

AGREEMENT

between the

READINGTON TOWNSHIP BOARD OF EDUCATION

and the

READINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2011 through JUNE 30, 2014

## TABLE OF CONTENTS

<u>ARTICLE#</u>	<u>TITLE</u>	<u>PAGE</u>
PREAMBLE	1	
I.	RECOGNITION .....	2
II.	NEGOTIATION PROCEDURE .....	3
III.	GRIEVANCE PROCEDURE.....	5
IV.	EMPLOYEE RIGHTS.....	10
V.	BOARD RIGHTS .....	12
VI.	ASSOCIATION RIGHTS & PRIVILEGES .....	13
VII.	TEACHER EMPLOYMENT .....	16
VIII.	SALARIES AND COMPENSATION .....	17
IX.	HEALTH INSURANCE.....	22
X.	TEACHER WORK YEAR, DAY & LOAD .....	26
XI.	TEACHER ASSIGNMENT .....	30
XII.	SHORT-TERM & EXTENDED LEAVES .....	31
XIII.	PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT....	35
XIV.	REPRESENTATION FEE.....	37
XV.	SECRETARIAL TERMS AND CONDITIONS .....	39
XVI.	CUSTODIAL TERMS AND CONDITIONS .....	42
XVII.	PARAPROFESSIONAL TERMS AND CONDITIONS .....	46
XVIII.	MISCELLANEOUS PROVISIONS.....	48
	DURATION OF AGREEMENT .....	49
	TEACHERS' ADVANCEMENT/PLACEMENT CHART .....	50
	TEACHERS' SALARY GUIDE .....	51
	SECRETARIES' SALARY GUIDES .....	53
	SECRETARIES' STAFF ADVANCEMENT/PLACEMENT CHART .....	53
	CUSTODIANS' SALARY GUIDE .....	54
	INSTRUCTIONAL AIDES SALARY GUIDE .....	55
	APPENDIX B .....	57
	EXTRA CURRICULAR COMPENSATION .....	57
	RMS COACHING SALARIES .....	60

1 **PREAMBLE**

2 This Agreement is entered into this \_\_\_ day of \_\_\_\_\_ 2012 by and between the  
3 **READINGTON TOWNSHIP BOARD OF EDUCATION** in the Township of Readington, the  
4 State of New Jersey (hereinafter called the "Board"), and the **READINGTON TOWNSHIP**  
5 **EDUCATION ASSOCIATION** (hereinafter called the "Association").

6  
7 **WITNESSETH**

8 **WHEREAS**, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to  
9 negotiate with the Association as the representative of employees hereinafter designated with  
10 respect to the terms and conditions of employment, and

11 **WHEREAS**, the parties have reached certain understandings which they desire to  
12 confirm in this Agreement,

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

1 **ARTICLE I**

2 **RECOGNITION**

3 A. For the period of this contract, the Board hereby recognizes the Association as the  
4 exclusive and sole representative for collective negotiation concerning the terms and  
5 conditions of employment for all personnel under contract, or on an approved leave basis,  
6 employed by the Board, including the following:

- 7 Classroom Teachers  
8 Special Subject Teachers  
9 Nurses  
10 Librarians/Media Specialists  
11 Special Services Personnel  
12 Secretaries  
13 Custodians  
14 Paraprofessionals (certificated and non-certificated teaching assistants and  
15 clerical aides)

16  
17 but excluding all other employees.

18  
19 B. Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement,  
20 shall refer to Classroom Teachers, Special Subject Teachers, and Librarians/Media  
21 Specialists represented by the Association in the negotiating unit as above defined.

22 C. Unless otherwise indicated, the term “employee,” when used hereinafter in this  
23 Agreement, shall refer to all personnel specified in Article I.A.

1 ARTICLE II

2 NEGOTIATION PROCEDURE

- 3 A. The parties agree to enter into collective negotiations over a successor Agreement in  
4 accordance with Chapter 303, Public Laws 1968, in a good faith effort to reach  
5 agreement on all matters concerning the terms and conditions of Association members'  
6 employment. Such negotiations shall begin no later than the date required by law. Any  
7 Agreement so negotiated shall apply to all employees represented by the Association, be  
8 reduced to writing and, after ratification by the Board and the Association, will be signed  
9 by the Board and the Association.
- 10 B. During negotiations, the Board and the Association shall present relevant data, exchange  
11 points of view, and make proposals and counterproposals. The Board shall provide for  
12 inspection by the Association, upon reasonable request, such pertinent information  
13 regarding the terms and conditions of employment and benefits as required by law.
- 14 C. Neither party in any negotiation shall have any control over the selection of the  
15 negotiating representatives of the other party.
- 16 D. The parties agree to establish ground rules in writing as a condition of proceeding to the  
17 commencement of negotiations. It is understood that any tentative agreement reached is  
18 subject to ratification or rejection by the full Association membership and to ratification  
19 or rejection by the members of the Board of Education.
- 20 E. This Agreement incorporates the entire understanding of the parties on all matters which  
21 were or could have been the subject of negotiation. During the term of this Agreement,  
22 neither party shall be required to negotiate with respect to any such matter, whether or not  
23 covered by this Agreement and whether or not within the knowledge or contemplation of  
24 either or both of the parties at the time they negotiated or executed this Agreement.

- 1 F. The Board agrees not to negotiate concerning said employees in the negotiating unit as  
2 defined in Article I of this Agreement with any organization other than the Association  
3 for the duration of this Agreement, unless the legally designated negotiations  
4 representative has been changed.
- 5 G. This Agreement shall not be modified in whole or in part by the parties except by an  
6 instrument in writing duly executed by both parties.

1 ARTICLE III

2 GRIEVANCE PROCEDURE

3  
4 A. Purpose.

- 5 1. The purpose of this procedure is to secure, at the lowest possible level, an  
6 equitable solution to grievances which may arise affecting the terms and  
7 conditions of this Agreement, and to resolve such grievances as quickly as  
8 possible so as to ensure efficiency and employee morale. The parties agree that  
9 this procedure will be kept as informal as may be appropriate.
- 10 2. Nothing contained herein shall be construed as limiting the right of any employee  
11 having a grievance to discuss the matter informally with any appropriate member  
12 of the Administration and having the grievance adjusted without intervention of  
13 the Association.

14 B. Definition.

- 15 1. The term "grievance," as used herein, means an allegation that there has been as  
16 to a particular individual employee or group of employees an improper  
17 application, interpretation, or violation of the provisions of this Agreement, Board  
18 Policy or an administrative decision.
- 19 2. An "aggrieved person" is the person or persons making the claim that a grievance  
20 has occurred as to his/her terms and conditions of employment set forth in the  
21 Agreement.
- 22 3. The term "grievance," and the procedure relative thereto, shall not be deemed  
23 applicable if either the alleged improper application, interpretation or violation of  
24 the Agreement, or the redress sought concerns:

- a. The failure or refusal of the Board to renew the contract of a non-tenured employee or to exercise the severance provision of any individual employee contract;
- b. In any matter wherein a specific method of review is set forth by law, by any rule, regulation, or Order of the State Commissioner of Education, or the State Board of Education; or,
- c. Any complaint by any personnel occasioned by the non-renewal in any position for which tenure is either not possible or not required.

C. Procedure.

1. Time Limits. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.

2. Sequence of Levels for Resolving Grievances.

Level One. Any employee having a grievance shall, within thirty (30) calendar days of the occurrence thereof or from when the employee could reasonably have been expected to have knowledge of the occurrence, submit said grievance in writing to the Building Principal or immediate supervising administrator and shall meet with the Principal/supervising administrator in an effort to resolve the matter.

Level Two. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Principal/ supervising administrator,



1 he/she may, within ten (10) school days after the decision or twenty (20) school  
2 days after their grievance was delivered to the Principal/ supervising  
3 administrator, whichever is sooner, submit the grievance in writing to the  
4 Superintendent.

5 Level Three. If the aggrieved person is not satisfied with the disposition of  
6 his/her grievance at Level Two, or if no decision has been rendered within ten  
7 (10) school days after the grievance was delivered to the Superintendent, he/she  
8 may, within ten (10) school days after a decision by the Superintendent, or twenty  
9 (20) school days after the grievance was submitted to the Superintendent,  
10 whichever is sooner, submit the grievance to the Board. The aggrieved person  
11 shall have the right to address a committee of the Board in reference to his/her  
12 grievance.

13 Level Four. If the aggrieved person is not satisfied with the disposition of the  
14 grievance at Level Three, or if no decision has been rendered within forty-five  
15 (45) school days after the grievance was delivered to the Board, the Association  
16 may, within ten (10) school days of the Board's decision, or fifty-five (55) school  
17 days from the date on which the grievance was submitted to the Board, whichever  
18 is sooner, submit the grievance to binding arbitration if the grievance alleges a  
19 violation of the specific and express written terms of the Agreement, as defined in  
20 Section B.1. of this Article. On all other grievances, the decision of the Board  
21 will be final.

1           3.     Procedure for Invoking Arbitration.

2           a.     The demand for a list of arbitrators shall be made to the Public  
3                   Employment Relations Commission in accordance with its rules and  
4                   regulations.

5           b.     The arbitrator shall be limited to the facts as presented to him/her in  
6                   rendering his/her decision. He/she shall not have authority to add to,  
7                   modify, or detract from the specific and express terms of the Agreement.  
8                   His/her decision shall be binding.

9           c.     The costs for the services of the arbitrator, including per diem expenses, if  
10                   any, and actual and necessary travel, subsistence expenses, and the costs  
11                   of the hearing room, if any, shall be borne by the party who loses the  
12                   grievance. Any other expenses incurred shall be paid by the party  
13                   incurring same.

14     D.     Rights of Employees to Representation.

15           1.     Any aggrieved person may be accompanied at all stages, including Level One of  
16                   the grievance procedure, by his/her representative. The Association shall have the  
17                   right to be present and to state its views at all stages of the grievance procedure.

18           2.     Any participant in the grievance process shall be assured freedom from restraint,  
19                   interference, coercion, discrimination, or reprisal by reason of such participation.

20     E.     Miscellaneous.

21           1.     If, in the judgment of the Association, a grievance affects a group or class of  
22                   employees, the Association may initiate such grievance by submitting it in writing  
23                   to the Superintendent directly, and the processing of such grievance shall be

1 commenced at Level Two. This grievance shall be signed by at least one of the  
2 employees who claims to be an aggrieved person.

3 2. Forms for filing grievances, serving notices, making appeals, making reports and  
4 recommendations, and other necessary documents shall be prepared jointly by the  
5 Superintendent and the Association and given appropriate distribution so as to  
6 facilitate operation of the grievance procedure.

7 3. All meetings and hearings under this procedure shall not be conducted in public  
8 and shall include only the aggrieved person and his/her designated or selected  
9 representatives heretofore referred to in this Article, and appropriate  
10 administrative representatives.

1 ARTICLE IV

2 EMPLOYEE RIGHTS

3 A. The Board and the Association agree that employees shall have the right to form, join and  
4 support all lawful activities of the Association, or to refrain from such conduct.

5 B. No employee shall be disciplined arbitrarily or without a reason.

6 1. Disciplinary action may include, but not be limited to:

- 7 a. verbal reprimand  
8 b. written reprimand  
9 c. fine  
10 d. suspension

11  
12 2. The Board agrees to utilize the concepts of progressive discipline in its  
13 application of this Article, consistent with the circumstances surrounding the  
14 infraction and the disciplinary history of the employee.

15 C. Whenever any employee is required to appear before the Board, any committee of the  
16 Board, the Superintendent, or Principal(s), concerning any matter, the purpose of which is  
17 to adversely affect the continuation of that employee in his/her office, position, or  
18 employment, or the salary or any increments pertaining thereto, then he/she shall be  
19 given prior written or verbal notice of the reasons for such meeting or interview and shall  
20 be entitled to have a representative of the Association present to advise him/her and  
21 represent him/her during such meeting or interview.

22 D. No employee shall be prevented from wearing pins or other identification of membership  
23 in the Association or its affiliates.

24 E. Any tenured teacher not residing in the Readington Township School District may  
25 request that any of his/her children be admitted as a student into the Readington  
26 Township Schools.

1. The Board and the Superintendent shall decide whether there is appropriate space and school available for the child.
2. The Board shall decide what the tuition rate shall be for the child.
3. The tenured teacher shall accept whatever grade placement the district administrators feel is appropriate for the child.
4. The tenured teacher shall accept whatever classroom teacher(s) the child is assigned to by the district administrators.

F. The Board and the Association acknowledge that all employees shall be free from reprisal by either party based upon their legal activities on behalf of the Association or their determination to refrain from such activities.

G. Personnel Records

1. Records maintained in the personnel files of this district are not open to inspection except as provided for by law.
2. Effective with the date of this Agreement, no derogatory material shall be entered into an employee's personnel file without the member's knowledge of its inclusion. The employee shall indicate his/her knowledge by signing the material to be added. A letter may be attached with comments from the employee.

H. Reduction in Force. The Association recognizes the right of the Board of Education to reduce the number of tenured employees in the district in accordance with Title 18A of the Laws of New Jersey.

1 ARTICLE V

2 BOARD RIGHTS

3  
4 A. The Board, on its own behalf, on behalf of the citizens of the Township of Readington,  
5 New Jersey, subject to the limitations of this Agreement, hereby retains and reserves unto  
6 itself all powers, rights, authorities, duties and responsibilities conferred upon and vested  
7 in it by the laws and the Constitution of the State of New Jersey and of the United States  
8 of America, including, but not limited to and with the advice of the Superintendent, the  
9 following:

- 10 1. to approve what is considered to be the school program or curriculum;  
11 2. to introduce or modify co-curricular activities or other special school programs;  
12 3. to approve textbooks;  
13 4. to approve the types and amounts of instructional materials and equipment to be  
14 available;  
15 5. to set policy for grade placement, promotion, and retention of pupils;  
16 6. to apply for and use federal or state funds;  
17 7. to approve the number, type, assignments, and qualifications of personnel;  
18 8. to approve personnel evaluation report formats, procedures for staff evaluations,  
19 and uses of evaluations.

1 ARTICLE VI

2 ASSOCIATION RIGHTS & PRIVILEGES

3 A. Release Time for Meetings. Whenever any representative of the Association or any  
4 employee is mutually scheduled by the parties to participate during working hours in  
5 negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss  
6 in regular pay.

7 B. Use of School Property. Representatives of the Association and its united affiliates shall  
8 be permitted to transact official Association business on school property at all reasonable  
9 times, provided that this shall not interfere with or interrupt normal school operations.

10 C. Use of School Buildings and Equipment.

11 1. Upon approval from the appropriate building administrator, the Association and  
12 its representatives shall have the right to use any of the district's buildings during  
13 Association member lunch periods or before or after the student school day. The  
14 appropriate building administrator shall be notified in advance of the time and  
15 place of each such meeting.

16 2. The Association shall have the right to use school facilities and equipment, when  
17 such equipment is not otherwise in use, as per Board policy.

18 3. The Association shall pay for the reasonable cost of all materials and supplies.

19 4. The Association shall have, in each school building, use of a bulletin board in  
20 each faculty lounge and teachers' dining room. The location of the Association  
21 bulletin board in each room shall be designated by the Association. The  
22 Association shall also be assigned adequate space on the bulletin board in each  
23 school building's central office for Association notices. Copies of all materials to  
24 be posted on such bulletin board shall be given to the building Principal(s).

1           5.     The Association shall have the right to use the inter-school mail facilities and  
2           school mail boxes, including e-mail, only upon prior approval given in writing by  
3           the appropriate building administrator. The Association is permitted to use the  
4           computer network(s)/computers for education and legitimate Association business  
5           activities only. Use of computer network(s)/computers for commercial activity or  
6           posting of personal information is strictly forbidden. It is expressly understood  
7           that the computer network(s)/computers shall not be used, under any  
8           circumstances, by the Association or any staff member to communicate any  
9           information concerning job actions.

10          6.     The Board shall establish office space in one (1) of the District's school buildings  
11          which may be used for the Association's business. The office space shall be  
12          provided only if such space is deemed available annually by the Superintendent of  
13          Schools and the individual school building's Principal. The determination shall  
14          be based upon the availability of office space along with the District's and the  
15          individual school building's ability to provide such space. The District will notify  
16          the Association regarding the availability of office space on or before June 30 of  
17          each year.

18    D.     Leave for Association Officers.

19          1.     The Board shall grant five (5) days leave with pay to the President of the  
20          Association or his/her designated representatives in order for him/her to conduct  
21          Association business or represent the Association on the local, county, state or  
22          national level.

23          2.     Additional days may be granted at the discretion of the Superintendent.



- 1 E. Exclusive Rights and Privileges. The rights and privileges of the Association and its  
2 representatives as set forth in this Agreement shall be granted only to the Association as  
3 the exclusive representative of the Association's members and to no other organization.
- 4 F. The President and Vice President shall not have any assigned duties in order to provide  
5 him/her with time to conduct Association business.

**ARTICLE VII**

**TEACHER EMPLOYMENT**

1  
2  
3  
4

A. Each teacher shall be notified of his/her contract and salary status for the ensuing contract year no later than the date required by law.

1 **ARTICLE VIII**

2 **SALARIES AND COMPENSATION**

3 A. All employees shall be compensated for all years of this Agreement in accordance with  
4 the salary guides attached hereto as Appendix A.

5 1. For the 2011-2012, 2012-2013 and 2013-2014 school years, teachers, custodians,  
6 secretaries and paraprofessionals will advance through all steps sequentially.

7 2. Any teacher must receive an earned doctorate from an accredited university  
8 before being placed at the Doctorate level on the teachers' salary guide. Teachers  
9 placed at the doctorate level prior to September 1, 1994 will remain at that level.

10 3. A teacher is required to notify the Business Administrator in writing of his or her  
11 intention to make a horizontal movement on the salary guide. Presentation of a  
12 signed copy of the Superintendent's approval form and either transcripts or  
13 grade/course completion forms evidencing earned credits must be submitted by a  
14 teacher in order to be eligible for a salary adjustment.

15 4. Salary adjustments will be made according to the following schedule:

16 a. Salary adjusted in October for documentation received by August 31<sup>st</sup>.

17 b. Salary adjusted in March for documentation received by January 31<sup>st</sup>.

18 5. The MA +15 column shall be eliminated by attrition. Only those teachers who  
19 were on salary steps in the MA +15 column on or before June 30, 2006 shall  
20 continue to advance on the MA + 15 column. No other employee is eligible to  
21 advance to the MA +15 column. A teacher who earns graduate credits after  
22 receiving his or her Masters degree shall remain on the MA column unless and  
23 until he or she obtains thirty (30) credits, entitling him or her to move to the MA  
24 +30 column. Effective July 1, 2006, the MA +45 column shall be eliminated

1 because as of June 30, 2006 there were no longer any teachers remaining on or  
2 eligible to advance to the MA +45 column.

3 B. Payment of Salary.

- 4 1. Employees employed on a twelve (12) month basis shall be paid in twenty-four  
5 (24) semi-monthly installments or twelve (12) monthly installments.
- 6 2. Employees employed on a ten (10) month basis shall be paid in twenty- (20)  
7 semi-monthly or ten (10) monthly installments.
- 8 3. When a payday falls on or during a school holiday, vacation, or weekend,  
9 employees shall receive their paychecks on the last previous working day.
- 10 4. Teachers employed on a ten (10) month basis shall receive their final installment  
11 on the last school day in June provided that final clearance has been obtained by  
12 the Principal or other supervising administrator.

13 C. Extra Compensation.

- 14 1. Teachers assigned specific curriculum work or professional development  
15 activities beyond the workday shall receive Thirty (\$30.00) Dollars per hour.
- 16 2. Teachers assigned by the Board to supervise after-school activities for which  
17 compensation has been approved shall be paid at the rate set forth in Appendix B.
- 18 3. The Board agrees to pay Thirty (\$30.00) Dollars per hour, plus mileage expense  
19 when applicable, to an employee who is engaged in homebound instruction.
- 20 4. Nurses will stay for after-school activities, when needed, up to 5:30 p.m. Except  
21 in the event of an emergency, nurses will be advised of such assignment during  
22 the previous school day. Nurses will be paid at the rate of Thirty (\$30.00) Dollars  
23 per hour.

1 5. Teachers employed for the summer with the athletics camp and/or summer school  
2 shall be paid at the rate of Forty (\$40.00) Dollars per hour.

3 6. Upon Administrator and Superintendent recommendation, and with prior Board  
4 approval, teachers will be paid a stipend for the following extra-duty positions:

5 a. Instructional Leader (Grades 6-8) - \$4,500 per year for work beyond the  
6 regular school day and ten (10) days beyond the contractual school year.

7 b. After-School Homework Room Instructor- \$25.00 per hour from 2:15 p.m.  
8 to 5:45 p.m. for all full session days.

9 c. Before-School Homework Room Instructor- \$25.00 per hour from 6:50  
10 a.m. to 7:20 a.m. for all days that school is in session.

11 d. Grade Level Team Leader (Grades Kindergarten - 5) -\$1,000 per year.

12 D. Financial Compensation for Accumulated Sick Days.

13 1. Upon retirement, teachers who were hired with an effective contract date prior to  
14 July 1, 1997 and who have accumulated ten (10) years of service in the  
15 Readington Township School District shall be paid for unused sick leave at the  
16 following rates:

For days accumulated prior to June 30, 1989: \$40.00 per day

For days accumulated from September 1989 to June 30, 1992: \$50.00 per day

For days accumulated thereafter: \$60.00 per day

17 In the event a teacher, otherwise eligible for this benefit, dies while actively  
18 employed by the District, payment shall be paid to the teacher's estate.

19 2. Upon retirement, teachers who were hired with an effective contract date  
20 beginning July 1, 1997 or later and who have accumulated ten (10) years of  
21

1 service in the Readington Township School District shall be paid for unused sick  
2 leave at the following rates:

For days accumulated prior to June 30, 2000: \$45.00 per day

For days accumulated thereafter: \$50.00 per day

3  
4 The total number of days for which payment will be made will not exceed one  
5 hundred eighty-five (185) days.

6 In the event a teacher, otherwise eligible for this benefit, dies while actively  
7 employed by the District, payment shall be paid to the teacher's estate.

8 3. For secretaries and custodians, upon their retirement or death, the Board shall pay  
9 said secretary or custodian, or his/her estate a stipend of Forty (\$40.00) Dollars  
10 for each unused sick day accumulated prior to June 30, 1989, a stipend of Fifty  
11 (\$50.00) for those days earned from September 1989 to June 30, 1992; Sixty  
12 (\$60.00) Dollars for days earned from July 1, 1992 to June 30, 1997; Twenty  
13 (\$20.00) Dollars for the days earned from July 1, 1997 to June 30, 2000; Twenty-  
14 five (\$25.00) Dollars per day for all days accumulated thereafter. The total  
15 number of days for which payment will be made will not exceed one hundred  
16 eighty (180) days.

17 4. The total number of days for which payment will be made to any employee shall  
18 not exceed one hundred ninety (190) days and shall be capped at Seven Thousand  
19 Dollars (\$7,000); provided, however, that the maximum number of days or dollar  
20 amount for any employee otherwise eligible for this benefit who is entitled to  
21 accumulate more than one hundred ninety (190) days and/or is entitled to payment

1 of more than Seven Thousand Dollars (\$7,000) on June 30, 2006, shall be the  
2 number of days or dollar amounts as of June 30, 2006.

1 ARTICLE IX

2 HEALTH INSURANCE

3 A. 1. Effective July 1, 2011, the Board shall pay a portion of the premium cost for all  
4 employees and their dependents for health benefits in accordance with the NJ  
5 Direct 15 plan offered by the School Employees' Health Benefits Program  
6 ("SEHBP"). All employees shall pay the employee contribution toward the  
7 premium cost required by N.J.S.A. 18A:16-17 or any amendments thereto.  
8 Employees shall be able to enroll in the NJ Direct 10, NJ Direct 15, or HMO  
9 plans offered by the SEHBP, provided that the Board shall be required to pay the  
10 premium cost for all employees and their dependents for health benefits in  
11 accordance with the NJ Direct 15 plan, with the employee paying one hundred  
12 percent (100%) of any premium cost that exceeds the cost of the NJ Direct 15  
13 plan. Prescription drug coverage shall be available through the Employee  
14 Prescription Drug Reimbursement Plan for NJ Direct. For all ten (10) month  
15 employees, the employee contribution toward the premium cost required by  
16 N.J.S.A. 18A:16-17, or any amendments thereto, for the months of July and  
17 August shall be paid on a prorated basis during the school year from September  
18 through June. Any employee whose employment with the District is terminated,  
19 who will receive his or her final month of coverage until the end of the month  
20 immediately subsequent to his or her termination, shall pay the employee  
21 contribution toward the premium cost required by N.J.S.A. 18A:16-17, or any  
22 amendments thereto, for said final month of coverage. Certificated and non-  
23 certificated teaching assistants shall only be eligible to receive such insurance



1 coverage provided the employee pays 100% of the premium cost of such coverage  
2 for himself/herself and any of his/her eligible dependents.

3 2. The Board shall pay one hundred (100%) percent of the premium cost of  
4 disability insurance in accordance with the level of benefits provided by the Board  
5 on June 30, 2000 from Principal Life Insurance Company. Effective July 1, 2006,  
6 all employees shall pay One Hundred Dollars (\$100) annually toward the  
7 premium costs in accordance with Fort Dearborn Life Insurance Company, or a  
8 comparable plan. This annual contribution toward the premium costs shall be  
9 paid by the employees through periodic payroll deductions over the course of the  
10 employees' applicable work year. Paraprofessionals shall only be eligible for this  
11 benefit if they are regularly employed for more than thirty (30) hours per week in  
12 accordance with this paragraph.

13 3. The Board shall pay one hundred (100%) percent of the premium cost of  
14 employee and dependent dental coverage in accordance with the level of benefits  
15 provided by the Board on June 30, 2000 from Horizon Healthcare Dental  
16 Services. Only paraprofessionals who were employed on or before August 30,  
17 1989, shall receive dental benefits in accordance with this paragraph.

18 4. Effective January 1, 2001, the Board shall establish a Section 125 plan pursuant to  
19 which employees would be entitled to contribute pre-tax dollars for health care  
20 premium payments, unreimbursed medical expenses, and child/elder care  
21 reimbursement.

1 B. Sick Leave Bank.

- 2 1. The Sick Leave Bank will be operated by Trustees made up of officers of the  
3 Association.
- 4 2. Any Association member may voluntarily join the Bank who is willing to  
5 contribute one (1) of his/her personal sick days to the Bank during the enrollment  
6 period to be determined by the Trustees from time to time when the Trustees  
7 determine the Bank so requires. Said enrollment period shall be from September  
8 1 to September 30 of any school year covered in this contract period. New  
9 Association members must apply within thirty (30) days of initial employment.  
10 The value of each day contributed by a member shall be deducted from the  
11 maximum amount an employee is entitled to be paid under Article VIII.D.
- 12 3. Participation withdrawal from the Bank may be at any time after donation. Said  
13 individual may not withdraw his/her donated sick days. Withdrawal must be done  
14 in writing.
- 15 4. Individuals may withdraw Bank days from the Bank only after all personal sick  
16 days have been used and withdrawal is authorized by the Trustees of the  
17 Association and approved by the Board.
- 18 5. Application for Bank days may be made only when an individual is affected by a  
19 catastrophic illness or accident determined by medical certification. Application  
20 will be made to the Trustees.
- 21 6. Beginning each school year, an individual unable to return to active duty who is  
22 entitled to annual sick leave must withdraw from his/her sick leave accumulation  
23 before reapplying to the Bank.

- 1           7.     At the end of the school year, any unused sick days remaining in the Bank will be  
2           carried over to the next year.
- 3           8.     If, in the judgment of the Trustees, the employee qualifies, the Trustees shall  
4           submit the requests to the Board. If the Board agrees with the Trustees, the Board  
5           will arrange payment to the employee. If the Board rejects the request, the Board  
6           will notify the Trustees of the Bank.
- 7           9.     A contributor will be entitled to withdraw up to sixty (60) Bank days in a school  
8           year at which time an individual may reapply. N.J.S.A. 18:30-6 will apply when  
9           Sick Leave Bank days have been exhausted.
- 10          10.    Should the Bank be dissolved, each contributing member will receive an equal  
11          amount, or fraction thereof, of the remaining Sick Leave Bank days, not to exceed  
12          the original amount each individual contributed.
- 13          11.    The parties acknowledge that the decision of the Board shall be final and binding  
14          and shall not be reviewable by a court or agency of competent jurisdiction or  
15          subject to the grievance procedure referenced in Article III of this Agreement.
- 16          12.    The cost of the substitute or the estimated cost of the substitute shall be deducted  
17          from each additional sick day granted. A day's salary is defined as 1/200<sup>th</sup> of the  
18          annual salary for teachers and 1/220<sup>th</sup> of the annual salary for secretaries and  
19          custodians.
- 20          13.    The Board and the Association shall maintain a current accounting of the Bank, to  
21          include members who have joined, sick leave days utilized, and sick leave days  
22          on deposit in the Bank. A joint accounting will take place in June of each year.
- 23

1 ARTICLE X

2 TEACHER WORK YEAR, DAY & LOAD

3 A. Effective July 1, 2004, the teacher work year shall consist of one hundred eighty-one  
4 (181) pupil contact days plus an additional four (4) days to be utilized for professional  
5 purposes, including but not limited to orientation, in-service, and curriculum  
6 development. (Effective July 1, 2004, three (3) of the eight (8) early dismissal days for  
7 curriculum and in-service shall be converted to three (3) full pupil contact days adding a  
8 minimum of six (6) hours of instructional time. One (1) additional in-service day shall be  
9 added thereby increasing the number of in-service days to four (4)). All days shall be full  
10 days except the days prior to Thanksgiving, Winter and Spring recesses.

11 B. Elementary (Grades K-5)

12 The elementary workday shall be seven (7) hours and five (5) minutes. There  
13 shall be five (5) minutes of assigned time in the morning (before the student school day  
14 begins and there shall be five (5) minutes of assigned time in the afternoon (after the  
15 student day ends). All elementary school teachers shall have a duty free lunch period of  
16 thirty (30) consecutive minutes per day.

17 Effective July 1, 2011, each elementary school teacher shall receive an average of  
18 three hundred and twenty-five (325) minutes of Individual Planning Time per week,  
19 inclusive of one (1) C.P.T. (Common Planning Time) per week, in accordance with a  
20 posted weekly schedule. Individual Planning Time of no less than thirty (30) consecutive  
21 minutes each day shall be provided. When a teacher's regularly scheduled C.P.T. falls at  
22 a time when school is not in session (e.g., holiday, half-curriculum day, early dismissal),  
23 that teacher will not have C.P.T. that week. The remainder of the school day shall be  
24 considered pupil contact/instructional time. Elementary school teachers shall include

1 only Classroom Teachers, Special Subject Teachers, and Librarians/Media Specialists.  
2 Nothing contained herein shall be interpreted to deny daily preparation time to Special  
3 Services Personnel.

4 C. Middle School (Grades 6-8)

5 The middle school workday shall be seven (7) hours and five (5) minutes. There  
6 shall be five (5) minutes of assigned time in the morning (before the student school day  
7 begins) and there shall be five (5) minutes of assigned time in the afternoon (after the  
8 student school day ends). All middle school teachers shall have a duty free lunch period  
9 of at least twenty-five (25) consecutive minutes.

10 Academic teachers involved with Block Scheduling will not be required to teach  
11 more than five (5) classes per day or ten (10) classes in a 2-day cycle. These teachers  
12 will be scheduled to have an average of two (2) preparation periods and two (2) C.P.T.  
13 periods in a normally scheduled 2-day cycle.

14 Special teachers (i.e., physical education, music, art, health, computer, library,  
15 world languages) and special education teachers may teach in their respective disciplines  
16 a total of more than five (5) periods out of an eight (8) period day. They will be  
17 scheduled to have an average of two (2) preparation periods and two (2) C.P.T. periods in  
18 a normally scheduled 2-day cycle. Any special teacher teaching more than five (5)  
19 periods in an eight (8) period day shall not be assigned additional duties during that day.  
20 Additional activities asked of these teachers (such as coaching, music, clubs, or other  
21 extracurricular activities) will be accounted for as an after-school activity and will be  
22 regarded on the appropriate schedule for extracurricular reimbursement.

1           Each middle school teacher shall receive an average of three hundred and sixty  
2 (360) minutes of Individual Planning Time per week, inclusive of three (3) C.P.T.s per  
3 week, in accordance with a posted weekly schedule. Individual planning time of no less  
4 than thirty (30) consecutive minutes per day shall be provided. When a teacher's  
5 regularly scheduled C.P.T. falls at a time when school is not in session (e.g., holiday,  
6 half-curriculum day, early dismissal), that teacher will not have C.P.T. that day. The  
7 remainder of the school day shall be considered pupil contact/instructional time.

8 D. Elementary classroom teachers shall not be assigned to lunch duty. Available aides with  
9 teacher certification already on staff for instructional purposes will be utilized for lunch  
10 duty prior to the utilization of teachers. Elementary specials may be assigned lunch duty  
11 as part of their assignments, if necessary. Travel time shall not be counted as preparation  
12 time.

13 E. Teachers may not be required to remain beyond the workday for attendance at meetings  
14 more than three (3) times per month. These meetings shall not extend more than sixty  
15 (60) minutes beyond the workday. Meetings at Holland Brook School may be held for  
16 sixty (60) minutes before the start of the workday. A schedule of these meetings will be  
17 published in advance.

18 F. In the event that emergency coverage is necessary, teachers shall be assigned on a  
19 rotating basis and shall be compensated at Thirty (\$30.00) Dollars per hour commencing  
20 with the third coverage.

21 G. The Child Study Team members shall work a total of two hundred (200) days, which  
22 shall include work days during the summer that shall be determined by the

1 Superintendent. The annual salary for Child Study Team members shall be 107.5% of  
2 their salary as defined in Appendix A.

3 H. The guidance counselors' work year shall extend five (5) consecutive days during the  
4 period from July 1<sup>st</sup> to August 31<sup>st</sup> to perform assigned guidance responsibilities. The  
5 annual salary for guidance counselors shall be 102.7% of their salary as defined in  
6 Appendix A.

7 I. Common Planning Time (C.P.T.) Teachers are required to prepare and submit a weekly  
8 agenda and minutes setting forth the purpose of the C.P.T.

9 J. Evening Meetings.

10 1. There shall be one (1) back to school night, one (1) fall parent conference, and  
11 one (1) spring parent conference.

1 **ARTICLE XI**

2 **TEACHER ASSIGNMENT**

3 A. All teachers shall be given notice of their tentative salary schedules, class and/or subject  
4 assignments, building assignments, and room assignments for the forthcoming year not  
5 later than July 15 except in the event of extraordinary circumstances.

6 B. Inter-School Assignments.

7 1. Schedules of teachers who are assigned to more than one school in the district  
8 shall be arranged so that no said teachers shall be required to engage in an  
9 unreasonable amount of inter-school travel. Said teachers shall be notified of any  
10 changes in their schedules as soon as practicable.

11 2. Teachers who may be required to use their own automobiles in the performance  
12 of their duties, and teachers who are assigned to more than one school per day,  
13 shall be reimbursed for all such travel at the rate set by the NJOMB for all driving  
14 done between arrival at the first location at the beginning of their work day and  
15 departure from the last location at the end of their work day.



1 ARTICLE XII

2 SHORT-TERM & EXTENDED LEAVES

3 A. Sick Leave. Each teacher employed by the Board shall be entitled to ten (10) sick leave  
4 days, and each twelve (12) month employee entitled to twelve (12) sick leave days, each  
5 school year as of the first official day of said school year, whether or not he/she reports  
6 for duty on that day.

- 7 1. Unused sick leave days shall be accumulated from year to year with no maximum  
8 limit.
- 9 2. Any employee who requires medical disability leave must provide to their  
10 supervising administrator a written doctor's note explaining the disability.

11 B. Short-Term Leave. The following leaves of absence may be granted to all employees:

- 12 1. Family illness leave, up to a maximum of four (4) days per school year, because  
13 of serious illness or accident in the immediate family.
- 14 2. Bereavement leave, up to a maximum of five (5) work days per death, if  
15 necessary, because of a death in the immediate family. Three (3) days of leave  
16 shall be granted in all circumstances involving the death of an immediate family  
17 member. Two (2) additional days may be granted but only upon the approval of  
18 the Superintendent.
- 19 3. Immediate family, for purposes of illness or accident, shall include the  
20 employee's spouse, child, parent, sibling, grandparent, aunt or uncle, stepchild,  
21 stepparent, son-in-law, daughter-in-law or any person residing with the employee  
22 in a spousal relationship. For purposes of bereavement the employee's  
23 grandchild, mother-in-law or father-in-law shall be added, as well.

1 C. Extended Leave of Absence

2 1. Whenever applicable, all extended leaves under this article shall be counted and  
3 run concurrently with leave available for the same circumstances under federal  
4 and state statutes.

5 2. Employees requesting extended leaves shall be informed of their eligibility for  
6 leave under law and this Agreement.

7 3. Child-Care Leave

8 a. Child-care leave shall be available to tenured teachers only, upon the birth  
9 or adoption of a child. Time spent on child-care leave shall count  
10 concurrently as leave available under federal and state laws.

11 b. A tenured teacher requesting child-care leave shall provide no less than  
12 sixty (60) calendar days written notice to the Board before the anticipated  
13 delivery date when requesting child-care leave. In case of adoption, the  
14 employee shall provide written notification to the Board when application  
15 for the adoption is made and shall file their written request for a specific  
16 leave period as soon as the employee is notified of the date of custody.

17 c. Contractual child-care leave shall commence upon the termination of  
18 disability leave or at the beginning of a scheduled marking period  
19 immediately preceding the anticipated birth or adoption date, or at the end  
20 of any family leave.

21 d. Child-care leave shall end on the last day of the school year in which the  
22 leave commenced.

1 e. A tenured teacher eligible for child-care leave may choose to return from a  
2 child-care leave either at the beginning of a school year or on the first day  
3 of the third marking period.

4 f. A tenured teacher eligible for child-care leave may apply for an extended  
5 child-care leave of up to one additional school year. Applications for an  
6 extended child-care leave shall be filed by April 1<sup>st</sup> immediately preceding  
7 the July in which the leave is to commence. Only one year of extended  
8 child-care leave shall be granted per eligible tenured teacher in any three-  
9 year period who was actively employed for the full three years.

10 D. Disability Leave

11 1. An employee who anticipates a disability shall, if possible, notify his/her  
12 immediate supervisor at least ninety (90) days prior to the anticipated  
13 commencement of the disability or as soon as the employee knows of it. In the  
14 case of pregnancy, the employee shall inform their immediate supervising  
15 administrator of the anticipated delivery date.

16 E. Personal Leave.

17 1. Each teacher, custodian and/or secretary shall be granted three (3) days leave  
18 from his/her duties for personal reasons for each school year. The teacher,  
19 custodian and/or secretary shall give notice to his/her Building Principal at least  
20 three (3) school days before such leave is taken, except in the case of an  
21 emergency. The applicant has only to say that he/she is going to take such leave  
22 and state the specific day(s).

23 a. A teacher, custodian and/or secretary may not take a personal day before  
24 or after a school holiday or on a teachers' in-service workday.

1           2.     Any personal day unused by the end of the school year shall be added to the  
2                     employee's accumulated sick leave and utilized as sick leave as may be required  
3                     in future years, or may be cashed out at the applicable rate as specified in Article  
4                     VIII.D.

5     F.     Other Leave. Other leaves of absence, for hitherto unspecified reasons, may be granted  
6             upon the recommendation of the Superintendent and approval of the Board. All requests  
7             for initial leaves of absence and extensions or renewals of leaves of absence shall be  
8             applied for in writing as soon as possible.

1 ARTICLE XIII

2 PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT

3 A. The Board and the Association support the principles of continuing training of teachers  
4 and the improvement of instruction. The Board agrees to implement the following:

- 5 1. Graduate level courses may be taken at an accredited institution of higher learning  
6 and must have prior approval from the Superintendent once having deemed the  
7 course work to be relevant to the teacher's current assignment.
- 8 2. Tuition shall be reimbursed at the current Rutgers rate.
- 9 3. Reimbursement shall be contingent upon receipt of a grade of B or better in a  
10 graduate level course.
- 11 4. The maximum number of credits eligible for reimbursement is twelve (12) credits  
12 per year for a tenured teacher. For non-tenured teachers, the maximum number of  
13 credits eligible for reimbursement shall be six (6) credits per year. No more than  
14 six (6) credits during the Readington Township academic school year may be  
15 scheduled. All non-tenured teachers agree to work in the Readington Township  
16 School district for two (2) additional years upon receipt of tuition reimbursement.  
17 If the teacher leaves before the two (2) year period he/she will refund the cost of  
18 reimbursed tuition to the Board, unless he/she was non-renewed.
- 19 5. Teachers will be reimbursed for the cost of textbooks, to a maximum of One  
20 Hundred Fifty (\$150.00) Dollars per approved course, upon submitting receipts.
- 21 6. The District's annual cap for tuition reimbursement shall be Eighty Thousand  
22 Dollars (\$80,000). Teachers shall receive fifty percent (50%) of the tuition  
23 reimbursement upon successful completion of each course, and the remaining  
24 balance shall be paid at the end of the school year. Should reimbursement

1 requests exceed the District's annual cap, each individual shall be equally  
2 reimbursed on a pro-rata basis.

3 B. Professional Day(s). The Superintendent may grant teachers a professional day(s) each  
4 school year to attend meetings, workshops, or other such events that will contribute to the  
5 teacher's professional growth.

6 C. National Board Certification. Teaching staff who apply and are accepted into the  
7 National Board Certification Program will be reimbursed by the Readington Township  
8 Board of Education for all accredited course work that is not covered by an outside grant.  
9 There shall exist in each year of this contract a cap of Eight Thousand Dollars (\$8,000)  
10 (or Two Thousand Dollars (\$2,000) per teacher accepted in this program) eligible to be  
11 applied toward reimbursement for course work related to this certification program.  
12 Upon completion of this program, the teacher will agree to work in the Readington  
13 Township School District for at least two (2) years. They will be elevated on the salary  
14 guide appropriately for the number of additional graduate level credits they have  
15 obtained. In the event a teacher resigns from a position during the first or second school  
16 year following the year in which the Board reimbursed the teacher for such course work,  
17 the teacher will repay the Board the amount reimbursed in full within thirty (30) days of  
18 resignation. If the Board is forced to resort to legal action to recover repayment, the  
19 teacher shall be required to reimburse the Board for its attorneys' fees incurred in  
20 prosecuting the action.



1 employment, and places of assignment for all such employees. The Board will  
2 also notify the Association of any change in the status of an employee regarding  
3 transfer, leave of absence, return from leave, retirement, resignation, separation  
4 from employment, or death.

5 C. Deduction and Transmission of Fee.

- 6 1. The Board will deduct from the salaries of the employees referred to in paragraph  
7 2 of the preceding subsection the full amount of the yearly representation fee in  
8 equal installments beginning with the first paycheck in January.
- 9 2. If an employee who is required to pay a representation fee terminates his/her  
10 employment with the Board before the Association has received the full amount  
11 of the representation fee to which it is entitled under this Article, the Board will  
12 deduct the unpaid portion of the fee from the last paycheck paid to said employee  
13 during the membership year in question.

14 D. Indemnification. In consideration of the Board's participation as set forth herein, the  
15 Association agrees to indemnify, defend, and hold harmless the Board from any claim,  
16 suit, or other form of liability premised on its compliance with this paragraph. This shall  
17 include reimbursement for reasonable counsel fees.



1 **ARTICLE XV**

2 **SECRETARIAL TERMS AND CONDITIONS**

3 A. Work Day and Work Year

- 4 1. The secretaries' workday shall be seven and one-half (7 1/2) hours excluding the  
5 lunch break. Secretaries in the Association are considered twelve (12) month  
6 employees and their salaries are based upon a twelve (12) month position.  
7 Salaries for secretaries who are not twelve (12) month employees shall be  
8 prorated for the number of months (less than twelve (12)) which the secretary  
9 works per year.
- 10 2. Secretaries shall have a duty free consecutive thirty (30) minute break for lunch  
11 between the hours of 11:00 a.m. and 1:00 p.m.
- 12 3. Secretaries may leave the building during their duty-free lunch break.
- 13 4. If the district's schools are closed for reasons of safety, such as weather  
14 conditions, then the district's schools are also closed for Association secretaries.
- 15 5. All secretaries, including those returning from leave, shall be informed in writing  
16 of their tentative assignment and salary status no later than the date required by  
17 law.

18 B. Overtime

- 19 1. Secretaries who work overtime shall be entitled to straight compensation for  
20 hours worked in excess of 37.5 hours but less than forty (40) hours. Hours  
21 worked in excess of forty (40) hours shall be compensated at time and one-half.  
22 At the option of the secretary, time worked in excess of forty (40) hours may be  
23 taken in cash or compensatory time off.
- 24 2. Overtime shall be authorized by the secretary's principal or other supervisor.

1 3. Any secretary required to work on a school holiday will receive straight time  
2 compensation as defined above in addition to their regular day's pay.

3 4. For the purpose of computing overtime and in keeping in accordance with the Fair  
4 Labor Standards Act, a forty-hour work week is defined in terms of working time,  
5 whereby days not worked (such as sick days, personal days, vacation days, or  
6 other leave days) are not counted as part of the forty-hour work week.

7 5. Every effort shall be made by the principal or other supervisor to provide the  
8 secretary with advanced notice of the required overtime.

9 C. Holidays and Vacation

10 1. Secretaries shall receive eight (8) paid holidays annually in accordance with the  
11 school calendar established by the Board. Six (6) additional days will be added as  
12 floating holidays.

13 2. Secretaries will not be required to work during the Winter Break.

14 3. Secretaries in the employment of the district prior to July 1, 1995, will maintain  
15 their current number of vacation days earned annually. Only ten (10) of those  
16 days will be granted during the school year.

17 4. Secretaries hired on or after July 1, 1995, shall earn vacation according to the  
18 following schedule:

19 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a  
20 rate of 0.834 days per month from the date of hire annually, of which five  
21 (5) may be taken during the school year.

1                   b.     Five (5) or more years of service by July 1 -- fifteen (15) days earned at a  
2                             rate of 1.25 days per month from date of hire annually, of which five (5)  
3                             may be taken during the school year.

4     D.     Other Compensation

5             Secretaries who are required to use their own automobiles in the performance of their  
6             duties shall be reimbursed at the NJOMB rate.

7     E.     Attendance at Association Meetings

8             1.     Any elected Association Representative, not to exceed one (1) secretarial staff  
9                     member, will be permitted to attend Association meetings during working hours.

1 ARTICLE XVI

2 CUSTODIAL TERMS AND CONDITIONS

3 A. Hours and Work Year

- 4 1. All full-time custodial personnel shall be employed on an annual twelve (12)  
5 month basis.
- 6 2. A full-time custodian is defined as any custodian who is regularly scheduled to  
7 work twenty (20) hours or more per week. All full-time custodians shall receive  
8 all health benefits provided for in this agreement.
- 9 3. The custodial workday shall be eight (8) hours excluding the lunch/dinner break.
- 10 4. Custodians shall have a duty-free thirty (30) minute break for lunch or dinner  
11 provided during the workday, with the time period to be determined by a schedule  
12 that is generated and posted by the head custodian or immediate supervisor.  
13 Except in the event of an emergency, lunch break will occur any given thirty (30)  
14 minute period to be scheduled between 11:00 a.m. and 1:30 p.m.

15 B. Overtime

- 16 1. Custodians shall be paid overtime for all authorized hours worked beyond the  
17 regular work week forty (40) hours at the rate of time and one-half.
- 18 2. All approved, unscheduled overtime not continuous with regular work hours shall  
19 be for a minimum of two (2) hours.
- 20 3. All overtime worked must be voluntarily and mutually agreed to by the custodian  
21 and his/her supervisor and shall be assigned to qualified custodians on a rotating  
22 seniority basis in the building where the need arises. All overtime worked by  
23 each custodian shall be posted in a conspicuous place.

- 1 4. Holidays and funeral days will count as days worked in the computation of
- 2 overtime.
- 3 5. Overtime on holidays and vacation days will be paid at time and one-half plus the
- 4 regular day's pay.

5 C. Holidays and Vacations

- 6 1. Custodians shall receive thirteen (13) paid holidays annually in accordance with
- 7 the school calendar established by the Board.
- 8 2. Custodians shall earn vacation days at the rate of 0.834 per month from the date
- 9 of hire to July 1, up to a maximum of ten (10) days per work year. After the first
- 10 year, the schedule for earned vacation days is as follows:
  - 11 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a
  - 12 rate of 0.834 days per month from the date of hire annually, of which five
  - 13 (5) may be taken during the school year.
  - 14 b. Five (5) years or more of service by July 1 -- fifteen (15) days earned at a
  - 15 rate of 1.25 days per month from the date of hire annually, of which five
  - 16 (5) may be taken during the school year.
- 17 3. Custodians as of July 1, 1995, who have earned a higher number of vacation days
- 18 per year shall maintain that number for the life of this Agreement.

19 D. Other Compensation

- 20 1. Custodians who are required to use their own automobiles in the performance of
- 21 their duties shall be reimbursed at the NJOMB rate.
- 22 2. Yearly stipend for full-time Custodians with Black Seal license:
  - 23 a. Custodians on Steps 0-5.....\$312.75

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21

b. Custodians on Steps 6-9.....\$417.00

c. Custodians on Steps 10-14.....\$521.25

3. Stipend for Head Custodian:

a. Readington Middle School .....\$5,838.00

b. Holland Brook School.....\$4,274.25

c. Three Bridges School.....\$3,753.00

d. Whitehouse School .....\$3,753.00

4. The Board shall, based on the recommendation of the Superintendent, reimburse custodial employees for the costs of all job-related course work successfully completed by the custodial employee.

5. The Board shall provide each custodian with five (5) uniforms consisting of a work shirt and slacks. The Board shall also provide each custodian with an allowance of Three Hundred (\$300.00) Dollars to be used to purchase one set of foul weather-gear, which may include a pair of boots, winter jacket, rain gear, a safety vest, a hat and a pair of gloves, if required for the performance of his/her duties. Upon termination of employment or leave of absence, the custodian must return all foul weather gear to the school district or be charged for the items. Custodians are required to wear their uniforms during work hours.

6. The Board shall reimburse each custodian to a maximum of Ninety (\$90.00) Dollars for the purchase of safety shoes at the beginning of each year in this Agreement. Custodians are required to wear their safety shoes during work hours.

- 1 E. Miscellaneous
- 2 1. Any elected Association Representative, not to exceed one (1) custodial staff
- 3 member, will be permitted to attend Association meetings during working hours.

1 ARTICLE XVII

2 PARAPROFESSIONAL TERMS AND CONDITIONS

3 A. Hours and Work Year

- 4 1. All paraprofessionals shall be employed on an annual ten (10) month basis.
- 5 2. The work year for paraprofessionals shall be as follows:
- 6 a. For certificated and non-certificated teaching assistants, the work year
- 7 shall be one hundred eighty-one (181) days.
- 8 b. For clerical aides, the work year shall be two hundred (200) days.
- 9 3. The paraprofessional workday shall be as follows:
- 10 a. For certificated and non-certificated teaching assistants, the workday shall
- 11 be six and one half (6 ½) hours excluding the lunch break; however, that
- 12 varies depending on the teaching assistant's assignment.
- 13 b. For clerical aides, the workday shall be seven and one half (7 ½) hours
- 14 excluding the lunch break; however, that varies depending on the clerical
- 15 aide's assignment.
- 16 4. The paraprofessionals shall have a duty-free consecutive thirty (30) minute break
- 17 for lunch.

18 B. Annual Salary

- 19 1. The annual salary for paraprofessionals is computed as follows: 181 x the number
- 20 of hours assigned x the hourly rate, which appears on the "Instructional and
- 21 Clerical Aides Salary Guides".

22 C. Health Insurance

- 23 D. Certificated and non-certificated teaching assistants shall only be eligible to receive the
- 24 same health insurance benefits as are received by all employees provided the employee



1           pays 100% of the premium cost of such coverage for himself/herself and any of his/her  
2           eligible dependents. All paraprofessionals shall be entitled to disability insurance if they  
3           are regularly employed for more than thirty (30) hours per week. Personal Leave

4           Each clerical aide shall be granted two (2) days leave from his/her duties for personal  
5           reasons for each school year. Each certificated and non-certificated teaching assistant shall  
6           be granted three (3) days leave from his/her duties for personal reasons for each school  
7           year. The applicant shall give notice to his/her building principal at least three (3) school  
8           days before such leave is taken, except in the case of emergency. The applicant has only to  
9           say that he/she is going to take such leave and state the specific date(s).

1 ARTICLE XVIII

2 MISCELLANEOUS PROVISIONS

3 A. Copies of this Agreement shall be printed at the expense of the Board after the  
4 Agreement is ratified and signed by representatives from the Board and the Association.  
5 Said copies shall be presented to all employees presently employed or hereafter employed  
6 as part of their employee's handbook.

7 B. Employees who desire to have any deductions made from their compensation for  
8 payment to the Hunterdon County Credit Union shall submit both a written request and  
9 the proper forms to the Board Secretary/Business Administrator; and regular deductions  
10 shall be made and transmitted to the treasurer of the Credit Union.

11 1. Any such written authorization may be withdrawn upon filing notice of such  
12 withdrawal with the Board Secretary/Business Administrator.

13 2. Changes in status shall be made on or before June 1 and/or January 1 of each year  
14 covered in this Agreement.

1 **DURATION OF AGREEMENT**

2 This Agreement will be binding as of July 1, 2011 and shall continue in effect until June  
3 30, 2014.

4 **IN WITNESS WHEREOF**, the Association has caused this Agreement to be signed by  
5 its President and Secretary, and the Board has caused this Agreement to be signed by its  
6 President, attested to by its Secretary, and its corporate seal to be placed hereon, all on the day  
7 and year first above written.

8 **READINGTON TOWNSHIP  
EDUCATION ASSOCIATION**

**READINGTON TOWNSHIP  
BOARD OF EDUCATION**

BY: *Janet A. Deaustyne*  
President

BY: *Kevin A. Amgster*  
President

BY: *Jane B. Stepa*  
Secretary

BY: *Steph. J. De Casus*  
Secretary

TEACHERS' ADVANCEMENT/PLACEMENT CHART

**TEACHERS' SALARY GUIDES  
Advancement / Placement Chart**

2010-2011 <u>Step</u>	2011-2012 <u>Step</u>	2012--2013 <u>Step</u>	2013--2014 <u>Step</u>
		1	1-2
1	1-2	2-3	3-4
2	3	4	5
3	4	5	6
4	5	6	7
5	6	7	8
6	7	8	9
7	8	9	10
8	9	10	11
9	10	11	12
10	11	12	13
11	12	13	14
12	13	14	15
13	14	15	16
14	15	16	17
15	16	17	18
16	17	18	19
17	18	19	20
18	19	20	21
19	20	21	22
20	21	22	23

*(Read directly across the line  
to track advancement/placement)*

*Notes that teachers shall do not progress to educational  
columns at steps where there are not rates of pay.*

## TEACHERS' SALARY GUIDES

### TEACHER SALARY GUIDE 2011-2012

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1-2	49,595	51,185	54,795		57,595	
3	50,090	51,690	55,290		58,090	
4	50,585	52,185	55,785		58,585	
5	51,090	52,690	56,290		59,090	
6	51,590	53,190	56,790		59,590	
7	52,095	54,195	57,795		60,595	
8	53,070	55,570	59,170		61,970	
9	55,605	57,205	60,805		63,605	
10	57,410	59,010	62,610		65,410	
11	59,315	60,915	64,515		67,315	
12	61,320	62,920	66,520	66,520	69,320	
13	63,485	65,085	68,685	68,685	71,485	
14	65,750	67,350	70,950	70,950	73,750	
15	68,115	69,715	73,315	73,315	76,115	
16	70,580	72,180	75,780	75,780	78,580	
17	73,145	74,745	78,345	78,345	81,145	
18	75,810	77,410	81,010	81,010	83,810	
19	78,575	80,175	83,775	83,775	86,575	
20	81,440	83,040	86,640	86,640	89,440	93,020
21	84,405	86,005	90,005	91,155	92,405	97,505

### TEACHER SALARY GUIDE 2012-2013

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1	50,955	52,555	56,155		58,955	
2-3	51,205	52,805	56,405		59,205	
4	51,705	53,305	56,905		59,705	
5	52,210	53,810	57,410		60,210	
6	52,715	54,315	57,915		60,715	
7	53,225	54,825	58,425		61,225	
8	54,130	55,730	59,330		62,130	
9	55,435	57,035	60,635		63,435	
10	57,090	58,690	62,290		65,090	
11	59,795	60,395	65,095		67,795	
12	60,570	62,170	65,770		68,570	
13	62,475	64,075	67,675	67,675	70,475	
14	64,595	66,195	69,795	69,795	72,595	
15	66,815	68,415	72,015	72,015	74,815	
16	69,135	70,735	74,335	74,335	77,135	
17	71,555	73,155	76,755	76,755	79,555	
18	74,075	75,675	79,275	79,275	82,075	
19	76,695	78,295	81,895	81,895	84,695	
20	79,415	81,015	84,615	84,615	87,415	
21	82,235	83,835	87,435	87,435	90,235	93,770
22	85,155	86,755	90,355	91,905	93,155	98,255

\* The MA +15 column shall be eliminated by attrition. Only those teachers who were on salary steps in the MA +15 column on or before June 30, 2006 shall continue to advance on the MA +15 column. No other employee is eligible to advance to the MA +15 column. A teacher who earns graduate credits after receiving his or her Masters degree shall remain on the MA column unless or until he or she obtains thirty (30) credits, entitling him or her to move to the MA +30 column. Effective July 1, 2006, the MA +45 column was eliminated because as of June 30, 2006 there were no longer any teachers remaining on or eligible to advance to the MA +45 column.

TEACHER SALARY GUIDE  
2013-2014

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1-2	52,390	53,990	57,590		60,390	
3-4	52,900	54,500	58,100		60,900	
5	53,410	55,010	58,610		61,410	
6	53,920	55,520	59,120		61,920	
7	54,430	56,030	59,630		62,430	
8	54,940	56,540	60,140		62,940	
9	55,450	57,050	60,650		63,450	
10	55,960	57,560	61,160		63,960	
11	56,470	58,070	61,670		64,470	
12	56,980	58,580	62,180		64,980	
13	57,490	59,090	62,690		65,490	
14	58,000	59,600	63,200	66,000	66,000	
15	58,510	60,110	63,710	66,510	66,510	
16	59,020	60,620	64,220	67,020	67,020	
17	59,530	61,130	64,730	67,530	67,530	
18	60,040	61,640	65,240	68,040	68,040	
19	60,550	62,150	65,750	68,550	68,550	
20	61,060	62,660	66,260	69,060	69,060	
21	61,570	63,170	66,770	69,570	69,570	
22	62,080	63,680	67,280	70,080	70,080	94,520
23	62,590	64,190	67,790	70,590	70,590	95,030

## SECRETARIES' SALARY GUIDES

### SECRETARIES' STAFF ADVANCEMENT/PLACEMENT CHART

#### SECRETARIES' SALARY GUIDES

2011-2012		2012-2013		2013-2014	
1	33,800	1-2	35,010	1	34,990
2-3	34,320	3-4	35,510	2-3	35,490
4-5	35,360	5-6	36,510	4-5	36,490
6-7	36,400	7-8	37,510	6-7	37,490
8	37,440	9	38,510	8-9	38,490
9	38,480	10	39,510	10	39,490
10	39,520	11	40,510	11	40,490
11	40,560	12	41,510	12	41,490
12	41,600	13	42,510	13	42,490
13	42,640	14	43,510	14	43,490
14	43,680	15	44,510	15	44,490
15	44,720	16	45,510	16	45,490
16	45,760	17	46,510	17	46,490
17	46,800	18	47,510	18	47,490
18	47,840	19	48,510	19	48,490
19	48,910	20	49,510	20	49,490
20	48,995	21	49,995	21	49,995

#### Advancement / Placement Chart

2010-2011	2011-2012	2012-2013	2013-2014
Step	Step	Step	Step
	1	1-2	1
1-2	2-3	3-4	2-3
3-4	4-5	5-6	4-5
5-6	6-7	7-8	6-7
7	8	9	8-9
8	9	10	10
9	10	11	11
10	11	12	12
11	12	13	13
12	13	14	14
13	14	15	15
14	15	16	16
15	16	17	17
16	17	18	18
17	18	19	19
18	19	20	20
19	20	21	21

*(Read directly across the line  
to track advancement/placement)*

## CUSTODIANS' SALARY GUIDE

### CUSTODIANS' SALARY GUIDES

<i>2011-2012</i>	<i>2012-2013</i>	<i>2013-2014</i>
1-2 33,397	1-3 34,300	1-4 35,220
3-5 34,347	4-6 35,210	5-7 36,090
6-7 35,297	7-8 36,120	8-9 36,960
8-9 36,247	9-10 37,030	10-11 37,830
10 37,197	11 37,940	12 38,700
11 38,147	12 38,850	13 39,570
12 39,097	13 39,760	14 40,440
13 40,047	14 40,670	15 41,310
14 40,997	15 41,580	16 42,180
15 41,947	16 42,490	17 43,050
16 42,897	17 43,400	18 43,920

### CUSTODIANS' SALARY GUIDES Advancement / Placement Chart

<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>	<u>2013-2014</u>
<u>Step</u>	<u>Step</u>	<u>Step</u>	<u>Step</u>
1 ----->	1-2 ----->	1-3 ----->	1-4 ----->
2-4 ----->	3-5 ----->	4-6 ----->	5-7 ----->
5-6 ----->	6-7 ----->	7-8 ----->	8-9 ----->
7-8 ----->	8-9 ----->	9-10 ----->	10-11 ----->
9 ----->	10 ----->	11 ----->	12 ----->
10 ----->	11 ----->	12 ----->	13 ----->
11 ----->	12 ----->	13 ----->	14 ----->
12 ----->	13 ----->	14 ----->	15 ----->
13 ----->	14 ----->	15 ----->	16 ----->
14 ----->	15 ----->	16 ----->	17 ----->
15 ----->	16 ----->	17 ----->	18 ----->



# INSTRUCTIONAL AIDES SALARY GUIDES

## AIDES' SALARY GUIDES

2011-12		2012-13		2013-14							
Step	Instr. Cert.	Non Cert.	Clerical	Step	Instr. Cert.	Non Cert.	Clerical	Step	Instr. Cert.	Non Cert.	Clerical
1	17.50	15.50	12.50	1	17.54	15.54	12.54	1	17.00	15.88	12.88
2	17.75	15.75	12.75	2	17.79	15.79	12.79	2	17.93	15.93	12.93
3	18.00	16.00	13.00	3	18.05	16.05	13.05	3	18.10	16.10	13.10
4	18.25	16.25	13.25	4	18.35	16.35	13.35	4	18.43	16.43	13.43
5	18.50	16.50	13.50	5	18.65	16.65	13.65	5	18.73	16.73	13.73
6	18.91	16.91	13.91	6	18.97	16.97	13.97	6	19.03	17.03	14.03
7	19.23	17.23	14.23	7	19.29	17.29	14.29	7	19.33	17.33	14.33
8	19.55	17.55	14.55	8	19.61	17.61	14.61	8	19.64	17.64	14.64
9	19.87	17.87	14.87	9	19.93	17.93	14.93	9	19.98	17.98	14.98
10	20.19	18.19	15.19	10	20.25	18.25	15.25	10	20.28	18.28	15.28
11	20.51	18.51	15.51	11	20.57	18.57	15.57	11	20.60	18.60	15.60
12	20.83	18.83	15.83	12	20.89	18.89	15.89	12	20.92	18.92	15.92
13	21.15	19.15	16.15	13	21.21	19.21	16.21	13	21.24	19.24	16.24
14	21.47	19.47	16.47	14	21.53	19.53	16.53	14	21.56	19.56	16.56
15	21.79	19.79	16.79	15	21.85	19.85	16.85	15	21.88	19.88	16.88
16	22.11	20.11	17.11	16	22.17	20.17	17.17	16	22.22	20.22	17.22
17	22.43	20.43	17.43	17	22.49	20.49	17.49	17	22.55	20.55	17.55
18	22.75	20.75	17.75	18	22.81	20.81	17.81	18	22.88	20.88	17.88
19	23.07	21.07	18.07	19	23.13	21.13	18.13	19	23.21	21.21	18.21
20	23.39	21.39	18.39	20	23.45	21.45	18.45	20	23.54	21.54	18.54
21	23.71	21.71	18.71	21	23.77	21.77	18.77	21	23.87	21.67	18.87
22	24.03	22.03	19.03	22	24.10	22.10	19.10	22	24.20	22.20	19.20
23	24.35	22.35	19.35	23	24.43	22.43	19.43	23	24.53	22.53	19.53
24	24.67	22.67	19.67	24	24.76	22.76	19.76	24	24.86	22.86	19.86
25	24.99	22.99	19.99	25	25.09	23.09	20.09	25	25.19	23.19	20.19

Instructional Aides and Non-Instructional Aides Advancement / Placement Chart					Clerical Advancement / Placement Chart						
2010-2011	2011-2012	2012-2013	2013-2014	2010-2011	2011-2012	2012-2013	2013-2014	2010-2011	2011-2012	2012-2013	2013-2014
Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25

(Please directly across the line  
to track advancement/Placement)

**APPENDIX B**

**EXTRA CURRICULAR COMPENSATION**

- A. All Extra-Curricular Sports, Clubs, and Activities must be recommended by the Superintendent and have prior Board approval.
- B. Chaperones, Set Construction or Choreography for the Musical shall be compensated on an hourly basis based upon continuous experience in the position as follows:
- First Year .....\$19.71  
 Second through third year .....\$22.98  
 Fourth year and beyond .....\$25.18
- C. The following flat dollar stipends shall apply to each Coach, Club or Activity stipend. All stipend amounts shall remain at their 2011-2012 levels throughout the 2012-2013 and 2013-2014 school years. If an employee does not complete the Coach, Club or Activity assignment in its entirety, the amount of the stipend shall be prorated accordingly. The Athletic Coordinator stipend shall be an annual stipend.

<b>THREE BRIDGES SCHOOL</b>		
<b>CLUB</b>	<b>2011-2012 STIPEND</b>	
Art	\$	711.51
Physical Fitness	\$	711.51
Readers Theatre	\$	355.75
	\$	355.75
Science	\$	711.51
Technology	\$	711.51
Young Authors	\$	711.51

<b>WHITEHOUSE SCHOOL</b>		
<b>CLUB</b>	<b>2011-2012 STIPEND</b>	
Fitness	\$	711.51
Newspaper	\$	711.51
Reading	\$	355.75
	\$	355.75
Sign Language	\$	355.75
	\$	355.75
Technology Club	\$	711.51

<b>HOLLAND BROOK SCHOOL</b>	
<b>CLUB</b>	<b>2011-2012 STIPEND</b>
Animals in Science	\$ 711.51
Art (3 Dimensional Castles)	\$ 711.51
Astronomy	\$ 711.51
Chorus	\$ 1751.40
Concert Band	\$ 875.70
CSI Forensic	\$ 711.51
Destination Imagination	\$ 1750.35
	\$ 1750.35
Digital Photography	\$ 711.51
Drama	\$ 875.70
	\$ 875.70
Environmental	\$ 355.75
	\$ 355.75
Fit Girls	\$ 711.51
Innovation & Design Lab	\$ 711.51
Multicultural	\$ 355.75
	\$ 355.75
Newspaper I	\$ 711.51
Newspaper II	\$ 711.51
Orchestra	\$ 875.70
Rocketry	\$ 711.51
Sports/Cooperative Games	\$ 711.51
Student Leadership	\$ 1094.63
	\$ 1094.63
Web-Based Broadcasting	\$ 711.51
World Games (Robotics)	\$ 355.75
	\$ 355.75
Yearbook	\$ 875.70
	\$ 875.70

<b>READINGTON MIDDLE SCHOOL</b>	
<b>CLUB</b>	<b>2011-2012 STIPEND</b>
Art Club	\$ 355.75
	\$ 355.75
Chorus Club	\$ 1668.00
Concert Band	\$ 1751.40
Concert Band 8	\$ 1751.40
Dance Club	\$ 711.51
Destination Imagination	\$ 1751.40
	\$ 1751.40
Jazz Band	\$ 1751.40
Lighting for Musical	\$ 711.51
Math Club	\$ 711.51
Mock Trial Club	\$ 711.51
Nature & Garden Club	\$ 711.51
Newspaper Club	\$ 711.51
Notebook Club	\$ 711.51
Blue Orchestra	\$ 1751.40
Gold Orchestra	\$ 1751.40
Photography Club	\$ 711.51
Readington Rhapsody	\$ 1751.40
Robotics – 6	\$ 711.51
Robotics – 7/8	\$ 711.51
Sound for Musical	\$ 711.51
Spanish Club	\$ 355.75
	\$ 355.75
Spring Musical Director	\$ 1751.40
Stage Ensemble (Choral Director of Musical)	\$ 1668.00
Stage Manager for the Musical	\$ 912.19
Student Council	\$ 1668.00
	\$ 1668.00
Technology Club	\$ 711.51
Tennis Club – Fall	\$ 711.51
Tennis Club – Spring	\$ 711.51
Ultimate Frisbee	\$ 711.51
Concert Band 6	\$ 1751.40
Yearbook	\$ 1751.40

## RMS COACHING SALARIES

### RMS Coaching Salaries

Interscholastic Sports	2010-2011	2011-2012	2012-2013	2013-2014
Athletic Coordinator	\$9,400	\$12,000		
<b>Fall Sports</b>				
Field Hockey				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Boy's Soccer				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Girl's Soccer				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Cross Country				
Boys	\$3,100	\$4,500		
Girls	3,100	\$4,500		
Girl's Volleyball				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
<b>Winter Sports</b>				
Boy's Basketball				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Girl's Basketball				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Cheerleading				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
<b>Spring Sports</b>				
Baseball				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Softball				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Boy's Lacrosse				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Girl's Lacrosse				
A	\$3,100	\$4,500		
B	\$3,100	\$3,800		
Track and Field				
Head Coach	\$3,100	\$4,500		
Assistant Coach	\$3,100	\$3,800		
Assistant Coach	\$3,100	\$3,800		
Assistant Coach	\$3,100	\$3,800		
<b>Total</b>	<b>\$96,200</b>	<b>\$128,200</b>		