

AGREEMENT

between

**BOARD OF EDUCATION OF
THE TOWN OF SECAUCUS**

and

SECAUCUS EDUCATION ASSOCIATION

for

JULY 1, 2014 – JUNE 30, 2017

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PREAMBLE

In order to effectuate the provision of Section 19 of Article 1 of the Constitution of the State of New Jersey and Chapter 123 P.L. of 1975, this Agreement is made and entered into by and between the Board of Education of the Town of Secaucus, County of Hudson, State of New Jersey, (hereinafter referred to as the "BOARD") and the Secaucus Education Association, Inc. (hereinafter referred to as "TEACHERS" or, as the case may be, "NON-CERTIFIED EMPLOYEES", or collectively, the "SEA" or "ASSOCIATION").

ARTICLE I

RECOGNITION OF TEACHERS AND NON-CERTIFIED EMPLOYEES

A. 1. The BOARD hereby recognizes the SEA as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and non-certified personnel, whether under contract, on leave, employed, or to be employed by the BOARD, including:

- a) Teachers
- b) Nurses
- c) Media Specialists
- d) School Counselors
- e) Learning Disabilities Teacher Consultants
- f) Social Workers
- g) School Psychologists
- h) Teacher Coaches – Literacy & Mathematics
- i) Coordinators
- j) Athletic Trainer

- k) Speech Correction/Language Specialist
- l) Coordinator Substance Abuse
- m) Secretaries
- n) Custodial Staff
- o) Head Building Custodian
- p) Night Supervisor
- q) District Wide Maintenance Staff

but excluding:

- a) Superintendent
- b) Assistant Superintendent
- c) Principals
- d) Assistant Principals
- e) Vice Principals
- f) Directors
- g) Administrative Assistant to the Superintendent for Special Services
- h) Department Supervisors
- i) School Business Administrator
- j) Staff Accountant
- k) Human Resources Specialist

B. Unless otherwise indicated, the term "TEACHERS" when used hereinafter in this Agreement shall refer to all professional certified employees represented by the SEA in the negotiating unit above defined.

C. Unless otherwise indicated, the term "NON-CERTIFIED EMPLOYEES" when used hereinafter in this Agreement shall refer to all employees represented by the SEA listed in Article I, Paragraph A (m) through A (q). It is understood that the BOARD'S position is reserved namely, that regardless of job title, the confidential secretary to the Superintendent of Schools and to the Secretary of the BOARD and Secretary to the Assistant Superintendent of Schools are management and are not represented by the ASSOCIATION, and this Agreement does not recognize their right to membership in the ASSOCIATION or the ASSOCIATION'S right to represent them.

D. The term "EMPLOYEE" shall refer to all persons represented and recognized under this Agreement.

ARTICLE II

DURATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

A. This Agreement shall be effective as of July 1, 2014 and shall continue until June 30, 2017.

B. The Parties agree to initiate negotiations over a successor agreement in accordance with the procedures set forth in Article III.

C. In the event that the BOARD shall establish an accredited summer school, the working conditions and compensation shall be negotiated with TEACHERS.

D. In the event that the BOARD wishes to engage in any new programs that affect changes in working conditions, the BOARD shall negotiate with EMPLOYEES regarding such changes in working conditions or compensation.

ARTICLE III

NEGOTIATION PROCEDURE

A. The Parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws, 1975, in a good faith effort to reach agreement on all matters concerning the terms and conditions of TEACHERS' employment. Such negotiations shall begin in accordance with procedures set forth by P.E.R.C. Any agreement so negotiated shall apply to all TEACHERS, and to all NON-CERTIFIED EMPLOYEES, be reduced to writing, be signed by the BOARD and the ASSOCIATION, and be adopted by all Parties.

B. During negotiations, the BOARD and the ASSOCIATION shall present relevant data, exchange points of view, and make proposals and counter proposals. The BOARD shall make available to the ASSOCIATION for inspection all pertinent records, data and information of the Secaucus School District (hereinafter referred to as the "District").

Each year, no later than three (3) months before the school election, the BOARD shall make available to the ASSOCIATION, preliminary budget proposals, requirements, and allocations.

C. Neither party in any negotiations shall have any control of the selection of the negotiating representatives of the other party. The Parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.

D. Representatives of the BOARD and the ASSOCIATION negotiating committee may meet at least once every two (2) months at either party's request for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the

other at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss. Should a mutually acceptable amendment to the Agreement be negotiated by the Parties, it shall be reduced to writing, be signed by the BOARD and the ASSOCIATION, and be adopted by all Parties.

E. Negotiation procedures shall not be modified in whole or in part by the Parties except by an instrument in writing, duly executed by all Parties.

F. In the event the BOARD wishes to engage in any new programs that affect changes in working conditions, or that require additional compensation, the BOARD shall negotiate with the ASSOCIATION regarding such changes.

ARTICLE IV

GRIEVANCE PROCEDURE

A. **DEFINITION:**

1. A "Grievance" shall mean a complaint by an EMPLOYEE or group of EMPLOYEES that there has been as to him, her, or them an event or condition which is a misinterpretation, misapplication, or a violation of this Agreement or of any established BOARD policy affecting terms and conditions of employment or of any administrative regulation affecting terms and conditions of employment. A grievance to be considered under this procedure must be initiated by the grievant within twenty (20) school days of the time that the grievant knows or should be reasonably expected to know of its occurrence. Excluded from this definition of "grievance" are those matters, which relate to the failure to retain a non-tenure teacher.

2. As used in the above definition, the term "group of EMPLOYEES" shall mean a group of EMPLOYEES having a common grievance.

3. A "grievant" is the person or persons making the claim.

B. PROCEDURES:

1. INDIVIDUAL GRIEVANCE:

a) Any employee who has a grievance with his principal or immediate supervisor shall notify the principal or immediate superior within ten (10) school days of the event or action, which the employee alleges to have caused the grievance, or within twenty (20) school days of when he/she would reasonably be expected to know of its occurrence.

b) If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within two (2) school days of such discussion, the grievant shall set forth the grievance in writing and on the form annexed as Appendix to this Agreement, and shall submit same to the principal or immediate superior within ten (10) school days of such discussion.

c) The principal or other superior shall communicate his/her decision to the grievant and the ASSOCIATION in writing within five (5) school days after the receipt of such decision.

d) If such decision is not satisfactory to the grievant, he/she shall present his/her claim in writing to the Superintendent of Schools within five (5) school days after the receipt of such decision.

e) The Superintendent shall meet with the grievant and a representative of the ASSOCIATION within ten (10) school days after receipt of the written grievance.

f) The Superintendent shall communicate his/her decision in writing, along with supporting reasons, to the grievant and the ASSOCIATION within ten (10) school

days after the meeting, and a copy shall be submitted to the principal or other superior concerned.

g) If the decision of the Superintendent is not satisfactory to the grievant and the ASSOCIATION, the grievance shall be submitted to the BOARD no later than seven (7) school days after the receipt of the Superintendent's decision.

h) The BOARD, or a committee of the BOARD consisting of no less than four (4) members, shall meet with the grievant and a representative of the ASSOCIATION within twelve (12) school days after receipt of the written grievance.

i) The BOARD shall communicate its decision in writing, along with supporting reasons, within twenty (20) school days after the meeting described in Paragraph h of this section, to the grievant and the ASSOCIATION, and a copy shall be submitted to the principal or other superior concerned.

j) If the decision of the BOARD is not satisfactory to the grievant, the grievant shall have the right to request the matter be submitted to arbitration. The BOARD and the ASSOCIATION shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the Parties are unable to agree upon an arbitrator, or to obtain such a commitment within five (5) school days, a request for a list of arbitrators may be made to P.E.R.C. by either party. The Parties shall then be bound by the rules and procedures of P.E.R.C. in the selection of an arbitrator.

k) The arbitrator's decision shall be in writing and shall set forth his or her findings of facts, reasonings, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act, prohibited by law, or which is violative of the terms of this Agreement. The decision of the

arbitrator shall be submitted in writing to the BOARD and the ASSOCIATION and shall be final and binding on all Parties.

l) The costs for the services of an 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.

m) Pending final determination of the grievance, nothing in this Article in any way shall serve to eliminate the responsibility of any EMPLOYEE, including the grievant, to observe all assignments and applicable rules and regulations of the BOARD.

n) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Time periods contained in the grievance procedure may be extended by mutual agreement of the Parties in writing.

2. **GROUP GRIEVANCE:**

a) A group grievance follows the same basic procedure. However, if a group grievance involves the personnel of more than one school, the grievance shall be instituted at the Superintendent's level.

b) A grievance based upon action of the Superintendent or the BOARD shall be initiated at the Superintendent's level.

c) Members of the BOARD and those administrators and supervisors involved in or affected by the action complained of shall be deemed persons having a direct interest in the arbitration for the purpose of attendance at any hearing held under the grievance procedure.

3. **MISCELLANEOUS:**

a) In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter is practicable.

ARTICLE V

RIGHTS AND PRIVILEGES

A. TEACHERS AND NON-CERTIFIED EMPLOYEES:

1. The BOARD agrees to make available to the ASSOCIATION in response to reasonable requests from time to time, all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, tentative budgetary requirements, agenda and minutes of all BOARD meetings, census data, names and addresses of all teachers, together with information which may be necessary for the ASSOCIATION to process any grievance or complaint.

2. The information developed by the BOARD or the ASSOCIATION respectively for their own use in the prosecution or refutation of the grievance or complaint shall not be available to the other party unless waiver of this provision is mutually agreed upon by all Parties.

3. The ASSOCIATION shall have the privilege to use school facilities and equipment, including typewriters, mimeographing machines, other duplication equipment, calculating machines, computers and related peripherals, copy machines and all types of

audiovisual equipment, other than during school hours, providing same are not in use. The ASSOCIATION shall pay for the reasonable cost of all materials and supplies incidental to such use and also be responsible for the care and/or return of such equipment.

4. The ASSOCIATION shall have, in each school building, the use of a bulletin board in each faculty lounge or TEACHERS' room.

5. The ASSOCIATION shall have the privilege of using the interschool mail and interschool telephone facilities and school mailboxes and computers as it deems necessary and without the approval of building principals or other members of the administration for official ASSOCIATION business.

6. The BOARD shall grant, with pay, reasonable time necessary for the President of the SEA or his/her designated representative, to attend N.J.E.A. sponsored meetings which are held during normal school hours.

7. The President of the SEA shall have the right to leave his or her building immediately upon the regular dismissal of his or her students for the purpose of attending to SEA business. He/she shall notify the school office prior to leaving the building.

B. BOARD:

The BOARD, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including all laws, rules and regulations of the State Department of Education and the Commissioner of Education of the State of New Jersey and the provisions of this Agreement shall be construed in the light of the management prerogatives vested in the BOARD by the foregoing legal authorities.

C. POSITION OPENINGS:

All openings including promotions, vacancies, and newly created positions shall be made known to the ASSOCIATION in writing by the Superintendent of Schools.

ARTICLE VI

IN-SCHOOL TEACHER DAY

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" register. Any teacher arriving for duty after the in-school teacher day begins shall file a late report in the building office and shall indicate time of arrival in the sign-in register. The "check mark" procedure shall be observed each time a teacher leaves or returns to his or her building.

B. The in-school teacher day shall begin seven (7) minutes before the student day begins and end no later than seven (7) minutes after the student day closes except those days when students are dismissed earlier than the normal closing time, specifically to enable teachers to participate in some professional development activity. On the last day of the school week, teachers will be dismissed with the students.

C. Except as clarified in Article VI (2) d, e, and f, the in-school teacher day shall not exceed seven (7) hours, including all assignments and a duty-free lunch period as follows:

1. ELEMENTARY SCHOOLS:

A fifty (50) minute duty free lunch period shall be provided for all teachers concurrent with the students' lunch periods, provided, however, that any teacher serving as Lunch Hour Supervisor on a half-time basis shall be entitled to a duty-free lunch period for

one-half of the lunch period. Any teacher serving as Lunch Hour Supervisor on a half period basis shall be entitled to a duty-free lunch period for one-half of the lunch period.

2. **SECAUCUS HIGH SCHOOL/SECAUCUS MIDDLE SCHOOL:**

a) A forty-two (42) minute duty free lunch period shall be provided for all teachers no earlier than 10:40 a.m. and no later than 12:10 p.m. "Lunch Period" means a single uninterrupted period of forty-two (42) consecutive minutes.

b) If, on a given day, an administrator is unable to secure aides or other appropriate persons to supervise during the lunch period, and if, on such day the administrator has exhausted all possible alternatives in the given situation, the administrator shall direct a teacher to assume such duties, according to the following procedures:

c) Teachers shall be assigned within their own building on a rotating basis, and no teacher shall serve more than one (1) day at a time. Except as expressly provided otherwise hereinabove, nothing in this provision shall be construed as a forfeiture of the duty-free lunch period.

d) In order to fulfill the requirements of the educational program for multiply disabled children, their teachers shall supervise the lunch period, and the after lunch recreation period for their students, with a teacher aide, or aides, provided at the discretion of the Superintendent of Schools. Teachers' lunch may be outside the lunch period set forth in C.2.a above. Teachers of these classes will be relieved from classroom duty for fifteen (15) consecutive minutes, at a reasonable time, during each day to attend to personal needs.

e) Media Specialists at Secaucus high school and middle school shall not be required to work more than a seven (7) hour day which shall include a forty-two (42) minute duty-free lunch period. However, the Media Specialist's day will not necessarily be

concurrent with the teachers' day. Media Specialists may be required to begin the workday not more than fifteen (15) minutes before the teacher day or end the workday no later than one (1) hour after the dismissal of the last class. Media Specialists shall be permitted to attend all ASSOCIATION meetings.

f) Teachers may be required to remain after the regular work day without additional compensation for the purpose of attending building, faculty or other professional meetings. Except in cases of an emergency, these meetings shall include the following:

1. Fifteen (15) faculty meetings per year.
2. Parent/Faculty conferences.
3. Ten (10) committee or departmental meetings per year held after the normal school day.
4. Teachers shall be required to attend no more than one (1) back-to-school night and one (1) evening parent conference per school year. Shared time teacher shall be assigned at the discretion of the principals.

g) Effective on July 1, 2014, there shall be one (1) full professional development day. The agenda shall be determined by the Superintendent in consultation with the SCIP in each school.

h) TUTORIAL TIME:

One day per week, teachers shall be required to provide a thirty (30) minute block of time for the purpose of providing extra help for their students.

This time shall be scheduled by the teacher either thirty (30) minutes before the start of the students' day or thirty (30) minutes at the end of the students' day. The time and the day shall be at the discretion of the teacher.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. Every reasonable effort will be made to assure that the daily teaching load in the high school and middle school will not exceed five (5) teaching periods per day. In the event it becomes necessary to assign six (6) teaching periods to any teacher, he or she shall not be assigned a duty period nor a homeroom.

B. Middle and high school teachers shall not be required to teach more than four (4) consecutive periods, nor more than two (2) consecutive classes when double periods are used, unless by mutual agreement between the teacher and the administration.

C. Middle and high school teachers shall not be required to teach more than two (2) department areas, nor have more than a total of three (3) teaching preparations, unless by mutual agreement between the teacher and the administration.

D. Middle and high school teachers shall not be required to change subject area teaching stations more than three (3) times during the school day unless by mutual agreement between the teacher and the administration. "Period" means a regular single period as determined by the school schedule.

E. Family Consumer Science teachers shall be permitted to purchase materials during their preparation period.

F. In consideration of restructuring the school day to a "9 Period Rotational" schedule at the high school and middle school levels, the following will be in effect;

1. Each period shall be no longer than forty-two (42) minutes.
2. Preparation Time. High school and middle school teachers shall be assigned one (1) preparation period per day. Each preparation period shall be forty-two (42) minutes in duration.
3. Lunch Period. High school and middle school teachers shall be provided with a forty-two (42) minute duty-free lunch period each day.
4. Duty Period. High school and middle school teachers shall be assigned no more than five (5) pupil contact duty periods each week. Each pupil contact duty period shall be forty-two (42) minutes in duration.

G. All elementary school teachers shall be provided with at least one (1) preparation period per day.

H. All teachers are required to maintain a web page for their class and/or subject matter taught. The page will be on a website as provided by the BOARD. Each teacher's web page will include the following items:

1. Classroom procedures and requirements
2. Daily homework assignments
3. Tutorial time and day
4. Project due dates

I. Any teacher assigned/required to cover a class during their only preparation period for the day shall be compensated Thirty-Five Dollars (\$35), except as listed below.

1. Teachers required to attend I&RS, IEP, and 504 meetings during their preparation period shall not be compensated until after the sixth (6th) missed preparation period.

2. Teachers required to attend I&RS, IEP, and 504 meetings during their preparation period of less than ten (10) minutes in duration shall not be compensated.

J. Elementary Teachers who must take in another class will be compensated Thirty-Five Dollars (\$35) for the day.

K. Any Guidance Counselor assigned/required to cover shall be compensated Thirty-Five Dollars (\$35).

L. Accurate record keeping of said coverage is the responsibility of both the building principal and the teacher.

ARTICLE VIII

IN-SCHOOL WORK YEAR – TEACHERS

A. The in-school work year of teachers employed on a ten (10) month basis shall not exceed one hundred eighty three (183) days. Upon initial employment, teachers shall be required to attend an additional five (5) days of orientation. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

B. TEACHERS eligible to be employed on the basis of an eleven (11) month salary may include, but are not necessarily restricted to the following categories:

1. Learning Disabilities Specialist
2. Social Worker
3. Cooperative Office Education Coordinator
4. Cooperative Industrial Education Coordinator
5. Distributive Education Coordinator
6. School Psychologist

The schedule for the additional month shall cover two (2) consecutive weeks (ten (10) work days), after the regular school year closes, and two (2) consecutive weeks (ten (10) work days), before the new school year begins. This schedule may be varied at the request of the teacher, as the need occurs, with prior approval by the Superintendent of Schools, or his or her designated representative, but shall not exceed twenty (20) working days in the period between the end of one school year and the beginning of the next school year.

C. Teachers to be employed shall be notified on or before May 31 of their anticipated assignment for the next school year.

D. Summer employment of teachers will be posted as required by the BOARD. Summer employment of the personnel listed above shall be compensated at the rate of Forty Dollars (\$40) per hour.

E. The teacher's school year shall begin the second day after Labor Day. Within the limitations established in this section, the BOARD shall have the right to establish and alter the school calendar as necessary.

F. GUIDANCE COUNSELORS' school year shall begin one (1) week before school opens in the fall and conclude one (1) week after school closes in the summer. GUIDANCE COUNSELORS shall not be required to work on the Tuesday after Labor Day and will be paid a prorated salary for the ten (10) additional days they are required to work each year. A day's salary shall be defined as 1/200 of the employee's annual salary.

G. CST members may be required to work an additional ten (10) days. Their schedule may be varied at the request of the Director of Special Services. CST members shall be paid a prorated salary for the ten (10) additional days worked. A day's salary shall be defined as 1/200 of the employee's annual salary.

ARTICLE IX

SALARY GUIDE – TEACHERS

A. The BOARD agrees to use the schedules as set forth in Appendices I – III, which are attached hereto and made a part hereof as guides for TEACHERS for the 2014-2017 school years.

B. **NOTES:**

1. All teachers will be placed on guide effective July 1, 2014, such compensation shall be considered base pay.

2. Child Study Team Stipend: A stipend of One Thousand Five Hundred Dollars (\$1,500) shall be paid to the following C.S.T. members: Social Worker, Learning Consultant, and Psychologist. Part-time C.S.T. members shall be paid on a pro rata basis.

3. Full credit shall be given for previous teaching experience for both outside and within the District except when there shall be a period of four (4) consecutive years of non-teaching immediately prior to employment in the District at which time no credit shall be given for previous teaching experience. A maximum of four (4) years credit shall be given at the time of initial employment for previous experience in the Military.

a) “Teaching experience” shall mean full-time employment in an accredited school while holding a standard teaching certificate. “Non-teaching” during the four (4) consecutive years prior to employment in Secaucus shall exist unless the teacher had teaching experience as defined above during said period.

4. The term “service” as defined by the BOARD and the ASSOCIATION shall constitute any service accumulated by a teacher in the Secaucus School System.

5. Additional compensation shall be paid as follows:

a) Effective July 1, 1997, longevity for professional staff shall be grandfathered. Professional staff hired after July 1, 1997, shall not be eligible for longevity payments.

A new longevity service guide shall be implemented for all staff who are grandfathered. The new longevity is as follows:

Longevity Service Guide – July 1, 2014 to June 30, 2017

Increment No.	Years of Service	Annual Compensation
1 st	2014-17 18-20	\$1,420.00
2 nd	2014-17 21-25	\$ 600.00
3 rd	2014-17 26-30	\$ 600.00
4 th	2014-17 31 and over	\$ 600.00

NOTE: Longevity payments start after completion of 17th year of service.

b) It is understood and agreed that for all TEACHERS who began initial service in the Secaucus longevity service, credit shall be given only for service attained in the Secaucus Public Schools.

6. Subject to the restrictions contained in Article IX(B)(3), teachers with previous teaching experience in the District shall, upon returning to the system, receive full credit on the salary schedule for all military experience up to a maximum of four (4) years. Such teachers who have not been engaged in other teaching or related activities indicated above shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left.

7. In order to receive the B.A. plus 15, B.A. plus 30, M.A., M.A. plus 15, 6th year benefits, or a Doctorate degree, the teacher must notify the Superintendent of Schools on or

before January 15 of the prior school year. The written notice must stipulate that all requirements will be completed before the start of the succeeding school year. An official transcript of the completed graduate work, or a stipulating letter from the educational institution, must also be forwarded to the Superintendent of Schools before the start of the school year. The teacher must be awarded the M.A. degree during the school year following the completion of the necessary requirements or revert to the B.A. plus 30 scale until such time as the degree is awarded. In the event that the teacher shall fail to meet the requirements for the next guide level for the above mentioned benefits, then the BOARD will be reimbursed by the teacher for any overpayment due to failure of the teacher to submit proof of completion of all requirements for any guide level. Such reimbursements shall be in the form of salary adjustments for the school year in which such benefit was received.

8. Any teacher starting a graduate program and/or taking additional graduate courses must first receive approval, from the Superintendent of Schools, of the area in which said graduate level work will be completed; this approval must be secured *before* beginning the work. Failure to do so will result in these credits not counting towards the teacher's next academic increment level.

9. A teacher with an M.A. degree will be eligible for the 6th year increment upon completion of twenty-six (26) credits beyond the M.A. degree. A teacher with an M.A. degree must receive from the Superintendent of Schools, approval of the area in which he/she intends to do 6th Year Level Work *before* beginning his/her work.

10. A teacher on the B.A. plus 15 level must receive from the Superintendent of Schools approval of the area which B.A. plus 30 level work will be completed before beginning the work.

11. In order to qualify for increments and adjustments every teacher must hold and maintain a valid approved teaching certificate from the New Jersey Department of Education.

12. The BOARD may withhold for inefficiency or other good cause the employment increment, or the adjustment, or both, of any member in any year by a majority vote of all members of the BOARD. It shall be the duty of the BOARD within ten (10) days, to give written notice of such action, together with the reasons thereof, to the member concerned. The member may appeal from such action to the Commissioner under the rules prescribed by the Commissioner. The Commissioner shall consider such appeal and shall either affirm the action of the BOARD, or direct that the increment or increments be paid. The Commissioner may designate an Assistant Commissioner to act for him in his place with his powers on such appeals. It shall not be mandatory upon the BOARD to pay any such denied increment in any future year as an adjustment increment. (according to N.J.S.A.18A:29-14).

13. The BOARD agrees to award each employee who has had perfect attendance during the school year the amount of Three Hundred Fifty Dollars (\$350). This payment shall be made as part of the 1st pay period in September following the school year during which the perfect attendance occurred.

a) The term "perfect attendance" means that the employee has been in attendance for the entire school year and that he or she has not utilized a sick day, a personal business day, or a serious family illness day during the year. Bereavement days, professional days, convention days, field trips, and days spent on business for the BOARD shall not be counted as grounds for ineligibility.

14. All 10-MONTH EMPLOYEES shall have the option to be paid during the summer months. Those 10-MONTH EMPLOYEES who choose to be paid during the months of July and August shall have one-tenth (1/10th) or ten percent (10%) of their monthly salary deducted from September through June. This ten percent (10%) shall then be paid to them during July and August.

ARTICLE X

SALARY – NON CERTIFIED EMPLOYEES

A. The BOARD agrees to use the Schedules set forth in Appendices IV-V which are attached hereto and made a part hereof as a guide for the 2014-2017 school years. The salary guides for future employees (employed on or after July 1, 2014 are attached to this Memorandum of Agreement. The effective dates shall change with progressive delayed implementation.

B. STIPENDS

1. Custodial employees will be paid in accordance with salary guide correspondence to Job Classification Level indicated for each employee.

2. Head Building Custodians of the elementary schools shall receive Two Thousand Five Hundred Dollars (\$2,500) over their step on custodial maintenance guide.

3. Head Building Custodian of high school shall receive Two Thousand Nine Hundred Dollars (\$2,900) over their step on custodial maintenance guide.

4. Night Supervisor shall receive One Thousand Eight Hundred Dollars (\$1,800) in addition to any other stipends, i.e. Head Custodian elementary school, etc.

C. LONGEVITY – All personnel shall receive longevity service increments according to the following guide. An approved leave of absence for maternity leave or illness shall not constitute a break in service for purposes of calculating years of service in the position;

provided, however, an employee shall only receive credit for a year of service if he/she actually works at least six (6) months in a school year or is otherwise on a paid leave of absence for said period.

LONGEVITY SERVICE GUIDE – JULY 1, 2014– JUNE 30, 2017

<u>Increment No.</u>	<u>Years of Service in the Position</u>	<u>Annual Compensation</u> <u>2014-2017</u>
1 st	Commencing with 11 years of service in the position	\$400.00
2 nd	Commencing with 15 years of service in the position	\$875.00
3 rd	Commencing with 21 years of service in the position	\$1,400.00
4 th	Commencing with 26 years of service in the position	\$1,975.00
5 th	Commencing with 31 years of service	\$2,600.00

ARTICLE XI

EMPLOYMENT SCHEDULING OF NON-CERTIFIED EMPLOYEES

A. SCHEDULE OF EMPLOYMENT:

The regular work schedule for all NON-CERTIFIED EMPLOYEES shall be five (5) days per week, on a twelve (12) month per year basis unless hereinafter otherwise provided.

B. DAILY HOURS:

35 Hour Secretaries.....7 hours per day
 Custodial/District Wide Maintenance Staff.....8 hours per day

1. All daily work schedules will be fixed by the Superintendent of Schools.

All NON-CERTIFIED EMPLOYEES shall receive a one (1) hour duty-free lunch each day, exclusive of their regular working hours.

2. All new custodians hired after July 1, 1997, shall be given a work schedule as assigned by the Superintendent of Schools. The new schedule shall be five (5) consecutive days and include weekends.

3. Summer Hours

a) All Secretarial Staff shall work seven (7) hours and fifteen (15) minutes per day Monday through Thursday from 7:45 a.m. to 3:30 p.m. with a thirty (30) minute lunch break, and shall not work on Friday.

b) All Custodial/Maintenance Staff shall work nine (9) hours per day Monday through Thursday from 7:00 a.m. to 4:00 p.m. with a thirty (30) minute lunch break, and shall not work on Friday. Custodial/Maintenance Staff will be rotated in the event a building must be opened.

Definition: In summer when school is not in session.

C. OVERTIME REMUNERATION:

1. CUSTODIAL BUILDING CHECKS

a) Two (2) hours overtime shall be paid for building checks on Saturdays at the rate of one and one half (1 ½) times the employees ordinary hourly wage. For building checks on Sundays and Holidays, overtime shall be paid at the rate of two (2) times the employee's ordinary hourly wage, with a minimum guarantee of two (2) hours, only when another activity has not provided custodial coverage.

b) There shall be an overtime rotation list for all full time custodians working in a building on a particular shift. The overtime rotation list shall be created each July 1 and be based upon seniority. Overtime is to be rotated but there is no guarantee of overtime.

2. All non-certified employees shall be paid at a rate of one and a half (1 ½) times the non-certified employees ordinary hourly rate for work performed at the request of the BOARD or its designee exceeding eight (8) hours in any one (1) regular work day of forty (40) hours in any regular work week. Overtime shall also be double time for required work and attendance on Sundays and Holidays, with a minimum of four (4) hours.

D. ADDITIONAL REMUNERATION:

1. In the absence of a Head Building Custodian for more than ten (10) work days, the Superintendent of Schools shall designate a custodian to replace him temporarily. Such replacement shall receive the Head Custodian differential on a pro-rated basis.

2. In the absence of a Chief Custodian for more than thirty (30) days, the Superintendent of Schools may, at his discretion, designate a custodian to replace him temporarily. Such replacement shall receive the Head Custodian differential on a pro-rated basis.

3. NON-CERTIFIED EMPLOYEES who attain perfect attendance as defined herein shall be paid an additional sum of Three Hundred Fifty Dollars (\$350) for that year of perfect attendance.

4. All full and part-time custodial/maintenance employees, during the first year of their employment, shall be entitled to spend up to Two Hundred Dollars (\$200) towards the purchase of uniform shirts, pants, coats, boots, rain gear, etc. Employees shall be entitled to spend up to One Hundred Fifty Dollars (\$150) each year thereafter for items listed above. All items shall be purchased through BOARD approved vendors. The BOARD will provide an approved vendor list not later than July 1 of any year. All custodial/maintenance employees shall be required to wear the uniforms purchased.

E. EMERGENCY CONDITIONS:

1. On the days when schools are unable to open because of emergency conditions, SECRETARIES only will not be required to report to work and will suffer no loss in pay or leave.

2. Custodial/District Wide Maintenance staff members are required to report to work to address building supervision and maintenance for said emergency weather conditions and shall be released when conditions are resolved, as determined by their Supervisor, i.e., snow removal.

3. Part-time employees are required to report to work to address building supervision and maintenance for said emergency weather conditions and shall be released when conditions are resolved, as determined by their Supervisor, i.e., snow removal, and shall receive an additional Ten Dollars (\$10) per hour after the completion of their regular shift.

F. LEGAL HOLIDAYS:

1. All non-certified employees shall be entitled to the following holidays with pay:

Labor Day	New Year's Eve
Columbus Day	New Year's Day
General Election Day	Martin Luther King Day
Veterans Day	Lincoln's Birthday
Thanksgiving Day	Washington's Birthday
Day After Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Independence Day

2. Additional full or partial holidays with pay may be granted by the BOARD through the Superintendent of Schools.

3. If an entitled holiday occurs on a normal day off (i.e. Saturday, Sunday) an alternate day will be provided. Said compensatory day will be agreed upon in advance of the entitled holiday, but in no event will such day occur on a day when classes are in session. When holiday falls on a normal day off and is recognized on a weekday and schools are closed, such day shall be the alternate day for purpose of this paragraph.

4. When an entitled holiday occurs on a day when school is in session, NON-CERTIFIED EMPLOYEES will be granted an alternate day off with pay. Such alternate day(s) will be granted by the BOARD as soon as possible after adoption of the school calendar.

G. VACATIONS:

1. Non-certified employees shall be entitled to the following annual vacations with pay according to the years of experience and schedule fixed by the Superintendent of Schools.

1 to 3 years.....	Two (2) weeks
4 to 10 years.....	Three (3) weeks
11 to 20 years.....	Four (4) weeks
21 years or over.....	Five (5) weeks

2. The annual vacation days that a non-certified employee is entitled shall be earned each month and shall be available as earned during each year of employment. Non-certified employees who are hired after July 1 shall have their vacation days prorated in accordance with Article XI.G.4.

3. Non-certified employees shall receive pay check(s) which accrue during vacation period prior to departure for vacation. Reasonable prior notice must be given to the BOARD Office.

4. Any non-certified employee hired between July 1 – January 31, shall be eligible for two (2) weeks vacation. Anyone hired February 1 – June 30 shall receive one (1) vacation day per month during the 1st year of employment.

5. Regardless of the four (4) day work week schedule during the summer recess period which is exclusive of Fridays, any vacation week approved for a member of the Secretarial Staff or the Custodial/Maintenance Staff during the summer shall be inclusive of Fridays, with staff members being charged a total of five (5) vacation days for any full week of vacation time taken during the summer. Any single days taken during the summer, e.g. sick, personal or vacation, or any other contractual leave day, will be charged to the employee at 1.25 per diem.

H. **PART-TIME EMPLOYEES:**

1. Twelve (12) month custodial employees, who work no more than twenty-five (25) hours per week, and twelve (12) month secretarial employees, who work no more than twenty (20) hours per week, shall be considered part-time employees.

2. Part-time employees shall be entitled to all contractual benefits and emoluments except health coverage.

3. In case of emergency, with notice to the ASSOCIATION, part-time employees may exceed the maximum twenty (20) or twenty-five (25) hours and not become eligible for health benefits.

4. If a part-time custodian or clerk regularly exceeds the maximum number of hours for a period of three (3) months, they shall be considered full-time and shall become eligible for health benefits.

5. Newly hired part-time employees shall be placed on Step One of the respective custodial or secretarial salary guide. Any individual hired prior to January 1st of any year shall be moved to Step Two of the salary guide as of the following July 1st. Any individual hired after January 1st of any year shall remain on Step One of the salary guide as of July 1st.

6. Part-time custodial employees who were employed on or before June 30, 2014, who are hired for full-time positions shall be placed on the new salary guide which is attached to this Memorandum of Agreement. However, said employees may carry over any sick and personal days and shall receive credit for their years of service as part-time custodians for accrual of any vacation and longevity only (and not salary guide placement) that they are otherwise eligible to receive. Part-time custodial employees hired after July 1, 2014 shall have their years of service prorated based on the full-time equivalent for purposes of their vacation entitlement.

I. PER DIEM EMPLOYEES:

1. The BOARD may hire per diem employees. Per diem employees may not work more than twenty (20) hours in any work week and shall be compensated as follows:

a) Any per diem employees who worked the equivalent of twenty (20) days during the 2010-2011 school year shall be compensated at a rate based on the first step of the custodial or secretarial guide and shall not be eligible for any contractual benefits or emoluments.

b) All other per diem employees, who did not work the equivalent of twenty (20) days during the 2010-2011 school year and all per diem employees hired after July 1, 2011, shall be compensated at Thirteen Dollars (\$13) per hour and shall not be eligible for any contractual benefits or emoluments.

2. A per diem employee may not work more than one hundred (100) days in any twelve (12) month period. A day shall be defined as eight (8) hours, which means that if a per diem employee works three (3) days, one (1) day at three (3) hours, one (1) day at three (3) hours, and one (1) day at two (2) hours, the per diem employee will have accrued one (1) day toward the maximum one hundred (100) days the per diem employee is permitted to work in a twelve (12) month period. Any per diem person working more than thirty (30) consecutive days shall be then considered a part-time employee and shall be eligible for all benefits listed above.

J. EXTENDED ILLNESS:

In the event an employee is out of work due to an illness for an extended period of time, the BOARD may hire a per diem substitute for that employee. In this case, a per diem may work that employee's schedule (days and hours) until said employee is able to return to work or resigns from the District.

ARTICLE XII

EXTRA-CURRICULAR COMPENSATION

SEE APPENDICES VI & VII

ARTICLE XIII

REMUNERATION FOR BEDSIDE INSTRUCTION – TEACHERS

A. Teachers engaged in Bedside Instruction authorized by the Superintendent of Schools shall be paid at the rate of Forty Dollars (\$40) per hour.

B. Teachers engaged in Bedside Instruction of special handicapped students designated by the Child Study Team and approved by the Superintendent of Schools will be paid at the rate of Forty-Five Dollars (\$45) per hour.

ARTICLE XIV

REIMBURSEMENT FOR INCURRED EXPENSES – TEACHERS

A. The BOARD agrees to reimburse teachers for reasonable expenses incurred while on assigned school business beyond the normal scope of employment. These expenses include, but are not necessarily restricted to:

1. Cost of seminars and workshops
2. Travel expenses for assigned visitations to other schools
3. Travel expenses for multiple school personnel
4. Tuition for courses taken specifically at the request of the BOARD.

B. Employees shall be reimbursed for approved travel expenses at the NJ OMB Rate.

C. Request for reimbursement shall be submitted to the Superintendent of Schools on the standard vouchers used by the BOARD and shall be itemized with bills attached.

D. Employees attending overnight trips shall be compensated Fifty Dollars (\$50) per day for out-of-pocket expenses.

E. The BOARD shall pay any employee who is requested by the Administration to prepare and/or present a professional development seminar/workshop to employees of the BOARD.

1. Said seminar/workshop must be eligible for professional development hours and shall be governed by the rules and regulations of Title 6A of the New Jersey Administrative Code.

2. An employee shall receive Two Hundred Dollars (\$200) for the preparation of a particular seminar or workshop. Said payment shall only occur one (1) time for preparation of said particular seminar or workshop.

3. An employee shall receive One Hundred Dollars (\$100) per hour for the presentation of a seminar or workshop. Should the employee be requested to present the same seminar/workshop again, they shall be compensated again at the presentation rate of One Hundred Dollars (\$100) per hour.

ARTICLE XV

POSITION OPENINGS

A. The Parties recognize that the assignment, transfer and promotion of personnel is management function vested, by law, exclusively in the BOARD, and that nothing in this Agreement shall be construed to derogate from the power and responsibility of the BOARD in regard to such matters. In order to assist the BOARD in performing this function, as well as to make available as many opportunities as possible for voluntary transfers and promotions within the school system, the Parties agree to the procedural provisions hereinafter set forth.

All openings, including promotions, extra-curricular positions, vacancies (except those occurring in regular classrooms), home teaching, regular summer school programs and newly created positions, shall be publicized by the Superintendent of Schools, in accordance with the following procedures:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the ASSOCIATION at the time of posting. Employees desiring to apply for such positions shall submit their application in the manner indicated in the notice.

2. During the summer period when school is not regularly in session, the Superintendent of Schools shall post a list of openings to be filled during the summer period at the Administration Office, in each school, and a copy of said notice shall be given to the TEACHERS. Notice of promotional positions which become vacant during and are to be filled during the summer period shall be mailed or e-mailed to each teacher at the teacher's address as filed with the Administration.

3. Notice of transfers or reassignment shall be given to teachers by May 31st of each school year.

4. The BOARD must notify all applicants for posted openings of its decision to hire within sixty (60) days of application deadline with its decision.

ARTICLE XVI

TEACHER EVALUATION

Article XVI.A through XVI.F Applicable to Certified Employees Only

A. 1. The Evaluation Procedures are governed by the TEACHNJ Act, located at N.J.S.A. 18A:6-117 et seq. and the applicable regulations located at N.J.A.C. 6A:10-1, et seq. All evaluations will be conducted in strict compliance of the language of the aforementioned statutes and regulations.

2. A written evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.

3. The teacher shall acknowledge receipt of the Annual Performance Report within five (5) days of its receipt, a copy of said report shall be placed in the teacher's personnel file. In the event the teacher does not acknowledge receipt of the Annual Performance Report, a copy of said report shall be placed in his/her personnel file with the notation that the teacher

failed to sign and return said report, provided, however, that a teacher who refuses to acknowledge receipt of his/her annual performance report may be subject to disciplinary action.

B. All monitoring or observance of the work performance of a teacher shall be conducted openly with full knowledge of the teacher. The use of eavesdropping, public address, audio systems and similar surveillance devices shall be strictly prohibited.

C. Teachers shall be evaluated by the Superintendent of Schools, Building Principals, Immediate Supervisor, Director or Assistant Principal.

1. "Immediate Supervisor" -- (referred to Supervisor). If the Supervisor of any TEACHER is someone other than the Building Principal, or if a teacher serves in more than one building, the Superintendent of Schools shall provide each of these teachers and the ASSOCIATION with the name of the Administrator designated by him as the "Immediate Supervisor" no later than October 1st of that school year. Such notification shall be in writing.

2. No evaluation report submitted by any person other than the Superintendent, Building Principal, Immediate Supervisor, designated Supervisor, Director or Assistant Principal shall be valid and such invalid reports are not to be placed in any teacher's and employee's personnel file, or otherwise acted upon.

D. PRE-CONFERENCES

1. The teacher shall be responsible for making the supervisor aware of what the teacher is planning to teach.

2. The pre-observation conference shall be scheduled during the regular school day.

3. The purpose of the pre-observation conference is for both parties to become aware of the nature of the teaching-learning situation to be observed and evaluated.

4. A pre-conference, when required, shall occur within seven (7) teacher working days prior to the observation, not including the day of the observation.

E. A conference shall be held between the Immediate Supervisor and the teacher within fifteen (15) teacher working days following any formal or informal observation and prior to the submission of any evaluation report. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted on without prior conference with the teacher. The teacher shall acknowledge that he or she has had the opportunity to review such materials by affixing his or her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and his or her answer shall be reviewed and signed by the Superintendent and attached to the file copy. The teacher being evaluated has the right to a copy of the signed evaluation.

1. A post-observation conference shall occur no more than fifteen (15) teacher working days following each observation.

2. The teacher shall submit his or her written objection(s) of the evaluation within ten (10) teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

3. Each teacher shall be observed at least three (3) times during each school year but not less than once during each semester. Every effort will be made to schedule the observations at least one (1) month between the time one evaluation is completed, including the post observation conference and submission of any responses, and the subsequent observation or evaluation.

4. The annual summary conference between supervisors and teachers shall be held before the written performance report is filed. This conference shall include, but not be limited to, a review of the following:

a) Performance of the teacher based upon the job description, and when applicable, the scores or evidence compiled using the teacher's evaluation rubric, including educator's practice instrument;

b) The progress of the teacher toward meeting the objectives of the individual professional development plan, when applicable, the corrective action plan;

c) Available indicators or scores of student achievement or growth, when applicable, such as student growth scores and student growth percentile scores; and

d) The preliminary annual written performance report.

5. The teacher and the preparer of the annual written performance report shall sign the report within five (5) working days.

6. Teachers are to submit his or her written objections of the evaluation within ten (10) teacher working days following the conference. The objection shall be attached to each party's copy of the annual written performance report.

7. The content of the CAP shall replace the content of the annual PDP plan required for the individual teacher's professional development planning and implementation until the next annual summary conference.

a) If a CAP is created on or prior to September 15 of the academic year, the mid-year evaluation shall occur before February 15. If a CAP is created after September 15 of the academic year, the mid-year evaluation shall occur before the annual summary conference.

b) The teacher and his or her supervisor shall discuss the teacher's progress toward the goals outlined in the CAP during each post-observation conference.

8. A tenured teacher who has been observed at least three (3) times during the school year by the same supervisor may request that an additional observation be conducted by a supervisor other than the one who conducted the previous three (3) observations during the current evaluation period.

9. Training shall include detailed descriptions of all evaluation rubric components, including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instructions.

F. Prior to submission of an evaluation report, the Immediate Supervisor of a non-tenured teacher shall have had appropriate communication with said teacher regarding his or her performance, including, but not limited to:

1. Strengths of the teacher
2. Areas in need of improvement of the teacher
3. Specific suggestions as to measures which the teacher might take to improve his or her performance in each of the areas wherein the need of improvement is indicated.

ARTICLE XVII

PERSONNEL FILES AND COMPLAINTS

A. A teacher or employee shall have the right, upon written request, to review the contents of his personnel file at a mutually agreed upon time within three (3) days after the request is made. An employee shall be entitled to have a representative of the SEA accompany him or her during such review.

B. Any complaints regarding a teacher or employee made to any member of the administration by any parent, student or other person, shall be promptly investigated. The teacher or employee involved shall be immediately informed of the complaint and the identity of the complainant, and shall have the right to be represented by the SEA at any meetings, or conferences, regarding such complaints.

C. No material derogatory to an employee's conduct, service, character or personality shall be placed in his or her personnel file unless the teacher had the opportunity to review the material. The teacher and employee shall acknowledge that he or she has had the opportunity to review such material by affixing his or her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material, and his or her answer shall be reviewed and its receipt acknowledged by the Superintendent of Schools and attached to the file copy.

D. Final evaluation of a teacher or an employee upon termination of his or her employment shall be conducted prior to severance, and no documents, and/or other material, shall be placed in the personnel file of such employee after severance unless done in accordance with the procedures set forth in this Article.

E. The BOARD shall protect the confidentiality of personnel references, academic credentials, evaluations, and other similar documents in accordance with the law and administrative regulations.

ARTICLE XVIII

NONRENEWAL OF NONTENURED EMPLOYEES

A. No later than May 15th of each year, the BOARD shall give to each non-tenured teacher, continuously employed since the preceding September 30th, either:

1. A written offer of a contract for employment for the succeeding year, or
2. A written notice that such employment shall not be offered.

B. Nothing in this section shall serve to curtail the option of the BOARD to decline to offer a renewal contract to a non-tenured teacher.

ARTICLE XIX

SICK LEAVE

A. TEACHERS:

1. All teachers employed shall be entitled to twelve (12) sick leave days each school year for personal illness. Unused sick leave shall be accumulated from year to year with no maximum limit.

2. Any employee who contracts a disease normally referred to as a childhood disease which results from employment in the Secaucus School System, shall receive full pay and shall not be required to use his/her accumulated sick days subject to the following:

a) Verification by the BOARD physician that said disease was contracted during the course of employment.

b) That the recovery period of this disease shall terminate upon the approval by the BOARD physician that the teacher can return to work.

3. Notice: A contracted attendance service shall be provided for an EMPLOYEE to report his or her unavailability for work. Failure of an employee to report his or her unavailability for work one (1) hour before the start of the workday shall result in loss of pay for said days.

B. NON-CERTIFIED:

1. All non-certified employees covered by this Agreement shall be entitled to thirteen (13) sick leave days each school year. Unused sick leave shall be accumulated from year to year with no maximum limit.

2. Notice: A contracted attendance service shall be provided for an employee to report his or her unavailability for work. Failure of an employee to report his or her unavailability for work at least one (1) hour before the start of the workday shall result in loss of pay for said days. Night custodial maintenance staff must report their unavailability for work no later than 12:00 PM noon.

ARTICLE XX

TEMPORARY LEAVES OF ABSENCE

A. TEACHERS:

1. Teachers shall be eligible for the following non-accumulative leaves of absence with full pay, each school year with the prior approval of the Superintendent of Schools, or his designated representative. Application to the Superintendent for temporary leave shall be made at least two (2) days before taking such leave. Notice as herein set forth may be waived at the discretion of the Superintendent of Schools, or his designated representative.

a) Up to five (5) days at any one time in the event of death of a teacher's spouse, father, mother, child, brother, sister, mother-in-law and father-in-law.

b) Up to two (2) days at any one time in the event of death of a teacher's grandparent.

c) Up to four (4) days at any one time in the event of serious illness of a teacher's spouse, father, mother, child, brother, sister, mother-in-law, father-in-law.

d) Up to five (5) days per school year for personal business. Any unused days will go into an unused personal day bank. The days may be accumulated year to year without a maximum limit. In the event an employee is ill and has used all their current and accumulated sick days, only then and only for that purpose may an employee use banked personal days. At the time of retirement or separation from employment with the District, all banked personal days will be compensated for at the rate of Fifty-Five Dollars (\$55) per day as follows:

- ◆ At least ten (10) years of service; up to fifty (50) personal days
- ◆ At least fifteen (15) years of service; up to seventy-five (75) personal days
- ◆ At least twenty (20) years of service; up to one hundred (100) personal days
- ◆ Twenty-five (25) years or more of service; up to one hundred twenty-five (125) personal days.

e) One (1) day per school year in the event of death of any other relative outside the immediate family as defined above. Additional time may be granted by the Superintendent upon request.

f) Time necessary for teachers and non-certified employees called into temporary active duty of any unit in the United States Reserves, or the State National Guard, provided such obligations cannot be filled on days when school is not in session. A teacher shall be paid his or her regular pay in addition to any pay which he or she receives from the State or Federal government, up to a maximum of one (1) at any one (1) time.

B. NON-CERTIFIED:

1. All non-certified employees shall be eligible for the following temporary non-accumulative leaves of absence with full pay each school year with the prior approval of the Superintendent of Schools, or his designated representatives. Application to the Superintendent of Schools for temporary leave shall be made at least one (1) day prior to taking such leave (except in case of emergency).

a) Up to five (5) days at any one time in the event of the death of an employee's spouse, father, mother, child, brother, sister, mother-in-law and father-in-law.

b) Up to two (2) days at any one time in the event of death of a teacher's grandparent.

c) One (1) day per school year in the event of death of any other relative outside the immediate family as defined above. Additional time may be granted by the Superintendent upon request.

2. PERSONAL DAYS

a) Up to five (5) days per contract year for personal business. Any unused days will go into an unused personal day bank. In the event a non-certified employee is ill and has used all of his or her current and accumulated sick days, only then and only for that purpose may a non-certified employee use banked personal days. At the time of retirement or separation from employment with the District, all banked personal days will be compensated for at the rate of Fifty-Five Dollars (\$55) per day as follows:

- ◆ At least ten (10) years of service; up to fifty (50) personal days

- ◆ At least fifteen (15) years of service; up to seventy-five (75) personal days
- ◆ At least twenty (20) years of service; up to one hundred (100) personal days
- ◆ Twenty-five (25) years or more of service; up to one hundred twenty-five (125) personal days.

b) Up to four (4) days in any contract year in the event of a serious illness of a non-certified employee's spouse, parent, child, brother, sister, or mother/father-in-law.

ARTICLE XXI

EXTENDED LEAVES OF ABSENCE – TEACHERS

A. A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps or service as an exchange teacher or overseas teacher, and is full-time participant in either of such programs or accepts a Fullbright Scholarship.

B. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said services and three (3) months thereafter, or three (3) months after recovery from any wound or sickness at time of discharge.

C. MATERNITY LEAVE

Maternity leave without pay shall be granted by the BOARD in accordance with the following procedure:

1. All initial requests for and requests for extensions or reductions for maternity leave shall be made in writing to the Superintendent.

2. All teachers may request maternity leave. She shall advise the Superintendent of the anticipated date of delivery of the child and of any revisions in such date which may come to her knowledge.

3. The teacher must submit a request for maternity leave no later than sixty (60) days prior to the date when she would like the leave to commence. The commencement date of the pregnancy leave shall be determined by taking into account the needs of the District and the physical ability of the teacher to continue teaching.

4. The presumptive period of disability begins four (4) weeks before the anticipated date of delivery and four (4) weeks following the actual date of delivery. During this time, a teacher is entitled to utilize sick days, to the extent available, for those days when school is in session. Thus, absent a physician's certification to the contrary, a teacher is presumed unable to work only during that time period. However, a teacher may select to work through this period and select a maternity leave date any time between the presumptive period and the actual date of delivery.

5. Any pregnancy leaves of absence granted to a non-tenured teacher shall not extend beyond the end of the academic school year in which the leave is applied for and obtained.

D. BONDING LEAVE

Following the presumptive period of disability, a teacher is eligible to take an unpaid leave of absence under the federal Family and Medical Leave Act ("FMLA"), with a continuation of medical benefits, for bonding purposes, up to a maximum of twelve (12) weeks taken in week-

long increments. Such leave of absence for bonding is covered under the FMLA and the New Jersey Family Leave Act ("NJFLA"), which run concurrently to care for the birth or adoption of a child. Teachers shall not be permitted to utilize sick leave for bonding purposes since sick leave may only be used for a teacher's own personal disability. However, teachers are permitted to utilize any available annual personal days or days in their personal day bank as described in subparagraph 3 of this Paragraph D.

1. Any teacher, may in the case of a birth of a child, or in the case of adoption by such teacher of a child six (6) years of age or under, or if the child is more than six (6) years of age where special circumstances require, apply for leave for bonding purposes, provided that:

a) In cases of where both the husband and wife are teachers in this School System, only one of said persons may apply for such leave.

b) In the cases of a female teacher the application for bonding leave shall be made to become effective immediately following her disability leave and any FMLA/NJFLA leave or within the period prescribed by federal or state law.

2. All initial requests for, and requests for extensions or reductions for bonding leave must be made in writing to the Superintendent and the initial request shall be filed at least three (3) months before the anticipated birth or adoption of the child, and in any event, no later than April 30. In the event unforeseen circumstances occur within such request period which necessitate a late request by a teacher for bonding leave, the specific request period shall be waived, provided the teacher makes a request for such leave immediately upon learning of the unforeseen occurrence.

3. A teacher shall be permitted to use up to twenty (20) consecutive existing banked personal days in connection with the birth or adoption of a child. These days shall run consecutive following any sick days, which are used during the disability phase as set forth under Article XIX.C.7

4. Bonding leave shall be granted for a period of up to the end of the academic year in which the child is born or adopted, and such leave shall upon the request of the teacher, be extended for one (1) additional academic school year. However, a tenured teacher may request approval from the Board for another year of bonding leave based on extra ordinary circumstances. The Board shall consider each request on a case by case basis and the Board's denial shall not be arbitrary, capricious or unreasonable

5. A teacher on leave shall notify the Superintendent no later than April 30 of the last year of such leave in the event she chooses not to return to teaching in the District. Request for extension of such leaves must be made at least three (3) months prior to the commencement of such extended leave period, and in any event no later than April 30.

a) In the event unforeseen circumstances occur within such request period which necessitate a late request by a teacher for extension of a bonding leave, the specified period may be waived, providing the teacher makes application for such extension immediately upon learning of the unforeseen occurrence. Unless the bonding leave is a continuation of a disability leave, it is not anticipated that the bonding leave will be permitted to commence during the first month of the academic school year but that such leave, if requested to take effect during such first month, will commence at the start of the academic school year. A teacher requesting bonding leave will normally not be permitted to return to the School System following such leave during the last month of any academic school year.

6. When a teacher who has been granted a bonding leave returns to the system, such teacher may be assigned to any position decided upon by the Superintendent so long as such assignment is within the certification of such TEACHER; the purpose of such assignment is not to interfere with or disrupt the instruction of the pupils particularly when such pupils may have commenced their instruction with another TEACHER who was assigned to such pupils at the start of the academic year.

7. The BOARD may set reasonable conditions for the granting of the bonding leave, including requirement that the teacher receiving such leave not accept full-time employment during all or part of the bonding leave which would interfere with the purpose of such leave. Per diem substitute teaching will be permitted.

8. Any bonding leave granted to a non-tenure teacher shall not extend beyond the end of the academic year for which the disability leave is granted.

9. Any teacher who had applied for and received bonding leave may reapply for permission to return to employment during the academic school year for which such leave was granted and such leave may thereupon be terminated by the BOARD in its sole discretion.

10. All unpaid leaves of absence shall be without the benefit of experience increment credit.

11. Upon return from leave granted pursuant to Sections A, B, C, and D of this Article, a teacher shall be considered as if he/she were actively employed by the BOARD during the sick leave and shall be placed on the salary schedule according to the procedure outlined in Article IX of this Agreement.

12. All extensions or renewals of leaves shall be applied for and granted or denied in writing by the appropriate Parties.

E. Other leaves of absence without pay may be granted by the BOARD for good reason.

F. Any leave of absence without pay shall be deducted at the rate of 1/200 of the TEACHER'S annual salary.

ARTICLE XXII

SABBATICAL LEAVE

A. In the event that legislation shall be enacted during the term of this Agreement by the State of New Jersey establishing a mandatory policy for Sabbatical Leave for school districts, both Parties agree to amend this Agreement to include the provision set forth in such legislation.

B. Such amendment shall take effect on the same date that such legislation is enacted.

ARTICLE XXIII

AIDES

Aides will be provided no later than September 1. Their qualifications, duties, responsibilities, and assignments will be established by the Superintendent.

ARTICLE XXIV

INSURANCE PROTECTION

A. The BOARD agrees to provide its full-time employees full health, prescription and dental benefits. Health Benefits shall be provided through Oxford until December 31, 2014, and then through the School Employees Health Benefits Program

B. Employees who receive healthcare insurance protection from the BOARD shall contribute toward the premium cost of said health insurance in accordance with N.J.S.A. 18A:16-17 or any other applicable State law. The employee's contribution to the cost of

premiums shall be deducted from the employee's salary and paid, in equal installments, in accordance with the payroll schedule. The BOARD shall make payment for the remainder of the premium costs to provide coverage for the full twelve (12) month period, to insure uninterrupted participation and coverage.

C. Employee Waiver of Coverage. Providing that the employee can show proof of health insurance coverage through another source, the employee may waive said coverage provided in Article XXII.A above.

1. In that event, the employee will receive compensation of twenty-five percent (25%) of the amount saved by the BOARD resulting from the employee's waiver of coverage or Five Thousand Dollars (\$5,000), whichever is less. Such compensation shall be paid twice each school year, with the final paycheck in January and the final paycheck in June.

2. The BOARD will establish a Section 125 Plan for the waiver of coverage offered in Paragraph 1 above.

3. An employee who wishes to resume coverage shall notify the BOARD in writing and file a declaration with the BOARD and/or the insurance carrier, in such form as the BOARD and/or the insurance carrier shall prescribe, that the waiver is revoked.

D. Effective January 1, 2015, all employees shall be eligible for health benefits and the prescription drug plan administered by the School Employees' Health Benefits Program.

E. In the first year of employment, all employees shall be eligible for enrollment in a full family health benefits plan and prescription drug plan administered by the School Employees' Health Benefits Program, which shall cover the staff member and his/her dependents, and in the second year of employment, all employees shall be eligible for enrollment in the District dental plan.

F. Part-time status. Part-time employment for an employee shall not count towards time served under this Article.

e.g. An individual, working four (4) years part-time and two (2) years full-time shall only receive benefits according to the schedule for a two (2) year employee.

G. Employees hired between July 1 and January 31 of any year shall be considered to have completed a full year and shall be eligible for the next level of benefits offered in the schedule indicated in Article XXII section 2 as of the following July 1.

H. Employees hired between February 1 and June 30 shall be considered to have completed a full year and shall be eligible for the next level of benefits offered in the schedule indicated in Article XXII section 2 as of the following February 1.

e.g. An employee hired October 1, 2011, shall be eligible for the next level of benefits on July 1, 2012. An employee hired March 1, 2012 shall be eligible for the next level of benefits on February 1, 2013.

ARTICLE XXV

MISCELLANEOUS PROVISION

As professional people, teachers, in the best interest of the school system and the children whom they serve, may wish to perform beyond their minimal requirements of their employment agreement. Any such voluntary performance shall not derogate any of the employment rights and privileges contained in this Agreement.

ARTICLE XXVII

MODIFICATION OF AGREEMENT

This Agreement may be modified during the term of the Agreement only by mutual agreement between the Parties. Any modification agreed upon shall be reduced to writing, signed by authorized representatives of both Parties, and shall become an addendum to this Agreement after approval by the BOARD and the ASSOCIATION.

ARTICLE XXVII

JUST CAUSE PROVISION

No EMPLOYEE may be discharged, disciplined or reduced in compensation except for just cause. Any such action asserted by the BOARD or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

ARTICLE XXVIII

SEVERABILITY CLAUSE

If any provision of this Agreement or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

ARTICLE XXIX

REPRESENTATION

A. REPRESENTATION FEE:

If an employee does not become a member of the ASSOCIATION during any membership year, (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representative fee to the

SEA for that membership year. The purpose of this fee will be to effect the employee's per capita cost of services rendered by the SEA as majority representative. Nothing herein shall be construed or implied to encourage or require, or to discourage, membership in the SEA by any employee.

B. CERTIFICATION OF FEE:

1. AMOUNT

Prior to the beginning of each membership year, the SEA will notify the BOARD and each non-member employee in writing of the amount of the regular membership dues charged by the SEA to its own members for that membership year. The representation fee to be paid by non-members will be equal to eighty-five percent (85%) of that amount, provided that the representation fee for non-members who begin their employment in bargaining unit positions after January 1 will only be fifty percent (50%) of the regular representation fee.

2. MAXIMUM FEE

In order to adequately offset the per capita cost of services rendered by the SEA as majority representative, the representation fee should be equal in the amount to the regular membership dues charged by the SEA to its own members, and the representation fee has been set at eighty-five percent (85%) of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be adjusted to the maximum allowed, said adjustment to become effective as of the beginning of the SEA membership year immediately following the effective date of the change.

C. DEDUCTION PROCEDURE:

1. NOTIFICATION

Prior to November of each year, the SEA will submit to the BOARD a list of those employees who have neither become members of the SEA for the then current membership year nor for that membership year. The BOARD will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the SEA.

2. 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 deduction will begin with the first paycheck paid:

a) Fifteen (15) days after receipt of the aforesaid list by the BOARD,
or

b) Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously agreed in a bargaining unit position and continued in the employ of the BOARD in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck fifteen (15) days after the resumption of the employees employment in a bargaining unit position, whichever is later.

3. TERMINATION

If an employee who is required to pay a representation fee terminates his or her employment with the BOARD before the SEA has received the full amount of the representation fee to which it is entitled under this Article, the BOARD will deduct the unpaid

portion of the fee from the last paycheck to said employee during the membership year in question.

4. MECHANICS OF DEDUCTION AND TRANSMISSION OF FEES

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

5. CHANGES

The SEA will notify the BOARD in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deduction made more than fifteen (15) days after the BOARD receives said notice.

D. INDEMNIFICATION AND SAVE-HARMLESS PROVISION:

1. LIABILITY

The SEA agrees to indemnify and hold the BOARD harmless against any liability which may arise by reason of any claim, demand or action presented to or against the BOARD by reason of its complying with the provision of this Article or by reason of any alleged conduct or omission of the SEA of New Jersey Education Association, provided that:

a) The BOARD gives the SEA timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

b) The SEA shall participate fully in the defense of such claim, demand, suit or other form of liability and will cooperate fully with the SEA in gathering

evidence, securing witnesses, and in all other aspects of said defense. Nothing herein contained shall in any way diminish the BOARD'S right to take such legal and factual positions as it deems proper, including the right to challenge the legality and constitutionality of the "Agency Shop" or all or any part of the statute authorizing same.

2. EXCEPTION

It is expressly understood that Paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the BOARD or the BOARD'S imperfect execution of the obligation imposed upon it by this Article.

3. ILLEGALITY

In the event that any provision of this Agreement relating to the Agency Shop, or of the relevant statute, shall be adjudicated unlawful or unconstitutional, this entire portion of the Agreement shall be null and void. The provisions hereof shall not be severable.

ARTICLE XXX

RETIREMENT/UNUSED SICK LEAVE DAYS

A. RETIREMENT PLANS – TEACHERS:

1. TEACHERS' PENSION AND ANNUITY FUND

Any certificated person, under sixty (60) years of age, appointed as a member of the regular teaching or professional staff of a public school system in New Jersey shall be required to enroll in the Teachers' Pension and Annuity Fund as a condition of his employment.

2. RETIREMENT SEPARATION COMPENSATION

Every employee may accumulate sick leave days annually to the maximum allowable under the statutes during his/her employment. Upon retirement, the employee shall receive separation compensation according to the following formula:

a) TEACHERS. Accumulated sick leave days – at Fifty Dollars (\$50) per day, up to a maximum of Sixteen Thousand Two Hundred Fifty Dollars (\$16,250) for TEACHERS who commenced employment with the BOARD before May 21, 2010. For TEACHERS who commenced employment with the BOARD on or after May 21, 2010, accumulated sick leave days shall be paid at Fifty Dollars (\$50) per day, up to a maximum of Fifteen Thousand Dollars (\$15,000), in accordance with N.J.S.A. 18A:30-3.6.

b) NON-CERTIFIED EMPLOYEES. Accumulated sick leave days – at Fifty Dollars (\$50) per day, up to a maximum of Sixteen Thousand Two Hundred Fifty Dollars (\$16,250) for non-certified employees who commenced employment with the BOARD before May 21, 2010. For non-certified employees who commenced employment with the BOARD on or after May 21, 2010, accumulated sick leave days shall be paid at Fifty Dollars (\$50) per day, up to a maximum of Fifteen Thousand Dollars (\$15,000), in accordance with N.J.S.A. 18A:30-3.6.

In the event of the death of an employee while in active service of the District, the benefits provided in this section shall be payable to his/her beneficiary or estate.

ARTICLE XXXI

TUITION PROGRAM

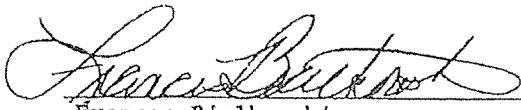
The BOARD shall offer availability of a tuition program for out-of-town teachers who were employed prior to June 30, 2011 to enroll their children in the Secaucus School

System at the tuition of One Thousand Five Hundred Dollars (\$1,500) per year. This offer shall also include the pre-kindergarten program. For additional children, tuition will be One Thousand Dollars (\$1,000) per year each. Out-of-town teachers who are hired after June 30, 2011 will be allowed to enroll their children in the Secaucus School System for Three Thousand Dollars (\$3,000) per year. For additional children, tuition will be Two Thousand Dollars (\$2,000) per year each. This tuition package does not include transportation; nor, in the case of a Special Education child, is the BOARD responsible for outside the District costs or transportation.

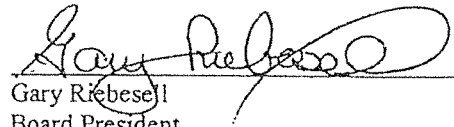
IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

ATTEST:

SECAUCUS BOARD OF EDUCATION



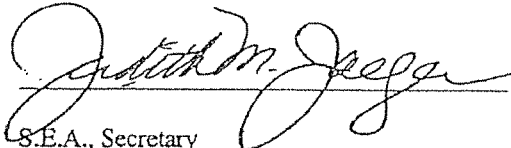
Frances Bialkowski



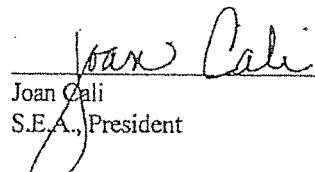
Gary Riebesehl
Board President

ATTEST:

SECAUCUS EDUCATION ASSOCIATION,
INC.



S.E.A., Secretary



Joan Cali
S.E.A., President

GRIEVANCE REPORT

Name of Grievant: _____

Position: _____

State of Grievance:

C. Matter grieved, (including specific provision of agreement, BOARD policy or administrative regulations involved).

D. Date of Occurrence:

E. Relief Sought:

Signature of Grievant

Date

Disposition by Principal or Superior:

Signature of Principal or Superior

Date

APPENDIX I

SECAUCUS TEACHERS' 2014-2015 SALARY GUIDE

Step	BA	BA 15	BA 30	MA	MA 15	MA 6 th Yr
1	57484	58634	59854	61179	62349	64994
2	57684	58834	60054	61379	62549	65194
3	57884	59034	60254	61579	62749	65394
4	58084	59234	60454	61779	62949	65594
5	58787	59937	61157	62482	63652	66297
6	58991	60141	61361	62686	63856	66501
7	59194	60344	61564	62889	64059	66704
8	59598	60748	61968	63293	64463	67108
9	59810	60960	62180	63505	64675	67320
10	60078	61228	62448	63773	64943	67588
11	60413	61563	62783	64108	65278	67923
12	60931	62081	63301	64626	65796	68441
13	61966	63116	64336	65661	66831	69476
14	63085	64235	65455	66780	67950	70595
15	67257	68407	69627	70952	72122	74767
16	73168	74318	75538	76863	78033	80678
17	79579	80729	81949	83274	84444	87089
18	86691	87841	89061	90386	91556	94201
19	94017	95167	96387	97712	98882	101527
20	102669	103819	105039	106364	107534	110179
21	105200	106350	107570	108895	110065	112710

Notes:

1. All employees on the Teachers' Salary Guide shall be paid on the 2013-2014 guide for the first five pay periods of the 2014-2015 school year. After that, commencing with the November 30, 2014 pay period, teachers shall be paid on the 2014-2015 guide set forth above.
2. A TEACHER who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
3. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
4. Compensation paid to Coordinators is subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

APPENDIX II

SECAUCUS TEACHERS' 2015-2016 SALARY GUIDE

Step	<u>BA</u>	<u>BA 15</u>	<u>BA 30</u>	<u>MA</u>	<u>MA 15</u>	<u>MA 6th Yr</u>
1	57484	58634	59854	61179	62349	64994
2	57884	59034	60254	61579	62749	65394
3	58084	59234	60454	61779	62949	65594
4	58284	59434	60654	61979	63149	65794
5	58787	59937	61157	62482	63652	66297
6	59587	60737	61957	63282	64452	67097
7	59791	60941	62161	63486	64656	67301
8	59994	61144	62364	63689	64859	67504
9	60398	61548	62768	64093	65263	67908
10	60610	61760	62980	64305	65475	68120
11	60878	62028	63248	64573	65743	68388
12	61213	62363	63583	64908	66078	68723
13	61966	63116	64336	65661	66831	69476
14	63085	64235	65455	66780	67950	70595
15	67257	68407	69627	70952	72122	74767
16	73168	74318	75538	76863	78033	80678
17	79579	80729	81949	83274	84444	87089
18	86691	87841	89061	90386	91556	94201
19	94017	95167	96387	97712	98882	101527
20	102669	103819	105039	106364	107534	110179
21	106200	107350	108570	109895	111065	113710

Notes:

1. All employees on the Teachers' Salary Guide shall be paid on the 2014-2015 guide for the first four pay periods of the 2015-2016 school year. After that, commencing with the November 15, 2015 pay period, teachers shall be paid on the 2015-2016 guide set forth above.
2. A TEACHER who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
3. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
4. Compensation paid to Coordinators is subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

APPENDIX III

SECAUCUS TEACHERS' 2016-2017 SALARY GUIDE

Step	BA	BA 15	BA 30	MA	MA 15	MA 6 th Yr
1	58184	59334	60554	61879	63049	65694
2	58384	59534	60754	62079	63249	65894
3	58584	59734	60954	62279	63449	66094
4	58784	59934	61154	62479	63649	66294
5	59287	60437	61657	62982	64152	66797
6	60087	61237	62457	63782	64952	67597
7	60291	61441	62661	63986	65156	67801
8	60494	61644	62864	64189	65359	68004
9	60898	62048	63268	64593	65763	68408
10	61110	62260	63480	64805	65975	68620
11	61378	62528	63748	65073	66243	68888
12	61713	62863	64083	65408	66578	69223
13	62466	63616	64836	66161	67331	69976
14	63085	64235	65455	66780	67950	70595
15	67257	68407	69627	70952	72122	74767
16	73168	74318	75538	76863	78033	80678
17	79579	80729	81949	83274	84444	87089
18	86691	87841	89061	90386	91556	94201
19	94017	95167	96387	97712	98882	101527
20	102669	103819	105039	106364	107534	110179
21	107200	108350	109570	110895	112065	114710

Notes:

1. All employees on the Teachers' Salary Guide shall be paid on the 2015-2016 guide for the first three pay periods of the 2016-2017 school year. After that, commencing with the October 30, 2016 pay period, teachers shall be paid on the 2016-2017 guide set forth above.
2. A TEACHER who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
3. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
4. Compensation paid to Coordinators is subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

TEACHERS' SALARY GUIDE ADVANCEMENT CHART

13-14		14-15		15-16		16-17
				1	⇨	1
		1	⇨	2	⇨	2
1	⇨	2	⇨	3	⇨	3
2	⇨	3	⇨	4	⇨	4
3	⇨	4	⇨	5	⇨	5
4	⇨	5	⇨	6	⇨	6
5	⇨	6	⇨	7	⇨	7
6	⇨	7	⇨	8	⇨	8
7	⇨	8	⇨	9	⇨	9
8	⇨	9	⇨	10	⇨	10
9	⇨	10	⇨	11	⇨	11
10	⇨	11	⇨	12	⇨	12
11	⇨	12	⇨	13	⇨	13
12	⇨	13	⇨	14	⇨	14
13	⇨	14	⇨	15	⇨	15
14	⇨	15	⇨	16	⇨	16
15	⇨	16	⇨	17	⇨	17
16	⇨	17	⇨	18	⇨	18
17	⇨	18	⇨	19	⇨	19
18	⇨	19	⇨	20	⇨	20
19	⇨	20	⇨	21	⇨	21
20	⇨	21	⇨	21	⇨	21
21	⇨	21	⇨	21	⇨	21

Notes:

1. Teachers move to the 2014-2015 salary guide on November 30, 2014.
2. Teachers move to the 2015-2016 salary guide on November 15, 2014.
3. Teachers move to the 2016-2017 salary guide on October 30, 2014.

APPENDIX IV
CUSTODIAL/DISTRICT WIDE MAINTENANCE
SALARY GUIDE

LEVEL I		CUSTODIAL SALARY GUIDE			
STEP	2013-14	2014-15	2015-16	2016-17	
1	43897	44497	44997	45597	
2	44097	44697	45197	45797	
3	44299	44897	45397	45997	
4	44508	45099	45597	46197	
5	44717	45308	45799	46397	
6	44926	45517	46008	46599	
7	45179	45726	46217	46808	
8	45446	45979	46426	47017	
9	45711	46246	46679	47226	
10	47624	47624	47624	47479	
11	53598	53598	53598	53598	
12	54279	55279	56079	56979	

LEVEL II		CUSTODIAL SALARY GUIDE			
STEP	2013-14	2014-15	2015-16	2016-17	
1	53933	54980	55480	55480	
2	54580	55180	55680	56280	
3	54782	55380	55880	56480	
4	54991	55582	56080	56680	
5	55200	55791	56282	56880	
6	55409	56000	56491	57082	
7	55617	56209	56700	57291	
8	55826	56417	56909	57500	
9	56930	56930	57117	57709	
10	62908	62908	62908	62908	
11	63707	64707	65507	66407	

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LEVEL III CUSTODIAL SALARY GUIDE

STEP	2013-14	2014-15	2015-16	2016-17
1	64106	64706	65206	65206
2	64875	64906	65406	66006
3	65077	65675	65606	66206
4	65286	65877	66375	66406
5	65495	66086	66577	67175
6	65704	66295	66786	67377
7	65913	66504	66995	67586
8	66121	66713	67204	67795
9	66330	66921	67413	68004
10	67562	67562	67621	68213
11	75852	75852	75852	75852
12	76815	77815	78615	79515

FULL-TIME CUSTODIANS SALARY GUIDE (HIRED AFTER JUNE 30, 2014)

STEP	2014-15	2015-16	2016-17
1	43,897	44,336	44,779
2	44,411	44,855	45,303
3	44,930	45,380	45,833
4	45,456	45,910	46,370
5	45,988	46,448	46,912
6	47,070	47,541	48,016
7	47,070	47,451	48,016
8	47,621	48,097	48,578
9	48,178	48,660	49,146
10	48,760	49,248	49,750

Note: The above guide applies only to full-time custodians hired after June 30, 2014

35 HOUR SECRETARIAL SALARY GUIDE

STEP	2013-14	2014-15	2015-16	2016-17
1	40477	41077	41577	42177
2	40711	41277	41777	42377
3	40947	41511	41977	42577
4	41190	41747	42211	42777
5	41434	41990	42447	43011
5A	41678	42234	42690	43247
6	41972	42478	42934	43490
6A	42282	42772	43178	43734
7	42591	43082	43472	43978
8	43210	43391	43782	44272
9	47394	47394	47394	47394
10	51971	51971	51971	51971
11	56155	56155	56155	56155
12	62075	62075	62075	62075
13	62863	63900	64700	65600

NOTE: Longevity is not reflected in the above guide.

APPENDIX V

EXTRA-CURRICULAR NON-COACHING STIPENDS

<u>POSITION</u>	<u>2014-2017</u>
ACTIVITY FUND TREASURER	\$1,900
AMERICAN TECH. HON. SOC.	\$1,450
ANIME	\$500
ART SHOW & JUDGING	\$950
BOY'S CIRCLE	\$1,600
BUILDERS CLUB	\$1,300
BUSINESS CLUB	\$1,400
CHALLENGE CLUB (per session) (Max 2 sessions/year unless approval of the Superintendent is obtained)	\$800 per session
CHARACTER EDUCATION	\$1,150
CHESS CLUB	\$750
COMPUTER CLUB	\$2,000
COMPUTER TECH	\$2,100
CONSTRUCT-IT CLUB	\$500/school
DISTRICT SCIENCE FAIR COOR.	\$1,125
DRAMA CLUB	\$2,900
ELEMENTARY ANNUAL	\$1,000
ELEMENTARY CONCERT BAND	\$2,575
ELEMENTARY CHORUS – GRADE 4	\$2,575
ELEMENTARY CHORUS – GRADES 5 & 6	\$2,575
ELEMENTARY DANCE CLUB	\$1,500
ELEM. ENVIRONMENTAL TRIP CHAP.	\$450
ELEM. ENVIRONMENTAL TRIP COOR.	\$1,200
ELEM. ENVIRONMENTAL TRIP ASST.	\$700
ELEMENTARY NEWSPAPER	\$1,350
ELEMENTARY ROCK BAND	\$1,875
ELEMENTARY SCIENCE FAIR COOR.	\$1,050
ELEMENTARY S.G.O.	\$1,400
ELEMENTARY TRAINING BAND	\$2,575
ENVIRONMENTAL CLUB	\$2,500
FASHION SHOW COORDINATOR	\$1,000
FOREIGN LANGUAGE CLUB	\$1,275
FOREIGN LANG. HONOR SOCIETY	\$1,500

<u>POSITION</u>	<u>2014-2017</u>
FORENSICS/MOCK TRIAL	\$1,350
GAY-STRAIGHT ALLIANCE	\$750
GIRL'S CIRCLE AFTER SCHOOL CLUB	\$1,600
H.S. CLASS ADVISORS	
FRESHMAN ADVISOR	\$2,875
SOPHOMORE ADVISOR	\$3,400
JUNIOR ADVISOR	\$4,925
SENIOR ADVISOR	\$5,250
HIGH SCHOOL CHORUS	\$1,825
HIGH SCHOOL CONCERT BAND	\$1,825
HIGH SCHOOL JAZZ BAND	\$1,825
HIGH SCHOOL NEWSPAPER	\$2,000
HIGH SCHOOL PHOTOGRAPHY CLUB	\$500
H.S. PLAY (Spring Musical)	
ASST. DIRECTOR	\$1,500
CHOREOGRAPHER	\$2,200
DIRECTOR	\$2,900
MUSICAL DIRECTOR/CONDUCTOR	\$2,200
PRODUCER	\$2,850
HIGH SCHOOL S.G.O.	\$2,615
HIGH SCHOOL YEARBOOK – Creative	\$3,675
HIGH SCHOOL YEARBOOK – Financial	\$2,150
JUNIOR MATH CLUB	\$1,300
JUNIOR STATE OF AMERICA	\$2,000
KEY CLUB	\$2,100
LITERARY EXPLORERS' CLUB	\$950
LITERARY MAGAZINE	\$950
MEDIA/TECH CLUB	\$1,175
METAMORPHOSIS	\$1,775
M.S. LITERARY MAGAZINE	\$950
M.S. MIDDLE PAGES	\$1,425
M.S. MINI COURSE	\$410
M.S. S.G.O.	\$1,625
M.S. TECHNOLOGY CLUB	\$1,150
M.S. THEATRE CLUB	\$900
M.S. YEARBOOK	\$1,575

<u>POSITION</u>	<u>2014-2017</u>
MU ALPHA THETA	\$1,550
NATIONAL ENGLISH HONOR SOCIETY	\$1,500
NATIONAL HONOR SOCIETY	\$1,550
NATIONAL JUNIOR HON. SOC.	\$1,025
PAGE TURNER BOOK CLUB	\$500
PEACEKEEPER	\$1,150
PEER LEADERSHIP	\$500
REBEL	\$750
ROBOTICS	\$3,200
R.O.G.A.T.E.	\$1,100
SAFETY PATROL	\$900
SCHOOL NURSE ACTIVITIES	\$1,100
SCHOOL STORE	\$1,400
SCIENCE CLUB	\$1,150
7TH & 8TH GRADE ADVISOR	\$1,550
SITE ENGINEERING	\$1,325
SPANISH TRANSLATOR (non-instructional eligible)	\$500
UNICO YOUTH	\$500
WEB-SITE MANAGER	\$1,600
WEE DELIVER	\$1,150
HOURLY STIPEND POSITIONS (not eligible for longevity)	
PAC HOSPITALITY	\$35/hour – max \$1,200
SATURDAY DETENTION	\$35/hour
WEIGHT ROOM	\$15/hour @2 hrs/day

All extra-curricular positions as contained in Appendix VI of this Agreement shall be paid longevity pursuant Part II below.

Part II: For employees hired on or before June 30, 2014, longevity shall be as follows:

Beginning the Fifth (5) year:	\$300
Beginning the Ninth (9) year:	\$600
Beginning the Thirteenth (13) year:	\$1000

These increments shall not be cumulative in computation. An approved leave of absence for maternity leave or illness shall not constitute a break in service for purposes of calculating years of service in the position. However, an employee shall only receive credit for a year of service if he/she actually works at least one half of the required time or is otherwise on a paid leave of absence for said period.

APPENDIX VI

CO-CURRICULAR COACHING STIPEND

HIGH SCHOOL POSITIONS

<u>POSITION</u>	<u>2014-17</u>
<u>FALL SEASON</u>	
BAND DIRECTOR	\$6,305
BAND ASSISTANT INSTRUCTOR	
INSTRUCTOR	\$3,945
INSTRUCTOR	\$3,945
INSTRUCTOR	\$3,945
INSTRUCTOR	\$3,945
CROSS COUNTRY – HEAD COACH	\$5,230
CROSS COUNTRY – ASST. COACH	\$2,890
FOOTBALL – HEAD COACH	\$6,830
FOOTBALL – ASST. COACH	\$4,190
SOCCER – HEAD COACH (BOYS)	\$6,155
SOCCER – ASST. COACH (BOYS)	\$3,590
SOCCER – HEAD COACH (GIRLS)	\$6,155
SOCCER – ASST. COACH (GIRLS)	\$3,590
VOLLEYBALL – HEAD COACH	\$6,080
VOLLEYBALL – ASST. COACH	\$3,590
<u>WINTER SEASON</u>	
BASKETBALL – HEAD COACH (BOYS)	\$6,380
BASKETBALL – ASST. COACH (BOYS)	\$3,590
BASKETBALL – HEAD COACH (GIRLS)	\$6,380
BASKETBALL – ASST. COACH (GIRLS)	\$3,590
BOWLING – HEAD COACH	\$4,430
INDOOR TRACK – HEAD COACH	\$5,330
INDOOR TRACK – ASST. COACH	\$2,940
SWIMMING – HEAD COACH	\$4,870
SWIMMING – ASST. COACH	\$3,590
WRESTLING – HEAD COACH	\$6,380
WRESTLING – ASST. COACH	\$3,590

<u>POSITION</u>	<u>2014-17</u>
<u>FALL/WINTER</u>	
CHEERLEADING – HEAD COACH	\$6,380
CHEERLEADER – ASST. COACH	\$3,590
<u>SPRING SEASON</u>	
BASEBALL – HEAD COACH	\$6,380
BASEBALL – ASST. COACH	\$3,590
SOFTBALL – HEAD COACH	\$6,380
SOFTBALL – ASST. COACH	\$3,590
TENNIS – HEAD COACH (BOYS)	\$5,180
TENNIS – ASST. COACH (BOYS)	\$2,890
TENNIS – HEAD COACH (GIRLS)	\$5,180
TENNIS – ASST. COACH (GIRLS)	\$2,890
TRACK & FIELD – HEAD COACH	\$5,680
TRACK & FIELD – ASST. COACH	\$3,140

MIDDLE SCHOOL POSITIONS

<u>POSITION</u>	
BASKETBALL COACH (BOYS)	\$2,700
BASKETBALL COACH (GIRLS)	\$2,700
TENNIS COACH (BOYS)	\$2,100
TENNIS COACH (GIRLS)	\$2,100
TRACK & FIELD COACH (BOYS)	\$2,700
TRACK & FIELD COACH (GIRLS)	\$2,700
VOLLEYBALL COACH (GIRLS)	\$2,700
WRESTLING COACH (BOYS)	\$2,700

Part II: For employees hired on or before June 30, 2014, longevity shall be for all coaches, in the same sport, regardless of level, for number of year employed as a coach by Secaucus only.

Beginning the Fifth (5) Year:	\$300
Beginning the Ninth (9) Year:	\$600
Beginning the Thirteenth (13) Year:	\$1000

These increments shall not be cumulative in computation. An approved leave of absence for maternity leave or illness shall not constitute a break in service for purposes of calculating years of service in the position. However, an employee shall only receive credit for a year of service if he/she actually works at least one half of the required time or is otherwise on a paid leave of absence for said period.