

AGREEMENT
BETWEEN THE
NEPTUNE TOWNSHIP BOARD OF EDUCATION
AND THE
NEPTUNE TOWNSHIP EDUCATION ASSOCIATION
FOR THE PERIOD
JULY 1, 2012 TO JUNE 30, 2015

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COMMON STAFF LANGUAGE

PREAMBLE

This Agreement entered into this First day of July, 2013 by and between the Board of Education of Neptune Township, New Jersey, hereinafter called the “**Board**,” and the Neptune Township Education Association, hereinafter called the “**Association**.”

WHEREAS, the **Board** has an obligation, pursuant to Chapter 123, Public Laws 1974, to negotiate with the **Association** as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

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

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

PROVISIONS OF AGREEMENT

- A. If any provisions of the Agreement or any application of this Agreement 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.

- B. Any individual contract between the **Board** and an individual member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- C. Copies of this Agreement shall be printed and the expense shared by the **Board** and the **Association** within sixty (60) days after the Agreement is signed and presented to all members now employed or when a contract is offered.
- D. Whenever any notice is required to be given by either of the Parties to this Agreement to the other, pursuant to the provisions of the Agreement, either Party shall do so by registered letter to the following address:

1. If by **Association to Board** at:

Neptune Township Board of Education
60 Neptune Boulevard
Neptune, New Jersey 07753-4836

2. If by **Board to Association** at:

Association President
Neptune Township Education Association
Pittenger Professional Plaza
2260 Highway 33
Neptune, New Jersey 07753-6113

AGREEMENT

ARTICLE I – RECOGNITION

- A. The **Board** hereby recognizes the **Association**, as the majority representative for collective negotiations concerning the terms and conditions of employment for all certified educational personnel employed under contract, or on leave, in addition Secretaries, School Safety Officers, Paraprofessionals, N.J. R.O.T.C. Naval Science Instructor, Educational Interpreters, Psychologists, Custodial Personnel, and District Technology Technician and Parent Liaison.

The following personnel are excluded: Assistant Superintendents, Directors, Principals, Vice Principals, Supervisors, Coordinators, Department Chairpersons, Per Diem Teachers, Executive & Confidential Secretaries, Accountant, Facilities Engineer, Maintenance Technicians I & II, Technology Manager/Engineers II & III.

- B. Unless otherwise indicated, the term “member” shall refer to personnel represented as prescribed in Section A.
- C. The **Association** recognizes that for purposes of carrying out the terms and conditions of this Agreement, the Superintendent of Schools, being the Chief Executive Officer of the school district, shall be the Administrator of record whose approval shall be secured in all cases involving the Secretarial Staff of the schools proper, as well as the Central Office Staff, Paraprofessionals, and School Safety Officers. Where the office staff of the Board Secretary/Business Administrator is involved, it shall be understood that the Board Secretary/Business Administrator will be the Administrator of record in making all decisions and determinations which affect their office staff.

ARTICLE II – NEGOTIATION PROCEDURE

- A. In accordance with NJSA 34:13A-5.3, the **Board** and the **Association** shall meet and exchange proposals on a mutually established date. These proposals shall be submitted in writing. The designated representatives of the **Board** and the **Association** shall meet thereafter at reasonable times and negotiate in good faith with respect to salaries and terms and conditions of employment.

- B. During negotiations, the **Board** and the **Association** shall possess relevant data, exchange points of view and make proposals and counter-proposals. In this connection, the **Board** will furnish the **Association** with all information in the public domain as soon as possible after the receipt of a request for such data.
- C. Neither Party, in any negotiations, shall have control over the selection of the negotiating representative of the other Party.
- D. In accordance with State Law, the **Board** agrees not to negotiate concerning employees in this bargaining unit with any organization, other than the **Association**, for the duration of this Agreement.
- E. This Agreement incorporates prior understanding of the Parties, on all matters which were or could have been the subject of negotiations. 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. Should a mutually acceptable amendment to this Agreement be negotiated by the Parties, it shall be reduced in writing, be signed by the **Board** and the **Association**, and be adopted by the **Board** and ratified by the **Association**.
- G. Proposed new rules or modification of existing rules covering working conditions shall be negotiated with the majority Representative before they are established.

ARTICLE III – GRIEVANCE PROCEDURE

A. DEFINITION

1. A grievance shall mean a complaint by a member of the Neptune Township School District that there has been a personal loss, injury or inconvenience because of a violation, misinterpretation or inequitable application of policy of this agreement, or administrative decision.
2. A grievance to be considered under this procedure must be initiated within thirty (30) calendar days including weekends of its occurrence within the knowledge of the aggrieved, but under no circumstances will a grievance be process if six (6)

months have elapsed since its actual occurrence.

B. PROCEDURE

1. Any member (or group of members) who has a grievance shall discuss it first with their Immediate Supervisor in an attempt to resolve the matter informally. However, when a grievance involves a group of members in more than one school, the **Association** may submit said grievance in writing to the Superintendent directly.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the member within five (5) calendar days, they shall set forth their grievance within five (5) additional calendar days, in writing, to the Principal specifying:
 - a) The nature of the grievance and the injury, loss or inconvenience suffered.
 - b) The results of previous discussions.
 - c) Their dissatisfaction with decisions previously rendered.
3. Upon receipt of the grievance, the Principal will send a copy of the grievance to the Office of the Superintendent who will forward a copy to the **Association**. Upon receipt of the grievance, the **Association** may elect to have a representative present at all grievance meetings.
4. The Principal will communicate their decision to the member and **Association** in writing, within five (5) calendar days of receipt of the written grievance.
5. The member may appeal the Principal's decision to the Superintendent of Schools, within ten (10) calendar days of the receipt of the Principal's decision. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above and their dissatisfaction with decisions previously rendered.
6. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) calendar days. The Superintendent shall communicate their decision, in writing, to the member, Principal and Association.
7. If the grievance is not resolved to the member's satisfaction, they may request a review by the **Board** within (10) calendar days of receipt of the Superintendent's

written decision. The request shall be submitted, in writing, through the Superintendent of Schools who shall attach all related papers and forward the request to the **Board**. The **Board** or Committee thereof, shall review the grievance. The **Board** or Committee thereof, may hold a hearing with the member. A decision shall be rendered, in writing, within thirty (30) calendar days of receipt of the grievance by the **Board** or the date of the hearing, whichever comes later.

8. At no point prior to an official hearing or meeting of the Board shall any member of the designated Unit discuss with any members of the Board, or any one of them, the subject of the member's grievance or matters relating thereto.
9. Nothing contained herein shall be construed as limiting the right of any member having a grievance to discuss the matter informally with an appropriate member of Administration, and having the grievance adjusted without intervention of the **Association**, provided adjustment is not inconsistent with the terms of this Agreement and that the **Association** has been given the opportunity to be present at any level and to state its views. At any formal level, the **Association** may become involved and the **Association** may process the grievance without consent of the aggrieved.
10. With respect to their personal professional grievances, members shall be assured freedom from restraint, interference, coercion, discrimination or reprisal in presenting an appeal. A member may have a legal representative and/or witness of their choice in attendance at an appeal before the **Board** or Committee thereof.
11. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
12. If a member is dissatisfied with the decision of the **Board** and if the grievance pertains to a matter of previous formal agreement between the **Board** and the **Association**, the **Association**, at its sole option, may request the appointment of an arbitrator; such request to be made known to the Superintendent no later than two (2) weeks after the **Board's** decision was made known in writing.
13. However, the arbitration procedure shall not apply to a complaint of a non-tenured member which arises by reason of their not being re-employed, a

complaint of any tenured member occasioned by reason of their not being re-employed, or the removal from an extra-curricular position and positions relating to payment being made, which is not part of the contractual salary; these are within the sole discretion of the **Board** and are not arbitrable.

C. PROCEDURE FOR SECURING AN ARBITRATOR

1. The following procedure will be used to secure the services of an arbitrator.
 - a) A request will be made to the Public Employment Relations Commission in accordance with Title 19 – Chapter 12, Sub-Chapter 3.
 - b) The arbitrator shall limit themselves to the issues submitted to them and shall consider nothing else. They can add nothing to nor subtract anything from the Agreement between the Parties. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Agreement. The decision of the arbitrator shall be submitted to the **Board** and the **Association** and shall be final and binding on the Parties. Only the **Board**, the aggrieved and their representatives shall be given copies of the arbitrator's report of findings and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitration hearings.

D. COSTS

1. Each Party will bear the total cost incurred by them.
2. The fees and expenses of the arbitrator are the only costs which will be shared by the two (2) Parties and such costs will be shared equally.
3. If time is lost by any member due to arbitration proceedings necessitating the retention of a substitute, the Board will pay only the cost of the substitute. The time lost by the members must either be without pay or charged to personal time.

ARTICLE IV – MEMBERS’ RIGHTS

- A. The **Board** recognizes the right of the members to form, join and assist any member organization or to refrain from such activity for the purpose of collective negotiations with the **Board** in accordance with State Statutes.
- B. Whenever any member is required to appear before the **Board** or any Committee or member thereof, or the Superintendent concerning any matter which could adversely affect the continuation of that member in their office, position, or employment or the salary or any increments pertaining thereto, then they shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of their own choosing to advise and represent them during such meeting or interview.
- C. No member shall be reprimanded, suspended or discharged without just cause. Any such action asserted by the **Board** or Representatives thereof shall be subject to the Grievance Procedure herein set forth.
- D. The **Board** and the **Association** agree that there shall be no discrimination, and that all practices, procedures and policies of the school district shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or age.
- E. Any member who is required to attend an investigatory interview, scheduled by an agent of the Administration, and who has reasonable expectation to receive discipline as a result thereof, has a right to representation.
- F. Effective July 1, 2013 non certified staff must complete four (4) years for contractual tenure.

ARTICLE V – ASSOCIATION RIGHTS AND PRIVILEGES

- A. The **Board** agrees to furnish to the **Association** information in the public domain which may be required by the **Association** in performing its representation function. This information shall be made available as soon as is possible after receipt of the request from the **Association**.

- B. The **Association** and its representatives shall have the right to use School Buildings for meetings, provided that approval has been secured in the manner prescribed by the **Board** for all other use of such facilities. Approval shall not be unreasonably withheld.
- C. The **Association** shall have, in each building, use of a bulletin board in each faculty lounge and members' dining room. The location of bulletin boards in each room shall be where presently located, and if none, where designated by the **Association**. Any additional bulletin boards which may be required shall be supplied by the **Association**. Copies of all material to be posted on such bulletin boards shall be given to the Building Principal, but no approval shall be required.
- D. The **Association** shall have the right to reasonable use of inter-school mail and school mail boxes. Open material shall receive prior approval of the Superintendent or their Representative.
- E. 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 members of the NTEA and to no other organization.
- F. State and national member organization representatives will first report to Building Administration and secure permission before visiting the school or meeting with individual members during school hours.
- G. The **Association** will be provided with scheduled time during new school year orientation programs for members. Participation in the time provided for the **Association** during the Orientation Program will be announced as voluntary.
- H. The **Association** shall have the right to use school office equipment at all reasonable times. The **Association** shall supply all material and supplies incidental to such use.
- I. Two persons from the school district designated by the **Association**, one of whom may be the President, annually shall be released from their non-teaching assignments to work on **Association** school related business. These persons shall submit a request annually to the Superintendent and upon their approval, they shall be granted the necessary release time to function as liaisons to the Superintendent, and to work on contract administration. Under no circumstances shall this time be used to interfere with the normal routine and function of the schools, nor shall there be any additional cost incurred to the **Board**. The Superintendent will be notified of the designees, in writing, no later than June 1 of the year preceding their functioning in the position.

- J. **Association** representatives working beyond the teacher work day schedule will be given thirty (30) minutes release time no more than one (1) time per month to attend **Association** meetings. No more than one (1) person from each building may be released. The **Association** will provide the **Board** with the meeting dates and names of employees to be released in advance

ARTICLE VI – PROTECTION OF MEMBERS

- A. Members shall immediately report cases of assault suffered by them in connection with their employment to their Principals or other Immediate Supervisor, in writing.
- B. The **Board** agrees to provide legal counsel to defend any member in any action brought against any such member alleging that they committed assault in connection with their employment, or in any situation arising out of a claim, demand, suit or judgment, by reasons of alleged negligence or other act, resulting in accidental bodily injury or to the death of any person or in accidental damage to or destruction of property within or without the school building, provided such member at the time of the accident resulting in such injury, damage or destruction was acting in the discharge of their duties within the scope of their employment under the direction of the **Board**. If the **Board** does not provide such counsel, and a member prevails in the proceedings, then the **Board** shall reimburse the member for reasonable counsel fees incurred by them in defending the proceedings. If the member is found guilty in cases of criminal proceedings, such findings of guilt shall constitute a cause for dismissal from the school system, and the member involved shall reimburse the **Board** for costs of furnishing counsel.
- C. Whenever a member is absent from school as a result of personal injury caused by unjustified assault or acts arising out of such assault, and in the course of their employment, no part of such absence shall be charged to their annual or accumulated sick leave.
- D. Protection of Members – The **Board** recognizes its responsibility to maintain safe and healthful working conditions for its staff and will continue to make every practical effort in that regard. Except in acute emergencies which might jeopardize the health or safety of the pupils, the **Board** will not require any member to engage in a recognizable unsafe or unhealthy task. All members, therefore, shall be required to observe the direction of the Building Principal when encountering situations that a member might regard as

hazardous or unhealthful. Should a member object to any such assignment and leave their building during the work day they will be considered as having the status of suspension without pay, pending the proceeding of a grievance. The **Board** agrees that any such grievance will be processed expeditiously at the Superintendent's level initially.

ARTICLE VII- SCHOOL CALENDAR

- A. The school calendar for each school year shall be developed with approval of the **Board**. There shall be no deviation or change in the school calendar once adopted except by mutual agreement of the **Board** and the **Association**.
- B. The **Association** Calendar Committee shall meet with the Superintendent and their Administrative Staff in February in order to draw up a calendar for the coming year. This calendar will be submitted to the **Board** for adoption.
- C. In addition, the Superintendent or the Building Administrator may schedule, at the end of the work day, faculty or professional meetings at reasonable intervals. The Superintendent may require attendance of teachers at special school functions in keeping with past practice.

ARTICLE VIII – SALARIES

- A. The salary schedules shown as exhibits in the Contract are for the school years 2012-2013, 2013-2014 and 2014-2015 and shall be administered in accordance with present **Board** policy.
 - 1. Members employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
 - 2. Members employed on an eleven (11) month basis shall have the salary of the ten (10) month salary plus ten percent (10%) of the base salary. Members shall be paid in twenty-two (22) equal semi-monthly installments.
 - 3. Members employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 - 4. When a pay day falls on or during a school holiday, vacation or weekend, members shall receive their paychecks on the last previous work day.

5. Members shall have their final checks mailed to their homes within one (1) week following the last day of school.

6. The **Board** shall offer direct deposit for all employees.

B. Members who may be required to use their own automobiles in the performance of their duties and members who are assigned to more than one (1) school per day shall be reimbursed for all such travel as established by state regulations. This will apply for all driving from the time of arrival at the first location at the beginning of the workday and departure for home at the end of the workday. Additionally this shall apply to all driving to and from locations having a greater distance than that of the usual distance from the member's home to their base school and from their base school to their home. The distance from the member's home to their first location or from the member's last location to their home must be greater than the distance between the member's home and their base school. The member shall be reimbursed for the difference at the applicable rate. Monthly invoices must exceed \$1.00.

ARTICLE IX – DEGREE INCENTIVE

- A. Members intending to apply for said remuneration shall secure prior approval from the Superintendent of Schools for courses which are to be taken leading to the award of said degree. If a course is part of a previously approved degree program in which the member is enrolled, specific approval for the particular course need not be obtained. The Superintendent shall accept the timelines or the extension of timelines for degree completion as established by the institution of higher learning attended by the member.
- B. Upon completion of fifteen (15) approved college credits, a member shall receive reimbursement as a degree incentive, according to the following guidelines:
1. That the fifteen (15) approved credits be earned and accumulated while the member is in the employ of the school district.
 2. That the member furnishes acceptable evidence to the Superintendent of Schools by December 1st of the previous year that they are officially matriculated at an approved institute of higher learning. An approved institute of higher learning is one that is recognized by the State of New Jersey and is accredited by a nationally recognized entity.

C. A member shall also receive additional sums per fifteen (15) approved college credits, providing the member adheres to Section B.1 and B.2 cited above, to the following maximums:

1. Associate's Degree Program.....\$1,000.00 (\$500 per 15 credits)
2. Bachelor's Degree Program.....\$1,200.00 (\$600 per 15 credits)
3. Master's Degree Program\$1,500.00 (\$750 per 15 credits)
4. Doctorate Degree Program\$2,500.00 (\$1,250 per 15 credits)

D. Nothing in this Article shall preclude a member from receiving reimbursement for degree incentive, according to the schedule above, for earning additional degrees on the same level. Under extraordinary circumstances, the Superintendent may approve a fractional portion of the money for degree incentive. Members intending to apply for said remuneration shall secure prior approval from the Superintendent of Schools for courses which are to be taken leading to the awarding of said degree. If a course is a part of a previously approved degree program in which the member is enrolled, specific approval for the particular course need not be obtained. The Superintendent shall accept the timelines, or the extension of timelines, for degree completion as established by the institution of higher learning attended by the member.

ARTICLE X – MEDICAL BENEFITS

A. The **Board** shall provide all members an insurance benefits package at the tier level (Single, Parent & Child, 2 Adults, Family) appropriate to his/her immediate family. Coverage will be extended to cover dependent children up to age twenty-three (23). Said package shall consist of Horizon Blue Cross/Blue Shield Direct Access Program.

1. Office Co-pay: In-Network - \$15.00
2. Deductible: In-Network – none, Out-of-Network - \$300 individual/\$500 family.
3. Co-insurance: In-Network – 100%, Out-of-Network – 80% of Reasonable & Customary.
4. Maximum Out-of-Pocket: \$1,400 individual/\$2,800 family.
5. Chiropractic and physical/speech therapy limited to sixty (60) visits per benefit period.
6. Maximum lifetime four (4) egg retrieval for infertility services.

7. Members shall be eligible for prescription coverage at the appropriate tier level – co-pays of \$10 generic, \$20 preferred brand, \$35 non-preferred brand, with one (1) appropriate co-pay applicable to each mail order prescription.
8. Members shall be eligible for Dental and Vision coverage at the appropriate tier level.

B. Members shall contribute to the cost of said medical benefits package as defined by New Jersey P. L. 2011 Chapter 78, which utilizes a formula based on the employee's pensionable salary, the insurance tier in which the employee is actually enrolled, and the actual cost of the insurance coverage (but not less than 1.5% of the employee's pensionable salary). All contributions will be processed as payroll deductions under authority of an IRS Section 125 plan. No additional employee contributions shall be required except for the additional cost of Traditional Plan coverage as defined herein.

1. During any scheduled Open Enrollment period the Employee shall have the right to "buy up" to the district's new standard Traditional Plan medical coverage by payment of the full difference in premium between the Direct Access and Traditional Plan, in addition to the contribution defined in B of this section. Said package includes dental, vision and prescription plans.
2. During any scheduled Open Enrollment period the Employee shall have the right to "drop down" to the district's then-current Point-of-Service Plan medical coverage in which case the Employee shall be entitled to a payment, based on enrollment tier, as follows: Single - \$250.00; Parent/Child - \$500.00; 2 Adult - \$750.00; Family - \$1000.00. Said payment will be prorated based on the length of time the Employee was actually enrolled in the Point-of-Service Plan, and shall be paid at the end of each school year.
3. After fifteen years (15) of service in the school district and upon retirement from either the Teachers' Pension and Annuity Fund or the Public Employees Retirement System, the Employee may continue enrollment in the district's then-

current medical benefits package, for themselves and any eligible dependents, at the sole expense of the retired Employee.

4. When the Employee separates from employment for any reason, benefits will cease on the last day of the month in which separation occurs.

C. **WAIVER OF MEDICAL BENEFITS** – All members shall have the right to forego all or a portion of the medical benefits to which he/she is entitled in exchange for a cash payment, subject to the following:

1. The member shall be entitled to a payment based on the level of benefits to which he/she is entitled and the actual level of benefits chosen, as follows:

<u>From</u>	<u>To</u>	<u>Or</u>
Single	No Coverage (\$2,500)	N/A
Parent & Child	No Coverage (\$3,350)	Single Coverage (\$1,500)
(2) Adult	No Coverage (\$5,000)	Single Coverage (\$2,500)
Family	No Coverage (\$5,500)	Parent & Child (\$2,500)
Family	No Coverage (\$5,500)	Single Coverage (\$2,750)

2. Payment will be issued to the member by June 30th at the end of the health benefit contract year, under authority of an IRS Section 125 plan.
3. The member must have health benefits through a spouse or other source, and must submit proof of such coverage each time he/she seeks to renew their opt-out.
4. Opt-out is required on a yearly basis. If the Employee does not file to opt-out they will automatically be enrolled in the current health benefit plan at the full benefit level in which they were previously enrolled and/or to which they are entitled.
5. Any Employee who has waived all or some of their health benefit coverage for a specific year, may restore the above stated coverage by applying during the

school year. The reinstatement date will be July 1 immediately following the application. It will NOT be necessary for any Employee or their family members to complete a Statement of Health, or have any proof of insurability to restore coverage.

6. An employee who has waived all or a portion of their health benefit coverage will be allowed to restore such coverage on an immediate basis without completing a Statement of Health or having any proof of insurability for the Employee or his/her family in the event of a hardship or life-altering event, which includes but not limited to, the following examples: termination of employment, legal separation, group contract/policy terminated, disability of spouse which eliminates benefits, divorce, death of spouse, or military discharge.
7. If an employee opts to return to the health benefit coverage during the school year, the opt-out payment will be prorated accordingly.
8. Any tax liability for the opt-out monies received shall be the responsibility of the Employee.

ARTICLE XI – SICK LEAVE

- A. 1. By law, effective September 1954, all unused days of Sick Leave, in any given year, may accrue to an unlimited number.
2. Twelve (12) days of sick leave with pay for 10-month members, fourteen (14) days of sick leave with pay for 11-month members and fifteen (15) days of sick leave with pay for 12-month members are allowed during a school year; the unused portion shall be cumulative annually. A written certification from an accredited practitioner for an illness over three (3) consecutive days by the member may be required by the Superintendent of Schools. After five (5) consecutive days, certification is required. In case of frequent application for sick leave, the Superintendent or appropriate Administrator may require submission of a statement from a physician or submission to a physical examination by the school physician. The Employee's initial allotment of sick leave shall be prorated

based upon the date of hire pursuant to the formula contained in Article XII: G.

3. Members who are absent because of a personal illness shall be reimbursed according to the following schedule:
 - a) There shall be no deductions in salary for the use of a substitute for the total earned cumulative days.
 - b) A member who has used their total cumulative days shall have their full per diem rate deducted from their salary.
 4. Records of absence because of personal illness will be maintained by the **Board Secretary**.
 5. Members shall be notified of unused sick leave per current policy.
- B.**
1. In accordance with N.J.S.A. 18A:30-3.2, the **Board** shall grant the transfer of up to sixty (60) days credit for unused sick leave days which have been accumulated in another New Jersey Public School District.
 2. This policy shall pertain to all members so affected in accordance with the following:
 - a) A member desiring to transfer unused accumulated sick leave days shall submit to the Superintendent of Schools, within one (1) year of the date of new employment in the school district, a certificate from the original employer stating such member's unused accumulation of sick leave days as of the date of job termination.
 - b) The accumulation of sick leave days from another district shall be credited upon receipt of the certificate of the prior employer. The days of sick leave so credited may be used immediately, or if not so used, shall be accumulated for additional leave thereafter as may be necessary. The number of such days when granted shall be irrevocable by the **Board**.
 3. All members' unused Personal Business Days will be transferred to their sick bank annually. An employee may not increase his/her sick leave bank by more than fifteen (15) days in any one school year. Unused days beyond fifteen (15) shall

be saved in a separate account for reimbursement at retirement pursuant to C of this article.

C. Unused Sick Leave on Retirement

All payments for unused sick leave shall be made to a 403B plan over a two-year period subject to federal regulations

1. Teachers

a) All teachers upon retirement after fifteen (15) years of service in the school district, shall be paid in lieu of accumulated sick leave at the rate of one (1) day's pay for every four (4) days of accumulated sick leave to a maximum of \$22,000.

b) The daily compensation shall be at the daily rate of pay which they earned in the year of retirement. The calculation shall be as follows:

10 month contract – 1/200 of annual salary;

11 month contract – 1/220 of annual salary;

12 month contract – 1/240 of annual salary.

c) Written notice of intention to retire is to be submitted to the Superintendent of Schools three (3) months before the final budget submission date. If notice is not received within the above time frame, compensation will be paid no later than September 30 of the subsequent school year.

2. Support Staff - All other unit members shall be paid in lieu of accumulated sick leave at the rate of one (1) day's pay for every four (4) days of accumulated sick leave to a maximum of \$13,000, upon retirement after fifteen (15) years of service in the school district.

ARTICLE XII – TEMPORARY LEAVES OF ABSENCE

A. PERSONAL BUSINESS

1. Four (4) days per school year (only three (3) may be used consecutively) may be

granted to a member as a "Personal Business Day" to be without loss of pay. Request for such leave must be made to the Superintendent and their permission must be secured.

2. This policy shall be administered under the following provisions:

- a) The request shall be made, in writing, on the form provided for this purpose.
- b) The request form shall be delivered to the Building Principal or other designated Immediate Superior at least five (5) calendar days in advance of the Personal Business Day. All other requests not falling within this period of time shall be deemed as "emergencies", and the responsible Administrator shall use their discretion in approving or disapproving the request. When the request is denied, the reason for denial shall be written on the Personal Business Request form and returned to the applicant.
- c) Only the form (Request Form for Personal Business Day) secured from the Office of the responsible Administrator will be used for the purpose of making such requests. The form shall be completed in triplicate and routed through the responsible Administrator to the Superintendent of Schools. Forms containing both approval and disapproval will be forwarded to the Superintendent for appraisal and action.
- d) Leave will not be granted the day preceding or the day following a Board-approved holiday, recess or in-service workshop, except in case of religious observance.

3. Religious Holidays - In accordance with statutes, the Board shall approve for each school year, a "Religious Holiday Calendar". No exceptions shall be made to granting absences with pay for days other than those which are listed on the approved calendar.

B. ILLNESS IN FAMILY

Members may use a total of three (3) days, annually not cumulative, upon approval of the Superintendent of Schools for absence due to illness in the member's immediate and step-family, which includes wife, husband, child, mother, father, mother-in-law, father-

in-law, sister or brother. Members may be granted one (1) or more days absence, at the discretion of the Superintendent of Schools, for illness of a person not included in the specific immediate and step-family as listed. Verification of this illness shall be submitted on forms provided for this purpose and a certificate signed by the attending physician may be required by the Superintendent of Schools for illness requiring absence beyond one (1) day but shall be mandatory for three (3) consecutive days. Any payroll deductions made in accordance with this provision will be applied pursuant to Section E of this Article.

C. DEATH IN FAMILY

Members may use a total of five (5) days, per occurrence, not cumulative, upon approval of the Superintendent of Schools in the event of death in the immediate and step-family, which includes wife, husband, child, mother, father, mother-in-law, father-in-law, sister or brother. Members may be granted one (1) or more days absence, at the discretion of the Superintendent of Schools for death of a person not included in the specific immediate and step-family as listed. Verification of the reasons for such request may be required by the Superintendent of Schools. Any payroll deduction made in accordance with this provision will be applied pursuant to Section E of this Article.

D. ABSENCE FOR JURY DUTY OR COURT SUMMONS

Absence for Jury Duty or Court Summons (which is school-related) shall not count in calculating absence limitations of the member, nor shall the days be deducted from accrued leave or the four (4) day Personal Business Leave. The salary paid by the **Board** during such absence shall be at the regular rate of pay.

E. REASONS OTHER THAN THE PREVIOUS

Members who are absent, for reasons other than personal illness, personal business, illness or death in the immediate and step family, jury duty or school connected court summons, or who are assigned to an approved school district responsibility, shall have deducted from their salaries, the amount paid the substitute (if any is used). Advance notice to the appropriate official is required for such absences. Up to five (5) days without pay for the purpose of marriage and honeymoon, or up to one (1) day, without pay for the purpose of attending the marriage of a member of the immediate and step family may be granted.

F. **POLICIES GUIDING THE ADMINISTRATION OF ALL LEAVES AND ABSENCES**

1. **The final decision of all cases of absences shall be made by the Superintendent of Schools, subject to the confirmation of the Board.**
2. **In every contract, unless otherwise stated and specified, a month shall be taken to be twenty (20) school days or four (4) weeks, five (5) school days each. Therefore, deductions for absence shall be the contract salary per month divided by twenty (20) and multiplied by the number of days absent.**
3. **Full pay shall be deducted for absences occurring directly preceding or following vacations and holidays upon recommendation of the Superintendent of Schools and the approval of the Board.**
4. **The Board may require an examination by the school system physician after lengthy leaves of absences for illness at its discretion.**
5. **Effective July 1, 2010, health benefits will only be paid for by the Board during the period of an employee's approved leave for up to one (1) year inclusive of FLA or FMLA leave. Continuation in the Board's group health insurance beyond one (1) year will be at the employee's sole expense.**

G. **PRORATING**

Prorating of the following leave days for newly hired members for the contractual year for which they are hired will be as follows:

1. **Personal Business Days and Illness in Family Days**
 - a) **Twelve-Month Employees hired after 7/30 - One (1) day for each remaining two (2) month period or fraction thereof from the date of hire to contract renewal date of June 30th, not to exceed the negotiated amount.**
 - b) **Ten-Month Employees hired after 9/30 - One (1) day for each remaining two (2) month period or fraction thereof from the date of hire to contract renewal date of June 30th, not to exceed the negotiated amount.**

2. Vacation - Secretaries and Custodians hired after 7/30 - One (1) day per month or a fraction thereof from the date of hire to June 30th, not to exceed the yearly vacation total.

ARTICLE XIII – EXTENDED LEAVES OF ABSENCE

A. MATERNITY LEAVE

It is recognized that a member's maternity leave application involves both a disability and a childcare phase. The presumptive disability phase is that period of time, both four (4) weeks prenatal and four (4) weeks postnatal. The disability phase may be extended when a physician certifies inability to work. The childcare phase is that period of time selected by the member, in accordance with A. 2 below, which follows the disability phase during which time the member voluntarily suspends their career to care for the newborn child.

1. **DISABILITY PHASE** Any tenured or non-tenured member seeking a leave of absence on the basis of medical reasons associated with pregnancy or birth shall apply to the **Board**. Application shall be made to the **Board** at least sixty (60) days prior to the commencement of leave. In making application for leave, the member shall specify in writing the date on which they wish to return to work after the birth, if physically able, but not to exceed (a period of disability of) four (4) weeks without a physician's written statement. In the case of stillbirth the member may elect to return to work at an earlier date.
2. **CHILDCARE PHASE** Where the requested leave dates are beyond the period of disability associated with pregnancy and is for childcare purposes, as defined above, the tenured member shall be granted, at their discretion, a leave without pay for (a) the balance of the school year in which the birth occurred, or (b) the balance of the school year in which the birth occurred and the entire following school year. Members on maternity leave desiring to switch from option (a) to option (b) shall notify the Superintendent at least ten (10) school days prior to the intended return date, except in cases of emergency or extenuating circumstances. Any further extensions of childcare leave shall be discretionary with the **Board**.
 - a) Non-tenured members may request childcare leave for the balance of the

current contractual school year.

- b) No tenured or non-tenured member shall be barred from returning to work after the birth of their child solely on the grounds that there has not been a stated or prescribed lapse of time between that birth and their desired date of return, provided sixty (60) days' notice is given as is provided in #1 above.
- c) A member returning from pregnancy leave of absence shall be entitled to all benefits to which members returning from other types of sick or disability leave would be entitled.
- d) In order to be eligible for the regular salary increment upon the return of the member who is granted a leave, the teacher must have been in their sixth month of teaching during the school year that said leave was granted. All other members must have been in fifth month of employment during school year that said leave was granted.
- e) Any member adopting an infant child may receive leave which shall commence upon their receiving de facto custody of said infant, or earlier if necessary to fulfill the requirements of the adoption.
- f) No member on maternity leave (excluding the disability phase) shall, on the basis of said leave, be denied the opportunity to substitute in the school system in the area of their certification or competence.
- g) Maternity Leave – the entire above Section “A” is subject to any and all modifications as statutorily required.
- h) Childbearing leave will be granted to any regular member covered under this Agreement in accordance with the statutes of the State of New Jersey.

B. LEAVE FOR PERSONAL REASONS DURING A SCHOOL TERM

The **Board** shall not honor any request from a member for a leave during a school term for personal reasons, such as travel or for any similar reason.

C. MILITARY LEAVE

1. Any regular members of the Neptune Township School District who may enlist or be conscripted into the defense forces of the United States for service or training shall make application for military leave. They shall be reinstated to their position in this school district with full credit, including the annual increment under the salary schedule, upon written request supported by competent proof, that said applicant is fully qualified to perform the duties of said position. Said application for reinstatement shall be made within a reasonable time after discharge or release from military service and not later than ninety (90) days from the date of said honorable release or discharge.
2. While member is on said leave, it is mandatory that the **Board** keep up their annual payment to the member's appropriate pension fund.

D. LEAVE OF ABSENCE DUE TO ILL HEALTH, INJURY OR OTHER EQUALLY GRAVE EMERGENCY

1. A member in this school system may be granted a leave of absence for a maximum of one (1) school year for reasons of personal illness, accident, other equally grave emergency, and/or for rest and recuperation.
2. Written application for such leave shall be made by the member to the Superintendent of Schools, who shall, upon receipt of same, make such investigation as they may deem necessary to determine to the best of their ability if the granting of said leave would serve not only the interest of the member, but also those of pupils and/or school district. They shall then make a recommendation to the Personnel Committee of the **Board**, who in turn shall present such request before the full **Board**.
3. In computing service to determine the member's position on the salary schedule at expiration of leave, time spent on leave shall not be counted as active service in this school district.
4. Leave of Absence shall be without compensation, except as may be provided by applicable law.

5. Whenever a leave of absence is granted for personal health reasons, said member must give acceptable professional evidence of recovered health before being permitted to return to duties in the school district.
6. A person on leave of absence shall return upon the expiration of leave whenever it is possible, to the position occupied prior to the leave. Application to return from a leave of absence should be filed with the Superintendent of Schools within sixty (60) days prior to the expected return.
7. The **Board**, depending upon the nature of the reasons for the requested leave and/or in light of a short term leave, may extend the period of leave without loss of salary in the case of a member who has rendered long and/or outstanding service to the school district.

ARTICLE XIV– EVALUATION

- A. A member shall be notified that an evaluation has been made.
- B. A member shall have the right to see their evaluation reports and have the right to a copy of all reports if they request said copy.
- C.
 1. If derogatory reports or materials are to be retained for other than investigation, the member shall be shown the reports or letters and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material in the member's file. If the material is not to be retained, it shall be shredded by the Superintendent.
 2. In the event that any new material of a derogatory nature is to be placed on file, the member involved shall be notified prior to the insertion of said material and be given the opportunity to review such material. The member's written comments, if any, relative to the derogatory material shall be made part of the member's file.
- D. The **Board** believes that complete personnel records should be maintained regarding all staff members. Copies of all evaluations, reports, request for leaves, absences, health reports, and other pertinent information will be kept in one file located in the Office of the Superintendent of Schools. A staff member may, by appointment, review their personnel file. Such materials as may be regarded as confidential by the Superintendent

shall not be available for review. A file shall be checked for derogatory material that was not shown to the member and if any exists, it may be returned to the member's file only in accordance with the provisions of Paragraph C above.

- E. Any written documentation from a conference between the member and their immediate Supervisor which results from a formal written evaluation shall be initialed by both Parties. If the member requests a copy, the initials shall be evident on the copy.
- F. There shall be a schedule of evaluations providing for a reasonable number of observations per year.

ARTICLE XV– TRANSFERS AND REASSIGNMENTS

- A. Members who desire a change in grade or subject assignment or who desire a transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the grade or subject to which the member desires to be assigned and the school or schools to which they desire to be transferred, in order of preference. Such requests must be renewed, in writing, each year if it is not granted on initial application. Decisions on all transfers will be at the sole discretion of the Superintendent, with the approval of the **Board**.
- B. Any new or open position in the school district shall be posted on the school and central office bulletin board and a copy sent to the **Association**. A position shall be posted for thirty (30) days, however, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to ten (10) days, providing the **Association** is advised of the emergency. For purposes of this Agreement, all extra-curricular and co-curricular positions shall be included.

In the event “current” Reduction in Force (RIF) lists exist of persons qualified for the specific vacancy, no posting will be necessary, and the person next in line for employment covered by the RIF list will be offered the vacancy to be filled.

ARTICLE XVI – PROMOTIONS

- A. Any new or open promotional position shall be posted on the school and central office bulletin board and a copy sent to the **Association**. A position shall be posted for thirty (30) days. However, in cases of emergency as determined by the Superintendent, the time

for posting may be shortened to ten (10) days, providing the **Association** is advised of the emergency. For purposes of this Agreement, a promotional position is one in supervisory or administrative categories or one that accrues a stipend above the regular salary.

- B. To facilitate notification of properly certificated personnel and others who indicate a desire for particular positions in the school district, the NTEA will work cooperatively with the Superintendent of Schools and their designees to prepare a list according to job categories which may be used to give specific notification to personnel on said list when such vacancies are anticipated.

ARTICLE XVII – DEDUCTION FROM SALARY

A. According to State Law.

B. Tax Sheltered Annuity plans

- 1. The **Board** shall provide access to voluntary 403(b) tax sheltered annuity products from the following vendors, with contributions funded through payroll deductions:
 - a) AXA/Equitable
 - b) The Legend Group
 - c) Lincoln Investments

ARTICLE XVIII – REPRESENTATION FEE

A. The **Association** shall, on or before September 30, deliver to the **Board**, a written statement containing the following:

- 1. A statement that the **Association** had determined the amount of representation fee in accordance with the formulated requirements of NJSA 34: 13A-5.4.
- 2. A statement that the **Association** has established a “demand and return system” in accordance with the requirements of NJSA 34: 13A-5.4.
- 3. A statement establishing the amount of yearly representation fees to be

deducted from the salary of each non-member. Such representation fee shall not exceed eighty-five (85%) percent.

4. A list of all individuals covered under this Contract, who have failed to arrange for and become members of the **Association** and a request that the representation fee of such non-member be deducted in accordance with the Agreement.

B. Beginning with the first full pay period in February, the **Board** will commence deductions from salaries of such individuals in accordance with Paragraph C.3 below, of the full amount of the representation fee and will promptly transmit the amount so deducted to the **Association**.

C. **PAYROLL DEDUCTION SCHEDULE**

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

1. In February; or
2. Thirty (30) days after the member begins his employment in the bargaining unit position, unless the member previously served in a bargaining unit position or was on lay-off, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the member's employment in a bargaining unit position whichever is later. The mechanics for deduction of representation fees and the transmission of such fees due to the **Association**, as nearly as possible, shall be the same as those used for the deduction of regular membership to the **Association**.
3. On or about the last day of each month, beginning with the month this Agreement becomes effective, the **Board** will submit to the **Association**, a list of all members who began their employment in a bargaining unit position during preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such members

4. The **Association** hereby agrees to indemnify, defend, and save harmless, the **Board** from any claim, suit, or action of any nature whatsoever which may be brought at law or in equity, or before any administrative agency with regard to or arising from the deduction from the salaries of any member of any sum of money as a representation fee under the provision of this Article.

ARTICLE XIX – CONTINUITY OF OPERATION

- A. The **Association** agrees to abide by the Statues of New Jersey making strikes by public employees unlawful.
- B. Nothing in this Agreement shall require the **Board** to keep school open in the event of severe inclement weather or when otherwise prevented by health hazard or Act of God. When schools are closed to students due to such conditions, attendance of members may be required by the Superintendent of Schools.

ARTICLE XX– DISTRIBUTION OF AGREEMENT

- A. Copies of this Agreement shall be given to all members employed within the time period covered by the Agreement. This Agreement will be reproduced in full and not attached in or included in any other separate publication of the school district.
- B. The **Board** and the **Association** shall each assume one half of the cost of the printing of the Agreement.

SPECIFIC STAFF LANGUAGE

CERTIFICATED PROFESSIONALS

ARTICLE XXI – TEACHERS

A. Work Hours

1. It is understood and agreed that teachers are expected to devote to their assignments the time necessary to meet their responsibilities. It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school. Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall not exceed the following:

Elementary/Non Public	6 hrs. 40 min.
Middle School	7 hrs.
High School	6 hrs. 40 min.

This time includes the pupil in-school day in their respective school plus fifteen (15) minutes before the pupil's day, and a period after the pupil's day of not less than fifteen (15) minutes and not more than thirty (30) minutes at the discretion of the Building Principal. The teacher shall have a duty-free lunch period.

2. Teachers in the High School may have up to two hundred and twenty-five (225) minutes of instruction per day in a four (4) block schedule (75 minute blocks.) They shall have a thirty-five (35) minute lunch per day, and a seventy-five (75) minute preparation period per day subject to the same practice as currently exists. It is understood that if a teacher is scheduled for less than two hundred twenty-five minutes (225) of instruction in a day, duties may be assigned during those minutes not scheduled for instruction up to the two hundred twenty-five (225) minute maximum. It is understood that there will be some special subject and program teachers whose schedules will be individually developed and which may not conform to the above provision: e.g., ESL, speech, etc. Should the district abolish block scheduling, the High School shall return to six teachings periods, one prep period and one lunch period every other semester in lieu of five teaching periods, one duty period, one prep period and a lunch period. Effective July 1,

2013, in a regular five (5) day work week, three (3) forty (40) minute blocks of three (3) of the regular seventy-five (75) minute preparation periods shall be allocated to PLC activities. PLC blocks will be contiguous time at either the beginning or the end of a full block. The remaining two (2) full seventy-five (75) minute preparation blocks shall be unchanged. It is understood and agreed that PLC activities, for all staff district-wide, shall be defined by the district PLC Handbook – 2013/2014.

3. Teachers in the Elementary Schools are guaranteed one prep period per day not less than thirty (30) minutes in duration, five (5) prep periods per week, totaling 150 minutes a week.
4. The work year for certified staff shall be 187 days inclusive of four (4) full staff development days (non-student days), and three (3) abbreviated staff development days. These days will be abbreviated days for students and will be within the contractual workday of staff. Additional staff development days either abbreviated or full day may be scheduled at the discretion of the Superintendent as approved by the **Board**. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.
5. Effective July 1, 2013, parent teacher conferences shall be scheduled twice each year as follows:
 - HS and MS: one (1) day and two (2) nights
 - Elementary School: three (3) days and two (2) nightsOn the school days that night conferences are scheduled, teachers shall have an abbreviated day, shortened equally to match the length of the parent-teacher conferences.
6. New employees, in their first year of employment, shall report for three (3) additional days during the month of August, scheduled by administration. Each employee shall receive professional development credit for attendance and a \$100 gift certificate to a school supply store chosen by the **Board**.

Effective July 1, 2013 (non)/certified staff must complete four (4) years for contractual tenure.

7. In addition to the hours referred to above, the Superintendent or the Building Administrator may schedule, at the end of the work day, faculty or professional meetings at reasonable intervals. The Superintendent may require attendance of teachers at special school functions in keeping with past practice.
8. In fulfilling the above, staff shall indicate their presence for duty each day by swiping their identification card.
9. Should a teacher be unable to attend classes, they shall report their unavailability in accordance with the published procedures of the **Board** under the AESOP System.

B. TEACHER RIGHTS

1. The **Board** will provide in the budget an increase designated to permit the hiring of paraprofessionals. To the extent practically possible, the **Board** and the Superintendent will utilize the paraprofessionals to reduce the load of lunch duty and supervision of playgrounds for regular teachers in grades Preschool to 5. Provisions will be made wherever possible for substitutes to be used in the event of absence of the regularly employed paraprofessional. All such paraprofessionals must be under the supervision of a qualified professional staff member.
2. Substitute teachers who are qualified will be supplied in the special areas of art, music, physical education, library/media center in the elementary schools in accordance with their availability.
3. Teachers required to serve on school-related committees, as established by an appropriate Administrator, shall be afforded, where practical, the necessary release time from their classroom duties to participate in such committee assignments.
4. The Administration will publish, no later than September 15th of each academic year, an Annual Report Card/Progress Report Schedule that shall indicate staff data entry deadlines. Should it be necessary to modify the schedule during the school year, the revised schedule will be distributed no less than ten (10) work days prior to the next data entry deadline.

5. Teachers shall determine grades and other evaluations of students based upon their professional judgment of available criteria pertinent to any given subject area or activity to which they are responsible. No grade or evaluation shall be changed without the knowledge of the teacher. The teacher will have the opportunity to appeal the grade change to the administration; however, administration's determination is final.

C. BREAKFAST PROGRAM

1. Certified staff participation is wholly voluntary.
2. The hours of the Breakfast Program shall be as follows:

Elementary Schools	Tier I	7:30 a.m. to 8:10 a.m.
	Tier II	8:05 a.m. to 8:45 a.m.
Middle / High Schools		6:45 a.m. to 7:25 a.m.
3. Compensation shall be at the hourly rate for teachers and coordinators.
4. It is expressly understood that the **Association** agreement and employee participation shall in no way alter the terms and conditions of employment for unit members of the **Association** and the terms of this Memorandum of Agreement shall be for the duration of the contract.

D. TEACHER COMPENSATION

1. **PER HOUR RATE** - Teachers shall be compensated at the following hourly rate of \$38.00 per teaching period. Additionally, in this connection, the **Association** recognizes the importance of availability of qualified teachers for home instruction and will assist in securing the necessary teachers to carry out this function. Effective July 1, 2014 the hourly rate will be \$40.00 per teaching period.
2. **INCREMENTS** - All advancement on the guide, including annual increments and raises as set forth in the salary guides now in effect, and as the same may be adopted from time to time by the **Board** shall not be considered automatic; advancement on any such guide shall require favorable reports covering the professional competence, the performance of duties assigned and record of attendance of each member by the Superintendent and those charged with

supervisory responsibility, and approval by the **Board**.

3. **PLACEMENT ON GUIDE FOR HIRING PURPOSES – PROFESSIONAL STAFF** – For the purposes of establishing placement of a professional member on the adopted salary guide, credit for prior contractual service experience will be computed in the following manner:

Total contractual service will be computed and credited on a monthly basis, and total months of contractual service will be divided by ten (10). In instances where time does not equal a full ten (10) months, six (6) months will be considered a full year.

EXAMPLES:

Total months of contracted service..... 17

Credit will be given for two (2) full years of service and member will be placed on the appropriate level of the salary guide.

Total months of contracted service..... 15

Credit will be given for one (1) full year of service and member will be placed on the appropriate level of the salary guide.

Total months of contracted service..... 36

Credit will be given for four (4) full years of service and member will be placed on the appropriate level of the salary guide.

4. **CREDIT OF NON-CONTRACTUAL PROFESSIONAL EXPERIENCE** – If a person is serving in a temporarily vacated position in the school district on a prorata basis, not under contract, and is subsequently appointed to the same position on a contractual basis, full credit will be given for time served as a non-contractual employee.

E. ASSIGNMENTS

1. All teachers shall be given written notice of their contracts, salary statements or increments according to law.

2. All teachers shall be given written notices of their tentative class or subject assignments and building assignments for the forthcoming year as soon as reasonably practical and in any event, not later than June 1. The Administration may change such assignments in the event of an unforeseen circumstance or emergency and shall notify the teachers, in writing, with reasons for the schedule change.

3. Teachers required to cover classes or duties due to a substitute teacher shortage shall be remunerated in the following manner:

a) Middle School and High School - At the direction of the Building Administrator, regular classroom teachers may volunteer to substitute during their preparation period.

In the absence of volunteers, a teacher shall be assigned to substitute. Volunteers and assigned teachers shall be paid at the following rates:

Prep to Class	\$38.00
Prep to Duty	\$26.30
Duty to Class	\$38.00

b) Elementary Schools - At the direction of the Building Principal, teachers who are requested to teach during their preparation period (when special teachers are absent, i.e., Art, Music, Physical Education and Library/Media Center) shall be paid at the rate of \$38.00 per teaching period.

c) All special teachers who are requested to teach during their preparation period shall be paid at the rate of \$38.00 per teaching period.

d) Regular classroom teachers who are required to add students to their class because of a divided class shall receive no more than five (5) additional students and shall be paid \$38.00 per day.

e) Payment Schedule - Members who will receive per period compensation will be paid twice a month. Hours worked between the first and 15th of

the month will be paid in the second pay period of that month. Hours worked between the 16th and the last day of the month will be paid in the first pay period of the next month. Forms submitted later than one (1) working day following the 15th and last day of the month will be paid according to the pay period in which they were received.

4. Paraprofessionals shall be assigned to coverages in a reasonable manner. Whenever possible, the affected Paraprofessional and Teacher shall be given reasonable notice.

F. TEACHERS – STAFF VACANCIES

When any vacancy occurs in the school system, which after due investigation is considered by the Superintendent to be of one (1) month or more duration, a fully certified teacher will be hired, temporarily, at a pro-rata teacher's salary (based on the appropriate level of the Salary Guide) to fill said vacancy.

G. PROFESSIONAL LEAVE WITHOUT PAY

1. Leave of absence without pay may be granted by the **Board** to teachers for the following reasons:
 - a) Approved study.
 - b) Approved travel.
 - c) Exchange with teacher in another school system.
 - d) Service in a N.J. State College Demonstration School.
 - e) Participation in a Fellowship of a National Science foundation or related organization.
 - f) Service in the Peace Corps.
2. Leaves of absence without pay shall pertain only to those teachers in the school district who have attained tenure status and whose proficiency and efficiency ratings entitle said teacher to such consideration.
3. Request for LEAVE WITHOUT PAY shall be made to the Superintendent of Schools in writing stating full particulars of the request, no later than March 1st of the school year previous to the school year for which the leave is requested,

excepting where emergency conditions prevail, and in such instances the Superintendent of Schools shall exercise their discretion in granting approval.

4. Such LEAVE WITHOUT PAY, when granted, shall not exceed a maximum period of one (1) school year.
5. All requests for LEAVE WITHOUT PAY when properly submitted and when judged to meet the requirements as set forth in this policy section shall be approved by the Superintendent of Schools and recommended to the Personnel Committee of the **Board** for action.
6. A teacher returning from leave for any of the above reasons shall be placed on the step of the salary schedule they would have attained had they remained in the school district.
7. Such leave when granted shall not constitute a lapse of tenure service, providing that the policy as set forth in the above rules is fully complied with.
8. Any member granted an extended leave without pay shall be required to enter into a contractual agreement with the **Board** whereby the member shall reimburse the **Board** for all medical benefit premiums paid by said **Board** during the course of the leave if the member fails to return from said leave for reasons other than medical.

ARTICLE XXII – PSYCHOLOGISTS

A. School Calendar

1. Unit members hired prior to July 1, 2006 may contract for either twelve (12) month employment or ten (10) month employment. Once a ten (10) month unit member elects twelve (12) month employment, he/she may not return to ten (10) month employment.
2. Effective July 1, 2013 certified staff must complete four (4) years for contractual tenure.

B. Hours of Employment

1. Effective July 1, 2007: Ten (10) and twelve (12) month employees shall work seven (7) hours per day. A thirty (30) minute lunch break shall be included as part of the daily work hours.
2. Actual work hours may be arranged with the approval of the Superintendent of Schools.
3. All unit members hired after July 1, 2006 shall be twelve (12) month employees.

C. Vacation

1. Through ten (10) years of employment in district: three (3) weeks. After ten (10) years of employment in-district: four (4) weeks.
 - a) All earned vacation must be utilized during the year after it is earned. A minimum of two (2) weeks and a maximum of three (3) weeks must be taken in July and August. No days may be carried over into the following school year.
 - b) Members may take vacation days during the school year with approval of the Superintendent of Schools. No vacation days will be approved by the Superintendent of Schools during the five (5) work days before and after school opens or the five (5) work days before and after school closes in each school year.

D. Salary/Benefits

1. Psychologists who do not work a full week will have their salaries prorated per their appropriate step on the salary guide.
2. The **Board** will not pay or reimburse for state and national dues of the School Psychologists Association, except for any Psychologist who as of June 12, 2013 has had dues paid.

3. All per case Psychological Evaluation assignments and per hour work shall first be offered to unit members and at the discretion of the Director of Special Services. Summer per case and per hour work shall be posted district-wide by June 1st. The fees shall be \$245 per case and \$38 per hour throughout this contract. Effective July 1, 2014, the hourly rate will be \$40 per hour.

ARTICLE XXIII SABBATICAL LEAVES

A. STATEMENT OF PURPOSE AND INTENT

1. Sabbatical Leave is not granted as a reward for work already performed, but rather as an opportunity to prepare for improved service in the schools of Neptune Township. A professional member may be granted a sabbatical leave of absence if it is deemed that it will increase their professional competency in a specific teaching area and the general efficiency of the school system will be benefited.

B. ELIGIBILITY

1. Permanent certified members who have completed not fewer than seven (7) consecutive years of service in this District shall be eligible for Sabbatical Leave.
2. Teachers whose annual evaluations are scored "Effective" or "Highly Effective" for all of their years of service with the district are eligible to make application if they meet the qualifications of length of service in the district and hold permanent teaching certificates.

C. QUALIFYING RULES AND REGULATIONS

1. Application for SABBATICAL LEAVE may be made for the purpose of:
 - a) Professional study in an approved institution.
 - b) A problem or project pursued individually with the sanction of an approved graduate school.
 - c) Approved travel related to professional competency.

2. The number of certified employees on SABBATICAL LEAVE in any one (1) year is not to exceed one (1) percent of all educational staff members.
3. The priorities established in considering application are:
 - a) The priority of applications.
 - b) Reasonable distribution of applicants by schools.
 - c) Relative merits of reasons for desiring leave.
 - d) Previous leave of the member.
 - e) Seniority.
4. A teacher on SABBATICAL LEAVE shall receive a salary equal to one-half the annual salary to which they would have been entitled had they remained in the school district that year.
5. If the SABBATICAL LEAVE is granted for the purpose of study at the undergraduate level or for a master's degree, the teacher must complete 12 hours of work during each semester for which the leave is granted. Work beyond the master's degree requires nine (9) hours of credit each semester.
6. Members on SABBATICAL LEAVE shall retain employment status while on leave, relating to salary step placement, membership in the retirement system and eligibility for group health insurance coverage. At the expiration of the leave, the member shall be reinstated in their former assignment unless the position is not available. If former position is not available a consultation shall be arranged after which the Superintendent of Schools shall recommend to the Board an assignment in the best interest of the member and/or school.
7. Staff members on SABBATICAL LEAVE shall not engage in teaching or other remunerative occupations. An exception to this rule may be made in an instance where an assistant or a fellowship is offered in which the experience would be directly applicable to the field in which the staff member is assigned or for which they are preparing.

D. APPLICATION REQUIREMENTS AND PROCEDURES

1. Requests for SABBATICAL LEAVE shall be made before November 1st of the

school year previous to the school year for which the leave is requested.

2. Formal written application shall be submitted to the Superintendent of Schools describing, in full, the details as outlined in this policy. The Superintendent of Schools will make such recommendations as determined after study of the application to the Personnel Committee of the **Board**. The Committee shall then present the application before the entire **Board** for action.
3. Interruption of the SABBATICAL LEAVE program by serious accident or illness shall not affect the sabbatical leave contract providing satisfactory evidence is presented to the Superintendent of Schools within twenty (20) days of such accident or illness.
4. Obligations: A member granted a SABBATICAL LEAVE must return to the district and serve for a period of not less than one (1) year following the completion of the leave. If unwilling to meet the obligation of returning to the district for a one (1) year period, the member shall immediately forfeit all rights of tenure and automatic increases in salary rating.
5. Return to Service: A member on SABBATICAL LEAVE must notify the Superintendent of Schools, in writing, of their intention to resume duties in the district at least sixty (60) days prior to the expiration of said leave. Upon return from SABBATICAL LEAVE, a teacher shall be placed on the salary schedule at the level which they would have achieved had they remained actively employed in the district during the period of their absence.

ARTICLE XXIV – COUNCIL FOR ACADEMIC ADVISEMENT

- A. The **Board** and the **Association** agree that annually there are many items and subjects of mutual interest which may be more fruitfully developed in a Council for Academic Advisement. These subjects will include, but not be limited to:

Class Size
Specialists
Non-Teaching Duties
Teacher Employment
Teacher-Administration Liaison

Professional Development and Education Improvement
Maintenance of Classroom Control and Discipline
Personal and Academic Freedom

- B. The Council for Academic Advisement shall have its first meeting no later than October 30, and shall meet a minimum of ten (10) times during the school year. It shall be composed of the Superintendent, three designated administrators of the schools and three (3) NTEA teachers appointed by the **Association**. The Superintendent and the Committee shall also be empowered to request the presence at Council or subcommittee meeting of expert resource people, whether these are members of the Neptune teaching staff or outside the school district, provided they will not have a role in the final recommendation preparation.
- C. The Superintendent or their designee, will serve as a non-voting chairperson of the Council and the **Association** shall appoint the secretary from the three (3) NTEA appointees in the Council.
- D. The Council will meet at regular intervals; scheduling of meetings, as well as rules.
- E. All reports of the Council will be forwarded to the Superintendent who shall evaluate them and either send them on to the **Board**, or send them back to the Council for further study, together with their personal evaluation. Should a report be sent back to the Council for further study, the Council, in resubmitting the report to the Superintendent, must furnish evidence of having considered the points raised in their prior personal evaluation. The Superintendent, upon receipt of a report for the second time on the same subject, has twenty (20) calendar days in which to review same and send it to the **Board**, together with their own analysis.
- F. The **Board** shall have forty-five (45) calendar days to accept, reject or send the report back for additional study. In the event that the report is rejected or returned for study, the **Board** will transmit to the Council, through the Superintendent, the reasons for its action.
- G. The **Board** and the **Association** agree that the Council for Academic Advisement shall continue to review the procedures for student discipline for the duration of the contract.
- H. The **Board** agrees with the principle that class size is a concept that must be taken into consideration when planning for a positive educational atmosphere.

ARTICLE XXV – MENTORS FOR GRADUATES OF TRADITIONAL TEACHER PREPARATION PROGRAMS

- A. Mentors are to provide support to Beginning Teachers who have graduated from traditional teacher preparation programs.
- B. Mentor teachers should have, whenever possible, knowledge of the subject field in which the provisional teacher is seeking certification.
- C. Mentor teachers will have at least three (3) years' experience in the district. If this criteria cannot be met, a teacher with less experience may be selected.
- D. Training will be provided by the school district in accordance with the **Association/Board Agreement**.
- E. Payment for Mentoring Services of \$550 will be paid by the **Board** to the Mentor at the end of each year of mentoring, or sooner if the Beginning Teacher leaves the school district's employment for any reason.

ARTICLE XXVI NJROTC PERSONNEL

- 1. NJROTC Naval Science Instructor shall be employed on an eleven (11) month basis, according to the following schedule:
 - a) September through June: teacher schedule (high school).
 - b) July and August: twenty (20) days to be scheduled between the high school administration and the instructor. These days may be scheduled as one-half (1/2) days or as full days to a total of twenty (20) full days during the noted summer period.
- 2. The NJROTC Naval Science Instructor shall be compensated pursuant to the salary schedule set by the Department of the Navy. Each NJROTC Officer is required to submit a copy of their quarterly "Computation of Pay-NJROTC Program," as issued by the Department of the Navy to the district business office upon receipt. The instructor's salary shall be the higher of either the negotiated district salary or the minimum annual salary as determined by the Department of

the Navy.

Said salary shall be paid pursuant to the following:

- a) Said salary shall be adjusted prospectively when notification of the appropriate rate of pay is received from the authorizing authority. Upon receipt of the first quarterly notice, issued in January by the Department of the Navy:
 - 1) Retroactive salary for January through June will be calculated.
 - 2) The retroactive amount will be paid as a lump sum in June of the current school year.
 - 3) The actual salary for the following July through December shall be determined.

- b) Said salary shall be distributed as follows:
 - 1) From September through June: 10/11ths of the annual salary paid pursuant to the pay schedule for twelve (12) month employees.
 - 2) For July and August: 1/11th of the annual salary paid during the two (2) month period pursuant to the pay schedule for twelve (12) month employees.

SPECIFIC STAFF LANGUAGE

NON-CERTIFICATED PROFESSIONALS

ARTICLE XXVII NEW EMPLOYEES

New employees, in their first year of employment, shall report for three (3) additional days during the month of August, scheduled by administration. Each employee shall receive professional development credit for attendance and a \$100 gift certificate to a school supply store chosen by the **Board**.

ARTICLE XXVIII PLACEMENT ON GUIDE - NON-INSTRUCTIONAL PERSONNEL

For the purpose of initial placement of prospective non-instructional members on the appropriate salary guide, credit for prior comparable experience may be granted upon the recommendation of the Superintendent or Board Secretary/Business Administrator, as appropriate, and approval of the **Board**, up to four (4) years of related experience. For non-instructional personnel other than secretaries and custodians, this applies to comparable public school experience.

In order to advance one step on the salary guide, a member must have served at least the equivalent of one-half the full-time employment in the prior fiscal year with the District in said position.

ARTICLE XXIX CUSTODIANS

A. WORKDAY

Custodians will work an eight and one-half (8 ½) hour day inclusive of a one-half (½) hour lunch and two (2) fifteen (15) minute breaks.

1. The workday shall be as follows:

Elementary Schools/ECC/Central Office

Day Shift	6:30 a.m. to 3:00 p.m.
Swing Shift	11:00 a.m. to 7:30 p.m.
Evening Shift	3:00 p.m. to 11:30 p.m.

Middle and High Schools

Head Day Custodian	6:00 a.m. to 2:30 p.m.
Day Shift	6:30 a.m. to 3:00 p.m.
Swing Shift	11:00 a.m. to 7:30 p.m.
Head Night Custodian	3:00 p.m. to 11:30 p.m.
Evening Shift	3:00 p.m. to 11:30 p.m.
Night Shift	10:00 p.m. to 6:00 a.m.

2. The regular shift shall be Monday through Friday. For the Tuesday-Saturday Shift, the **Board** will seek volunteers and new hires prior to any involuntary transfers.
3. In fulfilling the above, custodians shall indicate their presence for duty each day by swiping their identification card.
4. Shifts are inclusive of one-half (1/2) hour unpaid meal time. Meal time shall be chosen by employees of each school, based upon district seniority; however, the building shall not be left unattended.
5. Based upon the emergent, temporary needs of the district, custodial staff may be reassigned to a different building during their regular shift. Custodians shall have a reasonable amount of time to travel between buildings.
6. Head Custodians are required, as part of their job, to perform building checks on all days of the week without additional compensation. On holidays and personal vacation days, employees shall be compensated.

B. OVERTIME

1. Hours worked beyond forty (40) per week shall be considered overtime and be compensated at the rate of one and one-half times (1 ½) the base hourly rate. For all work performed on holidays and Sundays, the employee shall be paid at the rate of double time.
2. In determining building overtime, a building overtime schedule shall be established. Overtime availability shall be posted in each school building at least, where possible, five days in advance, except in cases of emergency.

3. In determining a district overtime schedule, district seniority shall be utilized. When an employee declines overtime, they shall lose their turn in the rotation schedule.
4. In the event of no volunteers for the overtime posted, the following shall apply:
 - a) Custodian desiring district overtime shall forward their name to the Superintendent or designee.
 - b) A list will be developed based on district seniority.
 - c) A rotation schedule shall be utilized.
5. Notwithstanding the promulgation of an overtime list, and notwithstanding one's position thereon, where special skills are required for the particular overtime assignment, overtime may be assigned out of rotation.
6. A separate district-wide overtime list for snow plowing and sanding will be maintained as per 4. a), b), c) of this Article.

C. HOLIDAY SCHEDULE

New Year's Day
Martin Luther King's Birthday
President or Presidents Days Observance
Good Friday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veteran's Day Observance
Thanksgiving Day
Day after Thanksgiving
Christmas Day

When a custodial holiday falls on a Monday, all custodians assigned to a Tuesday-Saturday Shift will be compensated by being released from work on the Tuesday immediately following said holiday. Other holiday observances may be granted at the discretion of the Superintendent of Schools.

D. VACATION

1. Custodial employees shall be granted paid vacations according to the following schedule:
 - a) Ten (10) working days for all employees who have completed one (1) through eight (8) full years of service in the district.
 - b) Fifteen (15) working days for all employees who have completed nine (9) through fourteen (14) full years of service in the district.
 - c) Twenty (20) working days for all employees who have completed fifteen (15) or more full years of service in the district.
2. Such employees shall be allowed to utilize their earned vacations commencing on or after the July 1 following their employment.
3. Where there are two requests for a particular vacation period coming from the same building, the first application, if already approved, shall stand.
4. If duplicate date requests are submitted simultaneously, or if an earlier submitted request had not already been approved, district seniority shall determine which employee gets the requested vacation period.
5. Vacation requests shall not be granted during the first week after the close of school in June, or during the last two weeks prior to the reopening of school in September.
6. A vacation application must be approved or rejected by Administration within ten work days of submission.
7. Employees separating from the district, for any reason, who have accumulated or earned vacation days shall be required to use said days as terminal vacation unless

authorized by the Superintendent to the contrary.

E. PROBATIONARY PERIOD

1. Probationary Period - All custodians shall, at the time of their initial hire by the **Board**, serve a ninety (90) day probationary period during which time they shall not have access to the contractual grievance procedure and their employment may be terminated by the **Board** for any reasonable cause. Deductions and benefits shall commence at the successful completion of the employee's probationary period.
2. Effective July 1, 2013 non certified staff must complete four (4) years for contractual tenure.

F. BLACK SEAL LICENSE

1. Registration fees for first-time Black Seal courses will be paid for by the **Board**.
2. To qualify for the stipend for Black Seal certification, proof (photocopy) or the valid license must be submitted to Central Office.
3. License and renewal fees are the responsibility of the employee.
4. All employees hereinafter hired by the District will be required to either have, or within eighteen (18) months of hire, obtain, Black Seal certification. Failure to obtain such license shall be uncontestable grounds for employment termination.

G. UNIFORMS

The **Board** agrees to furnish four (4) sets of uniforms, tee shirts for summer months, one (1) pair of steel-tipped work shoes and one (1) winter jacket to each custodian per year. Each set will consist of a shirt, long or short sleeved (individual's choice) and a pair of pants. Custodians are required to wear the **Board** supplied uniforms. Rain gear will be provided for each custodian, including overshoes for winter work, in each building. Rain gear and overshoes will remain in the building to be used as needed.

ARTICLE XXX DISTRICT TECHNOLOGY TECHNICIAN

A. WORKDAY

All office employees shall be available for seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday and shall work the schedule assigned by the appropriate Administrator. For the purposes of determining overtime, all work beyond thirty-five (35) hours per week, shall be compensated at the rate of \$30.00 per hour. For the purposes of Contract language, the Contract period will be designated as July 1 through June 30. Office employees are to report every day when required, except legal holidays granted by the **Board**.

B. VACATION

1. Vacation allowance for office employees will be granted as follows:

- a) After one (1) year and through eight (8) years of service in the district, two (2) weeks' vacation, with pay, subject to Administrative approval.
- b) After eight (8) years of service in the district, three (3) weeks' vacation, with pay, subject to Administrative approval.
- c) After fifteen (15) years of service in the district, four (4) weeks' vacation with pay.

2. Employees separating from the district, for any reason, who have accumulated or earned vacation days shall be required to use said days as terminal vacation unless authorized by the Superintendent to the contrary.

C. OVERTIME

Hours worked beyond thirty-five (35) per week shall be considered overtime and be compensated at the rate of one and one-half times (1 ½) the base hourly rate.

ARTICLE XXXI EDUCATIONAL INTERPRETERS

A. WORKDAY

The work day and work year for Educational Interpreters shall be in conformance to that specified in TEACHERS WORK HOURS 1. and 4. as follows:

1. It is understood and agreed that teachers are expected to devote to their assignments the time necessary to meet their responsibilities. It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school. Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall not exceed the following:

Elementary/Non Public	6 hrs. 40 min.
Middle School	7 hrs.
High School	6 hrs. 40 min.

This time includes the pupil in-school day in their respective school plus fifteen (15) minutes before the pupil's day, and a period after the pupil's day of not less than fifteen (15) minutes and not more than thirty (30) minutes at the discretion of the Building Principal. The teacher shall have a duty-free lunch period.

2. The work year for certified staff shall be 187 days inclusive of four (4) full staff development days (non-student days), and three (3) abbreviated staff development days. These days will be abbreviated days for students and will be within the contractual workday of staff. Additional staff development days either abbreviated or full day may be scheduled at the discretion of the Superintendent as approved by the **Board**. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.

B. OVERTIME

1. Educational Interpreters shall be compensated for work performed beyond the contractual day at the rate of \$35.00 per hour. Effective July 1, 2014 Educational Interpreters shall be compensated for work performed beyond the contractual day at the rate of \$36.00 per hour.

2. If the law is modified to create hardships for employees under the ESEA, the **Board** agrees that it will negotiate with the NTEA with respect to the impact of the changes.

ARTICLE XXXII PARAPROFESSIONALS, AND PARENT LIAISON

A. WORKDAY

1. The work day and work year for Paraprofessionals and Parent Liaisons shall be in conformance to that specified in TEACHERS, WORK HOURS 1. and 4. as follows:

- a) It is understood and agreed that teachers are expected to devote to their assignments the time necessary to meet their responsibilities. It is also understood that bus scheduling and emergency situations prevent exact conformity of in-school hours for students, from school to school. Therefore, the maximum time required of a teacher to be in school, under normal conditions, shall not exceed the following:

Elementary/Non Public	6 hrs. 40 min.
Middle School	7 hrs.
High School	6 hrs. 40 min.

This time includes the pupil in-school day in their respective school plus fifteen (15) minutes before the pupil's day, and a period after the pupil's day of not less than fifteen (15) minutes and not more than thirty (30) minutes at the discretion of the Building Principal. The teacher shall have a duty-free lunch period.

2. The work year for certified staff shall be 187 days inclusive of four (4) full staff development days (non-student days), and three (3) abbreviated staff development days. These days will be abbreviated days for students and will be within the contractual workday of staff. Additional staff development days either abbreviated or full day may be scheduled at the discretion of the Superintendent as approved by the **Board**. Each staff member present will receive professional development credit hours as permitted by statute and/or regulation.

3. **The Board will provide in the budget an increase designated to permit the hiring of paraprofessionals. To the extent practically possible, the Board and the Superintendent will utilize the paraprofessionals to reduce the load of lunch duty and supervision of playgrounds for regular teachers in grades Pre K to 5. Provisions will be made wherever possible for substitutes to be used in the event of absence of the regularly employed paraprofessional. All such paraprofessionals must be under the supervision of a qualified professional staff member.**

B. OVERTIME

1. **Paraprofessionals and Parent Liaisons shall be compensated for work performed beyond the contractual day at the rate of \$20.00 per hour. Effective July 1, 2014, Paraprofessionals and Parent Liaisons shall be compensated for work performed beyond the contractual day at the rate of \$21.00 per hour.**
2. **Paraprofessionals shall be assigned to coverages in a reasonable manner. Whenever possible, the affected Paraprofessional and Teacher shall be given reasonable notice.**

XXXIII SCHOOL SAFETY OFFICERS

A. WORKDAY

1. **All School Safety Officers shall be available for seven and one-half hours (7½) hours per day, thirty-seven and one-half (37½) hours per week, Monday through Friday and shall work the schedule assigned by the appropriate Administrator.**
2. **For the purpose of determining overtime, all work beyond thirty-seven and one-half (37 ½) hours per week shall be compensated at the rate of \$30.00 per hour.**

B. UNIFORMS

1. **The Board agrees to furnish two (2) three-season black blazers with district logo on the breast pocket, two (2) pair of gray permanent press trousers or A-line skirts, three (3) white permanent press, cotton blend oxford button-down shirts (choice of long or short sleeved), and two (2) ties or cowl scarves with district selected print to each School Safety Officer.**

2. **Annually, the district will fit and purchase each School Safety Officer with one (1) three-season blazer with district logo on the breast pocket as needed (need to be determined by the individual), two (2) pair of gray permanent press trousers or A-line skirts, two (2) white permanent press cotton blend oxford button down shirts (choice of long or short sleeved), one tie or cowl scarf with district selected print.**
3. **School Safety officers will wear black shoes of their choice, design, comfort and purchase and will wear district-supplied apparel when in the course of their regular and extra- assignment district duties.**
4. **All blazers with district logo on breast pocket must be returned to the district when terminating employment or disposing/replacing.**

XXXIV SECRETARIAL AND OFFICE EMPLOYEES

A. WORKDAY

All secretarial and office employees shall be available for seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday and shall work the schedule assigned by the appropriate Administrator. For the purposes of determining overtime, all work beyond thirty-five (35) hours per week, shall be compensated at the rate of \$30.00 per hour.

B. VACATION

1. **Vacation allowance for Secretaries will be granted as follows:**
 - a) **After one (1) year and through eight (8) years of service in the district, two (2) weeks' vacation, with pay, subject to Administrative approval.**
 - b) **After eight (8) years of service in the district, three (3) weeks' vacation, with pay, subject to Administrative approval.**
 - c) **After fifteen (15) years of service in the district, four (4) weeks' vacation, with pay.**

2. Employees separating from the district, for any reason, who have accumulated or earned vacation days shall be required to use said days as terminal vacation unless authorized by the Superintendent to the contrary.

C. OVERTIME

Effective July 1, 2014, overtime rates for Secretarial and Office Employees shall increase to \$31.00 per hour.

ARTICLE XXXV DURATION OF AGREEMENT

This Agreement shall be in effect as of July 1, 2012 and shall continue in effect until June 30, 2015. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their respective representatives, on this 3rd day of October, 2013.

FOR THE ASSOCIATION:

Mary Lupinski

FOR THE BOARD OF EDUCATION:

Dwane Breen
Jean A. Jones

BA

Increase effective 2/1/14

Level Yrs/Exp 2011/2012		Level Yrs/Exp 2012/2013		Level Yrs/Exp 2013/2014		Level Yrs/Exp 2014/2015	
1	\$48,100	1	\$49,307	1	\$50,702	1	\$50,702
2	\$48,300	2	\$49,507	2-3	\$50,902	2	\$50,902
3	\$48,500	3	\$49,707	4	\$51,102	3	\$51,102
4	\$48,700	4	\$49,952	5	\$51,302	4	\$51,302
5	\$49,100	5	\$50,352	6	\$51,702	5	\$51,702
6	\$49,500	6	\$50,752	7	\$52,107	6	\$52,107
7	\$49,900	7	\$51,152	8	\$52,507	7	\$52,507
8	\$50,300	8	\$51,552	9	\$52,912	8	\$52,912
9	\$50,700	9	\$51,952	10	\$53,317	9	\$53,317
10	\$51,100	10	\$52,352	11	\$53,722	10	\$53,722
11	\$53,000	11	\$54,242	12	\$55,722	11	\$55,722
12	\$56,000	12	\$57,542	13	\$59,032	12	\$59,032
13	\$59,500	13	\$60,942	14	\$62,442	13	\$62,442
14	\$63,000	14	\$64,442	15	\$65,952	14	\$65,952
15	\$66,500	15	\$68,042	16	\$69,562	15	\$69,562
16	\$70,000	16	\$71,742	17	\$73,272	16	\$73,272
17	\$74,000	17	\$75,542	18-20	\$77,082	17	\$77,082
18	\$78,000	18	\$79,442	21-23	\$80,992	18	\$80,992
19	\$82,000	19	\$83,442	24	\$85,002	19	\$85,002
20	\$87,000	20	\$88,412	25	\$89,692	20	\$89,692
21	\$93,882	21	\$94,382	26+	\$95,382	21	\$95,382

Newly hired teachers receiving prior credit shall be placed on the same level as teacher with equal teaching experience currently employed in the district.

BA + 30

Increase effective 2/1/14

Level Yrs/Exp 2011/2012		Level Yrs/Exp 2012/2013		Level Yrs/Exp 2013/2014		Level Yrs/Exp 2014/2015	
1	\$48,600	1	\$49,807	1	\$51,202	1	\$51,202
2	\$48,800	2	\$50,007	2-3	\$51,402	2	\$51,402
3	\$49,000	3	\$50,207	4	\$51,602	3	\$51,602
4	\$49,200	4	\$50,452	5	\$51,802	4	\$51,802
5	\$49,600	5	\$50,852	6	\$52,202	5	\$52,202
6	\$50,000	6	\$51,252	7	\$52,607	6	\$52,607
7	\$50,400	7	\$51,652	8	\$53,007	7	\$53,007
8	\$50,800	8	\$52,052	9	\$53,412	8	\$53,412
9	\$51,200	9	\$52,452	10	\$53,817	9	\$53,817
10	\$51,600	10	\$52,852	11	\$54,222	10	\$54,222
11	\$53,500	11	\$54,742	12	\$56,222	11	\$56,222
12	\$56,500	12	\$58,042	13	\$59,532	12	\$59,532
13	\$60,000	13	\$61,442	14	\$62,942	13	\$62,942
14	\$63,500	14	\$64,942	15	\$66,452	14	\$66,452
15	\$67,000	15	\$68,542	16	\$70,062	15	\$70,062
16	\$70,500	16	\$72,242	17	\$73,772	16	\$73,772
17	\$74,500	17	\$76,042	18-20	\$77,582	17	\$77,582
18	\$78,500	18	\$79,942	21-23	\$81,492	18	\$81,492
19	\$82,500	19	\$83,942	24	\$85,502	19	\$85,502
20	\$87,500	20	\$88,912	25	\$90,192	20	\$90,192
21	\$94,382	21	\$94,882	26+	\$95,882	21	\$95,882

Newly hired teachers receiving prior credit shall be placed on the same level as teacher with equal teaching experience currently employed in the district.

MA

Increase effective 2/1/14

Level Yrs/Exp 2011/2012		Level Yrs/Exp 2012/2013		Level Yrs/Exp 2013/2014		Level Yrs/Exp 2014/2015	
1	\$49,600	1	\$50,807	1	\$52,202	1	\$52,202
2	\$49,800	2	\$51,007	2-3	\$52,402	2	\$52,402
3	\$50,000	3	\$51,207	4	\$52,602	3	\$52,602
4	\$50,200	4	\$51,452	5	\$52,802	4	\$52,802
5	\$50,600	5	\$51,852	6	\$53,202	5	\$53,202
6	\$51,000	6	\$52,252	7	\$53,607	6	\$53,607
7	\$51,400	7	\$52,652	8	\$54,007	7	\$54,007
8	\$51,800	8	\$53,052	9	\$54,412	8	\$54,412
9	\$52,200	9	\$53,452	10	\$54,817	9	\$54,817
10	\$52,600	10	\$53,852	11	\$55,222	10	\$55,222
11	\$54,500	11	\$55,742	12	\$57,222	11	\$57,222
12	\$57,500	12	\$59,042	13	\$60,532	12	\$60,532
13	\$61,000	13	\$62,442	14	\$63,942	13	\$63,942
14	\$64,500	14	\$65,942	15	\$67,452	14	\$67,452
15	\$68,000	15	\$69,542	16	\$71,062	15	\$71,062
16	\$71,500	16	\$73,242	17	\$74,772	16	\$74,772
17	\$75,500	17	\$77,042	18-20	\$78,582	17	\$78,582
18	\$79,500	18	\$80,942	21-23	\$82,492	18	\$82,492
19	\$83,500	19	\$84,942	24	\$86,502	19	\$86,502
20	\$88,500	20	\$89,912	25	\$91,192	20	\$91,192
21	\$95,382	21	\$95,882	26+	\$96,882	21	\$96,882
						19-21	\$78,582
						22-24	\$82,492
						25	\$86,502
						26	\$91,192
						27+	\$96,882

Newly hired teachers receiving prior credit shall be placed on the same level as teacher with equal teaching experience currently employed in the district.

MA + 30

Increase effective 2/1/14

Level Yrs/Exp 2011/2012		Level Yrs/Exp 2012/2013		Level Yrs/Exp 2013/2014		Level Yrs/Exp 2014/2015	
1	\$50,100	1	\$51,307	1	\$52,702	1	\$52,702
2	\$50,300	2	\$51,507	2-3	\$52,902	2	\$52,902
3	\$50,500	3	\$51,707	4	\$53,102	3	\$53,102
4	\$50,700	4	\$51,952	5	\$53,302	4	\$53,302
5	\$51,100	5	\$52,352	6	\$53,702	5	\$53,702
6	\$51,500	6	\$52,752	7	\$54,107	6	\$54,107
7	\$51,900	7	\$53,152	8	\$54,507	7	\$54,507
8	\$52,300	8	\$53,552	9	\$54,912	8	\$54,912
9	\$52,700	9	\$53,952	10	\$55,317	9	\$55,317
10	\$53,100	10	\$54,352	11	\$55,722	10	\$55,722
11	\$55,000	11	\$56,242	12	\$57,722	11	\$57,722
12	\$58,000	12	\$59,542	13	\$61,032	12	\$61,032
13	\$61,500	13	\$62,942	14	\$64,442	13	\$64,442
14	\$65,000	14	\$66,442	15	\$67,952	14	\$67,952
15	\$68,500	15	\$70,042	16	\$71,562	15	\$71,562
16	\$72,000	16	\$73,742	17	\$75,272	16	\$75,272
17	\$76,000	17	\$77,542	18-20	\$79,082	17	\$79,082
18	\$80,000	18	\$81,442	21-23	\$82,992	18	\$82,992
19	\$84,000	19	\$85,442	24	\$87,002	19	\$87,002
20	\$89,000	20	\$90,412	25	\$91,692	20	\$91,692
21	\$95,882	21	\$96,382	26+	\$97,382	21	\$97,382
						1-2	\$52,702
						3-4	\$52,902
						5	\$53,102
						6	\$53,302
						7	\$53,702
						8	\$54,107
						9	\$54,507
						10	\$54,912
						11	\$55,317
						12	\$55,722
						13	\$57,722
						14	\$61,032
						15	\$64,442
						16	\$67,952
						17	\$71,562
						18	\$75,272
						19-21	\$79,082
						22-24	\$82,992
						25	\$87,002
						26	\$91,692
						27+	\$97,382

Newly hired teachers receiving prior credit shall be placed on the same level teacher with equal teaching experience currently employed in the district.

EdD/PhD

Increase effective 2/1/14

Level Yrs/Exp 2011/2012		Level Yrs/Exp 2012/2013		Level Yrs/Exp 2013/2014		Level Yrs/Exp 2014/1015	
1	\$52,100	1	\$53,307	1	\$54,702	1	\$54,702
2	\$52,300	2	\$53,507	2-3	\$54,902	2	\$54,902
3	\$52,500	3	\$53,707	4	\$55,102	3	\$55,102
4	\$52,700	4	\$53,952	5	\$55,302	4	\$55,302
5	\$53,100	5	\$54,352	6	\$55,702	5	\$55,702
6	\$53,500	6	\$54,752	7	\$56,107	6	\$56,107
7	\$53,900	7	\$55,152	8	\$56,507	7	\$56,507
8	\$54,300	8	\$55,552	9	\$56,912	8	\$56,912
9	\$54,700	9	\$55,952	10	\$57,317	9	\$57,317
10	\$55,100	10	\$56,352	11	\$57,722	10	\$57,722
11	\$57,000	11	\$58,242	12	\$59,722	11	\$59,722
12	\$60,000	12	\$61,542	13	\$63,032	12	\$63,032
13	\$63,500	13	\$64,942	14	\$66,442	13	\$66,442
14	\$67,000	14	\$68,442	15	\$69,952	14	\$69,952
15	\$70,500	15	\$72,042	16	\$73,562	15	\$73,562
16	\$74,000	16	\$75,742	17	\$77,272	16	\$77,272
17	\$78,000	17	\$79,542	18-20	\$81,082	17	\$81,082
18	\$82,000	18	\$83,442	21-23	\$84,992	18	\$84,992
19	\$86,000	19	\$87,442	24	\$89,002	19	\$89,002
20	\$91,000	20	\$92,412	25	\$93,692	20	\$93,692
21	\$97,882	21	\$98,382	26+	\$99,382	21	\$99,382

Newly hired teachers receiving prior credit shall be placed on the same level as teacher with equal teaching experience currently employed in the district.

NJROTC Naval Science Instructor

	2011-12	2012-13	2013-14	2014-15
Instructor #1	\$93,656	\$95,908	TBD	TBD
Instructor #2	\$92,371	\$94,218	\$96,574	\$98,988
Instructor #3	\$55,763	\$59,848	TBD	TBD

Amounts listed are 11-month salaries, paid over 12-months.

**Salary at date of hire will be based on the
Active Duty Armed Forces pay schedule.**

**TBD = to be determined based on quarterly Computation
of Pay statements issued by the Department of the Navy.**

School Psychologists

Step	2011-12	2012-13	2013-14	2014-15
1	\$ 57,300	\$ 58,225	\$ 59,540	\$ 60,895
2	\$ 58,300	\$ 59,225	\$ 60,540	\$ 61,895
3	\$ 59,300	\$ 60,225	\$ 61,540	\$ 62,895
4	\$ 60,300	\$ 61,225	\$ 62,540	\$ 63,895
5	\$ 61,300	\$ 62,225	\$ 63,540	\$ 64,895
6	\$ 62,300	\$ 63,225	\$ 64,540	\$ 65,895
7	\$ 63,300	\$ 64,225	\$ 65,540	\$ 66,895
8	\$ 64,300	\$ 65,225	\$ 66,540	\$ 67,895
9	\$ 65,300	\$ 66,225	\$ 67,540	\$ 68,895
10	\$ 66,300	\$ 67,225	\$ 68,540	\$ 69,895
11	\$ 67,300	\$ 68,225	\$ 69,540	\$ 70,895
12+	\$ 68,300	\$ 69,225	\$ 70,540	\$ 71,895

All School Psychologists off guide will receive the following sums over their previous salary.

2012-13 is 2011-12 Salary Plus \$ 925
 2013-14 is 2012-13 Salary Plus \$1,315
 2014-15 is 2013-14 Salary Plus \$1,355

12 month employees receive 1/10th added salary.
 The additional 1/10th salary is a mathematical computation that will automatically adjust when the 10 month salary is adjusted.

Stipends / Other

	2011-12	2012-13	2013-14	2014-15
Guidance Counselors	\$ 578	\$ 578	\$ 578	\$ 578
Social Workers/LDS/Speech Language Specialist (per case)				\$ 215

Stipend salaries shall be paid in two equal payments on December 15th and the last payday in June.

Custodians

Step	2011-12	2012-13	2013-14	2014-15
1	\$ 41,747	\$ 42,477	\$ 43,457	\$ 44,477
2	\$ 42,047	\$ 42,777	\$ 43,757	\$ 44,777
3	\$ 42,347	\$ 43,077	\$ 44,057	\$ 45,077
4	\$ 42,647	\$ 43,377	\$ 44,357	\$ 45,377
5	\$ 42,947	\$ 43,677	\$ 44,657	\$ 45,677
6	\$ 43,247	\$ 43,977	\$ 44,957	\$ 45,977
7	\$ 43,547	\$ 44,277	\$ 45,257	\$ 46,277
8	\$ 43,847	\$ 44,577	\$ 45,557	\$ 46,577
9	\$ 44,147	\$ 44,877	\$ 45,857	\$ 46,877
10	\$ 44,447	\$ 45,177	\$ 46,157	\$ 47,177
11	\$ 44,747	\$ 45,477	\$ 46,457	\$ 47,477
12	\$ 45,047	\$ 45,777	\$ 46,757	\$ 47,777
13	\$ 45,347	\$ 46,077	\$ 47,057	\$ 48,077
14	\$ 45,647	\$ 46,377	\$ 47,357	\$ 48,377
15+	\$ 45,947	\$ 46,677	\$ 47,657	\$ 48,677

All Custodians off guide will receive the following sums over their previous years salary.

2012-13 is 2011-12 Salary Plus \$ 730
 2013-14 is 2012-13 Salary Plus \$ 980
 2014-15 is 2013-14 Salary Plus \$1,020

Black Seal

2011-12	2012-13	2013-14	2014-15
\$779	\$779	\$779	\$779

Head Custodian - High School and Middle School

2011-12	2012-13	2013-14	2014-15
\$2,730	\$2,730	\$2,730	\$2,730

Elementary Custodian - Head Night Custodian HS/MS

2011-12	2012-13	2013-14	2014-15
\$2,145	\$2,145	\$2,145	\$2,145

Longevity

After 15 years in Neptune (16th year) plus \$300
 After 20 years in Neptune (21st year) plus an additional \$200 for a total of \$500

Educational Interpreters

Level	2011-12	2012-13	2013-14	2014-15
1	\$39,511	\$40,000	\$40,921	\$41,976
2	\$39,831	\$40,320	\$41,241	\$42,296
3	\$40,151	\$40,640	\$41,561	\$42,616
4	\$40,471	\$40,960	\$41,881	\$42,936
5+	\$40,791	\$41,280	\$42,201	\$43,256

Paraprofessionals

Step	2011-12	2012-13	2013-14	2014-15
1	\$ 19,211	\$ 19,561	\$ 20,026	\$ 20,526
2	\$ 19,411	\$ 19,761	\$ 20,226	\$ 20,726
3	\$ 19,611	\$ 19,961	\$ 20,426	\$ 20,926
4	\$ 19,811	\$ 20,161	\$ 20,626	\$ 21,126
5+	\$ 20,011	\$ 20,346	\$ 20,826	\$ 21,326

All Paraprofessionals off guide will receive the following sums over their previous years salary.

2012-13 is 2011-12 Salary Plus \$ 335

2013-14 is 2012-13 Salary Plus \$ 480

2014-15 is 2013-14 Salary Plus \$ 500

School Safety Officers

Level	2011-12	2012-13	2013-14	2014-15
1	\$29,406	\$30,031	\$30,835	\$31,685
2	\$29,706	\$30,331	\$31,135	\$31,985
3	\$30,006	\$30,631	\$31,435	\$32,285
4	\$30,306	\$30,931	\$31,735	\$32,585
5+	\$30,606	\$31,231	\$32,035	\$32,885

All School Safety Officers off guide will receive the following sums over their previous years salary.

2012-13	is 2011-12 Salary Plus	\$625
2013-14	is 2012-13 Salary Plus	\$804
2014-15	is 2013-14 Salary Plus	\$850

Secretaries

Step	2011-12	2012-13	2013-14	2014-15
1	\$ 34,270	\$ 34,995	\$ 35,960	\$ 36,960
2	\$ 34,570	\$ 35,295	\$ 36,260	\$ 37,260
3	\$ 34,870	\$ 35,595	\$ 36,560	\$ 37,560
4	\$ 35,170	\$ 35,895	\$ 36,860	\$ 37,860
5	\$ 35,470	\$ 36,195	\$ 37,160	\$ 38,160
6	\$ 35,770	\$ 36,495	\$ 37,460	\$ 38,460
7	\$ 36,070	\$ 36,795	\$ 37,760	\$ 38,760
8	\$ 36,370	\$ 37,095	\$ 38,060	\$ 39,060
9	\$ 36,670	\$ 37,395	\$ 38,360	\$ 39,360
10	\$ 36,970	\$ 37,695	\$ 38,660	\$ 39,660
11	\$ 37,270	\$ 37,995	\$ 38,960	\$ 39,960
12	\$ 37,670	\$ 38,390	\$ 39,355	\$ 40,355
13	\$ 38,070	\$ 38,790	\$ 39,755	\$ 40,755
14	\$ 38,470	\$ 39,190	\$ 40,155	\$ 41,155
15+	\$ 38,970	\$ 39,690	\$ 40,655	\$ 41,655

All Secretaries off guide will receive the following sums over their previous years salary.

2012-13	is 2011-12 Salary Plus	\$ 720
2013-14	is 2012-13 Salary Plus	\$ 965
2014-15	is 2013-14 Salary Plus	\$ 1,000

Longevity

After 15 years in Neptune (16th year) plus \$500
 After 20 years in Neptune (21st year) plus \$500

District Technology Technician

Level	2011-12	2012-13	2013-14	2014-15
1	\$36,280	\$37,206	\$38,386	\$39,596
2	\$38,280	\$39,206	\$40,386	\$41,596
3	\$40,280	\$41,206	\$42,386	\$43,596
4	\$42,280	\$43,206	\$44,386	\$45,596
5+	\$44,280	\$45,206	\$46,386	\$47,596

All District Technology Technicians off guide will receive the following sums over their previous year's salary.

2012-13 is 2011-12 Salary Plus \$ 926
2013-14 is 2012-13 Salary Plus \$1,180
2014-15 is 2013-14 Salary Plus \$1,210

All terms and conditions of employment shall be that of the Secretaries.

**Advisors Salary Guide
2012-2015**

High School

Position	Amount
9th Grade Class	\$4,469
10th Grade Class	\$4,703
11th Grade Class	\$4,945
12th Grade Class	\$5,788
Academic Challenge Club	\$1,595
African Student Union	\$4,527
Art Club	\$1,595
Band	\$7,903
Band Front	\$4,836
Band-Assistant	\$5,235
Blazer	\$6,573
Challenger League	\$3,190
Cheerleading	\$9,073
Chess Club	\$1,595
Choral Club	\$1,595
Dance Club	\$1,595
Debate Team	\$7,083
Instrumental Music Society	\$3,901
JumpStart (7)	\$3,000
Language Club	\$1,595
Math Club	\$3,901
N.J.R.O.T.C./JumpStart	\$7,834
N.J.R.O.T.C. - Assistant	\$5,235
National Honor Society	\$4,527
Performing Arts Assistant Director	\$5,503
Performing Arts Director	\$9,614
Proteus	\$5,827
Ropes Course Coordinator	\$4,500
Sailing Club (per Season)	\$1,595
Shakespeare Society	\$1,580
Ski Club	\$1,595
Student Activities Director	\$17,000
Television Production	\$3,000
Theatre Technician Manager	\$3,000
Trident	\$8,859
Varsity Club (2)	\$2,368

**Advisors Salary Guide
2012-2015**

Middle School

Position	Amount
Activities Director	\$4,467
Arts Club	\$1,595
Band Club	\$1,595
Bowling Club	\$2,816
Cheerleading	\$3,680
Chess and Games Club	\$1,595
Choral Club	\$1,595
Currents	\$5,788
Debate Club	\$4,515
Drama Club	\$1,595
Engineering/Computers Club	\$1,595
Golf Club	\$1,595
National Honor Society (Junior)	\$4,527
Student Council	\$4,467

Advisors shall be a certified staff member

Advisors shall be paid on
December 15th and the last payday in June

Coaches Salary Guide 2012-2015

Sport	Position	Step 1	Step 2	Step 3
Football	Head	\$9,876	\$10,076	\$10,326
Football	Assistant	\$8,134	\$8,334	\$8,634
Football	Scout/Video Oper.	\$7,100	\$7,300	\$7,600
Soccer	Head Boys	\$9,876	\$10,076	\$10,326
Soccer	Asst. Boys	\$8,134	\$8,334	\$8,634
Soccer	Head Girls	\$9,876	\$10,076	\$10,326
Soccer	Asst. Girls	\$8,134	\$8,334	\$8,634
Cross Country	Head	\$8,363	\$8,463	\$8,733
Cross Country	Assistant	\$7,326	\$7,426	\$7,626
Gymnastics	Head	\$9,876	\$10,076	\$10,326
Gymnastics	Assistant	\$8,134	\$8,334	\$8,634
Field Hockey	Head	\$9,876	\$10,076	\$10,326
Field Hockey	Assistant	\$8,134	\$8,334	\$8,634
Tennis	Head Girls	\$8,363	\$8,463	\$8,733
Volleyball	Head Girls	\$8,363	\$8,463	\$8,733
Basketball	Head Girls	\$9,876	\$10,076	\$10,326
Basketball	Asst. Girls	\$8,134	\$8,334	\$8,634
Bowling	Head	\$8,363	\$8,463	\$8,733
Basketball	Head Boys	\$9,876	\$10,076	\$10,326
Basketball	Asst. Boys	\$8,134	\$8,334	\$8,634
Wrestling	Head	\$9,876	\$10,076	\$10,326
Wrestling	Assistant	\$8,134	\$8,334	\$8,634
Track	Head Boys Indoor	\$9,876	\$10,076	\$10,326
Track	Asst. Boys Indoor	\$8,134	\$8,334	\$8,634
Track	Head Girls Indoor	\$9,876	\$10,076	\$10,326
Track	Asst. Girls Indoor	\$8,134	\$8,334	\$8,634
Swimming	Head	\$9,876	\$10,076	\$10,326
Swimming	Assistant	\$8,134	\$8,334	\$8,634
Softball	Head	\$9,876	\$10,076	\$10,326
Softball	Assistant	\$8,134	\$8,334	\$8,634
Baseball	Head	\$9,876	\$10,076	\$10,326
Baseball	Assistant	\$8,134	\$8,334	\$8,634
Track	Head Girls Outdoor	\$9,876	\$10,076	\$10,326
Track	Asst. Girls Outdoor	\$8,134	\$8,334	\$8,634
Golf	Head	\$8,363	\$8,463	\$8,733
Golf	Assistant	\$7,326	\$7,426	\$7,626
Lacrosse	Head Girls	\$9,876	\$10,076	\$10,326
Lacrosse	Asst. Girls	\$8,134	\$8,334	\$8,634
Lacrosse	Head Boys	\$9,876	\$10,076	\$10,326
Lacrosse	Asst. Boys	\$8,134	\$8,334	\$8,634
Volleyball	Head Boys	\$8,363	\$8,463	\$8,733
Tennis	Head Boys	\$8,363	\$8,463	\$8,733
Track	Head Boys Outdoor	\$9,876	\$10,076	\$10,326
Track	Asst. Boys Outdoor	\$8,134	\$8,334	\$8,634

Coaches Salary Guide 2012-2015

Sport	Position	Step 1	Step 2	Step 3
Trainer	Annual	\$28,425	\$29,025	\$29,775
Equip. Manager	Annual	\$17,951	\$18,099	\$18,551
Strength Coach	Annual	\$18,881	\$19,281	\$19,681
Fitness Trainer	Summer	\$3,455		
Fitness Trainer	Fall	\$4,142		
Fitness Trainer	Winter	\$4,142		
Fitness Trainer	Spring	\$4,142		

Educational Interpreters for Bowling, Tennis, Golf and X-Country shall receive 88% of the head coached salary.

Educational Interpreters for all other sports shall receive the salary at the rate of the Assistant Coaches salary for that sport.

Coaches in season shall be paid in two equal payments
During the season as follows:

Fall Sports	October 15th and November 30th
Winter Sports	December 15th and February 28th
Spring Sports	April 15th and May 31