

# Negotiated Agreement

**Asbury Park Board of Education  
-and-  
Asbury Park Education Association  
July 1, 2020-June 30, 2025**

Adopted  
Asbury Park Board of Education

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## **PREAMBLE**

In accordance with the provisions of N.J.S.A. Title 34:13A-5.1 et. seq. the BOARD OF EDUCATION OF THE CITY OF ASBURY PARK and the ASBURY PARK EDUCATION ASSOCIATION, INC., for themselves, their successors and assigns, hereby mutually agree as follows:

## **ARTICLE I RECOGNITION**

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel whether under contract, on leave, or a per diem basis, employed or to be employed by the Board including:
  - 1. All certified members of the professional staff, including Facilitators/Coaches but specifically excluding all other administrative and supervisory personnel, physicians, dentists, and psychologists, and Confidential Secretaries, Assistant Superintendent, Business Administrator, and including also,
  - 2. All regularly employed maintenance, health and safety employees, and including also,
  - 3. Non-certified employees of the (1) custodial and maintenance staff, (2) teacher aide staff, (3) secretarial staff, (4) security guards and attendance officers, (5) cafeteria employees, (6) employees in the Information Technology Center (ITC) (7) and Media Coordinators, (8) Environmental Safety Coordinators, and (9) specialists.
- 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. Non-professional employees shall be referred to as custodians, teacher aide staff, secretarial staff, security guards, attendance officers, cafeteria employees, maintenance, health and safety employees, non-professional Information Technology Center employees, and specialists.
- D. Professional and non-professional employees, as defined herein above, are to be designated as members of the Collective Negotiating Unit. The term Collective Negotiating Unit, when used hereinafter in the Agreement, shall refer to both professional and non-professional employees, unless either is specifically excluded.

**ARTICLE II**  
**NEGOTIATIONS PROCEDURE**

In accordance with the provisions of the New Jersey Employer-Employee Relations Act (N.J.S.A. 34:13A1 and 34:13A-13) representatives of the Asbury Park Education Association and the Asbury Park Board of Education agree to commence negotiations on a successor agreement no later than January 1st of the year in which this Agreement terminates. In the event a new agreement is not reached prior to the expiration of this agreement, there shall be no increment advancement on the salary guide until a new agreement has been reached.

**ARTICLE III  
GRIEVANCE PROCEDURE**

A. Under the Binding Arbitration Grievance Procedure, a grievance is defined as a claim by an APEA staff member or the Association based upon the interpretation, application, or violation of this agreement, policies or administrative decisions affecting terms and conditions of employment.

B. General:

1. A grievance to be considered under this procedure shall be presented by the grievant or his representative not later than thirty (30) calendar days following its alleged occurrence.

2. The Association shall have the right to have up to two (2) representatives present at all steps.

C. Procedure:

1. Level One:

Any employee who has a grievance shall discuss it first with his immediate supervisor in an attempt to resolve the matter informally at that level.

2. Level Two:

If, as a result of the informal discussion with the immediate supervisor, the matter is not resolved to the satisfaction of the grievant within five (5) school days of the informal conference, the grievant shall set forth his complaint in writing to his immediate supervisor. The statement shall include, the nature of the grievance, the loss to the grievant, the result of his previous discussion, and his dissatisfaction with the decision previously rendered. The immediate supervisor shall communicate his decision to the grievant in writing within five (5) school days of receipt of the written complaint.

3. Level Three:

The grievant may appeal the Level Two decision to the Superintendent of Schools. The appeal to Level Three must be made in writing and within five (5) school days of the grievant's receipt of the Level Two decision. The Superintendent of Schools shall render his/her decision in writing within ten (10) school days.

4. Level Four:

If the grievance is not resolved at Level Three, the grievant may submit his grievance to the Board of Education no later than ten (10) days after receipt of the Superintendent's decision in Level Three. The Board of Education shall review the grievance and render a decision in writing within thirty (30) calendar days of its receipt of the grievance.

5. Level Five:

- a. If the grievance is not resolved at Level Four, the grievant may request that the matter be submitted to arbitration. Such request for arbitration must be submitted to the Superintendent of Schools not later than fifteen (15) days after receipt of the decision by the Board.
- b. The Association shall determine what grievances shall be submitted for arbitration. Individuals do not have the independent right to file for arbitration. The APEA Executive Committee shall make this determination.
- c. The parties shall attempt to mutually agree upon arbitrator, but if they are unable to reach agreement, they shall request that the Public Employment Relations Commission appoint an arbitrator in accordance with PERC's rules.
- d. The arbitrator shall confer with the representatives of the parties and hold appropriate hearings and submit his decision in accordance with the rules of PERC. The arbitrator shall be without power or authority to make any decision, which modifies any provision of this Agreement or Board policy. The decision of the arbitrator shall be binding both parties.
- e. The non-renewal of a non-tenured teacher contract shall not be subject to binding arbitration.

D. Miscellaneous:

1. The Association may commence grievances at the level that can render the relief sought, but in no case shall this be higher than the Superintendent.
2. The costs for the services of the arbitrator shall be equally borne by the Board and the grievant.
3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

4. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

**ARTICLE IV  
EMPLOYEE RIGHTS**

- A. No employee shall be disciplined except for just cause.
- B. Each employee shall have the right to review his or her personnel file, at reasonable times during working hours, in the presence of an administrator. No material critical of an employee's conduct, service, character or personality shall be placed in his personnel files unless the employee has had an opportunity to review the material. The employee shall acknowledge having reviewed such materials and having received a copy of them by immediately affixing his/her signature to an attached receipt to be filed with the express understanding that such signature in no way indicates agreement with the contents. If the employee refuses to sign the document, the administrator shall make a notation in the file to that effect. The employee shall also have the right to submit a brief written response pertinent to such critical material within five (5) school/business days. This response shall be attached to the file document.
- C. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Asbury Park Education Association before they are established. This clause shall expire upon the expiration of this Agreement or the repeal of Chapter 303 of the Laws of 1968, whichever shall occur first. Nothing herein contained shall deny the right of the Board of Education to terminate benefits not granted in accordance with policies heretofore adopted by the Board of Education.
- D. Any criticism of an employee's performance or instructional methodology by a supervisor, administrator, or Board member shall be made in confidence and not in the presence of students, parents, other employees or members of the public. The reverse shall also be true. If any such criticism or complaint is received by the administration, the employee will be promptly notified of the complaints.
- E. Except in case of emergency, whenever any employee is required to appear before the superintendent, Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or increments pertaining thereto, then he/she shall be given twenty-four hours (one day) prior written notice of the reasons for such meetings or interview and shall, upon request, be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.
- F. Any suspension of any employee pending charges shall be pursuant to statute.



**ARTICLE V  
LEAVES OF ABSENCE**

- A. Sick Leave: In granting leaves of absence, it shall be the policy of the Board of Education to grant leaves of absence for personal illness, injury, or quarantine in accordance with the following rules and regulations.
1. In conformity with N.J.S.A. 18A:30-1, et seq., staff members shall be allowed sick leave with full pay for twelve (12) days during each school year.
  2. If any staff member shall utilize less than twelve (12) days of sick leave with full pay allowed by N.J.S.A. 18A:30-1, et seq., the number of days in twelve (12) not utilizing during any school year shall accumulate without limit for additional sick leave with full pay during the subsequent years.
  3. Sick leave shall mean the absence from his or her duty of any staff member on account of personal disability due to illness or injury, or on account of quarantine for the presence of a contagious disease in his or her immediate household.
  4. Teacher shall mean teacher, librarian, school nurse, or any certified member of the instructional staff. These sick leave provisions shall extend also to all secretarial and custodial employees, and to other non-certified staff members. These sick leave provisions do not apply to part-time employees.
  5. When absence on sick leave exceeds five (5) successive school days, a physician's certificate covering the period shall be filed with the Superintendent of Schools.
- B. Critical Illness in the Family: In the case of critical illness of a parent, brother, sister, husband, wife, or child, irrespective of residence and in the case of critical illness of a relative who is a member of the staff member's household, no deduction shall be made provided such absence does not exceed one (1) day.
- C. Death of a Family Member: Five (5) school days on account of the death of a member of the staff member's immediate family shall be excused without loss of salary.
1. The term "immediate family" as used in C above shall be understood to include the following: spouse, father, mother, child, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, foster children, step children, domestic partners or a relative who, at the time of death, has been a member of the staff member's household.
  2. For absence beyond limit of five (5) days allowed in case of death of a member of the staff member's immediate family or other relative who, at the time of death, has been a member of the staff member's household, the minimum pay for a substitute (half-pay

for non-certified) employee shall be deducted. For absence due to death of any person not covered by these rules and regulations, a full deduction will be made. Approval of the Superintendent, at his/her discretion, is required for absences in excess of the five (5) days in paragraph C.

- D. **Marriage:** In the case of the marriage of a staff member, or a staff member's parent, brother, sister, or child, a deduction of the minimum pay of a substitute (half-pay for non-certified employees) shall be made for absence for the day of the wedding. Proof may be required.
- E. **Court:** In the case of absence from school by reason of subpoena of a court, no deduction in salary shall be made, provided the subpoena is filed with the Secretary of the Board and the staff member is not party plaintiff to the suit.
- F. **Tardiness:** Six (6) instances of tardiness in reporting for duty, unexcused by the Superintendent of Schools, shall count as one-half day's absence, and a corresponding deduction shall be made.
- G. **A day's salary** for employees working on a ten-month-per-year basis is defined as 1/200 of the annual salary. A day's salary for employees working a twelve-month-per-year basis is defined as 1/240 of the annual salary.
- H. If an employee is absent for a number of days for causes other than sick leave, and during the period of absence a holiday occurs, deduction for such holiday shall be the same as for the preceding days. However, if the absence begins or ends with a holiday, deduction shall be made for such holiday.
- I. Staff members absent for causes other than personal illness for a majority of the days the schools are in session during September, December, and June or immediately preceding or following a school vacation period shall be paid only for the days of actual service.
- J. **Unpaid Leaves of Absence:** Leaves of absence with full loss of pay, excepting that to which staff members are entitled under the provisions of sick leave, may be granted by the Board for a limited and definite period.
- K. All requests for leave for a definite term should be addressed to the Superintendent of Schools in writing and should indicate the reason for the contemplated absence and the date on which the staff member expects to return to duty.
- L. **Personal Leave:** Full-time ten (10) month employees shall be granted three (3) days of absence for conducting personal business when such business cannot be conducted during out of school hours. Twelve (12) month employees shall be granted four (4) such days of absence. Requests for this leave shall be submitted in duplicate to the Superintendent in writing at least three (3) days in advance of the desired absence, except in an emergency.

In such emergency cases, the Board may require a more specific explanation of the circumstance giving rise to the emergency. Such leave may not be granted for the day immediately preceding or following a school vacation period. The Superintendent may not deny leave arbitrarily. If requests are disapproved, the Superintendent shall post the reason. Should any of the days provided by this section be unused at the end of the school year, they will be added to the accumulating sick leave as provided in Paragraph A2.

**M. Association Business Days**

1. Up to twelve (12) days may be granted to selected officers of the Asbury Park Education Association to attend conferences, meetings, and conventions of local, county, state and national affiliated educational or other organizations. The Association President shall have the discretion to assign Association business days. Notification of intent to utilize this leave shall be submitted to the Superintendent or the Human Resource Department five (5) school days in advance of the desired absence if time permits.
2. One (1) custodial and one (1) maintenance representative each shall be permitted to attend the N.J.E.A. Convention in Atlantic City.
3. Release time afforded to the APEA President is and shall continue to be a minimum of one (1) hour per day during which time the APEA President conducts Association business.

**N.** Whenever the Board of Education employs any person who has an unused accumulation of sick leave days from another school district in New Jersey, the Board shall grant, no later than the end of the first year of employment, full credit therefore. Credit shall only be granted after the employee provides a certified record of the unused, accumulated sick days. The amount of this credit is hereby fixed by this resolution of the Board and is uniformly applicable to all employees and subject to the provisions of Chapter 30 of N.J.S.A. Title 18A, Education.

**O.** Employees shall be given a written accounting of accumulated sick leave days no later than October 15 of each school year.

**P.** For ten-month employees starting at their employment after September 1 and twelve-month employees starting after July 1, all paid leave time shall be calculated on a prorated basis in proportion to the number of months remaining in the school year with fractions of a day rounded off to the next whole day. The total amount of such prorated leave shall be available to the employee from the first day of employment. (Probationary-employees shall receive a prorate share of sick leave based upon the length of the probationary period.)

- Q. Personal days, sick days and holidays that are granted to all other twelve (12) month staff shall be maintained for the Information Technology Center staff.
- R. The Board shall grant leaves under the New Jersey Family Leave Act and the Federal Family and Medical Leave Act consistent with the requirements of those two statutes.

**ARTICLE VI**  
**FAIR DISMISSAL POLICY**

For those employees who are not covered by tenure, there is a 90-day, probationary period, starting from the first day the employee reports to work, during which the Board of Education may terminate, without any review, a probationary employee; however, after the completion of the probationary period, termination would be subject to binding arbitration.

**ARTICLE VII  
RETIREMENT**

Employees who qualify for regular or early retirement (generally age 55 with 25 years of service in the pension fund) and have not less than 15 years of service in the Asbury Park School System shall be reimbursed for unused accumulated sick time at the rate of \$65.00 per day for teachers, to a maximum of \$15,000 and \$55.00 dollars per day for non-professional employees, to a maximum of \$12,000, provided that the employees retires effective at the end of the school year, and has given notice of retirement no later than January 1 of that school year. Employees who retire prior to the end of the school year (before June 30) shall be compensated at the rate of \$20.00 per day for teachers and \$15.00 dollars per day for non-professional employees. Any change by the TPAF or the PERS regarding the definition of regular or early retirement having impact upon this Article shall cause the re-negotiation of this Article or the Agreement.

**ARTICLE VIII  
SALARY SCHEDULES**

- A. The Teacher's Salary Guides for the new Agreement shall be set forth in Schedule A.
- B. The Secretarial Salary Guide shall be as set forth in Schedule B. The Secretarial Salary Guide has been mutually developed.
- C. The Custodial and Maintenance Salary Guide shall be as set forth in Schedule C. The Custodial and Maintenance Salary Guide has been mutually developed.
- D. The Salary Guide for the Cafeteria Staff, Attendance Officers, Security Guards, Aides, Behavior Management Technicians, and Coaches shall be set forth in Schedule D. The Salary Guide has been mutually developed.
- E. As a general provision, newly hired teachers will not be hired on the salary guide at a higher position than currently employed teachers with equal total teaching experience, provided, however, that management shall have the right to make exceptions when, in its sole judgment and discretion, it appears in the best interest of the Board to do so.
- F. Co-curricular and extra pay positions shall be negotiated and agreed upon by the Board and the Association. The Association and Board shall appoint three (3) individuals each to serve on a committee. The committee shall reconstruct existing guides to eliminate the guide steps. Any stipend adjustments necessary to reflect this will be funded by the Board, any increase in the stipend will be funded from within the agreed upon percentage.
- G. Hourly rates for certificated staff/class coverage rates/summer school rates/Schedule D (with the exception of "school security" work) effective September 1, 2017:
  - 2017/2018: \$37.00
  - 2018/2019: \$39.00
  - 2019/2020: \$41.00
- H. Hourly rates for non-certificated staff (security guards, certificated and non-certificated staff performing security work) effective September 1, 2017:
  - 2017/2018: \$23.00
  - 2018/2019: \$26.00
  - 2019/2020: \$29.00
- I. Cafeteria Workers shall be paid their hourly rate of pay for work performed in the summer.

**ARTICLE IX  
TEACHERS' WORKING HOURS AND LOAD**

- A. **Instructional Assignments (Secondary Teachers):** The instructional load for all Secondary Teachers (Middle and High School) shall be thirty (30) periods per week.
  
- B. **Faculty, Departmental, and/or Grade Level Meetings:** All teaching staff members shall be required to attend a maximum of 11 after school meetings, nine (9) of which shall not exceed 45 minutes, two (2) shall not exceed 60 minutes excluding 15 minutes of travel time (75 minutes maximum). Teaching staff members shall be provided at least one (1) weeks' notice of a meeting, except in case of an emergency.
  
- C. **Parent Teacher Conferences:** All teachers shall be required to attend two (2) evening parent conference sessions per year, lasting a maximum of two (2) hours per session, with one (1) to be scheduled during the Fall and one (1) to be scheduled during the Spring. On days when evening parent conferences are scheduled, schools shall be scheduled pursuant to an In-Service day schedule and teachers shall be dismissed early with the students. The Board is examining the efficiency of evening parent conferences at the High School level. If it determines that evening conferences are unnecessary, no half days will be scheduled at the High School, but staff members will make themselves available to meet with parents at mutually acceptable times.
  
- D. **Work Year**
  - 1. The Board of Education may add up to three (3) additional days to the school year to be scheduled for staff development activities, such day to be scheduled for staff at any time between September 1 and the end of the school year for a maximum of 183 days for staff.
  
  - 2. One additional orientation in-service day (in addition to the one in (D)1, above, will be scheduled for all new staff hired for the year and anyone else who would like to participate. It will be scheduled before the start of the regular school calendar for the maximum time similar to an abbreviated school day. This may be scheduled on September 1 or during the last week of August).
  
- E. **Work Day**
  - 1. The teacher work day at the elementary schools shall not exceed six hours (6) and fifty (50) minutes; at the middle school, six (6) hours and fifty-five (55) minutes, and at the high school, seven (7) hours.



#### F. Back to School Night and Other Evening Activities

1. Teachers will attend Back to School Night (maximum of two (2) hours) with an abbreviated day for students, security guards and teaching staff. With the exception of secretaries, paraprofessionals, security guards, cafeteria workers, custodians and maintenance employees that are not scheduled to work, teaching staff members and security guards (in uniform) will return for Back to School Night.
2. One additional co-curricular activity will be scheduled by the staff member with the approval of the building administration for a maximum of one and one-half hours. High School Graduation may satisfy the co-curricular activity for the High School staff. In case of emergency, as determined by the High School Principal, the Principal may authorize an alternate activity.

#### G. Nurses

1. Because they are not assigned teaching duties, nurses shall be entitled to two (2) fifteen minute breaks each day, subject, of course, to the needs of the school to which they are assigned. If the break is interrupted, they shall be given an opportunity to make up the lost time within the same day.

#### H. Guidance Counselors

1. Guidance counselors may be required to provide instructional class coverage for up to two (2) class periods per year without additional compensation. In the event a guidance counselor is required to cover instructional classes for three (3) or more classes per year, the counselor shall be compensated at the negotiated rate for regular classroom teacher assigned to class coverage, in lieu of their preparation period.
2. Guidance counselors shall be compensated at a rate 1/7th of the individual's daily rate of pay for hours worked in the summer.

**ARTICLE X  
GRADUATE CREDITS/SALARY ADJUSTMENT**

- A. The Board Secretary will submit to the Asbury Park Education Association a list of all employees represented by the Asbury Park Education Association and their contract salaries prior to September 1st of each school year.
- B. Any adjustment to any salary after September 1st shall be reported to the Asbury Park Education Association along with a reason for such adjustment.
- C. All teachers hired after February 2003 must have Master's Degree or they shall have seven (7) years within which to obtain that Master's Degree. If at the end of the seven (7) years they do not have an earned Master's Degree, then they are frozen on that particular salary guide step and will only receive the step increases by each contract year, but will not move off of that step until they have secured their Master's Degree.
- D. The Board shall reimburse teachers for six (6) credits per year at the State College rate for graduate courses, to be adjusted annually. The Board Secretary/Business Administrator shall average the following State College/University graduate course rates: The College of New Jersey, Kean University, Stockton University, Rowan University, and Rutgers University, no later than the start of the new school year. Courses taken by classroom teachers in fields other than those for which they are certified must be non-instructional areas. Graduate courses taken by teachers in the fields of Guidance and Pupil Personnel Services, for example, qualify under the agreement. Courses in Administration and Supervision do not. All courses should have prior approval of the Superintendent of Schools. In the event the teacher shall fail to obtain the prior approval of the Superintendent of Schools, but in the exercise of his sole discretion it shall appear that the course is one which he might have granted prior approval, he may then grant subsequent approval of said course, but no rights shall accrue until the actual approval is granted.

**ARTICLE XI  
INSURANCE PROTECTION**

- A. The Board of Education agrees to provide the payment of premiums to maintain the current medical (SEHBP), dental, and prescription benefits for the life of the Agreement.
- B. Eligible employees are defined as those permanent, full-time employees who are not presently receiving similar family health benefits coverage under any plan as a result of the employment of a spouse or other member of the employee’s family. It is expressly intended that the Board of Education will not pay the premiums for similar family coverage for any employee presently receiving or presently eligible to receive similar family insurance coverage under any conditions of employment of a spouse or other member of the employee’s family. Individuals who are presently eligible to receive these benefits from the Asbury Park Board of Education shall become ineligible at such time in the future when they become eligible to receive family insurance coverage through the employment of a spouse or other member of their family.
- C. Effective September 1, 2017 all new hires who are eligible for health insurance must sign up for Direct 15, or any lower plan. They are not eligible for Direct 10.
- D. Effective September 1, 2017 all certified employees with salaries greater than \$55,000, who are either voluntarily or mandatorily in Direct 15, or any lower plan, will be responsible for contributing at the rate of 17% of the insurance plan’s premium.
- E. Effective September 1, 2017 all employees who are eligible to remain in Direct 10, and do remain in Direct 10, will continue to contribute in accordance with the Direct 10 chart below. However, all such contributions shall be capped at 25% of the premium in accordance with the chart below:

<b>Direct 10 Contribution Chart</b>			
<b>Salary</b>	<b>Single</b>	<b>H/W-P/C</b>	<b>Family</b>
Under \$20,000	4.50%		
\$20,000-\$24,999	5.50%		
Under \$25,000		3.50%	3.00%
\$25,000-\$29,999	7.50%	4.50%	4.00%
\$30,000-\$34,999	10.00%	6.00%	5.00%
\$35,000-\$39,999	11.00%	7.00%	6.00%
\$40,000-\$44,999	12.00%	8.00%	7.00%
\$45,000-\$49,999	14.00%	10.00%	9.00%
\$50,000-\$54,999	20.00%	15.00%	12.00%
\$55,000-\$59,999	23.00%	17.00%	14.00%
\$60,000-\$64,999	25.00%	21.00%	17.00%
\$65,000-\$69,999	25.00%	23.00%	19.00%
\$70,000-\$74,999	25.00%	25.00%	22.00%

\$75,000-\$79,999	25.00%	25.00%	23.00%
\$80,000-\$84,999	25.00%	25.00%	24.00%
\$85,000+	25.00%	25.00%	25.00%

- F. Effective September 1, 2017 all non-certified employees making less than \$65,000, who are in and/or enter Direct 15, or any lower plan, shall contribute towards their health insurance in accordance with the Direct 15 chart below:

<b>Direct 15 Contribution Chart</b>	
<b>Salary</b>	<b>All Plans</b>
Under \$25,000	2.25%
\$25,000-\$29,999	3.00%
\$30,000-\$34,999	3.75%
\$35,000-\$39,999	4.50%
\$40,000-\$44,999	5.25%
\$45,000-\$49,999	6.75%
\$50,000-\$54,999	9.00%
\$55,000-\$59,999	10.50%
\$60,000-\$64,999	12.75%
\$65,000+	17.00%

**ARTICLE XII  
DEDUCTIONS FROM SALARY**

**A. Dues Deductions:**

1. The Board agrees to deduct from the salaries of its staff members' dues for the Asbury Park Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, or any one or any combination of such associations as said teachers individually and voluntarily authorize the Board to deduct.
2. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:1415.9) under rules established by the State Department of Education. Said monies, together with records of any collections, shall be transmitted to the Treasurer of the Asbury Park Education Association by the 15th of each month following the monthly pay period in which deductions were made.
3. The Association Treasurer shall disburse such monies to the appropriate Association or Associations.

**B. Savings Deductions:**

1. In accordance with N.J.S.A. 40:11-26, the Board of Education authorizes and directs the Secretary of the Board to transmit to the Treasurer of the First Financial Federal Credit Union the fixed monthly deductions withheld from employees enrolled in the savings plan. Deductions are to be transmitted to the Treasurer of the First Financial Federal Credit Union on a semi-monthly basis.
2. Each employee shall indicate in writing fixed deductions made from his compensation for payment to said credit union. Any such written authorization may be withdrawn upon filing of written notice of said withdrawal with the Secretary of the Board; however, the amount to be deducted shall remain fixed during the duration of the fiscal year or school year and shall not be subject to change with the exception of the aforementioned withdrawal. This action shall become effective for the beginning of the school year immediately following the adoption of the resolution.

**C. Savings Deduction (Tax Sheltered Annuity)**

1. That the Secretary of the Board of Education of the City of Asbury Park be authorized and directed to take such actions as are reasonable and necessary to effect the purchase of such annuities under group annuity contract or contracts issued by any insurance company authorized to sell tax sheltered annuities in the State of New Jersey and to approve, on behalf of the Board of Education, employees' agreement with the school

district for reduction in contract salary, the amount of such reductions with respect to each employee to be remitted to any insurance company authorized company to sell tax sheltered annuities in the State of New Jersey for the purpose of effecting such annuities.

2. Employees may enroll January 1st with a cut-off date of December 15th. Employees may enroll September 1st with a cut-off date of August 15th.
3. Deductions are to be made bi-monthly January through June and September through December for ten (10) month employees, with no deductions being made during the month of July and August for the tax sheltered annuity. Twelve (12) month employees who participate in the Tax Sheltered Annuity Savings Program shall have deductions made bi-monthly for all twelve (12) months including July and August.

#### D. Representation

1. Public employers shall provide to exclusive representative employee organizations access to members of the negotiations units.
2. Access includes, but is not limited to, the following:
  - a. The right to meet with individual employees on the premises of the public employer during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
  - b. The right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the employer's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of an exclusive representative employee organization, and internal union matters involving the governance or business of the exclusive representative employee organization; and
  - c. The right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings.
3. Within 10 calendar days from the date of hire of negotiations unit employees, public employers shall provide the following contact information to an exclusive representative employee organization in an Excel file format or other format agreed to by the exclusive representative employee organization: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the public employer, date of hire, and work email

address and any personal email address on file with the public employer. Every 120 calendar days beginning on January 1 following the effective date of this act, public employers shall provide exclusive representative employee organizations, in an Excel file or similar format agreed to by the employee organization, the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the public employer.

4. The home address, phone numbers, email addresses, dates of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.).
5. Exclusive representative employee organizations shall have the right to use the email systems of public employers to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union.
6. Exclusive representative employee organizations shall have the right to use government buildings and other facilities that are owned or leased by government entities to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union, provided such use does not interfere with governmental operations. Meetings conducted in government buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or for the purpose of distributing literature or information regarding partisan elections. An exclusive representative employee organization conducting a meeting in a government building or other government facility pursuant to this section may be charged for maintenance, security and other costs related to the use of the government building or facility that would not otherwise be incurred by the government entity.

**ARTICLE XIII  
OVERTIME AND HOLIDAYS**

- A. Any extra duties for which overtime pay is provided for custodial and maintenance personnel and which, because of the nature of the duty, can be carried out by any employee regardless of skill (i.e., custodial service at school functions) shall be distributed in order of rotation to all the employees in each individual school. If such duty is declined by an individual, the next individual in rotation shall be offered such duty. Any new personnel in an individual building will be placed at the bottom of the existing list.
  
- B. The workday for security guards shall be eight (8) hours per day, inclusive of a one-half (1/2) hour lunch.
  
- C. The regular workweek for custodial and maintenance staff shall consist of forty (40) hours and five (5) days, Monday through Friday. Notwithstanding this regular workweek, the Board may assign a skeleton shift of one custodial employee per building to a Tuesday to Saturday work week, with Sunday and Monday being their regularly scheduled days off. Assignment to the Tuesday to Saturday shift shall first be offered to volunteers based upon seniority. In the event there is no volunteer for the Tuesday to Saturday shift, the Board may assign the least senior person in the building to the shift. Employees assigned to the Tuesday to Saturday shift shall be paid at their regularly hourly rate.
  - 1. Call-in time for custodial and maintenance shall be established at the level of not less than a minimum of two (2) hours for call in.
  
  - 2. Custodial and maintenance employees who are called back to work on an emergency overtime basis before the start of the regular work day for the purpose of snow removal may, at the sole discretion of the Supervisor, be released from work at noon or at any time thereafter provided that all necessary work has been completed and, further provided that they remain available for emergency recall duty in the event of further snow. Employees released from work under such circumstances shall suffer no loss in pay and no reduction in overtime pay earned.
  
- D. Overtime pay shall be paid at the time and one half (1 & ½) the employee's regular pay.
  - 1. Any custodians employed on the night shift shall be paid a differential of an additional \$10.00 per day they are so employed.
  
  - 2. Secretarial, Security guards and cafeteria staff employees shall be paid overtime pay at the rate of time and one half (1 & ½) the regular rate of pay for all hours worked in excess of eight (8) hours in a single day provided that the employee shall have worked a minimum of thirty-five (35) hours in the week during which the overtime hours occurred.



3. All secretaries who use their home phone to call substitutes are to be paid at time and one half (1 & ½) their hourly rate of pay. If a secretary spends 25-30 minutes making those calls, she is to be paid for one (1) hour of overtime at time and one-half (1 & ½) her hourly rate of pay. If any secretary spends more than one (1) hour making such calls, she will only be paid for one (1) hour at time and one-half (1 & ½) her hourly rate of pay.

E. Holidays—Custodial and Maintenance Personnel - Holidays will be allowed with full pay for all custodial and maintenance personnel as follows:

1. Independence Day, July 4 (total one [1] day)
2. Labor Day (total one [1] day)
3. Columbus Day (total one [1] day)
4. Veterans Day (total [1] day). By the first day of school in September, the date on which Veterans Day holiday shall be observed shall be fixed.
5. Thanksgiving: Thanksgiving Day and the following Friday (total two [2] days)
6. Christmas Eve: Whenever Christmas Eve shall fall on a regular workday, one (1) full day's leave on that day will be granted.
7. Christmas Day (total one [1] day)
8. New Year's Eve and New Year's Day (total [2] days, provided that these days fall on regular working days)
9. Martin Luther King's Birthday (total one [1] day)
10. Washington's Birthday (total one [1] day, provided that school is not in session)
11. Easter: Good Friday and Easter Monday (total two [2] days)
12. Memorial Day (total one [1] day)

F. Vacation Policy and Procedures

The following procedures govern the application of vacation benefits for twelve-month secretarial and custodial/maintenance staff members, Facilitators/Coaches, Curiosity Corner Coaches and employees of the Information Technology Center:

1. All vacation time earned will be credited to the employees' records on July 1 of each year. Employees having completed less than one (1) year of employment prior to July 1 will be credited with earned vacation at the rate of .42 (5/12) days per month (rounded off to the nearest one-half [ $\frac{1}{2}$ ] day).
2. Employees shall receive graduated vacation benefits as follows:
  - a. After one (1) year of employment, one (1) week of five (5) working days shall be granted.
  - b. After two (2) years of employment, two (2) weeks or ten (10) working days shall be granted.
  - c. After ten (10) years of employment, three (3) weeks or fifteen (15) working days shall be granted.
  - d. After fifteen (15) years of employment, four (4) weeks or twenty working days shall be granted.
  - e. For purpose of calculating increased vacation benefits listed above, twelve month employees hired between July 1 and December 31 shall be given credit for a full year of employment on the following July 1. Twelve-month employees hired between January 1 and June 30 shall not receive credit for the partial year except as outlined in E.1. above.
3. All vacation must be taken in the fiscal year subsequent to that in which it was earned unless specific approval to defer vacation time is received from the Superintendent of Schools. In no case may an employee carry more than ten (10) days of vacation from one year to the next. Failure to gain the written approval of the Superintendent of Schools to carry up to ten (10) days of vacation forward shall mean that the vacation time is lost.
4. Upon approval from the Superintendent of Schools, employees may take vacation earned in the first of the year (July 1 -December 31) during the second half of the same year. All employees covered by this Article shall notify the Superintendent of Schools of requested vacation dates one month in advance. If too many employees working in the same school building apply for vacation during the same weeks so as to impede the operation of the school, the Superintendent of Schools may grant the applied-for vacation week to the employee who is senior in years of service and require the other or others to apply during different weeks.

- G. The semi-skilled differential for custodial/maintenance personnel shall be granted upon completion of the ninety (90) day probationary period provided the Building and Grounds Supervisor so recommends. This differential shall be \$1,000.00.
- H. Custodial/Maintenance Working Conditions:

Any job, not requiring a special skill, in which overtime pay is a factor, will be distributed in order from a list of all the employees in this division. Any new personnel are to be placed at the bottom of the list.
- I. Any custodian or maintenance employee who holds a Black Seal license will receive an annual stipend of \$500, to be paid no later than December 15th of each year.
- J. The Board will pay the cost for classes for any custodial and maintenance employee to obtain his/her Black Seal license; and the employee will receive the stipend in the year that he/she receives the license, pro-rated for that portion of the year that he/she holds the license.
- K. In the event that the Board of Education directs an employee to acquire improved skills in a particular area, the Board shall pay for the employee to take the required course.
- L. A ten (10) minute clean up period shall be afforded for the custodial and maintenance employees involved with painting, outside grounds work and repairs and maintenance equipment.

**ARTICLE XIV**  
**PARAPROFESSIONALS /AIDES**

- A. All paraprofessionals/aides who work in the Title 1 supportive program must have an Associate Degree or have two years of post-secondary education or be a high school graduate who can demonstrate on a State or local assessment the skills to assist and teach in reading, writing and math.
- B. Any paraprofessionals/aides who completed the thirteen-hour program offered by Georgian Court College and Care Grants Initiative in 2001 shall be compensated in the amount of \$500.00 in the form of an annual stipend.
- C. Paraprofessionals/aides named in the May 2011 sidebar settlement agreement shall be compensated in the total sum of \$200.00 for longevity pay each year.

**ARTICLE XV  
SUMMER HOURS**

- A. During the summer recess, twelve-month building and Central Office secretaries shall work one hour less per day (seven hours including lunch). They may elect not to take lunch during the day and may, therefore, leave after six hours of work. The District shall determine what hours the buildings will be open. Consistent with a 6 or 7 hour work schedule, unit secretaries shall determine, by seniority, which hours they will work and will notify their supervisors of their work schedules prior to the close of school. Hours will be staggered to assure the buildings will be covered by unit secretaries from the start of the day until 3 PM. Absent an emergency, the hours selected may not be changed. The Board retains the right to utilize non-unit members to perform secretarial duties after 3 PM.
- B. Pursuant to the Summer Hour Sidebar Agreement which was Board approved on April 27, 2011, it was agreed to as follows:
1. 12-month school secretaries summer hours will consist of an 8-hour work day (7.5 hours of work plus a half hour lunch), Monday through Thursday or Tuesday through Friday. The schedule assigned to the employee will be designated by the building Principal or lead administrator. All said employees shall return to regular hours and days one (1) week before teachers are scheduled to return to school before the start of the new school year. Secretaries will revert back to their existing language, as in past practice (Article XV, A), during that time.
  2. 12-month custodial/maintenance/ITC summer hours will consist of a 9.25-hour work day (8.75 hours of work plus a half hour lunch), Monday through Thursday or Tuesday through Friday the schedule assigned to the employee will be designated by the building Principal or lead administrator. All said employees shall return to regular hours and days one (1) week before teachers are scheduled to return to school before the start of the new school year.
  3. Summer hours will commence on the Monday after the last day of school for students. For custodial/maintenance/ITC and Specialist employees, summer hours will end approximately one week before teachers return to work. For example, in 2011, the full work week schedule will resume beginning Monday, August 29, 2011. 12-month secretaries shall revert back to a 6-hour day, Monday through Friday during that week, as in this Article XV, Letter A.
  4. There shall be no additional changes in the summer hours for these affected employees, absent a signed agreement modifying the above summer schedules by representatives of the Association and the Board of Education.

**ARTICLE XVI**  
**UNIFORMS AND EQUIPMENT**

- A. The Board shall continue to provide custodial, maintenance, security guards, and eligible cafeteria staff with uniforms in accordance with past practice.
- B. The Board shall provide custodial and maintenance employees with one (1) pair of safety shoes per year for each employee. The Board shall have the right to require that custodial and maintenance employees wear safety shoes while on duty.
- C. All categories of employees who qualify for uniforms shall receive their full complement no later than October 1 of each year.

**ARTICLE XVII**  
**ASSOCIATION RIGHTS**

- A. The Association will have the right to use school buildings for Association meetings with the advance approval of the administration.
  
- B. The rights and privileges set forth above shall be granted to the Association as the majority representative of the district employees identified in Article I of this Agreement. These rights shall not be granted to any other organization.

**ARTICLE XVIII  
MISCELLANEOUS**

- A. This Agreement shall constitute a Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy. If any provision of the Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect. Any individual contract between the Board and an individual staff member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.
- B. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of staff members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- C. Whenever any notice is required to be given by either of the parties to this Agreement to each other, pursuant to the provision(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses:
1. If by Association to Board at:  
Geoffrey Hastings, Business Administrator/Board Secretary  
Asbury Park Board of Education Administrative Offices  
910 4th Ave.  
Asbury Park, NJ 07712
  2. If by Board to Association at:  
John Napolitani, President  
Asbury Park Education Association  
3301 Route 66  
Suite 103  
Neptune, NJ 07753
- D. Copies of the Agreement shall be printed and the expense of same shall be shared equally between the parties. Throughout the term of this Agreement and the salary years covered thereby, discussions between the Administration and the Association will take place on the items of mutual interest at reasonable times. Agreement arrived at during the duration of the Agreement and approved by the Board may be added hereto by supplement.



**ARTICLE XIX  
AGREEMENTS IN EFFECT**

All other agreements and policies, whether filed with the Public Employment Relations Commission or not, shall continue in effect, except where inconsistent herewith.

**ARTICLE XX  
MODIFICATION OF AGREEMENT**

Any modification to this Agreement that may be reached by the parties during the term of this Agreement, shall be reduced to writing and signed by the parties.

**ARTICLE XXI  
SIGNATURES**

This Agreement shall become effective July 1, 2020 and remain in effect through June 30, 2025.

IN WITNESS THEREOF, the parties hereto have set their hand and seals to this Agreement.

**ASBURY PARK BOARD OF EDUCATION**

By: \_\_\_\_\_  
Board President

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

Attest:

**ASBURY PARK EDUCATION ASSOCIATION**

By: \_\_\_\_\_  
Association President

Date: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Association Secretary

Date: \_\_\_\_\_

Attest:

**SCHEDULE A. GUIDES: PROFESSIONAL STAFF**

**BASE YEAR**

**2019-20 Asbury Park Teachers**

Step	BA	MA	MA+30
1	56,875	59,775	62,675
2	57,375	60,275	63,175
3	58,175	61,075	63,975
4	59,075	61,975	64,875
5	59,975	62,875	65,775
6	61,075	63,975	66,875
7	62,875	65,775	68,675
8	64,975	67,875	70,775
9-11	67,375	70,275	73,175
12-13	70,275	73,175	76,075
14	73,375	76,275	79,175
15	76,725	79,625	82,525
16	80,325	83,225	86,125
17	84,700	87,600	90,500
18+	90,000	92,900	95,800

**YEAR 1**

**2020-21 Asbury Park Teachers**

Step	BA	MA	MA+30
1	57,150	60,050	62,950
2	57,650	60,550	63,450
3	58,450	61,350	64,250
4	59,400	62,300	65,200
5	60,350	63,250	66,150
6	61,500	64,400	67,300
7	63,350	66,250	69,150
8	65,550	68,450	71,350
9	68,050	70,950	73,850
10-12	71,050	73,950	76,850
13-14	74,200	77,100	80,000
15	77,650	80,550	83,450
16	81,300	84,200	87,100
17	85,700	88,600	91,500
18+	91,000	93,900	96,800

**YEAR 2**

**2021-22 Asbury Park Teachers**

Step	BA	MA	MA+30
1	58,450	61,350	64,250
2	58,950	61,850	64,750
3	59,750	62,650	65,550
4	60,700	63,600	66,500
5	61,650	64,550	67,450
6	62,800	65,700	68,600
7	64,650	67,550	70,450
8	66,850	69,750	72,650
9	69,350	72,250	75,150
10	72,350	75,250	78,150
11-13	75,500	78,400	81,300
14-15	78,950	81,850	84,750
16	82,600	85,500	88,400
17	87,000	89,900	92,800
18+	92,300	95,200	98,100

**YEAR 3**

**2022-23 Asbury Park Teachers**

Step	BA	MA	MA+30
1	60,035	62,935	65,835
2	60,535	63,435	66,335
3	61,335	64,235	67,135
4	62,285	65,185	68,085
5	63,235	66,135	69,035
6	64,385	67,285	70,185
7	66,235	69,135	72,035
8	68,435	71,335	74,235
9	70,935	73,835	76,735
10	73,935	76,835	79,735
11	77,085	79,985	82,885
12-14	80,535	83,435	86,335
15-16	84,185	87,085	89,985
17	88,585	91,485	94,385
18+	93,885	96,785	99,685

**YEAR 4****2023- 24 Asbury Park Teachers**

Step	BA	MA	MA+30
1	61,485	64,385	67,285
2	61,985	64,885	67,785
3	62,785	65,685	68,585
4	63,735	66,635	69,535
5	64,685	67,585	70,485
6	65,835	68,735	71,635
7	67,685	70,585	73,485
8	69,885	72,785	75,685
9	72,385	75,285	78,185
10	75,385	78,285	81,185
11	78,535	81,435	84,335
12	81,985	84,885	87,785
13-15	85,635	88,535	91,435
16-17	90,035	92,935	95,835
18+	95,335	98,235	101,135

**YEAR 5****2024-25 Asbury Park Teachers**

Step	BA	MA	MA+30
1	63,085	65,985	68,885
2	63,585	66,485	69,385
3	64,385	67,285	70,185
4	65,335	68,235	71,135
5	66,285	69,185	72,085
6	67,435	70,335	73,235
7	69,285	72,185	75,085
8	71,485	74,385	77,285
9	73,985	76,885	79,785
10	76,985	79,885	82,785
11	80,135	83,035	85,935
12	83,585	86,485	89,385
13	87,235	90,135	93,035
14-16	91,635	94,535	97,435
17+	96,935	99,835	102,735

**SCHEDULE B. GUIDES: EDUCATIONAL SUPPORT PROFESSIONALS (ESP)**

***Asbury Park Teacher Aides Salary Guide***

<b>Base Year</b>	
<b>Step</b>	<b>2019-2020</b>
1	33,077
2	33,577
3	34,077
4	34,727
5	35,407
6	36,132
7	36,882
8	37,657
9-10	38,457
11	39,282
MAX	40,132

<b>Year 1</b>	
<b>Step</b>	<b>2020-2021</b>
1	33,592
2	34,092
3	34,592
4	35,242
5	35,922
6	36,647
7	37,397
8	38,172
9	38,972
10-11	39,797
MAX	40,647

<b>Year 2</b>	
<b>Step</b>	<b>2021-2022</b>
1	34,182
2	34,682
3	35,182
4	35,832
5	36,512
6	37,237
7	37,987
8	38,762
9	39,562
10	40,387
MAX	41,237

<b>Year 3</b>	
<b>Step</b>	<b>2022-2023</b>
1	34,945
2	35,445
3	35,945
4	36,595
5	37,275
6	38,000
7	38,750
8	39,525
9	40,325
10	41,150
MAX	42,000

<b>Year 4</b>	
<b>Step</b>	<b>2023-2024</b>
1	35,743
2	36,243
3	36,743
4	37,393
5	38,073
6	38,798
7	39,548
8	40,323
9	41,123
10	41,948
MAX	42,798

<b>Year 5</b>	
<b>Step</b>	<b>2024-2025</b>
1	36,646
2	37,146
3	37,646
4	38,296
5	38,976
6	39,701
7	40,451
8	41,226
9	42,026
10	42,851
MAX	43,701

**Asbury Park Secretaries Salary Guide**

<b>Base Year</b>	
<b>Step</b>	<b>2019-2020</b>
1	49,154
2	50,154
3	51,154
4	52,154
5	53,154
6	54,154
7	56,154
8	58,404
9-10	60,909
11	63,664
MAX	66,669

<b>Year 1</b>	
<b>Step</b>	<b>2020-2021</b>
1	50,084
2	51,084
3	52,084
4	53,084
5	54,084
6	55,084
7	57,084
8	59,334
9	61,839
10-11	64,594
MAX	67,599

<b>Year 2</b>	
<b>Step</b>	<b>2021-2022</b>
1	51,184
2	52,184
3	53,184
4	54,184
5	55,184
6	56,184
7	58,184
8	60,434
9	62,939
10	65,694
MAX	68,699

<b>Year 3</b>	
<b>Step</b>	<b>2022-2023</b>
1	52,359
2	53,359
3	54,359
4	55,359
5	56,359
6	57,359
7	59,359
8	61,609
9	64,114
10	66,869
MAX	69,874

<b>Year 4</b>	
<b>Step</b>	<b>2023-2024</b>
1	53,584
2	54,584
3	55,584
4	56,584
5	57,584
6	58,584
7	60,584
8	62,834
9	65,339
10	68,094
MAX	71,099

<b>Year 5</b>	
<b>Step</b>	<b>2024-2025</b>
1	54,884
2	55,884
3	56,884
4	57,884
5	58,884
6	59,884
7	61,884
8	64,134
9	66,639
10	69,394

**Secretaries with an Associates Degree will be paid \$1,500.00 in addition to their guide salaries. Secretaries with a Bachelors Degree will be paid \$3,000.00 in addition to their guide salaries.**

**Asbury Park Specialists Salary Guide**

<b>Base Year</b>	
<b>Step</b>	<b>2019-2020</b>
1	57,862
2	59,862
3	61,862
4	63,862
5	65,862
6	67,862
7	69,862
8	71,862
9-10	73,862
11	75,862
MAX	77,862

<b>Year 1</b>	
<b>Step</b>	<b>2020-2021</b>
1	58,687
2	60,687
3	62,687
4	64,687
5	66,687
6	68,687
7	70,687
8	72,687
9	74,687
10-11	76,687
MAX	78,687

<b>Year 2</b>	
<b>Step</b>	<b>2021-2022</b>
1	59,567
2	61,567
3	63,567
4	65,567
5	67,567
6	69,567
7	71,567
8	73,567
9	75,567
10	77,567
MAX	79,567

<b>Year 3</b>	
<b>Step</b>	<b>2022-2023</b>
1	60,505
2	62,505
3	64,505
4	66,505
5	68,505
6	70,505
7	72,505
8	74,505
9	76,505
10	78,505
MAX	80,505

<b>Year 4</b>	
<b>Step</b>	<b>2023-2024</b>
1	61,605
2	63,605
3	65,605
4	67,605
5	69,605
6	71,605
7	73,605
8	75,605
9	77,605
10	79,605
MAX	81,605

<b>Year 5</b>	
<b>Step</b>	<b>2024-2025</b>
1	62,705
2	64,705
3	66,705
4	68,705
5	70,705
6	72,705
7	74,705
8	76,705
9	78,705
10	80,705
MAX	82,705

<b>Off-Guide Para/Aide (OG)</b>	
2020	31,992
2021	32,437
2022	33,027
2023	33,790
2024	34,588
2025	35,491

**Asbury Park Custodial Maintenance Salary Guide**

<b>Base Year</b>	
<b>Step</b>	<b>2019-2020</b>
1	43,005
2	44,005
3	45,005
4	46,005
5	47,725
6	49,765
7	51,940
8-10	54,415
11	57,090
12	59,565
13	62,440
MAX	63,925

<b>Year 1</b>	
<b>Step</b>	<b>2020-2021</b>
1	43,600
2	44,600
3	45,600
4	46,600
5	48,320
6	50,360
7	52,535
8	55,010
9-11	57,685
12	60,160
13	63,035
MAX	64,520

<b>Year 2</b>	
<b>Step</b>	<b>2021-2022</b>
1	44,220
2	45,220
3	46,220
4	47,220
5	48,940
6	50,980
7	53,155
8	55,630
9	58,305
10-12	60,780
13	63,655
MAX	65,140

<b>Year 3</b>	
<b>Step</b>	<b>2022-2023</b>
1	44,798
2	45,798
3	46,798
4	47,798
5	49,518
6	51,558
7	53,733
8	56,208
9	58,883
10	61,358
11-13	64,233
MAX	65,718

<b>Year 4</b>	
<b>Step</b>	<b>2023-2024</b>
1	45,561
2	46,561
3	47,561
4	48,561
5	50,281
6	52,321
7	54,496
8	56,971
9	59,646
10	62,121
11	64,996
MAX	66,481

<b>Year 5</b>	
<b>Step</b>	<b>2024-2025</b>
1	46,486
2	47,486
3	48,486
4	49,486
5	51,206
6	53,246
7	55,421
8	57,896
9	60,571
10	63,046
11	65,921
MAX	67,406



**Asbury Park Security Guards Salary Guide**

<b>Base Year</b>	
<b>Step</b>	<b>2019-2020</b>
1	39,552
2	40,052
3	40,552
4	41,052
5	41,752
6	42,652
7	43,742
8	45,042
9-10	46,542
11	48,242
MAX	50,142

<b>Year 1</b>	
<b>Step</b>	<b>2020-2021</b>
1	40,392
2	40,892
3	41,392
4	41,892
5	42,592
6	43,492
7	44,582
8	45,882
9	47,382
10-11	49,082
MAX	50,982

<b>Year 2</b>	
<b>Step</b>	<b>2021-2022</b>
1	41,208
2	41,708
3	42,208
4	42,708
5	43,408
6	44,308
7	45,398
8	46,698
9	48,198
10	49,898
MAX	51,798

<b>Year 3</b>	
<b>Step</b>	<b>2022-2023</b>
1	42,090
2	42,590
3	43,090
4	43,590
5	44,290
6	45,190
7	46,280
8	47,580
9	49,080
10	50,780
MAX	52,680

<b>Year 4</b>	
<b>Step</b>	<b>2023-2024</b>
1	42,990
2	43,490
3	43,990
4	44,490
5	45,190
6	46,090
7	47,180
8	48,480
9	49,980
10	51,680
MAX	53,580

<b>Year 5</b>	
<b>Step</b>	<b>2024-2025</b>
1	43,890
2	44,390
3	44,890
4	45,390
5	46,090
6	46,990
7	48,080
8	49,380
9	50,880
10	52,580
MAX	54,480

## Asbury Park ITC/IR Salary Guide

Base Year: 2019-2020			
	Step	IR	ITC
1	1	55,686	59,686
2	2-3	56,436	60,436
3	4	57,636	61,636
4	5	59,336	63,336
5	6	61,936	65,936
6	7-8	64,736	68,736
7	9-10	67,686	71,686
8	11	70,686	74,686
9	12	73,686	77,686
10	13	75,186	78,686

Year 1: 2020-2021		
Step	IR	ITC
1	56,036	60,036
2	56,786	60,786
3	57,986	61,986
4	59,686	63,686
5	62,286	66,286
6	65,086	69,086
7	68,036	72,036
8	71,036	75,036
9	74,036	78,036
10	75,536	79,036

Year 2: 2021-2022		
Step	IR	ITC
1	56,811	60,811
2	57,561	61,561
3	58,761	62,761
4	60,461	64,461
5	63,061	67,061
6	65,861	69,861
7	68,811	72,811
8	71,811	75,811
9	74,811	78,811
10	76,311	79,811

Year 3: 2022-2023		
Step	IR	ITC
1	57,641	61,641
2	58,391	62,391
3	59,591	63,591
4	61,291	65,291
5	63,891	67,891
6	66,691	70,691
7	69,641	73,641
8	72,641	76,641
9	75,641	79,641
10	77,141	80,641

Year 4: 2023-2024		
Step	IR	ITC
1	59,201	63,201
2	59,951	63,951
3	61,151	65,151
4	62,851	66,851
5	65,451	69,451
6	68,251	72,251
7	71,201	75,201
8	74,201	78,201
9	77,201	81,201
10	78,701	82,201

Year 5: 2024-2025		
Step	IR	ITC
1	61,416	65,416
2	62,166	66,166
3	63,366	67,366
4	65,066	69,066
5	67,666	71,666
6	70,466	74,466
7	73,416	77,416
8	76,416	80,416
9	79,416	83,416
10	80,916	84,416

Off-Guide ITC (OG)	
2020	131,333
2021	131,683
2022	132,458
2023	133,288
2024	134,848
2025	137,063

**Asbury Park Drop Out Prevention Salary Guide**

<b>Base Year</b>	
<b>Step</b>	<b>2019-2020</b>
1	39,270
2	40,270
3	41,270
4	42,270
5	43,270
6	44,270
7	45,270
8	46,770
9-10	48,770
11	51,430
MAX	54,430

<b>Year 1</b>	
<b>Step</b>	<b>2020-2021</b>
1	40,030
2	41,030
3	42,030
4	43,030
5	44,030
6	45,030
7	46,030
8	47,530
9	49,530
10-11	52,190
MAX	55,190

<b>Year 2</b>	
<b>Step</b>	<b>2021-2022</b>
1	40,610
2	41,610
3	42,610
4	43,610
5	44,610
6	45,610
7	46,610
8	48,810
9	50,110
10	52,770
MAX	55,770

<b>Year 3</b>	
<b>Step</b>	<b>2022-2023</b>
1	41,115
2	42,115
3	43,115
4	44,115
5	45,115
6	46,115
7	47,115
8	48,615
9	50,615
10	53,275
MAX	56,275

<b>Year 4</b>	
<b>Step</b>	<b>2023-2024</b>
1	41,965
2	42,965
3	43,965
4	44,965
5	45,965
6	46,965
7	47,965
8	49,465
9	51,465
10	54,125
MAX	57,125

<b>Year 5</b>	
<b>Step</b>	<b>2024-2025</b>
1	42,865
2	43,865
3	44,865
4	45,865
5	46,865
6	47,865
7	48,865
8	50,365
9	52,365
10	55,025
MAX	58,025

**Asbury Park Bakers Salary Guide**

<b>Base Year: 2019-2020</b>		
<b>Step</b>	<b>Baker</b>	<b>Asst Baker</b>
1	45,562	24,844
2	46,962	25,294
3	48,362	25,794
4	49,762	26,294
5	51,162	26,794
6	52,562	27,394
7	53,962	27,994
8	55,362	28,644
9-10	56,762	29,344
11	58,162	30,044
MAX	59,562	30,794

<b>Year 1: 2020-2021</b>		
<b>Step</b>	<b>Baker</b>	<b>Asst Baker</b>
1	45,562	24,844
2	46,962	25,294
3	48,362	25,794
4	49,762	26,294
5	51,162	26,794
6	52,562	27,394
7	53,962	27,994
8	55,362	28,644
9	56,762	29,344
10-11	58,162	30,044
MAX	59,562	31,644

<b>Year 2: 2021-2022</b>		
<b>Step</b>	<b>Baker</b>	<b>Asst Baker</b>
1	N/A	N/A
2	N/A	N/A
3	N/A	N/A
4	N/A	N/A
5	N/A	N/A
6	N/A	N/A
7	N/A	N/A
8	N/A	N/A
9	N/A	N/A
10	N/A	N/A
MAX	N/A	N/A

<b>Year 3: 2022-2023</b>		
<b>Step</b>	<b>Baker</b>	<b>Asst Baker</b>
1	N/A	N/A
2	N/A	N/A
3	N/A	N/A
4	N/A	N/A
5	N/A	N/A
6	N/A	N/A
7	N/A	N/A
8	N/A	N/A
9	N/A	N/A
10	N/A	N/A
MAX	N/A	N/A

<b>Year 4: 2023-2024</b>		
<b>Step</b>	<b>Baker</b>	<b>Asst Baker</b>
1	N/A	N/A
2	N/A	N/A
3	N/A	N/A
4	N/A	N/A
5	N/A	N/A
6	N/A	N/A
7	N/A	N/A
8	N/A	N/A
9	N/A	N/A
10	N/A	N/A
MAX	N/A	N/A

<b>Year 5: 2024-2025</b>		
<b>Step</b>	<b>Baker</b>	<b>Asst Baker</b>
1	N/A	N/A
2	N/A	N/A
3	N/A	N/A
4	N/A	N/A
5	N/A	N/A
6	N/A	N/A
7	N/A	N/A
8	N/A	N/A
9	N/A	N/A
10	N/A	N/A
MAX	N/A	N/A

\*Job Position retired at the conclusion of the the 2020-2021 school year.

**SCHEDULE C. GUIDES: COACHES**

<b><u>HEAD</u></b>	<b><u>HEAD</u></b>	<b><u>HEAD</u></b>	<b><u>HEAD</u></b>
<b>Football</b>	<b>Soccer/Wrestling/ Basketball</b>	<b>Baseball/Volleyball/ Bowling/Softball/ In &amp;Out Track/X Country</b>	<b>Cheering/Tennis Golf/ Swimming</b>
Step 1 – 10,000 Step 2 – 11,000 Step 3 – 12,000	Step 1 – 6,000 Step 2 – 7,000 Step 3 – 8,000	Step 1 - \$5,000 Step 2 - \$6,000 Step 3 - \$7,000	Step 1 – 4,000 Step 2 – 5,000 Step 3 – 6,000
<b><u>ASSISTANT</u></b>	<b><u>ASSISTANT</u></b>	<b><u>ASSISTANT</u></b>	<b><u>ASSISTANT</u></b>
<b>Football</b>	<b>Soccer/Wrestling/ Basketball</b>	<b>Baseball/Volleyball/ Bowling/Softball/In &amp;Out Track/X Country</b>	<b>Cheering/Tennis/ Golf/ Swimming</b>
Step 1 – 7,000 Step 2 – 8,000 Step 3 – 9,000	Step 1 – 4,000 Step 2 – 5,000 Step 3 – 6,000	Step 1 – 3,000 Step 2 – 4,000 Step 3 – 5,000	Step 1 – 2,000 Step 2 – 3,000 Step 3 – 4,000

**SCHEDULE D. STIPENDS: CO-CURRICULAR**

<b>TITLE</b>	<b>SCHOOL</b>	<b>STIPEND</b>
Spanish Club	High School	\$908.00
Health Club	High School	\$1,512.00
Honor Society	High School	\$2,460.00
Science Club	High School	\$738.00
Kiwanis Key Club	High School	\$1,512.00
Year Book/Newsletter	Elementary	\$3,200.00
TWIRL, SWFLG&CGD	High School	\$923.00
Color Guard	High School	\$923.00
Year Book /Newsletter	High School	\$3,200.00
Ensemble Coordinator	High School	\$1,238.00
Ensemble Coordinator	Middle School	\$1,238.00
Year Book/Newsletter	Middle School	\$3,200.00
SADD Advisor	High School	\$756.00
Class Advisor	Middle School (8 <sup>th</sup> )	\$820.00
Class Advisor	High School (Fresh.)	\$820.00
Class Advisor	High School (Soph.)	\$820.00
Class Advisor	High School (Junior)	\$820.00
Class Advisor	High School (Senior)	\$2,800.00
Student Council	Middle School	\$1,640.00
Student Council	High School	\$2,860.00
Band Director	High School	\$5,000.00
Gentlemen of Dist.	District	\$756.00
Ladies of Essence	District	\$756.00
Student Activities	Middle School	\$1,298.00
Lead Teacher of Visual and Performing Arts	District	\$8,392.00
Arts Showcase Coordinator	District	\$4,500.00
Drama	High School	\$2,460.00
Student Activity Coordinator	High School	\$2,460.00
Comic Book/Anime	High School	\$1,100.00
Audio/Video Club	High School	\$1,640.00
Debate	High School	\$4,400.00

<b>POSITION</b>	<b>SCHOOL</b>	<b>STIPEND (CONTRACTUAL HOURLY RATE)</b> <i>*As per Article VIII, G</i>
After School Art	Elementary	
Astronauts Club	Elementary	
GEPA Academy	Middle School	
Project Venture	Middle School	
Chaperone	Middle School	
Algebra Club Advisor	Middle School	
Academic Coach (all sports)	High School	
Summer Equipment Mgr.	High School	
After School Chorus	District	
Academy Teachers	District	
After School Detention	District	
Saturday Detention Teacher	District	
Open Gym (AM Fall)	District	
Homework Lab	District	