

AGREEMENT

BETWEEN

THE BOARD OF EDUCATION

TOWNSHIP OF WAYNE

PASSAIC COUNTY, NEW JERSEY

and

THE WAYNE EDUCATION ASSOCIATION

TOWNSHIP OF WAYNE

PASSAIC COUNTY, NEW JERSEY

for

July 1, 2017

through

June 30, 2018

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PREAMBLE

This Agreement, made in the Township of Wayne, Passaic County, New Jersey on this ____ day of _____, _____, by and between the Board of Education of the Township of Wayne in the County of Passaic, New Jersey, hereinafter called the "Board", and the Wayne Education Association of the Township of Wayne, hereinafter called the "WEA".

WHEREAS, the Board and the WEA have the obligation pursuant to Chapter 303 of the Public Laws of 1968 as amended by Chapter 123 of the Public Laws of 1974, to negotiate and agree to terms and conditions of employment; and

WHEREAS, the Board and the WEA have reached agreement as to the terms and conditions of for July 1, 2017 through June 30, 2018;

NOW, THEREFORE, in consideration of the covenants hereinafter set forth, the Board and the WEA agree as follows:

ARTICLE I

RECOGNITION

The Board recognizes the WEA as the exclusive and sole representative for collective negotiations concerning terms, and conditions of employment for all contracted certificated personnel employed by the Board, including Psychologists, E.S.L. and B.S.I.P. teachers and including persons on leave of absence, nurses, licensed practical nurses ("LPNs"), bedside instructors, teacher coordinators (Student Services and Technology) and driver education teachers, and including school health aides and all secretaries and clerks listed in Appendix A but excluding assistant superintendents, Director of Human Resources, Director of Student Support Services, all Directors, supervisors, department chairpersons, principals, assistant principals, athletic directors, summer school teachers, and supplemental instructors, Administrative Assistant to the Superintendent, Administrative Assistant, Office of the Superintendent, Administrative Assistant to Assistant Superintendents, Administrative Assistant to School Business Administrator-Board Secretary, Administrative Assistant to the Assistant Business Administrator, Data Processing Supervisor, Accounts Supervisor, Administrative Assistant to Director of Human Resources.

The term "teacher" shall hereinafter refer to all professional employees represented by the WEA.

The term "employee" shall refer to all personnel, certificated and non-certificated, represented by the WEA.

ARTICLE II

NEGOTIATIONS OF SUCCESSOR AGREEMENT

A. The Board and the WEA agree to enter into collective negotiations in good faith on all matters related to terms and conditions of employment. Any changes or additions affecting the terms and conditions of employment will first be negotiated to agreement with the WEA.

Any agreement as a result of negotiations shall be reduced to writing, signed by the Board and the WEA, and be approved by the Board.

Negotiations of the terms and conditions of employment for the school year 2018-2019 shall begin on or after November 1, 2017 but in no event later than November 15, 2017.

The WEA and the Board shall exchange all proposals which they desire to present as subjects for negotiations in writing, no later than ten (10) days before the date fixed for the initial negotiating session. Proposals for ground rules shall be exchanged at the same time contract proposals are exchanged. During negotiations, the Board and the WEA shall present relevant data, exchange points of view and present such other proposals and counter proposals as may be conducive to agreement. Each party, upon request, shall promptly make available to the other party information within its possession which is not privileged under law and which is relevant to the matters under discussion.

During negotiations, any salary increase agreed to by the parties shall be inclusive of increment and of monies necessary to implement any agreed upon increase in longevity.

ARTICLE III

GRIEVANCE PROCEDURES

A. DECLARATION OF GRIEVANCE

It is the procedure to secure, at the lowest possible administrative level, equitable solutions to grievances of employees through procedures under which the Board and its employees are afforded adequate opportunity to dispose of their differences.

B. DEFINITIONS

1. A grievance is a complaint by any employee, group of employees or the WEA, that there has been an arbitrary or improper interpretation, application or violation of this Agreement, Board policy, or administrative decision affecting terms and conditions of employment.
2. The "immediate superior" shall mean the person so designed by the organization chart.
 - a. Appropriate supervisor, except those represented by WEA.
 - b. Building Principal.
 - c. Appropriate Director.
 - d. Superintendent of Schools or her/his designee.
3. The "aggrieved party" shall mean any employee filing a grievance.
4. "Party in Interest" shall mean the Professional Rights and Responsibilities Committee (PR&R) of the WEA and any party or parties aggrieved.
5. "Professional Rights and Responsibilities Committee" (PR&R) is the committee created and constituted by the WEA to administer this procedure on behalf of the WEA.

6. "Hearing Officer" shall mean the Board or any individual charged with the duty of rendering decisions under the grievance procedure. At the formal levels of the grievance procedure, the hearing officer shall not be the individual against whom the grievance is directed.
7. "Days" shall mean school teaching days for teachers and school work days for office personnel.

C. PROCEDURES

1. All grievances shall include the name and position of the aggrieved party, the identity of the said grievance as defined in B.1., the time when and the place where the alleged events or conditions constituting the grievance occurred, the identity of the party responsible for causing the said events or conditions, if known to the aggrieved party, a general statement of the nature of the grievance and the redress sought by the aggrieved party and the names of all persons having factual knowledge of the matter.
2. Except for informal decisions at Stage A.1., all decisions shall be rendered in writing at each step of the grievance procedure, setting forth findings of fact, conclusions, and supporting reasons therefor. Each decision shall be promptly transmitted to the parties in interest.
3. The preparation and processing of grievances, insofar as practicable, shall be conducted during the hours of employment. All reasonable effort will be made to avoid interruption of classroom activity and to avoid involvement of students in any phase of the grievance procedure.
4. The Board and the WEA agree to facilitate any investigation which may be required to make available any and all material and relevant documents, communications and records concerning the alleged grievance.
5. Except as otherwise provided in Stage 1, an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross-examine all witnesses called against her/him, to testify and to call witnesses on her/his own behalf, and to be furnished with a copy of any minutes of the proceedings made at each and every stage of the grievance procedure.
6. No interference, coercion, restraint, discrimination or reprisal of any kind will be taken by the Board or by any member of the administration against the aggrieved party, any party in interest, any representative, any member of the PR&R or any other participant in the grievance procedure or any other person by reason of such grievance or participation therein.
7. Forms for filing grievances, serving notices, taking appeals, and making reports and recommendations and other necessary documents will be jointly developed by the Board and the WEA. The Superintendent of Schools shall then have them printed and distributed so as to facilitate operation of the grievance procedure.

8. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants. Unless requested to do otherwise by the employee in question, any documents, communications and records dealing with the processing of a grievance will be kept in the strictest confidence and will not be made available to potential employers or others inquiring about said teacher.
9. The Superintendent of Schools shall be responsible for accumulating and maintaining an Office Grievance Record which shall consist of the written grievance, all exhibits, transcripts, communications, minutes and/or notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Stage I.a. and all written decisions at all stages. Official minutes will be kept at Board expense of all proceedings under Stages 2, 3 and 4. A copy of such minutes will be made available to the aggrieved party and the PR&R Committee within five (5) days after the conclusion of hearings at Stages 2, 3 and 4. They shall advise the appropriate hearing officer of any errors in said minutes within two (2) days thereafter. Any such claim of error in the minutes shall become a part of the Official Grievance Record and the Hearing Officer shall indicate the determination made respecting said claimed error. The Official Grievance Record shall be made available for inspection and/or copying by the aggrieved party, the PR&R Committee and the Board within two (2) days unless mutually agreed to be extended, but shall not become a public record.
10. An aggrieved employee may be represented at all stages of the grievance procedure by herself/himself or, at her/his option, by a representative selected or approved by the WEA. In any event, after the grievance is submitted in writing, the WEA shall have the right to be present at all stages of the grievance procedure to protect its interest in the contract.
11. While any proceeding is pending and until a final determination has been reached, all proceedings shall be private and any preliminary disposition will not be made public without the agreement of all parties.
12. WEA representatives may, upon request and approval, be granted release time of reasonable duration during the school day to meet with aggrieved employees or to participate in proceedings held at any stage of the grievance procedure. Approval shall not be unreasonably withheld.
13. All withdrawals of grievances shall be submitted in writing by the WEA to the person at the level of its present stage.
14. Grievances at the Superintendent and/or Board level shall be the same as those heard at the lowest level, or that grievance may be, by mutual agreement, withdrawn and resubmitted.

D. TIME LIMITS

1. Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement between the aggrieved party and the Supervisor at that stage.
2. If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this Agreement shall be barred.
3. Failure at any stage of the grievance procedure to communicate a decision to the aggrieved party, her/his representatives and the PR&R within a specified time limit shall permit the lodging of an appeal at the next stage of the procedure within the time which would have been allotted had the decision been communicated by the final day.
4. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school term, and if left unresolved until the beginning of the following school term it could result in irreparable harm to the party in interest, the time limits set forth herein will be reduced for ten-month employees at the request of the party in interest so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as practicable.
5. Any grievance not presented to an employee's immediate superior within twenty-five (25) school days from the date the alleged grievance occurred shall not be entitled to consideration under this grievance procedure and the aggrieved party shall be unconditionally barred from relief thereunder.

E. STAGES

1. a. An employee having a grievance will discuss it with her/his immediate superior with the objective of resolving the matter informally.
- b. Should a grievance not be settled on an informal basis, it shall be reduced to writing by both parties and submitted at the next step.
- Stage 2: Superintendent of Schools or her/his designee.
2. a. If the employee initiating the grievance and/or the WEA is not satisfied and wishes to proceed further under this grievance procedure, the employee and/or the WEA shall, within ten (10) days after the conference, file the grievance with the Superintendent of Schools. The decision at this stage and subsequent stages shall be forwarded, along with other appropriate documents, to the PR&R.
- b. Within ten (10) days after receipt of the appeal, the Superintendent of Schools or her/his duly authorized representative shall hold a hearing with

the employee and the PR&R or its representative and all other parties in interest.

- c. The Superintendent of Schools shall render a written decision within ten (10) days after the conclusion of the hearing.

Stage 3: Board of Education

- 3. a. If the employee initiating the grievance and/or the WEA is not satisfied with the written decision at Stage 2 and wishes to proceed further under this grievance procedure, the employee and/or the WEA shall, within ten (10) days after having received the written decision, present the grievance to the Board for its consideration. The Official Grievance Record maintained by the Superintendent of Schools shall be made available for the use of the Board.
- b. Within ten (10) days after receipt of an appeal, the Board shall hold a hearing on the grievance with the employee and the PR&R or its representative and other parties in interest. The hearing shall be conducted in executive session.
- c. Within ten (10) days after the conclusion of the hearing, the Board shall render a decision on the grievance in writing.

ARTICLE IV

ARBITRATION

It is the intent of the parties to this Agreement that the arbitration procedure herein shall serve as a means for the peaceable settlement of grievances which are not settled under Article III that may arise between them.

- A. In the event that the aggrieved employee is dissatisfied with the determination of the Board of Education, she/he may with prior written approval of the PR&R request that her/his grievance be submitted to arbitration. A request for arbitration shall be made within ten (10) days of the Board's determination. The aggrieved employee and the Board may mutually agree to extend the period of time in which arbitration may be requested.
- B. Within ten (10) days after such written notice of submission to arbitration, the Board and the WEA shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve if the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made from P.E.R.C. by either party. The parties shall then be bound by the rules and procedures of P.E.R.C. in the selection of an arbitrator.
- C. The arbitrator so selected shall limit herself/himself to the issues submitted to her/him and shall consider nothing else. She/he can add nothing to nor subtract anything from this Agreement between the parties or any applicable policy of the Board.

- D. The parties in interest shall be afforded a full opportunity to present any evidence, written or oral, which may be judged pertinent to the matter in dispute.
- E. The decision of the arbitrator regarding the violation, interpretation or application of this Agreement shall be final and binding on both parties in all matters except those dealing with class size, promotions, transfers and nonrenewal of nontenure contracts which shall be subject to advisory arbitration.
- F. Each grievance will be arbitrated separately except those of a similar nature and when mutually agreed to by both parties.
- G. All charges made by the arbitrator shall be shared equally between the Board and the WEA. All other costs related to arbitration, such as the payment for legal services shall be paid for by the respective parties.

ARTICLE V

MANAGEMENT'S RIGHTS

Except as limited by existing law and the terms of this Agreement, the Board reserves to itself sole jurisdiction and authority:

- A. to direct employees of the school district;
- B. to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees;
- C. to relieve employees from duty because of lack of work or for other legitimate reasons;
- D. to maintain efficiency of the school district operations entrusted to them;
- E. to determine the methods, means and personnel by which such operations are to be conducted; and
- F. take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE VI

TEACHING HOURS/OFFICE PERSONNEL PROCEDURES

Teaching Hours

Teachers shall continue to voluntarily perform their assumed responsibilities concerning the safety and academic services to the students involving time beyond the normal working day.

- A. 1. The Board recognizes that teachers are entitled to receive time and work schedules upon which they can rely. Such schedules should be evenly and fairly maintained to the extent that it is possible to do so.

2. a. The teachers work day shall not exceed:
 - 7 hours and 20 minutes on the senior high school level;
 - 7 hours and 20 minutes on the middle school level; and
 - 6 hours and 55 minutes on the elementary school level.
- b. Effective July 1, 2005, ten (10) minutes of pupil contact time shall be added to the elementary school day within the teacher's work day as set forth in Article VI(A)(2)(a) above.
- c.
 - i) Specific arrival and departure times of all teachers shall be determined by the administration, but the length of the school day shall not be changed unless it is negotiated to agreement with the WEA.
 - ii) The ten (10) additional minutes which have been added to the middle school and high school day are in order to provide for an eight (8) period schedule at the high school, and a nine (9) period schedule at the middle school. The additional periods shall be utilized for curriculum development work or such other purposes or assignments as may be described in this provision. This period will not involve any pupil contact time, nor will it involve any assignments which need to be continued or completed after the school day. If such an assignment is made, work time outside the regularly scheduled school day will be paid at the appropriate curriculum rate.
 - iii) Administration may use approximately one-half the additional periods available for group curriculum writing/revisions, professional development, projects related to content area as assigned by the principal, the work and development of professional learning communities, mentoring, common assessment development, committee meetings, Principals' meetings, parent meetings or such other purposes or assignments as determined by and assigned by the Principal or Assistant Principal. The remaining periods shall be available to the teachers for the development of their individual professional curriculum (i.e. the revision of old materials and the development of new materials which will be used in the classroom.) The Administration reserves the right to make periodic review for this curriculum period.
 - iv) The Board shall implement the nine (9) period schedule at the middle schools starting with the 2000-2001 school year.
 - A. The length of the middle school teacher work day shall not be increased from its current length in order to implement

the nine (9) period daily schedule. However, the Board retains the right to increase the length of the middle school work day as described in Article VI(A)(2) of this Agreement. The length of teachers' unassigned time in between the time they are required to report to their buildings to the time they are required to report to their first daily assignment shall be reduced from its current level in order to implement the nine (9) period daily schedule.

- B. Although the Board's implementation of the nine (9) period daily schedule of the middle school contemplates the employment of cafeteria/ playground aides, rather than teachers to supervise students during their lunch periods, in anticipation of circumstances where cafeteria/playground aides will be absent and no substitute cafeteria/ playground aides are available to cover those absences, the assignment of middle school teachers to cafeteria and playground supervision may be made pursuant to Article VI(F) of this Agreement.
- C. For as long as the nine (9) period daily schedule remains in effect at its middle schools, the Board retains discretion to determine, on a year-to-year basis, whether its half of the curriculum periods for the year shall be used at the middle schools for team planning and other meetings and functions as described above, or whether they shall be used for curriculum projects and assignments of the Board's choosing. Should the Board opt to use its half of the curriculum periods in any year for curriculum projects and assignments at the middle schools, team planning may be scheduled during teachers' duty periods as described in Article VI(E)(1)(b) of this Agreement.
- D. The Board retains sole discretion, after the 2000-2001 school year, to change the middle schools' schedule back to the eight (8) period daily schedule used during the 1999-2000 school year and prior thereto without further negotiation over that schedule or its impact on the terms and conditions of employment of WEA members. If the Board should, at some future time, return to an eight (8) period day at the middle schools, this return will include a return of cafeteria/playground supervision to the list of possible "duties" middle school teachers may be assigned to as part of their salaried daily work assignments pursuant to Article VI(E)(1)(a) of this Agreement and payment of the "coverage" stipend for performing this duty shall cease.

- d. Teachers at each elementary school shall be offered the option of either teachers reporting to classrooms at 8:45 a.m. with a maximum of two (2) teachers on duty from 8:35 to 8:45 a.m.

OR

Teachers reporting to classrooms at 8:50 a.m. with a maximum of three (3) teachers on duty from 8:35 a.m. to 8:50 a.m. It is understood that regardless of which option the teacher select, the number of teachers to be on duty up to the selected maximum shall be the sole decision of the building principal.

- e. On days of inclement weather the duty teachers who have reported at 8:35 a.m. will supervise the pupils until the selected time of teacher reporting to classroom time when the pupils will report to their classrooms.
- f. The number of teachers who might be required to be on duty will be subject to annual review and change depending upon significant changes in enrollment. Building principals will, with teacher input, make any such changes and review when necessary.

- B.
 - 1.
 - a. Elementary classroom teachers shall not be required to report earlier than twenty (20) minutes before the start of classes and shall not be required to stay longer than 10 minutes after the close of classes. Two (2) teachers shall be required to stay 20 minutes contiguous to the contractual school day. Volunteers shall first be solicited on an annual rotating basis and, in the absence of volunteers, the two (2) teachers shall be assigned annually on a rotating basis. Supervision shall be for twenty (20) minutes contiguous to the contractual school day and teachers will be compensated at the same rate as the Middle School Bus Duty as set forth in Schedule C.
 - b. While elementary teachers are not required to be in class during the time taught by specialists, they may be requested to do so when, at the discretion of the principal, it would be to the advantage of the teacher.
 - c. All elementary teachers in the specialized areas of art, music, physical education, world language and library will have thirty-five (35) minutes of daily preparation time.
 - d. Elementary teachers shall be required to attend one evening meeting per year for parent-teacher conferences. The time and method of operation for evening meetings shall be the same as that which is followed during the day for the two (2) daytime parent conferences held each year. Each teacher shall determine which evening she/he will be available.
 - 2. Teachers on the middle school level shall not be required to report earlier than fifteen (15) minutes before the start of classes and shall not be required to remain longer than ten (10) minutes after the close of classes. Teachers on the high school level shall not be required to report earlier than ten (10) minutes before the

start of classes and shall not be required to remain longer than twenty (20) minutes after the close of classes.

3. Middle school teachers who attend Back-to-School Night shall announce to parents their ability to schedule conferences during the day with their child's team of teachers during the team's Common Curriculum Period and shall encourage parents to schedule such meetings over the course of the school year Middle school teachers shall also announce their availability for such conferences whenever they attend meetings at which parents are present.
- C.
1. Commencing with the school year 2000-2001, a bank of ten (10) hours shall be established for faculty, departmental and grade level meetings. Said meetings shall be contiguous to the school day. In the event that such a meeting takes place within the contractual work day as set forth in Article VI, no time shall be charged against the meeting time bank for that meeting. However, when such a meeting exceeds the contractual work day, the entire meeting shall be charged against the meeting time bank. For example, if a fifteen (15) minute faculty meeting is held at one of the high schools after the close of classes, no time for that meeting shall be charged against the meeting time bank. However, if a forty-five (45) minute faculty meeting is held at one of the high schools after the close of classes, the entire forty-five (45) minutes shall be charged against the meeting time bank for that meeting.
 2. No more than two meetings per month may be called at each school. Meetings may be conducted before the start of classes or after the close of classes. Meetings at the elementary school shall be encouraged to take place before the start of classes. A maximum of four (4) meetings per year may be called after the close of classes at the elementary schools. Meetings at the elementary schools conducted before the start of classes shall be limited to sixty (60) minutes in duration. All other meetings shall not exceed a total of seventy-five (75) minutes in duration per month.
 3. When a faculty, departmental or grade level meeting is called all teachers including coaches and extracurricular advisors (not including out-of-district coaches) shall be in attendance and shall remain until the conclusion of the meeting except in the case of a special school event or personal emergency.
 4. The dates of faculty, departmental or grade level meetings shall be set for the school year and disseminated to staff at the beginning of each school year. Changes to any of these dates must be made and communicated to staff no less than fourteen (14) days in advance.
 5. The Board and the Association shall review the meeting procedures set forth in this provision upon the expiration of this Agreement.
- D.
1. It shall be sufficient for teachers to indicate their presence by placing their initials next to their names on the attendance list in the school.

2. Teachers may leave the building without requesting permission during their scheduled duty free lunch period, providing they indicate their absence and return by placing their initials on the school roster and a check for their return.
 3. Teachers shall be permitted to make coffee or tea with appliances approved by the Board in the faculty lounge or department offices.
 4. Teachers are encouraged to enter the pupils' lavatories from time to time to assist the administration in enforcing applicable rules, regulations and policies, but no teacher shall be required to supervise the lavatories.
 5. Teachers will be free from the duty of patrolling of school grounds except where their presence required because of an emergency situation involving the health and safety of students or staff.
 6. The Board retains the right to assign all teachers to perform parking lot control. If such assignment is necessary, volunteers shall first be solicited and assigned on a rotating basis. In the absence of volunteers, the Board retains the right to assign teachers **EQUITABLY** on a rotating basis. The Board shall pay each teacher assigned to parking lot control the sum of \$46.00 in the 2017-2018 school year for each parking lot control assignment, which shall not exceed twenty-five (25) minutes. If any parking lot control assignment lasts for less than twenty-five (25) minutes, the full appropriate stipend for that year shall be paid to the assigned teacher.
- E.
1.
 - a. The daily teaching load in the middle school and the senior high school shall be five (5) teaching periods and one (1) special assignment period except in the case of emergency.
 - b. A concept of team planning embracing all grade levels will be implemented at the middle school level. The meetings of such teams shall take place twice a week, or as needed, during the duty period and shall be accomplished by involving the-full staff in the equitable rotation of duties.
 - c. The Board reserves the right to assign up to thirty (30) teachers per year to a sixth class period at the additional compensation of \$10,600 for the 2017-2018 school year. This rate shall be increased to \$11,100 upon the implementation of block scheduling. This assignment shall not be required of more than three (3) persons in any one department, unless the express written consent of the Association is obtained to do so. Nor will it be required of any individual teacher more frequently than every other year until every member of that teacher's department has had the opportunity to teach a sixth period, unless the express written consent of the Association is obtained to do so. It is expressly agreed that extra teaching assignments in the self-contained classes Cognitive Mild and Cognitive Moderate shall not be counted toward the departmental limitations set forth in this provision for the Special Education Department. In the event that emergency coverage becomes necessary, the administration may petition the Association for consent to exceed the

departmental limit of two (2) sixth class period assignments to facilitate the continuity of instruction. For purposes of this provision, “emergency coverage” is defined as coverage necessary due to short-term illness or unanticipated resignation, retirement or termination. The additional compensation shall be paid semi-monthly as part of the teacher’s contractual salary.

- i) A teacher who is assigned to teach a sixth period class due to emergency coverage shall be relieved of his or her duty period for the duration of the emergency coverage.
- ii) When more than two (2) teachers within a department are assigned to teach a sixth period due to emergency coverage, those teachers shall be paid a proportional amount of the additional compensation as set forth below, depending upon the duration of the emergency coverage. For example if the Board assigns a third teacher within a department to teach a sixth period for 121 days, each teacher that was assigned to teach a sixth period shall receive additional compensation of two thousand two hundred fifty dollars (2,250), representing one-third of the total additional compensation. The total additional compensation shall be as follows:

From 61 to 90 school days:	\$ 2,250
From 91 to 120 school days:	\$ 4,500
From 121 to 150 school days:	\$ 6,500
From 151 to 180 school days:	\$ 9,000

- 2. Classroom teachers shall, in addition to their duty-free lunch period, have a minimum daily preparation time during which they shall not be assigned to any other duties as follows:
 - a. Elementary - Thirty-five (35) minutes of daily preparation time during the time the specialist is in the room subject to Article VI(B)(1)(b) above.
 - b. Middle School - one (1) class period.
 - c. High School - one (1) class period.
 - d. In the event a teacher’s schedule requires her/him to be in a class for an undue period of time, the teacher may request the administration to make an adjustment whenever possible.
- 3. a. The practice of using a regular teacher as a substitute, thereby depriving her/him of her/his preparation time is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer within their discipline, may be used as substitutes during their non-teaching time in the absence of volunteers within the discipline, volunteers outside the discipline shall be used. In the absence of volunteers, a teacher may be assigned to serve as a substitute.

When a teacher is asked to cover a class and to implement a lesson plan, on the Middle School and High School levels, she/he shall be paid the sum of \$43.00 per period for the 2017-2018 school year. When a teacher at the Elementary School level misses a planning period, she/he will be reimbursed \$38.00 per period for the 2017-2018 school year. For high school teachers, this period rate shall be increased to \$60 for coverage of a sixty minute high school period and \$75 for coverage of a 75 minute period upon the implementation of block scheduling. If a high school period is assigned and is not 60 or 75 minutes, the period rate shall be \$1 per minute for the period assigned.

- b. Where possible, emergency substitutions, those not volunteered for, shall be **EQUITABLY** distributed among the teachers assigned to the building.
4. a. Unpaid extra-curricular activities shall be performed on a voluntary basis. Paid extra-curricular activities shall first be performed by qualified volunteers in the absence of qualified volunteers, the Board retains the right to assign teachers to such activities.

- b. Supervision of after-school and Saturday detention programs shall constitute a paid extra-curricular activity as described in Article VI(E)(4)(a) above. Volunteers shall first be solicited for detention supervision assignments. Where more teachers than are necessary volunteer for such assignment, the Board shall distribute such assignments **EQUITABLY** upon a rotating basis from among the volunteers. When a teacher supervises after-school or Saturday detention she/he shall be paid the sum of \$38.00 per period for the 2017-2018 school year. The after-school detention programs at both middle schools and both high schools and the Saturday detention program at both high schools shall be conducted as follows:

MIDDLE SCHOOL - The after-school detention will be conducted three days per week. Each session shall last one (1) hour.

HIGH SCHOOLS - The high school after-school detention program shall be conducted four days per week. One forty-five minute session shall be conducted on each of those days.

HIGH SCHOOL SATURDAY DETENTION - Saturday detention shall be conducted from 9:00 a.m. to 12:00 p.m. The Saturday detention shall be scheduled on alternating Saturdays at one of the two high schools. Two (2) teachers shall be assigned to work the Saturday detention simultaneously.

- F. 1. The Board retains the right to assign elementary and middle school teachers to perform both cafeteria and playground supervision. If such supervision is to be required, volunteers shall first be solicited. Absent sufficient volunteers, the Board retains the right to assign teachers **EQUITABLY** upon a rotating basis, provided it has furnished the teachers with written notice of the assignment one school year

in advance of making such assignment. The Board shall pay the elementary teachers for each cafeteria and each playground supervision assignment \$31.00 in each year of this Agreement and the middle school teachers for each cafeteria and each playground supervision assignment \$42.00 in each year of this Agreement.

2. Cafeteria supervision on the high school level shall be EQUITABLY distributed on a rotating basis.
3.
 - a. The Faculty Administration Liaison Committee, as established in Article XXIV, of each building shall determine with the building principal the provisions for supervision during the inclement weather.
 - b. Teachers shall not be given additional assignments during the time they are relieved of playground supervision except in cases of emergency
- G. Teachers agree to participate in curriculum development at times mutually agreed upon whenever such meetings extend beyond the normal working day.
- H. Consistent with present and past Board policy affecting all visitors to the Wayne Schools, the building principal or her/his designee will be notified of the presence of any WEA officer within her/his building who is on pertinent WEA business. No meetings of a formal nature may be called without the knowledge of the building principal.
- I. A committee of one teacher from each high school selected by the WEA and one administrator from each high school selected by the Superintendent shall investigate the feasibility of extending the senior high lunch period for teachers. The recommendation of this committee shall be considered by the WEA and the Board for inclusion in the collective agreement.
- J. Every class should be conducted in a standard classroom, except for good cause.
- K. Substandard classrooms should be used only under extreme emergency conditions.
- L. Beginning with the School Year 1986-87, ESL teachers shall be treated in the same manner as all other teaching WEA members with regard to benefits and salary.

Employment Procedures for Non-Certificated Personnel

A. DUTIES

The duties for non-certificated personnel shall be confined solely and exclusively to such duties as would assist certificated professional personnel in the performance of their respective responsibilities. In no case, shall any non-certificated employee be requested or required to perform any duty previously performed or by law required to be performed by a duly certificated professional employee, except in an emergency.

B. PLACEMENT ON SALARY SCHEDULE

Each employee shall be placed on her/his proper step of the salary guide as of the beginning of each school year. Any employee employed prior to February 1 of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

C. RESIGNATION

1. An employee who is resigning from a position shall give four (4) weeks notice.
2. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given.
3. If the full four (4) weeks notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. For this purpose, twenty (20) full working days shall be used in calculating the amount of notice given to the employer.

D. ASSIGNED DUTIES

At no time shall the Board or any Agent thereof assign or direct any employee covered by this Contract to any other duties outside of the duties appropriate to her/his position and consistent with her/his general job description.

E. USE OF EMPLOYEE CAR FOR SCHOOL BUSINESS

An employee shall not be required to use the employee's car for Board business. An employee may do so voluntarily, however, with the advance approval of the principal or immediate supervisor. The employee shall be compensated for mileage at the rate as specified in the Internal Revenue Code for the use of the employee's own automobile plus overtime if beyond the regular workday.

F. ATTENDANCE AT WORKSHOPS, CONFERENCES AND SEMINARS

The Board recognizes that it shares with its office staff responsibility for the upgrading and updating of performance and attitudes. The Board shall provide for the payment of registration fees and mileage for office personnel who choose to attend job-related workshops, conferences and seminars during the school year with prior approval of the Superintendent or her/his designee.

G. SCHOOL HEALTH AIDES

1. School health aides employed at the middle schools will work three (3) hours per day, on every day that middle school students are in attendance. The starting and ending times of the school health aides workday will be determined by the Administration. The school health aides shall attend all in-service presentations

scheduled for the WEA teaching staff members, as directed by the Administration, at no additional compensation.

2. Each school health aide employed at a middle school, as described in paragraph 1 above, shall receive an annual salary of \$27,000 for the 2017-2018 school year, prorated for the portion of the work year they are actually employed in the District. A “work year” shall be the ten-month period from September 1 to June 30.
3. Article XVII of this Agreement shall not apply to school health aides.
4. No school health aid shall be entitled to any insurance coverage provided to other unit members under this Agreement.

ARTICLE VII

TRANSFERS

Teacher Transfer Procedures

A. TEACHER REQUEST

1. A teacher may request a change of school, assignment or both, when such a request is made before May 1 for the ensuing school year. The written request shall be sent to the Director of Human Resources.
2. When an elementary teacher is requesting a transfer, up to three (3) choices of grade assignment and school, if available, may be requested by the teacher.
3. When a secondary teacher is requesting a transfer, up to three (3) choices of grade assignment and school, if available, may be requested by the teacher.
4. Upon request by the teacher, the Superintendent or her/his designee will furnish to the teacher written reasons why she or he was not selected for the position(s) which were specified in the transfer request.
5. A list of positions to be filled should be posted in all schools so that the teachers may apply for open positions. This list should be kept up to date with new openings added as they occur. During the summer, this list will be kept posted in the Board Office and a copy sent to the WEA president.

B. ADMINISTRATIVE DECISION

1. a. When the Superintendent of Schools or her/his designee believes that a transfer will be in the best interest of the schools affected, the teacher will be advised, in writing, of this decision as soon as possible. The teacher will then have recourse to the provisions in Part A, Sections 2 and 3.

- b. No teacher shall be transferred involuntarily without a conference being held between the teacher and the Assistant Superintendent or Superintendent of Schools.
2. If a principal believes that a transfer of a teacher will serve the best interests of the school, she/he may submit a written request through proper channels to the Assistant Superintendent. If such a transfer is to be made, the teacher will be advised as soon as practicable and will have recourse to the provisions in Part A, Sections 2 and 3.

Office Personnel Voluntary Transfers and Reassignments

A. USE OF VOLUNTARY REQUESTS.

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position. Final evaluation of qualifications will be determined by the Director of Human Resources.

B. FILING REQUESTS

1. When vacancies occur in the school system, a notice of such vacancies shall be posted in each school as far in advance as practicable, and in no event, less than two (2) weeks before the final day when applications must be made. A copy of said notice shall be given to the WEA at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or Director of Human Resources within the time limit specified in the notice, and the Superintendent or Director Human Resources shall acknowledge promptly in writing the receipt of all such applications.
2. In the notice of vacancies in the school system, the qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth.

No vacancy in a promotional position shall be filled other than in accordance with the above procedure.

C. CRITERIA FOR ASSIGNMENT

1. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual employee shall be honored to the extent that the transfer does not conflict with the best interests of the school system. No such request shall be denied arbitrarily, capriciously, or without basis in fact. If any employee's request for transfer has been denied, a renewed or subsequent request made in the following school year may be granted under the conditions described above, unless there is no available position to which the employee can be transferred or an adequate replacement for the employee cannot be obtained.

2. All qualified employees shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the background and attainments of all applicants and other relevant factors. Each employee applicant, not selected shall, upon request, receive a written explanation from the Superintendent or the Director of Human Resources. Appointments shall be posted in the schools or by giving of notification to the interested employees.

D. CREDIT FOR PREVIOUS EXPERIENCE

1. If, in the Board's absolute discretion, it determines that an employee should be given additional credit for her/his prior private and/or public work experience, then the Board may grant up to five (5) years of experience to a new employee for her/his private and/or public work experience.
2. Former employees, who return to the Wayne System within five (5) school years, shall be given credit for all previous experience in the Wayne Schools and placed on the appropriate step.

ARTICLE VIII

PROMOTIONS

A. All vacancies in promotional positions shall be filled pursuant to the following procedure:

1. Such vacancies shall be adequately publicized, including a notice in every school (by posting, through the Superintendent's bulletin or otherwise) as far in advance of the date of filling such vacancy as possible (ordinarily at least thirty (30) days in advance, and in no event less than seven (7) days in advance). Nothing herein is to be construed to mean that the Superintendent shall not be free to publicize and otherwise seek qualified personnel from outside of the school system to fill such vacancies.
2. Employees who desire to apply for such vacancies shall file their applications in writing with the Director of Human Resources within the time limit specified in the notice.

B. Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisor level, including, but not limited to, positions such as assistant superintendent, principal, vice principal, department chairperson, coordinator.

C. Vacancies which arise during July and August shall be posted in the Board Office and notice thereof posted to the president of the WEA. During July and August notices of promotional vacancies shall be sent to the WEA office by certified mail and a copy sent to the WEA president at her/his home address or to someone she/he designates to receive it in her/his absence.

ARTICLE IX

TEACHER EVALUATION REDUCTION IN FORCE

Teacher Evaluation

- A.
 - 1. All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
 - 2. As soon as possible the teacher shall be given a copy of any class visit or other evaluation report prepared by her/his evaluators, provided the teacher acknowledges receipt of the evaluation prior to the evaluation being placed on file, the teacher shall have been given the opportunity to confer, with the evaluator and to sign the evaluation. Once the teacher has signed the report, there shall be no further additions, changes, amendments or revisions of the report.
 - 3. All teacher evaluations shall be in conformity with the requirements of the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACH-NJ) Act, as long as in force.
- B. Official teacher files shall be maintained in accordance with the following procedures:
 - 1. No material derogatory to a teacher's conduct, service, character or personality shall be placed in her/his personnel file unless the teacher has had an opportunity to review the material. The teacher shall acknowledge that she/he has had the opportunity to review such material by affixing her/his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The teacher shall also have the right to submit a written answer to such material and her/his answer shall be reviewed by the Superintendent or her/his designee and attached to the file copy.
 - 2. Final evaluation of a teacher upon termination of her/his employment shall be concluded the calendar month prior to severance and no documents and/or material shall be placed in the personnel file of such teacher after severance or otherwise than in accordance with the procedure set forth in this article.
 - 3. Notwithstanding anything in this Provision B to the contrary, the Board and/or the Superintendent may withhold from a teacher's file any documents or papers which may relate to legal matters pertinent to an official police investigation on the Federal, State or local level.

Office Personnel Reduction in Force

- A. Non-tenured employees regardless of experience level are the first to be RIFFED without consideration of seniority. Non-tenured employees have no seniority in the event of a reduction in force (RIF) and no recall rights after they have been RIFFED.
- B. In all other cases, administrative value judgment comes into place in considering the placement of a person who is tenured in a position that may be open or movement of non-tenured personnel.

- C. In the event of a RIF, tenured employees shall, be RIFFED in the inverse order of seniority based on their date of hiring provided the tenured secretary possesses the skills and necessary qualifications to perform the duties of the position claimed.

LPN Evaluation

- A. The Coordinator of Special Services or his/her designee shall evaluate the LPNs in accordance with the applicable provisions of Title 18A, the State Board of Education regulations and the policies and by-laws of the Wayne Township Board of Education.

ARTICLE X

EMPLOYEE AND BOARD RIGHTS AND RESPONSIBILITIES

- A. Nothing contained in this Agreement shall be construed to deny or restrict to any employee of the Board such rights as they may have under New Jersey School laws or other applicable laws and regulations. The rights of employees and the Board hereunder shall be deemed to be in addition to those provided elsewhere.
- B. Whenever any employee is required to appear before the Superintendent or her/his designee, Board or any committee, member, representative or agent thereof, concerning any matter which could adversely affect the continuation of that employee in her/his office, position or employment, or her/his salary or any increments pertaining thereto, then she/he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the WEA present to advise her/him and represent her/him during such meeting or interview. Nothing in this paragraph shall be construed to mean that the Superintendent, Board or any of their agents or representatives, including principals, vice principals and department heads, may not discuss general and routine matters related to the educational process with the employee without the representation of WEA and without prior written notice, provided, however, that the intent and purpose of the conference is not contemplated to support a charge or charges which could reasonably be expected to eventuate in the dismissal of the employee or affect her/his salary.
- C.
 - 1. All employees shall be notified of their contract and salary status for the ensuing school year no later than May 15.
 - 2. Upon request, any employee who is not to be offered employment for the following school year shall receive verbally those specific reasons for this action on or before the May 15 deadline.
 - 3. Withholding of Increment
 - a. No administrator shall recommend withholding an employee's increment unless that employee has been notified and given reasons that her/his increment is in jeopardy. Written notification regarding the reasons for such action must be given to the employee by May 15 of the school year.

- b. Any increment withheld may be restored upon petition by the employee to the Superintendent of Schools and her/him so recommending to the Board of Education. In the event an increment is not restored, the employee shall be given, in writing, reasons for rejection.
- c. No increment will be withheld unless this procedure is followed.

ARTICLE XI

IN-SCHOOL WORK YEAR/OFFICE PERSONNEL WORK SCHEDULE

In-School Work Year

- A.
 - 1. The in-school work year for teachers and LPNs employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days which shall include three (3) full day workshops as set forth in Article XVII, "In-service Workshop". In the event that the law changes to rescind the teachers' continuing education requirement, the third full day workshop shall be eliminated. Excluded from this section are new teachers who may be required to attend additional days for orientation.
 - 2. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which the-teacher's attendance is required.
 - 3. High School guidance counselors' work year shall be extended five (5) consecutive days during the period from July 1 to August 31 to perform assigned guidance responsibilities when scheduled by the Board. Commencing July, 2018, Middle School guidance counselors' work year shall be extended three (3) consecutive days during the period from July 1 to August 31 to perform assigned responsibilities when scheduled by the Board. Such days may be scheduled non-consecutively during such period if mutually agreed to between the parties. Salaries for guidance personnel who work beyond the normal school year pursuant to this provision only shall be paid on a per diem basis calculated as pro rata amount of their regular salaries and contractual work year.
 - 4. Commencing July, 2018, the work year for middle and high school child study team case managers shall be extended three consecutive days during the period from July 1 to August 31 to perform assigned case manager responsibilities when scheduled by the Board. Such days may be scheduled non-consecutively during such period if mutually agreed to between the parties. Salaries for case managers who work beyond the normal school year pursuant to this provision only shall be paid on a per diem basis calculated as a pro-rata amount of their regular salaries and contractual work year.
 - 5. The last two (2) days of the school year and the day before Thanksgiving and the day before Christmas vacation shall be minimum days for students, teachers and LPNs at the elementary, middle and high school levels. A "minimum day" shall

be defined as the minimum number of hours required by State law to credit such day for school year/State aid purposes.

- B. The school calendar during the period of this Agreement shall be submitted to the WEA for review ten (10) days prior to adoption by the Board. Suggestions and recommendations for inclusions on the calendar will be given consideration by the Board of Education. Final determination will rest with the Board.

Office Personnel Work Schedule

A. DAILY WORK HOURS

1. September 1 through June 30

- a. All full-time office personnel shall work eight (8) hours inclusive of a daily lunch period. The lunch period shall consist of forty-five (45) consecutive minutes.

2. Summer Hours - July 1 through August 31

- a. Full-time office personnel shall work seven (7) hours inclusive of a daily lunch period. The lunch period shall consist of thirty (30) consecutive minutes.
- b. The time shall be established depending on the needs in each individual building.

B. COFFEE BREAKS

1. Two uninterrupted periods of fifteen (15) minutes:

One (1) in the a.m., and one (1) in the p.m.

- 2. The time shall be standardized and mutually agreed upon by the employee and the supervisor

C. OVERTIME

- 1. Any employee requested to return to work after their regular hours and after they have left the building or requested to work on a day when they are not regularly scheduled to work shall be compensated for a minimum of two (2) hours of overtime work and may be required to work two (2) hours at the discretion of the supervisor.
- 2. All-approved work performed by office personnel over thirty-six and one-quarter (36 ¼) hours per week shall be compensated at a rate of one and one-half (1 ½) times the regular rate. Overtime work must have the prior approval of the Superintendent or her/his designee, and shall be defined to mean any time spent

either before or after daily work hours, or on days other than those in the regular work week or regular work year.

3. For the purpose of determining the thirty-six and one quarter (36 ¼) hours, the following shall count as full working days:
 - a. Holidays
 - b. Paid sick days
 - c. Paid personal days
 - d. Paid vacation days
 - e. Other approved paid leaves

Unapproved absences shall not receive credit for overtime purposes.

D. VACATIONS

1. A year shall be defined as beginning July 1 and ending June 30.
2. Employees shall be eligible for vacations on the following basis: Please note that accrued days referred to in 2.a-e shall be allocated on the July 1 following the respective effective dates. For example, a secretary who is hired on September 1, 2016, shall have his or her ten vacation days available to use as of July 1, 2017.
 - a. First year personnel - One working day for each full month of service up to a maximum of ten (10) working days.
 - b. Over one year, but less than five (5) years of service - ten (10) working days.
 - c. Over five (5) years, but less than ten (10) years of service - fifteen (15) working days.
 - d. Over ten (10) years, but less than fifteen (15) years of service - twenty (20) working days.
 - e. Over fifteen (15) years of service - Twenty-five (25) working days. The five (5) additional days vacation will be taken as one day holidays with the permission of the employee's supervisor. These days may not be taken prior to or immediately following a regularly scheduled vacation without the permission of the immediate supervisor and the Superintendent.
3.
 - a. Office personnel are encouraged to take vacation during the summer months and during school recess periods. It is understood that the last ten (10) work days prior to the opening of school for students shall not be used as vacation days by Office Personnel.

- b. The scheduling of all other vacation time shall be mutually agreed upon between the office employee, and her/his immediate supervisor. An office employee shall request said vacation time in writing and the supervisor shall answer in writing within a reasonable period of time.
- 4.
 - a. If an employee retires during a school year, with days remaining in his/her vacation use requirement for that year, the employee's retirement shall be extended to allow his/her use of those remaining days prior to the effective date of the retirement. This extension shall only be given, however, if the employee gives the Board at least sixty (60) days prior written notice of her/his retirement. The Board, in its discretion, may elect to substitute payment in lieu of some or all of this extension on current year vacation use, provided the Board notifies the employee of its decision prior to accepting her/his retirement.
 - b. All office personnel may carry ten (10) unused vacation days into the following school year; vacation days in excess of ten are forfeited if unused by June 30 of the school year in which they are earned.

E. INCLEMENT WEATHER

When the Superintendent closes school due to inclement weather, office personnel shall not be required to work. If office personnel are requested to work by their immediate supervisors, they may report at 10:00 a.m. and shall earn one day's compensatory time to be used as an additional vacation day.

F. HOLIDAYS

Office personnel shall be given all holidays with pay as listed on the school calendar.

Office personnel shall not be required to work Winter recess or Spring recess, as defined by the school calendar.

ARTICLE XII

TEACHER ASSIGNMENT

- A. All returning teachers shall be given written notice of their salary schedules, class and/or tentative subject assignments for the forthcoming year by the end of the current school year.
- B. In the event that changes in such schedules, class and/or subject assignments are proposed after the close of school in June, the WEA and any teacher affected shall be notified promptly in writing and, upon the request of the teacher and the WEA, the changes shall be promptly reviewed between the Superintendent or her/his representative and the teacher affected and, at her/his option, a representative of the WEA.
- C. Insofar as possible, no secondary teacher shall be given more than three (3) preparations each year.

D. Specialists

1. Every attempt shall be made to provide adequate desk and storage space in an area central to their teaching station.

- E. All teachers in the areas of art, music, reading, physical education and media center at the elementary level should meet with the appropriate Coordinator/ Director to work together to develop individual tentative schedules. These meetings should be scheduled at times which are mutually convenient for those involved and should be held between May 15 and June 15 of each year, dependent on the adoption of the Elementary Classroom Organization Plan. The results of each meeting should be reduced to writing and approved by the Assistant Superintendent of Schools. Approved copies should then be distributed to individuals concerned (including teacher, coordinator/supervisor and the Assistant Superintendent). This distribution should occur as soon as possible after the conclusion of each meeting but no later than the close of school in June.

F. TRAVEL TIME

When teachers have assignments in more than one (1) building in the district, where possible every effort will be made to limit their assignments to two (2) buildings and, where possible, one thirty-five (35) minute period will be allowed for travel.

ARTICLE XIII

PAY PERIODS

- A. 1. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
2. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
- B. Employees who choose to utilize the services of the North Jersey Federal Credit Union may elect automatic payroll deductions. The Wayne Board shall distribute these funds to the credit union no later than the 15th and 30th day of the month for which they were deducted.
- C. 1. Employees may individually elect to have ten percent (10%) of their semi-monthly salary installment withheld pursuant to the provisions of N.J.S.A. 18A:29-3 as amended and the regulations promulgated thereunder.
2. Any employee electing for this ten percent (10%) withholding shall notify the Board of Education in writing of her/his intent prior to the opening of school.
3. At the time of election, the employee shall choose to have the monies so withheld paid either as a lump sum on the last payday or in installments after the end of the academic year but prior to September 1. Installment payments shall be made on a schedule to be determined by the Board of Education.

4. All monies withheld shall be paid to the employee or her/his estate upon the employee's termination of employment or death.
- D. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
- E. Teachers shall receive their final checks on the last working day in June.
- F. All coaching and extra-curricular salaries shall be paid in a separate check. Coaches and singular or short duration extra-curricular activities personnel shall be paid within one (1) month of the submission of the proper documentation upon the completion of the activity. Year-long extra-curricular assignments shall be paid in two (2) installments, December and June.

ARTICLE XIV

SABBATICAL LEAVES

Instructional personnel who have served continuously and satisfactorily for at least seven (7) years in Wayne shall be-granted sabbatical leave under the following conditions:

- A. Sabbatical leaves may be granted for study at a properly accredited university or college.
- B. Sabbatical leaves may be approved for one-half (1/2) year at full pay or for a full year at one-half (1/2) pay. The successful applicant shall be allowed an amount not to exceed \$7.00 per day based on unused sick leave, accumulated in a seven-year period, determined at the rate of ten (10) days per year. This amount is to be used to defray tuition and fee costs required for study. This calculation shall not be construed to diminish the days of leave available to the successful applicant upon her/his return.
- C. The total number of sabbatical leaves granted shall not be less than one (1) for the 2017-2018 school year.
- D. Personnel who have not had sabbatical leaves in the Wayne School System shall be given preference over those who have.
- E. Evidence of satisfactory study or work must be filed with the Superintendent for inclusion with the individual's personnel record.
- F. All applications for sabbatical leave must be presented to the Superintendent no later than the first day of February of each year.
- G. Upon completion of said leave the staff member shall submit a written summary report to the Board of Education reviewing the highlights and benefits of the leave experience.
- H. Applicant must agree, in writing, to serve at least two (2) full academic years in the Wayne Schools following the leave or reimburse the Board of Education for the amount received while on leave, within two (2) calendar years from date of resignation.

ARTICLE XV

SICK AND PERSONAL LEAVE

- A.
1. All teachers employed as of September 1 shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty on that day.
 2. All ten-month office personnel shall be entitled to ten (10) sick leave days each year as of July 1 of said school year whether or not they report for duty on that day. All twelve-month office personnel shall be entitled to eleven (11) sick leave days.
 3. All LPNs employed as of September 1 shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year whether or not they report for duty that day, prorated for the portion of the year during which the LPN is actually employed by the Board. Unused sick days shall be accumulated from year to year with no maximum limit as required by applicable law. When an LPN has used sick leave beyond his/her number of allowable days, he/she may request additional days which will be evaluated by the Board on a case-by-case basis.
 4. Unused sick leave days shall be cumulative with no maximum limit in accordance with statutory provisions related thereto.
 5. Absent unusual circumstances (i) due to the difficulty of filling a certain position; or (ii) because said decision is in the best interests of the students, both of which shall be at the Superintendent's sole discretion, only Association members actively employed and not on any type of leave of absence shall be eligible to fill stipend positions. Should an Association member be appointed to a stipend position and subsequently be on a leave of absence, the parties agree that the Board may rescind the appointment and the Association member shall be paid a prorated stipend for the work performed, if any.
- B. Teachers and office personnel shall be entitled to payment for one-half (1/2) of their unused accumulated sick leave days at the then current salary up to a maximum of one hundred (100) days, after fifteen (15) years of service in the Wayne Schools and only upon actual certified retirement pursuant to the Teachers' Pension and Annuity Fund or the Public Employees Retirement System, whichever is applicable. The maximum lump sum available to any retiree is Eighteen Thousand Dollars (\$18,000.00) effective July 1, 1998. In the event of the death of an employee, this payment will be made to the employee's estate as long as the employee had completed fifteen (15) years of service in the Wayne Schools and was eligible to apply for retirement as set forth above at the time of her/his death.

C. Bereavement Leave is as follows:

1. Spouse, child, grandchild, parent, grandparent, brother, sister, in-law, or any other member of immediate household -- up to five (5) days.
2. Relative outside the immediate family -- two (2) days. Relative shall be interpreted to mean aunts, uncles, first cousins, or as a designated pallbearer.
3. Friend or relative outside the immediate family not specifically listed above -- one (1) day.
4. It is essential when calling these in to state the reason as death or funeral and identify the relationship.
5. These days must be called in to the Secretary for Substitutes.

D. 1. Four (4) days leave are allotted for personal matters.

These might include:

Family Illness
Legal Business
Weddings
Graduations

House Closings
Household Emergencies
Other Good Cause

2. Personal days should not be construed as vacation days. Unused personal days may be accumulated as sick days.
3. Reasons for these four (4) days need not be given. Input your absence in the on-line attendance system (currently AESOP) as soon as possible.
4. If you exceed your four (4) personal days, payment for the extra days will be deducted.
5. The following are to be discouraged:
 - a. Personal days before or after vacations or holidays.
 - b. Taking half days.

F. Family Illness Days

1. Teachers and LPNs shall be granted three (3) family illness days each year, while office personnel, who work a twelve month year, shall be granted four (4) family illness days each year.
2. Family is defined as spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, or any other member of immediate household.

G. Sick Day Bank

1. The Sick Day Bank is a program to offer assistance to employees in time of extended illness in the form of extension of their accrued personal sick days. It is not the purpose of the Bank to provide for an illness of a brief nature. The Sick Day Bank is a cooperative program whose implementation and maintenance is dependent on employee support.
2. Two sick day banks shall be established; one for teachers and one for office personnel and attendance officers.
3. The banks will be built up annually, as needed, by the employees contributing one or more of their accumulated sick leave days to the appropriate bank. No days will be added to either bank until the number drops below 300 days. At the end of the school year, any unused sick days remaining in the banks will be carried over to the next year.
4. In the event that the Board of Education and WEA agree to dissolve the banks for whatever reason, all days left in the banks will be divided equally by the teachers and the office personnel and attendance officers. No employee will receive more days than he or she has contributed to the banks.
5. The Board of Trustees shall consist of the Human Resources Specialist and five members selected by the WEA, appointed by the WEA/Board annually to receive requests for the use of sick leave days in either bank and to determine whether to recommend such requests for approval.
6. The Trustees shall provide the Board annually with the names of employees who contributed to the sick leave banks and the number of days they contribute. The Board of Education shall maintain records on the donation and usage of sick leave bank days, which shall be the records relied on by all parties involved. At the end of each school year the Board of Education shall provide the WEA a written accounting of donation and usage for that year to support the total number of days shown by the Board of Education as remaining in the banks.
7. The Board of Trustees reserves to itself, the right to have a second medical opinion of the employee making the claim for bank use. The cost for such examination shall be paid for by the employee and the doctor used will be of the Bank's choice.
8. The Trustees of the Bank will be limited to granting up to sixty (60) school days at one time. A member may request additional sick leave by submitting a request and a doctor's certificate.
9. If in the judgment of the Trustees the employee qualifies, the Trustees shall submit the request to the Board of Education. If the Board of Education agrees with the Trustees, the Board will arrange payment to the employee. If the Board of Education rejects the request, the Board will notify the Trustees of the Bank.

10. The parties acknowledge that the decision of the Board of Education shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the contractual grievance or arbitration procedures. The Board of Education shall not withhold its approval for illegal reasons.
11. When an employee is on sick leave beyond her/his allotted number of days with pay, the deductions from her/his pay will be in the amount of 1/200th (10-month employees) and 1/240th (12-month employees) of her/his annual salary per day.
12. Prior to any recommendation or approval of the use of sick leave bank days, every applicant must sign an agreement to indemnify, defend and hold harmless the Board of Education, the WEA, their members, agents, servants and employees from any and all claims, liabilities, damages and costs related to:
 - a. the solicitation and/or contribution of sick leave days to the banks;
 - b. the communication of the names of WEA members who contribute to the banks and/or the number of days they contribute;
 - c. the application for use of sick leave days in the banks and/or the WEA's committee review and recommendation process; and
 - d. the Board of Education's approval or denial of recommendations to allow the use of sick leave days in the banks.

ARTICLE XVI

EXTENDED LEAVES OF ABSENCE

- A. The Board may, within its sole discretion, grant leaves of absence without pay upon the proper application and with the recommendation of the Superintendent.
- B. The Board shall grant Maternity/Paternity leave without pay to any employee upon request subject to the following stipulation and limitations.
 1. Any non-tenured employee is entitled to a leave not to exceed the length of her/his contract.
 2.
 - a. Any tenured employee who leaves at the close of the school or contractual year, whichever is applicable, is entitled to a maximum of two (2) full years continuous leave.
 - b. Any employee who leaves during the school or contractual year is entitled to two (2) full years contiguous to the remainder of the school or contractual year in which she/he left.
 3. In either case the employee must notify the Superintendent of the impending leave thirty (30) days prior to the onset of such leave, and submit verification of need, if requested. The employee will also be required to inform the Superintendent of

her/his intent to return no later than April 1 prior to the September of her/his return.

4. On short term leaves with stated dates, the employee shall return to work on the next working day following the leave termination date.
5. Any employee granted Maternity/Paternity leave shall at her/his request, unless the position has been eliminated by attrition, be offered a comparable position within her/his scope of certification.

C. CHILD CARE LEAVE - OFFICE PERSONNEL

1. An office employee may opt for child care leave for care of her/his minor child. Such leave shall be without pay.
2. In the case of non-tenured office personnel, child care leave may not extend beyond the contractual year in which the leave commences.

In the case of tenured office personnel, the leave may be up to two (2) full contractual years in duration. The two-year period shall be calculated as commencing at the end of the contractual year when the leave is taken.

3. The Board, in its sole discretion, may require any office employee on child care leave to remain on leave until the beginning of the next contractual year or such other time as the Board and the employee may agree upon, so that the Board may provide for continuity in the educational process.
4. An office employee must give sixty (60) days written notice to the Superintendent prior to the date of beginning a child care leave. The notice shall specify the beginning date of the leave and the requested return date. The requested return date may not be changed without the permission of the Board. If the requested return date is other than the first working day of July, the employee will return to work the following July. Should an employee fail to return, her/his leave will automatically terminate.
5. No employee may elect child care leave for three (3) years after termination of a preceding child care leave unless it is to care for a newborn child.
6. During child care leave, an employee may not hold other regular employment or the child care leave will automatically terminate.
7. At the end of a child care leave, an office employee shall at her/his request, unless the position has been eliminated by attrition, be offered a comparable position.

ARTICLE XVII

PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENTS

Teachers and LPNs

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performances and attitudes. The Board and the WEA support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation of professional improvement in ways that best serve her/his own problems, functions, interests and needs.
- B. The Board agrees to pay the full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions which a teacher or LPN is required or requested to attend by the Superintendent of Schools.
- C. 1. a. Concurrent with the purpose of this Article as set forth in Section A., teachers who have tenure in the Wayne School System shall be eligible for reimbursement of tuition for nine (9) credit hours per year. To qualify for reimbursement, a teacher must receive a grade of "B" or better. The amount of reimbursement shall be limited to the cost of tuition and fees and shall not exceed a maximum of nine (9) credits at \$175.00 per credit or \$1,575.00 per year, each year being defined as July 1 through June 30.
- b. The annual tuition reimbursement obligation of the Wayne Board of Education will be capped at \$120,000.00 per school year.
- c. Any employee who is eligible for tuition reimbursement who has submitted a complete and timely application but was denied reimbursement because the cap was exceeded will be first in line for reimbursement of the denied payment the following school year.
- d. Concurrent with the purpose of this Article as set forth in Section A., LPNs shall be eligible for reimbursement of tuition for nine (9) credit hours per year. The amount of reimbursement shall be limited to the cost of tuition and shall not exceed a maximum of nine (9) credits at \$175.00 per credit or \$1,575.00 per year, each year being defined as July 1 through June 30. An LPN who seeks tuition reimbursement shall obtain approval for participation and reimbursement in said educational program prior to the LPN's enrollment, and shall be at the sole discretion of the Superintendent. In order to be approved, courses taken by an LPN must be in the field of education or directly job-related as determined by the Superintendent or his/her designee, and taken in pursuit of a teaching certification or to increase job-related skills. Courses must be completed and the LPN must attain a grade of "B" or better. A grade transcript and/or

certificate of completion must be submitted by the employee to the Director of Human Resources prior to payment.

2. Under this Article, all graduate credits shall be acceptable provided that they are taken at an institution accredited by either of the following six regional associations covering the United States and territories: New England Association of Colleges and Secondary Schools, Middle States Association of Colleges and Secondary Schools, Southern Association of Colleges and Secondary Schools, North Central Association of Colleges and Secondary Schools, Northwest Association of Secondary and Higher Schools, Western College Associates. In the event a teacher wishes to pursue courses at a foreign college or university or at an institution not presently accredited by one of the above agencies, the teacher shall obtain prior approval of the Superintendent of Schools or her/his designee. Internet, distance-learning, video or other non-traditional courses shall only be acceptable under this Article and for salary guide advancement if such courses: (a) qualify for inclusion in an official transcript from a four year college or university that is regionally accredited, (b) the institution at which the courses were taken must offer a graduate degree in the subject area of the proposed course and accept the specific internet course in meeting requirements for that degree, and (c) the institution must conduct accredited "in attendance" degree programs rather than offer just Internet and/or distance learning/correspondence/video courses. The burden of providing this information shall be on the applicant.

Office Personnel

A. PROFESSIONAL STANDARDS CERTIFICATE

Additional compensation listed below is to be provided holders of Professional Standards Certificates issued by the National Association of Educational Office Personnel:

For the 2017-2018 school year:

Basic Certificate	\$1,569.00
Associate Professional Certificate	\$1,824.00
Advanced Professional, Masters Certificate	\$2,073.00

B. TUITION REIMBURSEMENT

1. Concurrent with the purpose of this Article, Association office personnel who have tenure in the Wayne School System shall be eligible for reimbursement of tuition and fees but excluding parking fees and student activity fees to a maximum of \$350.00 per employee in each year of this Agreement.
2. Courses taken in order to be approved must be acceptable by the National Association of Education Office Personnel for inclusion in their Professional Standards Program or are to be job-related and taken at educational institutions including approved schools for adult/continuing community educational programs. Courses must be completed and a passing grade attained where applicable. A grade transcript and/or a certificate of completion must be submitted by office personnel to the Director of Human Resources prior to payment.

Teachers, LPNs and Office Personnel

- A. All paperwork substantiating claims for tuition, reimbursement shall be submitted as one package by the employee to Human Resources. The package must include a completed tuition reimbursement application form for each course claimed, the statement of costs (bill) and original cancelled check or itemized, receipted cash voucher covering the tuition and itemized fees claimed in the application(s) and a transcript verifying successful course(s) completed.
- B. Fully verified and completed claims by employees for course work completed between July 1, 2017 and June 30, 2018 may be submitted at any time between July 1, 2017 and October 31, 2018 for payment within forty-five (45) calendar days.

School Psychologists

- A. The Wayne School Psychologists shall be reimbursed for the costs involved in attending professional conferences, workshops, seminars, lectures and any other professional growth meetings. This reimbursement is limited to the sum of \$400 per school year which is to be refunded to each school psychologist in conjunction with professional growth activity which has been subject to prior approval from the Director of Special Services.
- B. A written report of such activity will be submitted to the Director of Special Services.

In-service Workshops

- A. Teachers and office personnel shall participate in three (3) full day in-service workshops every school year. All preparation and professional assessments shall take place during the scheduled workshop day. A "full day" shall be the teachers' work day as set forth in Article VI of this agreement. One of these in-service workshop days shall occur on the workday immediately after the students' school year ends.
- B. The workshops shall be held on days in which school is not in session for students but teachers' attendance is required and shall count toward the 185 day in-school work year day set forth in Article XI.
- C. The workshops shall be scheduled by the Board at the time the school calendar is developed for the ensuing school year.
- D. The Superintendent will consider the district-wide needs assessments when developing the workshop agendas, goals and objectives.

ARTICLE XVIII

PROTECTION OF EMPLOYEES & PROPERTY

- A. The Board shall reimburse certified employees for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an injury suffered by an

employee while the employee was acting in the discharge of her/his duties within the scope of her/his employment.

- B. 1. Employees shall immediately report cases of injury suffered by them in connection either their employment to their principal or other immediate superior.
 - 2. The principal or immediate superior shall immediately forward the notice of the Injury suffered by an employee to the Superintendent
- C. A school nurse shall be scheduled to be in each district-owned school building during each regular school day.

ARTICLE XIX

INSURANCE PROTECTION

A. Effective September 1, 2017, employees will transition to the revised (change in Emergency Room co-pay from \$25 to \$100 if not admitted) Horizon Direct Access Plan as per the attached Addendum and all employees will have access to single, parent/child, member/partner, and family coverage for medical, prescription, dental and vision coverage. Employees employed by the Board as of September 10, 2014 may also elect to buy up to maintain the Horizon PPO (Addendum 5) and buy up to maintain the zero dollar (\$0.00) co-pay for mail order prescription drugs, a seven dollar and fifty cents (\$7.50) co-pay for generic drugs and a fifteen dollar (\$15.00) co-pay for brand name drugs and may opt to change to any of the District's existing medical or prescription plans during any year's open enrollment period. Current employees may also elect the Horizon EPO or Horizon HSA plans as per the attached Addendums. All employees hired on or after September 10, 2014 shall be enrolled in the revised Horizon Direct Access Plan, Horizon EPO or Horizon HSA, as per attached Addendums 1-3.

Effective January 1, 2015, all unit members enrolled in the Direct Access Plan shall be entitled to select one of two prescription plans as follows: 1) a prescription drug plan with a ten dollar (\$10.00) co-pay for mail-order prescription drugs, a ten dollar (\$10.00) co-pay for generic drugs and a twenty dollar (\$20.00) co-pay for brand name drugs for individual employees and their families, if eligible, or 2) prescription plan which provides 90% coverage for prescription costs with no deductible and a \$1,000 maximum annual out-of-pocket cost per plan member.

- 1. Effective July 1, 2015, any employee who has dependent coverage through his or her spouse's employer (other than the Wayne Township Board of Education) may waive all insurance coverages from the Board and shall receive 50% of the single coverage costs of the Horizon Direct Access Plan. Payment shall be prorated bi-monthly and will be added-to the employee's payroll check. The employee shall, however, not be entitled to payment until the effective date of the enrollment change. Employees who elect this option will have the right to re-enroll for another coverage, should their family circumstances change. Re-enrollment is subject to the plan's requirements. The effective date of coverage is subject to the plan's requirements.
- 2. The Board has established a plan pursuant to Section 125 of the Internal Revenue Code (26 U.S.C. §125) for payment by the employee of the medical insurance premium cost and any other qualifying costs.

3. In the event of a change of insurance carrier or carriers, the coverage provided by the carrier shall be at least as comprehensive and extensive as the initial coverage heretofore provided for, and shall be done with the approval of the WEA.
4. According to the attached Addendum 4, the Board of Education shall provide dental insurance for the individual employee, if eligible, (effective September 1, 1982) and for the full family, if eligible, (effective September 1, 1983). An addendum to this paragraph shall be incorporated into this Agreement when the amounts required to be paid by the Board are determined.
5. Usual and customary rates (UCR) for all coverage (commencing September 1, 1982).
6. Vision services, if the employee is eligible, as referred to above, shall be contained in the attached Addenda 1-3 and 5.
7. All premiums for medical, dental and vision shall be paid by the Board except as required by law or outlined in Section A. above.

ARTICLE XX

DEDUCTION FROM SALARY

- A.
 1. The Board agrees to deduct from the salaries of its employees dues for the WEA, the Passaic County Education Association, the New Jersey Education Association and the National Education Association, or any one or any combination of such associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with State Law and the Rules and Regulations of the State Department of Education. Said monies together with records of any corrections shall be transmitted to the treasurer of the WEA within two (2) school days of the 15th and 30th of each month for which the deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations. The WEA holds the Board harmless from any claims resulting from the failure of the Association to properly transmit these funds.
 2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- B. The Board agrees to continue to make such deductions from employee' salaries as are presently being made for charitable organizations and agrees to entertain in the future any request by the WEA to effect deductions from employees' salaries for voluntary contribution to charitable organizations and educational institutions.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

- A. 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.
- B. Any individual contract between the Board and an individual employee hereafter executed shall be subject to, and consistent with, the terms and conditions of this Agreement. If an individual contract hereafter executed contains any language inconsistent with this Agreement, the Agreement, during its duration, shall be controlling.
- C. No employee shall be required to remit to the Board remuneration received for service on a jury nor shall any deductions be made from an employee's salary because of such service.

ARTICLE XXII

TRAVEL

Employees who must use their automobiles in the course of their job shall be reimbursed the maximum permissible under the New Jersey Office of Management and Budget (OMB) guidelines.

ARTICLE XXIII

SALARIES

- A. Salary increases for the school year 2017-2018, for all unit members, shall be 3.0%, inclusive of increment, effective July 1, 2017.

All employees on the top Step (Step 21) as of June 30, 2017 shall be entitled to receive a lump sum payment of \$600 in their September 15, 2017 paycheck.

Salary guides to be mutually developed and agreed to by the parties.

- A. Salaries for guidance personnel who work beyond the normal school year shall be paid on a per diem basis calculated as pro rata amount of their regular salaries.
- B. Salaries for the School Year 2017-2018 shall be paid in accordance with the summer curriculum salary schedule annexed hereto, made a part hereof and identified as Schedule D.
- C. Coaches shall be paid according to the schedule attached hereto and identified as Schedule B for the term of this Agreement.
- D. Teachers participating in extra-curricular activities that involve remuneration shall be compensated according to the schedule attached hereto and identified as Schedule C for the term of this Agreement.

- E. Office Personnel shall be paid according to the salary schedule annexed hereto, made a part thereof and identified as Schedules A-2 for the school year, 2017-2018 respectively.
- F. LPNs shall be paid according to the salary schedule annexed hereto, made a part thereof and identified as Schedule E for the 2017-2018 school year.
- G. Elementary School Guide Counselors shall be compensated at a rate of \$50/per Harassment, Intimidation and Bullying (HIB) investigation to be paid in the next pay period following the completion of the investigation. The WEA member shall be responsible for completing and submitting a timesheet for the additional compensation.

ARTICLE XXIV

LIAISON COMMITTEE

An Administration/Teacher Liaison Committee shall be established in each school. The purpose of this committee shall be to discuss in-building situations and/or policy.

- A. Each committee shall consist of the Faculty Representative and one (1) teacher for every fifteen (15) teachers in the building, but in no case fewer than four (4) teachers.
- B. The committee shall meet with the principal at least once every two (2) months, agenda to be determined by the parties.
- C. Teacher committee members shall be elected by the staff.

ARTICLE XXV

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The WEA shall have, in each school, the exclusive use of a bulletin board in the faculty lounge or dining room.
- B. All orientation programs for new teachers shall be planned jointly by the WEA and the Board.
- C. The WEA shall be allowed reasonable use of the school telephones and school mail facilities, provided, however, said use shall not include inflammatory or derogatory material. Disputes over this provision shall be resolved in expedited binding arbitration as provided by the rules of P.E.R.C.
- D. The Board shall provide, at its expense, copies of this Agreement to each Association member within a reasonable time after its ratification.
- E. For the 2017-2018 school year, if the WEA President is a teacher, he/she shall be relieved of teaching duties and shall be relieved of his/her duty periods for purposes of conducting

WEA business. The NJEA/WEA shall pay 75% of the salary cost of the WEA President with the cost of benefits to be shared by the Board of Education with the required employee contribution.

ARTICLE XXVI

INSTRUCTIONAL COMMITTEE

Any non-standing committee formed by the Administration that affects the instructional program shall have teacher representation.

Representatives appointed by the WEA will have full rights of any committee member and not be considered in an advisory capacity.

ARTICLE XXVII

PERSONAL AND ACADEMIC FREEDOM

- A. The personal life of an employee is of no concern to the Board unless it directly interferes with her/his performance of her/his duties in the classroom or performing properly her/his assigned functions during the work day.
- B. An employee's residence, age, race, color, religious beliefs, national origin, physical disability, political activity, professional association activity, marital status, family relationship, or sex are not conditions for employment, pay, retention, dismissal, demotion or promotion, provided that this provision shall not be construed to prevent implementation of statutory affirmative action principles.

ARTICLE XXVIII

FACILITIES/EQUIPMENT

Teacher Facilities

The Board, shall provide uniforms for physical education teachers, smocks for art and home economics teachers, laboratory coats for science teachers and shop coats for vocational and industrial arts teachers. Proper laundering services for all said items to be provided without charge.

Office Personnel Facilities and Equipment

All office employees, where applicable, will be provided with the appropriate equipment necessary to complete high quality work, within the discretion of the Board as follows:

1. There will be a proper closet for personal things.
2. There will be use of lavatory facilities other than those of students.

3. There will be comfortable chairs (reasonable).
4. There will be appropriate facilities in which to eat lunch and spend coffee break time separate from students and own work area.
5. There will be adequate lighting and general appropriate office environment.

ARTICLE XXIX

RECOGNITION OF EMPLOYEES

Employees of the Wayne Board of Education completing their service after fifteen (15) years in Wayne shall be awarded Five Hundred Dollars (\$500.00) in recognition of services rendered.

In each case, this amount shall be given in a lump sum to the employee at the time she/he ceases to be employed by the Wayne Public Schools upon actual certified retirement pursuant to the Teachers' Pension and Annuity Fund or the Public Employees' Retirement System, whichever is applicable.

ARTICLE XXX

REPRESENTATION FEE

A. PURPOSE OF FEE

If an employee does not become a member of the WEA 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 WEA for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the WEA as majority representative.

B. NOTIFICATION AND AMOUNT OF FEE

Prior to the beginning of each membership year, the WEA will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the WEA to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to eighty-five percent (85%) of that amount.

C. PAYROLL DEDUCTION SCHEDULE

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

1. Ten (10) days after receipt of the aforesaid list by the Board, or

2. Thirty (30) days after the employee begins her or his employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

- a. Termination of Contract

If an employee who is required to pay a representation fee terminates her/his employment with the Board before the WEA 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 employee during the membership year in question.

- b. Mechanics

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

3. Changes

The WEA will notify the Board in writing of any changes in the list provided for in Paragraph (A) above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) day after the Board received said notice.

4. New Employees

On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the WEA, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees.

- D. The WEA agrees to save the Board of Education harmless from any claims or expenses raised against it pursuant to the Board of Education fulfilling its contractual obligations in accordance with the terms of this Article.

ARTICLE XXXI

DURATION OF AGREEMENT

This Agreement shall be for a period of one year, commencing July 1, 2017 and ending June 30, 2018.

ARTICLE XXXII

REPRESENTATION

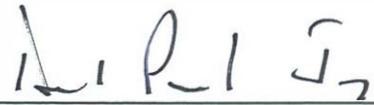
The Board represents that the making and execution of the Agreement was approved by a majority of the eligible voting members of the Board at its meeting held on August 10, 2017.

The WEA represents that the making and execution of this Agreement was authorized by its membership at a meeting of the WEA held on July 24, 2017. IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

WAYNE EDUCATION ASSOCIATION

By: 
Eda Ferrante, President

WAYNE BOARD OF EDUCATION

By: 
Donald Pavlak, Jr. President

By: 
Michael Donow
Interim Business Administrator

SCHEDULE A-1

**TEACHERS' SALARY GUIDE:
July 1, 2017 - June 30, 2018**

<u>Step</u>	<u>BA</u>	<u>BA+15</u>	<u>MA</u>	<u>MA+15</u>	<u>MA+30</u>
1	51,100	52,600	55,800	58,200	61,900
2	52,100	53,600	56,800	59,200	62,900
3	53,400	54,900	58,100	60,500	64,200
4	54,600	56,100	59,300	61,700	65,600
5	55,900	57,400	60,600	63,000	66,900
6	57,300	58,800	62,000	64,600	68,500
7	58,700	60,200	63,400	66,400	70,700
8	60,200	61,700	64,900	68,300	73,000
9	61,700	63,600	66,800	70,300	75,400
10	63,700	65,900	69,100	72,800	78,200
11	65,900	68,400	71,600	75,700	81,300
12	68,000	71,000	74,200	78,700	84,500
13	70,400	73,900	77,100	82,000	88,000
14	72,800	76,900	80,100	84,900	91,200
15	75,500	80,100	83,400	88,300	94,600
16	78,200	83,400	86,800	91,700	98,300
17	81,000	86,800	90,300	95,600	102,500
18	84,400	90,300	93,800	99,700	106,900
19	88,900	94,900	98,400	104,600	111,800
20	91,100	97,000	100,500	107,100	114,400
21	94,280	100,480	104,280	110,960	118,480

SCHEDULE A-2

**OFFICE PERSONNEL SALARY
GUIDE: July 1, 2017 - June 30, 2018**

<u>Step</u>	<u>OPIII</u>	<u>OPIV</u>	<u>BSPIV</u>
1	34,010	35,410	37,710
2	34,760	36,160	38,460
3	35,760	37,160	39,460
4	37,360	38,760	41,060
5	40,160	41,560	43,860
6	42,160	43,560	45,860
7	44,950	46,350	48,650
8	47,750	49,150	51,450
9	48,750	50,150	52,450
10	49,750	51,150	53,450
11	50,775	52,175	54,475

Longevity Pay:

Commencing with the twelfth (12th) year of employment, office personnel will be entitled to \$725 in longevity pay.

Commencing with the sixteenth (16th) year of employment, office personnel will be entitled to an additional \$725 in longevity pay (a total of \$1,450).

Commencing with the twentieth (20th) year of employment, office personnel will be entitled to an additional \$750 in longevity pay (a total of \$2,200).

Effective with the 2013-2014 school year, OPIV secretaries in "Accounts Payable," "Payroll" and "Benefits" positions shall be classified as Business Services Personnel (BSP IV) and paid on their appropriate step on the salary guide above.

Schedule B

Coaches Salary Guide 2017-2018

Group A

Football

Head

1S	1	10,710
	2	10,940
	3	11,400
	4	11,800

Assistant

6S	1	6,100
	2	6,350
	3	6,650
	4	6,980

Group B

Basketball Boys, Basketball Girls, Baseball, Softball, Soccer Boys

Head

1S	1	7,400
	2	7,700
	3	8,050
	4	8,440

Assistant

2S	1	5,480
	2	5,710
	3	5,980
	4	6,180

Wrestling, Soccer Girls, Field Hockey, Ice Hockey & Lacrosse

Head

1S	1	7,400
	2	7,700
	3	8,050
	4	8,440

Assistant

1S	1	5,480
	2	5,710
	3	5,980
	4	6,180

Schedule B

Coaches Salary Guide 2017-2018

Group B

Track Boys, Track Girls

Head

1S	1	7,400
	2	7,700
	3	8,050
	4	8,440

Assistant

2.5S	1	5,480
	2	5,710
	3	5,980
	4	6,180

Group C

Cross Country, Swimming Boys, Swimming Girls, Winter track, Volleyball Boys, Volleyball Girls

Head

1S	1	6,040
	2	6,270
	3	6,600
	4	6,920

Assistant

1S	1	5,240
	2	5,440
	3	5,640
	4	5,860

Group D

Fencing Boys, Fencing Girls, Gymnastics, Skiing Boys, Skiing Girls, Tennis Boys, Tennis Girls

Head

1S	1	5,930
	2	6,180
	3	6,430
	4	6,680

Schedule B

Coaches Salary Guide 2017-2018

Assistant

1S	1	5,060
	2	5,280
	3	5,500
	4	5,750

Group E

Golf

1S	1	5,120
	2	5,470
	3	5,840
	4	6,200

Bowling Boys, Bowling Girls

1S	1	4,000
	2	4,200
	3	4,400
	4	4,700

Strength (3 Seasons)

1S	1	2,650
	2	2,800
	3	2,950
	4	3,140

SCHEDULE C

Any WEA member advising any of the clubs listed in this schedule shall be paid according to this schedule. A non-WEA member may advise any of these listed clubs only if there are not any WEA members who apply to the annual initial posting of the extracurricular opportunity.

EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL		Step	Rate
	<i>Student Council</i>		
		4D	
		1	4,820
		2	5,120
		3	5,420
		4	5,870
	<i>Newspaper (4 Issues)</i>		
		2D	
		1	5,250
		2	5,450
		3	5,600
		4	5,750
	<i>Class Advisors</i>		
		16D	
		1	3,200
		2	3,300
		3	3,410
		4	3,530
	<i>Literary Review</i>		
		2D	
		1	4,300
		2	4,500
		3	4,650
		4	4,750
	<i>Yearbook</i>		
		2D	
		1	7,500
		2	7,900
		3	8,300
		4	8,600
	<i>Fall School Production</i>		
		2D	
		1	4,400
		2	4,650
		3	4,825
		4	5,000
	<i>Spring School Production – Director</i>		
		2D	
		1	5,650
		2	5,800
		3	5,950
		4	6,100

SCHEDULE C

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EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL

Spring School Production - Asst.

2D	1		2,950
	2		3,050
	3		3,150
	4		3,300

Choral Music

2D	1		4,900
	2		5,000
	3		5,150
	4		5,400

Marching Band Director

2D	1		5,650
	2		5,850
	3		6,050
	4		6,270

Assistant to Band Director

2D	1		3,400
	2		3,550
	3		3,700
	4		3,870

Marching Band Drill Instructor

	1		1,650
	2		1,720
	3		1,800

Drill Instructor

	1		1,430
	2		1,500
	3		1,570

Assistant Drill Instructor

	1		720
	2		760
	3		810

Cheerleading – Varsity (Fall)

2D	1		2,650
	2		2,800
	3		2,950
	4		3,100

SCHEDULE C

Any WEA member advising any of the clubs listed in this schedule shall be paid according to this schedule. A non-WEA member may advise any of these listed clubs only if there are not any WEA members who apply to the annual initial posting of the extracurricular opportunity.

EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL

Cheerleading -- Jr. Varsity (Fall)

2D	1	2,350
	2	2,550
	3	2,650
	4	2,800

Cheerleading - Freshman (Fall)

2D	1	2,250
	2	2,400
	3	2,550
	4	2,700

Cheerleading - Varsity (Winter)

2D	1	2,650
	2	2,800
	3	2,950
	4	3,100

Cheerleading - Jr. Varsity (Winter)

2D	1	2,350
	2	2,500
	3	2,650
	4	2,800

Cheerleading - Freshman (Winter)

2D	1	2,250
	2	2,400
	3	2,550
	4	2,700

SAA/Student Dance Association: Head

2D	1	4,000
	2	4,250
	3	4,450
	4	4,750

SAA/Student Dance Association: First Assistant

2D	1	2,900
	2	3,000
	3	3,150
	4	3,300

SCHEDULE C

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EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL

SAA/Student Dance Association: Second Assistant

2D	1	2,900
	2	3,000
	3	3,150
	4	3,300

Twirlers/Color Guard

2D	1	3,350
	2	3,450
	3	3,650
	4	3,900

Honor Society

	1	4,700
	2	4,900
	3	5,100
	4	5,300

Central Treasurer

2D	1	4,700
	2	4,900
	3	5,100
	4	5,300

Model U.N.

2D	1	4,450
	2	4,550
	3	4,700
	4	4,950

Jazz Band

2D	1	3,450
	2	3,550
	3	3,750
	4	4,030

Future Business Leaders of America

2D	1	3,250
	2	3,400
	3	3,600
	4	4,000

SCHEDULE C

Any WEA member advising any of the clubs listed in this schedule shall be paid according to this schedule. A non-WEA member may advise any of these listed clubs only if there are not any WEA members who apply to the annual initial posting of the extracurricular opportunity.

EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL

Future Bus. Leaders of America - Assistant over 50 students

2D	1	1,700
	2	1,770
	3	1,850
	4	1,960

Future Teachers of America

2D	1	3,150
	2	3,250
	3	3,400
	4	3,600

Computer supervision

2D	1	2,000
	2	2,060
	3	2,130
	4	2,210

Zonta Club/S.M.I.L.E.

2D	1	2,650
	2	2,750
	3	2,850
	4	3,080

Student Dance

2D	1	3,030
	2	3,130
	3	3,280
	4	3,480

Junior Statesmen

2D	1	3,150
	2	3,250
	3	3,400
	4	3,650

Language Club

8D	1	2,450
	2	2,540
	3	2,640
	4	2,740

SCHEDULE C

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EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL

Drama & Theater Arts Advisor

2D	1	4,050
	2	4,150
	3	4,300
	4	4,500

Academic Competition

4D	1	3,700
	2	3,800
	3	3,950
	4	4,150

Peer Leader Advisor

2D	1	6,150
	2	6,300
	3	6,450
	4	6,680

Interact Club

2D	1	2,280
	2	2,380
	3	2,480
	4	2,630

Robotics

2D	1	3,000
	2	3,600
	3	4,200
	4	4,800

Strings

2D	1	3,450
	2	3,550
	3	3,750
	4	4,030

Video Club

2D	1	5,550
	2	5,700
	3	5,900
	4	6,100

SCHEDULE C

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EXTRA-CURRICULAR SALARY GUIDES 2017-2018

HIGH SCHOOL

<i>Winterguard Millennium</i>			2,730
<i>Social Eyes</i>			1,600
<i>Social Eyes Assistant</i>			980

MIDDLE SCHOOL

<i>Academic Competition</i>			
	3D	1	2,350
		2	2,650
		3	2,900
		4	3,150
<i>Class Advisors</i>			
	9D	1	2,480
		2	2,580
		3	2,680
		4	2,780
<i>Student Council</i>			
	3D	1	2,450
		2	2,600
		3	2,770
		4	2,960
<i>Team Leader</i>			
	18D	1	1,950
		2	2,050
		3	2,150
		4	2,350
<i>Bus Duty</i>			
	9D	1	2,350
		2	2,450

SCHEDULE C

Any WEA member advising any of the clubs listed in this schedule shall be paid according to this schedule. A non-WEA member may advise any of these listed clubs only if there are not any WEA members who apply to the annual initial posting of the extracurricular opportunity.

EXTRA-CURRICULAR SALARY GUIDES 2017-2018

MIDDLE SCHOOL

Newspaper

3D	1		2,370
	2		2,490
	3		2,650
	4		2,850

Yearbook

3D	1		2,900
	2		3,050
	3		3,230
	4		3,420

Productions: Plays, Musicals

6D	1		3,230
	2		3,430
	3		3,630
	4		3,830

Instrumental & Vocal

15D	1		2,300
	2		2,400
	3		2,550
	4		2,700

Un-Named Clubs – Nonathletic

12D	1		1,450
	2		1,575
	3		1,700

ELEMENTARY SCHOOL

All Wayne Band

2D	1		3,050
	2		3,150
	3		3,250
	4		3,400

All Wayne Chorus

2D	1		3,050
	2		3,150
	3		3,250
	4		3,400

SCHEDULE C

Any WEA member advising any of the clubs listed in this schedule shall be paid according to this schedule. A non-WEA member may advise any of these listed clubs only if there are not any WEA members who apply to the annual initial posting of the extracurricular opportunity.

EXTRA-CURRICULAR SALARY GUIDES 2017-2018

ELEMENTARY SCHOOL

Accompanist Chorus

1D	1		2,650
	2		2,750
	3		2,850
	4		2,950

Concerts (per concert)

16D	1		610
	2		640
	3		680
	4		720

Special Olympics

4D	1		2,700
	2		2,800
	3		2,900
	4		3,020

Peer Leader/Advisor

9D	1		1,600
	2		1,720
	3		1,850

Dismissal Duty

18D	1		2,350
	2		2,450

Family Math 1,320

Family Science 1,320

Mother/Daughter Night 90

Father/Son Night 90

Family Literacy 1,320

Family Art 1,320

SITE 945

Miscellaneous Positions

Tech Resource 4,650

Paraprofessional sub coordinator 5,670

Peer Mediation 3,700

SCHEDULE C-1
LEAD TEACHER AND LEAD COUNSELOR COMPENSATION

High School

Non-Supervisory Lead Teacher (12)	\$7,500
Lead Counselor (2)	\$9,500

Middle School

Lead Counselor (3)	\$9,500
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SCHEDULE D

**BEDSIDE TEACHING, DRIVER EDUCATION,
CURRICULUM WORK & CHAPERONING SALARY GUIDE**

	2017-2018
DRIVER EDUCATION	\$37.00/period
BEDSIDE	\$42.00/period
CURRICULUM DEVELOPMENT	\$53.00/hour
CLASS COVERAGE (M.S. & H.S.)	\$43.00/period**
CLASS COVERAGE (E.S.)	\$38.00/period
CHAPERONING/day	\$86.00/day

** For high school class coverage, please see Art. VI., Section E.3.a. for class coverage rates upon implementation of block scheduling.

SCHEDULE E
SALARY SCHEDULE
LICENSED PRACTICAL NURSES

School Year	Minimum Salary	Maximum Salary
2017-2018	\$26.78	\$31.11

DIRECT ACCESS DESIGN 8 Wayne Township Public Schools

Benefit	In-Network	Out-of-Network
Benefit Period	Calendar Year	
Deductible		
Individual	None	\$300
Family	None	\$600
	Deductible is Calendar Year.	
Coinsurance	100%	70%
Maximum Out of Pocket		
Individual	\$400	\$3,000
Family	\$800	\$6,000
Maximum Out of Pocket is Calendar Year. The deductible, coinsurance and copayments apply to the Maximum Out of Pocket. Balances from non-participating providers over our allowance are not eligible towards the Maximum Out of Pocket.		
Benefit Period Maximum	Unlimited	Unlimited
Lifetime Maximum	Unlimited	Unlimited
Primary Care Physician Selection	Not Required	
Doctor's Office Visits		
Primary Care Office Visit	100% after \$10 copay A primary care physician is a general or family practitioner, internist or pediatrician	70% after deductible
Specialist Office Visit	100% after \$25 copay A referral is not required to visit a specialist.	70% after deductible
Maternity Visits	100% after \$25 copay Copay applies to 1st visit only Dependent children are eligible for Maternity/Obstetrical Benefits.	70% after deductible
Allergy Testing and Treatment	100%	70% after deductible
Preventive Care		
Routine Adult Physicals, GYN Exams, PAP, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100%	70% (no deductible)
Well Child Exams	100%	70% (no deductible)
Well Child Immunizations and Lead Screening	100%	70% (no deductible)
Diagnostic Procedures		
Laboratory	100% in Office or Labcorp 100% in Outpatient facility	70% after deductible
Outpatient X-ray/Radiology Services	100% in office 100% in Outpatient facility	70% after deductible
CT/CTA Scans, Pet Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. The ordering physician should request the prior authorization by calling CareCore National, LLC (CCN) at 1-866-496-6200 and providing the necessary clinical information. Once the authorization number is received, the member may call CCN at 1-866-969-1234 to schedule an appointment.		
<i>Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers from CCN replace the need for a paper referral.</i>		
Hospital Care		
Inpatient Admission (including maternity)	100%	70% after deductible and \$200 copay
Room and Board	100%	70% after deductible
Pre-admission Testing	100%	70% after deductible
Surgery in Hospital	100%	70% after deductible
Inpatient Physician Services	100%	70% after deductible
Outpatient Dept. Services	100%	70% after deductible
Emergency Care		
Emergency Room	100% after \$100 facility copayment Payment at the in-network level across-the-board applies only to true Medical Emergencies & Accidental Injuries.	
Ambulance	100%	70% after deductible

Outpatient Surgery		
Hospital Outpatient Surgery	100%	70% after deductible
Surgery in an Ambulatory SurgiCenter	100%	70% after deductible
Services performed at a non-participating ambulatory surgery center are reimbursed at Horizon BCBSNJ's Payment Allowance and therefore may result in significant out of pocket costs.		
Mental Health Services		
Inpatient	100%	70% after deductible and \$200 copay
Outpatient department	100%	70% after deductible
Office setting	100% after \$25 copay	70% after deductible
Substance Abuse Services		
Inpatient	100%	70% after deductible and \$200 copay
Outpatient department	100%	70% after deductible
Office setting	100% after \$25 copay	70% after deductible
Alcohol Abuse Services		
Inpatient	100%	70% after deductible and \$200 copay
Outpatient department	100%	70% after deductible
Office setting	100% after \$25 copay	70% after deductible
Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Magellan Behavioral Health at 1-800-626-2212.		
Other Services		
Acupuncture	100%	70% after deductible
Bariatric Surgery	100%	70% after deductible
Diabetic Education	100% after \$25 copay	70% after deductible
Diabetic Supplies	100%	70% after deductible
Durable Medical Equipment	100%	70% after deductible
Home Health Care	100%	70% after deductible
Hospice Care	100%	70% after deductible
Infertility (including in-vitro fertilization)	100% after \$25 copay	70% after deductible Limited to 4 egg retrievals per lifetime
Nutritional Counseling	100% after \$25 copay	70% after deductible Limited to 3 visits per benefit period
Orthotics and Prosthetics (Per NJ mandate)	100% after \$10 copay	70% after deductible
Physical Rehabilitation Facility Inpatient Services	100%	70% after deductible
Private Duty Nursing	100%	Unlimited
Short-term Therapies: Physical, Occupational, Speech, Respiratory	100% after \$10 copay	70% after deductible
Skilled Nursing Facility/Extended Care Center	100% up to 120 days	70% after deductible up to 60 days
Therapeutic Manipulation (Chiropractic Care)	100% after \$25 copay	70% after deductible 30 visit maximum per benefit period
Vision - Routine Eye Exam	100% after \$25 copay	70% after deductible
Vision Hardware	\$110 reimbursement in each calendar year	
Prescription Drugs		
Covered under a freestanding program		
Eligibility		
Dependent children, including full-time students are covered until the end of the month in which they reach the age of 26. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to age 31.		

Pre-Existing Conditions	The plan includes a “pre-existing conditions” limitation. A “pre-existing condition” is an illness or injury for which medical advice, diagnosis, care or treatment was received during the six month period immediately prior to a covered person’s enrollment date. If this limitation applies, no benefits will be paid for charges incurred for the covered person’s pre-existing condition until 12 months after the enrollment date. But this limitation does not apply to: pregnancy; any individual or enrollee age 18 and under; genetic information, in the absence of a diagnosis of the condition related to that information; or a newborn child’s birth defect. Other exceptions may also apply. Even if the limitation applies, the 12 month period may be reduced by the time during which a person was covered under certain other healthcare coverage (Creditable Coverage) that was continuously in force up to a date not more than 63 days prior to the enrollment date.
Grandfathered	Not Applicable
Prior Authorization	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at www.HorizonBlue.com .
24/7 Nurse Line	24/7 Nurse Line is a health information service that includes a toll free 24 hour health information line staffed by registered nurses. 24/7 Nurse Line nurses do not diagnose or recommend any treatment. Instead, they provide the member with the necessary health information needed to make informed medical decisions. This helps members determine if their health ailment requires a doctor's visit.

You can save money when you choose to receive care from providers that participate in the Horizon BCBSNJ networks. When you use participating hospitals or other medical facilities or doctors, you generally only pay your copayment and any applicable in-network coinsurance or deductible. Generally, if you have services performed at an out of network facility or by an out of network provider, your out of network benefits will apply. This means that you will be responsible for amounts exceeding Horizon BCBSNJ’s allowable reimbursement for that particular service and this may result in significant out of pocket costs. You will be responsible to pay for this amount directly to the non-participating hospital, ambulatory surgery center or provider. By using our Horizon-BCBSNJ network providers, you keep your health care costs down.

Please note that the benefit highlights are provided for informational purposes. Horizon BCBSNJ makes every effort to provide clear and accurate information pertaining to these benefit highlights. However, because Horizon BCBSNJ generally expects continued guidance from regulators on issues pertaining to Federal health care reform, the information that has been provided is subject to change. Horizon BCBSNJ will provide notice of such changes to members pursuant to State and Federal requirements.

This summary highlights the major features of your health benefit program. It is not a contract and some limitations and exclusions may apply. Payment of benefits is subject solely to the terms of the contract. Please refer to your benefit booklet for more information.

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Benefit	In-Network Benefits Only (Includes Bluecard network)
Benefit Period	Calendar year
Deductible	
Individual	None
Family	None
Coinsurance	100%
Maximum Out of Pocket	
Individual	\$2,500
Family	\$5,000
Maximum Out of Pocket is Calendar year. The deductible, coinsurance and copayments apply to the Maximum Out of Pocket.	
Benefit Period Maximum	Unlimited
Lifetime Maximum	Unlimited
Primary Care Physician Selection	Not Required
Doctor's Office Visits	
Primary Care Office Visit	100% after \$20 copay A primary care physician is a general or family practitioner, internist or pediatrician
Specialist Office Visit	100% after \$40 copay A referral is not required to visit a specialist.
Maternity Visits	100% after \$40 copay Copay applies to 1st visit only Dependent children are ineligible for Maternity/Obstetrical Benefits.
Allergy Testing and Treatment	100% Note: A copay will only apply when an office visit is billed.
Preventive Care	
Routine Adult Physicals, GYN Exams, PAP, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100%
Well Child Exams	100%
Well Child Immunizations and Lead Screening	100%
Diagnostic Procedures	
Laboratory	100% in office setting or Labcorp 100% in outpatient facility
Outpatient X-ray/Radiology Services	100% in office setting 100% in outpatient facility
CT/CTA Scans, Pet Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. The ordering physician should request the prior authorization by calling CareCore National, LLC (CCN) at 1-866-496-6200 and providing the necessary clinical information. Once the authorization number is received, the member may call CCN at 1-866-969-1234 to schedule an appointment.	
<i>Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers from CCN replace the need for a paper referral.</i>	
Hospital Care	
Inpatient Admission (including maternity)	100% after \$250 copay per day (up to 5 days)
Room and Board	100%
Pre-admission Testing	100%
Surgery in Hospital	100%
Inpatient Physician Services	100%
Outpatient Dept. Services	100%
Emergency Care	
Emergency Room	100% after \$100 facility copay
Ambulance	100%

Outpatient Surgery	
Hospital Outpatient Surgery	100% after \$200 copay
Surgery in an Ambulatory SurgiCenter	100% after \$100 copay
Mental Health Services	
Inpatient	100% after \$250 copay per day (up to 5 days)
Outpatient department	100%
Office setting	100% after \$40 copay
Substance Abuse Services	
Inpatient	100% after \$250 copay per day (up to 5 days)
Outpatient department	100%
Office setting	100% after \$40 copay
Alcohol Abuse Services	
Inpatient	100% after \$250 copay per day (up to 5 days)
Outpatient department	100%
Office setting	100% after \$40 copay
	Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Magellan Behavioral Health at 1-800-626-2212.
Other Services	
Acupuncture	Not covered
Bariatric Surgery	100%
Diabetic Education	100% after office copayment
Diabetic Supplies	100%
Durable Medical Equipment	50%
Orthotics and Prosthetics (Per NJ mandate)	100% after \$20 copay
Home Health Care	100%
Hospice Care	100%
	100% after copayment in office setting 100% in outpatient facility Limited to 4 egg retrievals per lifetime
Infertility (including in-vitro fertilization)	
Physical Rehabilitation Facility Inpatient Services	100% Limited to 60 days per benefit period
	100%
Private Duty Nursing	Limited to 30 visits per benefit period (8-hour shifts)
Short-term Therapies: Physical, Occupational, Speech, Respiratory	100% after \$20 copay 30 visit maximum per therapy, per benefit period
Skilled Nursing Facility/Extended Care Center	100% Limited to 100 days per benefit period
Therapeutic Manipulation (Chiropractic Care)	100% after \$20 copay 25 visit maximum per benefit period
Vision - Routine Eye Exam	100% after \$40 copay
Vision Hardware	\$50 every two years
Prescription Drugs	Covered under a freestanding prescription program
Eligibility	Dependent children, including full-time students, are covered until the end of the calendar year in which they reach the age of 26. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to age 31.
Prior Authorization	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at www.HorizonBlue.com .
24/7 Nurse Line	Not applicable



Horizon Blue Cross Blue Shield of New Jersey

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Horizon MyWay HSA Direct Access

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Health Saving Account (HSA)	Employer Contribution	
You may access your Health Savings Account for out of pocket expenses.	The employer and/or employee can contribute to the Health Savings Account up to the statutory maximum regardless of the individual's deductible.	
Benefit	In-Network	Out-of-Network
Benefit Period	Calendar Year	
Deductible		
Individual	\$1500 per indiv./\$3000 True Family Deductible	
Family	True Family Aggregate - Entire family deductible must be met before any benefits are paid. Deductible is Calendar Year.	
Coinsurance	100%	70%
Maximum Out of Pocket		
Individual	\$5,000	\$10,000
Family	\$10,000	\$20,000
Maximum Out of Pocket is Calendar Year. The deductible, coinsurance and copayments apply to the Maximum Out of Pocket. Balances from non-participating providers over our allowance are not eligible towards the Maximum Out of Pocket.		
Benefit Period Maximum	Unlimited	
Lifetime Maximum	Unlimited	
Primary Care Physician Selection	Not Required	
Doctor's Office Visits		
Primary Care Office Visit	100% after deductible A primary care physician is a general or family practitioner, internist or pediatrician	70% after deductible
Specialist Office Visit	100% after deductible A referral is not required to visit a specialist.	70% after deductible
Maternity Visits	100% after deductible Female child dependents are ineligible for maternity/obstetrical benefits.	70% after deductible
Allergy Testing and Treatment	100% after deductible	70% after deductible
Preventive Care		
Routine Adult Physicals, GYN Exams, PAP, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100% (no deductible)	70% (no deductible)
Well Child Exams	100% (no deductible)	70% (no deductible)
Well Child Immunizations and Lead Screening	100% (no deductible)	70% (no deductible)
Diagnostic Procedures		
Laboratory	100% after deductible	70% after deductible
Outpatient X-ray/Radiology Services	100% after deductible	70% after deductible
CT/CTA Scans, Pet Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. The ordering physician should request the prior authorization by calling CareCore National, LLC (CCN) at 1-866-496-6200 and providing the necessary clinical information. Once the authorization number is received, the member may call CCN at 1-866-969-1234 to schedule an appointment.		
<i>Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers from CCN replace the need for a paper referral.</i>		
Hospital Care		
Inpatient Admission (including maternity)	100% after deductible	70% after deductible
Room and Board	100% after deductible	70% after deductible
Pre-admission Testing	100% after deductible	70% after deductible
Surgery in Hospital	100% after deductible	70% after deductible
Inpatient Physician Services	100% after deductible	70% after deductible
Outpatient Dept. Services	100% after deductible	70% after deductible

Emergency Care		
100% after deductible		
Emergency Room	Payment at the in-network level across-the-board applies only to true Medical Emergencies & Accidental Injuries.	
Ambulance	100% after deductible	70% after deductible
Outpatient Surgery		
Hospital Outpatient Surgery	100% after deductible	70% after deductible
Surgery in an Ambulatory SurgiCenter	100% after deductible	70% after deductible
Services performed at a non-participating ambulatory surgery center are reimbursed at Horizon BCBSNJ's Payment Allowance and therefore may result in significant out of pocket costs.		
Mental Health Services		
Inpatient	100% after deductible	70% after deductible
Outpatient department	100% after deductible	70% after deductible
Office setting	100% after deductible	70% after deductible
Substance Abuse Services		
Inpatient	100% after deductible	70% after deductible
Outpatient Substance Abuse	100% after deductible	70% after deductible
Office setting	100% after deductible	70% after deductible
Alcohol Abuse Services		
Inpatient	100% after deductible	70% after deductible
Outpatient department	100% after deductible	70% after deductible
Office setting	100% after deductible	70% after deductible
Inpatient and Outpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Magellan Behavioral Health at 1-800-626-2212.		
Other Services		
Bariatric Surgery	100% after deductible	70% after deductible
Diabetic Education	100% after deductible	70% after deductible
Diabetic Supplies	100% after deductible	70% after deductible
Durable Medical Equipment	100% after deductible	70% after deductible
Orthotics and Prosthetics <small>(Per NJ mandate)</small>	100% after deductible	70% after deductible
Physical Rehabilitation Facility	100% after deductible	70% after deductible
Inpatient Services	Limited to 60 days per benefit period	
Home Health Care	100% after deductible	70% after deductible up to 100 visits
Hospice Care	100% after deductible	70% after deductible
Infertility (including in-vitro fertilization)	100% after deductible	70% after deductible
	Limited to 4 egg retrievals per lifetime	
Private Duty Nursing	100% after deductible	70% after deductible
	Limited to 30 visits per benefit period (8-hour shifts)	
Short-term Therapies: Physical, Occupational, Speech, Respiratory	100% after deductible	70% after deductible
	30 visit maximum per therapy, per benefit period	
Skilled Nursing Facility/Extended Care Center	100% after deductible Limited to 100 days per benefit period	70% after deductible Limited to 60 days per benefit period
Therapeutic Manipulation <small>(Chiropractic Care)</small>	100% after deductible	70% after deductible
	25 visit maximum per benefit period	
Vision - Routine Eye Exam	100% after deductible	70% after deductible
Vision Hardware	Not covered	
Prescription Drugs		
	70% after deductible	

Eligibility	Dependent children, including full-time students are covered until their 26th birthday. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to age 31.
Grandfathered	Not Applicable
Prior Authorization	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at www.HorizonBlue.com .
24/7 Nurse Line	24/7 Nurse Line is a health information service that includes a toll free 24 hour health information line staffed by registered nurses. 24/7 Nurse Line nurses do not diagnose or recommend any treatment. Instead, they provide the member with the necessary health information needed to make informed medical decisions. This helps members determine if their health ailment requires a doctor's visit.

You can save money when you choose to receive care from providers that participate in the Horizon BCBSNJ networks. When you use participating hospitals or other medical facilities or doctors, you generally only pay your copayment and any applicable in-network coinsurance or deductible. Generally, if you have services performed at an out of network facility or by an out of network provider, your out of network benefits will apply. This means that you will be responsible for amounts exceeding Horizon BCBSNJ's allowable reimbursement for that particular service and this may result in significant out of pocket costs. You will be responsible to pay for this amount directly to the non-participating hospital, ambulatory surgery center or provider. By using our Horizon-BCBSNJ network providers, you keep your health care costs down.

Please note that the benefit highlights are provided for informational purposes. Horizon BCBSNJ makes every effort to provide clear and accurate information pertaining to these benefit highlights. However, because Horizon BCBSNJ generally expects continued guidance from regulators on issues pertaining to Federal health care reform, the information that has been provided is subject to change. Horizon BCBSNJ will provide notice of such changes to members pursuant to State and Federal requirements.

This summary highlights the major features of your health benefit program. It is not a contract and some limitations and exclusions may apply. Payment of benefits is subject solely to the terms of the contract. Please refer to your benefit booklet for more information.

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Horizon MyWay HSA Direct Access

Addendum 3

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Group Official:

Signature:

Print:

Title:

Date:



**WAYNE BOARD OF EDUCATION
GROUP # 7582
Delta Dental Premier®/Advantage Program**

Preventive & Diagnostic	100%
* Exams, Cleanings & Bitewing X-rays (each twice in a calendar year)	
* Fluoride Treatment (once in a calendar year, children to age 19)	
Remaining Basic	70%
* Fillings, Extractions	
* Endodontics (root canal)	
* Periodontics, Oral Surgery	
* Sealants	
Crowns	70%
* Crowns, Gold Restorations	
Prosthodontics	50%
* Bridgework	
* Full & Partial Dentures	
Calendar Year Maximum (per patient)	\$1,200
Calendar Year Deductible (waived on Preventive & Diagnostic)	
* Per Person	
* Family Aggregate Deductible	
Orthodontic Benefits (child only)	50%
* Lifetime Maximum (per patient)	
	\$800

Delta Dental of New Jersey has over 191,000 Delta Dental Premier participating dentists, although you may choose any fully licensed dentist to render necessary services. Participating dentists will be paid directly by Delta Dental to the extent that services are covered by the contract. Non-participating dentists will bill the patient directly, and Delta Dental will make payment directly to the member. Maximum benefit may be derived by utilizing the services of a participating dentist.

Advantage Program has a network of more than 5,500 dentists, all of whom are also in our Delta Dental Premier network. Advantage Program dentists have agreed to accept fees for services rendered to Advantage Program patients, which may be lower than their fees under our Delta Dental Premier program. Out-of-Advantage Program network payments are based on a scheduled table.

Combining the two programs, the Advantage Program offers those members choosing Advantage Program dentists the possibility of further reducing out-of-pocket expenses. Out-of-network benefits are based on the Delta Dental Premier program.

Visit your own dentist. If you do not have a dentist, there is a directory available with your plan administrator listing participating dentists. You may call 1-800-DELTA-OK and a list of participating dentists located in your area will be mailed directly to your home or you may access our Website at www.deltadentalnj.com.

During your FIRST appointment, tell your dentist that you are covered under this program. Give him/her your Group's name, its Delta Dental Group Number and your Social Security number. Your dependents, if covered, should give YOUR SOCIAL SECURITY NUMBER.

If you have any questions regarding your benefits, you may contact our Customer Service Department Monday through Thursday, 8:00 a.m. to 6:30 p.m. and Friday, 8:00 a.m. to 5:00 p.m., at 1-800-452-9310.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. The group contract would control if there should be any inconsistency or difference between its provisions and

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Wayne Township BOE

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Benefit	In-Network	Out-of-Network
Benefit Period	Calendar Year	
Deductible		
Individual	\$200	
Family	\$400 family aggregate	
	Deductible is Calendar Year.	
Coinsurance	100%	80%
Maximum Out of Pocket		
Individual	Not Applicable	\$400
Family	Not Applicable	\$800
Maximum Out of Pocket is Calendar Year. The deductible, coinsurance and copayments apply to the Maximum Out of Pocket. Balances from non-participating providers over our allowance are not eligible towards the Maximum Out of Pocket.		
Catastrophic Limit		
Individual	None	\$2,000
Family	None	Two per family
Benefit Period Maximum	Unlimited	Unlimited
Lifetime Maximum	Unlimited	Unlimited
Primary Care Physician Selection	Not Required	
Doctor's Office Visits		
Primary Care Office Visit	100% after deductible A primary care physician is a general or family practitioner, internist or pediatrician	80% after deductible
Specialist Office Visit	100% after deductible A referral is not required to visit a specialist.	80% after deductible
Maternity Visits	100% after deductible Copay applies to 1st visit only Dependent children are ineligible for maternity/obstetrical benefits.	80% after deductible
Allergy Testing and Treatment	100%	80% after deductible
Preventive Care		
Routine Adult Physicals, GYN Exams, PAP, Mammograms, Prostate Cancer Screening, Colorectal Screening, Immunizations	100% (no deductible)	80% (no deductible)
Well Child Exams	100% (no deductible)	80% (no deductible)
Well Child Immunizations and Lead Screening	100% (no deductible)	80% (no deductible)
Diagnostic Procedures		
Laboratory	100%	100%
Outpatient X-ray/Radiology Services	100%	100%
CT/CTA Scans, Pet Scans, MRIs/MRAs, Nuclear Medicine studies (including Nuclear Cardiology) require prior authorization. The ordering physician should request the prior authorization by calling CareCore National, LLC (CCN) at 1-866-496-6200 and providing the necessary clinical information. Once the authorization number is received, the member may call CCN at 1-866-969-1234 to schedule an appointment.		
<i>Note: Managed Care members can call 1-866-969-1234 to obtain a confirmation number for non-Advanced Imaging diagnostic procedures. Confirmation numbers from CCN replace the need for a paper referral.</i>		
Hospital Care		
Inpatient Admission (including maternity)	100% after deductible	80% after deductible
Room and Board	100% after deductible	80% after deductible
Pre-admission Testing	100% after deductible	80% after deductible
Surgery in Hospital	100% after deductible	80% after deductible
Inpatient Physician Services	100% after deductible	80% after deductible
Outpatient Department Services	100% after deductible	80% after deductible

Emergency Care		
	100% after deductible	
Emergency Room	Payment at the in-network level across-the-board applies only to true Medical Emergencies & Accidental Injuries.	
Ambulance	100% after deductible	80% after deductible
Outpatient Surgery		
Hospital Outpatient Surgery	100% after deductible	80% after deductible
Surgery in an Ambulatory SurgiCenter	100% after deductible	80% after deductible
Services performed at a non-participating ambulatory surgery center are reimbursed at Horizon BCBSNJ's Payment Allowance and therefore may result in significant out of pocket costs.		
Mental Health Services		
Inpatient	100% after deductible	80% after deductible
Outpatient department	100% after deductible	80% after deductible
Office setting	100% after deductible	80% after deductible
Substance Abuse Services		
Inpatient	100% after deductible	80% after deductible
Outpatient department	100% after deductible	80% after deductible
Office setting	100% after deductible	80% after deductible
Alcohol Abuse Services		
Inpatient	100% after deductible	80% after deductible
Outpatient department	100% after deductible	80% after deductible
Office setting	100% after deductible	80% after deductible
Inpatient Mental Health/Substance Abuse/Alcoholism Services must be coordinated through Magellan Behavioral Health at 1-800-626-2212.		
Other Services		
Bariatric Surgery	100% after deductible	80% after deductible
Diabetic Education	100% after deductible	80% after deductible
Diabetic Supplies	100% after deductible	80% after deductible
Durable Medical Equipment	100% after deductible	80% after deductible
Orthotics and Prosthetics (Per NJ mandate)	100% after deductible	80% after deductible
Home Health Care	100% after deductible	80% after deductible
Hospice Care	Unlimited visits with 3 or more day prior hospital stay	
	100% after deductible	80% after deductible
Infertility (including in-vitro fertilization)	Limited to 4 egg retrievals per lifetime	
	100% after deductible	80% after deductible
Private Duty Nursing	Limited to 240 hours per benefit period	
Short-term Therapies: Physical, Occupational, Speech, Cognitive	100% after deductible	80% after deductible
Skilled Nursing Facility/Extended Care Center	100% after deductible	80% after deductible
	120 days per benefit period, following a 3 or more day prior hospital stay	
Therapeutic Manipulation (Chiropractic Care)	100% after deductible	80% after deductible
	60 visit maximum per benefit period	
Routine Vision Care Exam	100%	
Routine Vision Care Hardware	\$110 every calendar year	

BLUECARD PPO DESIGN 1
Wayne Township BOE
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Prescription Drugs	Covered under freestanding prescription program
Eligibility	Dependent children, including full-time students are covered until their 26th birthday. Handicapped dependents are covered beyond the child removal age, if the handicap occurred prior to the age of 26. Under certain conditions, coverage may be extended for qualified dependents up to age 31.
Grandfathered	Not Applicable
Prior Authorization	Some services/procedures require prior authorization. For a complete list, contact our customer service number at 1-800-355-BLUE (2583) or refer to our website at www.HorizonBlue.com .
24/7 Nurse Line	Not Applicable

You can save money when you choose to receive care from providers that participate in the Horizon BCBSNJ networks. When you use participating hospitals or other medical facilities or doctors, you generally only pay your copayment and any applicable in-network coinsurance or deductible. Generally, if you have services performed at an out of network facility or by an out of network provider, your out of network benefits will apply. This means that you will be responsible for amounts exceeding Horizon BCBSNJ's allowable reimbursement for that particular service and this may result in significant out of pocket costs. You will be responsible to pay for this amount directly to the non-participating hospital, ambulatory surgery center or provider. By using our Horizon-BCBSNJ network providers, you keep your health care costs down.

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Wayne Township BOE
03,04,05,93

Tier 6	Non-carveout	Carveout
Single		
2 Adult		
Family		
2 Adult/1 over		
Family/ 1 over		
Parent/Child		

Group Official:

Signature: _____

Print: _____

Title: _____

Date: _____

APPENDIX A

POSITION	SUPERVISOR
Administrative Assistant, Office of Superintendent	Superintendent
Secretarial Pool Clerk/Switchboard Operator/ Receptionist	Administrative Assistant to Superintendent
Switchboard Operator/Receptionist/Absentee Records Personnel Registrar	Administrative Assistant to Superintendent
Administrative Assistant, Office of Director of Human Resources	Director of Human Resources
Secretary for Securing Substitutes	Director of Human Resources
Payroll/Bookkeeper	School Business Administrator
Payroll/Sub. Time Sheets/Unemployment Claims	School Business Administrator
Payroll Registrar/Employee Benefits	School Business Administrator
Payroll/Accounts Payable Secretary	School Business Administrator
Accounts Payable Bookkeeper	School Business Administrator
General Secretary/Permits	School Business Administrator
Business Office Clerk	School Business Administrator
Secretary, Facilities Manager	Facilities Manager
General Secretary, Building Services	Facilities Manager
Secretary to Coordinator	Technology Coordinator
Secretary, Media Services	Technology Coordinator
Media Clerk	Principal, Senior High School
Secretary to Principal/Office Manager	Principal, Senior High, Middle and Elementary Schools
Guidance Secretary	Head of Guidance, Senior and Middle Schools
Guidance Clerk	Head of Guidance, Senior High Schools
General Office Secretary	Principal, Senior High and Middle Schools
Secretary, Adult Education	Coordinator of Community Programs
Secretary, Transportation	Supervisor of Transportation

POSITION**SUPERVISOR**

Secretary, Special Services	Coordinator of Special Services
Secretary, The Learning Center/Ryerson	Coordinator of Special Services
General Secretary, Special Services	Coordinator of Special Services
Secretary, Health Services	Supervisor of Health Services
Secretary	Athletic Director
Secretary	Director of Elementary Education
Secretary	Director of Secondary Education

