

**AGREEMENT**

**Between the  
VERONA BOARD OF EDUCATION  
(VBE)  
County of Essex  
State of New Jersey**

**And the  
VERONA EDUCATION ASSOCIATION  
(VEA)**

**July 1, 2010 to June 30, 2012**

**VERONA BOARD OF EDUCATION**

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Teachers, Nurses, Guidance Counselors,  
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Substance Awareness Coordinator and Athletic Trainer

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## RECOGNITION

- Pursuant to applicable NJ Statutes and Codes, as amended, the State of New Jersey, known as the New Jersey Public Employer-Employee Relations Act, the Board of Education of the Township of Verona, Inc., hereby recognizes the Verona Education Association, Inc., as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for all personnel under contract to the Verona Board of Education as indicated herein:
- Part A Teachers, Nurses, Guidance Counselors, Librarians, Special Services Personnel, Substance Awareness Coordinator, and Athletic Trainer.
- Part B Administrative Assistants
- Part C Full-time Custodians and Maintenance personnel, including Head Custodians.
- Part-Time Employees (Parts A, B, & C) All part-time and full-time contractual employees are permitted to be members of the Unit defined herein. Part-time contractual employees who work less than 30% have the option of joining the bargaining unit. The agency fee shall not apply to employees whose contracts are less than 30%.

Excluded Positions the Superintendent, Business Administrator, Principals, Assistant Principals, Director of Special Services, Facilities Manager, other Full-Time Administrative Personnel, Administrative Assistant to the Business Administrator, Assistant to the Business Administrator/Board Secretary, Assistant to the Superintendent/Assistant to the Special Projects Coordinator, Payroll Bookkeeper, Athletic Director, Daily Substitutes, Cafeteria Workers, Hourly Employees, all Supervisory Personnel, and all other employees not specifically included in the Bargaining Unit.

## FUTURE NEGOTIATIONS AGREEMENT

- The Collective Bargaining Agreement represents the negotiated settlement of all terms and conditions of employment which were negotiated by the Parties or which could have been negotiated for inclusion in this Agreement. The Parties agree to enter into collective negotiations for a successor Agreement in accordance with the provisions of Chapter 123, Laws of 1974, as amended, to reach agreement on matters concerning terms and conditions of employment for employees of this Bargaining Unit.
- The Parties mutually pledge that their representatives shall have the authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.
- The Board shall make the following information available to the Association by November 1: (1) names and address of all teachers and administrative assistants and maintenance/custodial staff, (2) their salaries, positions on Verona Salary Guides, previous teaching and non-teaching experience credited on Verona's Guide; and (3) a copy of all Verona Board of Education policies.
- Both Parties agree that representatives of each Party shall meet (no more than ten times during the school year) on the request of either Party within two weeks of such request for the purpose of reviewing the interpretation and application of the contract. Each Party may call five meetings. The Party making the request shall submit an agenda at the time the request is made.
- Any change in terms and conditions of employment shall be first negotiated with the majority representative.
- If any provision of this 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 applications 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.

- Both parties agree to re-open negotiations on scheduling-related issues at Verona High School should a proposal for schedule changes be made for teachers and coaches. In addition, negotiations on stipends will be re-opened, once data are collected, with the agreement of both parties.

### **DUES DEDUCTION**

- The Board agrees to deduct from the salaries of its employees dues for the Verona Education Association, the Essex County Education Association, the New Jersey Education Association, or any one or any combinations of such Associations, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with NJ Statutes and Codes and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by the Verona Education Association by the 15<sup>th</sup> of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate Association(s).
- 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.
- Any employee may have such deductions discontinued by prior written notice to the Board Secretary effective January 1 or July 1.
- An Agency Fee provision is to be effective for the term of the Agreement contingent upon VEA establishing that it has 90% of unit employees paying dues to the Association. The amount of annual dues for non-member unit employees shall be consistent with applicable law.
- The Association shall indemnify, defend and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the board in reliance upon payroll deduction authorization cards submitted by individuals or the Association to the Board.

### **DURATION OF AGREEMENT**

- This Agreement shall be effective as of July 1, 2010 and shall continue in effect until June 30, 2012.
- This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated. Any extension shall be mutually agreed upon in writing by the parties of the Agreement and, unless such extensions are agreed upon, this contract shall expire on the date indicated herein.
- In witness whereof, the parties hereto have caused the 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 written above.

### **MANAGEMENT RIGHTS**

- A. The Board reserves to itself jurisdictional authority over matters of policy or management functions and retains the right, subject only to the limitation imposed by the language of this agreement, in accordance with all applicable laws and regulations.
  1. To control the executive management and administration of the school system and its properties and facilities;
  2. to hire, renew, promote, transfer, assign and retain employees in the school district, and to suspend, non-renew, demote, discharge, or take other disciplinary action against employees;
  3. to relieve employees from duty because of lack of work or for other legitimate reasons;
  4. to maintain efficiency of the school district operations entrusted to them;
  5. to determine the methods, means and personnel by which such operations are to be conducted;
  6. to establish grades and courses of instruction, including special programs and to provide for athletic, recreational, and social activities for students, as deemed necessary or advisable by the Board;
  - and 7. to take whatever actions may be necessary to carry out the responsibilities of the school district in situations of emergency.
- B. Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority.

VERONA EDUCATION ASSOCIATION/VERONA BOARD OF EDUCATION

[Signature]  
(President)

[Signature]  
(President)

[Signature]  
(Chairperson)

[Signature]  
(Secretary)

[Signature]  
(Secretary)



**Teachers, Nurses, Guidance Counselors,  
Special Services Personnel,  
Substance Awareness Coordinator and Athletic Trainer**

**(Part A)**

## **ARTICLE 1**

### **Grievance Procedure (Part A)**

**Definition** – A ‘grievance’ is a claim by an employee based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting the terms and conditions of his/her employment. The Association may process such a grievance if the grievant does not wish to do so. To be considered under this procedure, a grievance must be initiated by the grievant within twenty (20) calendar days of the time the grievant knew or should have known of its occurrence.

**Purpose** – The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both Parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

- 1:2 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step and terminates the grievance process.
- 1:3 Time limits set forth in this procedure are to be strictly observed unless modified in writing and agreed to by the Board and the Verona Education Association on a case-by-case basis.
- 1:4 It is understood that the aggrieved employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 1:5 Any aggrieved employee may be represented at all stages of the grievance procedure by him/herself, or, at his/her option, by a representative selected or approved by the Association. When a teacher is not represented by the Association, the Association shall have the right to be present and to state its views in writing, at all formal steps of the grievance procedure.

#### **Level I**

- 1:5.1 An employee with a grievance shall, within twenty (20) school days of the alleged grievance, submit the grievance in writing to his/her Principal or immediate supervisor. The grievance shall specify:
  - a. The nature of the grievance and the provision(s) violated.
  - b. The nature and extent of the loss, injury or detriment and the remedy sought.

At the request of either the Association or the supervisor a conference shall be held. The supervisor shall communicate his/her decision to the employee in writing within five (5) school days of receipt of the written grievance or conclusion of the conference, whichever is later, but in no case later than ten (10) days after submission of the written grievance to the supervisor.

#### **Level II**

- 1:5.2 If the grievance is not resolved within five (5) school days after reaching the Principal or immediate supervisor, the aggrieved Employee may within five (5) school days thereafter, submit the grievance in writing to the Superintendent of Schools.

#### **Level III**

- 1:5.3 If the grievance is not resolved within ten (10) school days after reaching the Superintendent, the aggrieved employee may, within five (5) school days thereafter, submit the grievance in writing to the Board of Education.

#### **Level IV**

- 1:5.4a If the association is not satisfied with the disposition of his/her grievance at Step III, or if no decision has been rendered within thirty (30) school days after the grievance was submitted to the Board of Education, he/she may decide to submit his/her grievance to arbitration if it concerns the terms of this Agreement. The grievant within five (5) school days of

lapse of time period for Step III or within five (5) school days of receipt of response from the Board must proceed to arbitration otherwise the matter is considered concluded. The arbitrator shall limit him/herself to the issues submitted to him/her and shall not add to, nor subtract anything from the Agreement between the Parties. The arbitrator's decision shall be final and binding.

1:5.4b A request for a list of arbitrators shall be made jointly by both Parties to the Public Employment Relations Commission. The Parties shall then be bound by the rules and procedures of the Commission in the selection of an arbitrator.

1:5.4c The costs, fees and expenses of the arbitrator shall be borne equally by the Board and the Association.

1:6.1 All grievance hearings shall be conducted in private and shall include only such Parties in interest and their designated or selected representatives.

1:6.2 If a grievance is submitted in June, July, or August, then the time limits specified in this Article shall be considered as weekdays rather than school days.

## **ARTICLE 2** **Education Council (Part A)**

- 2:1 A joint Educational Council consisting of members from all buildings shall exist. The Superintendent of Schools shall appoint his/her designee, and members for representation will be appointed by the Association. The Council shall meet at least five (5) times a year, and advise and consult the Board on such matters as: school calendar; teaching hours and teaching load; class size; educational specialists; non-teaching duties; teacher employment; teacher assignment; teacher transfers; promotion; teacher evaluation; teacher facilities; professional development and educational improvement; protection of teachers, students, and property; maintenance of classroom control and discipline; personal and academic freedom; books and other instructional materials; teaching techniques; curriculum improvement; extra-curricular programs, in-service programs; pupil testing and evaluation; philosophy and educational specifications for buildings; teacher responsibilities and other matters regarding the effective operation of the schools of Verona.
- 2:2 The Educational Council shall establish rules of procedure and shall provide for a rotating chairperson.
- 2:3 The Council shall meet by prepared agenda.
- 2:4 The Council shall be empowered by majority vote to form sub-committees to study and render reports to the Council.
- 2:5 All reports and recommendations to the Board shall be in writing. Copies shall be sent to the Association.
- 2:6 Meetings shall be held at times convenient to the members of the Council.

## **ARTICLE 3** **Teacher Rights (Part A)**

- 3:1 The Association President will be notified of any job vacancies or promotions within the bargaining unit.
- 3:2 Pursuant to applicable NJ Statutes and Codes, public employees included in the negotiating unit have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join and assist any employee organization or refrain from any such activity. As a duly selected body exercising governmental powers under cover of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the laws of New Jersey, or the Constitution of New Jersey and the United States.

- 3:3 Nothing herein shall be understood to restrict the Board's right to non-renew the employment of any unit member, or terminate the employment of any member upon the provision of notice or pay in lieu of notice pursuant to their individual employment agreement.
- 3:4 Whenever any teacher is required to appear before the Board or committee or member thereof concerning any matter which could adversely affect the continuation of that teacher, in his/her office, position, or employment or the salary or any increments pertaining to, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing to advise and represent him/her during such meeting or interview.
- 3:5 The teacher shall maintain the responsibility to determine grades and other evaluations of students within the grading and evaluatory policies of the school system based upon his/her professional subject area or activity for which he/she is responsible. No grade or evaluation shall be changed without conferring with the teacher involved.
- 3:6 Any question or criticism of a teacher's work performance made by a supervisor, administrator, or board member, while acting in his/her official capacity, shall be kept as confidential as possible and will not be made in the presence of students, parents, or at public gatherings.
- 3:7 Tenured teachers shall be notified of their contract and salary status for the ensuing year no later than April 30. Likewise, a tenured teacher must give sixty (60) days notice if he/she decides not to return in the following contract year. Non-tenured teachers shall be notified no later than May 15. Contracts are to be returned on or before June 1 for non-tenured teachers. Teachers who are employed after February 1 shall receive notification of contract and salary status for the ensuing year within ninety (90) days or by June 1, whichever shall first occur. Said teacher shall return his/her contract within fifteen (15) days.
- 3:8 A copy of any material placed in an employee's personnel file shall be made available to the employee prior to being placed in the file. An employee shall have the right to review his/her personnel file at any given point as long as they give the district a twenty-four (24) hour notice. Any documents submitted by a supervisor/administrator after July 1, 2010 that an employee deems inappropriately placed in the file shall be removed upon the request of the employee and with approval of the Superintendent or his/her designee. Employees shall also be allowed to copy any documents in their files.

**ARTICLE 4**  
**Work Year (Part A)**

- 4:1 The work year of teachers and employees on a ten-month basis shall be 188 days. The work year of LDTC's, Social Workers, School Psychologist's, Substance Awareness Coordinator, Athletic Trainer, Nurses and Guidance Counselors shall be up to 198 days. Any days worked in excess of 188 shall be compensated at a rate of 1/200<sup>th</sup> of their July 1 salary for each day worked. Any summer work in addition to the ten days shall also be paid at 1/200<sup>th</sup> of salary. Summer work will be paid as per contract year in effect during the days worked.
- 4:2 The work year shall include:
  - 4:2.1 - 180 days (minimum) when pupils are in attendance.
  - 4:2.2 - Two (2) days for orientation & preparation before school opening in September.
  - 4:2.3 - One (1) day for closing of classrooms after registers close in June.
  - 4:2.4 - Two (2) days for attendance at the N.J.E.A. Convention.
  - 4:2.5 - Three (3) days for emergency closing allowance.
- 4:3 The establishment of the school calendar is the responsibility of the Board of Education. The Association shall be consulted prior to the adoption of or change in the school calendar.

**ARTICLE 5**  
**Holidays (Part A)**

5:1 The annual holidays schedule shall follow the regular school calendar vacation days.

**ARTICLE 6**  
**Time Requirements (Part A)**

- 6:1 As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
- 6:2 The teacher's normal work day shall be seven (7) hours, twenty (20) minutes, including a duty-free lunch period of at least thirty (30) minutes.
- 6:2.1 When the entire elementary and/or middle school and/or high school staff is required to attend an after-school curriculum workshop which time extends beyond the teacher's contractual work day, those staff members in attendance shall be excused on subsequent full school days at the student dismissal time until excess work time has been made up.
- 6:2.2 Instructional time shall be a maximum
- (i) 225 minutes per day for grades 9-12 as averaged over a four-day cycle
  - (ii) 225 minutes per day for grades 5-8 as averaged over a five-day cycle
  - (iii) 281 minutes per day for grades 1-4 as averaged over a five-day cycle
  - (iv) 198 minutes per day for kindergarten as averaged over a five-day cycle
- 6:2.3 Teachers shall receive a minimum of 45 minutes of preparation time per day. Any assignment involving supervision or co-supervision of students shall not constitute preparation time.
- 6:2.4 Effective July 1, 2009, teachers in grades 5-12 who teach 6 regularly assigned classes will receive additional salary in the amount of one fifth of salary.
- 6:2.5 Honors Science and AP Science teachers may receive teaching assignments which extend 20 minutes into the lunch period. College Prep Science teachers may receive teaching assignments which extend 10 minutes into the lunch period. College Prep Science will receive an extra 45 minutes of laboratory preparation time each day as opposed to a non-teaching assignment. Any teacher teaching at least one AP Science or Honors Science class will only be required to teach four classes to fulfill the teaching time requirements of a full time position.
- 6:2.6 Principals may extend the day two times per month on a regular basis for staff meetings and training. Such extensions shall not exceed 8 hours from teacher reporting time.
- 6:2.7 Principals may assign duties to teachers during non-teaching times. The only proscription on this assignment is that it not include direct instruction or co-teaching of students. It may include supervision of study halls, hallways, cafeteria, in-school suspension, after school detention, staff meetings, department meetings, I&RST meetings, CST meetings, and joint planning meetings. It may also include, by mutual agreement, duties before teacher reporting time (e.g. drop off duty): compensation time will be granted in exchange for these services (typically early release at the end of the instructional day).
- 6:3 Teachers shall indicate their presence for duty in the building by signing in and out on the appropriate faculty roster in the building office.
- 6:4 Except in cases of emergency, building faculty meetings shall not be scheduled for the day prior to a weekend or holiday or The N.J.E.A. Convention.
- 6:5 Elementary Parent-Teacher Conferences In the Fall, elementary conferences will be scheduled for three half-days. Teachers will establish a conference schedule beginning anytime after students are dismissed. On the third half-day, teachers will be able to leave with their students at the half-day dismissal time. Elementary classroom teachers will return that same evening to conduct conferences for no more than 2.5 hours (not extending beyond

9:30 p.m.). All conferences will be scheduled at mutually agreeable times with parents. In the spring, teachers will schedule conferences on an as needed basis. Parents or teachers may request either an in person conference, a phone conference or no conference. Two half days will be set aside for teachers of grades K-4 to conduct the majority of their in person conferences. The remainder of the conferences, whether in person or by phone, must be completed by May 15<sup>th</sup>. A schedule of all conferences will be presented to the principal. All teachers are required to attend Back to School Night.

**ARTICLE 7**  
**Non-Teaching Duties (Part A)**

- 7:1 Effort will be made to relieve teachers of the responsibility of collecting money from students for SCA dues, student accident insurance, and student photographs.

**ARTICLE 8**  
**Teacher Assignment (Part A)**

- 8:1 All teachers shall be given written notice of their tentative class and/or subject assignments, as well as building assignments for the forthcoming year not later than the last day of school in June.
- 8:2 In the event that changes in such class subject assignments, or building assignments are proposed after the last day of school in June, any teacher affected shall be notified promptly in writing and, upon the request of the teacher, the changes shall be promptly reviewed between the Superintendent, or his/her designee, and the teacher affected.
- 8:3 In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not normally be assigned outside the scope of their teaching certificates.
- 8:4 Teachers who are required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the rate established by the New Jersey Office of Management and Budget.
- 8:5 Teachers assigned to coverage of classes and who, as a result, are required to relinquish a scheduled planning period, are to be compensated in the amount of \$34.00 for each planning period so relinquished for the life of this Agreement. The Board will make an effort to obtain a substitute before assigning teachers to class coverage.
- 8.6 Wage Rate for teaching an in-service class is \$60 per hour of instruction.
- 8.7 Faculty members assigned to perform curriculum writing during non-school hours will be compensated at an hourly rate of \$35 not to exceed twenty (20) hours for a full year course or ten (10) hours for a half year course.

**ARTICLE 9**  
**Teaching Load (Part A)**

This provision has been specifically omitted.

**ARTICLE 10**  
**Personal and Academic Freedom (Part A)**

- 10:1 Teachers shall have freedom to teach controversial issues provided that discussions and materials are related to course content. Young people must eventually meet and face such questions. Thus, it is important that they have experience with controversial issues under circumstances which promote consideration of all pertinent factors. School treatment of such questions should be objective and should promote a fair and many sided approach to all topics. The handling of a controversial

question in school should be free from the assumption that there is one correct answer. Personal and academic freedom carries with it teacher responsibility for the rights of students.

**ARTICLE 11**  
**Building Level Faculty Councils (Part A)**

11:1 Within each building, the Principal will make provisions for the formation of a Faculty Council of which one-half of the members are to be chosen by the school faculty. Such council shall have the responsibility to review with him/her staff concerns and to recommend for his/her consideration the development or modification of building policies. Such recommendations or the eventual adoption of same shall not be inconsistent with the provisions of this Agreement or Board policies.

**ARTICLE 12**  
**Transfers and Reassignments (Part A)**

- 12:1 The President of Verona Education Association (VEA) will contact the Office of the Superintendent of Schools periodically throughout the year to ascertain vacancies. During the school year, September 1 through June 30, the Superintendent shall send notices of actual vacancies to be posted in the office of each school. Actual vacancies include new positions or others for which written resignations have been received.
- 12:2 Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building must file a written statement of such desire with the Superintendent not later than February 1. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school(s) to which the teacher desires to be transferred, in order of preference. The final decision pertaining to assignment rests with the Superintendent of Schools. Upon reaching his/her decision, the Superintendent shall notify the employees involved.
- 12:3 As soon as practical, and no later than the last school day in June, the Superintendent shall post in each school and make available to the Association President, a system-wide roster showing the names and tentative assignments of all personnel. In the event of change of assignment, the teacher involved will be notified at the earliest possible time. Upon request of the teacher, a consultation with the Superintendent or his/her designee will be held.
- 12:4 Notice of involuntary transfer or reassignment will be given to teachers as soon as practical.

**ARTICLE 13**  
**Teacher Evaluation (Part A)**

- 13:1 All tenured teachers shall be observed a minimum of once yearly, and all non-tenured teachers shall be observed at least three times yearly.
- 13:2 All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher.
- 13:3 The Superintendent shall designate certified personnel responsible for the evaluation of teachers and teachers will be advised of the names of such individuals.
- 13:4 A teacher shall be given a copy of any formal observation report prepared by his/her evaluator(s) within ten (10) school days following the observation, and a conference will be held to discuss it. If the teacher wishes he/she may request additional conference time prior to the observation forms being placed in his/her file. No such observation report shall be submitted to the Central Office, placed in the teacher's file, or otherwise acted upon without an opportunity for a conference with the teacher. Observations will normally be for a full period, except in the elementary schools, where the length of the observation will be at the discretion of the observer. Principals will discuss observation reports with each non-tenured teacher. The teacher shall sign the observation form as an acknowledgement of having seen the report and comments.

- 13:5 Those complaints regarding a teacher made to any member of the administration by any parent, student, or other person which may be used in any manner in evaluating a teacher, shall be promptly investigated. The teacher shall be given an opportunity to respond to and/or rebut those complaints which, as a result of the investigation, shall become part of his/her file.
- 13:6 The teacher shall also have the right to submit a written answer to such material in the space provided on the evaluation form, and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy.
- 13:7 All coaches shall be evaluated formally by the Supervisor of Athletics.

**ARTICLE 14**  
**Promotions (Part A)**

- 14:1 A notice of a vacancy in a promotional position shall be sent to each school, and a copy shall be sent to the Association President seven (7) days before the final date when applications must be submitted. Such notice shall indicate the requirements for the position.
- 14:2 Teachers who desire to apply for such a position shall submit their applications in writing to the Superintendent within the time limit specified within the notice. When the position described in the notice is filled, the Superintendent may destroy all applications for said position and will post notice of the successful applicant.

**ARTICLE 15**  
**Sick Leave (Part A)**

Absences of employees and compensation for absences due to personal illness shall be according to the following:

- 15:1 Each full-time 10-month employee shall be allowed up to ten (10) days absence due to personal illness each year without deduction from pay. Sick leave is hereby defined to mean "the absence of an employee from his/her post of duty because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his/her immediate household". Sick leave for regularly employed part-time personnel shall be pro-rated in accordance with law.
- 15:2 Each full-time twelve month employee shall be allowed up to twelve (12) days due to personal illness each fiscal year without deduction from pay. Sick leave for regularly employed part-time personnel shall be pro-rated in accordance with law.
- 15:3 Each ten-month employee shall be permitted to accumulate a maximum of ten (10) days of sick leave not utilized in any one year to be used as additional sick leave as needed in later years.
- 15:4 Each twelve-month employee shall be permitted to accumulate a maximum of twelve (12) days of sick leave not utilized in any one year to be used as additional sick leave as needed in later years.
- 15:5 After three (3) days of continuous absence because of illness, full-time tenured employees who exhaust their accumulated sick leave may be granted additional sick leave on a case-by-case basis. Beyond these limits full deductions shall be made at the rate of 1/200<sup>th</sup> annual contract salary per day.
- 15:6 If a teacher whose services are rated satisfactory is absent because of illness for not more than ninety (90) days during a school year, he/she shall receive a regular increment for the following school year. If absent for more than ninety (90) days but less than one hundred thirty-five (135) days and his/her services are rated satisfactory, he/she shall receive one-half the regular increment. If absent for one hundred thirty-five (135) days or more, he/she shall receive no increment.
- 15:7 In the event a teacher works during the approved summer school, he/she shall be allowed one (1) sick day, non-cumulative, during the term of said summer school provided no substitute shall be required.



**ARTICLE 16**  
**Temporary Leaves of Absence (Part A)**

- 16:1 Death in the Family – Each full-time employee shall be allowed up to five (5) days of absence at any one time with full pay because of death of parents, mother-in-law, father-in-law, grandparents, brothers, sisters, children, grandchildren, husband or wife, lifetime partner, or other relatives residing in the same dwelling unit as the employee. For death of other relatives, an absence must be charged as a personal business day and be taken in accordance with the provisions and procedures of Article 16:5.
- 16:2 Serious Illness in the Family – Each full-time employee shall be allowed a maximum of five (5) days absence per year, non-cumulative, because of serious illness of parents, mother-in-law, father-in-law, grandparents, children, husband, wife, lifetime partner, or other relatives residing in the same dwelling unit as the employee. The employee may be required to submit a doctor's certificate verifying any such illness for which absence is taken under this paragraph.
- 16:3 In other special situations created by serious illness or death or involving a hardship, temporary leaves of absence up to five (5) days with full pay may be granted upon approval of the Superintendent.
- 16:4 Marriage or Civil Union – Subject to the recommendation of the Principal and approval of the Superintendent, each full-time employee shall be allowed up to five (5) days absence, the cost of the substitute alone being deducted, at the time of Marriage or Civil Union.
- 16:5 Personal Business – Each full-time employee shall be allowed an absence of two (2) days each year with full pay for personal business. In all instances where a request for personal business day leave is for a day contiguous to a vacation period, or if less than twenty-four (24) hours notice is given, the employee must state the reason for requesting a personal business day. It is expected that the day will be used for personal affairs which cannot be done on other than a school day. In general, the situation should be such that the employee would otherwise take time off without pay.
- 16:5.1 Absence under this paragraph will not be granted during the first ten (10) days of school or last ten (10) days of school without the approval of the Superintendent. Requests during these periods must state reasons or be communicated directly to the Superintendent.
- 16:5.2 Personal business days may not be used for the purpose of increasing either the duration of vacation periods or other permitted absences, nor shall these days be used for the purposes covered by other absence policies.
- 16:5.3 The employee shall notify the Principal in writing on the approved notification form as far in advance as possible when he/she expects to be absent for personal business. When such absence will create problems in the normal operation of the school or the instructional program, the Principal may properly ask the employee to seek another day, if possible, for the conduct of his/her personal business, and may deny the request. The notification form with the recommendation of the Principal shall be submitted to the Superintendent. One additional copy of each request for a personal day shall be forwarded by the Superintendent to the President of the VEA.
- 16:5.4 Unused personal days may be accumulated annually as sick leave entitlement applicable during the following year for Personal illness or retained for reimbursement at retirement in accordance with the provisions of Article 17, Sick Leave compensation.
- 16:6 Religious Observances – Absence of employees for religious holidays shall be chargeable against the employee as a Personal day.
- 16:7 Legal Appearances – Necessary time will be provided for an employee's appearance in any legal proceeding connected with the teacher's employment or with the school system, without loss of pay.

- 16:8 Military Obligations – Time shall be granted for persons called into temporary active duty of any unit of the U. S. Reserves or the State National Guard, provided such obligations cannot be fulfilled when school is not in session. A teacher called to temporary active military duty will be paid the difference between his/her regular pay as a teacher (based upon 1/200<sup>th</sup> of annual contract salary) and any pay received from the State or Federal Government.
- 16:9 Professional Training or Service – Prior to a teacher making application for summer institutes or other special advanced educational opportunities, including also such summer humanitarian service programs as Vista, Upward bound, Experiment In International Living, and American Field Service, a teacher shall inform the Superintendent and shall request a temporary leave with dates specified. All such requests will require the recommendation of the respective building Principal and may be approved by the Superintendent on an individual basis.
- 16:10 Attendance at Meetings, Conferences, and School Visitations
- 16:10.1 Time and reimbursement for expenses shall be granted teachers for the purpose of visiting other schools or attending meetings or conferences of an educational nature, upon the recommendation of the respective building Principal and the approval of the Superintendent, and consistent with state law.
- 16:10.2 The number of teachers allowed to leave a school at any one time will be subject to the approval of the building principal and the Superintendent.
- 16:11 Deductions – Full salary deductions for absence shall be defined as follows:  
 Ten (10) month employees – 1/200<sup>th</sup> of annual salary for each day of absence.

**ARTICLE 17**  
**Sick Leave Compensation (Part A)**

- 17:1 Employees with ten (10) or more years of service in the district who retire from the district and who apply receive pension benefit payments upon retirement from the district or are terminated as a result of a reduction-in-force shall be eligible for compensation for unused accumulated sick days with the following stipulations:
- a. Except in cases of termination as a result of reduction-in-force, this provision shall not apply to employees vesting under the provisions of the retirement plan or postponing receipt of retirement benefits beyond separation from the district.
  - b. Compensation rate for eligible days is to be seventy-five dollars (75.00) per day.
  - c. The Verona Board of Education shall pay to the estate of the employee any sick leave reimbursement if the employee dies before they retire.
- 17:2 Maximum liability to the Board in 2010-2011 school year is fifty- five thousand dollars (\$55,000) ; in 2011-2012 school year is fifty-five thousand dollars (\$55,000); In the event that this cap is exceeded, the amount due each individual shall be distributed on an equitable basis.

**ARTICLE 18**  
**Maternity Leave (Part A)**

- 18:1 Maternity Leave shall be considered to be Extended Leave of Absence Without Pay and will be subject to Article 19. Leaves of Absence for childbirth shall be granted consistent with applicable law. Information regarding the current Family Leave Act and Maternity Leave will be available in the Board office. The employee shall be afforded use of accumulated sick days for disability periods. Upon normal physician's certification, an employee shall be entitled to twenty (20) working days before and twenty (20) working days after the anticipated date of birth. Upon additional specific medical certification, an employee with pregnancy complications shall be entitled to utilize additional accumulated sick leave as necessary.

- a. Any teacher seeking a leave of absence for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least thirty (30) days in advance of the date on which said leave is to commence, this request shall likewise specify therein the date on which said teacher proposes to return. The Board shall honor the leave dates so requested if same will not substantially interfere with the effective administration of the educational program to which the teacher was assigned and subject to the following conditions:
  - 1) The Board may require as a condition of the teacher's return to service production of a certificate from a physician certifying that the teacher is medically able to resume her duties.
  - 2) In no event shall any such leave be extended beyond the end of the contract year in which leave is requested to commence for non-tenured teachers unless the Board otherwise elects.
  - 3) It is the intent that no such leave shall extend beyond a period of twenty-four (24) calendar months from the date on which said leave is to commence for tenured teachers.
  - 4) Pregnancy leave granted to a non-tenured employee shall be limited to the specific school year and there shall be no guarantee to renewal as a result of the leave of absence.
- b. In the event that a teacher's pregnancy terminates prior to the expiration of the leave which had been granted, or prior to the inception of the leave which may have been requested, said teacher may apply for early reinstatement by filing a written request therefore with the Superintendent accompanied by a physician's certification that she is contractually obligated itself to employ a replacement for the teacher in question during the period for which leave had been originally requested or granted, and if such request can be fulfilled without substantially interfering with the effective administration of the educational program to which the teacher in question was assigned and seeks to be reinstated. The Board shall not contractually obligate itself for such replacement if the leave requested is for a period of sixty (60) days or less.
- c. After granting a leave to any teacher pursuant to the provisions of this section, the Board will give reasonable consideration to requests from the teacher for either an extension or reduction of the period of leave granted, provided that the teacher requesting same makes written application for such adjustments to the Superintendent and submits with that application a certificate from a physician certifying that said reduction or extension is not medically contraindicated and that the teacher is or will be able to resume duties on the date on which resumption is requested. Any leave request beyond the State and/or Federal Family Leave Acts (12 weeks from the birth of the child) shall be granted by the Board, provided the date of return from such leave shall be either September 1 or January 1 within a period of 24 months from the date said leave is to commence except where approved by the Superintendent. Emergent circumstances may be appealed to the Superintendent.

18:2 Teachers adopting an infant child shall receive similar leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements for the adoption. The Board reserves the right to set the term of the leave within reasonable limits in the best interest of the schools.

18:3 No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the area of certification or competence.

**ARTICLE 19**  
**Extended Leave of Absence Without Pay (Part A)**

19:1 Employees under tenure who have physical and/or nervous disorders certified by the school medical inspector to be of such a nature that continuance of work would impair the health of the employee or pupils or co-workers may be granted a leave of absence. Such cases are subject to review and approval by the Board.

19:2 Employees under tenure who are faced with personal or family hardships may be granted a leave of absence. Such cases are subject to review and approval by the Board.

- 19:3 A tenured teacher shall upon request be granted a leave of absence without pay for up to one year to fulfill the duties of an elected office in the New Jersey Education Association or National Education Association.
- 19:4 A leave of absence without pay of up to three (3) years shall be granted to any tenured teacher who serves full-time in such humanitarian programs as Vista, the Peace Corps, or who is awarded a Fulbright Scholarship or similarly selective honor, subject to the recommendation of the Superintendent and approval by the Board.
- 19:5.1 A teacher shall not receive increment credit for time spent on extended leaves granted for other than the aforementioned purposes nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.
- 19:5.2 All benefits to which a teacher was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return, and he/she shall be assigned to the same position which he/she held at the time said leave commenced, if available, or if not, to a substantially equivalent position.
- 19:5.3 All extensions or renewals of leaves shall be applied for in writing and are subject to the approval of the Superintendent.

The Board reserves the right to require any employee or to insist that the employee accept a leave of absence there from if, teaching performance has substantially declined in comparison to prior performance or if physical condition or capacity is such that health would be impaired if the teacher were to continue teaching.

Such physical capacity shall be deemed so impaired if any of the following occur:

- a. The teacher, after written request from the Superintendent, fails to produce a physician's certificate confirming that said teacher is medically able to continue to perform regular duties: or
- b. The teacher's physician and a physician designated by the Board agree that the teacher is not medically able to continue to perform regular duties: or
- c. If, after a difference of medical opinion by the teacher's physician and the Board's physician, a third physician designated by mutual agreement of the teacher and the Board, or if no such agreement can be reached, by the Essex County Medical Society, certifies that in his/her opinion the teacher is not medically able to perform regular duties.

## **ARTICLE 20** **Military Services (Part A)**

- 20:1 The Board and the Association agree to abide by applicable State and Federal law.

## **ARTICLE 21** **Sabbatical Leave (Part A)**

- 21:1 At the Board's discretion a sabbatical leave of absence shall be for the purpose of professional improvement which will benefit the school system. A teacher who has been employed in the Verona Public Schools for seven (7) years or more of continuous full-time service may be granted a leave of absence of one (1) or two (2) semesters for study or travel.
- 21:2 After an additional ten years or more of service, a second leave for study or travel may be granted.
- 21:3 "Study" shall mean full-time study involving course work of at least twelve (12) credit hours per semester or nine (9) credits per trimester at the graduate level. Comparable programs of study authorized by scholarly foundations or government grant programs shall be considered as study within this sabbatical leave policy. If an undergraduate course is very closely related to the curriculum and also fills an obvious gap in the teacher's background, this may be included up to a maximum of six (6) credits per semester. Under the conditions of a study program, evidence of successful completion of the program must be submitted to the Superintendent.

- 21:4 "Travel" shall mean a visitation program within the United States or abroad for the purpose of studying other environments, cultures, and/or educational programs.
- 21:5 In the event of failure to successfully complete any part or all of the program, it will be incumbent on the employee to complete the same or equivalent courses on his/her own time at his/her own expense within two (2) years. If failure to complete the program results from long-term illness, the employee will not be required to complete the program and may choose to use his/her accumulated sick leave provided the illness is of one (1) month or more duration and physician's certificate is presented to the Secretary of the Board of Education.
- 21:6 The salary granted to a teacher on sabbatical leave for study shall be seventy percent (70%) of the salary to which he/she would be entitled if not on leave. The salary granted for sabbatical leave for travel shall be fifty percent (50%) of that salary to which he/she would be entitled if not on leave. From such salary shall be deducted monthly the regular deductions for Teachers' Pension and Annuity Fund and such other deductions as may be required by law or authorized by the teacher. Salary payments shall be made in accordance with the general time schedule for payment of salaries in the school system.
- 21:7 As a condition to such leave, the teacher shall enter into a contract to continue in the service of the Verona Public Schools for a period of at least two (2) years after the expiration of the leave of absence. Failing to so continue in service, the teacher shall repay to the Verona Board of Education a sum being the same ratio to the amount of salary received while on leave that the unfilled portion of the two (2) subsequent years of service bears to the full two (2) years, unless the teacher is incapacitated or has been discharged or if the teacher is relieved of such obligations upon recommendation of the Superintendent and approval of the Board.
- 21:8 Application for such leave shall be made to the Superintendent's office prior to January 1 preceding the school year for which such absence is requested. Such applications shall be made upon a regular applications form furnished by that office.
- 21:9 Not more than two and one-half percent (2 ½%) of the personnel covered by this contract shall be granted sabbatical leaves at any one time.
- 21:10 The Board shall notify the President of the Association of the receipt of applications for sabbatical leaves.
- 21:11 Upon completion of the sabbatical leave a written report to the Superintendent and an oral report if requested to the Board, shall be made within a period of sixty (60) days after return to service.
- 21:12 Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence. The teacher will be entitled to return to the position he/she left. All benefits to which a teacher was entitled at the time his/her leave commenced, including unused accumulated sick leave, shall be restored to him/her upon his/her return.

**ARTICLE 22**  
**Administration of Salary Guide (Part A)**

- 22:1 The salaries of all employees covered by this Agreement are set forth in Schedules A – C which are attached hereto and made a part thereof.
- 22:2 Initial employee salary placement shall be established by the BOE.
- 22:3 Since successful experience contributes to the ability of a teacher to render valuable services, the amount of experience shall be recognized in the provisions of the Guide.
- 22:4 Prior related experience and/or skills, including up to four (4) years of military service are creditable as may be determined by the Board in establishing the initial position of new teachers on the guide.
- 22:5 Returning teachers discharged from military service shall be re-employed no earlier than the first of the month in which their honorable discharge becomes effective. Each returning teacher shall be required to present evidence of his/her honorable discharge prior to beginning his/her employment.

- 22:6 Subject to the qualifications in items eight (8) through twelve (12), every teacher entitled to an increment will receive annually the increment applicable to his/her position until the maximum salary is reached.
- 22:7 Teachers who render exceptionally outstanding service, quantitatively and/or qualitatively, may, upon recommendation of the Principal and Superintendent, be granted a higher increase by the action of the Board. If the teacher is at maximum, the Guide may be exceeded.
- 22:8 The Board shall not grant an annual increment to any teacher whose services for the past year have not been satisfactory. Such unsatisfactory service shall be established only as a result of a thorough evaluation and with the teacher fully informed. The Board and VEA agree to add language to the contract that clearly specifies the salary administration in the event that this contract terminates, and no successor agreement is in effect. In such a case, salaries and longevity will be paid at the same rate effective on the last day this agreement was in effect. When a successor agreement is established, the salaries and longevity established in that agreement will take effect retroactively to the start date of the successor agreement
- 22:8.1 The Board reserves the right to terminate this agreement on June 1, 2011 by paying the association an additional 1.25% increase of the 2009-2010 base salary. In the event of an early termination by the Board, the total percentage increase for 2010-2011 would amount to 5.1%.
- 22:9 Members of the teaching staff who, by additional training, qualify to advance from one preparational level to another, effective September 1, shall submit documentary evidence to the Superintendent supporting their claim prior to October 1, of the same school year. Teachers who submit such evidence by March 1 shall be advanced as of February 1.
- 22:10 Individuals employed less than a full year may be granted a regular or partial increment the next following school year, upon the recommendation of the Superintendent and approval of the Board.
- 22:11 The stipend paid to an Area Coordinator, Technology Coordinator, Health Services Coordinator, and Subject Matter Coordinators shall be included as part of his/her annual contractual salary and be pension eligible. Should an Area Coordinator resign his/her appointment or fail to be reappointed the stipend for Area Coordinator will no longer form a part of said person's compensation.
- 22:12 Columns of the teacher's salary guide will be: BA, BA30, MA, BA45, BA60/MA30, BA75/MA45 and Doctorate. Effective July 1, 2004, teachers will no longer be permitted to move into BA15 or BA45/MA15 columns.
- 22:13 Graduate credit will be awarded beyond the bachelor's degree to successful completion of graduate course work at all accredited colleges or universities. Credit will also be granted to accumulate district sponsored in-service credit attained during the school day will count toward completion of 100 hour professional development requirement.
- 22:14 Filing of Transcripts – Transcripts of credits must be filed with the Superintendent prior to October 1 to be evaluated by the Superintendent for full salary consideration in the current year, or prior to March 1, for adjustment to the Guide as of February 1.
- 22:15 Teacher's Notification of In-Service Credit – Prior to the last school day in June, all teachers shall receive written notice as to the number of in-service credits and professional development hours earned during that current school year.
- 22:16 "DPDC" The District Professional Development Committee (DPDC) will function as per (N.J.A.C. 6A9-15).
- 22:16.2 Teachers who serve on the District Professional Development Committee shall be appointed by the V.E.A. Executive Board.
- 22:17 Pay Days – All school employees are to be paid twice a month – on the fifteenth and the last day of the month. If the regular pay day falls on a weekend or holiday, employees will be paid on the last working day. The first pay check in September will be paid on the first Friday of the first week school is open. In June the second monthly payment is to be made to teachers

upon satisfactory completion of necessary school work and reports.

22:18 Payroll Deductions – The Secretary of the Board shall deduct from the pay check of any employee, upon request of said employee, for any of the following, provided the employee has filed a written authorization for such deduction on the appropriate authorization form available in the Board of Education Office.

- a. V.E.A. dues deductions,
- b. Supplemental annuity deductions,
- c. Summer payment plan deduction,
- d. Disability Insurance deduction, and
- e. Defined contribution retirement plan deduction.

### **ARTICLE 23** **Tuition Reimbursement (Part A)**

23:1 The Verona Board of Education shall provide tuition reimbursement upon prior approval by the Superintendent/or designee. The total funds available for tuition reimbursement shall be \$80,000 in each school year. First year teachers with no prior teaching experience are not eligible for tuition reimbursement. Funds will be dispersed in a manner proportional to the total number of credits earned by all members of the bargaining unit as of June 30 of the contract year. If a teacher leaves the district within one year of receiving tuition reimbursement, reimbursement received will be returned to the district. The reimbursement shall be made using the following criteria:

Reimbursement up to 75% of the total cost of the course not to exceed 75% of the total cost of the graduate credits at Montclair State University.

- Graduate courses required by district for teacher certification
- Education Leadership and Education Administration courses through an accredited program.
- Attainment toward an M.A. in content discipline or M.A that enhances instructional capability.

Reimbursement up to 50% of the total cost of the course not to exceed 50% of the total cost of the graduate credits at Montclair State University for courses in the educational field that enhance instructional and or job related capability.

### **ARTICLE 24** **Insurance Protection (Part A)**

24:1 The Board shall provide health insurance protection equal to or better than the current plan. The Board shall pay the premium for each employee and in cases where appropriate, for family-plan insurance coverage unless the employee chooses to opt out of the insurance plan. The parties recognize that any State mandated contribution toward health insurance coverage shall be followed under the terms of this agreement.

24:2 The Board will continue to offer dental insurance, including family coverage.

24:3 The Board shall provide to each new employee a description of the health-care insurance coverage provided under this Article no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage as listed above.

24:4 Employees who opt out of Health Insurance coverage shall be paid 25% of the premium or \$5,000, whichever is less.

24:5 An employee hired after 7/1/2007 who opts out of health insurance coverage will retain the option to re-enter the current district plan, plan that the

## **Administrative Assistants**

### **(Part B)**



**ARTICLE I**  
**Grievance Procedure (Part B)**

- 1:1 **Definition** – A ‘grievance’ is a claim by an employee based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting the terms and conditions of his/her employment. The Association may process such a grievance if the grievant does not wish to do so. To be considered under this procedure, a grievance must be initiated by the grievant within twenty (20) calendar days of the time the grievant knew or should have known of its occurrence.
- 1:2 **Purpose** – The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both Parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 1:3 **Procedures**
- 1:3.1 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- 1:3.2 The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- 1:3.3 It is understood that the aggrieved employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

**Level I**

- 1:3.4 Any employee who has a grievance shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally at that level.

**Level II**

- 1:3.5 If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he/she shall set forth his/her grievance in writing to his/her immediate supervisor within five (5) school days specifying:
- a. the nature of the grievance and the provision of provisions of the Agreement violated;
  - b. the nature and extent of the loss, injury, or detriment;
  - c. the results of previous discussions; and
  - d. his/her dissatisfaction with decisions previously rendered and the relief and/or adjustment sought.

The supervisor shall communicate his/her decision to the employee in writing within ten (10) school days of receipt of the written grievance.

**Level III**

- 1:3.6 The employee, no later than five (5) school days after receipt of the decision in Level II, may appeal the decision to the Superintendent of Schools who shall communicate his/her decision in writing to the employee within ten (10) school days.

**Level IV**

- 1:3.7 If the grievance is not resolved, the employee may, within five (5) school days appeal his/her grievance in writing to the Board of Education through the Superintendent of Schools who shall attach all related papers and forward the appeal to the Board. The Board, or a committee thereof, shall review the grievance and may hold a hearing with the employee. The Board shall render a decision in writing within thirty (30) school days of receipt of the written grievance.

- 1:3.8 If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the grievance concerns the interpretation and application of the terms of Part B of the Agreement, and the Association wishes review by a third party, it shall so notify the Board in writing within ten (10) school days of receipt of the Board's decision. Grievances concerning:
- a) a complaint by an employee which arises by reason of his/her not being re-employed;
  - b) a complaint by an employee occasioned by the withholding of a salary increase or increment;
  - c) any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone; and
  - d) any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education such as, but not limited to, questions on increment denial, or suspension, shall not be subject to arbitration.
- 1:3.9 Within ten (10) school days after receipt of the request for arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the Parties are unable to agree, a request for a list of arbitrators shall be made jointly to the Public Employment Relations Commission. The Parties shall then be bound by the rules and procedures of the commission in the selection of an arbitrator.
- 1:3.10 The arbitrator shall limit him/herself to the issues submitted to him/her and shall not add to nor subtract anything from the Agreement between the Parties. The arbitrator's decision shall be binding on the Parties. The Parties shall be responsible for all costs incurred by each and only the fees and expenses, if any, of the arbitrator shall be shared by each Party paying one-half.
- 1:4 Miscellaneous
- 1:4.1 Any aggrieved person may be represented at all stages of the grievance procedure by him/herself or, at his/her option, by a representative selected or approved by the Association.
- 1:4.2 When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the Grievance Procedure.

## **ARTICLE 2**

### **Employee Rights (Part B)**

- 2:1 The Association President will be notified of any job vacancies or promotions within the bargaining unit. Should a current and qualified employee (i.e., one who meets job posting requirements) apply for a position in the Verona Public Schools, he/she will be granted, at a minimum, an interview.
- 2:2 Pursuant to applicable NJ Statutes and Codes, public employees included in the negotiating unit have, and shall be protected in the exercise of, the right, freely and without fear of penalty or reprisal, to form, join and assist any employee organization or refrain from any such activity. As a duly selected body exercising governmental powers under cover of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the laws of New Jersey, or the Constitution of New Jersey and the United States.
- 2:3 No employee shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- 2:4 Whenever any employee is required to appear before the Board or committee or member thereof concerning any matter which could adversely affect the continuation of that employee, in his/her office, position, or employment or the salary or any increments pertaining to, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing to advise and represent him/her during such meeting or interview.
- 2:5 Any question or criticism of an employee's work performance made by a supervisor, administrator, or board member, while acting in his/her official capacity, shall be kept as confidential as possible and will not be made in the presence of students, parents, or at public gatherings.
- 2:6 Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which he/she desires to be transferred in order of preference. Such

requests for transfers and reassignments for the following year shall be submitted no later than June 1.

- 2:7 In the event of a school closing, administrative assistants whose positions are eliminated shall be considered for re-assignment to other administrative assistant positions in the VEA Bargaining Unit. In determining reassignments, the Board shall consider seniority of RIF'd or displaced administrative assistants.
- 2:8 Administrative Assistant seniority is to be determined as uninterrupted service in the District in an administrative assistant position(s). Periods of Board authorized unpaid leave of absence shall not break service time, but shall not count toward seniority.
- 2:9 Seniority shall be within a salary column with no differentiation between ten (10) month and twelve (12) month assignments. Part-time service shall not accrue seniority.
- 2:10 A tenured administrative assistant shall not be RIF'd while a non-tenured administrative assistant remains employed.
- 2:11 A RIF'd administrative assistant shall be entitled to a hearing before the Board. However, the decision of the Board is to be final and non-grievable.

### **ARTICLE 3** **Work Year (Part B)**

- 3:1 12-Month Administrative Assistants: The work year shall be from July 1 through June 30, exclusive of holidays and vacations.
- 3:2 10-Month Administrative Assistants: The work year shall follow the regular school calendar except as follows:
  - a. They shall report four (4) days before the first student day; and,
  - b. They continue to work up to five days after the last student day.It is the intent that 10-month administrative assistants work 194 days. Any days worked in excess of 194 shall be compensated at a rate of \$20.00 per hour.

### **ARTICLE 4** **VACATIONS (Part B)**

- 4:1 The annual vacation schedule for administrative assistants will be as follows:
  - 4:1.1 12-Month Administrative Assistants:
    - a. One (1) through three (3) years of service – ten (10) days.
    - b. Four (4) through eight (8) years of service – fifteen (15) days.
    - c. Nine (9) or more years of services – twenty (20) days.
  - 4:1.2 10-Month Administrative Assistants: 10-Month Administrative Assistants shall follow the regular school calendar vacation days.

**ARTICLE 5**  
**Holidays (Part B)**

5:1 The following paid holidays shall be in effect for all 12-Month Administrative Assistants covered by this Agreement:

Independence Day  
Labor Day  
Columbus Day  
Election Day  
Veterans' Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
Martin Luther King, Jr.'s Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Rosh Hashanah – when school is closed  
Yom Kippur – when school is closed  
N.J.E.A. Teachers' Convention

5:2 When administrative assistants work on holidays or when a holiday falls on a weekend, an offset day will be provided.

**ARTICLE 6**  
**Time Requirements (Part B)**

- 6:1 The administrative assistant's normal work day shall be seven and one-quarter (7¼) hours.
- 6:2 Overtime shall be compensated at the regular rate of pay for authorized work beyond the regular work week up to forty (40) hours in any one week.
- 6:2.1 For authorized overtime work beyond forty (40) hours in any work week, payment shall be at one and one-half (1½) the regular rate of pay.
- 6:2.2 An administrative assistant may elect to receive compensatory time ("comp time") in lieu of overtime pay for any hours worked beyond the normal work day with the prior approval of his/her supervisor.
- 6:3 A stipend of one thousand (\$1,000.00) shall be paid to the Building Head Administrative Assistant for the additional responsibilities of the position at the high school and middle school.

**ARTICLE 7**  
**Evaluations (Part B)**

7:1 All administrative assistants shall be evaluated once yearly (by February 8<sup>th</sup>).

- 7:2 All monitoring and evaluation of the work performance of an administrative assistant shall be conducted openly and with full knowledge of the administrative assistant.
- 7:3 The Superintendent shall designate certified personnel responsible for the evaluation of administrative assistants and will be advised of names of such individuals.
- 7:4 An administrative assistant shall be given a copy of any formal evaluation report prepared by his/her evaluator(s) within ten (10) school days following the evaluation, and a conference will be held to discuss it. If the administrative assistant wishes, he/she may request additional conference time prior to the evaluation form being placed in his/her file. No such evaluation report shall be submitted to the Central Office, placed in their personnel file, or otherwise acted upon without an opportunity for a conference with the administrative assistant. The administrative assistant shall sign the evaluation as an acknowledgement of having seen the report and comments.
- 7:5 Those complaints regarding an administrative assistant made to any member of the administration by any parent, student, or other person which may be used in any manner in evaluating an employee, shall be promptly investigated. The administrative assistant shall be given an opportunity to respond to and/or rebut those complaints which, as a result of the investigation, shall become part of his/her file.
- 7:6 The administrative assistant shall also have the right to submit a written answer to such material in the space provided on the evaluation form, and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. The administrative assistant may request a second evaluation from either the Superintendent, School Business Administrator, or Principal upon receiving a rating of "Below Average" in one or more categories.
- 7:7 Notification of Contract: A tenured administrative assistant must give thirty (30) days notice if he/she decides not to return in the following contract year.

**ARTICLE 8**  
**Sick Leave (Part B)**

- 8:1 Sick Leave – Absence of the administrative assistant and compensation for absences due to personal illness shall be according to the following:
  - 8:1.1 Each full-time ten-month administrative assistant shall be allowed up to ten (10) days absence due to personal illness each year without deduction from pay. Sick leave is hereby defined to mean "the absence of an employee from his/her post of duty because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his/her immediate household." Sick leave for regularly employed part-time administrative assistants shall be pro-rated.
  - 8:1.2 Each ten-month administrative assistant shall be permitted to accumulate a maximum of ten (10) days of sick leave not utilized in any one (1) year to be used as additional sick leave as needed in later years.
  - 8:1.3 Each full-time twelve-month administrative assistant shall be allowed up to twelve (12) days due to personal illness each year without deduction from pay. Sick leave for regularly employed part-time administrative assistants shall be pro-rated.
  - 8:1.4 Each twelve-month administrative assistant shall be allowed up to twelve (12) days due to personal illness each year without deduction from pay. Sick leave for regularly employed part-time administrative assistants shall be pro-rated.

**ARTICLE 9**  
**Temporary Leaves of Absence (Part B)**

- 9:1 Death in the Family – Each full-time employee shall be allowed up to five (5) days of absence at any one time with full pay because of death of parents, mother-in-law, father-in-law, grandparents, brothers, sisters, children, grandchildren, husband, wife, lifetime partner, or other relative residing in the same dwelling unit as the employee. For death of other relatives, absence must be charged as a personal business day and be taken in accordance with the provisions and procedures of this Article.

- 9:2 Serious Illness in the Family – Each full-time employee shall be allowed a maximum of five (5) days absence per year, non-cumulative, because of serious illness of parents, mother-in-law, father-in-law, grandparents, children, husband, wife, lifetime partner, or other relatives residing in the same dwelling unit as the employee. The employee may be required to submit a doctor's certificate verifying any such illness for which absence is taken under this paragraph.
- 9:2.1 In other special situations created by serious illness or death or involving a hardship, temporary leaves of absence up to five (5) days with full pay may be granted upon approval of the Superintendent.
- 9:3 Marriage or Civil Union – Subject to the recommendation of the Principal and approval of the Superintendent, each full-time employee shall be allowed up to five (5) days absence, the cost of the substitute alone being deducted, at the time of Marriage or Civil Union.
- 9:4 Personal Business – Each full-time employee shall be allowed an absence of three (3) days each year with full pay for personal business. In all instances where a request for personal business day leave is for a day contiguous to a vacation period, or if less than twenty-four (24) hours notice is given, the employee must state the reason for requesting a personal business day. It is expected that the day will be used for personal affairs which cannot be done on other than a school day. In general, the situation should be such that the employee would otherwise take time off without pay. Absence under this paragraph will not be granted during the first ten (10) or the last ten (10) days of school without the approval of the Superintendent. Requests during these periods must state reasons or be communicated directly to the Superintendent.
- 9:5 Absence of employees for religious holidays shall be chargeable against the employee as a personal day.
- 9:6 Personal business days may not be used for the purpose of increasing either the duration of vacation periods or other permitted absences, nor shall these days be used for purposes covered by other absence policies.
- 9:7 The employee shall notify his/her supervisor in writing on the approved notification form as far in advance as possible when he/she expects to be absent for personal business. When such absence will create problems in the normal operation of school, the Supervisor or Principal may properly ask the employee to seek another day, if possible, for the conduct of his/her personal business and may deny the request. The notification form with the recommendation of the Supervisor or Principal shall be submitted to the Superintendent.
- 9:8 Unused personal days may be accumulated annually as sick leave entitlement applicable during the following years for personal illness use or retained for reimbursement at retirement in accordance with provisions of Article 10 – Sick Leave Compensation.

**ARTICLE 10**  
**Sick Leave Compensation (Part B)**

- 10:1 Employees with ten (10) or more years of service in the district who retire from the district and who apply to receive pension benefit payments upon retirement from the district or are terminated as a result of a reduction-in-force shall be eligible for compensation for unused accumulated sick days with the following stipulations:
- a. Except in cases of termination as a result of reduction-in-force, this provision shall not apply to employees vesting under the provisions of the retirement plan or postponing receipt of retirement benefits beyond separation from the district.
  - b. Compensation rate for eligible days is to be seventy-five dollars (75.00) per day.
  - c. The Verona Board of Education shall pay to the estate of the employee any sick leave reimbursement if the employee dies before they retire.
- 10:2 Maximum liability to the Board for the duration of the agreement is fifty-five thousand dollars (\$55,000) per school year.

**ARTICLE 11**  
**Maternity Leave (Part B)**

11:1 Maternity Leave will be granted in accordance with applicable law.

**ARTICLE 12**  
**Military Leave (Part B)**

12:1 The Board and the Association agree to abide by applicable State and Federal law.

**ARTICLE 13**  
**Administration of Salary Guide (Part B)**

13:1 The salaries of all Administrative Assistants covered by this Agreement are set forth in Schedule H, which is attached hereto and made a part hereof.

13:2 The Board shall not grant an annual increment to any administrative assistant whose services for the past year have not been satisfactory. Such unsatisfactory service shall be established only as a result of a thorough evaluation and with the administrative assistant fully informed. The Board and VEA agree to add language to the contract that clearly specifies the salary administration in the event that this contract terminates, and no successor agreement is in effect. In such a case, salaries and longevity will be paid at the same rate effective on the last day this agreement was in effect. When a successor agreement is established, the salaries and longevity established in that agreement will take effect retroactively to the start date of the successor agreement

13:2.1 The Board has the right to terminate the agreement on June 1, 2011 by paying the association an additional 1.25% increase of the 2009-2010 base salary. In the event of an early termination by the Board, the total percentage increase for 2010-2011 would amount to 5.1%.

13:3 Any administrative assistant who, by additional training, qualifies to advance from one preparation level to another, effective September 1, shall submit documentary evidence to the Superintendent supporting their claim prior to October 1, of the same school year. Administrative Assistants who submit such evidence by March 1 shall be advanced retroactively as of February 1.

13:4 Individuals employed less than a full year may be granted a regular or partial increment the next following school year, upon the recommendation of the Superintendent and approval of the Board.

13:5 Credits will be awarded to administrative assistants for undergraduate and graduate coursework. Credit will also be granted for accumulated in-service hours at a rate of 15 hours per pre-approved graduate credit.

13:6 Filing of Transcripts:

Transcripts of credits must be filed with the Superintendent prior to October 1 to be evaluated by the Superintendent for full salary consideration in the current year, or prior to March 1, for adjustment to the Guide as of February 1.

13:7 Notification of In-Service Credit:

Prior to the last day of school in June, all administrative assistants shall receive written notice as to the number of in-service credits and professional development hours earned during the current school year.

13:8 "DPDC" The District Professional Development Committee (DPDC) will function as per (N.J.A.C. 6A9-15).

13:9 Pay Days:

All school employees are to be paid twice a month – on the fifteenth and the last day of the month. If the regular pay day falls on a weekend or holiday, employees will be paid on the last workday. The first paycheck in September will be paid on the first Friday of the first week school is open. In June, the second monthly statement is to be made to administrative assistants upon satisfactory completion of necessary work and reports.

13:10 Payroll Deductions:

The Secretary of the Board shall deduct from the paycheck of any employee, upon request of said employee, for any of the following, provided the employee has filed a written authorization for such deduction on the appropriate authorization form available in the Board of Education Office.

- a. V.E.A. dues deduction,
- b. Supplemental annuity deductions,
- c. Summer payment plan deductions,
- d. Disability insurance, and
- e. Defined Contribution Retirement Plan.

**ARTICLE 14**  
**Tuition Reimbursement (Part B)**

14:1 The Verona Board of Education shall provide tuition reimbursement upon prior approval by the Superintendent/or designee. The total funds available for tuition reimbursement shall be \$80,000 in 2010-2011, and \$80,000 in 2011-2012. First year teachers with no prior teaching experience are not eligible for tuition reimbursement. Funds will be dispersed in a manner proportional to the total number of credits earned by all members of the bargaining unit as of June 30 of the contract year. If a teacher leaves the district within one year of receiving tuition reimbursement, reimbursement received will be returned to the district. The reimbursement shall be made using the following criteria:

Reimbursement up to 75% of the total cost of the course not to exceed 75% of the total cost of the graduate credits at Montclair State University.

- Graduate courses required by district for teacher certification
- Education Leadership and Education Administration courses through an accredited program.
- Attainment toward an M.A. in content discipline or M.A. that enhances instructional capability.

Reimbursement up to 50% of the total cost of the course, not to exceed 50% of the total cost of the graduate credits at Montclair State University for courses in the educational field that enhance instructional and or job related capability.

**ARTICLE 15**  
**Insurance Protection (Part B)**

- 15:1 The Board shall provide health insurance protection equal to or better than the current plan. The Board shall pay the full premium for each employee and in cases where appropriate, for family-plan insurance coverage unless the employee chooses to opt out of the insurance plan.
- 15:2 The Board will continue to offer dental insurance, including family coverage.
- 15:3 The Board shall provide to each new employee a description of the healthcare insurance coverage provided under this Article no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage as listed above.
- 15:4 Employees employed after the ratification date of this agreement will enter the POS Health Plan
- 15:5 Employees who opt out of Health Insurance coverage shall be paid 25% of the premium or \$5,000, whichever is less.
- 15:6 An employee hired after 7/1/2007 who opts out of health insurance coverage will retain the option to re-enter the current



district plan.

## **Custodians and Maintenance Personnel**

### **(Part C)**

#### **ARTICLE 1** **Grievance Procedure (Part C)**

- 1:1 Definition – A 'grievance' is a claim by an employee based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting the terms and conditions of his/her employment. The Association may process such a grievance if the grievant does not wish to do so. To be considered under this procedure, a grievance must be initiated by the grievant within twenty (20) calendar days of the time the grievant knew or should have known of its occurrence.
- 1:2 Purpose – The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting employees. Both Parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

- 1:3.1 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall present the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
- 1:3.2 The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
- 1:3.3 It is understood that the aggrieved employee shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

Level I

- 1:3.4 Any employees who has a grievance shall discuss it first with his/her immediate supervisor in an attempt to resolve the matter informally at that level.

Level II

- 1:3.5 If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he/she shall set forth his/her grievance in writing to his/her immediate supervisor within five (5) school days specifying:
  - a. the nature of the grievance and the provision or provisions of the Agreement violated;
  - b. the nature and extent of the loss, injury, or detriment;
  - c. the results of previous discussions; and
  - d. his/her dissatisfaction with decisions previously rendered and the relief and/or adjustment sought.

Level III

- 1:3.6 The employee, no later than five (5) school days after receipt of the decision in Level II, may appeal the decision to the Superintendent of Schools who shall communicate his/her decision in writing to the employee with ten (10) school days.

Level IV

- 1:3.7 If the grievance is not resolved, the employee may, within five (5) school days appeal his/her grievance in writing to the Board of Education through the Superintendent of Schools who shall attach all related papers and forward the appeal to the Board. The Board, or a committee thereof, shall review the grievance and may hold a hearing with the employee. The Board shall render a decision in writing within thirty (30) school days of receipt of the written grievance.
- 1:3.8 If the decision of the Board does not resolve the grievance to the satisfaction of the Association and the grievance concerns the interpretation and application of the terms of Part B of the Agreement, and the Association wishes review by a third party, it shall so notify the Board in writing within ten (10) school days of receipt of the Board's decision. Grievances concerning: a) a complaint by an employee which arises by reason of his/her not being re-employed; b) a complaint by an employee occasioned by the withholding of a salary increase of increment; c) any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone; and d) any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education such as, but not limited to, questions on increment denial, or suspension, shall not be subject to arbitration.
- 1:3.9 Within ten (10) school days after receipt of the request for arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the PARTIES are unable to agree, a request for a list of arbitrators shall be made jointly to the Public Employment Relations Commission. The Parties shall then be bound by the rules and procedures of the commission in the selection of an arbitrator.
- 1:3.10 The arbitrator shall limit him/herself to the issues submitted to him/her and shall not add to nor subtract anything from the Agreement between the Parties. The arbitrator's decision shall be binding on the Parties. The Parties shall be responsible for all costs incurred by each and only the fees and expenses, if any, of the arbitrator shall be shared by each Party paying one-half.
- 1:4 Miscellaneous
- 1:4.1 Any aggrieved person may be represented at all stages of the grievance procedure by him/herself or, at his/her option, by a representative selected or approved by the Association.

- 1:4.2 When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the Grievance Procedure.

**ARTICLE 2**  
**Employee Rights ( Part C)**

- 2:1 The Association President will be notified of any job vacancies and promotions with the bargaining unit. Should a current and qualified employee (i.e., one who meets job posting requirements) apply for a position in the Verona Public Schools, he/she will be granted, at a minimum, an interview.
- 2:1.1 Notification of Contract: An employee that has worked three (3) years or more will be given 21 days notice if their contract is not to be renewed. An employee that has worked less than three (3) years will be given 14 days notice if their contract is not to be renewed.
- 2:2 Pursuant to applicable NJ Statutes and Codes, as amended, employees covered by this Agreement shall have the right freely and without fear of penalty or reprisal to form, join, and assist any employee organization or refrain from any such activity. As a duly selected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly nor indirectly discourage or deprive or coerce any employee in the enjoyment of any right conferred by the laws of New Jersey or the Constitution of New Jersey and the United States.
- 2:3 No employee shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- 2:4 Whenever any custodial/maintenance personnel is required to appear before the Board or committee or member thereof concerning any matter which could adversely affect the continuation of that custodian/maintenance personnel, in his/her office, position, or employment of the salary or any increments pertaining to, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing to advise and represent him/her during such meeting or interview.
- 2:5 Any question or criticism of an employee's work performance made by a supervisor, administrator, or board member, while acting in his/her official capacity, shall be kept as confidential as possible and will not be made in the presence of students, parents, or at public gatherings.
- 2:6 Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which he/she desires to be transferred in order of preference. Such requests or transfers and reassignments for the following year shall be submitted no later than June 1.
- 2:7 No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- 2:8 The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees and to no other organization(s) representing any portion of the unit or potential member of the unit.
- 2:9 A copy of any material placed in an employee's personnel file shall be made available to the employee prior to being placed in the file. An employee shall have the right to review his/her personnel file at any given point as long as they give the district a twenty-four (24) hours notice. Any documents submitted by a supervisor/administrator after July 1, 2007 that an employee deems inappropriately placed in the file shall be removed upon the request of the employee and with approval of the superintendent or his/her designee. Employees shall also be allowed to copy any documents in their files.

**ARTICLE 3**  
**Work Year (Part C)**

3:1 The work year shall be from July 1 through June 30, exclusive of holidays and vacations.

**ARTICLE 4**  
**Vacations (Part C)**

4:1 The vacation entitlement for full-time, 12-month employees will be as follows:

- a. One (1) through three (3) years of service – ten (10) days.
- b. Four (4) through eight (8) years of service – fifteen (15) days.
- c. Nine (9) years or more of service – twenty (20) days.
- d. Twenty (20) years or more of service -an additional day per year after 20 to a maximum of twenty-two (22) days.

Time accumulated due to work on holidays when school is in session may be taken as vacation anytime during the school year, with the approval of the Superintendent/designee.

4:2 In any building with two (2) or more custodians, one (1) custodian from each building may be allowed to take his/her vacation during the non-summer months when school is closed for a week long period with prior approval of the Superintendent/designee on a case-by-case basis.

4:3 Custodial and maintenance staff can carry over up to three vacation days, and these days must be used by October 15<sup>th</sup> of the following academic year.

4:4 The scheduling of offset days for custodial and maintenance staff shall have one floating day for the last two years of this contract. The Director of Facilities Maintenance and Custodial Services in conjunction with the Superintendent, shall evaluate this procedure and recommend its continuation or termination.

**ARTICLE 5**  
**Holidays (Part C)**

5:1 The following paid holidays shall be in effect for all 12-month employees covered by this Agreement if days are school holidays:

Independence Day  
Labor Day  
Columbus Day  
Election Day  
Veterans' Day  
Thanksgiving Day and the day after  
Day Before or After Christmas Day  
Christmas Day  
New Year's Day and day after  
Martin Luther King, Jr.'s Birthday  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day

\* Dates for holidays will be given each year from the Board Office to adjust to actual school year calendar.

5:2 When custodians and maintenance personnel work on holidays noted above or when a holiday falls on a weekend, an offset day will be provided.

**ARTICLE 6**  
**Time Requirements (Part C)**

6:1 The work day shall consist of eight (8) hours, excluding the lunch period.

6:2 Overtime shall be paid for work over forty (40) hours a week at time and one-half the regular straight time rate. The assignment of overtime work shall first be offered to full-time employees, as long as the need for such overtime work is known at least one day in advance. Such work can subsequently be offered to part-time employees.

6:3 On snow days when school is closed, employees will be paid overtime. When employees have completed snow removal throughout the district, they will be allowed to leave without any reduction in pay. Contract work assigned on Sundays or designated holidays shall be paid at double time.

6:4 Employees shall be reimbursed for emergency checks during non-contractual hours for a minimum of two (2) hours when working not prior to or after regular working hours.

**ARTICLE 7**  
**Working Conditions (Part C)**

7:3 The Board will reimburse custodians who qualify for a State boiler license for the cost of the initial application and hours spent taking instruction for such license, at time and one-half the regular straight time rate, provided such hours are over 40 hours in the work week. The Board shall also reimburse employees for the cost of renewal of their State boiler license.

7:4 At the time of employment, up to three (3) years credit on the salary guide may be given for comparable work experience upon recommendation of the Superintendent and approval of the Board.

- 7:5 The use of cars by employees shall be voluntary. If an employee does use his/her car for authorized travel in the performance he/she shall be reimbursed at the IRS rate per mile.
- 7:6 All custodians shall acquire a Black Seal License within a year on the job.

**ARTICLE 8**  
**Clothing (Part C)**

- 8:1 Each custodian and maintenance employee under full-time contract shall be provided with four (4) uniforms per year and one winter or spring jacket. As may be required, the Board shall provide waterproof winter or spring jackets.
- 8:2 The Board shall compensate each custodian and maintenance employee a maximum of \$110.00 each year, upon presentation of a receipt, for OSHA approved steel-tipped safety shoes.

**ARTICLE 9**  
**Seniority (Part C)**

- 9:1 "Seniority" defined as an employee's length of uninterrupted service with the Verona School District, will be considered along with ability in promotions and recalls, but decisions with respect hereto shall not be subject to grievance.
- 9:2 In the event of a reduction-in-force, layoffs shall be in inverse order to seniority within the affected classification of Custodian, Head Custodian and Maintenance employee.

**ARTICLE 10**  
**Personnel Evaluation (Part C)**

- 10:1 All custodial/maintenance personnel shall be evaluated once yearly, custodians by November 5<sup>th</sup> and maintenance Personnel by March 15<sup>th</sup>.
- 10:2 All monitoring and evaluation of the work performance of a custodian/maintenance employee shall be conducted openly and with full knowledge of the custodian/maintenance employee.
- 10:3 The Superintendent shall designate certified personnel responsible for the evaluation of a custodian/maintenance employee and will be advised of the names of such individuals. The custodians' evaluations will be discussed with the building principal and there will be space on the evaluation form for the principal to indicate his/her agreement or disagreement with the evaluation, as well as space to add comments.
- 10:4 A custodian/maintenance employee shall be given a copy of any formal evaluation report prepared by his/her evaluator(s) within ten (10) school days following the evaluation, and a conference will be held to discuss it. If the custodian/maintenance employee wishes, he/she may request additional conference time prior to the evaluation form being placed in his/her file. No such evaluation report shall be submitted to the Central Office, placed in their personnel file, or otherwise acted upon without an opportunity for a conference with the custodian/maintenance employee. The custodian/maintenance employee shall sign the evaluation as an acknowledgement of having seen the report and comments.
- 10:5 Those complaints regarding a custodian/maintenance employee made to any member of the administration by any parent, student, or other person which may be used in any manner in evaluating a custodian/maintenance employee, shall be promptly investigated. The custodian/maintenance employee shall be given an opportunity to respond to and/or rebut those complaints which, as a result of the investigation, shall become part of his/her file.
- 10:6 The custodian/maintenance employee shall also have the right to submit a written answer to such material in the space

provided on the evaluation form, and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. The custodian/maintenance employee may request a second evaluation from either the Superintendent, School Business Administrator, or Principal upon receiving a rating of "Below Average" in one or more categories.

### **ARTICLE 11** **Sick Leave (Part C)**

- 11:1 Sick Leave-Absence of employees and compensation for absences due to personal illness shall be according to the following:
  - 11:1.1 Each full-time employee shall be allowed up to twelve (12) days absence due to personal illness each year without deduction from pay. Sick leave is hereby defined as "the absence of an employee from his/her post of duty because of personal disability due to illness or injury, or because he/she has been excluded from his/her building by the school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his/her immediate household.
  - 11:1.2 Each full-time 12-month employee shall be permitted to accumulate a maximum of 12 days of sick leave not utilized in any one year to be used as additional sick leave as needed in later years.
  - 11:1.3 In case of absence of any full-time employee constituting sick leave for more than five (5) consecutive days, upon request, a physician's certificate of illness or quarantine shall be filed with the Secretary of the Board of Education.

### **ARTICLE 12** **Temporary Leaves of Absence (Part C)**

- 12:1 Death in Family – Each full-time employee shall be allowed up to five (5) days of absence at any one time with full pay because of death of parents, mother-in-law, father-in-law, grandparents, brothers, sisters, children, grandchildren, husband, wife, lifetime partner, or other relative residing in the same dwelling unit as the employee. For death of other relatives, absence must be charged as a personal business day and be taken in accordance with the provisions and procedures of Article 12:5.
- 12:2 Serious Illness in the Family – Each full-time employee shall be allowed a maximum of five (5) days absence per year, non-cumulative, because of serious illness of parents, mother-in-law, father-in-law, grandparents, children, husband, wife, lifetime partner, or other relatives residing in the same dwelling unit as the employee. The employee may be required to submit a doctor's certificate verifying any such illness for which absence is taken under this paragraph.
- 12:3 In other special situations created by serious illness or death or involving a hardship, temporary leaves of absence up to five (5) days with full pay may be granted upon approval of the Superintendent.
- 12:4 Marriage or Civil Union – Subject to the recommendation of the Principal and approval of the Superintendent, each full-time employee shall be allowed up to five (5) days absence, the cost of the substitute alone being deducted, at the time of Marriage or Civil Union.
- 12:5 Personal Business – Each full-time employee shall be allowed an absence of three (3) days each year with full pay for personal business. In all instances where a request for personal business day leave is for a day contiguous to a vacation period or if less than twenty-four (24) hours notice is given the employee must state the reason for requesting a personal business day. It is expected that the day will be used for personal affairs which cannot be done on other than a school day. In general, the situation should be such that the employee would otherwise take time off without pay. Absence under this paragraph will not be granted during the first ten (10) or last ten (10) days of school without the approval of the Superintendent. Requests during these periods must state reasons or be communicated directly to the Superintendent.
  - 12:5.1 Absence of employees for religious holidays shall be chargeable against the employee as a personal day.
  - 12:5.2 Personal business days may be not used for the purpose of increasing either the duration of vacation periods or other permitted absences, nor shall these days be used for purposes covered by other absence policies.

- 12:5.3 The employee shall notify his/her supervisor in writing on the approved notification form as far in advance as possible when he/she expects to be absent for personal business. When such absence will create problems in the normal operation of school, the Supervisor or Principal may properly ask the employee to seek another day, if possible, for the conduct of his/her personal business, and may deny the request. The notification form with the recommendation of the Supervisor or Principal shall be submitted to the Superintendent.
- 12:5.4 Unused personal days may be accumulated annually as sick leave entitlement applicable during the following years for personal illness use or retained for reimbursement at retirement in accordance with provisions of Article 13 – Sick Leave Compensation.
- 12:5.5 Custodians and maintenance men will be excused from their duties on days that they have served on Jury Duty. In all cases, employees must inform the Central Office of jury duty assignments as soon as they are received.
- 12:6 Deductions – Full Salary deductions for absence shall be defined as follows:  
 Twelve-month employees – 1/240<sup>th</sup> of annual salary for each day of absence.

**ARTICLE 13**  
**Sick Leave Compensation (Part C)**

- 13:1 Employees with ten (10) or more years of service in the district who retire from the district and who apply to receive pension benefit payments upon retirement from the district or are terminated as a result of a reduction-in-force shall be eligible for compensation for unused accumulated sick days with the following stipulations:
- a. Except in cases of termination as a result of reduction-in-force, this provision shall not apply to employees vesting under the provisions of the retirement plan or postponing receipt of retirement benefits beyond separation from the district.
  - b. Compensation rate for eligible days is to be seventy-five dollars (\$75.00) per day.
  - c. The Verona Board of Education shall pay to the estate of the employee any sick leave reimbursement if the employee dies before they retire.
- 13:2 Maximum liability to the Board in school year for the duration of this agreement is fifty-five thousand dollars (\$55,000) annually.

**ARTICLE 14**  
**Military Leave (Part C)**

- 14:1 The Board and the Association agree to abide by applicable State and Federal law.

**ARTICLE 15**  
**Maternity Leave (Part C)**

- 15:1 Maternity leave will be granted in accordance with applicable law.

**ARTICLE 16**  
**Administration of Salary Guide (Part C)**

- 16:1 The salaries of all employees covered by this Agreement are set forth in Schedule I, which is attached hereto and made a part hereof. At the time of employment, up to three (3) years credit on the Salary Guide may be given for comparable work experience upon recommendation of the Superintendent and approval of the Board.
- 16:2 The Board shall not grant an annual increment to any employee whose services for the past year have not been satisfactory. Such unsatisfactory service shall be established only as a result of a thorough evaluation and with the employee fully



informed. The Board and VEA agree to add language to the contract that clearly specifies the salary administration in the event that this contract terminates, and no successor agreement is in effect. In such a case, salaries and longevity will be paid at the same rate effective on the last day this agreement was in effect. When a successor agreement is established, the salaries and longevity established in that agreement will take effect retroactively to the start date of the successor agreement

- 16:2.1 The Board has the right to terminate the agreement on June 1, 2011 by paying the association an additional 1.25% increase of the 2009-2010 base salary. In the event of an early termination by the Board, the total percentage increase for 2010-2011 would amount to 5.1%.
- 16:3 Any employee who, by additional training, qualifies to advance from one preparation level to another, effective September 1, shall submit documentary evidence to the Superintendent supporting their claim prior to October 1, of the same school year. Employees who submit such evidence by March 1 shall be advanced retroactively as of February 1.
- 16:4 Individuals employed less than a full year may be granted a regular or partial increment the next following school year, upon the recommendation of the Superintendent and approval of the Board.
- 16:5 Credits will be awarded to custodians/maintenance for undergraduate or graduate coursework. Credit will also be granted for accumulated in-service hours at a rate of 15 hours per pre-approved graduate credit.
- 16:6 Filing of Transcripts:  
Transcripts of credits must be filed with the Superintendent prior to October 1 to be evaluated by the Superintendent for full salary consideration in the current year, or prior to March 1, for adjustment to the guide as of February 1.
- 16:7 Notification of Graduate in-Service Credit:  
Prior to the last day of school in June, all custodians/maintenance shall receive written notice as to the number of in-service credits and professional development hours earned during the current school year.
- 16:8 Appeal Process:  
The District Professional Development Committee (PDC) will be composed of four (4) teachers and two (2) administrators. This Committee will adjudicate any disputes concerning course credit or tuition reimbursement. Any member of the Committee being considered for equivalency credit shall be disqualified automatically from voting. In case of a tie vote on any matter, the Superintendent shall have the right of the deciding vote.
- 16:9 Pay Days:  
All school employees are to be paid twice a month – on the fifteenth and the last day of the month. If the regular pay day falls on a weekend or holiday, employees will be paid on the last workday. In June, the second monthly statement is to be made to custodians, upon satisfactory completion of necessary work and reports. Effective since the 1992-1993 school year, a provision has been established for night custodians to receive paychecks the evening prior to scheduled pay days.
- 16:10 Payroll Deductions:  
The secretary of the Board shall deduct from the pay check of any employee, upon request of said employee, for any of the following, provided the employee has filed a written authorization for such deduction on the appropriate authorization form available in the Board of Education Office.
- a. V.E.A. dues deduction,
  - b. Supplemental annuity deduction,
  - c. Summer payment plan deductions,
  - d. Disability Insurance (Prudential) and
  - e. Defined Contribution Retirement Plan (tax shelters)
  - f. Flex Spending

## ARTICLE 17 Tuition Reimbursement (Part C)

- 17:1 The Verona Board of Education shall provide tuition reimbursement upon prior approval by the Superintendent/or designee. The total funds available for tuition reimbursement shall be \$80,000 in 2010-2011, and \$80,000 in 2011-2012. First year teachers with no prior teaching experience are not eligible for tuition reimbursement. Funds will be dispersed in a manner proportional to the total number of credits earned by all members of the bargaining unit as of June 30 of the contract year. If a teacher leaves the district within one year of receiving tuition reimbursement, reimbursement received will be returned to the district. The reimbursement shall be made using the following criteria:

Reimbursement up to 75% of the total cost of the course not to exceed 75% of the total cost of the graduate credits at Montclair State University.

- Graduate courses required by district for teacher certification
- Education Leadership and Education Administration courses through an accredited program.
- Attainment toward an M.A. in content discipline or M.A. that enhances instructional capability.

Reimbursement up to 50% of the total cost of the course, not to exceed 50% of the total cost of the graduate credits at Montclair State University courses in the educational field that enhance instructional and or job related capability.

## **ARTICLE 18**

### **Insurance Protection (Part C)**

- 18:1 The Board shall provide health insurance protection equal to or better than the current plan. The Board shall pay the full premium for each employee and in cases where appropriate, for family-plan insurance coverage unless the employee chooses to opt out of the insurance plan.
- 18:2 The Board will continue to offer dental insurance, including family coverage.
- 18:3 The Board shall provide to each new employee a description of the healthcare insurance coverage provided under this Article no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage as listed above.
- 18:4 Employees who opt out of Health Insurance coverage shall be paid 25% of the premium or \$5,000, whichever is less.
- 18:5 An employee hired after 7/1/2007 who opts out of health insurance coverage will retain the option to re-enter the plan that the employee had left upon their opt-out for the duration of this contract.

## APPENDIX

Appendix A	2010/11 Salary Guide – Teachers
Appendix B	2010/12 Salary Guide – Teachers
Appendix C	2010/12 Salary Guide –Coordinator/Facilitator
Appendix D	2010/12 Salary Guide – Coaches
Appendix E	2010/12 Salary Guide – HS Extra Curricular Activities
Appendix F	2010/12 Salary Guide – MS Extra Curricular Activities
Appendix G	2010/12 Salary Guide – Secretaries
Appendix H	2010/12 Stipend Guide – Custodians/Grounds/Maintenance
	2010/12 Salary Guide - Custodians/Grounds/Maintenance

## Appendix A

### 2010-2011 Teacher Salary Guide

STEP	BA	BA15	BA30	MA	BA45/MA15	BA60/MA30	BA75/MA45	PhD
1	\$ 43,981	<b>\$ 44,684</b>	\$ 48,199	\$ 48,942	<b>\$ 50,256</b>	\$ 52,814	\$ 53,900	\$ 54,699
2	\$ 44,561	<b>\$ 45,263</b>	\$ 48,811	\$ 49,548	<b>\$ 50,874</b>	\$ 53,449	\$ 54,539	\$ 56,931
3	\$ 45,768	<b>\$ 46,478</b>	\$ 50,109	\$ 50,854	<b>\$ 52,206</b>	\$ 54,835	\$ 55,943	\$ 59,236
4	\$ 47,662	<b>\$ 48,386</b>	\$ 52,159	\$ 52,924	<b>\$ 54,322</b>	\$ 57,040	\$ 58,182	\$ 60,814
5	\$ 48,435	<b>\$ 49,114</b>	\$ 52,870	\$ 53,855	<b>\$ 55,340</b>	\$ 58,026	\$ 59,137	\$ 62,287
6	\$ 49,986	<b>\$ 50,629</b>	\$ 54,427	\$ 55,383	<b>\$ 56,853</b>	\$ 59,530	\$ 60,619	\$ 62,747
7	\$ 50,945	<b>\$ 51,545</b>	\$ 55,337	\$ 56,591	<b>\$ 57,922</b>	\$ 60,815	\$ 61,874	\$ 63,391
8	\$ 51,921	<b>\$ 52,482</b>	\$ 56,259	\$ 57,070	<b>\$ 58,923</b>	\$ 61,462	\$ 62,792	\$ 64,749
9	\$ 53,797	<b>\$ 54,376</b>	\$ 57,864	\$ 58,701	<b>\$ 60,535</b>	\$ 63,342	\$ 64,473	\$ 64,953
10	\$ 55,997	<b>\$ 57,318</b>	\$ 60,279	\$ 61,395	<b>\$ 63,022</b>	\$ 65,764	\$ 67,019	\$ 67,483
11	\$ 59,095	<b>\$ 59,565</b>	\$ 62,659	\$ 64,378	<b>\$ 65,779</b>	\$ 67,993	\$ 69,651	\$ 70,398
12	\$ 63,211	<b>\$ 64,716</b>	\$ 65,675	\$ 67,034	<b>\$ 68,356</b>	\$ 71,456	\$ 73,145	\$ 73,891
13	\$ 68,327	<b>\$ 69,868</b>	\$ 70,590	\$ 71,439	<b>\$ 72,981</b>	\$ 74,930	\$ 76,099	\$ 77,627
14	\$ 71,002	<b>\$ 72,603</b>	\$ 75,069	\$ 76,700	<b>\$ 78,394</b>	\$ 79,851	\$ 80,519	\$ 82,036
15	\$ 72,662	<b>\$ 74,269</b>	\$ 77,541	\$ 79,226	<b>\$ 80,976</b>	\$ 84,257	\$ 85,795	\$ 87,835
16	\$ 74,950	<b>\$ 76,152</b>	\$ 79,689	\$ 81,590	<b>\$ 83,047</b>	\$ 88,939	\$ 90,563	\$ 92,710
17	\$ 80,674	<b>\$ 81,441</b>	\$ 86,615	\$ 88,662	<b>\$ 90,012</b>	\$ 96,344	\$ 97,622	\$ 99,080

Longevity will be paid as follows

After 20 Years     \$    300

After 24 Years     \$ 1,200

After 29 Years     \$ 3,000

## Appendix B

### 2011-2012 Teacher Salary Guide

STEP	BA	BA15	BA30	MA	BA45/MA15	BA60/MA30	BA75/MA45	PhD
1	\$ 46,062	\$ 46,799	\$ 50,480	\$ 51,259	\$ 52,634	\$ 55,314	\$ 56,451	\$ 57,288
2	\$ 46,413	\$ 47,144	\$ 50,840	\$ 51,607	\$ 52,988	\$ 55,670	\$ 56,806	\$ 59,298
3	\$ 47,404	\$ 48,139	\$ 51,901	\$ 52,672	\$ 54,072	\$ 56,795	\$ 57,943	\$ 61,353
4	\$ 49,086	\$ 49,832	\$ 53,718	\$ 54,505	\$ 55,946	\$ 58,744	\$ 59,921	\$ 62,631
5	\$ 49,597	\$ 50,292	\$ 54,138	\$ 55,147	\$ 56,667	\$ 59,417	\$ 60,555	\$ 63,781
6	\$ 50,887	\$ 51,541	\$ 55,408	\$ 56,381	\$ 57,878	\$ 60,603	\$ 61,711	\$ 63,878
7	\$ 51,558	\$ 52,165	\$ 56,002	\$ 57,271	\$ 58,619	\$ 61,546	\$ 62,618	\$ 64,154
8	\$ 52,231	\$ 52,796	\$ 56,595	\$ 57,411	\$ 59,275	\$ 61,829	\$ 63,167	\$ 65,136
9	\$ 53,797	\$ 54,376	\$ 57,864	\$ 58,701	\$ 60,535	\$ 63,342	\$ 64,473	\$ 64,953
10	\$ 55,997	\$ 57,318	\$ 60,279	\$ 61,395	\$ 63,022	\$ 65,764	\$ 67,019	\$ 67,483
11	\$ 59,095	\$ 59,565	\$ 62,659	\$ 64,378	\$ 65,779	\$ 67,993	\$ 69,651	\$ 70,398
12	\$ 63,211	\$ 64,716	\$ 65,675	\$ 67,034	\$ 68,356	\$ 71,456	\$ 73,145	\$ 73,891
13	\$ 68,327	\$ 69,868	\$ 70,590	\$ 71,439	\$ 72,981	\$ 74,930	\$ 76,099	\$ 77,627
14	\$ 71,002	\$ 72,603	\$ 75,069	\$ 76,700	\$ 78,394	\$ 79,851	\$ 80,519	\$ 82,036
15	\$ 72,662	\$ 74,269	\$ 77,541	\$ 79,226	\$ 80,976	\$ 84,257	\$ 85,795	\$ 87,835
16	\$ 74,950	\$ 76,152	\$ 79,689	\$ 81,590	\$ 83,047	\$ 88,939	\$ 90,563	\$ 92,710
17	\$ 82,489	\$ 83,274	\$ 88,564	\$ 90,657	\$ 92,037	\$ 98,512	\$ 99,819	\$ 101,310

Longevity will be paid as follows

After 20 Years	\$ 300
After 24 Years	\$ 1,200
After 29 Years	\$ 3,000

**Appendix C**

**Technology Coordinator/Facilitators/Trainer**

<b><u>Remuneration</u></b>	<b><u>2010-2011</u></b>	<b><u>2011-2012</u></b>
<b>Technology Coordinator</b>	<b>\$6,211</b>	<b>\$6,450</b>
<b>Nurse Facilitator</b>	<b>\$2,975</b>	<b>\$2,975</b>
<b>Athletic Trainer</b>	<b>\$7,770</b>	<b>\$8,048</b>
<b>Director/ Student Information Management</b>	<b>\$7,270</b>	<b>\$7,550</b>

Appendix D

Salary Guide for Coaches

Season	Sport	Position	2010-2011			2011-2012		
			1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
FALL	CHEERLEADING	FALL VARSITY	\$4,805	\$4,964	\$5,390	\$4,805	\$4,964	\$5,444
FALL	CHEERLEADING	FALL J.V.	\$2,315	\$2,392	\$2,610	\$2,315	\$2,392	\$2,636
FALL	CROSS COUNTRY	HEAD VARSITY - B	\$4,609	\$4,818	\$5,544	\$4,609	\$4,818	\$5,599
FALL	CROSS COUNTRY	HEAD VARSITY - G	\$4,609	\$4,818	\$5,544	\$4,609	\$4,818	\$5,599
FALL	CROSS COUNTRY	ASSISTANT	\$2,772	\$2,772	\$2,772	\$2,772	\$2,772	\$2,800
FALL	FOOTBALL	HEAD VARSITY	\$11,046	\$11,419	\$11,774	\$11,046	\$11,419	\$11,892
FALL	FOOTBALL	HEAD ASSISTANT	\$6,653	\$7,047	\$8,319	\$6,653	\$7,047	\$8,402
FALL	FOOTBALL	ASSISTANT	\$6,027	\$6,614	\$7,623	\$6,027	\$6,614	\$7,700
FALL	FOOTBALL	ASSISTANT	\$6,027	\$6,614	\$7,623	\$6,027	\$6,614	\$7,700
FALL	FOOTBALL	ASSISTANT	\$6,027	\$6,614	\$7,623	\$6,027	\$6,614	\$7,700
FALL	SOCCER	HEAD VARSITY - B	\$7,270	\$7,658	\$9,005	\$7,270	\$7,658	\$9,095
FALL	SOCCER	HEAD VARSITY - G	\$7,270	\$7,658	\$9,005	\$7,270	\$7,658	\$9,095
FALL	SOCCER	J.V. - B	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
FALL	SOCCER	J.V. - G	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
FALL	TENNIS	HEAD VARSITY - G	\$4,368	\$4,582	\$7,104	\$4,368	\$4,582	\$9,076
FALL	TENNIS	JV - G	\$2,946	\$3,089	\$4,215	\$2,946	\$3,089	\$4,966
FALL	VOLLEYBALL	VARSITY	\$5,804	\$6,091	\$7,825	\$5,804	\$6,091	\$9,083
FALL	VOLLEYBALL	J.V.	\$3,866	\$4,058	\$4,849	\$3,866	\$4,058	\$5,316
FALL	WEIGHT ROOM	FALL	\$1,106	\$1,144	\$1,197	\$1,106	\$1,144	\$1,209
SPRING	BASEBALL	VARSITY	\$7,271	\$7,661	\$9,005	\$7,271	\$7,661	\$9,095
SPRING	BASEBALL	J.V.	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
SPRING	GOLF	VARSITY	\$4,028	\$4,249	\$5,431	\$4,028	\$4,249	\$6,475
SPRING	LACROSSE	VARSITY - B	\$7,271	\$7,661	\$9,005	\$7,271	\$7,661	\$9,095
SPRING	LACROSSE	VARSITY - G	\$7,271	\$7,661	\$9,005	\$7,271	\$7,661	\$9,095
SPRING	LACROSSE	J.V. BOYS	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202

Appendix D (continued)

Salary Guide for Coaches

Season	Sport	Position	2010-2011			2011-2012		
			1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
SPRING	LACROSSE	J.V. GIRLS	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
SPRING	SOFTBALL	VARSITY	\$7,271	\$7,661	\$9,005	\$7,271	\$7,661	\$9,095
SPRING	SOFTBALL	J.V.	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
SPRING	TENNIS	HEAD VARSITY - B	\$4,368	\$4,582	\$7,104	\$4,368	\$4,582	\$9,076
SPRING	TENNIS	J.V. - B	\$2,946	\$3,089	\$4,215	\$2,946	\$3,089	\$4,966
SPRING	TRACK	VARSITY - G	\$7,271	\$7,661	\$9,005	\$7,271	\$7,661	\$9,095
SPRING	TRACK	VARSITY - B	\$7,271	\$7,661	\$9,005	\$7,271	\$7,661	\$9,095
SPRING	TRACK	ASSISTANT	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
SPRING	TRACK	ASSISTANT	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
SPRING	TRACK	ASSISTANT	\$4,862	\$5,070	\$6,016	\$4,862	\$5,070	\$6,202
SPRING	WEIGHT ROOM	SPRING	\$1,682	\$1,741	\$1,822	\$1,682	\$1,741	\$1,840
SUMMER	WEIGHT ROOM	SUMMER	\$1,214	\$1,263	\$1,318	\$1,214	\$1,263	\$1,331
WINTER	BASKETBALL	HEAD VARSITY - B	\$8,190	\$8,572	\$10,028	\$8,190	\$8,572	\$10,129
WINTER	BASKETBALL	HEAD VARSITY - G	\$8,190	\$8,572	\$10,028	\$8,190	\$8,572	\$10,129
WINTER	BASKETBALL	J.V. - B	\$5,175	\$5,385	\$6,244	\$5,175	\$5,385	\$6,306
WINTER	BASKETBALL	J.V. - G	\$5,175	\$5,385	\$6,244	\$5,175	\$5,385	\$6,306
WINTER	CHEERLEADING	WINTER - VARSITY	\$4,014	\$4,132	\$4,499	\$4,014	\$4,132	\$4,544
WINTER	CHEERLEADING	WINTER - J.V.	\$2,315	\$2,392	\$2,610	\$2,315	\$2,392	\$2,636
WINTER	ICE HOCKEY	HEAD VARSITY	\$8,190	\$8,572	\$10,028	\$8,190	\$8,572	\$10,129
WINTER	ICE HOCKEY	J.V.	\$5,175	\$5,385	\$6,244	\$5,175	\$5,385	\$6,306
WINTER	SWIMMING	HEAD	\$331	\$347	\$368	\$331	\$347	\$372
WINTER	TRACK	HEAD - B	\$5,579	\$5,770	\$6,037	\$5,579	\$5,770	\$6,097
WINTER	TRACK	HEAD - G	\$5,579	\$5,770	\$6,037	\$5,579	\$5,770	\$6,097
WINTER	WEIGHT ROOM	WINTER	\$1,678	\$1,745	\$1,822	\$1,678	\$1,745	\$1,840
WINTER	WRESTLING	HEAD VARSITY	\$8,190	\$8,572	\$10,028	\$8,190	\$8,572	\$10,129
WINTER	WRESTLING	J.V.	\$5,175	\$5,385	\$6,244	\$5,175	\$5,385	\$6,306



## Appendix E

### VHS Extra Curricular Activities

Verona High School	2010-2011	2011-2012
Academic Competitions Coord	2022	2100
AP Coordinator	1382	1435
Art National Honor Society Adv.	400	415
Building Technology Coordinator	6211	6450
Class Advisor - Grade 12	3018	3135
Class Advisor - Grade 11	2266	2353
Class Advisor - Grade 10	2410	2504
Class Advisor - Grade 9	945	981
Color Guard Advisor	1938	2012
Community Service Coordinator	4207	4369
Creative Arts Festival	1218	1265
DECA Advisor	832	864
Dramatics Advisor	6536	6788
Environmental Club	415	431
Finance Committee Chairperson	5193	5393
French Club Advisor	400	415
French Honor Society Advisor	400	415
Future Educators of America Club Advisor	702	729
High School Bowl Advisor	1086	1128
International Weekend Advisor	2124	2205
Jazz Band Advisor	4549	4724
Jazz Choir Advisor	2354	2445
Literary Magazine Advisor	1770	1838
Mandarin Club	352	366
Mandarin Honor Society	352	366
Marching Band Asst. Director	5555	5769
Marching Band Director	11595	12041
Marching Band Instructor	2777	2884
Math Academic Competitions Advisor	400	415
Math Honor Society Advisor	400	415
Model UN Club Advisor	1990	2066
Moot Court/Mock Trial Advisor	712	740
National Honor Society Advisor	400	415
Newspaper Advisor ( <i>Fairviewer</i> )	3019	3135
Paws and Claws	415	431
Publicity Club Advisor	1534	1593
Regional and All State Band & Auditions	1009	1048
Regional and All State Chorus & Auditions	1009	1048
Sound/Lighting Squad Advisor	1963	2038
Spanish Club Advisor	400	415
Spanish Honor Society Advisor	400	415
Sports Medicine Advisor	421	437
Stock Market Club Advisor	704	731
Student Council Advisor	1990	2066
World Language Academic Comp. Adv.	352	366
Yearbook Advisor (Asst)	1338	1389
Yearbook Advisor	4012	4166

## Appendix F

### HBW Extra Curricular Activities

<b>HBW Middle School</b>	<b>2010-11</b>	<b>2011-2012</b>
Academically Speaking Advisor	831	919
Athletic Association Club Advisors	2298	2431
Audio Visual Directors	3457	3498
Basketball Advisor – Grades 5 - 8	1072	1100
Battle of the Books Advisor	727	757
Drama Production Play Director	2584	2624
Drama Production Choral Director	2584	2624
Drawing Club Advisor	1039	1078
Environmental Club Advisor	1039	1078
French Club	831	878
Golf Club Advisor	1222	1264
Hockey Advisor - Grades 5 - 8	1072	1131
Jazz Band Advisor	1534	1594
Lego Robotics Club	2025	2049
Library Service Club Advisor	623	706
Magazine (Messenger) Advisor	2146	2178
Mandarin Club	831	863
Mathematics Team Advisor	831	863
Newspaper Advisors	4531	4593
Press Club Advisor	1618	1680
School Store Advisor	623	664
Soccer Advisor – Grades 5 - 8	1072	1104
Stock Market Club Advisor	831	907
Student Council Advisor	1970	2030
Yearbook Advisor	3545	3681

## Appendix G

### Administrative Assistant Salary Guide

Step	2010-2011		2011-2012	
	12 month	10 month	12 month	10 month
1	\$36,256	\$30,213	\$36,256	\$30,213
2	\$37,051	\$30,876	\$37,051	\$30,876
3	\$37,850	\$31,542	\$37,850	\$31,542
4	\$38,645	\$32,205	\$38,645	\$32,205
5	\$39,447	\$32,873	\$39,447	\$32,873
6	\$40,255	\$33,546	\$40,255	\$33,546
7	\$41,072	\$34,227	\$41,072	\$34,227
8	\$41,941	\$34,951	\$41,941	\$34,951
9	\$42,834	\$35,695	\$42,834	\$35,695
10	\$43,897	\$36,581	\$43,897	\$36,581
11	\$45,283	\$37,736	\$45,283	\$37,736
12	\$46,587	\$38,822	\$46,587	\$38,822
13	\$48,211	\$40,176	\$48,211	\$40,176
14	\$50,152	\$41,794	\$50,152	\$41,794
15	\$53,651	\$44,709	\$54,858	\$45,715

#### Longevity

	2010-2011	2011-2012
After 15 yrs	\$2,548	\$2,548
After 24 yrs	\$3,277	\$3,277
After 29 yrs	\$4,005	\$4,005

	2010-2011	2011-2012
Advanced Degree	\$1,000	\$1,000

## Appendix H

### Custodian/Maintenance Stipend Guide

- A. Head Custodian and Assistant to the Manager of Facilities, Maintenance and Custodial Stipends (in addition to salary).

	2010-11	2011-12
Head Custodian Elem	3593	3731
Head Custodian (FNB)	3999	4153
Head Custodian (HBW)	8537	8865
Head Custodian (VHS)	10478	10951
Head Custodian (VHS-Night)	1464	1518
VHS Custodians	734	762
Night Differential	2342	2432

- B. The overtime rate of pay shall be 1.5 times the straight rate of pay.
- C. Additional increments may be given upon recommendation of the Superintendent of Schools and Board of Education approval.
- D. At time of employment, up to three (3) years credit on Guide may be given for comparable work experience upon recommendation of the Superintendent of Schools and Board of Education approval.
- E. The State of New Jersey requires that each school building have at least one boiler-licensed custodian. It is the policy of the Verona Board of Education to encourage all custodians to qualify for a license. The cost of the initial application and hours spent taking instruction will be reimbursed.

## Appendix H

### Custodian/Maintenance Salary Guide

Step	2010-2011		2011-2012	
	Maintenance	Custodian	Maintenance	Custodian
1	\$41,794	\$38,347	\$41,794	\$38,347
2	\$42,998	\$39,547	\$42,998	\$39,547
3	\$44,210	\$40,763	\$44,210	\$40,763
4	\$45,421	\$41,974	\$45,421	\$41,974
5	\$46,638	\$43,186	\$46,638	\$43,186
6	\$47,845	\$44,398	\$47,845	\$44,398
7	\$49,022	\$45,575	\$49,022	\$45,575
8	\$50,774	\$47,296	\$50,774	\$47,296
9	\$52,163	\$48,685	\$52,163	\$48,685
10	\$53,688	\$50,209	\$53,688	\$50,209
11	\$55,406	\$53,888	\$55,406	\$55,100
12	\$57,213		\$57,213	
13	\$61,072		\$62,446	

#### Longevity

	2010-2011	2011-2012
After 15 yrs	\$ 1,900	\$ 1,900
After 24 yrs	\$ 2,443	\$ 2,443
After 29 yrs	\$ 2,986	\$ 2,986

	2010-2011	2011-2012
Advanced Degree	\$1,000	\$1,000

