

CONTRACT

between the

WOOD-RIDGE BOARD OF EDUCATION

and the

WOOD-RIDGE EDUCATION ASSOCIATION

July 1, 2014 - June 30, 2017

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PREAMBLE

This agreement has been entered into between the Board of Education of Wood- Ridge, the Borough of Wood-Ridge, New Jersey, hereinafter called the "Board" and the Wood-Ridge Education Association, hereinafter called the "Association".

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all regularly employed personnel whether under contract or on leave of absence, employed by the Board, but excluding hourly and per diem employees, the superintendent, principals, directors, coordinators, supervisors, board secretary/business administrator, superintendent's secretary, chief accounts clerk, secretary to the business administrator, payroll/bookkeeper, and Educational Facilities Manager.

B. Definitions

1. "Employee(s)" shall denote all members in this bargaining unit.
2. "Teacher(s)" shall denote professional employee members in this bargaining unit.
3. "Secretarial employee(s)" shall denote secretarial and/or clerical employee members in this bargaining unit.
4. "Buildings and Grounds Staff" shall denote all custodians and maintenance personnel in the bargaining unit. The Custodian list shall consist of Custodial and Maintenance personnel.
5. "Paraprofessionals" shall denote all regularly employed paraprofessionals.

ARTICLE II

NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws of 1974, in a good faith effort to reach an agreement on matters concerning the terms and conditions of employment.

Such negotiations shall begin in agreement with the schedule prepared by PERC. Any agreement negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and Association.

- B. 1. Representatives of the Board and the Association negotiating committees may meet when necessary at the reasonable request of either party, for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
2. All negotiating meetings between the parties shall be regularly scheduled, at times when both parties are free from other commitments which would delay or hinder full discussion.
3. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the Board and the Association and be adopted by the Board and the Association.
- C. Except as this Agreement shall hereinafter otherwise provide, all legally binding terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce nor otherwise detract from any binding employee benefit existing prior to its effective date.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been subjects of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation Of either or both of the parties at the time they negotiated or executed this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a complaint by an employee, or the Association, that as to him/her there has been an inequitable, improper, or unjust application, interpretation, or violation of a policy, agreement or administrative decision.
2. A "party in interest" is the person or persons making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the claim...

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may arise affecting the welfare or terms and conditions of employment of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member, of the administration and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of the Agreement.

C. Procedure

1. The Association shall be notified of all grievances and shall have the right to be present at all stages of the grievance.
2. Since it is important that all grievances be processed as rapidly as possible, 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. If a grievance occurs during the times when school is not in session, time limits will automatically be extended by both the Board and the Association to allow for persons essential to the process who are not available. In such a situation, the grievance will be processed as expeditiously as possible, and as soon as school is again in session. Timelines will not be so extended without mutual agreement.
3. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practical.
4. A grievant shall institute a claim within fifteen (15) working days from the date of the occurrence giving rise to the grievance. Failure to act within the specified time period shall be deemed to constitute an abandonment of the grievance.

5. Levels of the Procedure:

Level One

An employee with a grievance shall first discuss it with his/her immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

If, as a result of the discussion, the matter is not resolved to the satisfaction of the aggrieved employee, but in no case later than fifteen (15) working days from the alleged occurrence giving rise to the grievance, he/she shall set forth his/her complaint in writing to the employee's immediate supervisor on the agreed upon form. The supervisor shall communicate his/her decision to the employee in writing, on that same form, within seven (7) working school days of the receipt of the written complaint.

Level Two

The employee may appeal a supervisor's decision to the Superintendent of Schools, within five (5) working school days upon receipt of the supervisor's decision or within five (5) working school days of the date the decision of the supervisor was due. This appeal must be made in writing and must set forth the grounds upon which the grievance is based. The superintendent will attempt to resolve the matter as expeditiously as possible, but within a period not to exceed ten (10) working school days. The Superintendent shall communicate his/her decision in writing, along with any supporting reasons, to the employee.

Level Three

If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Two, he/she may submit a written request within ten (10) working school days of the superintendent's written decision, to the Board for a hearing. Within thirty (30) working school days of the receipt of the aggrieved employee's notice, the Board, or a Committee of the Board, and the employee shall meet to discuss the complaint and the Board shall render a decision. The aggrieved employee may have a representative of the Association present at this meeting if he/she so desires. The Board's decision shall be sent in writing to the aggrieved employee and to the Association.

Level Four

- (a) If the aggrieved employee is not satisfied with the disposition of his/her grievance at Level Three, or if no decision is rendered by the Board within the time frame as stated in Level Three, the aggrieved employee may request the Chairman of the Association's Grievance Committee to submit his/her grievance to arbitration. If the Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) days after receipt of the decision at Level Three.
- (b) Upon receipt of a list of arbitrators from the Public Employment Relations Commission, the Board and the Grievance Committee shall attempt to agree upon a mutually acceptable arbitrator.
- (c) The Board and the Grievance Committee shall use their best efforts to schedule the arbitration expeditiously. The arbitrator's decision shall be in writing and shall set forth his/her findings of facts, reasoning and conclusions on the issues submitted. The arbitrator

shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in violation of the terms of this Agreement. The decision of the Arbitrator shall be submitted to the Board and to the Association and shall be final and binding on all parties.

- (d) The cost for the services for the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.
- (e) All aggrieved parties shall continue under the direction of the Board and the Administration pending the outcome of the grievance.

D. Rights of Employees to Representation

- 1. Any party in interest may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative selected by the Association. In any event, the Association shall have the right to be present at all levels of the grievance procedure.
- 2. All decisions shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the chairperson of the Association's grievance committee.
- 3. All documents and communications and records dealing with the processing of a grievance shall be filed.
- 4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operations of the grievance procedure.
- 5. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives.
- 6. Processing of grievance at Level One, Two and Three shall not interfere with the assigned duties of the parties in interest or their selected or designated representative.

ARTICLE IV

EMPLOYEE'S RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association hereby agree that every member of the bargaining unit shall have the right to freely organize, join, and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerned activities for mutual aid and protection.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or

any agent or representative of the Board, shall be subject to the grievance procedure herein set forth, except such actions that are subject to the jurisdiction of the Commissioner of Education or a state agency.

- C. Whenever any employee is required to appear before the superintendent, business administrator, Educational Facilities Manager, their designees, the Board or any 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 thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- D. Except as otherwise provided by law, no employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- E. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or any other applicable laws and regulations.
- F. Whenever any employee is absent from school, finding a substitute for that employee shall be the sole responsibility of the Board of Education or such person who is employed by the Board to obtain substitutes.

ARTICLE V

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association response to reasonable requests from time to time all available public information concerning the financial resources of the district, including but not limited to tentative budgetary requirements and allocations, agendas and minutes of all Board meetings, and such other information that shall assist the Association in developing intelligent, accurate, informed, and constructive educational programs, together with information which may be necessary for the Association to process any grievance or complaint pertaining to the educational program.
- B. Whenever any duly elected representatives of the Association or any employee participant is mutually scheduled by the parties to this agreement to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay.
- C. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business at approved school facilities at all reasonable times, provided that this shall not interfere with nor interrupt normal school operations. Prior approval of the building principal is required.
- D. The Association and its representatives shall have the right to use designated areas of school buildings at all reasonable hours for meetings. The principal of the building shall be notified

in advance of the time and place of all such meetings. Such meetings shall be scheduled so as not to interfere with previously scheduled events at the same time in the same place. Prior approval of the building principal is required.

- E. The Association shall be permitted to use school facilities and equipment, including, but not limited to, typewriters, duplicating equipment, computers, printers, calculating equipment, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use.
- F. The Association shall have, in each school building, the use of a bulletin board in each faculty room. The Association shall also be assigned adequate space on the bulletin board in each central office for Association notices. The location of the Association bulletin boards in each faculty room shall be designated by the Association. Copies of all materials to be posted on faculty room bulletin boards shall be shown to the building principal. Items being placed on a bulletin board, except in faculty rooms, subject to viewing by students and other members of the community, require prior approval of the building principal.
- G. The Association shall have the right to use the district interschool mail facilities and school mailboxes as it deems necessary. Each school office shall provide space for an Association mailbox.
- H. 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.
- I. The Association president shall have released time to conduct Association business which shall be equivalent to as much as one period per week with the time to be scheduled as mutually agreeable to the president and the principal of the school to which the president is assigned as home base.

ARTICLE VI

SCHOOL CALENDAR

The in-school work year of teachers on a ten (10) month basis will coincide with the Board's annually adopted school calendar. The work year for teachers shall be no more than 183 days for teachers and no more than 180 days for students from September thru June. The Association president will be consulted in the development of the annual school calendar, but the final calendar shall be solely within the discretion of the Board.

The Superintendent or his/her designated agent shall have sole discretion and responsibility in all decisions regarding school closings, for inclement weather or any other reason.

ARTICLE VII
TEACHING HOURS AND LOAD

- A.
1. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities, but they shall not be required to check in or check out by hours and minutes. Teachers shall indicate their presence for duty by placing their signature in the appropriate column of the faculty sign-in roster.
 2. All employees must sign in and out when leaving a school building during the school day.
 3. The arrival and departure times for all teachers shall be designated. However, their total in-school work day shall consist of not more than seven (7) hours, which shall include a duty-free lunch period as guaranteed to teachers under Section C of this Article.
 4. No teacher shall be required to be on duty more than a total of twenty (20) minutes combined before the beginning of the pupil's school day and after the close of the pupil's school day, such twenty (20) minutes of duty to be designated by the principal. On Fridays or on days preceding holidays or vacations, the teachers' day shall end at the close of the pupil's day, unless the Friday is on a one-session day for students. One session days falling on a Friday that do not precede a holiday or vacation, shall remain as full-session days for staff unless otherwise noted in the annual school district calendar approved by the Board of Education.
 5. "Flex time" shall consist of a single class period before the beginning of the regular school day and a single class period immediately after the close of the regular school day.
- B.
1. The Junior/Senior high school teacher day shall be 7:50 a.m. to 2:50 p.m. The daily teaching load in the high school shall not be more than six (6) teaching periods of an eight (8) period day. Generally, teachers will be assigned five (5) actual teaching periods and one (1) supervisory duty or equivalent assignment. Where programming and staffing require that teachers be assigned six (6) teaching periods, these teachers will not be assigned a supervisory duty. When possible, six (6) teaching period assignments will be rotated annually within affected departments.
 2. The Teacher Day at the Doyle & Intermediate School shall be 8:00 AM to 3:00 PM.
 3. Junior/Senior high school teachers shall not be required to teach more than two (2) subject areas nor more than a total of two (2) or three (3) teaching preparations at any one time, unless determined necessary by the Superintendent.
 4. Regular classroom teachers in the Junior/Senior high school shall not be required to change subject area teaching stations more than two (2) times during the school day when possible unless the class requires props or special equipment as per required by the curriculum.

5.
 - a. Sixth Teaching Period – All teaching staff members required to teach a sixth (6th) teaching period of a non-state tested subject area at the Junior/Senior high school shall receive one additional personal day per year (or if the 6th period is for one-half (1/2) year, then the employee shall receive ½ personal day). The use of the personal day shall be consistent with the provisions set forth under Article XVI of the Collective Bargaining Agreement.
 - b. All teaching staff members required to teach six (6) periods of a state tested subject at the Junior/Senior high school shall receive additional compensation at the rate of \$2500 or if the 6th period is for one-half (1/2) year, then the employee shall receive additional compensation at the rate of \$1250.
6. Each grade level and department shall maintain one (1) additional hour per week for consultation with students. One (1) teaching staff member from each grade level or department will be expected to be present to assist students with homework or extra help. Teaching staff of specials or electives will be combined into one (1) department in each school building. Each teaching staff member will be responsible for remaining after school, without additional compensation, for a maximum of seven (7) times per school year.

7. Part-Time Teachers are required to attend the following:

1. Back-to-School Night(s)
2. Parent Conferences – attendance is optional, but teacher must contact and meet with parent if requested.
3. Faculty Meeting – attendance optional, but teacher must contact and meet with principal or designee on agenda items.
4. Single-Session Day/Delayed Openings – teacher must report when class is in session.

C. Teachers shall have a duty-free lunch period of at least the following lengths:

1. Elementary School - Same as students
2. High School - Same as students
3. Special Education teachers - Same as students
4. Nurse - one (1) hour combined Preparation and lunch.

Teachers may leave the building without permission during their scheduled duty free lunch period.

- D.
 1. Building-based teachers may be required to remain after the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings four (4) days per month at least one (1) of which may be solely for the purpose of common planning time for departments. A building principal may speak to staff on any Monday meeting, if necessary. Such meetings shall begin no later than ten (10) minutes after student dismissal time and shall run for not more than sixty (60) minutes.
 2. An Association representative may speak to the teachers involved at any

meeting referred to in paragraph 1 above for at least fifteen (15) minutes upon the request of the representative, in addition to the abovementioned time but not prior to completion of the administration's meeting.

3. The notice of agenda for any meetings shall be available to the teachers at least two (2) days prior to the meeting, except in emergencies. Teachers shall have the opportunity to suggest items for the agenda.
- E. 1. Classroom teachers, in addition to their lunch period, shall have preparation time during which they shall not be assigned other duties not pertaining directly to the preparation of classroom lessons, assignments or assessments. No administrative directives will be assigned during the preparation time, with the exception of pre- and post-evaluatory meetings and emergency coverage. No teachers shall be compensated for attendance at IEP meetings conducted before or after the contractual work day.

Preparation time shall be scheduled as follows:

- a. Doyle & Intermediate school -- five (5) periods per week.
 - b. Junior/Senior High school -- one (1) class period per day.
 - c. Nurse - one (1) hour combined lunch and preparation.
 - d. Classroom teachers whose class load is less than full-time shall be provided with preparation time proportionate to time taught.
 - e. Special teachers shall be provided preparation time to the same extent as other classroom teachers in the building where such preparation time occurs.
- F. Exceptions to the provisions of Sections A., B., C., D, and E above may be made only in cases of emergency. A disagreement over whether an exception is justified shall be subject to the grievance procedure.
- G. Each certificated staff member will attend the following evening activities:
1. Back-to-School Night at each school to which that staff member is assigned.
 2. One Parent Conference night for no more than two (2) hours will be scheduled at the end of the first marking period.
 3. Early dismissal days in January will be used for district-wide afternoon parent conferences.
 4. The graduation ceremony for the building in which he/she spends the majority of time.

Additionally, each Junior/Senior high school teacher will attend the Open House Program held for Junior/Senior high school students and their parents.

Certificated staff members will receive additional compensation for attending the evening activity according to the "blue slip" rate only in the following circumstances:

- Staff members who teach in more than one school and are required by the administration to attend more than one Back-to-School night program will be compensated additional Back-to-School nights after the first one.

- Staff members who are assigned by the principal with prior approval by the superintendent and are responsible for program presentations and/or student performances at the Open House program.
- Staff members who are assigned by the principal with prior approval by the Superintendent with responsibility for helping students at graduation.

ARTICLE VIII
NON-TEACHING DUTIES

The Board and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end.

Therefore, they agree as follows:

All staff shall not be required to develop curriculum during their preparation periods.

Teachers shall not be required to record or count money from students for insurance and photographs, nor shall they be required to maintain the state register.

ARTICLE IX
TEACHER EMPLOYMENT

- A.
 1. Each teacher shall be placed on the salary schedule.
 2. Upon initial employment, new employees may be placed on any step of the salary guide based upon experience, qualifications, perceived areas of shortage, as determined by the Board.
 3. Except in the event of an increment withholding, teachers who are hired prior to February 1st and who, on a full-time basis, complete the balance of the school term in which they were hired, will be credited with a full year of service on the salary guide. Teachers hired on February 1st or after will not be entitled to an increment increase in September of that same calendar year.
- B. Teachers with previous teaching experience in the Wood-Ridge Schools, upon returning to the system, shall receive full credit on the salary guide for all outside contractual teaching experience in public elementary and secondary schools, military experience or alternative civilian service required by the Selective Service System.
- C. Teachers shall be notified of their contract and salary status for the ensuing school year no later than May 15th, or as otherwise provided by law.

ARTICLE X

SALARIES

- A. The salaries of employees covered by this Agreement are set forth in Schedule "A" which is attached hereto and made a part thereof.
- B.
 - 1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 - 2. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.

ARTICLE XI

TEACHER ASSIGNMENT NOTICE

- A. All teachers shall be given written notice of their class, and/or subject and building assignments for the forthcoming year not later than August 15th of each year except in cases of extreme emergencies. In the event that a teacher will be teaching a new course or grade, one that they have not taught in the past two (2) years, they will be informed no later than July 15th except in cases of extreme emergencies.
- B.
 - 1. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of inter-school travel. Such teachers shall be notified of any changes in their schedule as soon as possible.
 - 2. Any WREA member whose duties require him/her to be in two or more buildings in one day shall be compensated in accordance with the state OMB guidelines, as may be amended from time to time.
- C. The practice of using a regular classroom teacher as a substitute shall be discouraged. In addition to the current method of obtaining a substitute, a WREA sub-caller will be reinstated, with a stipend of \$500.00 to attempt to obtain substitute coverage in advance for unfilled absences.

In cases where regular substitutes are not available, regular teachers may be used as substitutes during their non-teaching time. The principal of a school in question shall establish a rotation and assign teachers. Such teachers shall be paid at the rate negotiated as "Blue Slip" for coverage for all academic and study periods. Teachers within the department of the absent teacher shall, when available, be assigned to teach said class.

The assignments shall be at the discretion of the building principal.

- D.
 - 1. A teacher will be reimbursed if he/she substitutes for a teacher who is absent, tardy for part or for an entire period, or has to leave school early, due to illness or emergency personal reason.

2. A teacher will be reimbursed if he/she is asked to cover another teacher's class due to a meeting, conference, assembly, etc., which is school-related and under the direction of the administration.

ARTICLE XII

VOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. 1. The Superintendent shall make available to the Association and post for a minimum of five (5) days in all school buildings, a list of known vacancies when such shall occur. Anyone interested in these vacancies shall notify the Superintendent in writing within five (5) consecutive school days of the initial posting.

In the event the applications will be open for a longer period, deadlines will be included in the posting. In the event of a vacancy occurring during the vacation periods, the Association President, or his/her designated representative shall be notified of such a vacancy.

2. Teachers who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent not later than April 1. Such statement shall include the grade and/or subject to which the teacher wishes to be assigned and the school or schools to which the teacher wishes to be transferred, in order of preference.
3. As soon as practical, but no later than May 30th except in cases of extreme emergency, the Superintendent shall post in each school and make available to the Association a system-wide schedule showing the names of all teachers who have been reassigned or transferred and the nature of such reassignment or transfer.

ARTICLE XIII

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Notice of involuntary transfer or reassignment shall be given to teachers as soon as practical, and except in cases of emergency not later than the last day of school in June.
- B. A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the position order of preference, to which they desire to be transferred. All such teachers shall be given a maximum of one (1) school day for the purpose of visiting schools within the district in which open positions exist.

ARTICLE XIV
EMPLOYEE EVALUATION

- A.
1. All monitoring or observation of work performance shall be conducted openly and with full knowledge of the employee.
 2. Teachers shall be evaluated only by persons certified by the New Jersey Board of Examiners to supervise instruction and contracted by the Board of Education to do so.
 3. Association members who are not teachers shall be evaluated only by persons contracted by the Board of Education in a supervisory capacity. The principal of each school shall provide written input for the evaluation of each employee who is based in that building.
 4. The classroom teacher shall provide input for the paraprofessional's observation/evaluation based upon the responsibilities for the paraprofessional as stated in the job description, and as performed under the supervision of the classroom teacher. In no instance should the classroom teacher be evaluating the performance of the paraprofessional.
 5. An employee shall be given a COPY of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the employees file or otherwise acted upon without prior conference with the employee.
- B.
1. An employee shall have the right, upon reasonable request and notice, to review the contents of his/her personnel file and to receive copies of any document contained therein. An employee shall be entitled to have a representative of the Association accompany him/her during such a review.
 2. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file unless that employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such a signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and attached to the file copy. All such materials shall also bear the signature of the administrator or supervisor responsible for its placement in the personnel file.
 3. The Board shall not establish any separate personnel file which is not available for the employee's inspection.

- C. Any complaint regarding an employee made to any member of the Administration by a parent, student, or other person which is used in any manner in evaluating an employee shall be promptly investigated and called to the attention of the employee. The employee shall be given an opportunity to respond to and/or rebut such complaint, and shall have the right to be represented by the Association at any meetings or conferences regarding such complaint.
- D. 1. All teachers will be observed at least three times during the school year and not less than once during each semester.
- Non-tenured teachers in their first and second years of teaching will have at least two long observations and one short observation.
 - Non-tenured teachers in their third and fourth years of teaching will have at least one long observation and two short observations.
 - Tenured teachers will have at least three short observations.
 - Teachers on corrective action plans shall receive at least one additional observation, with the length of that added one determined by the chief school administrator.
2. Long observations are defined as 40 minutes. Short observations are 20 minutes. For all teachers, at least one observation will be announced (require prior notice) and at least one unannounced. The chief school administrator will decide if the third one is announced or unannounced.
- E. All observations require a post-observation conference to occur no more than 15 working days following the observation, with a supervisor who is present at the observation. However, post-observation conferences for short observations of tenured teachers can be conducted by written or electronic communication, as long as the teacher is not on a corrective action plan.

ARTICLE XV

SICK LEAVE

- A. 1. The total number of sick days that may be used by an employee in any one school year shall be the accumulated unused sick leave of previous years, plus the current unused sick leave allowance often (10) days for 10-month employees, eleven (11) days for 11-month employees, and twelve (12) days for 12-month employees. Employees who are employed after the start of the work year shall be entitled to one (1) sick leave day for each month remaining in the contract year.
2. Any employee who is absent in excess of the allowable sick leave days stated above shall have deducted from his/her pay an amount which is calculated as follows:

10-month employees - 1/200 of his/her annual salary

11-month employees - 1/220 of his/her annual salary

12-month employees - 1/240 of his/her annual salary

3. A signed statement must be filled out for each absence.. This is for record purposes only.
4. On the first official school day of each year, every employee shall be given written notification of the number of sick leave days she/he has accumulated as of that date.

B. When an employee's allowable sick leave has been exhausted, additional sick leave may be granted by special action of the Board.

C. When quarantine is not because of personal illness, the employee shall be allowed full pay, providing a certificate from the health officer of the community or from the school physician is presented and filed with the Superintendent.

D. An employee who is absent as a result of personal injury caused by an accident or contagious disease arising out of, and in the course of his/her employment, shall be paid up to one (1) year without having such absences charged to his/her annual sick leave; such pay shall be reduced by the amount of any Worker's Compensation award for temporary disability.

E. Upon the completion of twenty (20) school years of employment in the District and upon retirement or termination as a result of reduction in force, an employee shall be entitled to receive compensation for accumulated sick leave. The compensation shall be thirty-three dollars (\$33.00) for each accumulated sick day to a maximum of ten-thousand dollars (\$10,000.00) per employee.

SICK LEAVE BANK

A. Purpose

The parties agree to establish and implement a sick bank utilizing a voluntary donation program to assist employees who experience a "catastrophic health condition or injury" and have exhausted their paid leave benefits. The bank shall allow employees to voluntarily donate accrued vacation, personal days or sick days to said bank. This bank shall be established pursuant to P.L. 2007, Chapter 223.

B. Definition

A catastrophic health condition is a life threatening condition or combination or conditions or a period of disability required by his or her mental or physical health or the health or an employee's fetus and requiring the care of a physician who provides medical verification of the need for the employee's absence.

C. Committee

The sick leave bank shall be administered by a committee which shall be comprised of three (3) members selected by the Association and three (3) members selected by the Board of Education. The committee shall establish standards and procedures that it deems appropriate for the operation of the sick leave bank. These shall include but not be limited to eligibility requirements for participation in the sick leave bank and the conditions under which the sick leave time may be drawn.

ARTICLE XVI

TEMPORARY LEAVE OF ABSENCE

- A. Employees shall be entitled to three (3) personal days per year with full pay. Personal leave shall be defined as personal business which cannot be conducted outside of school hours. Any unused personal leave days will be added to the employee's accumulated sick leave allotment.
- B. Applications for such leave shall be made to the employee's immediate supervisor at least three (3) days before taking such leave (except in case of emergency).
- C. Personal leave shall not be approved on the first student day or the last student day of the year.
- D. No more than five (5) teachers shall be granted personal leave on any single day before or after a holiday or vacation period. If more than five (5) teachers apply for personal leave on the day before or after a holiday or vacation period, the granting of personal leave will be determined on the basis of seniority.
- E. Custodial staff requesting personal leave shall make applications to the Education Facilities Manager (with a copy to the Business Administrator) at least three (3) days before taking such leave, except in case of emergency.
- F. Up to two (2) days for the purpose of visiting other schools or attending meetings or conferences of an educational nature, such days to be granted at the discretion of the Superintendent of Schools.
- G. a. The President of the WREA or an assignee of the President will be permitted two (2) days to attend county, state and/or national Association conferences during the school year September thru June.
- b. The Treasurer of the WREA will be permitted one (1) day to compile the Local Association Financial Assistance Form (LAFAP)
- H. a. Absences from school by reasons of a subpoena, or legal process issued by any court shall be allowed, with pay, provided that the employee has no financial interest directly or indirectly in the matter and/or is not a party in the particular matter in which the subpoena is issued. Requests for such leave shall be forwarded to the Superintendent's office by certificated paraprofessional and

secretarial staff and to the School Business Administrator by custodial staff, together with the copy of the subpoena. Any employee who is required by such a subpoena to miss any part of the work day shall be given leave, with pay for the whole day. Any required court appearance whereby the employee is party to the action or has financial interest direct or indirect in the outcome of the court proceedings may be taken and charged against personal leave under Article XVI, A. 1.

- b. If any employee is party to a suit, absence from school in that connection shall be without pay unless the recommendation of the Superintendent and the Board in its discretion shall determine otherwise provided the employee is a defendant in said suit.
- I.
- a. Up to seven (7) consecutive calendar days shall be allowed at any one time in the event of death of a spouse, domestic partner, child, parents, brother, sister, mother-in-law, father-in-law or any relative residing within the household.
 - b. Absence due to death of grandparent, grandchild, daughter-in-law, or son-in-law will be allowed up to three (3) consecutive calendar days.
 - c. Absence due to death in non-immediate family (nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law) not living within the household of the employee shall be allowed, with pay, for the day of the funeral.
 - d. In the event of the death of an employee or a student in the Wood-Ridge School System, the Superintendent shall determine the appropriate number of employees who may receive sufficient time off to attend the funeral.
 - e. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard shall be granted provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid his regular pay for a period of not more than two (2) weeks in addition to any pay which he receives from the state or federal government.
- J. Leaves taken pursuant to this section shall be in addition to any sick leave to which the employee is entitled.
- K. Absence for personal business in excess of the three (3) days allowed under contract, if needed, may be granted only with permission of school principal with the approval of the Superintendent for a period of not more than four (4) consecutive days without pay. Absence for personal business which exceeds the four (4) days must have approval of the Board.

ARTICLE XVII

EXTENDED LEAVES OF ABSENCES

- A. A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- B. Military leave without pay shall be granted to any employee who is inducted in any branch of the armed forces of the United States for the period of said induction.
- C. Disability, Maternity, & Child-rearing Procedure
An employee who anticipates a disabling condition which will result in extended absence, which may include but is not limited to pregnancy, shall notify the Superintendent of his/her need for a disability leave sixty (60) calendar days in advance of said leave. Within thirty (30) calendar days thereafter, the Superintendent shall notify the employee of the Board's action regarding said leave.

Should medical evidence indicate an unusual disability, the employee shall present a doctor's certificate attesting to his/her condition as soon as it is medically confirmed. Based upon the doctor's information the employee's disability leave shall commence when necessary and he/she shall be allowed usage of his/her sick days.

Use of Sick Leave

Employees may utilize all or part of their accumulated sick leave for the period of disability before or after birth in accordance with the law.

Child-Rearing Leave

Any employee may request a leave for the balance of the school year or a shorter period of time provided her return is on the first day of a new marking period.

- (1) Any employee may request a leave for the balance of the school year or a shorter period of time provided her return is on the first day of a new marking period.
- (2) Non-tenured staff shall be required to return the beginning of the school year immediately following delivery (i.e. deliver in June - return September; deliver in October - return the following September), or a shorter period of time, provided her return is on the first day of a new marking period.
- (3) Tenured employees shall be eligible for additional child-rearing leave for the school year following the school year in which the child is born, provided her request is made by the previous May 1st.

Advancement on Salary Guide

For an employee to advance on the salary guide, that employee must work one-half of his or her contractually designated number of work days in the school

year in which he or she began his or her leave.

Benefits

The employee may make arrangements with the Board to continue her coverage provided this is permitted by the insurance carrier.

The Board shall notify any returning employee of his/her rights under the State Pension System.

D. Adoption

Any teacher adopting a child shall receive leave similar to that granted for the birth of a child, which leave shall commence upon his/her receiving de facto custody of said child, or earlier, if necessary to fulfill requirements for the adoption.

E. Paternity

A male requesting paternity leave may receive similar leave, and shall be bound by the sections of this policy.

F. Family Illness

A leave of absence for a portion of a school year or a whole school year, to assume care for a member of an employee's family who is sick, shall be granted provided satisfactory evidence of illness is presented.

Procedure

Said request shall be presented to the Superintendent sixty (60) days in advance or, in cases of emergency, as soon as possible. The leave shall begin on the date requested if sixty (60) days notice is given. If sixty (60) days' notice is not possible, the leave shall commence at the Superintendent's discretion but no later than sixty (60) days from the time of the employee's request.

Advancement on Salary Guide

For an employee to advance on the salary guide, that employee must work one-half of his or her contractually-designated number of work days in the school year in which he or she began his or her leave.

Benefits

Insurance shall be maintained for ninety (90) days after commencing of the leave. Thereafter, the employee may make arrangements with the board to continue coverage provided this is permitted by the insurance carrier.

No provision of this section shall be construed to deny or restrict any employee currently on leave, and upon return from said leave, all other rights shall be protected.

G. Other leaves of absence without pay may be granted by the Board for good reason. The denial of a request for a leave under this section shall not be grievable beyond the Board's level, Level Three.

H. All employees who are on any type of an extended leave of absence must give at least thirty (30) days notice to the Superintendent of their intention to return to employment, and if leave is due to end at the beginning of the next student

school year, not later than the preceding April 1st.

- I. 1. Upon return from leave granted pursuant to Sections B or C of this Article, an employee shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on a leave granted pursuant to Section A, D, G or H of this article.
 2. All benefits to which an employee was entitled at the time his/her leave commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return.
 3. All benefits to which an employee was entitled at the time his/her leave commenced shall be restored upon his/her return, and he/she shall be assigned the same position he/she held immediately prior to the commencement of said leave. Should, however, the assigned position be unavailable, the employee will be assigned to a substantially equivalent position.
- J. All extensions or renewals of leaves of absence under this Article shall be applied for in writing and the Board's response shall be in writing. Such applications shall be filed no later than May 1.

The denial of a request to extend or to renew a leave shall not be grievable beyond the Board's level, Level Three, unless expressly provided for in this Agreement.

ARTICLE XVIII

SABBATICAL LEAVES

- A. The purpose of sabbatical leave is to encourage and enable professional employees to improve their teaching ability. Conditions and details of this sabbatical leave policies are outlined below. Teachers who are approved as hereinafter provided may be granted a sabbatical leave at full pay for one-half (1/2) school year absence (September through January) or one-half (1/2) pay for a full school year absence (September through June) subject to the following conditions:
1. Only permanently certificated personnel who have completed a minimum of seven (7) years continuous service in Wood-Ridge are eligible to be considered for sabbatical

leave as hereinafter provided. Sabbatical leave shall not be granted to eligible personnel more than once in any ten (10) year cycle.

2. Sabbatical leave shall be used for the purpose of graduate study or its equivalent. Utilization of sabbatical leave for the purpose of engaging in employment will not be permitted. The merit of each candidate will be foremost in the selection process.
3. All things being equal, employees with the longest term of service in the system or longest term of service since their last sabbatical will be given preference.
4. No employee may be granted more than two (2) full years or four (4) half-years sabbatical leave.
5. Not more than one (1) staff member will be eligible for sabbatical leave during one school year.
6. The taking of sabbatical leaves will have no effect on the accumulated sick days of a teacher and no additional days will be accumulated during the period of the sabbatical.
7. Participants in the sabbatical leave program are free to accept governmental and private grants to supplement their salary. However, the total income shall not exceed the participant's salary as a member of the staff.
8.
 - a. All awards under the sabbatical leave program are contingent upon the participant actively serving as a member of the staff of the Wood-Ridge Public schools for a minimum of three (3) full years following his/her return from sabbatical.
 - b. Except as provided in Section 8.c. below, failure to return to active employment with the district shall require the teacher to reimburse the district for all wages received while on sabbatical leave and for the cost of all employee insurances and other employee benefits provided while on leave.
 - c. Failure to return to active employment due to a disability shall be an exception to the requirement of repayment as specified in Section 8.b. In the event that a temporary disability exists, the repayment requirement will be suspended until the disability no longer exists, at which time the three (3) years of service will begin. In the event that a permanent disability exists, the repayment requirement will be waived by the Board of Education.
9. Persons interested in applying for sabbatical leave should submit their applications to the office of the Superintendent no later than six (6) months preceding the leave.
10. The sabbatical leave shall be computed as equivalent to teaching

experience in determining future salary status, providing the teacher does not at the same time move laterally to the next higher salary scale.

11. Upon return from sabbatical leave, the participant will present a report to the Board of Education on the results of his/her period of study.
12. Proposed programs must be approved by the Superintendent of Schools and the Board of Education.

ARTICLE XIX

TUITION SUBSIDY

- A. Any full -time or part-time teacher under contract for a minimum of one (1) full contract year, may pursue professional study in any a college or university and present the tuition cost to the Wood-Ridge Board of Education. These courses must be on a graduate level or undergraduate level if they are germane to the teaching assignment and upon the prior approval of the Superintendent of Schools.
- B. The Board will pay all or part of such tuition up to a maximum of six (6) credits in any one (1) school year upon receiving a passing grade of B or better and at the rate of an average of the tuition charged per credit by the three state universities Montclair, Jersey City, and William Paterson. If said person received any type of reimbursement of tuition from any other source, that amount will be applied to the allowance reducing the amount available from the Board. The Board will honor and reimburse those tuition bills that are presented to the Superintendent showing a passing grade and credits earned. This subsidy is non-cumulative. All courses must have prior approval of the Superintendent of Schools for tuition reimbursement.

If the educational goal of the District warrants additional certifications, the Board of Education will reimburse the employee the additional rate of course offered only at a state university or college selected by the district. The employee may elect to have the District pay for the course in advance. If the employee does not pass the course, they will reimburse the district.

The total amount available for tuition reimbursement in any school year shall be limited to \$20,000 for the school year, and subject to payments and guide movement consistent with the law.

Teachers shall provide their notice of Intent for degree advancement on the guide, no later than December 1st, for the following school year.

Tuition reimbursement will not be on a first come first serve basis; it will be allotted in two equal parts - one for the Summer/Fall and one for the Winter/Spring semesters. Upon successful completion of the course, an official transcript must be provided to the Board Office according to the following time lines.

Summer/Fall - February 15th
Winter/Spring - July 15th

Within fifteen (15) days of the above deadlines, the total amount of credits will be tallied and the total amount of money for that semester will be allocated evenly per credit. However, reimbursement will not exceed the full amount of the course. Should any reimbursement funds still remain after the initial allocation, those funds shall be assigned on a per credit basis to those applicants who were not allowed 100% reimbursement for the full amount of the course. Once the calculation is made, the amount of reimbursement will be disclosed. If there are any funds left over for any semester, they will be carried over to the next available semester in any one fiscal year or the last available semester in any one fiscal year.

The Superintendent shall furnish the Association with a summary of actual tuition reimbursements for each semester within one month of the deadline for submission.

- C. The children of employees may attend Wood-Ridge Public Schools at no cost to the employee, provided there are no additional costs to the district.
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ARTICLE XX

PROTECTION OF EMPLOYEES, STUDENTS AND PROPERTY

- A. The employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being.
- B. An employee may use lawfully reasonable force as is necessary to protect himself/herself from attack, protect another person or property, quell a disturbance threatening physical injury to others, or lawfully obtain possession of weapons. Such incidents shall be reported immediately to the principal, in writing.
- C. Should any criminal or civil action be instituted against any employee for any such lawful act or omission and legal assistance is required, the employee may be entitled to reimbursement for legal fees pursuant to N.J.S.A. ISA: 16- 6, and N.J.S.A. 18A:16-6.1.
- D. The Board shall give full support including legal defense to an employee in the event of an assault upon the employee while acting in the discharge of his/her duties. When absence arises out of such assault or injury, the employee shall not forfeit any sick leave or personal leave. If criminal or civil proceedings are brought against an employee alleging that he/she committed an assault in connection with his/her employment, such employee may request the Board to furnish legal counsel to defend him/her in such proceeding. If the Board does not provide such counsel and the employee prevails in the proceeding, then the Board shall reimburse the employee for reasonable counsel fees incurred in his/her defense.

- E. 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal and Superintendent, in writing.
 - 2. The Superintendent shall comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.
- F. School employees shall transport students only in school vehicles.*

ARTICLE XXI
INSURANCE PROTECTION

The Board shall provide the health-care insurance protection as provided in the State Health Benefit Plan designated below:

Horizon Blue Cross, Blue Shield
Rider J, Major Medical

The Board shall provide for single, married, family or parent with child coverage pursuant to the SEHBP, and all employees shall contribute an amount for their health insurance according to the provisions established under Chapter 78 P.L. 2011. Upon the employee's employment with the Board, and every year thereafter, the employee will have the option to change plans within the program pursuant to the terms of the applicable employee contribution under this agreement.

For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premium to provide insurance coverage for the full twelve (12) month period. Termination of employment terminates the Board's responsibility for payment of insurance premiums.

Employees employed after the September deadline shall be enrolled in the plan at the first available date.

The Board will pay full premium for employee and family dental insurance coverage with the same benefits as previously existing and with the addition of coverage for orthodontia at a fifty percent (50%) co-insurance rate with a maximum of eight hundred dollars (\$800) per case.

The district shall provide a prescription plan affiliated with the New Jersey State Health Benefits Prescription Plan.

All employees shall have the ability to opt-out from insurance protection. An employee who opts out, waiving insurance coverage will be paid, pursuant to SEHBP guidelines, at the maximum rates of \$2,500 for husband/wife or parent/child and \$5,000 for full family coverage wavier based upon a full school year. Employees shall be permitted to re-enroll into the insurance plan in the event of changed insurance circumstances.

ARTICLE XXII

PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that academic freedom is essential in our democratic society. They further acknowledge the fundamental need to protect teachers from any unlawful censorship or unreasonable restraint which might interfere with their performance in educating the children of Wood-Ridge in the democratic tradition.
- B. Teachers shall be given freedom in classroom presentation and discussions and may encourage students to raise questions dealing with critical issues of the time, consistent with the maturity and understanding of the students involved, and the subject matter of the courses.
- C. Teachers shall have the right to express their personal views on matters relevant to the course content; making it clear to the students it is not to be accepted as an authoritative statement.
- D. Teachers shall be entitled to full rights of citizenship, and no unreasonable religious or lawful political activities of any teacher or lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, providing said activities are not conducted within the premises of the Board of Education, do not violate any local, state or federal law, nor in the opinion of the Board, impede the classroom ability of the teacher.
- E. Freedom of individual conscience, association and expression shall be observed both to safeguard the legitimate interest of the school and to exhibit by appropriate example the objectives of our society.

ARTICLE XXIII

DEDUCTION FROM SALARY

- A. 1. The Board agrees to deduct from the salaries of its employees dues for the Wood-Ridge Education Association, the Bergen County Education Association, the New Jersey Education Association or the National Education Association or any one or any combination of such associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15,9e) and under rules established by the same Department of Education. Said monies together with records of any corrections shall be transmitted to the NJEA local offices in South Hackensack by the Wood-Ridge Board of Education Business Office by the 15th of each month following the monthly pay period in which deductions were made.

2. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
-
- B. The Board agrees to deduct from employees salaries money for local, county, state and/or national association services and programs as said employees individually and voluntarily authorize the Board to deduct and to transmit the monies promptly to such association or associations.

ARTICLE XXIV

REPRESENTATION FEE

- A. Purpose of Fee
If an employee does not become a member of the Association during any membership year (i.e., from September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.
- B. Amount of Fee Prior
Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will not exceed the maximum allowed by law.
- C. Deduction and Transmission of Fee
The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B. above and promptly will transmit the amount so deducted to the Association.
- D. Termination of Employment
If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under the Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and promptly forward same to the Association.
- E. Mechanics
Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

F. 1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of this Article, provided that:

- a. the Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- b. if the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.

2. Exception

It is expressly understood that Section 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board.

ARTICLE XXV

MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board policy, with regard to employment of members of the bargaining unit, for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy. The Association shall also carry out the commitments contained herein.
- B. If any provisions of the Agreement or application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during the duration, shall be controlling.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of the Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status, or non-membership in the Association.

- E. Copies of this Agreement shall be printed at the expense of the Association within thirty (30) days after the Agreement is signed by the parties and presented to all employees now employed or hereafter employed by the Board.
- F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement either party shall do so by registered letter at the following address:
 - 1. If by the Association, to the Board at 540 Windsor Road.
 - 2. If by the Board, to the Association at 258 Hackensack Street.

ARTICLE XXVI

SECRETARIES

- A. The work week for full-time secretarial employees shall consist of five (5) eight (8) hour days, including a forty-five (45) minute lunch. Secretarial employees who are asked to work longer than forty (40) hours (including lunches) in one (1) week shall be paid as follows:

Above 40 hours -- One and one-half (1-1/2) times the hourly rate

- B. Secretaries shall have the same days off at Winter, February and Spring recesses as teachers in addition to any other teacher holidays during the students' school year. In addition, the day designated for the observance of Independence Day and the Friday and Monday of Labor Day Weekend will be holidays.

In cases of emergency and with the express approval of the Superintendent, a secretary may be called in to work during a scheduled school recess, in which case the affected secretary shall be additionally compensated at a rate equal to the regular hourly rate of pay.

Hours worked when school is not in session will be additionally compensated at a rate equal to the regular hourly rate of pay.

- C.
 - 1. Each secretary shall be entitled to vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken. Secretaries shall be eligible for vacations on the following basis:
 - a. First year personnel - one (1) working day for each full month of service up to a maximum of ten (10) working days.
 - b. One (1) to five (5) years - ten (10) working days.
 - c. Six (6) to twelve (12) years employed - fifteen (15) working days.
 - d. Thirteen (13) to twenty (20) years employed - twenty (20) working days.
 - e. Twenty-one (21) to twenty-five (25) years employed - add one (1) day per year beginning the twenty-first year to a maximum of twenty-five (25) working days.

2. Secretarial staff members shall be permitted to choose their vacation according to the following:
 - a. Choice will be made in order of most seniority to least seniority.
 - b. Scheduled work force shall consist of a minimum of five (5) bargaining unit secretaries during the year except during periods of July 15 through August 16 (or nearest Monday and Friday dates) of any year when staff will consist of a minimum of three (3) bargaining unit secretaries.
3. Vacation time may be taken during the school year pursuant to the following requirements. Only one (1) bargaining unit secretary will be permitted to be on vacation at any time during the school year.
4. Twelve month employees shall be provided with one additional personal day which may only be used when school is not in session.

- ~~D.~~
1. ~~If a secretarial position is abolished, a non-tenured secretary will be laid off first. If there is no non-tenured secretary, the least senior tenured, secretary will be laid off.~~
 2. A tenured secretary laid off by reason of elimination of a position will be placed on a preferred eligibility list for two (2) years. Recall will be in the order of seniority.

ARTICLE XXVII

CUSTODIAL STAFF

- A. There shall exist a seniority list of two (2) categories, namely Custodians and Maintenance.
 1. The Board of Education shall provide at its own cost and expense training for custodians to acquire a school bus driver's license. Current custodians shall volunteer for such training. Such training shall consist of up to six (6) hours behind the wheel instruction by a Wood-Ridge staff member who holds a school bus driver's license. All new hires shall possess a school bus driver's license or the Board of Education shall provide at its own cost and expense training for new custodians to acquire a school bus driver's license.
 2. In the event of a reduction in force (RIF) in the Custodian Seniority List, the custodian with the least seniority and without a school bus driver's license shall be RIFed first unless another custodian who is not currently driving for the district has a license to drive a school bus. In such event said person holding a license shall be assigned to the position and shall accept the position.

- B. The salaries of all employees covered by this Agreement are set forth in Schedule "A-12".
- C. Annual increments may be withheld upon the recommendation of the Superintendent of Schools and the approval of the Board.
- D. The regular work week for employees shall be five (5) days per week, eight (8) hours per day. All hours over eight (8) hours in one day shall be paid at the following rate:
 - 1. 1 ½ times the employee's hourly rate
 - 2. Sundays - 1 1/2 times the employee's hourly rate
 - 3. Holidays - 1 1/2 times the employee's hourly rate
- E. A Wednesday through Sunday shift shall be established with a premium differential of 10.0% over the employee's salary for such shift. Weekend starting/ending times shall be established after consultation with the facilities manager.
- F. All employees hired on or after July 1, 1997 shall be eligible to be assigned a work week from Tuesday through Saturday.

-
- G. The Board shall establish an overtime list to be used if volunteers are not available to work Saturday/Sunday. Should a volunteer not be available for a given Saturday/Sunday, an employee on the posted list shall be required to work.
 - H. Any employee, except the one assigned to security duty on the day in question, called to return to work outside of his/her regularly scheduled shift shall be paid a minimum of two (2) hours overtime. In return, such employee shall spend two (2) hours, working for the Board from the time he/she reaches work until the time he/she ends work.

Only the Business Administrator, Superintendent of Schools or Educational Facilities Manager shall be responsible for directing employees to return to work for the purpose of this article and, the Business Administrator, Superintendent of Schools or Educational Facilities Manager shall, at the time of such direction, instruct that employee as to what duties that employee shall perform during those two (2) hours.

Such employee shall file a written report with the Educational Facilities Manager (with a copy to the Business Administrator) outlining the work he/she performed during those two (2) hours. Such report shall be filed before that employee is eligible to be paid for that overtime.

- I. Newly appointed custodians shall serve up to ninety (90) working days probationary period. Upon successful completion of the probationary period, the employee shall, for the purpose of seniority-based benefits, be deemed to have been employed as of day one of the probationary period.
- J. Each employee shall be entitled to vacation with pay at the annual rate of pay

such employees are receiving at the time such vacation is actually taken. Employees shall be eligible for vacations on the following basis:

1. First year personnel - one (1) working day for each full month of service up to a maximum of ten (10) working days.
2. One (1) to five (5) years employed - ten (10) working days
3. Six (6) to twelve (12) years employed - fifteen (15) working days.
4. Thirteen (13) to twenty (20) years employed - twenty (20) working days.
5. Twenty-one (21) to twenty-five (25) years employed-add one (1) day per year beginning the twenty-first year to a maximum of twenty-five (25) working days.

Further, employees are not permitted to take a personal day prior to or after a vacation period without a reason and approval of the Educational Facilities Manager. A doctor's note is required if sick days are taken prior to or after a scheduled vacation period. Employees will not be allowed to leave early on the day preceding a vacation period.

K. Custodial and maintenance staff members will be permitted to choose their vacations according to the following:

1. Choice will be made in order of most seniority to least seniority.
2. Scheduled work force shall consist of a minimum of eight custodial and one maintenance worker during the year except during periods of July 15 - August 16 (or nearest Monday and Friday dates) of any year when staff will consist of a minimum of six custodial workers and one maintenance worker.
3. Vacation time may be taken during the school year pursuant to the following requirements. Only one (1) custodian or maintenance worker will be permitted to be on vacation at any time during the school year.

L. Each year a list of legal holidays will be established and approved by the Board of Education up to a maximum of fourteen (14) holidays each calendar year. Holidays to include New Year's Eve, New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Friday after Thanksgiving, and Christmas.

The balance of the five (5) days is to be determined by the Board of Education. The President and Vice President of the Association, if custodial staff members, will receive an extra day each for participation at the NJEA convention upon proof of attendance by each officer.

M. Such calendar will be set in concert with the school calendar for each school/contract year. If any of the named holidays fall on a non-working day, the employee shall receive a substitute day off.

N. If a holiday falls during an employee's vacation period, the employee shall receive a substitute day off.

- O. The Board has the right not to pay an employee for a regularly scheduled holiday if said employee does not work a full day on the last scheduled working day prior to that holiday, or if said employee does not work a full day on the first working day following that holiday, but only if that employee has used up all of his/her accrued sick days and his/her absence is charged as a sick day.
- P. Notice of all vacancies in Custodial positions shall be posted in each school by the Board Secretary within five (5) days of Official Board action vacating a position or creating a new position within the school system.
- Q. The notice shall be posted for five (5) work days and employees interested therein must submit a written application to the designated person on the notice within the aforementioned five (5) work day posting period to be considered for the vacancy. The notice shall state the name of the job and a short description of the same, and shall be given to the Association President.
- R. All such applicants shall be considered and will be given a reply to their application and, when appropriate, an interview within a reasonable period of time.
-
- S. School District seniority is defined as service by appointed employees in the School District in the collective bargaining unit covered by this Agreement. An appointed employee shall lose all accumulated School District seniority only if he/she:
1. Resigns or is discharged for cause, regardless of whether he/she is subsequently rehired by the School District
- T. In the event of a reduction in force, including reductions caused by the discontinuance of a facility or its relocation, the employees shall be laid off in the inverse order of seniority consistent with Title ISA: 17-4. There shall exist a seniority list of two (2) categories, namely Custodians and Maintenance.
- U. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the School District, by certified mail, return receipt requested. Within seven (7) days from receipt of such notice of recall, the employee shall notify the office of Educational Facilities Manager, in writing, whether or not he/she desires to return to work involved in the recall. If he/she fails to reply, or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall. If he/she indicates that he/she desires to return to work involved in the recall notice, then he/she shall report for such work within seven (7) days from the date he/she receives the recall notice, or within such period of time as is set forth in a written extension of time signed by the business administrator or his/her designee. In the event he/she shall fail to so report to work, he/she shall forfeit all of his/her seniority and all rights to recall.
- V. Seniority shall not be accumulated during the period of the layoff. Upon recall, the appointed employee shall have his/her accumulated seniority to the date of layoff.
- W. All custodians, grounds keepers, maintenance personnel, and security personnel

are required to obtain a New Jersey Black Seal Fireman's License. The Board shall absorb the entire cost of such course, books and application fees that are required, provided the employee passes the test. Said license shall be obtained within two (2) years of initial employment for all new employees, or otherwise will be removed from their position.

- X. The Board will provide each employee with three (3) sets of uniforms (shirts and pants) per school year. Each employee will be provided with a minimum of five (5) short sleeve T-shirts which must be worn during the summer months (June-August). Additionally, one hundred dollars (\$100.00)/year will be reimbursed to employee for an approved pair of work shoes upon presentation of store receipt. The Educational Facilities Manager must be consulted prior to purchase for his approval.
- Y. Each building shall have a sufficient supply of foul weather gear for its employees, should the need arise. The foul weather gear shall include, but not be limited to, over shoes and weatherproof outer wear.
- Z. Employees may be required to attend department meetings, workshops, special courses, or seminars. Such requirement shall be at the direction of the Educational Facilities Manager only and notification of such requirement shall be given employees involved as far in advance as is practical. Workshops will not exceed twenty (20) hours per year and will be held during employees' normal scheduled hours.
- AA. There will be two job titles that will appear on the salary guide for (1) custodians; and (2) maintenance workers.
- BB. Any employee assigned to drive athletic teams or groups as well as for any other extracurricular activity either beyond a normal working day or on a weekend or holiday will be paid at a rate of \$70.00 for a five (5) hour period of time regardless of the number of trips involved during this period of time. For every hour over five (5) hours or part of, employee will receive \$10.00 per hour up to 10 hours. Over nine (9) hours is considered two (2) trips for a second five (5) hour period or \$140.00 maximum or \$10.00 per hour if less than 10 hours.
- CC. Custodians who have been employed for more than three years in the district may receive an informal hearing before the Board in the event they are non-renewed. The Association waives any right to grieve and/or arbitrate the outcome of the informal hearing.

ARTICLE XXVIII

PARAPROFESSIONALS

- A. All regularly employed full-time and part-time paraprofessionals shall begin and end school with the students. Paraprofessionals will be in attendance whenever the children are present. Paraprofessionals will work the first "teacher" day of school as well as on the last three days of school when the children have half days.
- B. Paraprofessionals shall be entitled to the same number of personal days, sick leave and bereavement leave as the other members of the Association.

- C. Payment of unused sick time to paraprofessionals shall be computed in the same manner as payment to other Association members.


ARTICLE XXIX

DURATION OF AGREEMENT

- A. This Agreement shall be effective as of July 1, 2014, and shall continue in effect until June 30th, 2017, subject to the rights to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. IN WITNESS WHEREOF the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its secretary and its corporate seal to be placed hereon.

WOOD-RIDGE BOARD
EDUCATION

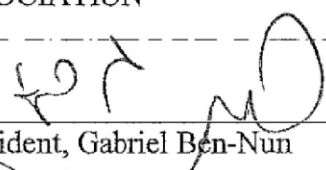
By: 
President: Albie Nieves


By: 
Secretary, Tom Perez

Date:

9/30/2014

WOOD-RIDGE EDUCATION
ASSOCIATION

By: 
President, Gabriel Ben-Nun

By: 
Secretary, Stephanie Gaven

Date:

9/30/2014

SCHEDULE A-1
SALARY GUIDE
2014 - 2015

TEACHERS

STEP	BA	BA+15	MA	MA+15	MA+30
1	48,500.00	49,000.00	51,000.00	52,500.00	56,000.00
2	49,000.00	49,500.00	52,500.00	54,500.00	57,000.00
3	49,500.00	50,500.00	53,500.00	55,500.00	58,000.00
4	50,000.00	51,500.00	55,000.00	56,000.00	59,000.00
5	51,000.00	52,500.00	56,500.00	58,000.00	60,000.00
6	51,365.00	53,365.00	57,365.00	58,865.00	62,000.00
7	51,865.00	54,115.00	57,865.00	59,865.00	63,000.00
8	52,115.00	54,865.00	58,365.00	60,115.00	63,500.00
9	52,365.00	55,115.00	59,365.00	62,115.00	65,150.00
10	53,365.00	55,365.00	61,865.00	63,115.00	65,500.00
11	54,365.00	56,365.00	62,865.00	64,365.00	66,150.00
12	55,365.00	57,365.00	63,365.00	65,365.00	68,850.00
13	56,365.00	57,865.00	64,365.00	65,865.00	71,000.00
14	56,865.00	60,365.00	65,365.00	66,865.00	74,000.00
15	60,865.00	66,365.00	67,865.00	68,865.00	78,000.00
16	61,865.00	66,865.00	68,865.00	70,865.00	81,500.00
17	71,865.00	73,365.00	79,865.00	82,865.00	85,000.00
18	74,865.00	80,865.00	83,865.00	83,915.00	89,000.00
19	83,300.00	85,000.00	90,050.00	92,750.00	101,900.00

Teacher's Longevity
After 20 years in Wood-Ridge
After 25 years in Wood-Ridge

2014 - 2015
\$ 1,000.00
\$ 1,500.00

SCHEDULE A-2
SALARY GUIDE
2015 - 2016

TEACHERS

STEP	BA	BA+15	MA	MA+15	MA+30
1	49,000.00	49,500.00	51,500.00	54,000.00	56,000.00
2	49,250.00	50,000.00	52,750.00	54,750.00	57,000.00
3	49,500.00	50,500.00	53,500.00	55,500.00	57,500.00
4	50,500.00	51,500.00	55,000.00	57,000.00	59,000.00
5	51,500.00	52,355.00	56,500.00	58,000.00	60,000.00
6	52,355.00	53,355.00	57,355.00	58,855.00	61,855.00
7	53,355.00	54,105.00	58,355.00	59,855.00	62,855.00
8	53,605.00	54,855.00	58,855.00	60,105.00	64,855.00
9	53,855.00	55,355.00	61,855.00	62,105.00	65,855.00
10	54,105.00	55,855.00	62,355.00	63,105.00	66,855.00
11	55,105.00	56,355.00	63,855.00	64,355.00	67,855.00
12	56,355.00	57,355.00	64,355.00	65,355.00	68,855.00
13	57,355.00	59,355.00	64,855.00	66,355.00	69,855.00
14	58,355.00	62,355.00	65,355.00	67,355.00	72,500.00
15	60,855.00	66,355.00	68,855.00	69,855.00	75,855.00
16	62,855.00	66,855.00	69,855.00	71,855.00	76,855.00
17	66,855.00	73,355.00	80,855.00	82,855.00	86,855.00
18	80,355.00	80,855.00	83,855.00	83,905.00	91,855.00
19	83,300.00	85,000.00	90,050.00	92,750.00	101,900.00

Teacher's Longevity	2015 – 2016
After 20 years in Wood-Ridge	\$ 1,000.00
After 25 years in Wood-Ridge	\$ 1,500.00

SCHEDULE A-3
SALARY GUIDE
2016-2017

TEACHERS

STEP	BA	BA+15	MA	MA+15	MA+30
1	50,000.00	50,500.00	51,500.00	54,000.00	56,000.00
2	50,125.00	50,750.00	52,750.00	54,750.00	57,000.00
3	50,250.00	51,000.00	53,500.00	55,500.00	58,000.00
4	50,500.00	51,500.00	55,000.00	56,500.00	59,000.00
5	52,335.00	52,835.00	56,835.00	59,335.00	60,335.00
6	53,335.00	54,335.00	58,335.00	59,835.00	61,835.00
7	53,835.00	55,335.00	59,335.00	60,835.00	63,335.00
8	55,335.00	56,335.00	60,335.00	61,835.00	64,835.00
9	55,835.00	56,835.00	61,835.00	62,335.00	65,835.00
10	56,335.00	57,335.00	62,835.00	63,835.00	67,535.00
11	56,835.00	57,835.00	63,835.00	64,835.00	68,535.00
12	57,835.00	59,335.00	65,835.00	66,335.00	69,535.00
13	58,835.00	60,335.00	66,335.00	67,335.00	70,535.00
14	59,835.00	61,335.00	66,585.00	67,835.00	71,535.00
15	60,835.00	62,835.00	67,335.00	70,835.00	72,535.00
16	65,835.00	66,835.00	71,335.00	74,835.00	77,635.00
17	70,835.00	73,835.00	81,835.00	83,835.00	86,835.00
18	80,835.00	81,835.00	84,835.00	85,835.00	94,335.00
19	83,300.00	85,000.00	90,050.00	92,750.00	101,900.00

Teacher's Longevity
After 20 years in Wood-Ridge
After 25 years in Wood-Ridge

2016--2017
\$ 1,000.00
\$ 1,500.00

SCHEDULE A-4

INSERVICE CREDITS

- A. Up to three (3) in-service credits may be used for each movement across the guides to the BA+15, MA+15 and MA+30 columns.
- B. All in-service courses which are considered for guide advancement must be approved by the Superintendent.
- C. Once the conditions of A. and B. above are met, one (1) in-service credit shall be awarded for each fifteen (15) hours of in-service attendance and credit shall be prorated for attendance of less than fifteen (15) hours.
- D. Any teaching staff member hired for the 2014 – 2015 school year and beyond, will not be able to use in-service credits for guide movement.

SCHEDULE A-5

REQUIREMENTS FOR BA+15 SALARY GUIDE

- A. Credits in a matriculated graduate degree program offered by an accredited college or university shall apply to the BA+15 salary guide or undergraduate level if they are germane to the teaching assignment and upon the approval of the Superintendent of Schools.
- B. Credits which meet the requirements stipulated in A. above and which also meet either of the following conditions shall qualify for tuition reimbursement as provided in Article XIX:
 - 1. The matriculated graduate degree program is in the teacher's area of certification and/or subject teaching field; or
 - 2. The matriculated graduate degree program, although outside the teacher's area of certification and/or subject teaching field, has been approved in writing by the Superintendent of Schools for tuition reimbursement, due to the potential benefit to the school system.
 - 3. Undergraduate level courses if they are germane to the teaching assignment and has been approved in writing by the Superintendent of Schools for tuition reimbursement, due to the potential benefit to the school system.

SCHEDULE A-6

REQUIREMENTS FOR MA+15 AND MA+30 SALARY GUIDES

- A. Credits which meet the following conditions shall apply to the MA+15 and the MA+30 salary guide:
 - 1. Credits must be at the graduate or undergraduate level and offered by an accredited college or university.

2. Credits must be taken subsequent to receipt of the Master's degree; and
 3. Credits must have prior written approval of the Superintendent.
- B. Credits which meet the requirements stipulated in A. 1, A.2. and A.3., above and which also meet either of the following conditions shall qualify for tuition reimbursement as provided in Article XIX:
1. The credits are in the teacher's area of certification and/or subject teaching field; or
 2. The credits, although outside the teacher's area of certification and/or subject teaching field, have been approved in writing by the Superintendent of Schools for tuition reimbursement, due to the potential benefit to the school system.
 3. Undergraduate level courses if they are germane to the teaching assignment and has been approved in writing by the Superintendent of Schools for tuition reimbursement, due to the potential benefit to the school system.

SCHEDULE A-7

COACHES' SALARY GUIDE

Coaching Guide	2014-2017	Coaching	2014-2017
Football (Head)		Cheering (per season)	
Step 1	\$6,990.99	Step 1	\$2,903.61
Step 2	\$7,236.68	Step 2	\$3,182.80
Step 3	\$7,460.69	Step 3	\$3,568.74
Football (Assistant)		Volleyball (Head)	
Step 1	\$4,321.91	Step 1	\$6,220.42
Step 2	\$4,467.09	Step 2	\$6,421.44
Step 3	\$4,645.77	Step 3	\$6,667.78
Basketball (Head)		Volleyball (Assistant)	
Step 1	\$6,544.28	Step 1	\$3,819.36
Step 2	\$6,745.30	Step 2	\$3,998.04
Step 3	\$6,991.65	Step 3	\$4,165.56
Basketball (Assistant)		Bowling	
Step 1	\$4,076.22	Step 1	\$3,819.36
Step 2	\$4,266.07	Step 2	\$3,998.04
Step 3	\$4,411.25	Step 3	\$4,255.56
Baseball/Softball (Head)		Cross Country	
Step 1	\$6,220.42	Step 1	\$4,455.92
Step 2	\$6,421.44	Step 2	\$4,701.61
Step 3	\$6,667.78	Step 3	\$5,070.80
Baseball /Softball (Assistant)		Wrestling (Head)	

Step 1	\$3,819.36	Step 1	\$6,533.11
Step 2	\$3,998.04	Step 2	\$6,722.96
Step 3	\$4,165.56	Step 3	\$7,025.15
Track (Head)		Wrestling (Assistant)	
Step 1	\$6,220.42	Step 1	\$4,076.22
Step 2	\$6,421.44	Step 2	\$4,266.07
Step 3	\$6,667.78	Step 3	\$4,411.25
Track (Assistant)		Soccer (Head)	
Step 1	\$3,819.36	Step 1	\$6,220.42
Step 2	\$3,998.04	Step 2	\$6,421.44
Step 3	\$4,165.56	Step 3	\$6,667.78
Track (Winter)			
Step 1	\$6,220.42		
Step 2	\$6,421.44		
Step 3	\$6,667.78		
Coaching Guide	2011-2014		
Basketball Grades (Middle School)	\$2,769.59		
Girls Volleyball (Middle School)	\$2,859.59		
Intramurals 7&8 (club guide)	\$1,451.80		
Strength & Conditioning (club guide)	\$1,541.14		
Summer conditioning	\$1,261.95		
Winter conditioning	\$1,451.80		
Spring conditioning	\$1,451.80		
Fall conditioning	\$1,451.80		

SCHEDULE A-8
EXTRA-CURRICULAR SALARY GUIDE

Extra-Curricular Activity	Stipend 2014-2017
Advisor to Twirlers, Color Guards, Flag Bearers	\$1,556.31
Art Club 4-6	\$822.45
Art Club 7-12	\$1,644.90
Assistant Musical/Drama Director	\$5,000.00
Audio-Visual Coordinator (Districtwide)	\$2,878.56
Marching Band Director	\$2,530.59
Competition Band/Ceremony Band	\$2,530.59
Winter/Spring Musical/Special Events	\$2,530.59
Breakfast Supervisor K-3	\$2,039.66
Breakfast Supervisor 4-6	\$2,039.66
Chess Club 4-6	\$822.45
Chess Club 7-12	\$822.45
Choir Director 7-12	\$3,985.69
Choir Director 4-6	\$822.45
Citizenship Club	\$822.45
Class Advisor, Grade 7	\$822.45
Class Advisor, Grade 8	\$822.45
Class Advisor, Grade 9	\$822.45
Class Advisor, Grade 10	\$822.45
Class Advisor, grade 11	\$1,391.83
Class Advisor, grade 12 (2)	\$1,897.94
Technology Club K-3	\$822.45
Debate Club	\$1,961.21
Drama Club 4-6	\$822.45
Interact Club	\$822.45
MSG Varsity	\$822.45
Music & Vocal Coach	\$3,483.61

Musical Choreographer	\$727.54
Musical/Drama Director	\$6,000.00
National Honor Society	\$1,075.51
Neutral Zone	\$822.45
Scenic Art/Technical Director	\$3,483.61
STEM Advisor 7-12	\$6212.69
STEM Club 4-6	\$822.45
Environmental Science Club/Stokes Program Coordinator	\$1,708.16
Student Council 4-6	\$822.45
Student Council 7-12	\$1,581.62
Teen Institute	\$1,012.34
Yearbook Advisor	\$3,846.50

If an extra-curricular activity or sport disbands due to lack of number, the coach or advisor will be subject to a 5-day termination.

Special Assignment Salary Schedule 2014-2017

After School Disciplinarian	\$3,163.24
Night Custodial Supervisor	\$1,897.94
Summer School Teacher (per hour)	\$63.27
Summer School Coordinator (per hour)	\$94.89
Workshop Leader (per hour)	\$94.89
Team Leader	
Teacher with 4 teaching periods	\$1200
Teacher with 5+ teaching periods	\$2500
Team Leader (*additional compensation added to Team Leader stipend for DEAC & SciP responsibilities in 2014-2017 school year only)	\$400.00
Sub-Caller	\$500.00

SCHEDULE A-9

EXTENDED TIME SALARY GUIDE

2014-2017

Overnight Trips (per day)	\$198.47
Home Instruction and Curriculum Development (per hour)	\$45.35
Dance Chaperones and Saturday Detention (per hour)	\$41.19
Blue Slip Coverage, AM Supervision and AM and PM Detention (per hour)	\$36.61

SCHEDULE A-10

SECRETARIES SALARY GUIDE

Salary Guides Secretarial Staff:

STEP	2014-2015	2015-2016	2016-2017
1	43,300.00	43,300.00	43,300.00
2	44,150.00	44,400.00	44,730.00
3	45,000.00	45,580.00	46,160.00
4	45,850.00	46,720.00	47,590.00
5	46,700.00	47,860.00	49,020.00
6	47,550.00	49,000.00	50,450.00
7	48,400.00	50,140.00	51,880.00
8	48,500.00	50,140.00	51,880.00
9	48,600.00	51,500.00	54,740.00
10	48,700.00	51,750.00	55,000.00
11	52,000.00	52,000.00	55,500.00
12	56,000.00	56,000.00	56,000.00
13	61,000.00	61,000.00	61,000.00

Part time Secretaries (per hour) \$ 19.68
 Library Clerk 20.75

	2014-2017
Longevity after 15 years In Wood-Ridge	500.00
Longevity after 20 years In Wood-Ridge	750.00
Longevity after 25 years In Wood-Ridge	1,000.00

SCHEDULE A-II

PARAPROFESSIONALS SALARY GUIDE

Salary Guides Paraprofessional Staff:

STEP	2014-2015	2015-2016	2016-2017
1	19,250.00	19,450.00	19,650.00
2	19,590.00	19,790.00	19,990.00
3	19,930.00	20,130.00	20,330.00
4	20,270.00	20,470.00	20,670.00
5	20,610.00	20,810.00	21,010.00
6	20,950.00	21,150.00	21,350.00
7	21,290.00	21,490.00	21,690.00
8	21,630.00	21,830.00	22,030.00
9	22,000.00	22,200.00	22,400.00
10	22,200.00	22,400.00	22,600.00
11	24,500.00	24,700.00	24,900.00

SCHEDULE A-12

BUILDINGS AND GROUNDS SALARY GUIDES

Salary Guides Buildings and Grounds:

STEP	2014-2015	2015-2016	2016-2017
Maintenance			
1	50,500.00	51,000.00	51,500.00
2	52,000.00	52,500.00	53,000.00
3	53,500.00	54,000.00	54,500.00
4	55,000.00	55,500.00	56,000.00
5	56,500.00	57,000.00	57,500.00
6	58,000.00	58,500.00	59,000.00

STEP	2014-2015	2015-2016	2016-2017
Custodian			
1	46,850.00	47,350.00	47,850.00
2	48,350.00	48,850.00	49,350.00
3	49,850.00	50,350.00	50,850.00
4	51,350.00	51,850.00	52,350.00
5	52,850.00	53,350.00	53,850.00
6	54,350.00	54,850.00	55,350.00

	2014-2017
Longevity after 15 years In Wood-Ridge	500.00
Longevity after 20 years In Wood-Ridge	750.00
Longevity after 25 years In Wood-Ridge	1,000.00