

AGREEMENT  
BY AND BETWEEN  
MILFORD BOARD OF EDUCATION  
AND  
MILFORD EDUCATION ASSOCIATION

July 1, 2017 to June 30, 2020

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## ARTICLE I

### Recognition

The Board hereby recognizes the Association as the exclusive and sole representative for the collective negotiating concerning the terms and conditions of employment for all of the following certified personnel under contract:

1. Homeroom teachers of grades K, 1, 2, 3, 4, 5, 6, 7 and 8.
2. All special area teachers, (includes speech teachers).
3. School Nurse-Health Education-Family Life Education.

Other certificated personnel, not members of the Association are: Learning Disabilities Specialist, Social Worker and Speech Therapist.

Excluded are the following certificated and non-certificated personnel: Chief School Administrator, Psychologist, Board Secretary, School Secretary, Child Study Team Secretary, Cafeteria Manager, Cafeteria Workers, Bus Drivers, Custodians, Janitors, Substitutes, Per Diem, hourly and all other personnel.

Unless otherwise indicated, the term "teacher" when used hereinafter in the Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

## ARTICLE II

### Negotiation of Successor Agreement

The Milford Board of Education and the Milford Education Association mutually agree to enter into negotiations over a successor Agreement in a good-faith effort to reach agreement on matters concerning terms and conditions of employment which have been requested by either of the parties. Negotiations shall be in accordance with the Employer Relations Act, Chapter 303, Public Laws, 1968, as amended by Chapter 123, Public Laws, 1975, and in accordance with timetable established by the Public Employment Relations Commission.

Any Agreement so negotiated will be reduced to writing and must be ratified by both the Board and the Association. Board ratification must be attained by a roll call majority vote of Board Members at a regularly scheduled or emergency public meeting. Both negotiating teams representing the parties are required to support any tentative successor Agreement presented to their full bodies for ratification.

## ARTICLE III

### Fully Bargained Provisions

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the terms of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge of contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE IV

### Separability

If any specific section of this Agreement is found to be illegal or in violation of law, then all other provisions of this Agreement shall continue to be in full force and effect, except for the portion which is found to be illegal and which will no longer subsist.

## ARTICLE V

### Grievance Procedure

#### Section 1.

Definition: A grievance is a claim by a teacher or the Association based upon the interpretation, application or violation of this agreement, policies or administrative decisions affecting terms and conditions of employment.

A. Purpose: The purpose of this procedure is to secure, at the lowest possible level, solutions to the grievance. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

B. Procedure: A teacher shall have the right to present his/her own appeal or designate a representative of the Association to appear with him/her at all stages of the grievance procedure. The Association shall have the right to be present at all levels of the grievance procedure.

Step 1. A teacher with a grievance shall first discuss it informally with the Principal within fifteen (15) school days from the date of the alleged occurrence giving rise to the grievance. A good-faith attempt by both parties should be made to resolve the matter at this time.

Step 2. If, as a result of Step 1, the matter is not resolved to the satisfaction of the teacher, within five (5) additional school days, the teacher in conjunction with the Association, shall set forth in writing his complaint to Principal. Included in the writing of the complaint must be: the condition being grieved, the date and approximate time of day of the occurrence, the Article(s) of the Agreement said to have been violated, and the redress being sought. The Principal shall communicate his decision to the teacher in writing within five (5) school days of receipt of the written complaint. Any alleged violation of this Agreement not presented in writing to the Principal within thirty (30) school days of the alleged occurrence shall no longer be considered by either of the parties and such alleged violation is considered null and void.

Step 3. If the grievance is not resolved in Step 2 to the teacher's satisfaction, he/she may request a review of the Board of Education. The written request submitted to the Principal together with the written Principal's reply and any other related papers must be forwarded by the Principal to the Board of Education. The Board shall review the grievance, hold a hearing with the teacher, and any party in interest, and render a decision with reason or reasons, in writing within twenty (20) calendar days after that meeting.

All grievances which by their nature are complaints by a teacher over alleged misapplication, misinterpretation or violation of policies and administrative

decisions affecting him/her shall be resolved at the Board level in Step 3 and will not be further eligible for arbitration in this process.

Definition:

A “party in interest” is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

Step 4.

If the grievance involves an alleged violation of the terms and conditions of this agreement OR is a grievance as regards imposition or reprimand or discipline AND has not been satisfactorily disposed of in Step 3 of the foregoing grievance procedure, the Association may, within ten (10) school days after receipt of the answer in writing at Step 3, give the Board by registered mail, a written notice of its desire for the matter to be submitted to arbitration. If the notice is not presented within the ten (10) school days allotted, the grievance shall no longer be considered by either of the parties and such alleged violation is considered null and void.

Within fifteen (15) calendar days after receipt of the Association’s written notice requesting arbitration, either party may request the American Arbitration Association to submit a panel of arbitrators in accordance with its rules. If the parties are unable to agree upon an arbitrator from the panel submitted, either party may request the American Arbitration Association to appoint the arbitrator in accordance with its rules and the terms of this Agreement.

Hearings before the arbitrator shall be in accordance with the rules of the American Arbitration Association except as herein otherwise provided.

The parties may, by mutual agreement, furnish to the arbitrator a copy of the transcript of the proceedings before he/she bear the cost thereof, and either party may obtain a copy of such a transcript at its own expense.

Unless otherwise mutually agreed, the submission to the arbitrator shall be based on the original written grievance submitted in the grievance procedure. Either party shall have the right, upon request, to cross-examine any witness who submits oral or written evidence.

The arbitrator’s authority shall be limited to the application and interpretation of the express terms and conditions of this Agreement. The arbitrator shall not have any power or authority to consider any matter that is not part of the grievance as originally entered. He, she shall be without power or authority to render a decision which requires the Milford Board of Education to take some illegal action. He/she shall be without power or authority to render a decision which extends beyond the legal power and authority vested in the Milford Board of Education in terms of its ability of making a grievant whole. The arbitrator shall be without power or authority to deal with matters of salary except if the grievance involved deals with proper placement upon this Agreement’s salary guide. The arbitrator shall be without power or authority to consider any matter involving alleged misapplication, misinterpretation or violation of policies and administrative decision except to the extent that this Agreement expressly limits said rights, or add to, subtract from, or otherwise amend or modify the terms of this Agreement. The arbitrator shall have no power or authority in any matter contained in this Agreement that pertains to a law, or paraphrase of law. Any alleged violations of these matters must be resolved by the appropriate agency.

The arbitrator’s award shall be in accordance with the laws of the State of New Jersey and shall be final and binding on matters properly before him/her. The arbitrator is required to set down in writing the facts and reasoning he used with regard to coming to his/her eventual conclusion.

The parties shall bear equally the fees and expenses of the arbitrator, but neither party shall be responsible for the liabilities of the other under this Article.

- a. Either party may, in Step 3 or 4, call witnesses to give testimony on the case and such other persons as may be mutually agreeable.
- b. Neither a teacher nor a Milford Education Association representative shall leave his/her place of work in order to present or discuss a grievance without prior permission of the Principal, which permission shall not be unreasonably denied.
- c. Any grievance not submitted to the American Arbitration Association within the specified fifteen (15) calendar days after the Board's receipt of the written request for arbitration shall no longer be considered by either of the parties and such alleged violation is considered null and void.
- d. Time of all meetings shall be arranged so as to be acceptable to all parties.
- e. Miscellaneous
  1. All meetings and hearings under this procedure shall not be conducted in public.
  2. The above time limits may be extended or reduced by mutual agreement, in writing, between the grievant and the Principal for Steps 1 and 2, and the grievant and the Board for Step 3.
  3. Within the grievance procedure nowhere shall it be interpreted that the Board or Administration has relinquished legal prerogatives.
  4. The grievant does not have the right to refuse an administrative directive on the grounds that he/she has instituted a grievance.
  5. Any grievant shall be assured that the Administration and the Board will exercise no discrimination or reprisal as a result of his/her presentation of a grievance.
  6. The pursuit through an administrative agency or court of proper jurisdiction of any issue in dispute shall prevent the same issue, or one substantially similar, from being entered into this grievance procedure after having received a decision by said jurisdiction is that the case before it does not belong before it. The Association or any individual teacher is also hereby prevented from simultaneously filing the exact issue in two different jurisdictions, one of which is this grievance procedure.

## ARTICLE VI

### Teachers' Lunch Period

No more than four (4) teachers may leave the building during their duty-free lunch period. Permission is to be granted by the Administrator and will not be denied if the teacher gives a reason. The School Nurse is excluded from consideration to leave the building during this duty-free lunch period. The Administration reserves the right to deny or withdraw permission to a teacher to leave the building if:

1. An emergency occurs.
2. A non-classroom teacher cannot be secured for classroom coverage by the teacher requesting permission to leave.
3. A clearly stated reason for leaving is not given.

### Teacher Work Year

The in-school work year of teachers employed on a ten month basis shall not exceed one hundred eighty-five (185) days. The in-school work year shall include one hundred eighty (180) days when pupils are in attendance and five (5) professional days. Upon prior, written application to and approval by the principal, one of the professional development days may occur at appropriate, off-site professional development.

Consistent with the terms of this agreement, the approved school calendar will govern when teachers and pupils are in attendance.

The following days shall be half day sessions (not to exceed 4 hours):

The day prior to Thanksgiving Recess  
The last work day prior to Winter Recess  
The last Student Attendance day

### Teacher Work Day

The arrival and departure times for all teachers shall be designated in the Teacher's Handbook; however their total in-school work day with the exception of practices outlined in the employee handbook shall consist of not more than seven (7) hours and twenty (20) minutes which shall include a duty-free lunch period as guaranteed to teachers under Section 1 of this Article.

No teacher shall be required to report for duty earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave fifteen (15) minutes after the close of the pupils' school day.

Teachers employed less than full time shall be required to report fifteen (15) minutes prior to their first period and shall not leave for fifteen (15) minutes after their last period.

All full-time teachers shall have a minimum of five (5) preparation periods a week. Part-time teacher's preparation periods will be prorated according to the amount of days they work.

Teachers who cover another's class during their preparation period shall be compensated in the amount of \$25.00 per teaching period.

In the event a part time teacher requests in writing, and receives written approval, to work beyond their regular contracted hours they will be paid a sum equal to their daily pay rate (base salary divided by number of days worked in a regular school year).

### Scheduled Payday

Teachers will be paid in 20 equal semi-monthly installments on the 15<sup>th</sup> and last day of each month. When a payday falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last previous working day. Final pay will be issued on the last working day in June, providing they have completed all professional responsibilities. Teachers shall receive their pay schedules for the school year with their first paycheck in September. Pursuant to Chapter 28, P.L. 2013, payment will be made via direct deposit.

## ARTICLE VII

### M.E.A. Request Procedure

All requests addressed to the Board of Education from the Milford Education Association should be presented in writing to the Chief School Administrator five days prior to Administrator's agenda to the Board.

## ARTICLE VIII

### Parent Conferences

There will be two (2) conference days. On those days students will attend a full four (4) hour session. Teachers are free to leave immediately after student dismissal.

Conferences will be no longer than 4 consecutive hours. One conference day will run between 1:00 PM and 5:00 PM. The second conference day will run between 4:00 PM and 8:00 PM. No conferences will be scheduled outside the stated times except in extraordinary circumstances.

## ARTICLE IX

### Leaves of Absence

#### A. Sick Leave

Upon depletion of an employee accumulated sick leave provided for and defined by NJ State Statute Title 18A, at the discretion of the Board and on an individual case basis, the employee may be provided with additional sick leave at a pay prorated to his daily salary minus the cost of a fully certified substitute. The Board reserves the right to verify the authenticity of any illness for which sick leave is requested.

#### B. Illness and Disability Policy

It is required in all cases of a prolonged illness or disability (duration of five (5) consecutive work days or more) that a written certification from the attending physician must be submitted to our school Principal, stating the nature of illness or disability and that the individual is able to return to and perform his normal work. At Board expense, the CSA may require further evaluation by the school physician before the individual is granted approval to return to work.

#### C. Death in Family

Up to four (4) consecutive school days within six (6) calendar days will be allowed for the death of an employee's spouse, child, father, mother, sister, brother, parent-in-law or any other member of the household. One (1) school day will be allowed for the death of a grandparent, brother-in-law or sister-in-law. If extenuating circumstances exist, the Board may grant additional time or flexibility in scheduling.



D. Personal Business

No more than three (3) days with full pay will be allowed for personal business per school year, subject to the following provisions:

1. If the employee so elects, any unused personal days shall accumulate each year as unused sick days.
2. The teacher must request permission from the Principal one (1) day in advance, or earlier when possible, except in case of emergencies.
3. Personal leave shall not be granted before or after a holiday except in cases of extreme emergency or hardship.
4. Permission, in each instance, needs to be secured from the Principal.
5. Teachers shall be reimbursed at the end of each contract year for unused personal days at a rate not to exceed \$75.00 per day.

The above applies to part-time employees with the exception that: Two (2) days per school year will be allowed to teachers working three (3) full days per week; one (1) day will be allowed to teachers working less than three (3) full days per week.

E. Extended Leave

Upon written request a leave of absence without pay of up to one (1) year may be granted for good reason at Board discretion.

During said leave of absence, such teacher shall receive no insurance benefits at Board expense.

A teacher requesting to return from a leave of absence shall:

1. be assigned to the same position which he held at the time said leave commenced, if available; or
2. to a substantially equivalent position, if available in his/her field of certification.

A teacher will not be returned from a leave of absence if a Reduction in Force action has affected him directly.

A teacher on a leave of absence shall give written notice of intent to return sixty (60) days prior to the date of return.

If in the opinion of the Board, the resumption of duties (60-day notice) would substantially interfere with the education of the children, the requested date may be changed by the Board to terminate said leave at the end of a marking period.

F. Legal

Legal days with pay will be granted, as needed, without loss of personal days, if a teacher is required by law to appear in any school-related legal action in which the Board and teacher have mutual and non-conflicting interests.

Absence with pay will be granted without loss of personal days, at rate of regular pay less jury duty earnings if a teacher is required by law to serve jury duty. However, teacher must elect waiver offer if available.

When called for jury duty and the individual is not needed everyday, the individual is to report to school.

G. Anticipated Disability Leaves

- Any teacher who anticipated undergoing a state of disability such as, but not limited to, surgery, hospital confinement, medical treatment, pregnancy, etc., may apply for a leave of absence based upon said anticipated disability in accordance with provisions hereinafter set forth, in which instance such leave of absence shall be chargeable to the sick leave account of said teacher.

All teachers anticipating a state of disability shall notify the Principal of the condition expected to result in disability as soon as the condition which may result in disability is known.

Request for Leave Based on Claim of Anticipated Disability

1. Any teacher who desires to continue in the performance of his/her duties during a period expected to lead to a state of disability shall be permitted to do so provided said teacher produces a statement of his physician stating that said teacher is physically capable of continuing to perform his duties and further stating up to what date, in the opinion of said physician, the teacher is capable of performing said duties.
2. In the event the physician of the teacher who anticipates a state of disability shall be of the opinion that said teacher is capable of performing his duties up to a specified date but the School Physician of the Board of Education, when asked by the Administration or Board, shall be of a contrary opinion, then the teacher and the Board shall mutually agree upon the appointment of a third physician whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue in the performance of duties. In the event of the inability of the teacher and the Board to agree upon the appointment of the third physician, such appointment shall be made by the Hunterdon Medical Center. The expense of any examination by the third physician shall be shared equally by the teacher and the Board.
3. In no event shall the Board be obligated to permit a teacher anticipating a state of disability to continue in the performance of his/her duties where the performance of said teacher has substantially declined from that performance demonstrated by said teacher at the time immediately prior to the time when notification was given of the state of anticipated disability.
4. All policies, practices, rules and regulations applicable to teachers who are granted sick leave pursuant to the provisions of Title 18A:30-1, et. seq., shall be applicable to all teachers applying for leave under this Section. Such teachers shall receive no lesser consideration than any other teachers nor shall they receive any greater consideration.
5. The teacher requesting a leave under the provisions of this Section shall specify in writing the date on which he wishes to commence said leave and the date on which he/she wishes to return to employment following recovery from said disability. Such requests shall be consistent with foregoing provisions.
6. The Board shall have the right to require any teacher who has been on a disability leave and who desires to return to his/her duties by a fixed date following recovery from disability to produce a certificate from his/her physician stating that he/she is capable of resuming his duties. In the event of a difference of opinion between the teacher's physician and the School Physician of the Board relative to the resumption of duties by said teacher, the provisions of Paragraph G.2 shall be applicable as to the method of resolving such disagreement.
7. Whenever, in the opinion of the Board, the dates for the commencement of an anticipated disability leave and/or the dates for the resumption of duties would substantially interfere with the administration of the school or with the education of the children, the requested dates may be changed by the Board.
8. Ordinarily, a teacher who has undergone hospital confinement shall be expected to

resume his/her duties, subject to the provisions of Paragraph G.7 above, within fifteen (15) days of the date of discharge from the hospital, provided, however, that such resumption of duties is not medically contraindicated.

9. Where disability leaves have been approved, the commencement or termination dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the Board. Such extensions or reductions shall be granted by the Board for additional reasonable periods of time provided, however, that the Board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school and/or with the education of the pupils and, provided further, that such change by the board is not medically contraindicated. All extensions of such leave shall in any event be subject to the provisions of Title 18A:30-1, et. seq.
10. The provisions of this Article, Section G, shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained.
11. If a leave of absence is granted to a non-tenure teacher, this time will not be counted towards tenure time.

#### H. Child-Rearing Leave

1. Leave of absence without pay will be granted to any tenured teacher for child-rearing purposes upon written application by the teacher to the Principal at least sixty (60) days prior to the date the leave is scheduled to commence except in case of emergency. Where appropriate, the Board may require a statement from the teacher's physician regarding the teacher's physical condition. The maximum of any child-rearing leave will be one (1) year, except that the Board may grant an extension of one (1) year if requested.
2. Subject to the same notice and medical certification requirement stated in Paragraph 1 above, a leave of absence without pay for child-rearing leave will be granted to any non-tenured teacher. The granting of such leave to a non-tenured teacher shall not impose upon the Board any obligation to extend employment to said teacher beyond the end of the contract year in which the leave is granted.
3. Any tenured teacher adopting an infant/child may be granted a leave up to a period of (1) year, except that the Board may grant an extension of one (1) year if requested. Such leave shall commence upon receiving de facto custody of said infant/child, or earlier if necessary to fulfill requirements for adoption.
4. A teacher taking child-rearing leave will be able, upon application, to apply accumulated sick leave to the period thirty (30) working days prior to the birth of the child through a period of thirty (30) working days after the birth of the child.
5. Return to work shall be at a time that will not unduly disrupt the continuity of the instructional program as determined by the Board of Education.

#### I. Retirement Leave

After a minimum of 10 years of continuous service in the District and upon retirement from the District when an employee begins to collect pension, all teachers shall be compensated for accumulated sick days at the rate of one (1) day's salary for every two (2) days of unused sick days not to exceed \$10,000. The Board should have written notification by December 1<sup>st</sup>. In the event of late notification, the Board may defer payment to the subsequent school year. In the event of the employee's death, the employee's estate shall be awarded the employee's Accumulated Sick Leave Compensation.

In the event of a regionalization, during the term of this contract, a teacher not offered employment in the new regional district who has 8 continuous years of service will be entitled to compensation for accumulated sick days at the rate of one (1) day's salary for every two (2) unused sick days not to exceed \$10,000.

## ARTICLE X

### Reimbursement Policy

#### A. Reimbursement for Faculty Tuition Costs Policy

Teachers with a minimum of a Bachelor's degree and holding a permanent or regular NJ teaching certificate shall be awarded an exact amount not to exceed \$1,000 per contract year tuition reimbursement. Each college course pursued must be related to the field of Education. Courses must be at graduate level and secured from an institution approved by the NJ State Department of Education for State certification. This does not preclude an institution located outside the state of New Jersey.

Approval for the course of study must be secured from the Administrator 60 days before the course is taken. Reimbursement will be made to the faculty member upon receipt of written proof of a passing grade of A or B OR pass in a pass/fail system and submission of receipts up to the stated dollar limit. Reimbursement shall be capped at three individuals per budget. Request for reimbursement shall be submitted along with course grade within 30 days of course completion. Teachers must remain employed by the District for a period of 1 year after course completion or repayment to the Board will be made through payroll deduction upon notice of resignation.

Approval of course for reimbursement shall constitute an understanding with the Board that the graduate course is accepted toward movement across the guide provided the teacher secures a passing grade in the graduate course.

#### B. Movement on Salary Guide

To be considered for movement on Salary Guide courses must meet all the requirements listed under Section A. By September 1, all teachers, anticipating movement on the salary guide during the school year, shall notify the Board of the date of the anticipated salary level change. The salary level change shall be effective upon submission of a transcript and Board approval.

#### C. Reimbursement for Professional Development

Payment of reimbursement for an administrator approved professional development will be made to the faculty member upon completion of the professional development and the submission of receipts for incurred expenses. Expense reimbursement will be made according to N.J.A.C. 6A:9C. No more than 2 days release time will be provided during any one contract year. The Board has the authority to approve, subject to the recommendation of the Superintendent, in his/her sole discretion, payment of additional monies for professional improvement courses.

#### D. Expenses and Provisions for Other Non-School Time Meetings, Workshops, or Conventions

1. Limit of one per year, pertinent to field of teaching.
2. Meeting, workshop, or convention fee to a maximum of \$100, approved in advance by the Board.

#### E. Mileage

Travel reimbursement, including mileage, shall be made according to N.J.A.C. 6A:23A-7.1, et. seq., and limited to within a 75 mile radius of Milford, absent prior, written approval by the Board.

ARTICLE XI

Insurance Protection

A. The Board shall provide the health-care insurance protection designated below.

The Board shall pay the full premium for each employee and, at the employee's option, for dependent insurance coverage with the following provisions and in accordance with the New Jersey State mandates:

1. Part-time employees hired prior to June 30, 1996 who worked 20 hours or more will continue to receive benefits for which they qualified as of June 30, 1996.
2. Full-time employees hired prior to June 30, 1996 whose hours may be reduced in time to 20 hours or more will continue to receive benefits for which they qualified as of June 30, 1996. This provision does not apply to employees hired after July 1, 1996.
3. New employees hired after July 1, 1996 must work 29 hours or more to be eligible to receive full benefits.
4. It is understood that the employee's lunch period is considered part of the total employment hours.
5. Non-tenured and all new hires will be placed in SEHBP Direct 15. Tenured teachers will be placed in SEHBP Direct 10.
6. Employee contributions toward health care shall be in accordance with Chapter 78 for the duration of this Agreement. In the event that a new law is adopted during the term of this Agreement, same shall supersede the terms hereof. In no case shall employee contributions be duplicative.

Provisions of the health-care insurance shall be as follows:

New Jersey Blue Cross and Blue Shield 14/20 Series with Rider J

Major Medical Coverage

B. The Board shall provide dental insurance protection designated below to any employee for 20 hours or more per week. Effective July 1, 2014, the Board shall provide dental coverage under the New Jersey School Employees Health Benefits Program (SEHBP). Cost of the dental coverage will be shared equally between the member and the Board.

**ARTICLE XII**

**Longevity Policy Based on Years of Service in the  
Milford Public School**

Longevity pay increases will be added to the effective salary guide in the amounts listed in the table below for service in the Milford Borough School District. Service in the Milford Borough School District shall be defined as:

1. Continuous, uninterrupted service, or
2. Accumulated service in the district exclusive of any interruptions, provided that employment was not undertaken in other school districts or in other fields offering monetary remuneration (exclusive of Military Service).

at the beginning of:

2017-2020

15 to 19 years	\$500
20 to 24 years	\$750
25 to 29 years	\$1,250
30 to 34 years	\$2,000
35 to 39 years	\$2,250
40 years and each year after	\$2,500

The above amounts are not accumulative as pertains to the preceding year's salary. They are added at each appropriate year to the effective salary guide figure for that year.

**ARTICLE XIII**

**Activity Salary Schedule**  
**Annual stipend unless noted**

	17-18	18-19	19-20
Athletic Director	\$660	\$670	\$680
Coaches	\$2,436	\$2,473	\$2,510
Chaperone	\$76	\$77	\$78
Yearbook Coordinator	\$1,015	\$1,030	\$1,046
Musical Prod	\$1,320	\$1,339	\$1,359
Student Council Advisor	\$761	\$773	\$784
Ski Club Advisor	\$609	\$618	\$627
Ski Club Assistant	\$406	\$412	\$418
Teacher-in-Charge	\$76	\$77	\$78
Overnight Field Trip	\$203	\$206	\$209
Home Instruction per hour	\$41	\$41	\$42
Clubs	\$41	\$41	\$42
<b><u>Summer School</u></b>			
Regular Education	\$41	\$41	\$42
Special Education	\$46	\$46	\$47

ARTICLE XIV

**2017-18  
Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>1</b>	44,432	45,482	46,532	47,582	48,082
<b>2</b>	44,932	45,982	47,032	48,082	48,582
<b>3</b>	45,432	46,482	47,532	48,582	49,082
<b>4-5</b>	46,432	47,482	48,532	49,582	50,082
<b>6</b>	47,532	48,582	49,632	50,682	51,182
<b>7</b>	48,632	49,682	50,732	51,782	52,282
<b>8</b>	49,732	50,782	51,832	52,882	53,382
<b>9</b>	50,897	51,947	52,997	54,047	54,547
<b>10</b>	52,542	53,592	54,642	55,692	56,192
<b>11</b>	54,287	55,337	56,387	57,437	57,937
<b>12</b>	56,132	57,182	58,232	59,282	59,782
<b>13</b>	58,077	59,127	60,177	61,227	61,727
<b>14</b>	60,122	61,172	62,222	63,272	63,772
<b>15</b>	62,267	63,317	64,367	65,417	65,917
<b>16</b>	64,512	65,562	66,612	67,662	68,162
<b>17</b>	66,857	67,907	68,957	70,007	70,507
<b>18</b>	69,352	70,402	71,452	72,502	73,002
<b>19</b>	71,997	73,047	74,097	75,147	75,647
<b>20</b>	74,792	75,842	76,892	77,942	78,442



**2018-19  
Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>1</b>	44,872	45,922	46,972	48,022	48,522
<b>2</b>	45,372	46,422	47,472	48,522	49,022
<b>3</b>	45,872	46,922	47,972	49,022	49,522
<b>4</b>	46,872	47,922	48,972	50,022	50,522
<b>5-6</b>	47,972	49,022	50,072	51,122	51,622
<b>7</b>	49,072	50,122	51,172	52,222	52,722
<b>8</b>	50,172	51,222	52,272	53,322	53,822
<b>9</b>	51,337	52,387	53,437	54,487	54,987
<b>10</b>	52,982	54,032	55,082	56,132	56,632
<b>11</b>	54,727	55,777	56,827	57,877	58,377
<b>12</b>	56,572	57,622	58,672	59,722	60,222
<b>13</b>	58,517	59,567	60,617	61,667	62,167
<b>14</b>	60,562	61,612	62,662	63,712	64,212
<b>15</b>	62,707	63,757	64,807	65,857	66,357
<b>16</b>	64,952	66,002	67,052	68,102	68,602
<b>17</b>	67,297	68,347	69,397	70,447	70,947
<b>18</b>	69,792	70,842	71,892	72,942	73,442
<b>19</b>	72,437	73,487	74,537	75,587	76,087
<b>20</b>	75,232	76,282	77,332	78,382	78,882

**2019-20  
Salary Guide**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>
<b>1</b>	45,209	46,259	47,309	48,359	48,859
<b>2</b>	45,709	46,759	47,809	48,859	49,359
<b>3</b>	46,209	47,259	48,309	49,359	49,859
<b>4</b>	47,209	48,259	49,309	50,359	50,859
<b>5</b>	48,309	49,359	50,409	51,459	51,959
<b>6-7</b>	49,409	50,459	51,509	52,559	53,059
<b>8</b>	50,509	51,559	52,609	53,659	54,159
<b>9</b>	51,674	52,724	53,774	54,824	55,324
<b>10</b>	53,319	54,369	55,419	56,469	56,969
<b>11</b>	55,064	56,114	57,164	58,214	58,714
<b>12</b>	56,909	57,959	59,009	60,059	60,559
<b>13</b>	58,854	59,904	60,954	62,004	62,504
<b>14</b>	60,899	61,949	62,999	64,049	64,549
<b>15</b>	63,044	64,094	65,144	66,194	66,694
<b>16</b>	65,289	66,339	67,389	68,439	68,939
<b>17</b>	67,634	68,684	69,734	70,784	71,284
<b>18</b>	70,129	71,179	72,229	73,279	73,779
<b>19</b>	72,774	73,824	74,874	75,924	76,424
<b>20</b>	75,569	76,619	77,669	78,719	79,219

ARTICLE XV

Mentoring

Mentoring for provisional teachers shall be conducted in compliance with N.J.A.C. 6:11-5.3 through 5.5.

All vacancies for mentors of provisionally certified teachers shall be posted as soon as the need for the position is ascertained.

Mentoring positions shall be posted and interested parties may apply. If no volunteers are available, a teacher shall be assigned.

Mentors shall be assigned so that no one is involuntarily assigned for more than one continuous year.

Mentors shall be paid directly by the provisionally certified teacher the amount prescribed by the State Department of Education.

ARTICLE XVI

Duration of Agreement

This Agreement shall be effective July 1, 2017 and shall continue in effect until June 30, 2020, subject to the Association's right to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their secretaries,

FOR THE ASSOCIATION:

FOR THE BOARD:

By Donna Portoneo  
President, Milford  
Education Association

By Jessamine  
President, Milford  
Board of Education

Beverly Andersen  
Secretary

Judy Halladay  
Secretary

