

THE STILLWATER BOARD OF EDUCATION

AND

THE STILLWATER EDUCATION ASSOCIATION

COLLECTIVE BARGAINING AGREEMENT

July 1, 2015 – June 30, 2018

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ARTICLE I

RECOGNITION

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning grievances and terms and conditions of employment for full- and part-time employees in the following classifications; teachers, custodians, administrative assistants, and para- professionals, whether under contract or on official leave, excluding Superintendent, Principal, Assistant Principal, Child Study Team Coordinator, cafeteria workers, confidential employees, and all other employees.

ARTICLE II

MANAGEMENT RIGHTS

- A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:
1. The executive management and administrative control of the school district and its properties and facilities. To maintain efficiency of the school district operation entrusted to them. To determine the methods, means and personnel by which such operations are to be conducted. To take whatever actions may be necessary to carry out the mission of the school district in situations of emergency;
 2. To hire all employees, and subject to the provisions of law, to determine their qualifications and conditions for continued employment or assignment, and to promote and transfer employees;
 3. To suspend, demote, discharge or take any other disciplinary action for good and just cause according to law;
 4. To direct employees of the school district;
 5. To have, assign and retain employees in positions in the school district; and
 6. To relieve employees from duty because of decreased enrollment, or any legitimate reasons.
- B. In the exercise of the foregoing powers, rights, authority, duties or responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and the laws of the State of New Jersey and of the United States. Nothing contained herein shall be construed to deny or restrict

the Board of its rights, responsibilities and authority under N.J.S.A. 18A or other applicable national, state, county or local laws, ordinances, or policies.

ARTICLE III

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association in response to reasonable requests all available information in the public domain concerning the financial resources of the district and the employees covered by this Agreement, including but not limited to annual financial reports and audits, register of certificated and non-certificated personnel, individual and group insurance premiums and experience figures, names and addresses of all personnel, and such other information that shall assist the association in developing intelligent, accurate, informed and constructive positions on behalf of the personnel, together with information which may be necessary for the Association to process any grievance or complaint whenever possible.

B. Use of School Building

The Association shall have the privilege of using the Faculty\Staff room and other areas of the school building at reasonable hours for meetings. Request for the use of such facilities shall be made at least twenty-four (24) hours in advance, except in the case of emergency, to the Superintendent or Assistant Principal and permission for such use will not be denied unless it interferes with the regularly scheduled school program, or other Board-sanctioned or sponsored events.

C. Use of School Equipment

The Association shall have the right to use school facilities and equipment, including duplicating equipment, calculating machines and all types of audio visual equipment at reasonable times, when such equipment is not otherwise in use. Equipment must not be removed from the building without the express written permission of the Superintendent or his or her designee. The Association shall pay for the actual costs of all material and supplies incident to such use.

D. Bulletin Board

The Association shall have the exclusive use of a bulletin board in the Faculty\Staff room, which will be used for official Association business. The Association will provide the Administration with courtesy copies of all bulletin board postings.

E. Mail Facilities and Mail Boxes

The Association shall have the right to use the interschool mail facilities as it deems

necessary for official association business.

F. Phone

The Association shall be allowed to use the phone for official business and shall reimburse the Board monthly for the cost of the calls made by the Association.

G. Liaison Council

1. A Liaison Council shall be established on or before September 30th of each school year. The Council shall consist of the Superintendent, another Administrator designated by the Superintendent, and four (4) members of the Association nominated by the Association. Other participants in Council meetings will be invited by the mutual consent of the parties.
2. The Liaison Council shall meet as needed, at least four times per year during non-working hours, at times which shall not interfere with the regularly scheduled school program as determined by the Superintendent. The Liaison Council shall meet to discuss matters of mutual interest relative to the educational program and other items of mutual concern regarding the effective operation of the Stillwater Township School. These meetings may be cancelled if not necessary.
3. The Liaison Council shall establish its own procedural rules by unanimous agreement of all council members.

ARTICLE IV

EMPLOYEE'S RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations.
- B. Notice of vacancies shall be posted in the main office and the staff room when school is in session. Should vacancies arise when school is closed for summer recess, they will also be advertised in the New Jersey Herald, posted on the Stillwater School Web Page, and the President of the Association will be contacted. When a teaching position is vacated, a teacher who wishes a change in grade and/or subject area may file a written statement to that effect with the Superintendent.
- C. As new policies which affect the unit are adopted by the Board, they shall be reviewed by the Superintendent at the next faculty meeting. The Board will provide one copy of its Policy Manual that will be maintained in the board office and loaned on request to the SEA. Association representatives shall be given access to the Policy Manual during normal district operating hours.

- D. Pursuant to N.J.S.A. 18A:25-7, whenever any staff member is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of the staff member in his/her office, position or employment or the salary or any increments pertaining thereto, then s/he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.
- E. Criticism of an employee by an Administrator, or of an administrator by an employee, without justifiable substantive reasons or in cases of emergency, shall be made in private.
- F. The Board shall provide a complete copy of the negotiated Agreement to each staff member within one (1) month of its ratification. Copies of the Agreement shall be supplied to each new employee hired during the time period covered by the Agreement.

ARTICLE V

GRIEVANCE PROCEDURE

A. Purpose

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

B. Definition

A grievance is a complaint by any employee or group that there has been to him, her, them or to the Association any inequitable, improper, or unjust application, interpretation, or violation either of Board policy, this Agreement, or any administrative decision which pertains to the terms and conditions of employment. It is expressly understood, however, that disputes concerning terms and conditions of employment governed by statute or administrative regulation, incorporated by reference in this Agreement, either expressly or by operation of law, shall not be processed beyond Step Two herein.

C. Steps of the Grievance Procedure

The following constitutes the method for resolving grievances between the parties covered by this Agreement and shall be followed in its entirety unless any step is waived by mutual written consent. Time extensions may be mutually agreed upon by the Board and the Association. If such time extensions are not requested, the time limits expressed herein shall be strictly followed. If any grievance has not been initiated within the time limits specified, the grievance shall be deemed to have been waived. If any grievance is not processed to the next succeeding step in the grievance procedure within the time

limits prescribed, then the disposition of the grievance at the last preceding step shall be deemed to be conclusive.

STEP ONE - The aggrieved employee shall discuss the grievance with the Principal within twenty (20) days from the date that the employee knew or should have known of the grievance, in an attempt to resolve the matter informally. The grievant has the option of being accompanied by an Association representative at the time of such discussion with the Principal which decision shall be communicated to the Principal. The Principal shall inform the employee of his/her decision within ten (10) business days following the day of the discussion.

STEP TWO - If the grievance is not satisfactorily resolved at Step One, the aggrieved employee shall reduce the grievance to writing, stating the nature of the grievance (and if relating to the contract, stating the contract provisions at issue) and the relief sought, and shall file the grievance with the Superintendent within six (6) business days after receipt of the response in Step One. Day One shall be defined as the next school day following receipt of the Principal's response. The Superintendent shall render his/her decision in writing within six (6) business days. (Business days are defined as any weekday that the school offices are open for business.) Copies of the formal grievance and the Superintendent's response will be forwarded to the Association.

STEP THREE - If the grievance is not satisfactorily resolved at Step Two, the aggrieved employee may file the grievance in writing with the Board, through the Board Secretary, within ten (10) business days of the receipt of the decision in Step Two. The grievance shall include a copy of the grievance at Step Two and the Superintendent's response, together with a statement explaining why the Superintendent's response is unsatisfactory. A grievance meeting shall be held with the Board, Superintendent, grievant, and Association representative within forty (40) business days of the receipt of the written request. Either party may have witnesses and/or counsel present so long as written notice to that effect is provided to the opposite party at least five (5) business days in advance of the meeting. The Board shall render a written decision to the aggrieved employee. The Board's written decision shall be issued within sixty (60) days of receipt of the grievance by the Board Secretary. The decision handed down by the Superintendent will be in force until the Board has passed upon the grievance.

STEP FOUR - If the grievance is not satisfactorily resolved at Step Three, and if the grievance does not constitute a complaint or controversy regarding educational policy, within ten (10) business days the aggrieved employee may request through the Association that the grievance be submitted to arbitration. If the Association deems the grievance meritorious, it shall, within fifteen (15) business days of the employee's request, submit the matter to arbitration by filing with PERC, with a copy to the Board Secretary, a written request for the initiation of arbitration proceedings. The parties shall then be bound by the rules and

regulations of PERC.

The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by the law or which is violative of the terms of this Agreement. The arbitrator shall be limited to the issues submitted and shall not consider anything else. The Arbitrator may not add to, subtract from or otherwise modify the Agreement between the parties. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding upon the parties. The costs of the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring same.

ARTICLE VI

ADDITIONAL BENEFITS

A. Health Insurance Benefits

The Board will provide health benefits to all full-time employees (those working 30 paid hours per week or more) covered by this Agreement and their dependents through the New Jersey School Employee Health Benefits Plan. The School Employee Health Benefits Plan prescription plan is provided. A dental plan is available and paid by the Board to cover the employee and their dependents with Delta Dental with a Cap of \$55 per month. Employees will be required to pay a percentage of health insurance premiums for medical and prescription drug coverage at the tier 4, Chapter 78 P.L. 2011 guide rates unless the parties negotiate otherwise.

With respect to the foregoing health insurance benefits, the Board shall have the right to change insurance carriers.

Employees who elect to waive benefits shall be paid the lesser of twenty-five (25%) percent of their health insurance premium or \$5,000, whichever is less.

Health benefit waiver payment shall be made in two installments. The first installment shall be made in December. The remaining portion owed to the employee shall be paid in June.

B. Temporary Leaves of Absence with Pay

1. Sick Days

- a. All employees covered by this Agreement shall be entitled to a maximum of ten (10) days sick leave per year for ten (10) month employees and twelve (12) days sick leave for twelve (12) month employees each contract year. Employees employed after the beginning of the contract year shall be granted sick leave pro-rated by the number of months remaining in the school year of employment at the rate of one (1) sick day per month. All unused sick days shall be cumulative.
- b. Any absence from duty on sick leave for five (5) or more consecutive working days must be accompanied by a medical doctor's certification as to the employee's disability or inability to work due to sickness or injury.

2. Teacher Retirement Bonus

- a. Upon full T.P.A.F. retirement, a teacher who has ten (10) to fourteen (14) years of service in the Stillwater School system shall receive a cash bonus for unused accumulated sick leave. The rate of this reimbursement shall be \$35.00 for each day so accumulated with a cap of \$3,250. Eighteen (18) months notice of intent to retire will be given by the employee or the retirement bonus will be paid the budget year following the employee's retirement.
- b. Upon T.P.A.F. retirement, a teacher who has fifteen (15) to nineteen (19) years of service in the Stillwater School system shall receive a cash bonus for unused accumulated sick leave. The rate of this reimbursement shall be computed at the rate of \$35.00 per day with a CAP of one hundred twenty-five (125) unused sick days. Eighteen (18) months notice of intent to retire will be given by the employee or the retirement bonus will be paid the budget year following the employee's retirement.
- c. Upon T.P.A.F. retirement, a teacher who has twenty (20) or more years of service in the Stillwater School system shall receive a cash bonus for unused accumulated sick leave. The rate of this reimbursement shall be computed at the rate of \$70.00 per day for the first one hundred twenty-five (125) unused sick days. An additional twenty-five (25) days (days 126 through 150) will be reimbursed at the rate of \$35.00 per day. Eighteen (18) months notice of intent to retire will be given by the employee or the retirement bonus will be paid the budget year following the employee's retirement.

3. Support Staff Retirement Bonus

- a. Upon retirement from the district, non certified employees will be entitled to payment for unused sick days at a rate of \$35.00 per day with a cap of one hundred fifty (150) days.

4. Sickness in Family

All employees covered by this Agreement shall be entitled to a maximum of three (3) days per contract year, to attend to matters of illness among members of immediate family. Employees shall earn one (1) day of leave per every three (3) months. Immediate family will be defined as parent, spouse, and child. It will also be extended to include grandparents/siblings. These days will be credited at the start of the contract year, and up to two (2) unused days may be carried over to the following year. A doctor's note may be requested.

5. Bereavement

- a. Leaves of absence for deaths in the immediate family shall be for the required period, but not exceeding four (4) days. Immediate family will be defined as grandparent, parent, siblings, spouse, child, grandchildren, son-in-law, daughter-in-law, mother-in-law, and father-in-law.
- b. Leaves of absence in the event of the death of any other relative shall be for the day of the funeral only.
- c. Recognizing that there may be unforeseen, extraordinary circumstances involved at the time of death (great distances, provisions for surviving relatives, legal complications, etc.) the four (4) day period may be extended with recommendation of the Administrator and upon approval of the Board. In an emergency, the Administrator shall be empowered to grant tentative approval on behalf of the Board.

6. Personal Days

- a. Teachers - All certified employees covered by this Agreement shall be granted three (3) days per year to attend to personal business. These days shall be pro-rated for employees hired after the start of the contract year.
- b. All non-certified employees covered by this Agreement shall be granted two (2) days per year to attend to personal business. Twelve (12) month school secretaries shall be entitled to a third (3rd) personal day to attend to personal business. These days shall be pro-rated for employees hired after the start of the contract year. This day may only be taken when students are not present in the building.
- c. Such necessary personal business shall be construed to mean that such

business is essential and will require the presence of an employee on a day school is in session. A maximum of two (2) unused personal days will be converted to sick days.

- d. Personal days must be applied for in writing at least three (3) days prior to need, and approved by the Superintendent. However, should an emergency arise, one Personal Day may be taken without the prior approval of the Superintendent.
- e. Personal days may not be taken before or after a holiday or vacation period, unless specifically approved at the sole discretion of the Superintendent.

7. Notification

The Board Secretary shall give every employee written notice of accumulated days of leave of absence no later than September 30th.

8. Part-Time Employees

Part-time ten (10) month and twelve (12) month employees shall be entitled to leave (sick, personal, bereavement, family illness) pro-rated in proportion to their hours (e.g., .6 of full time receives .6 of benefit). Part-time twelve (12) month employees shall also be entitled to pro-rated vacation days.

C. Extended Leave of Absence

1. Certified Teachers

a. Sabbatical Leave

An employee, after five (5) years of permanent full-time service in the school district, shall be eligible for a one (1) year's leave of absence without pay. Up to five (5%) percent of the teaching staff shall be eligible in any one year. Employees must apply in writing by March 1st for these leaves and must clearly state the educational advantage to Stillwater Township School. These leaves are granted at Board discretion and cannot be extended beyond one year.

b. Parental Leave

- i. A tenured employee who becomes a parent, whether through childbirth or through adoption, shall be eligible for parental leave of absence without pay.
- ii. With respect to a period of disability associated with the birth of a

child, an employee is considered presumptively disabled for the period of thirty (30) calendar days before the anticipated birth and thirty (30) calendar days following the actual birth of the child. During this time, the employee is entitled to utilize sick days to the extent available. Any period of further disability beyond this presumptive period must be certified by a physician in order for an employee to utilize sick leave.

- iii. Parental leave of absence without pay for a tenured employee shall begin on the day following the last salaried day and may continue to the opening date of any fall term. An extension may be approved by mutual agreement upon application of the teacher to the Board by April 1. In no case shall this leave be extended beyond a two (2) year period.
- iv. An employee on parental leave of absence shall not be denied the opportunity to substitute in the Stillwater School District.

c. Return from Leave

Application for return from leave shall be submitted, in writing, to the Board no later than April 1st preceding the start of the fall term. All benefits to which a teacher was entitled at the time the leave of absence commenced, including unused sick leave, shall be restored upon the teacher's return.

2. Parental Leave-Non-certified Staff Members

Assuming the employee meets the requirements of the State and Federal Family Leave Acts, they will be eligible for such leave as set forth in those statutes. They may request additional leave time, without pay or benefits, which may be granted at the Board's discretion. If otherwise qualified to do so, employees may utilize sick days during these leaves.

D. Professional Growth

1. Certified Staff Members

A sum of Twelve Thousand (\$12,000.00) Dollars per year shall be available for the professional growth of the permanent teaching staff.

First year teachers are not entitled to tuition reimbursement, second year teachers are eligible to take three (3) graduate credits and third year teachers up to six (6) graduate credits per year. Tenured teachers will continue to be eligible for up to nine graduate credits per year, except, if monies are available in this account after

all reimbursements have been processed, an additional three credits will be reimbursed to tenured staff on a first come first served basis to a maximum of twelve (12) credits per year.

Reimbursement is contingent upon successful completion with a grade of B or better at a rate not to exceed \$500.00 per credit. All courses must have prior written approval of the Superintendent. Courses eligible for reimbursement shall include all those required for a Masters' Degree in Education or within the teacher's assigned area. Courses not in the teacher's current assignment may be approved by the Superintendent if s/he believes them to be of direct benefit to the school district. Courses may be taken at a duly authorized institute of higher education. Employees may appeal the denial to the Board.

The funds available for tuition reimbursement shall be divided equally among all applying staff members at the end of the school year. Reimbursement shall first be made available to teachers pre-approved to take courses towards a Masters' Degree in Education, or graduate courses on the teacher's current assigned area. If funds are left over, they shall be distributed equally among all Masters' level courses related to the employee's present or future job responsibilities pre-approved by the Superintendent.

If monies are left in this account, after tenured and non-tenured teachers have been reimbursed, members of the permanent teaching staff on parental leave may apply for course repayment upon return to service. The monies will be dedicated from the year that the course is completed and paid after the staff member returns to full-time employment.

Employees who have accepted reimbursement and leave the District within two years of receiving payment will reimburse the Board the amount received unless they leave due to retirement or reasons beyond the teacher's control.

2. Non-Certified Staff

- a. Non-certified staff shall be eligible for tuition reimbursement under the following conditions:
 - i. The individual concerned must work at least thirty (30) hours a week;
 - ii. The individual concerned must have been employed by the district for a least three consecutive years;
 - iii. Such courses must be taken at an approved college or university or other state approved educational/training institution.

- iv. Such courses must be appropriate to the individual's position and job function. Courses of a recreational nature or of a nature which does not directly bear upon the employment function will not be eligible.
- b. Individuals may apply through established procedures for such benefits. In order to receive payment the individual must have prior written approval for the course and must submit appropriate documentation, including a copy of the paid bill or cancelled check, a copy of an official transcript reflecting a passing grade of "B" or better. The payments will be made through purchase orders submitted to the business office. Individuals will be reimbursed a maximum of six credits annually.
- c. Such reimbursement shall not exceed, at any point, the actual costs of tuition only, and shall not exceed \$435.00 per credit.
- d. The approval process requires that approval be granted before registering for the course and that the individual file an appropriate in-service tuition reimbursement request form. This form must have the superintendent's approval in writing. The Superintendent's decision concerning this matter shall be final and shall not be subject to grievance or appeal.
- e. Tuition reimbursement shall be from a pool of monies that will not exceed \$2,000 annually.
- f. If an employee leaves the district within two (2) years of the completion of a course, he/she will reimburse the district for the cost of the course unless they leave due to retirement or reasons beyond his/her control.

ARTICLE VII

EVALUATIONS

- A. It is recognized that evaluations are an important and useful tool for identifying staff strengths and weaknesses. Therefore, all employees covered by this Agreement shall be evaluated. Teacher evaluations are subject to the TEACHNJ Act and ACHIEVENJ Regulations. Non-certified employees shall be evaluated in accordance with procedures and criteria adopted by the Board.
- B. Privacy of Records
 - 1. An employee's personnel records, including evaluation reports, are privileged, confidential, and shall not be made available to the public except when required by law. The employee has the right to examine his/her records in the Administrator's office, in his presence, at a mutually convenient time. In addition,

the employee may use these records if it becomes necessary to defend himself/herself before the Board.

2. Whenever a document is placed in an employee's file, the employee will be given a copy thereof. The employee will return the copy with his/her signature affixed thereto, indicating that he/she has read the document. He/she shall have the right to submit a written comment which shall be attached to the copy on file.
3. When an employee's personnel records are to be reviewed by the Board, that review shall be made in executive session, subject to the Open Public Meetings Act. The Administrator shall be present at all times and shall be able to certify that no items were added or removed, copied or reproduced in any way, in part, or in toto.

C. Observation Conference – Certificated Staff

Each teacher shall be observed at least three times during each school year. At least one of the required observations shall be announced and preceded by a pre-conference, and at least one of the required observations shall be unannounced. A pre-conference, when required, shall occur at least one (1), but not more than seven (7), teaching staff member working days prior to the observation. One (1) post-observation conference may be combined with the annual summary conference. A post-observation conference shall occur no more than fifteen (15) teaching staff member working days following each observation. The teacher shall submit his/her written objection(s) of the evaluation within ten (10) teaching staff member working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

Non-Tenured Certificated Staff

Non-tenured teachers shall be observed during the course of the year by more than one (1) appropriately certified supervisor, either simultaneously or separately, by multiple observers.

A non-tenured teacher who is in his/her first or second year of teaching in the school district shall receive at least two (2) long observations and one (1) short observation.

A non-tenured teacher who is in his/her third or fourth year of teaching in the school district shall receive at least one (1) long observation and two (2) short observations.

D. Evaluation Conference

Subject to applicable law and regulation, an evaluation conference shall be held with the employee prior to the end of the academic school year. The teaching staff member and the preparer of the annual written performance report shall sign the report within five (5) working days of the review and before placing a copy of the annual written performance

report in his/her personnel file.

ARTICLE VIII

TEACHER'S WORK SCHEDULE

A. School Year

1. The school calendar shall be set by the Board. It shall include no more than 183 contractual days, 180 of which are defined as teacher-pupil contact days.
 - a. The Board may schedule additional teaching days as a precaution against storm or other emergency closings. Unused cushion days will be deducted from the end of the school term.
 - b. School will be closed for two (2) days to encourage teachers to attend the N.J.E.A. Convention.
2. The Board may, in consultation with the Association, schedule additional days, and or shorten school days for purposes such as orientation, curriculum development workshops, in-service education, and parent-teacher conferences.

3. Shortened School Days

The day preceding Thanksgiving Day recess and the last school day preceding the winter holiday will be a shortened days for students and staff. The last three (3) days of the school year will be shortened days for students. Teachers will be required to remain in the building for a full day on the two (2) days preceding the last day of the school year. The last day of school will be a shortened day for staff.

B. School Day

1. Check-in Procedure

As professionals, teachers are expected to devote to their assignment the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Teachers shall indicate their presence for duty by placing a checkmark in the appropriate column of the faculty "sign-in roster."

2. Arrival and Dismissal

- a. The normal work day is established to be seven (7) hours. Teachers shall be permitted to leave the building after the buses have left and when teaching related tasks are completed.

- b. Teachers are free to leave the building for their duty-free lunch period, but are required to notify the office. Permission from the Superintendent must be obtained to leave the building at all other times.

3. Lunch Period

All teachers are entitled to and shall be scheduled for a duty-free lunch period of at least thirty (30) minutes each day.

4. Preparation Period

All teachers covered by this Agreement shall be provided with a minimum of one (1) prep period per day, free from student supervision to perform tasks essential to successful completion of teacher responsibilities.

Administration may require teachers to attend meetings with administrative personnel, staff, and/or parents during a prep period provided that the teacher receives no less than five unassigned prep periods per week.

All teachers covered by this Agreement shall be scheduled for a period each day, free from student supervision responsibility, to prepare teaching plans and materials.

- C. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular work day, without further compensation, for the purpose of attending faculty or other professional meetings called by the Superintendent. Faculty meetings will not be scheduled more than once per week and will not extend beyond 4:30.

2. Prior to Holidays and Weekends

Meetings which take place after the regular in-school work day, and which require attendance, shall not ordinarily be called on Friday or on any day immediately preceding a holiday, or other day upon which teacher attendance is not required at school.

3. Association representatives may ask to be placed on the meeting agenda for the purpose of making an announcement.

4. There will be two (2) evening conferences in the fall and one (1) evening conference in the spring, all three (3) hours in length. There will be full days for students on conference days. The spring conferences will be will be at parent or teacher request. This will be the schedule until the parties negotiate otherwise.

5. Parent conference days will be scheduled by the principal in consultation with the Association.

ARTICLE IX

PARAPROFESSIONALS' WORK SCHEDULE

- A. Paraprofessionals shall be required to work on days that children are in attendance plus one additional day, the day before school starts for students. Paraprofessionals shall work hours as determined by the Board. Each paraprofessional shall be provided with a contract for a pre-determined number of daily hours and that schedule shall remain consistent for the school year unless enrollment, economics or District operations dictate otherwise.
- B. The Board may, in consultation with the Association, schedule additional days, and or shorten school days for purposes such as workshops or in-service education. Paraprofessionals shall be compensated for any time beyond their normal workday at their regular rates of pay.
- C. The day preceding Thanksgiving Day recess and the last school day preceding the winter holiday will be a shortened days for students and staff. The last day of school will be a shortened day for staff.
- D. The work day for part-time paraprofessionals shall be at the discretion of the Board and seven (7) hours for full time which will include one half hour (unpaid) lunch break. All work will be performed between 8:00 A.M and 3:30 P.M. Paraprofessionals are expected to devote to their assignment the time necessary to meet their responsibilities, but they shall not be required to "clock in or clock out" by hours and minutes. Paraprofessionals shall indicate their presence for duty by placing a checkmark in the appropriate column of the faculty "sign-in roster". Paraprofessionals will be entitled to a 10 minute break each day.

ARTICLE X

ADMINISTRATIVE ASSISTANTS AND CUSTODIANS

A. Holidays

All twelve month employees shall be granted the following holidays:

New Year's Day	Labor Day
President's Day	Columbus Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving
July Fourth	Christmas Day

Custodians shall receive three (3) additional floating holidays and Administrative Assistants shall receive three (3) additional floating holidays each year. One floating holiday must be used when school is not in session.

If school is open on one of the listed holidays, the employees will be granted an additional floating holiday.

All floating holidays will be requested and approved in the same manner as personal days.

B. Vacations

1. Vacation days only apply to twelve (12) month employees. Ten (10) month employees are not eligible for vacation days, as they follow the teachers' schedule. Ten (10) month employees who voluntarily apply for and work summer hours are not eligible for paid vacation days but may request up to five (5) unpaid vacation days during the summer hours which may be granted at the discretion of the immediate supervisor.

2. Twelve (12) month employee vacation days are as follows;

Any twelve (12) month employee with less than one (1) year of service shall receive vacation days prorated based on ten (10) days per year.

Twelve (12) month employees, employed by the Board of Education one year or more, shall receive ten (10) days paid vacation days.

After five (5) years to the conclusion of the ninth (9th) year, with the district, twelve (12) month employees shall receive fifteen (15) vacation days.

From the tenth (10th) year to the conclusion of the eighteenth (18th) year, with the district, employees shall receive eighteen (18) vacation days;

In the nineteenth (19th) year, with the district, employees shall receive nineteen (19) vacation days.

In the twentieth (20th) year, with the district, employees shall receive twenty (20) vacation days.

3. A real vacation is necessary to ones health and welfare and should be taken each year, consequently, unused vacation days cannot be accumulated from year to year, nor is additional pay allowed for vacation time not taken.

4. Vacation dates must be pre approved by both the immediate supervisor and the Superintendent .

C. Work Day

1. The work day for full time, twelve (12) month custodial staff shall be defined as eight (8) hours which will include one (1) half-hour (½) unpaid lunch break.
2. The work day for full time, twelve (12) month administrative assistants shall be defined as seven and one-half hours (7 ½) hours which will include one (1) half-hour (½) lunch break.
3. Those employees paid by the hour will indicate the times of their arrival and departure.

D. Summer Hours

1. Twelve (12) month Administrative Assistants shall be entitled to summer hours, Monday through Friday from 8 am. To 2 pm. for a period of six (6) **full** weeks, beginning at the discretion of the Superintendent and may be cancelled at the discretion of the Superintendent. Employees may work flexible hours during these times with the approval of their immediate supervisor and the Superintendent.
2. Full-time twelve (12) month custodians may choose to work four (4) days per week over the summer period. The work hours will be 7:00 a.m. to 4:30 p.m. This will be for six (6) full weeks. Whether or not employees make this selection, all five (5) days will be covered during this period.

E. Holiday Hours

Subject to the approval of the Superintendent, twelve (12) month employees may be granted the above summer hour benefit during both the winter and spring breaks when school is not in session.

ARTICLE XI

SALARIES-CERTIFIED STAFF

- A. Salary will be determined on the basis of placement on the salary guide.
- B. Placement on any of the advanced credit guides will be made on the basis of graduate credits earned as of September 1st of the contract year.
- C. To assist the Board in the development of its budget and to thereby assure that adequate funds for salary will be available, an employee covered by this Agreement will submit, in writing, and no later than the regularly scheduled January Board meeting, notice of his/her expectation of eligibility for advancement from one column on the guide to another.

- D. Verification of completion of pre-approved graduate credits must be submitted to the Superintendent by no later than the first working day of the school year. Certification in writing from the employee will be accepted as evidence for eligibility until official transcripts are available.
- E. Only courses related to a staff member's current or future job responsibilities and pre-approved by the Superintendent will be eligible for advancement on the salary guide upon successful completion of the course.
- F. Progress on the guide shall be pursuant to applicable statutes and regulations. New personnel shall be placed on the guide with recognition of prior public school teaching experience to a maximum of Step 5. In order to be eligible to receive an increment for a year of service to the district, a ten-month teacher must be in pay status for one day more than one-half of the scheduled work days of the ten-month school year.
- G. Longevity payments will be made as set forth in Steps L1, L2, and L3 of the Salary Guide which is attached hereto and made a part hereof.
 - 1. Teachers hired after June 30, 1997 must work in the district for ten (10) years to qualify for the longevity payments.
 - 2. Payments will begin in the first year after a teacher has reached the top step of the regular salary guide.

H. Automatic Payroll Deductions

Subject to applicable law, the Board agrees to deduct dues to the S.E.A., S.C.E.A., N.J.E.A., and N.E.A., or to any one, or any combination of such associations, as said teachers individually and voluntarily authorize. Monies withheld will be forwarded promptly to the Treasurer of the S.E.A. for disbursement.

I. Summer Pay Plan

Each teacher may individually elect to have a percentage deducted from his or her monthly pay for the purpose of extending salary payments over a twelve (12) month period. Within three (3) working days after each pay day, these funds shall be deposited in an account agreed upon by the majority of participating Association members. Proper notice shall be given to the Secretary of the Board of Education.

J. Salary Payment Schedule

Annual salary shall be paid in twenty (20) equal installments on fifteenth (15th) and last day of the month. When the scheduled pay falls on a weekend or during a holiday period, checks will be distributed on the last school day preceding that date. September salary checks will be distributed on the Friday following Labor Day and on the last day of the month.

- K. In the event a faculty member is requested by the Board to write a grant proposal, compensatory time shall be granted.
- L. Payment for any Board sponsored Extra Curricular Activities will be offered on a program-by-program basis.
- M. The yearly payments for extra service for the following positions: student council, and public relations shall be \$850. Teachers supervising overnight class trips as chaperons approved by the Superintendent shall be compensated at the rate of \$125 per night. The Board shall provide reimbursement for fees and costs associated with required training and license as lifeguard and CPR. There will be two (2) yearbook advisors for which the stipend will be \$850.00 each.
- N. Teachers shall be reimbursed at the rate established by the State OMB rate per mile for the use of their own vehicles when attendance at the activity is approved and the distance is fifty (50) miles or greater round trip.

ARTICLE XII

SALARIES-NON CERTIFIED

- A. 1. Salary will be determined on the basis of placement on the salary guide for Para-Professionals. Custodians and secretaries will receive increases of 2.5% in 2015-16; 2.5% in 2016-17 and 2.2% in 2017-18 on their base pay. In the event a paraprofessional is assigned to work over 27.5 hours per week, their salary will be pro-rated up, in the event a paraprofessional is assigned to work less than 27.5 hours a week, their salary will be pro-rated down. The salary guide will be used as a base to reflect a work week of 27.5 hours. The increases identified above will be distributed on that guide.
- 2. Non-certified staff will qualify for longevity payments after working in the district for ten (10) years. Payments will begin in the 11th year of employment as follows;

Para-professionals

After 10 years \$200.00
After 15 years \$300.00

Administrative Assistants/Custodians

After 10 years \$400.00
After 15 years \$600.00

Longevity shall not be cumulative.

- B. 1. Para-Professional Stipends:

“Highly Qualified”	\$100.00
Associates Degree	\$500.00
Bachelors Degree	\$750.00
Teacher Certification	\$1,000.00

2. The Summer Lead Custodian shall receive a stipend of \$500.00

C. Automatic Payroll Deductions

Subject to applicable law, the Board agrees to deduct dues to the S.E.A., S.C.E.A., N.J.E.A., and N.E.A., or to any one, or any combination of such associations, as said teachers individually and voluntarily authorize. Monies withheld will be forwarded promptly to the Treasurer of the S.E.A. for disbursement.

D. Summer Pay Plan

Each paraprofessional may individually elect to have a percentage deducted from his or her monthly pay for the purpose of extending salary payments over a twelve (12) month period. Within three (3) working days after each pay day, these funds shall be deposited in an account agreed upon by the majority of participating Association members. Proper notice shall be given to the Secretary of the Board of Education.

E. Salary Payment Schedule

Annual salary shall be paid in equal installments on the fifteenth (15th) and last day of the month. When the scheduled pay falls on a weekend or during a holiday period, checks will be distributed on the last school day preceding that date. September salary checks will be distributed on the Friday following Labor Day and on the last day of the month.

F. Employees shall be reimbursed at the rate established by the State OMB rate per mile for the use of their own vehicles when attendance at the activity is approved and the distance is fifty (50) miles or greater round trip.

ARTICLE XIII

REPRESENTATION FEE

A. If an employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee’s per capita cost of services rendered by the Association as majority representative.

B. Prior to the beginning of each membership year, the amount of said representation fee shall be certified to the Board by the Association, which amount shall not exceed eighty-

five percent (85%) of the regular membership dues, fees and assessments charged by the Association to its own members.

- C. Once during each membership year covered in whole or in part by the Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct the representation fee in equal installments, as nearly as possible, for the paycheck paid to each employee of the aforesaid list during the remainder of the membership year in question.
- D. The employer shall remit the amount deducted to the Association monthly, on or before the 15th of the month following the month in which such deductions were made. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
- E. These deductions will commence on the next month following the new employees successful completion of the required probationary period.
- F. The Association shall establish and maintain at all time a demand and return system as provided by N.J.S.A. 34:13 A-5.5(c) and 5.6 and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the employer shall immediately cease making such deductions.
- G. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability that shall arise out of, or by reason of any action taken or not taken by the Board for the purpose of complying with any provisions of this Article. The Association shall intervene in and defend any administrative or court litigation.

ARTICLE XIV

SEPARABILITY AND SAVINGS

If any section, subsection, paragraph, sentence, clause or phrase of this Agreement, or any application thereof to any employee or group of employees, is held to be invalid by operation of law or by a court or other tribunal of competent jurisdiction, such provision shall be inoperative, but all other provisions shall not be affected thereby and shall continue in full force and effect.

ARTICLE XV

FULLY BARGAINED PROVISIONS

- A. This Agreement represents and incorporates the final understanding and settlement by the two (2) parties of all negotiable issues which were the subject of collective negotiations. It is the understanding of both parties that the foregoing provisions will preclude both parties from reopening negotiations during the term of this Agreement, except for dealing with a change in terms and conditions of employment proposed by the Board, or by mutual consent.

- B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing, duly executed by both parties.

DURATION OF AGREEMENT

The term of this Agreement shall be from July 1, 2015 through June 30, 2018, for language and salary, and from year to year thereafter, subject to a written notice from either party to the other of the desire to change or amend this Agreement. To be effective, such written notice must be received by the other party by no later than one hundred and sixty-five (165) days prior to the Board's required budget submission date. The foregoing reference is derived from Public Employment Relations Commission regulation, section 19:16-2.1, and the adoption of a required budget submission date for school districts. In the event of any change in the P.E.R.C., statute of regulation, this Article shall be deemed to have been amended to conform to such change. No increments or other salary increases will be provided to employees between the time a contract expires and when a new one is ratified.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

ATTEST

11-9-2015

STILLWATER BOARD OF EDUCATION



ATTEST

11-9-2015

STILLWATER EDUCATION ASSOCIATION

Lisa Grau

DATE

YEAR 1 – 2015-16

STEP	BA	BA+10	BA+20	BA+32	MA	MA+30
0	52,777	53,827	54,877	55,927	56,977	58,027
1	53,852	54,902	55,952	57,002	58,052	59,102
2	54,927	55,977	57,027	58,077	59,127	60,177
3	56,002	57,052	58,102	59,152	60,202	61,252
4	56,847	57,897	58,947	59,997	61,047	62,097
5	57,692	58,742	59,792	60,842	61,892	62,942
6	58,537	59,587	60,637	61,687	62,737	63,787
7	59,382	60,432	61,482	62,532	63,582	64,632
8	60,227	61,277	62,327	63,377	64,427	65,477
9	62,027	63,077	64,127	65,177	66,227	67,277
10	63,827	64,877	65,927	66,977	68,027	69,077
11	65,677	66,727	67,777	68,827	69,877	70,927
12	67,577	68,627	69,677	70,727	71,777	72,827
13	69,527	70,577	71,627	72,677	73,727	74,777
14	71,527	72,577	73,627	74,677	75,727	76,777
15	73,577	74,627	75,677	76,727	77,777	78,827
L1	75,677	76,727	77,777	78,827	79,877	80,927
L2	77,827	78,877	79,927	80,977	82,027	83,077
L3	80,030	81,080	82,130	83,180	84,230	85,280

TEACHER SALARY GUIDE

YEAR 2 – 2016-2017

STEP	BA	BA+10	BA+20	BA+32	MA	MA+30
0	53,649	54,699	55,749	56,799	57,849	58,899
1	54,724	55,774	56,824	57,874	58,924	59,974
2	55,799	56,849	57,899	58,949	59,999	61,049
3	56,874	57,924	58,974	60,024	61,074	62,124
4	57,719	58,769	59,819	60,869	61,919	62,969
5	58,564	59,614	60,664	61,714	62,764	63,814
6	59,409	60,459	61,509	62,559	63,609	64,659
7	60,254	61,304	62,354	63,404	64,454	65,504
8	61,099	62,149	63,199	64,249	65,299	66,349
9	62,899	63,949	64,999	66,049	67,099	68,149
10	64,699	65,749	66,799	67,849	68,899	69,949
11	66,549	67,599	68,649	69,699	70,749	71,799
12	68,449	69,499	70,549	71,599	72,649	73,699
13	70,399	71,449	72,499	73,549	74,599	75,649
14	72,399	73,449	74,499	75,549	76,599	77,649
15	74,449	75,499	76,549	77,599	78,649	79,699
L1	76,549	77,599	78,649	79,699	80,749	81,799
L2	78,699	79,749	80,799	81,849	82,899	83,949
L3	80,905	81,955	83,005	84,055	85,105	86,155

TEACHER SALARY GUIDE

YEAR 3 – 2017-2018

STEP	BA	BA+10	BA+20	BA+32	MA	MA+30
0	54,283	55,333	56,383	57,433	58,483	59,533
1	55,358	56,408	57,458	58,508	59,558	60,608
2	56,433	57,483	58,533	59,583	60,633	61,683
3	57,508	58,558	59,608	60,658	61,708	62,758
4	58,353	59,403	60,453	61,503	62,553	63,603
5	59,198	60,248	61,298	62,348	63,398	64,448
6	60,043	61,093	62,143	63,193	64,243	65,293
7	60,888	61,938	62,988	64,038	65,088	66,138
8	61,733	62,783	63,833	64,883	65,933	66,983
9	63,533	64,583	65,633	66,683	67,733	68,783
10	65,333	66,383	67,433	68,483	69,533	70,583
11	67,183	68,233	69,283	70,333	71,383	72,433
12	69,083	70,133	71,183	72,233	73,283	74,333
13	71,033	72,083	73,133	74,183	75,233	76,283
14	73,033	74,083	75,133	76,183	77,233	78,283
15	75,083	76,133	77,183	78,233	79,283	80,333
L1	77,183	78,233	79,283	80,333	81,383	82,433
L2	79,333	80,383	81,433	82,483	83,533	84,583
L3	81,534	82,584	83,634	84,684	85,734	86,784

PARA-PROFESSIONALS

YEAR 1 – 2015-2016

STEP	SALARY
0	10,185
1	10,534
2	11,034
3	11,534
4	11,784
5	12,244
6	12,784
7	13,414
8	14,134
9	14,679
10	14,979
11	15,269
12	15,674
13	16,119
14	16,771

The guide will be used as a base to reflect a work week of 27.5 hours from which paraprofessionals assigned to work over or under 27.5 per week will have their salaries pro-rated up or down. The per diem rate will be based on the annual salary divided by the number of work days divided by 5.5 hours.

PARA-PROFESSIONALS

YEAR 2 – 2016-2017

STEP	SALARY
0	10,185
1	10,534
2	11,034
3	11,534
4	11,784
5	12,244
6	12,784
7	13,414
8	14,134
9	14,679
10	14,979
11	15,269
12	15,674
13	16,119
14	16,771

The guide will be used as a base to reflect a work week of 27.5 hours from which paraprofessionals assigned to work over or under 27.5 per week will have their salaries pro-rated up or down. The per diem rate will be based on the annual salary divided by the number of work days divided by 5.5 hours.

YEAR 3 – 2017-2018

STEP	SALARY
0	10,185
1	10,534
2	11,034
3	11,534
4	11,784
5	12,244
6	12,784
7	13,414
8	14,134
9	14,679
10	14,979
11	15,269
12	15,674
13	16,119
14	16,771

The guide will be used as a base to reflect a work week of 27.5 hours from which paraprofessionals assigned to work over or under 27.5 per week will have their salaries pro-rated up or down. The per diem rate will be based on the annual salary divided by the number of work days divided by 5.5 hours.