then current rate (1/200th or 1/240th of the annual salary) for each three (3) days of accumulated sick leave. The maximum payout will be thirty-five (35) days per employee. Payment will be made between July 1 and July 15 following retirement, if the employee has notified the Superintendent by November 30 preceding the date of retirement. Notification after the date of November 30 will result in payment being deferred until the second July after retirement. An employee giving notification by November 30 may voluntarily choose to defer payment until no more than twelve months after the first July 15 after retirement. If an employee otherwise meets all requirements of this paragraph but becomes deceased while still employed, said money should go to his or her estate and shall be payable within one year.

I. Certificated staff shall be paid twenty-eight dollars and 50 cents (\$28.50) in for the duration of this Agreement for curriculum work performed after normal school hours or during the summer. Curriculum work done during the normal school day shall not result in additional compensation.

J. The summer school hourly rate shall be twenty-five dollars (\$25).

K. Certificated staff may volunteer to be on a list to cover classes by giving up their prep periods, and shall be paid sixteen dollars and fifty centers (\$16.50) for the duration of this Agreement, and shall be called from the list by rotation.

When a certificated staff member is required to take over an absent certificated staff member's entire class for the full day, the certificated staff member shall be paid the regular substitute teacher rate. If the class is split among more than one certificated staff member, the sub rate shall be split evenly among the certificated staff taking the extra students. If the extra students are kept only for part of the day, the rate shall be prorated.

L. Employees may change their tax shelter deduction twice a year.

M. The Board agrees to reimburse certificated employees for Board approved out of district workshops during the summer months when school is not in session. The aforementioned reimbursement shall be as follows: mileage at the rate set by the Department of Education, \$16.50 per hour plus professional development hours, and for the cost of the workshop. All reimbursements shall be made to the extent permitted by law. These professional development hours shall not be permitted to be utilized for lateral salary guide movement.

ARTICLE 7

SCHOOL ADVISORY COUNCIL

The building principals shall select the members of the School Advisory Council (SAC) from certificated staff member volunteers in each building, and this council may meet at least once a month to review and discuss local school concerns, policies, and practices for the purpose of school improvements. Said Council shall consist of the building principal and at least five (5) building certificated staff and shall present the Council's recommendations when necessary to the District Advisory Council (DAC). In addition, the principal, after consulting with the Association Building Representative, shall select up to two (2) parents of students attending school in that building from volunteers who express interest in serving on the Council.

ARTICLE 8

DISTRICT ADVISORY COUNCIL

A. There shall be established a District Advisory Council. The purpose of the DAC shall be to establish and maintain a district-wide process to improve school programs.

B. The Council's main functions are: 1) to review and to propose district-wide school improvement activities, and to present its recommendations to the Superintendent and the Board for their review and consideration and 2) to establish and maintain a district-wide atmosphere of cooperation and trust among the faculty, administration, and the Board.

C. The Council membership shall consist of: One certificated staff member and the principal of each school building; one special services certificated staff member and one certificated staff member at large; the Superintendent of Schools; the Director of Special Services; and the President of the Manville Education Association. The Board may, at its option, appoint a Board member on an annual basis to be a member of the DAC. Prior to the first meeting of each school year, the Superintendent of Schools and President of the MEA shall determine vacancies and shall solicit from each affected unit to fill such vacancies.

D. The Council shall encourage the initiation of ideas and suggestions for projects by individual certificated staff, departments, grade levels, Association Committees, administrators, board members, students, parents, and other interest parties. Task groups shall be established from time to time to address specific issues defined by the Council. The purpose of the task group is to review and refine issues; evaluate and select alternative courses of action; make recommendations to the full Council, and, if the Council approves the recommendation, assist in the implementation of the recommendations. Council task groups are by design short-term and are to focus on a specific objective.

E. The Council may invite certificated staff, administrators, Board members, professional advisors, students, parents, and other persons to its meetings for consultative purposes.

F. The Council shall establish its own rules of procedure and shall provide for a rotating chairperson who shall be responsible for the arrangement and conduct of the meeting.

G. Meetings will be held once a month during the regular school year. Meetings shall be called on an ad hoc basis during the summer months as necessary. Meetings are to begin at 3:00 p.m. and to end no later than 5:00 p.m. unless extended by consensus. Each meeting shall follow the agenda set forth below: Call to order, acceptance of the minutes, reports from the school advisory councils, reports from the district advisory council task groups, old business, new business, good of the order, adjournment.

ARTICLE 9

SICK LEAVE

A. 1. All ten month employees on the school staff shall be entitled to ten (10) sick leave days each school year, and twelve month employees shall be entitled to twelve (12) days each school year with pay as of the first official day of said school year, whether or not they report for duty on that day. Any of the unused sick leave shall be accumulated from year to year with no maximum limit.

2. Employees who are hired or who terminate employment at times other than the start (July 1 or September 1) or the end (June 30) of the school year shall be granted one (1) sick leave day per month of employment. All days shall be credited as of the first work day.

B. The Board, through administrative channels, reserves the right to have the reason(s) for absence due to illness validated by medical evidence.

C. All employees will be given a written accounting of accumulated sick leave days of each school year. Present district personnel records will stand as the accurate accounting of accumulated sick leave days unless the individual concerned can present validated evidence to the contrary. Employees will be given a written accounting of sick leave days before the last working day in October of each year.

D. The Board will provide payments of \$250 cash, or a U.S. Savings Bond worth \$500 upon redemption, to certificated staff, secretaries and custodians who, over the periods defined below, have perfect attendance. For Instructional Assistants, the payments will be \$50 in cash or a U.S. Savings Bond with \$100 upon redemption. For all ten (10) month employees such as certificated staff and Instructional Assistants, the relevant periods of time will be from September 1 to January 31, and/or from February 1 to June 30. For all twelve (12) month employees such as secretaries and custodians, the periods will be from July 1 to December 31, and from January 1 to June 30. The use of sick leave, personal leave, or any other kind of leave will be considered a break in perfect attendance. The only absences that will not be considered a break in perfect attendance will be professional days for certificated staff when they are outside the district for inservice education, and vacation days for twelve (12) month employees. Payments will be made twice per year, as soon after the end of each half-year period as is practicable. Employees with perfect attendance in both half year periods will be eligible for two (2) payments, one for each period.

ARTICLE 10

TEMPORARY LEAVES OF ABSENCE

A. All employees employed by the Board of Education shall be granted the following temporary leaves of absence per year:

1. Up to five (5) days for death in the immediate family; i.e., grandparents, father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, sister-in-law, or brother-in-law or any member within the immediate household.

2. Up to three (3) days for serious illness in the immediate family; members as listed above

3. Up to a total of three (3) days during the school year for matters of an emergency nature which cannot be handled outside of school. Employees need not state the reason for taking this leave when applying for it, but only that it is being taken to attend a matter that requires the employee's personal and active attention and which cannot be handled outside of the school day. Unused days under this section will be added to the employee's sick leave at the end of the school year.

B. Approval for temporary leave requests under Items 2. and 3. must be received from the Superintendent of Schools, and such approval shall not unreasonably be withheld.

C. All requests for temporary leaves of absence must be presented in writing, through the building principal or immediate supervisor, to the Superintendent of Schools prior to the requested leave, except in time of emergency when the request must then be submitted to the Superintendent no later than three (3) school days after the return from the leave.

D. Employees on a part-time contract shall receive pro-rated benefits.

ARTICLE 11

EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay of up to two (2) years may be granted to any tenured certificated staff member who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange certificated staff member or overseas certificated staff member and is a full-time participant in either of such programs, or accepts a scholarship grant, or for other reasons upon recommendation from the Superintendent.

Applications must be submitted not later than November 1 preceding the commencement of the leave of absence on September 1. The certificated staff member on an extended leave of absence who intends to return to duty must indicate this fact to the Superintendent by January 1 that preceded the September 1 termination date of the leave. Failure to do this shall be taken as an indication that the certificated staff member is not returning to the job.

Upon returning from a leave granted pursuant to Section A, a certificated staff member shall receive full credit on the salary guide for any certificated staff member experience and/or other related experience as may be deemed appropriate by the Superintendent.

B. In accordance with State law, military leave without pay shall be granted to any certificated staff member 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 and three (3) months after recovering from any wound or sickness at time of discharge, providing sufficient medical evidence is supplied.

Upon return from a leave granted pursuant to Section B, each twelve (12) months of honorably discharged military service in the Armed Forces of the United States shall be calculated as one (1) year of teaching experience on the salary guide, with a total of four (4) years of military service as the maximum to be granted.

C. Maternity Leave

1. Maternity leave shall be granted in accordance with applicable statutes.

2. In the event that normal conditions attending upon pregnancy and birth do not prevail, or if the employee requests to return at an earlier date, the leave of absence, if a vacancy exists, may be abridged by the Board of Education upon a formal recommendation of the Superintendent of Schools based upon a certificate from a physician approved by the Board of Education stating that the employee is physically and mentally able to resume her duties. Such physician's certificate may be required of an employee returning from a maternity leave of absence.

3. Any employee adopting a minor child may request a similar leave which shall commence upon his/her receiving de facto custody of said child.

4.a. Any staff member seeking to use sick leave for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least thirty (30) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said staff member proposes to terminate the sick leave. The Board may require as a condition of the staff member's return to service production of a certificate from a physician certifying that the staff member is medically able to resume her duties.

b. The Board shall grant child-rearing leave of absence without pay immediately following the conclusion of sick leave associated with childbirth or commencing on a mutually agreeable date following the birth of the child, to any staff member upon request in accordance with applicable statutes, regulations and State agency decisions. Any employee seeking such leave shall apply in writing to the Superintendent sixty (60) days prior to the commencement of the child-rearing leave. This initial leave shall terminate on either February 1 or September 1 following the birth of the child. Staff may be granted a leave of absence without pay for child-rearing purposes for one (1) full school year (September through August) following the school year in which the initial child-rearing leave occurs, at the discretion of the Board of Education.

c. In the event that a staff member's pregnancy terminated prior to the expiration of the leave which has been granted or prior to the inception of the leave which may have been requested, said staff member may apply for early reinstatement by filing a written request with the Superintendent, accompanied by a physician's certification that she is medically able to resume or continue to perform her duties. The Board shall grant such a request if it has not contractually obligated itself to employ a replacement for the staff member in question during the period for which leave has been originally requested or granted, and if such request can be fulfilled without substantially interfering with the effective administration of the education program to which the staff member in question was assigned and seeks to be reinstated. The Board shall not contractually obligate itself for such a replacement if the leave requested is for a period of sixty (60) days or less.

d. Staff adopting a minor child shall receive similar leave which shall commence upon receiving de facto custody of said child, or earlier if required for adoption. The Board reserves the right to set the term of the leave within reasonable limits in the best interests of the school.

D. Under Sections A., B., and C. all benefits to which an employee was entitled at the time the extended leave of absence commenced, including unused accumulated sick leave, shall be restored to the employee upon his/her return, and said employee shall be assigned within the scope of his/her certification and as close to his/her previous position as possible.

E. Employees on unpaid leave of absence shall not receive benefits while on leave.

ARTICLE 12

SABBATICAL LEAVES

A. The Board of Education may grant, based upon the Superintendent's recommendation, a sabbatical leave of absence for one (1) full year to a certificated staff member for study, including study in another area of specialization, for travel, or for other reasons of value to the school system, subject to the following conditions.

1. The certificated staff member has completed at least seven (7) consecutive full school years of service in the Manville School System and has not received a leave of absence during the seven (7) years of more than five (5) months.

2. If there is a sufficient number of qualified applicants, a sabbatical leave may be granted to two (2) eligible certificated staff in any one (1) school year.

3. Requests for a sabbatical leave must be received by the Superintendent of Schools in writing in such form as may be mutually agreed on by the Association and the Superintendent no later than October 31 and action must be taken on all such requests no later than January 1 of the school year preceding the school year for which the sabbatical leave is requested.

4. A certificated staff member on sabbatical leave shall be paid by the Board fifty percent (50%) of the salary for a full year of the salary that certificated staff member would have received had she/he remained on active duty.

5. The salary paid to a certificated staff member while on sabbatical leave shall be paid in the form of a loan. Said loan shall be considered canceled by the certificated staff member after completion of two (2) years of teaching after the return from sabbatical leave. The form for such loan shall be mutually agreed on by the Association and the Board of Education.

a. A certificated staff member who has completed only one (1) year of teaching after the return from a sabbatical leave shall cancel only one-half (1/2) of the loan.

b. The above provisions shall not apply upon the death or disability of the certificated staff member returning from a sabbatical leave.

6. If a certificated staff member has completed the school year before receiving a sabbatical leave, that certificated staff member shall be given credit for that year and shall be advanced to the next step on the salary guide upon his/her return from the sabbatical leave.

ARTICLE 13

HEALTH INSURANCE

A.1. The Board shall provide health insurance to employees at a benefit level that is equal to or better than the health insurance in effect during the 2010-2011 school year, except as modified herein. The Board shall continue to offer a comprehensive major medical (CMM) plan with no first dollar benefits and the HMO. However, the POS plan shall be the base plan and any employee choosing to remain in the CMM or the HMO shall contribute, in addition to the statutory contribution set forth below, the difference between the employee's chosen plan, and the POS equivalent. This coverage shall apply to all eligible active employees and their dependents subject to the employee contributions as set forth below. Employees must work at least 28 hours per week to be eligible for health insurance.

2. The Board shall provide health insurance coverage to all eligible employees, and employees shall contribute the greater of 1.5% of their base salary, or an amount established by Statute, Code or Regulation, towards the cost of health benefit coverage. This contribution shall be considered separate and apart from an employee's choosing to buy up to either the CMM or HMO plan.

Employees who provide proof of alternative health insurance coverage may waive coverage with the Board in exchange for a waiver payment. The amount of the waiver payment shall be 25% or \$5,000, whichever is less, of the amount saved by the Board. If an employee chooses to waive only a portion of his coverage, *i.e.* waives medical insurance coverage and selects dental coverage, the employee shall be required to contribute the greater amount set by statute, code or regulation or 1.5% of his base salary towards the cost of such coverage. If the amount of employee's 1.5% contribution exceeds the total cost of the selected coverage, *i.e.* the total cost of such dental coverage, the employee's annual contribution shall be reduced and the employee shall only contribute an amount equal to the cost of the selected coverage. Employees who waive only a portion of the Board's health insurance coverage are not entitled to receive any waiver payments. The Board will establish a Section 125 account so that the tax-free status of the health insurance for employees choosing not to waive insurance is not affected.

Where the Board employs two married employees, one of the two must choose either Family or Husband/Wife Coverage. The other employee shall not be permitted to receive a waiver payment.

Effective July 1, 2011, all employees shall be moved into the POS plan. However, any employee electing to remain in the CMM or HMO plan shall have the ability to buy up to said coverage. The cost of such coverage will be the difference between chosen coverage and coordinating level of coverage in the POS plan.

3. The office co-pay for the POS plan shall be \$12.50.

4. The office co-pay for the HMO will be \$12.50 for the primary care physician and \$12.50 for a specialist.

5. The deductible for out-of-network medical services for the POS shall be \$150 (employee) and \$300 (family).

B. The Board's contribution toward the cost of dental coverage shall be up to a maximum of \$400 per employee.

C. The Board will contribute seventy five dollars (\$75) per employee per year toward the cost of a prescription insurance program.

D. The Board will establish an Employee Assistance Plan with the "six (6) session model" at a cost not to exceed \$24.00 per employee per year.

E. All retired employees of the district shall be given the option of purchasing dental insurance through the Board at group rates at no cost to the Board.

ARTICLE 14

CERTIFICATED STAFF MEMBER WORK YEAR

- A. The in-school work year for certificated staff employed on a ten (10) month basis (other than new personnel who may be required to attend three (3) additional days of orientation prior to the start of the school year) shall consist of one (1) orientation day, one hundred eighty (180) student days, and three (3) full inservice days. Teachers shall follow a half day schedule on the day before Thanksgiving and the day prior to Christmas vacation.
- B. The school calendar shall be formulated by the administration and a copy forwarded to the Association. Upon receipt of the school calendar from the Superintendent of Schools, the Association shall have one (1) week to review it and submit any recommendations to the Superintendent.
- C. Certificated staff shall not be required to clock-in and out but will indicate their presence by initialing the sign-in roster.
- D. Certificated staff shall attend no more than two (2) meetings per month beginning fifteen (15) minutes after the end of the school day and lasting no longer than sixty (60) minutes. District meetings will last no longer than sixty (60) minutes past the latest building dismissal time.
- E. Certificated staff will be involved in the scheduling of I&RS meetings. Such meetings will be held within the regular workday. The Board will attempt to use a method including potentially a floating substitute to minimize interrupting preparation periods.
- F. Certificated staff shall be required to return to school for Back-to-School Night and parent conferences. There shall be two (2) night conferences and two (2) afternoon conferences in both the Weston School and the Roosevelt school. The night conferences will be from 6:00 p.m. to 9:00 p.m. Conferences at A.B.I.S. shall be conducted per past practice. The high school will have conference from 6:00 p.m. to 9:00 p.m. two (2) days per year with regular half-day schedules on those days.
- G. The administration will seek to obtain sufficient substitute teachers at the Weston School and at the Roosevelt School to avoid taking preparation periods away from the certificated staff. Prep periods at the high school and the Alexander Batcho Intermediate School will be handled as past practice.
- H. The Board shall maintain for the first day of school in September a half-day schedule for students and a full day schedule for staff.

ARTICLE 15

TEACHING HOURS AND TEACHING LOAD

A. The total regular in-school work day for certificated staff in ABIS and the high school shall be no more than seven (7) hours per day. In the Weston school the total regular in-school work day shall be no more than six (6) hours and forty (40) minutes per day. In the Roosevelt school the total regular in-school work day shall be no more than six (6) hours and forty-five (45) minutes per day. Effective in 2005-06 in the Weston School, the total regular in-school work day shall be no more than six (6) hours and forty-five (45) minutes per day. The additional five (5) minutes shall not affect instructional time.

B. In the elementary schools, certificated staff shall receive a duty-free lunch period that shall be not less than forty minutes per day on a regular school day. The duty-free lunch period for certificated staff in the high school and ABIS shall be thirty (30) minutes on a regular school day. Staff may leave the school grounds during lunch after signing out, and shall sign-in again upon return.

C. Elementary school classroom teachers shall receive not less than forty (40) minutes of preparation time per day, on a regular school day. ABIS and high school teachers shall receive not less than one preparation period per day of not less than forty (40) minutes, on a regular school day.

D. ABIS and high school classroom teachers shall have no more than six assigned periods involving classroom instruction. Such teachers assigned to six periods of classroom instruction shall be assigned to no more than four consecutive periods of instruction, and shall be released from a duty period assignment. Such teachers assigned to six periods of classroom instruction shall receive a stipend of \$3,500 per year. Volunteers shall first be sought to teach a sixth period before any teacher is assigned to a sixth teaching period. No such teacher shall be required to teach a sixth period in successive years.

E. In ABIS, the before school duties will be assigned to two (2) employees per semester, i.e. half of the academic year. The before school duties shall consist of a ten (10) minute block before the start of the teacher day, for the purpose of student supervision and shall be a stipend position compensated at five hundred dollars (\$500.00) per person for each half year position. The position shall be awarded in accordance with the practice of the parties regarding stipended positions. In the absence of applicants for the morning positions, the District has the right to assign this duty.

ARTICLE 16

SUPERVISION OF STUDENT TEACHERS

- A. The following procedures shall govern the supervision of student teachers:
1. No certificated staff member shall have a student teacher under his/her supervision unless said certificated staff member has at least three (3) years of experience.
 2. A certificated staff member shall consider it a professional obligation to serve as a cooperating teacher; however, said certificated staff member shall have the right to refuse said obligation if it proves to be a hardship.
 3. A cooperating teacher shall be provided with released time with pay for attendance at regularly-scheduled orientation and/or evaluation sessions sponsored by a student teacher's college or university, but for not more than one (1) day during the student teacher's practicum.

ARTICLE 17

CERTIFICATED STAFF EVALUATION

- A. Certificated staff evaluation shall be the subject of the study of the District Advisory Council and recommendations based on the study forwarded to the Superintendent of Schools and the Board of Education.

- B. Certificated staff shall be evaluated in accordance with the provision of N.J.A.C. 6:3-4.1 and N.J.A.C. 6:3-4.3.

ARTICLE 18

COMPLAINT PROCEDURE

A. Any complaints regarding a certificated staff member made to any member of the administration by any parent, student, or other person, which do or may influence the evaluation of a certificated staff member shall be processed as follows.

1. The principal or immediate superior shall meet with the certificated staff member to apprise the certificated staff member of the full nature of the complaint and they shall attempt to resolve the matter informally.

ARTICLE 19

DEDUCTION FROM SALARY

A. The Board agrees to deduce from the salaries of its employees (where applicable) dues for the Manville Education Association, Somerset County Education Association, New Jersey Education Association, and the National Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310 Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies shall be transmitted to the New Jersey Education Association office by the fifteenth (15th) day of each month following the monthly pay period in which deductions were made.

1. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice sixty (60) days prior to the effective date of such change.

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

3. The filing of an employee's notice of withdrawal shall be prior to December 1 to become effective to halt deductions as of January 1; it shall be filed prior to June 1 to become effective to halt deductions as of July 1 next succeeding the date on which notice of withdrawal is filed.

B. Representation Fee

1. The Association shall, on or before September 30, deliver to the Board a written statement containing the following:

a. A statement that the Association has determined the amount of representation fee in accordance with the formulated requirements of NJSA 34:13A-5.4.

b. A statement that the Association has established a "demand and return system" in accordance with the requirements of NJSA 34:13A-5.4.

c. A statement establishing the amount of yearly representation fees to be deducted from the salaries of each nonmember. Such representation fee shall be up to eighty-five percent (85%) of the regular membership dues, fees and assessments.

d. A list of all certificated staff who have failed to arrange for and become members of the Association and a request that the representation fee or such nonmembers be deducted in accordance with the Agreement.

2. Beginning with the first full pay period in November, the Board will commence deductions from salaries of such nonmembers as defined in subsection 1.a. above in accordance with Section 3. below of the full amount of the representation fee and will promptly transmit the amount so deducted to the Association.

3. Payroll Deduction Schedule

The Board will deduct the representation fee, in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list, during the remainder of the membership year in question. The deductions will begin with the first paycheck:

a. in November; or

b. thirty (30) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position or was on layoff, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the Association, as nearly as possible, shall be the same as those used for the deduction of regular membership to the Association.

4. On or about September 30th of each year, the Board will submit to the Association a list of all employees eligible for the bargaining unit. The list will include names, job titles, and dates of employment for all such employees.

5. The Association hereby agrees to indemnify, defend, and save harmless the Board from any claim, suit, or action of any nature whatsoever which may be brought at law or equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any employee of any sum of money as a representation fee under the provisions of this Agreement provided the Board has fully complied with the requirements contained herein. In addition, the Board shall be required to make available any and all public records necessary for such defense.

ARTICLE 20

PROFESSIONAL DEVELOPMENT

A. The Board will reimburse any certificated staff member in the school district up to, but not to exceed, \$500 per credit for graduate courses approved in advance by the Superintendent. Such courses shall be in their subject area, and must be successfully completed with a grade of at least a "B" to a maximum of two (2) "B" grades or the equivalent for reimbursement. The certificated staff member must also possess a Permanent Teaching Certificate to be eligible. Courses used for teaching certification will not be eligible for reimbursement.

B. Teachers will be reimbursed for tuition within thirty (30) days after transcripts are submitted to the Superintendent's office.

C. Reimbursement will be made after the certificated staff member submits to the Superintendent a receipted bill and the official transcript or registrar's grade statement covering the courses taken.

D. The Board will reimburse the certificated staff member for the cost of two (2) courses up to six (6) semester hours in any given semester for a maximum of twelve (12) credits taken between July 1 of one year and June 30 of the following year. Credits shall be counted as of the course completion date. The annual maximum expenditure by the Board for tuition reimbursement shall not exceed fifty thousand dollars (\$50,000).

E. Certificated staff on sabbatical leave shall be eligible for reimbursement under this Article in accordance with the same criteria and procedures that apply to all other certificated staff, except that they shall receive all payments due them in the October following their return to the district, provided they are still members of the Manville staff on September 30.

F. Certificated staff shall be paid to attend inservice programs outside the regular work year at seventy-five (75%) percent of the rate for curriculum work. Alternatively, teachers may choose to receive credit on the salary guide for approved inservice courses. One (1) credit on the guide shall be granted for each fifteen (15) hours of participation on-site (i.e. not including homework or self-study) in an approved inservice activity. Inservice activity during the school day during regular work hours is excluded.

G. Mentors for beginning teachers will have a minimum of three years experience.

ARTICLE 21

MISCELLANEOUS PROVISIONS

A. This Agreement shall be honored by the Board of Education and the Manville Education Association for its duration.

B. If any provision of this Agreement or any application of it to any employee or group of employees is held to be contrary to the 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. The Board and the Association agree that the provisions of this Agreement shall not violate the provisions of N.J.S.A. 10:5.1, the New Jersey “Law against Discrimination”, including all of its constituent parts.

D. Any employee contract between the Board and an 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.

E. The Board retains all of its responsibility and authority to direct and manage the public schools under applicable laws and regulations, subject only to the limitations imposed by the language of this Agreement, including the duties:

1. to direct employees of the school district, and
2. to hire, promote, transfer, assign and retain employees in positions within the school district; and for just cause to suspend, demote, discharge, or take other disciplinary action against employees.

It is understood that employees shall continue to serve under the direction of the Superintendent of Schools and in accordance with the Board and administrative policies, rules and regulations, including those which may not be covered by this Agreement.

F. Certificated staff will be required to give the necessary time as individuals or as members of committees to take part in the periodic evaluation by the State Department of Education and/or such evaluations as established by the State Board of Education.

G. Copies of this Agreement shall be duplicated at the expense of both parties thirty (30) days after the Agreement is signed. A copy shall be presented to all employees now employed or hereafter employed by the Board.

H. 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 shall do so by written notice at the following addresses:

1. If by Association, to the Board of Education at 410 Brooks Boulevard, Manville, N.J. 08835.

2. If by Board, to the Manville Education Association President at the President's school address, Manville, N.J. 08835.

ARTICLE 22

DURATION OF THE AGREEMENT

A. This Agreement shall be effective as of July 1, 2010, and shall continue in effect until June 30, 2013. Negotiations for a successor agreement will commence as set forth in Article 2.

B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended by mutual agreement in writing.

C. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, all on this _____ day of _____, 2011.

MANVILLE BOARD OF EDUCATION

MANVILLE EDUCATION
ASSOCIATION

by _____

by _____

President

President

By _____

by _____

Secretary

Vice-President/Chief Negotiator

SCHEDULE A – CERTIFICATED STAFF MEMBER SALARY GUIDES

2010-2011

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PH.D.
1	45,930	46,580	47,230	48,530	49,830	51,130	52,430
2 to 3	46,380	47,030	47,680	48,980	50,280	51,580	52,880
4 to 5	46,830	47,480	48,130	49,430	50,730	52,030	53,330
6	47,280	47,930	48,580	49,880	51,180	52,480	53,780
7	49,040	49,690	50,340	51,640	52,940	54,240	55,540
8	50,430	51,080	51,730	53,030	54,330	55,630	56,930
9	52,440	53,090	53,740	55,040	56,340	57,640	58,940
10	54,565	55,215	55,865	57,165	58,465	59,765	61,065
11	56,790	57,440	58,090	59,390	60,690	61,990	63,290
12	59,115	59,765	60,415	61,715	63,016	64,315	65,615
13	61,540	62,190	62,840	64,140	65,440	66,740	68,040
14	64,165	64,815	65,465	66,765	68,065	69,365	70,665
15	66,990	67,640	68,290	69,590	70,890	72,190	73,490
16	70,015	70,665	71,315	72,615	73,915	75,215	76,515
17	73,240	73,890	74,540	75,840	77,140	78,440	79,740
25	73,645	74,295	74,945	76,245	77,545	78,845	80,145
30	74,100	74,750	75,400	76,700	78,000	79,300	80,600
35	74,555	75,205	75,855	77,155	78,455	79,755	81,055

All Certificated Staff Members Remain on the Same Step as in the Prior Year.

2011-2012

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PH.D.
1	47,107	47,757	48,407	49,707	51,007	52,307	53,607
2 to 3	47,557	48,207	48,857	50,157	51,457	52,757	54,057
4 to 5	48,007	48,657	49,307	50,607	51,907	53,207	54,507
6	48,457	49,107	49,757	51,057	52,357	53,657	54,957
7	50,217	50,867	51,817	52,817	54,117	55,417	56,717
8	51,607	52,257	52,907	54,207	55,507	56,807	58,107
9	53,617	54,267	54,917	56,217	57,517	58,817	60,117
10	55,742	56,392	57,042	58,342	59,642	60,942	62,242
11	57,967	58,617	59,267	60,567	61,867	63,167	64,467
12	60,292	60,942	61,592	62,892	64,193	65,492	66,792
13	62,717	63,367	64,017	65,317	66,617	67,917	69,217
14	65,342	65,992	66,642	67,942	69,242	70,542	71,842
15	68,167	68,817	69,467	70,767	72,067	73,367	74,667
16	71,192	71,842	72,492	73,792	75,092	76,392	77,692
17	74,417	75,067	75,717	77,017	78,317	79,617	80,917
25	74,822	75,436	76,122	77,422	78,722	80,022	81,322
30	75,277	75,927	76,577	77,877	79,177	80,477	81,777
35	75,732	76,382	77,032	78,332	79,632	80,932	82,232

All Certificated Staff Members Remain on the Same Step as in the Prior Year.

2012-2013

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PH.D.
1	48,307	48,957	49,607	50,907	52,207	53,507	54,807
2 to 3	48,757	49,407	50,057	51,357	52,657	53,957	55,257
4 to 5	49,207	49,857	50,507	51,807	53,107	54,407	55,707
6	49,657	50,307	50,957	52,257	53,557	54,857	56,157
7	51,417	52,067	53,017	54,017	55,317	56,617	57,917
8	52,807	53,457	54,107	55,407	56,707	58,007	59,307
9	54,817	55,467	56,117	57,417	58,717	60,017	61,317
10	56,942	57,592	58,242	59,542	60,842	62,142	63,442
11	59,167	59,817	60,467	61,767	63,067	64,367	65,667
12	61,492	62,142	62,792	64,092	65,393	66,692	67,992
13	63,917	64,567	65,217	66,517	67,817	69,117	70,417
14	66,542	67,192	67,842	69,142	70,442	71,742	73,042
15	69,367	70,017	70,667	71,967	73,267	74,567	75,867
16	72,392	73,042	73,692	74,992	76,292	77,592	78,892
17	75,617	76,267	76,917	78,217	79,517	80,817	82,117
25	76,022	76,636	77,322	78,622	79,922	81,222	82,522
30	76,477	77,127	77,777	79,077	80,377	81,677	82,977
35	76,932	77,582	78,232	79,532	80,832	82,132	83,432

All Certificated Staff Members Remain on the Same Step as in the Prior Year.

SCHEDULE B

CUSTODIAN STAFF SALARY GUIDE AND AGREEMENT

A. The following paid holidays shall be granted to the custodial staff when school is closed;

- New Years Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day before Christmas
- Day after Christmas
- Day before New Year's Day

B. The following paid vacation schedule shall apply to the custodial staff

- After 1 year of employment – 1 week
- After 2 years of employment – 2 weeks
- After 10 years of employment – 3 weeks
- After 11 years of employment – 16 days
- After 12 years of employment – 17 days
- After 13 years of employment – 18 days
- After 14 years of employment – 19 days
- After 15 years of employment – 20 days

C. 1. Uniforms are to be worn at all times except when painting or doing other jobs which might damage or dirty them beyond repair or cleaning. Uniforms are to be kept neat and clean with shirt tails worn inside the trousers.

2. There shall be an annual allowance of \$100.00 per custodian for uniforms and shoes. Raingear will be purchased by the District and shall remain in the District.

D. 1. Time-and-one-half (1-1/2) shall be paid for all overtime above and beyond eight (8) working hours per day.

2. Any custodian working twelve (12) or more hours in any one (1) day shall be compensated \$5.00 for meals.

3. The Board of Education shall make every effort to equally distribute overtime to all qualified custodial staff.

4. Upon emergency call-in for duty, the custodial staff shall be guaranteed a minimum of two (2) hours overtime.

E. One employee shall be required to work "Security Shift" on a rotation basis. The employee assigned to work the "Security Shift" will receive an additional eight (8) hours pay for the responsibility of carrying the beeper. If required to come back to school, paragraph D.4. shall apply.

The security shift employee shall be responsible for call-in during the hours there is no black seal operator in the building. The security shift employee shall carry a beeper and answer all calls.

F. Custodial staff, other than Category B, who are assigned to work nights for more than one (1) week continuously shall receive a differential of twenty cents (\$.20) per hour beginning with the second week and every other week thereafter.

G. Employees will be paid on the same day as certificated staff in December.

H. New employees shall serve a probationary period of one hundred twenty (120) days.

I. Custodial staff will receive a longevity provision of \$300 per year after twenty-five (25) years.

Custodial Salary Guide

2010-2011

<u>Step</u>	<u>Category B</u>	<u>Category A</u>	<u>Maintenance</u>
1	36,797	37,858	39,867
2	38,058	39,119	41,128
3	39,363	40,424	42,433
4	40,713	41,774	43,783
5	41,111	43,172	45,181
6	43,558	44,619	46,628
7	45,055	46,116	48,125
8	46,605	47,666	49,675

2011-2012

<u>Step</u>	<u>Category B</u>	<u>Category A</u>	<u>Maintenance</u>
1	37,588	38,649	40,658
2	38,849	39,910	41,919
3	40,154	41,215	43,224
4	41,504	42,565	44,574
5	41,902	43,963	45,972
6	44,349	45,410	47,419
7	45,846	46,907	48,916
8	47,396	48,457	50,466

2012-2013

<u>Step</u>	<u>Category B</u>	<u>Category A</u>	<u>Maintenance</u>
1	38,447	39,508	41,517
2	39,708	40,769	42,778
3	41,013	42,074	44,083
4	42,363	43,424	45,433
5	42,761	44,822	46,831
6	45,208	46,269	48,278
7	46,705	47,766	49,775
8	48,255	49,316	51,325

SCHEDULE C

STUDENT BODY ACTIVITIES SALARY GUIDE

A. ADVISORS

<u>GROUP 1 (3800)</u>	2010-2013
Student Council Advisor (9-12)	3800
Senior Class Advisor	3800
Marching Band Director	6000
Yearbook Advisor (9-12)	3800
Dramatics Coach **	3800
Audio Visual Aids Coordinator	3800
Student Activities Treasurer	5300
<u>GROUP 2 (3305)</u>	
Junior Class Advisor	3305
Newspaper – (9-12)***	3305
<u>GROUP 3 (2875)</u>	
Drill Team/Color Guard Advisor	2875
FBLA Advisor	2875
Honor Club Advisor	2875
KEY Club Advisor	2875
<u>GROUP 4 (1980)</u>	
Student Council Advisor (6-8)	1980
Sophomore Class Advisor	1980
Freshman Class Advisor	1980
Color Guard Aide	1980
Drama Assistant	1980
Assistant Band Instructor	1980
Stage Craft Advisor	1980
Robotics Team	1980
Academically Gifted Program	1980
<u>GROUP 5 (1570)</u>	
8 th Grade Class Advisor	1570
Floating Club – Roosevelt (2 Advisors)	1570
Stage Band Advisor	1570
Set Designer Advisor	1570
Summer Band Camp Director	1570
Yearbook Advisor (6-8)	1570
Newspaper Advisor (6-8)	1570
Robotics (2 Advisors)	1570
Girls on the Run Advisor (Roosevelt)	1570

Girls on Track (6-8) (2 Advisors)	1570
<u>GROUP 6 (1200)</u>	
Math Club (ABIS) (3 Advisors)	1200
Newspaper Club (Roosevelt)	1200
Band Club (Roosevelt)	1200
Beginner Band Club (Roosevelt)	1200
Literacy Club (Weston) (4 Advisors)	1200
3 rd Grade Drama Club (Weston) (2 Advisors)	1200
After School Band Club (ABIS)	1200
Art Club (MHS)	1200
Volleyball Club (MHS)	1200
Technology Club (MHS)	1200
<u>GROUP 7 (800)</u>	
Technical (Drama)	800
Ten Arts Coordinator	800
French Club (MHS)	800

** Minimum of 2 plays/year.

*** Minimum of 4 newspaper editions per year.

C. COACHES

<u>Sport</u>	<u>Position</u>	<u>2010-2013</u>
<u>Football</u>	- Head Coach	8507
	- Assistant Coach	5545
	- Assistant Coach	5545
	- Assistant Coach	5545
	- Assistant Coach	5545
<u>Basketball</u>	- Boys Head Coach	7730
	- Assistant	5390
	- Girls Head Coach	7730
	- Assistant	5390
<u>Wrestling</u>	- Head Coach	7730
	- Assistant	5390
	- 7/8 Grade	3437
<u>Baseball</u>	- Head Coach	7179
	- Assistant	5241
<u>Softball</u>	- Head Coach	7179
	- Assistant	5241

<u>Track</u>	- Head Coach	7179
	- Assistant	5241
<u>Cross Country</u>	- Head Coach	5899
<u>Soccer</u>	- Boys Head Coach	6420
	- Assistant	4256
	- Girls Head Coach	6420
	- Assistant	4256
<u>Basketball</u>	- 7/8 Grade Boys Coach	3358
	- 7/8 Grade Girls Coach	3358
	- 7/8 Grade Coordinator	1120
<u>Cheerleading</u>	- Head Coach	4462
	- Assistant	4462
	- ABIS	2176

The Board may eliminate any of the above advisor/coaching positions or create any additional advisor/coaching positions as it so deems necessary.

The Board and the Association will mutually develop an evaluation procedure for extracurricular and curricular positions, encompassing one page.

Employees returning to the same position shall receive no less than they received in the preceding year.

SCHEDULE D

SECRETARIAL STAFF SALARY GUIDE AND AGREEMENT

A. Members of the secretarial staff shall receive the benefits of tenure upon the receipt of the fourth contract and the required days worked as approved by the Board.

B. The secretarial staff shall receive the following paid holidays when school is closed:

- New Year's Day
- Day before and Day after New Year's Day
- Martin Luther King's Birthday
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Easter Monday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day and Day after
- Christmas Day
- The day before and the day after Christmas

Secretaries shall receive the same holidays during the Christmas break as certificated staff.

C. Secretaries shall work thirty-seven and one-half (37-1/2) hours per week. The hours of work may be set up by the immediate supervisor and employee as best meets the needs of the school or area of work. Copies of the working hours of all secretarial employees must be filed with the Superintendent of Schools.

D. 1. All secretaries employed by the Board shall be paid in accordance with the proper step of the salary guide in effect at the time of employment.

2. In the event of a vacancy, any secretary presently employed may be given consideration in filling said vacancy.

3. An employee entering the system for the first time shall not be paid on a higher step on the guide in effect than one already employed with the like experience and qualifications.

E. The following paid vacation schedule shall apply to the secretarial staff:

- After 1 year of employment - 1 week
- After 2 years of employment - 2 weeks
- After 10 years of employment - 3 weeks
- After 11 years of employment - 16 days
- After 12 years of employment - 17 days
- After 13 years of employment - 18 days
- After 14 years of employment - 19 days
- After 15 years of employment - 20 days

F. Employees will be paid on the same days as certificated staff in December.

G. Secretaries will be released from duty whenever certificated staff are released from duty for the NJEA Convention.

1. Salary Guide Effective 2010-2011

<u>Step</u>	<u>Salary</u>
1	38,147
2	39,271
3-4	40,396
5	41,520
6	42,644
7	43,768
8	44,892
8A	45,925

2. Salary Guide Effective 2011-2012

<u>Step</u>	<u>Salary</u>
1	39,065
2	40,189
3-4	41,314
5	42,438
6	43,562
7	44,686
8	45,810
8A	46,843

3. Salary Guide Effective 2012-2013

<u>Step</u>	<u>Salary</u>
1	40,002
2	41,126
3-4	42,251
5	43,375
6	44,499
7	45,623
8	46,747
8A	47,780

H. Reductions in force and recall from RIF shall be by seniority.

I. Secretarial staff will receive a longevity provision of \$300 per year after twenty-five (25) years.

SCHEDULE E

INSTRUCTIONAL ASSISTANTS SALARY GUIDES

Step	2010-2011	2011-2012	2012-2013
1	22,071	22,512	22,963
2	23,029	23,490	23,959

The C-Print Captionist shall receive an additional payment of \$1.50 per hour for services requiring that skill.

Reductions in force and recall from RIF shall be by seniority.

All full time Instructional Assistants shall be salaried and receive equal paychecks based on annualized pay of their hourly rate. Full time Instructional Assistants will not be required to file time sheets.