

**AGREEMENT**

between the

**SADDLE BROOK BOARD OF EDUCATION**

and the

**SADDLE BROOK EDUCATION ASSOCIATION**

for the

<b>SCHOOL YEARS</b>	<b>2007-2008</b>
	<b>2008-2009</b>
	<b>2009-2010</b>

**Saddle Brook, New Jersey**

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**PREAMBLE**

This Agreement entered into this 1<sup>st</sup> day of July, 2007, by and between the Board of Education of the Township of Saddle Brook, New Jersey, hereinafter called the "BOARD" and the Saddle Brook Education Association, hereinafter called the "ASSOCIATION".

**W I T N E S S E T H:**

**WHEREAS**, the Board and the Association recognize and declare that providing education for the children of the Saddle Brook School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

**WHEREAS**, the Board has an obligation, pursuant to the laws of the State of New Jersey to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

**WHEREAS**, the parties have reached certain understandings which they desire to confirm in this Agreement, be it

**RESOLVED**, in consideration of the following mutual covenants, it is hereby agreed as follows:

**ARTICLE I - RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certified personnel, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board, excluding: Superintendent of Schools, Principals, Vice-Principals, and Directors.
- B. Unless otherwise indicated, the term "teachers", when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and reference to male teachers shall include female teachers.
- C. Unless otherwise indicated, the term "elementary school" when used hereinafter in this Agreement shall mean grades K through 6; the term "middle school" shall mean grades 7 and 8 and the term "high school" shall mean grades 9 through 12. Middle school teachers shall be required to hold an Elementary Certificate for purposes of regular classroom instruction.

## ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the laws of the State of New Jersey in a good-faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. Such negotiations shall begin no later than December 1st of the calendar year preceding the calendar year in which this Agreement expires. Negotiations shall commence no later than thirty days after a request by either party.
- B. The Board shall make available to the Association for inspection all pertinent records, data, and information concerning the Saddle Brook School District.
- C. 1. Representatives of the Board and the Association's negotiating committee shall meet upon request, at a mutually agreed time, 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.
2. All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the teachers involved are free from their assigned instructional responsibilities, unless otherwise agreed.

## ARTICLE III - GRIEVANCE PROCEDURE

### A. Definitions:

#### 1. Grievance

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 a teacher or group of teachers.

#### 2. Aggrieved person

An "aggrieved person" is the person or persons or the Association making the claim.

#### 3. Party in interest

A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

**B. Procedure:**

1. Since it is important that grievances be processed as rapidly as possible, the number of days should be considered as maximum and every effort be made to expedite the process.
2. In the event a grievance is filed at a time which, if left unresolved for the indicated periods of time, could result in irreparable harm to a party in interest, the time limits shall be reduced so that the grievance procedure may be exhausted as soon thereafter as is possible.
3. If, as a result of discussion with the principal, a matter is not resolved to the satisfaction of the aggrieved employee, he shall set forth his complaint in writing to the principal with a copy to the Superintendent. The principal shall communicate his decision to the employee with a copy to the Superintendent in writing within five school days of the receipt of the written complaint.
4. The professional employee may appeal the principal's decision to the Superintendent of Schools within ten (10) school days of receipt of the written decision of the principal. The appeal to the Superintendent must be made in writing with a copy to his principal and must set forth the grounds upon which the complaint is based. The Superintendent will attempt to resolve the matter as expeditiously as possible, but within a period not to exceed ten (10) school days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the professional employee.
5. If the grievance is not settled after reaching the Superintendent, the Association shall have ten (10) school days to notify the Board whether it intends to appeal the grievance to the Board or to proceed directly to advisory arbitration.
6. Nothing shall preclude the Association's right from proceeding to advisory arbitration at any time after the Superintendent's decision and while awaiting a Board hearing or Board decision.
7. The parties agree that should the grievance go to advisory arbitration, they will utilize the services of the American Arbitration Association.
8. Any grievable matter must be grieved within forty-five (45) days of alleged occurrence or grievant will be precluded from remedy.

However, the aggrieved party shall have the option of directly appealing to the Board, or requesting advisory arbitration prior to any such hearing before the Board.

ARTICLE IV - TEACHING HOURS AND TEACHING LOAD

- A. Teachers shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" roster.
- B. 1. All teachers shall have a duty-free lunch period.
2. Elementary Teachers shall have a daily duty-free lunch period of, at least forty-four (44) minutes.
3. High School Teachers shall have a daily duty free lunch period of at least forty-nine (49) minutes.
4. Middle school teachers shall have a daily duty-free lunch period of at least forty-five (45) minutes.
5. Teachers in the elementary school and middle school may volunteer for lunch duty by placing names on a list posted by the district. Teachers who elect to serve shall be compensated for lunch time duty at the rate of \$28.00 per lunch duty when requested to do so by the Administrator. No teachers shall be individually asked or requested to perform said duty.
- C. 1. A teacher may leave the building without requesting permission during his duty-free lunch periods and during his preparation period on paydays, after notifying the Principal.
2. Elementary school teachers, except kindergarten teachers shall have one preparation period per day of forty-four (44) continuous minutes each period. The Principal, where possible, shall arrange schedules to provide for one (1) preparation period each day.
3. High school teachers shall have one (1) preparation period each day of not less than forty-nine (49) continuous minutes each period.
4. Middle school teachers shall have preparation periods totaling at least two hundred thirty-five (235) minutes per week, one (1) period each day of not less than forty (40) continuous minutes.
5. The Principal, where possible, shall adjust the number of students enrolled in any particular course in the high school in order that the same shall be equitably distributed among

the teachers of the course.

- D.** 1. The practice of using a regular teacher as a substitute thereby depriving him of his preparation period is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid \$21.63 per hour or major portion of an hour and \$10.82 per ½ hour (30 minutes). The above practice shall be uniformly applied.
2. A list of those volunteering to use preparation periods for emergency substitution shall be solicited by each school Principal at the beginning of each school year. Teachers on this list shall be used whenever possible. Suitability of assignment shall be determined by the Principal.
3. Such coverage shall be arranged by the Principal of the school in question and shall be distributed as equitably as possible among the teachers in said school after reviewing the volunteer list.
- E.** 1. The Board and the Association agree that extra-curricular activities are educationally worthwhile.
2. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school days shall be voluntary and shall be compensated in accordance with an agreed upon schedule.
3. Field trips shall be scheduled and implemented in a manner which shall be mutually agreed upon by the teachers participating in them. Additionally, the parties recognize that the Board may require certain field trips as part of any course curriculum. Written permission for field trips shall be obtained from the Superintendent to guarantee insurance coverage as a school sponsored activity.
- F.** The teacher's work year shall be no more than 184 working days.
- G.** The regular, full-time teaching load for high school teachers shall be five (5) or six (6) periods per day based upon an eight (8) period schedule (lunch included). High school teachers of English, world languages, mathematics, social studies, business and computers, shall teach five (5) periods per day and have no less than one (1) duty assignment per day. Duty assignment for English teachers will be limited to study hall or ISS (In School Suspension). Teachers of science

will teach five (5) lecture periods, together with related laboratory sessions, per day and have at least one (1) duty assignment on non-lab days. All other high school teachers (including special education) shall teach six (6) periods per day.

- H. 1. District-Wide Faculty Meetings: The Superintendent may schedule three (3) district-wide faculty meetings per year to commence no earlier than 3:15 p.m. and to conclude no later than 4:15 p.m. (K-12), with the exception of those meetings which are scheduled during single session days, (which will commence no earlier than 2:00 p.m. and will also conclude no later than 4:15 p.m.). These meetings shall be scheduled on Mondays.

One (1) of the three (3) designated district-wide meetings may be called on any other day of the week except Friday, with two (2) weeks advance notice. When such a meeting is called, there will not be a Monday meeting in that week. If there is a meeting scheduled on the Tuesday after a Monday closure, attendance will be optional if the staff member has a previously scheduled conflict.

2. Building Staff Meetings-Elementary: The weekly building staff meetings for the elementary staff shall be scheduled on Mondays to commence no earlier than 3:10 p.m. and to conclude no later than 4:10 p.m., with the exception of those meetings which are scheduled during single session days, (which will commence no earlier than 2:00 p.m. and will also conclude no later than 4:10 p.m.).

3. Building Staff Meetings-Middle School/High School: The weekly building staff meetings for the middle school/high school staff shall be scheduled on Mondays to commence no earlier than 2:50 p.m. and to conclude no later than 3:50 p.m., with the exception of those meetings which are scheduled during single session days, (which will commence no earlier than 1:35 p.m. and will also conclude no later than 3:50 p.m.).

4. District-Wide Elementary Staff Meetings: The Superintendent may schedule three (3) district-wide elementary staff meetings per year which shall be scheduled on Mondays. These meetings shall be in lieu of the weekly building staff meeting and shall be rotated among the three (3) elementary schools.

- I. Curriculum Development: Curriculum development is an integral part of preparation for instruction. Teachers are expected to participate in curriculum development and revision as part of professional duties.



- J. New Employee Orientation/Training: As a condition of employment, all new full-time and part-time teachers shall participate in training sessions to be held during the last week before school starts in September.
- K. Teachers' Work Day:
1. High School: Teachers shall sign in by 7:50 a.m. and be at their assignment by 7:55 a.m. and shall sign out by 3:00p.m., except on Fridays and days prior to holidays when they may leave at the student departure time.
  2. Middle School: Teachers shall sign in by 7:55 a.m. and be at their assignment by 8:00 a.m. and shall sign out by 3:05 p.m., except on Fridays and days prior to holidays when they may leave at the student departure time.
  3. Elementary School: Teachers shall sign in by 8:30 a.m. and shall sign out by 3:20 p.m., except on Fridays and days prior to holidays when they may leave at the student departure time.
- L. Release Time: Release time of two (2) duty periods per month may be granted by the building administrator to the president of the Saddle Brook Education Association when necessary.

#### ARTICLE V - TEACHER EMPLOYMENT AGREEMENT

- A. The Board agrees to hire only certified teachers holding a standard certificate issued by the New Jersey State Board of Examiners for every teaching assignment.
- B. 1. The maximum credit granted for combined past teaching and armed service experience is ten (10) years.
2. The maximum credit for armed service experience is four (4) years.
3. A beginning inexperienced teacher will be granted a maximum of two (2) years armed service experience the first year of teaching in Saddle Brook. An extra increment will be granted each successive year for each additional year of armed service until the maximum of four (4) years has been reached. The same provisions shall apply to service in the Peace Corps, Vista or National Teacher Corps and, in time spent on a Fulbright Scholarship.
4. The Superintendent shall have complete flexibility in offering an initial placement on the salary guide for the following positions: Speech Therapist, LDTTC and School Psychologist.

5. The Superintendent shall have the flexibility of offering up to five (5) years of career-related experience for credible non-teaching experience.

6. For all other new teachers, starting salaries will be based on five percent (5%) above current salary rolled up to the next salary step on the guide or the prospective employee's current salary rolled up to the next step on the guide.

C. Previously accumulated unused leave days shall be restored to all returning teachers.

D. 1. Non-tenure teachers shall be advised by May 15th, or any alternative date announced by the Commissioner of Education, of the intention of the Board not to rehire.

2. So far as is practicable, a teacher shall be advised of a change in his subject or grade placement before he leaves for his summer vacation.

#### **E. Reimbursement for Graduate Courses**

1. There shall be created a Tuition Reimbursement Account which shall have a cap in the amount of \$55,000.00 per year during the term of this Agreement.

2. There will be a guaranteed reimbursement rate in the amount of \$150.00 per credit hour.

3. There will be an account reconciliation at the end of each school year. For each year of this Agreement:

a) If the reconciliation indicates that tuition reimbursement did not exceed the sum of \$55,000.00 in that school year, then in said event, all participants will share, *pro rata*, in the amount of monies in the Tuition Reimbursement Account at the end of the school year, not to exceed the State per credit rate.

b) If the reconciliation indicates that tuition reimbursement exceeded the sum of \$55,000.00 in a given school year, then in said event, there will be a reduction in the amount by 10% in the guaranteed reimbursement rate per credit hour in the subsequent school year. Said reduction in the guaranteed reimbursement rate shall occur only once during the term of this Agreement.

4. Each staff member, including hourly teachers, shall be reimbursed for a maximum of nine (9) graduate course credits per year at the State College rate, which courses have been approved by the Superintendent of Schools. The Superintendent

of Schools must be in receipt of an official transcript of course completion before payment is made to the staff member.

**F. Air Conditioned Faculty Rooms**

Faculty rooms in the four (4) elementary schools and the high school shall be air conditioned.

**G. Prorated Contracts**

In the event a staff member must be replaced as a result of a leave of absence, a replacement staff member will be hired at a per diem rate based upon the current pay for substitute teachers and shall not receive health benefits. In the event said replacement employee is employed by the Board for 21 consecutive work days in the same teaching position, then upon the 22nd consecutive work day of employment in that position said staff member shall receive a prorated contract paying 1/200th of his contractual salary pursuant to the current guide per diem which contract shall include all current health benefits.

**H. Court Appearances**

When a staff member is required to appear in court at the request of the Superintendent of Schools or pursuant to a valid subpoena, beyond the work day and for school-related purposes, that staff member shall be reimbursed at the rate of \$31.81 per hour for that court appearance with a maximum reimbursement of \$56.57. The staff member shall provide the Superintendent of Schools with the appropriate proof of service.

**I. Automobile Use**

All staff members who are authorized to use their automobiles in the course of their employment shall be reimbursed at the mileage rate as set forth in the Internal Revenue Code/Regulations (IRS Rate), per mile for each school year during the term of this Agreement. The staff member shall provide the Superintendent of Schools with a voucher.

**J. Professional Development**

Any staff member who volunteers or is requested by a supervisor, or the Superintendent, to develop and present a professional development in-service course as part of a planned half day or full day in-service program for Saddle Brook staff, shall receive a stipend of \$125.00 upon completion of this instruction. These staff members will participate on a voluntary basis.

**K. High School Detention**

A high school detention period shall be paid on a "se" or basis at the rate of \$26.87 per session. The detention period shall be from 2:58 p.m. to 3:58 p.m. and it will be voluntary.

**L. Mentoring**

Effective with the 2004-2005 school year, the statutory language pertaining to the rates for both alternative route teachers and traditional route teachers shall be acceptable. The parties agree that the succeeding years shall be subject to negotiation for rates and application of rates and terms pursuant to the terms developed by the State. The mentoring program is voluntary for the mentors and limited to one (1) mentoree at a time per teacher. If there are no volunteers the Board will assign mentors.

**ARTICLE VI - SALARIES**

**TEACHER SALARY GUIDE FOR 2007-2008**

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	41500	42500	44000	45500	47500	50000
2	44425	45425	46925	48425	50425	52925
3	47350	48350	49850	51350	53350	55850
4	50275	51275	52775	54275	56275	58775
5	53200	54200	55700	57200	59200	61700
6	56125	57125	58625	60125	62125	64625
7	59050	60050	61550	63050	65050	67550
8	61975	62975	64475	65975	67975	70475
9	64900	65900	67400	68900	70900	73400
10	67825	68825	70325	71825	73825	76325
11	70750	71750	73250	74750	76750	79250
12	73675	74675	76175	77675	79675	82175
13	76600	77600	79100	80600	82600	85100
14	79525	80525	82025	83525	85525	88025
15	82450	83450	84950	86450	88450	90950
16	85375	86375	87875	89375	91375	93875
17	88300	89300	90800	92300	94300	96800
18	91225	92225	93725	95225	97225	100225

TEACHER SALARY GUIDE FOR 2008-2009

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	42500	43500	45000	46500	48500	51000
2	45425	46425	47925	49425	51425	53925
3	48350	49350	50850	52350	54350	56850
4	51275	52275	53775	55275	57275	59775
5	54200	55200	56700	58200	60200	62700
6	57125	58125	59625	61125	63125	65625
7	60050	61050	62550	64050	66050	68550
8	62975	63975	65475	66975	68975	71475
9	65900	66900	68400	69900	71900	74400
10	68825	69825	71325	72825	74825	77325
11	71750	72750	74250	75750	77750	80250
12	74675	75675	77175	78675	80675	83175
13	77600	78600	80100	81600	83600	86100
14	80525	81525	83025	84525	86525	89025
15	83450	84450	85950	87450	89450	91950
16	86375	87375	88875	90375	92375	94875
17	89300	90300	91800	93300	95300	97800
18	92225	93225	94725	96225	98225	100725

TEACHER SALARY GUIDE FOR 2009-2010

Step	BA	BA+15	MA	MA+15	MA+30	MA+45
1	44000	45000	46500	48000	50000	52500
2	46925	47925	49425	50925	52925	55425
3	49850	50850	52350	53850	55850	58350
4	52775	53775	55275	56775	58775	61275
5	55700	56700	58200	59700	61700	64200
6	58625	59625	61125	62625	64625	67125
7	61550	62550	64050	65550	67550	70050
8	64475	65475	66975	68475	70475	72975
9	67400	68400	69900	71400	73400	75900
10	70325	71325	72825	74325	76325	78825
11	73250	74250	75750	77250	79250	81750
12	76175	77175	78675	80175	82175	84675
13	79100	80100	81600	83100	85100	87600
14	82025	83025	84525	86025	88025	90525
15	84950	85950	87450	88950	90950	93450
16	87875	88875	90375	91875	93875	96375
17	90800	91800	93300	94800	96800	99300
18	93725	94725	96225	97725	99725	102225

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**A. Longevity Payments:**

1. \$2407.00 additional for person with eighteen (18) years in the Saddle Brook Public School System.
2. \$3439.00 additional for person with twenty-one (21) years in the Saddle Brook Public School System.
3. \$3953.00 additional for person with twenty-four (24) years in the Saddle Brook Public School System.
4. \$4457.00 additional for person with twenty-seven (27) years in the Saddle Brook Public School System.
5. If a staff member has been employed full-time and is currently receiving longevity pay and is thereafter reduced to less than full-time employment, then in that event, his longevity pay shall be reduced proportionately. In the event the staff member returns to full-time employment at the commencement of the school year, then his longevity pay shall be reinstated for that year. Longevity payments shall also be prorated for those staff members whose anniversary dates do not correspond to the commencement of the school year.

**B. Stipends:**

1. Guidance personnel, school psychologists, learning disability teacher consultants and social worker shall be paid in accordance with the teacher salary guide.
2. Bedside instructors will be paid at a rate of \$37.75.
3. Teachers who volunteer for Saturday School employment shall be paid at a rate of \$28.00 per hour.
4. The stipends for teachers involved in extra-curricular activities shall be as indicated below:

**EXTRA CURRICULAR GUIDE**

Position	2007-08	2008-09	2009-10
Head Nurse	2680	2760	2843
Junior Class Advisor	1673	1723	1775
Senior Class Advisor	2236	2303	2372
Play Director HS	2912	2999	3089
High School Year Book Advisor	6226	6413	6605
Student Council Advisor	3020	3111	3204
High School Band Director	5718	5890	6067
Elementary Band Director	3273	3371	3472
Elementary Choral Director	3273	3371	3472
High School Literary Magazine	934	962	991
High School Newspaper Advisor	3980	4099	4222
Intramural Advisor	2126	2190	2256
Majorettes Advisor	2834	2919	3007
Freshman Class Advisor	1055	1087	1120
Sophomore Class Advisor	1278	1316	1355
Elementary School Safety Patrol	1584	1632	1681
Environmental Education Coord.	1800	1854	1910
High School Band Half-Time Show	1790	1844	1899
MS Intramural	2151	2216	2282
MS Student Council	756	779	802
MS Play	756	779	802
MS Band	1509	1554	1601
HS Honor Society	756	779	802
Interact	756	779	802
MS Newspaper	1090	1123	1157
HS Choral Director	1627	1676	1726
MS Choral Director	1509	1554	1601
MS Yearbook	1058	1090	1123
Weight Room Coordinator	1163	1198	1234
Video Club	1488	1533	1579
React Club	529	545	561
Environmental Club	1748	1800	1854
Assistant Webmaster	1000	1030	1061

✓ 6. Stipends for the following positions shall be considered as part of salary for all purposes: guidance, learning disability teacher consultant, psychologist, social worker, and department chairperson.

7. All teachers with an accredited doctorate degree shall receive a stipend of \$2546.00 per annum above the MA+45 guide.

2007-2008  
COACHES GUIDE

Position	1	2	3
Supervisor of Athletics	8095	9213	10649
Football			
Head	6589	7703	9014
Assistant (s)	4764	5992	
Basketball			
Head	6301	7421	8708
Assistant (s)	4456	5635	
Wrestling			
Head	6301	7421	8708
Assistant (s)	4456	5635	
Baseball			
Head	4795	5928	7065
Assistant (s)	3473	4594	
Track			
Head	5758	7013	9311
Assistant (s)	3857	4841	
Soccer			
Head	4328	5443	6551
Assistant (s)	2998	4120	
X Country			
Head	3787	4907	
Assistant (s)	2416	3547	
Indoor Track			
Head	5110	6227	
Assistant (s)	2467	3586	
Tennis			
Head	4170	5288	
Assistant (s)	2416	3547	
Softball			
Head	4795	5917	7065
Assistant (s)	3473	4594	
Volleyball			
Head	4328	5443	6551
Assistant (s)	3473	4594	



Cheerleader Head	2280	3147
Competition Cheerleader Head	2280	3147
Ticket Taker	3362	
Bowling Head	2418	2998
Golf Head	2418	2998
MS Basketball-Boys Head	2575	
MS Basketball-Girls Head	2575	
MS Soccer-Boys Head	2575	
MS Soccer-Girls Head	2575	
MS Track-Boys Head	2575	
MS Track-Girls Head	2575	

**2008-2009  
COACHES GUIDE**

<b>Position</b>	<b>1</b>	<b>2</b>	<b>3</b>
Supervisor of Athletics	8338	9489	10968
Football			
Head	6787	7934	9284
Assistant (s)	4907	6172	
Basketball			
Head	6490	7644	8969
Assistant (s)	4590	5804	
Wrestling			
Head	6490	7644	8969
Assistant (s)	4590	5804	

Baseball	4939	6106	7277
Head	3577	4732	
Assistant (s)			
Track	5931	7223	9590
Head	3973	4986	
Assistant (s)			
Soccer	4458	5606	6748
Head	3088	4244	
Assistant (s)			
X Country	3901	5054	
Head	2488	3653	
Assistant (s)			
Indoor Track	5263	6414	
Head	2541	3694	
Assistant (s)			
Tennis	4295	5447	
Head	2488	3653	
Assistant (s)			
Softball	4939	6095	7277
Head	3577	4732	
Assistant (s)			
Volleyball	4458	5606	6748
Head	3577	4732	
Assistant (s)			
Cheerleader	2348	3241	
Head			
Competition Cheerleader	2348	3241	
Head			
Ticket Taker	3463		
Bowling	2491	3088	
Head			
Golf	2491	3088	
Head			
MS Basketball-Boys	2652		
Head			
MS Basketball-Girls	2652		
Head			

MS Soccer-Boys Head	2652
MS Soccer-Girls Head	2652
MS Track-Boys Head	2652
MS Track-Girls Head	2652

**2009-2010  
COACHES GUIDE**

<b>Position</b>	<b>1</b>	<b>2</b>	<b>3</b>
Supervisor of Athletics	8588	9774	11297
Football			
Head	6991	8172	9563
Assistant (s)	5054	6357	
Basketball			
Head	6685	7873	9238
Assistant (s)	4728	5978	
Wrestling			
Head	6685	7873	9238
Assistant (s)	4728	5978	
Baseball			
Head	5087	6289	7495
Assistant (s)	3684	4874	
Track			
Head	6109	7440	9878
Assistant (s)	4092	5136	
Soccer			
Head	4592	5774	6950
Assistant (s)	3181	4371	
X Country			
Head	4018	5206	
Assistant (s)	2563	3763	
Indoor Track			
Head	5421	6606	
Assistant (s)	2617	3805	

Tennis			
Head	4424	5610	
Assistant (s)	2563	3763	
Softball			
Head	5087	6278	7495
Assistant (s)	3684	4874	
Volleyball			
Head	4592	5774	6950
Assistant (s)	3684	4874	
Cheerleader			
Head	2418	3338	
Competition Cheerleader			
Head	2418	3338	
Ticket Taker	3567		
Bowling			
Head	2566	3181	
Golf			
Head	2566	3181	
MS Basketball-Boys			
Head	2732		
MS Basketball-Girls			
Head	2732		
MS Soccer-Boys			
Head	2732		
MS Soccer-Girls			
Head	2732		
MS Track-Boys			
Head	2732		
MS Track-Girls			
Head	2732		

#### ARTICLE VII-INSURANCE PROTECTION

- A. The Board agrees to provide without cost to the employee the Public and School Employee Health Insurance Program administered through the New Jersey Division of Pensions. The Board agrees to provide 100% of the costs of the above program under the family plan where applicable to

the employee.

1. For those hired during the life of this Agreement (July 1, 2007 through June 30, 2010), employees may choose either NJ Plus or Aetna (HMO) as their health plan. The Board shall pay 100% of the premium for the level of benefit chosen by said employee. In the event there is no successor Agreement reached by June 30, 2010, this clause will remain in full force and effect until a successor Agreement is reached. If said employee wishes to choose a different health plan, said employee may purchase said plan at his/her own expense and pay the difference in cost between the above plans and the new plan chosen by said employee.

- B.** 1. The Board agrees to provide without cost to the employee, dental insurance administered through Delta Dental of New Jersey, Inc. The Board shall have the right to change the carrier providing that such change does not result in any loss of benefit. The Board agrees to provide 100% of the cost of the above program under the family plan where applicable to the employee.
2. Current deductible limits for Basic Services are a \$50.00 annual deductible for a single employee and a maximum \$150.00 annual deductible for a family. In the event a family consists of less than 3 members the deductible reflects \$50.00 per family member. For example, if there are two (2) members in the family the annual deductible equals \$100.00 per year.
- C.** The Board shall provide without cost to the employee, a \$6.00 co-pay for generic drugs/\$12.00 co-pay for name brands, full family prescription plan.
- D.** The Board shall pay the cost, not to exceed \$845.00, of a career counseling program selected by the teacher for any teacher with at least ten years of service in Saddle Brook and who is terminated by the Board as a result of reduction in force.
- E.** The Board shall pay the medical insurance premium for retired teachers and their families as permitted under the regulations of the State Health Benefits Plan, Chapter 88 P.L. 1974.
- F.** The Board shall pay the annual enrollment fee for the New Jersey Business and Industrial Association to provide coverage for eligible employees with New Jersey Manufacturers Insurance Company.
- G.** Waiver of Coverage

Effective September 1, 2007, current and new staff shall have the option of declining coverage from the Board. The employee must show proof of alternative health coverage and shall receive payment at the following rate per year:

Family	\$6,000.00
Member and Spouse	\$5,000.00
Member and Child	\$4,000.00

Payment shall be made as follows: One-half (1/2) of the waiver amount shall be paid by December 15 and the balance by June 15 of each year.

Individuals who elect to decline coverage will have the right to re-enroll immediately for their choice of coverage should family circumstances change such that their coverage is lost. Circumstances include, but are not limited to death, divorce, loss of employment of the insurer or any other event that results in loss of or diminution of the insurance. Re-enrollment for any other reason can only occur during an open enrollment period. The effective date of coverage is subject to the carrier's requirements.

#### H. Section 125

The Board shall establish a plan pursuant to Section 125 of the Internal Revenue Code (26 U.S.C. 125) for payment of any medical insurance premium costs to an employee as permitted by law. However, the Board's obligation to establish and/or continue said plan is expressly conditioned on the "Waiver of Coverage" set forth in the paragraph above.

### **ARTICLE VIII-TEACHER-ADMINISTRATION LIAISON**

The Teacher-Administration Liaison Committee shall consist of an equal representation from the Association and the Administration and/or Board. The committee will jointly explore and investigate each of the following, but will not be limited to:

- Assignment, Reassignment and Transfer of Teachers
- Promotions
- Teacher Evaluation
- Teacher Facilities and Supplies
- Professional Development
- Curriculum Study
- Protection of Teachers, Students and Property
- Classroom Discipline

### **ARTICLE IX-WITHHOLDING OF INCREMENTS**

It shall be clearly understood by both parties that the salary schedules do not guarantee an automatic salary

increase. The Board reserves the right to withhold for inefficiency or other good cause, any and all employment adjustments and increments. In the event the Board wishes to exercise such a right, it does hereby agree to follow this procedure:

1. Whenever the Superintendent of Schools decides to submit a recommendation to the Board to withhold a salary increment, the employee to be so deprived shall be put on notice of this recommendation.
2. Arrangements shall be made to afford said employee a reasonable opportunity to speak in his own behalf before the Board. Such a meeting before the Board shall not constitute a plenary hearing.
3. At such meeting, the employee concerned, after notifying the Board, shall be entitled to have a representative of the Association present to advise and represent him.
4. The Board will not take necessary formal action until a date, subsequent to the above meeting.
5. If the resultant action of the Board is to withhold an increment, it shall, within ten (10) days, give written notice of such action, together with the reasons therefore, to the employee concerned.

#### **ARTICLE X-DURATION OF AGREEMENT**

Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date commencing July 1, 2007 at 12:01 a.m. and terminating upon June 30, 2010, at midnight, of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any teacher benefit existing prior to its effective date.

Any individual contract between the Board and any individual teacher, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If any individual contract contains any language inconsistent with this Agreement, this Agreement during its duration, shall be controlling.

#### **ARTICLE XI-SICK DAYS**

Each teacher shall be provided with eleven (11) sick days per year. Hourly teachers shall be provided with nine (9) sick days per year. Upon retirement from the Saddle Brook School System, an employee shall be entitled to payment at his per diem rate for unused sick days at the rate of one for three days to a maximum of \$20,000.00 per retiree.

In the event of the death of an employee during his employment with the Saddle Brook School System, the benefits under this article shall be paid to his estate.

#### **ARTICLE XII-SUMMER PAYMENT**

Teachers electing the summer payment plan shall have funds placed in an interest bearing savings account in the teacher's name. Said teachers shall have the authority to withdraw from their own particular account at any time they desire. Said funds shall be deposited to the teacher's account semi-monthly, corresponding to designated pay dates.

#### **ARTICLE XIII-PERSONAL DAYS**

Each teacher shall be granted three (3) personal days and shall not be requested to state the reasons for taking such days.

Request for personal days shall be submitted to the Superintendent not less than two (2) days prior to the date for which the leave is requested.

The Association agrees that there should be no utilization of personal days immediately preceding or immediately subsequent to school holidays.

For each personal day not utilized, an additional day shall be added to accumulated sick leave.

#### **ARTICLE XIV-REPRESENTATION FEE**

##### **Purpose of Fee**

If a teacher 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 representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative. The Association agrees to indemnify and hold the Board harmless for any claims arising as a result of the deduction of the representation fee pursuant to this Article and the forwarding of that fee to the Association.



**B. Amount of Fee**

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessment charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

**C. Deduction and Transmission of Fee**

The Board agrees to deduct the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each teacher during the remainder of the membership year in question. The deductions will begin 30 days after the teacher begins his or her employment in a bargaining unit position.

**D. Termination of Employment**

If a teacher who is required to pay a representation fee terminates his employment with the Board before the Association 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 paid to said teacher during the membership year in question and promptly forward same to the Association.

**E. Mechanics**

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

**XV-PARENT CONFERENCES**

- A.** There shall be three (3) day-time conferences (2:00 p.m. to 4:00 p.m.) and two evening conferences (7:00 p.m. to 9:00 p.m.) in the elementary schools. The Association will be notified at the beginning of the academic year of the dates of the evening conferences. Teachers will be dismissed at 1:00 p.m. on all conference days.
- B.** There shall be three (3) day-time conferences (1:30 p.m. to 3:30 p.m.) and two (2) evening conferences (7:00 p.m. to

9:00 p.m.) in the middle school. The Association will notified at the beginning of the academic year of the dates of the evening conferences. Middle school teachers will be dismissed at 12:25 p.m. on all conference days.

- C. High school teachers shall be required to attend not more than four (4) evening assignments or duties as follows: (1) graduation duty; (2) Back-to-School Night; (3) Conference duty, (not to exceed two (2) hours); and (4) one (1) additional duty or assignment which shall not exceed two (2) hours in length.

#### XVI-ABSENCE POLICIES

- A. Immediate Family or Household: At the discretion of the Superintendent, absence because of serious injury or illness in the immediate family or household-fully compensated only until arrangements can be made for the essential security of the family, a matter of hours or perhaps a day in most cases. Additional leave may be granted, but substitute pay will customarily be deducted for such absence beyond the first day.
- B. When absence exceeds the annual leave and any accumulated leave, the Board of Education will pay an employee an additional ten (10) days at half pay. (Not cumulative.)
- C. Bereavement: Absence due to death in the immediate family allowed without deduction up to five consecutive days. Absence due to death of other relatives, allowed without deduction for one day only. Immediate family to mean: husband, wife, mother, father, parents-in-law, child, brother, sister, step relatives and immediate members of the household.

#### XVII-TEACHER HANDBOOKS

The parties agree to eliminate any and all Teacher Handbooks previously distributed.

October , 2007

SADDLE BROOK EDUCATION ASSOCIATION

By:



Linda Marcus  
Its President

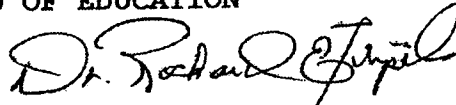
By:



Its Recording Secretary

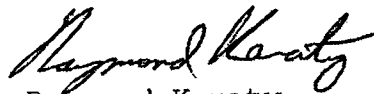
**SADDLE BROOK BOARD OF EDUCATION**

By:



Dr. Richard Filipek  
Its President

By:



Raymond Karaty  
Its Board Secretary