

AGREEMENT

BETWEEN

FREEHOLD TOWNSHIP BOARD OF EDUCATION

FREEHOLD, NEW JERSEY

AND

FREEHOLD TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2004 THROUGH JUNE 30, 2007

FREEHOLD TOWNSHIP EDUCATION ASSOCIATION

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THE PREAMBLE

This Agreement is entered into this 11th day of January, 2005, by and between the Freehold Township Board of Education, hereinafter called the "Board", and the Freehold Township Education Association, hereinafter called the "Association."

ARTICLE I RECOGNITION

- A. The Board hereby recognizes the Association, during the lifetime of this Agreement, as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all employees not engaged as supervisory employees and who comprise the unit hereunder as follows:**
- 1. Classroom Teachers**
 - 2. Nurses**
 - 3. Guidance Counselors**
 - 4. Media Specialists/Librarians**
 - 5. Social Workers**
 - 6. Learning Disabilities/Teacher Consultants**
 - 7. Psychologists**
 - 8. Secretaries**
 - 9. Media Assistants**
 - 10. Office Assistants**
 - 11. Teacher Assistants**
 - 12. Occupational Therapist**
 - 13. Certified Occupational Therapist Assistant (COTA)**
 - 14. Program Coordinator**
- B. Unless otherwise indicated, the term "employees", when used hereinafter in this Agreement, shall apply to all employees represented by the Association in the negotiations unit as defined above.**
- C. The term "supervisory employee" is defined as meaning an employee having the power to hire, evaluate, discharge, discipline or effectively recommend the same.**
- D. All other individuals employed by the Board not specifically enumerated above are excluded from the negotiations unit.**
- E. It is agreed that the following individuals employed by the Board are excluded from this unit: Administrative assistants, secretaries, clerks and other support personnel who work in the offices of the Superintendent, Assistant Superintendent, Business Administrator or Human Resources.**

ARTICLE II NEGOTIATION PROCEDURES

- A.**
- 1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J.S.A. 34:13A-5.1, et. seq. in a good faith effort to reach**

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agreement on all matters concerning the terms and conditions of employment for all personnel in the negotiations unit for whom the Association is authorized to negotiate in accordance with Article I, "Recognition", of this Agreement. The Board may request proof of such authorization. Any Agreement so negotiated shall be applicable to the aforementioned personnel, shall be reduced to writing, and when adopted by appropriate resolution of the Board, shall be signed by the Board and the Association. The signature of the Association on the contract shall be pursuant to authorization received from the membership. The Association shall advise the Board in writing that the membership has approved the tentative Agreement reached between the parties and that the Association is prepared to execute an Agreement. Thereafter, the Board shall advise the Association in writing that the Board has approved the tentative Agreement and is prepared to execute an Agreement.

2. The Association shall submit its total contract proposals in writing to the Superintendent of Schools and the Board by December 1st of the calendar year preceding the calendar year in which this Agreement expires, and such submission of proposals shall constitute the opening of formal negotiations. In the event such proposals are not received by the Superintendent of Schools and Board of Education by December 1st, the then current Agreement shall continue in full force and effect for the ensuing school year. No later than sixty (60) days from the time the Association's proposal is received by the Board, the first negotiation meeting will be held. This may be changed by mutual consent of the two parties.
 3. The Board reserves the right to present a total proposal of its own as well as counter proposals to those presented by the Association. Such proposals shall be presented to the Association in writing no later than January 15th .
 4. All meetings between the parties for the purpose of negotiations shall be scheduled to take place when the members of the bargaining team are free from assigned duties.
 5. The Association and the Board may be represented by persons of their own choosing. However, the size of each bargaining team shall not exceed nine (9) at any meeting. To ensure continuity and a speedy resolution to negotiations, both parties agree to endeavor to keep the same members of the bargaining team throughout negotiations.
- B. The Board agrees to furnish the Association, in response to reasonable requests made by the Association from time to time, available public information concerning the Freehold Township Schools which the Association may require in connection with negotiations. Nothing contained herein shall impose any obligation on the part of the Board to disclose any information which may be classified as privileged and/or confidential.
- C. 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.

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ARTICLE III ASSOCIATION RIGHTS

- A. No person covered under this Agreement shall engage in official Association activities during the time that he/she is assigned to duty. Representatives of the Association shall be permitted to transact official Association business on school property at reasonable times outside of normal school hours, provided that this shall not interfere with or interrupt normal school operations or teaching responsibilities, and further , provided that permission is first obtained from the Superintendent of Schools or his/her designee.**
- B. The Association and its representatives shall have the right to use the school buildings at reasonable times during non-school hours for membership meetings with no denial of reasonable requests. The Association will file a facility use request with the Board Office should they wish to use the school buildings for any Association meetings. The Association shall assume the additional cost for custodians or other school personnel who are required to remain longer due to the use of the building by the Association or its representatives.**
- C. The Association shall have the right, with the permission of the School Superintendent or his/her designee, to use school equipment on the site; including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and audio-visual equipment at reasonable times when such equipment is not in use. The Association shall provide all materials and supplies incidental to such use. Permission will be granted for the use of all equipment provided a person trained and experienced in the use and operation of such equipment is in attendance. The Association shall be responsible for any damage resulting from the use of any equipment by the Association or its representatives.**
- D. Except for the Board and Administration, the Association shall have the exclusive right in each building for the use of a bulletin board in faculty lounges, plus the use of inter-office mail and mailboxes. Copies of all Association materials to be posted on such bulletin boards shall be signed and dated by the person who posts the material.**
- E. The Association shall be responsible for acquainting its members with the provisions of this Agreement and shall be responsible for advising its members of any violation of the provisions of this Agreement when recognized during the life of this Agreement.**
- F. It is the responsibility of the Association, its members and its representatives, to carry out administrative directions regarding Board policies and administrative regulations, subject to the understanding that the grievance procedure shall be available under the terms specified in Article VI, if it is felt that any such directive or policy is in conflict with the express terms of this Agreement. Neither the Association nor its representatives shall assume Board, administrative or supervisory authority.**
- G. The Association shall have the right to speak to the membership at the conclusion of the in-service program conducted in each building prior to the opening of school. Non-members may be excused following the session conducted by the Principal.**
- H. The Association may appoint one teaching staff member from the middle school staff to serve as a liaison between the Administration and the Association. Three 45 minute**

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periods within a six day cycle will be scheduled by the principal for the Association designate. The designate will be free from homeroom duties and will be excused from team planning period on an as needed basis. The Association will designate this individual by June 1 of the preceding school year.

- I. The F.T.E.A. president shall be able to use his/her assigned classroom as office space. Other teachers and activities shall not be assigned to this classroom.

ARTICLE IV EMPLOYEE RIGHTS

- A. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause in conformance with Board policy and the provisions of this Agreement. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure to the extent herein set forth.
- B. Whenever any employee is required to appear before the Superintendent, Board or any committee concerning termination of employment or salary, then he/she shall be given prior written notice of the reasons for such meeting or interview. The employee shall, at his/her option, be entitled to have a representative of the Association present to advise him/her and to represent him/her at all meetings including instances when the employee is required to appear before the Board.
- C. There shall be no discrimination, interference, restraint or coercion by the Board or any of its agents or representatives against any of the employees covered under this Agreement because of their membership or non-membership in the Association or because of any lawful activities by such employees on behalf of the Association. The Association, its members and agents shall not discriminate against, interfere with, restrain or coerce any employees covered under this Agreement who are not members of the Association and shall not solicit membership in the Association or payment of dues during normal school hours.
- D. The teacher shall have the responsibility of determining grades and other evaluations of students within the guidelines of grading policies of the Freehold Township School District. No grade or evaluation shall be changed without consultation with the teacher.
- E. Any criticism by a supervisor, administrator, or Board member of an employee shall be made in confidence to the individual and not in the presence of others. Any criticism by an employee of a fellow employee, supervisor, administrator, or Board member shall be made in confidence to the individual and not in the presence of others.
- F. Employee-employer dialogue shall be conducted in a professional manner at all times by both parties.
- G. When a complaint regarding a staff member is received, these procedures will be followed:
 1. If the administrator feels the complaint may have substance, the staff member must receive a copy of the complaint. If an investigation determines that the complaint is warranted, both the complaint and the administrator's report shall be placed in the

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- employee's file. The employee shall receive a copy of the report and shall be entitled to attach a response.
2. If the administrator does not feel the complaint warrants investigation, but chooses to place a copy of the complaint in the administrator's correspondence file, the employee shall be notified and given the option of reading the complaint. No record of the complaint shall be placed in the employee's file.
- H. When copies of any materials are to be placed in an employee's personnel file, the employee shall receive a copy.
- I. An employee summoned to an administrator's office must be informed in advance of the reason for the meeting. Whenever an employee asks to meet with a supervisor/administrator and chooses to be represented, the supervisor/administrator shall be informed in advance of the nature of the meeting.
- J. It is the intent of the Board to provide an air-conditioned lounge in all school buildings whenever practicable.

ARTICLE V BOARD RIGHTS

- A. The Board, on its own behalf and on behalf of the citizens of the Township of Freehold, Monmouth County, New Jersey, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it, prior to the signing of this Agreement, by the laws and the Constitution of this State of New Jersey, and of the United States.
- B. The exercise of the powers, rights, authority, duties and 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 hereof in conformance with the Constitution and laws of New Jersey and the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under R.S. 18:A, School Laws of New Jersey, or any other national, state, county, district or local laws or regulations as they pertain to education.

ARTICLE VI GRIEVANCE PROCEDURE

A. DEFINITIONS

1. The term "grievance" as used herein means any controversy arising over the interpretation, application or violation of this Agreement and of those policies, agreements or administrative decisions which affect the terms and conditions of employment of employees covered under this Agreement and may be raised by an individual, a group of individuals, the Association at the request of, or on behalf of, an individual or group of individuals, or the Board.

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2. The term "grievance" and the procedure relative thereto, shall not be deemed applicable in the following instances:
 - a. The failure or refusal of the Board to renew a contract of a non-tenured employee
 - b. In matters where a method of review is prescribed by law, or any rule, regulation or bylaw of the State Commissioner of Education or the State Board of Education
 - c. In matters involving the sole and unlimited discretion of the Board
3. The term "employee" shall mean any regularly employed individual covered in Article I, "Recognition".
4. The term "representative" shall include any organization, agency or person authorized or designated by any employee or any group of employees, or by the Board to act on its or their behalf and to represent it or them.
5. The term "immediate" supervisor shall mean the person to whom the aggrieved employee is directly responsible under the Table of Organization prevailing in this School District.
6. The term "party" means an aggrieved employee, his/her immediate supervisor, the school Principal or any staff member below the Superintendent who may be affected by the determination of the Superintendent in connection with the procedure herein established.

B. PURPOSE

1. It is understood and agreed that both the Board and the Association have the right to utilize all provisions of this Article and that grievances may be processed either by the employee who has been aggrieved or by the Board or the Association.
2. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting terms and conditions of employment under this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the grievance procedure.
3. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the Administration and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given notice of such adjustment.

C. PROCEDURE

1. An aggrieved employee shall institute action under the provisions hereto within thirty (30) days of the occurrence complained of or within thirty (30) days after he/she would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) day period, shall be deemed to constitute abandonment of the grievance.

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- 2. An employee processing a grievance shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal.**
- 3. In the presentation of a grievance, the employee shall have the right to present his/her own appeal or to designate a representative or representatives to appear with him/her at any step after the first step in his/her appeal. A minority organization shall not have the right to present or process a grievance.**
- 4. Whenever the employee appears with a representative, the Board shall have the right to designate a representative or representatives to participate at any stage of the grievance procedure.**
- 5. An employee shall first discuss his/her grievance with his/her immediate supervisor or principal. At this meeting with the immediate supervisor or principal, the employee must inform the supervisor or principal in writing that this conference may be the first step of the grievance procedure. Where the immediate supervisor is below the position of principal, the principal shall be notified and shall have the right to be present in said hearing. All grievances shall be filed at the appropriate level at which relief is possible.**
- 6. If the grievance is not resolved to the employee's satisfaction, within ten (10) days from the determination referred to in paragraph five (5) and the employee wishes to pursue to the matter further, the employee shall submit three (3) written copies of his/her grievance to the Superintendent of Schools, on the appropriate form.**
- 7. Within twenty (20) days from the receipt of the written grievance the Superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.**
- 8. Within fifteen (15) days of said hearing the Superintendent shall in writing advise the employee and his/her representative, if there be one, and the Association, of his/her determination and shall forward a copy of a said determination to the school principal and to the immediate supervisor of the aggrieved employee.**
- 9. In the event of the failure of the Superintendent to act in accordance with the provisions of paragraphs 7 and 8, or in the event a determination by him/her in accordance with the provisions thereof is deemed unsatisfactory by either party, the dissatisfied party, within fifteen (15) days of the determination by him/her, may appeal to the Board.**
- 10. Where an appeal is taken to the Board, there shall be submitted by the appellant the following:**
 - a. The writing set forth in paragraphs 6 and 8, and a further statement in writing setting forth the appellant's dissatisfaction with the Superintendent's action. A copy of said statement shall be furnished to the Superintendent and to the adverse party.**
- 11. The Board may consider the appeal on the written record submitted to it, or the Board may conduct a hearing; or it may request the submission of additional written material. Where additional written materials are requested by the Board, copies**

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thereof shall be served upon the adverse parties, who shall have the right to reply thereto.

12. The Board shall make a determination within twenty-five (25) days from the receipt of the grievance and shall in writing notify the employee, his/her representative if there be one, the principal, the Superintendent and Association of its determination. This time period may be extended by mutual agreement of the parties.
13. In any case where a grievance is based upon the direct order, ruling or determination of the Superintendent, the aggrieved employee may appeal directly to the Board within twenty-five (25) days of the issuance of said order, ruling, or directive by filing with the Secretary of the Board a statement setting forth:
 - a. the order, ruling or determination which is the basis of the complaint
 - b. the basis of the complaint
 - c. a request for a hearing if a hearing is desired
 - d. A copy of the statement set forth above shall be served upon the Superintendent who shall have the right to reply in writing thereto. A copy of such reply shall be served upon the aggrieved employee.
14. Upon receipt of a grievance filed under the provisions of paragraph 13, the procedure shall be as set forth in paragraphs 11 and 12.
15. If the grievant, as defined in B.-1, is not satisfied with the disposition of the grievance at the Board level and the grievance involves an alleged violation of this Agreement only and the employee wishes to pursue the matter further, he/she shall have the right to request arbitration pursuant to the rules and regulations established by the Public Employees Relations Commission. A request for arbitration shall be made not later than twenty-five (25) days following the determination by the Board.
16. The arbitrator shall proceed with a hearing and submit a written decision in the shortest possible time setting forth his/her findings of fact, reasoning and conclusions on the issue(s) submitted. The decision of the arbitrator shall be submitted in writing to the Board and the Association and shall be final and binding on both parties. The arbitrator shall be without power to alter, amend or modify the terms of this Agreement. In addition, the arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.
17. The costs for the services of the arbitrator shall be borne by the losing party to the arbitration. Any other expenses incurred shall be paid by the party incurring the same.

D. MISCELLANEOUS

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the

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specified time limits shall be deemed to be acceptance of the decision rendered at that step.

2. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
3. 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.
4. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, or if it is filed after the end of the school year or work year, then the time limits shall be established by counting thirty (30) days from the first day of the next school year.

ARTICLE VII NO-STRIKE PLEDGE

The Association covenants and agrees that during the term of this Agreement neither the Association nor any person acting in its behalf will cause, authorize or support any strike (i.e., the concerted failure to report for duty, or willful absence of an employee from his/her position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employee's duties of employment), work stoppage, slowdown, walk-out or other job action or the invocation of sanctions against the Board. The Association agrees that such action would constitute a material breach of this Agreement, and the Association shall be in position to make a recognizable attempt to direct its members to return to their assignments.

ARTICLE VIII EMPLOYEE EMPLOYMENT

PROFESSIONAL STAFF

- A. The Board agrees to hire only certificated professionals according to law. For the purpose of this ARTICLE, the term "professional" shall be defined as all certificated individuals not excluded under the Recognition clause of this Agreement.
- B. Non-tenured professionals continuously employed since the previous September 30, shall be notified of their contract status for the ensuing year on or before May 15. This date shall be extended in the event the law permits a later notification date. Should this occur, the President of the F.T.E.A. will be notified in writing.
- C.
 1. Each professional shall be placed on a step on the salary guide which is mutually agreed to at the time of employment. Any professional employed from July 1 to January 31 of any school year shall be given full credit for one year of service at the next increment step for the following year. Any professional employed from February 1 to June 30 shall remain on the same salary step for the following year.

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2.Experience credit may be granted by the Board upon the proper verification as follows:

a. Credit may be given for previous outside teaching experience in a duly accredited school.

b. Additional credit not to exceed four (4) years for United States Military Service shall be given upon initial employment. Military service time will be used in determining super maximum placement.

D. Professionals shall present official documentation to the Superintendent for any change in salary due to a change in certification or degree on or before September 1 or February 1. Failure to comply with this provision will delay the effective date of salary adjustment until the following September 1 or February 1. Should extenuating circumstances prevent a professional from presenting acceptable documentation to the Superintendent, a seven (7) calendar day extension will be granted. The Superintendent or his/her designee shall determine whether or not the situations that exist warrant an extension.

SUPPORT STAFF

E. Non-tenured employees, continuously employed since the previous September 30, will be notified of their contract status for the ensuing school year on or before May 15. This date shall be extended in the event the law permits a later notification date. Should this occur, the President of the F.T.E.A. will be notified in writing.

F.

1. Newly employed persons shall be placed on a step of the appropriate salary guide which is mutually acceptable at the time. The Board agrees to provide the new employee with a copy of the salary guide and an explanation of hiring and placement practices prior to employment. Previous work experience may be considered for placement on the salary guide. The employee will sign a statement that he/she has been given a copy of the salary guide; that placement has been explained to him/her; and that the benefit package has been explained to him/her. Anyone employed from July 1 to January 31 of any contract year shall be given full credit for one year of service at the next increment step for the following year. Anyone employed from February 1 to June 30 shall remain on the same salary step for the following year.

2. Employees promoted to a position that pays a higher salary will be placed on a step of the appropriate salary guide that creates a minimum increase in salary of one thousand dollars (\$1,000.00).

3. When an employee is involuntarily transferred to a position which pays a lower hourly wage, the employee will be placed on the salary step of the appropriate guide which will result in no loss of hourly pay.

G. The Board may, at its discretion, conduct initial performance testing for all new employees prior to their hire.

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H.

1. In the event of a reduction in force, tenured employees shall be reduced in order of last hired, first fired per category. Employees who are rified shall be placed on a three-year preferred eligibility recall list and recalled on the basis of seniority as positions become available.
2. Any employee who qualifies for a new or vacant position will be guaranteed an interview.

ARTICLE IX ASSIGNMENT

A. Before the closing day of school, the Superintendent or the principal of the individual school will notify the employees in his/her school of the anticipated assignment and the school to which the employee will be assigned in the next school year.

B. Assignments shall be made at the discretion of the Administration and within the area of teacher competency, teaching certificate or their major or minor field of study, except temporarily and/or for a good cause.

C. In the event that changes in assignment, schedules, class and/or subject assignments are to be made, any employee affected shall be notified in writing; and upon the request of the employee, the changes shall be reviewed between the Superintendent or his/her representative and the employee affected. However, it is specifically understood and agreed that the Superintendent or his/her representative reserves the right to modify or change any assignment, classes, schedules or schools, wherever and whenever he/she may deem it necessary and advisable for the best interest of the Freehold Township School System, and that such changes or modifications shall not be subject to grievance procedure.

D.

1. Class size undoubtedly has a bearing upon effective teaching. Therefore, the Superintendent shall endeavor to establish a reasonable enrollment for each teacher. In the areas of anticipated growth, smaller class sections may be desired in September.
2. The Superintendent shall endeavor to establish balanced attendance areas while realizing it is not practical or economical to equalize class sizes throughout the district by extensive busing from one attendance area to another. Factors that shall be considered: available classroom space, travel distance, future growth, walking areas, etc.
3. District boundaries shall be reviewed annually and redrawn, where necessary and feasible, to produce balanced attendance areas.
 - a. Upon request, a meeting between the Administration and the Association will be held prior to November 1 of each school year. The meeting will be held to discuss but not be limited to: (1) present enrollment, (2) projected enrollment for the coming school year, (3) school district plans, and (4) facility analysis.

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- b. In the event the Association differs with the Administration's proposal, it may, within ten (10) days after the meeting with the Administration, request the opportunity to discuss its position with an appropriate committee of the Board.**
- c. Following the meeting with the Association, the committee of the Board will make a recommendation to the full Board of Education, who shall make the final decision.**

ARTICLE X VACANCIES, PROMOTIONS AND TRANSFERS

- A. An employee may apply for any position at any time. Such application should be on the form designated by the Superintendent or his/her designee and addressed to the Superintendent. Applications will be considered should such vacancy occur, either during the school year or during the summer. The application must be renewed annually.**
- B. In the event a vacancy or a new position shall occur, the Association President and a designated representative from each building will be notified. Employees will have five (5) working days from such notification to indicate an interest in the position. All qualified Freehold Township employees submitting an application will be guaranteed an interview.**

If the vacancy occurs between the close of school in June and the opening of school in September, the following procedure shall be followed:

- 1. Vacancies will be posted on the district's web site, on the district's phone-messaging service, and sent to all staff members via the district email system.**
 - 2. Employees wishing to be considered will submit a written note to the Board within ten (10) calendar days notifying them of their interest.**
 - 3. Should the ten (10) day posting period be a problem due to the opening of school, the Administration will contact by telephone, the Association President or his/her designees and all employees who have expressed an interest in the vacancy. Upon mutual agreement between the Administration and the Association, the posting period will be shortened.**
- C. In filling a vacancy within the bargaining unit, the Board agrees to consider the following: the performance evaluations of the individuals; the effectiveness of the individuals in their present position, the contribution the individuals will make to the students in the new position, the professional background and attainment of all applicants, and other relevant matters such as attitude, stability, dependability, loyalty, and the length of time each has been in the school system. The decision of the Board as to the filling of such vacancies shall, however, be final.**
 - D. In filling promotional vacancies to administrative positions, the Board shall consider the professional qualifications, background, attainments, and other relevant factors, including service in the school district of all applicants from within the school district, as well as applicants from outside the school district. The parties recognize, however, that the filling of vacancies at the supervisory and administrative levels and the filling of**

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newly created supervisory and administrative positions is a prerogative of the Board; and the decision of the Board with respect to such matters shall be final.

- E. The parties recognize that changes in assignments and transfers between schools will be necessary. While the right of determination to assign or transfer an employee is vested in the Board, the Board will not in any case assign or transfer an employee without prior discussion with said employee. The employee will be notified of pending transfer by his or her immediate supervisor. Such transfers in changes of assignments shall be on a voluntary basis whenever possible. In making involuntary assignments in transfers, the convenience and wishes of the individual employee will be considered to the extent that these considerations do not conflict with the instructional requirements and best interests of the school system and the pupils. The employee may appeal the decision of the involuntary transfer to the Superintendent within five business days. No involuntary transfer shall take place until the employee has had the opportunity to appeal to the Superintendent. The Superintendent's decision shall be final.**

Any professional employee whose assignment is involuntarily transferred will be provided assistance in the following manner:

- a. If the reassignment is to take place during the school year, the employee shall be provided three days free of assignments to prepare for the new position;**
 - b. If the reassignment is to take effect at the beginning of the school year, the employee will be entitled to make preparations for the new assignment on any three days during the summer vacation period, and will be paid at the appropriate per diem rate.**
- F. A teacher who receives a satisfactory evaluation in his/her regular school assignment shall be eligible to apply for a summer school or curriculum committee position for which he/she is experienced and qualified. All openings for summer employment will be posted in accordance with Section B. of this ARTICLE.**

ARTICLE XI EVALUATION

- A. All formal observations of the employee shall be conducted openly and with full knowledge of the employee. Employees will be notified of the observation instrument being used. Individuals certified to supervise, as designated by the Superintendent, will conduct the observations. Non-tenured teachers will be observed at least three (3) times during each year, and tenured teachers will be observed at least once during each year. Support staff will be observed at least once during the school year. Following the observation, an initial conference may be scheduled. The employee will receive a written report within ten (10) days of the observation, and a conference will be scheduled at a private location. The conference will be scheduled at least three (3) days, but no longer than five (5) days, after receipt of the written observation. The scheduling of this conference may be waived by mutual agreement between the supervisor and the employee. The observation process, written report, and conference shall be concluded within fifteen (15) working days. The employee and the supervisor shall sign the completed report. The employee's signature merely indicates knowledge of the report**

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and does not necessarily indicate agreement with the content. An employee may add comments to the report. A copy of the report shall be given to the employee and the report shall be placed in the employee's personnel file. An end-of-year evaluation shall be completed in writing for all employees.

- B. The Board shall protect the confidentiality of personal references, academic credentials, evaluations and other similar documents.**

ARTICLE XII SCHOOL CALENDAR

- A. A school calendar shall be presented to the Association by the Superintendent no later than April of the year preceding the school year which the calendar controls. Upon request, a committee of the Association shall have the opportunity within twenty (20) days of receipt of the calendar to meet with the Superintendent to review and discuss the calendar proposal.**
- B. In the event the Association differs with the school calendar recommended by the Superintendent, it may within ten (10) days after the meeting with the Superintendent, request the opportunity to discuss its position with an appropriate committee of the Board.**
- C. The Superintendent shall then make a recommendation of the school calendar to the Board, and the Board shall make the final decision as to the entire school calendar.**
- D. The calendar shall include a maximum of one hundred eighty-three (183) days, plus one (1) additional work day for current staff members. Teachers new to the district will also attend the New Teacher Academy prior to the start of the school year. The calendar shall also provide for shortened days consisting of four-hour student days. Six (6) days shall be used for early dismissal of students and teachers and shall be applied to the day before Thanksgiving, the day before the winter recess, the day before spring recess and the last three (3) days of the school year. Any modifications to this section must be agreed to by both parties.**

SUPPORT STAFF

- E. The work year for all full-time employees shall be in accordance with the attached schedule. Part-time employees shall be determined to be those employees who are steadily employed for less than twenty (20) hours per week. These part-time employees shall work in accordance with the attached schedule.**
- F. The length of the working day for employees shall be in accordance with the attached schedule. These hours will be adjusted for the designated representative for the support staff to attend Association meetings. Any time lost from regular hours will be made up prior to the Association meeting. This time adjustment will be scheduled by the immediate supervisor, after consulting with the employee.**
- G. The specific hours of assignment shall be made by the immediate supervisor and may consist of flexible hours mutually agreed upon by the individual employee and immediate supervisor.**

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H. Twelve month employees are entitled to thirteen (13) holidays during each year. If the school calendar, as adopted, does not designate a maximum of thirteen (13) days then those days remaining to make a total of thirteen (13) days shall be mutually agreed upon by the Administration and the Association, except that no days may be taken when school is in session. There shall be one holiday schedule for all members of the Association entitled to these days.

- 1. When Christmas Eve Day and New Year's Eve Day fall on a work day, the Business Office will be closed. These days will not be charged against any other vacation entitlements. Effective July 1, 1997, in the event that Christmas Eve and/or New Year's Eve shall fall on Saturday or Sunday, support staff shall be permitted to select another holiday for each.**
- 2. The scheduled work year for all secretaries, media assistants, and office assistants includes the N.J.E.A. days. Effective November, 1996, support staff are not required to submit a certification of attendance to the administration.**
- 3. Days requested for the observance of religious holidays shall be charged as personal days.**
- 4. The schedule designating holidays for the twelve month staff for each year will be in accordance with the above Agreement. The holiday schedule does not include N.J.E.A. days.**

I. Employees who engage in authorized extra work shall be compensated as follows:

- 1. Work time in excess of the adopted schedule shall be considered overtime, and the individual or individuals involved shall be entitled overtime payment. Overtime payment shall be based on one and one-half (1 1/2) times the hourly rate of the individual involved. All overtime must be approved by the Superintendent or appropriate administrator prior to the work being started. Overtime payment for Saturday shall be one and one-half (1 1/2) times the individual's hourly rate and on Sundays and holidays, shall be twice the individual's hourly rate.**
- 2. All overtime payment shall be submitted to the Board at the regular monthly meeting for approval.**

J. Twelve (12) month employees shall be entitled to vacation leave with pay as follows:

Year 1	One day per month up to ten days
Years 2 through 4	Ten days
Years 5 through 10	Fifteen days
Year 11	Sixteen days
Year 12	Seventeen days
Year 13	Eighteen days
Year 14	Nineteen days
Year 15 and more	Twenty days

- 1. Vacations are to be taken at a time during the year when the employees responsibilities have been met to the satisfaction of the immediate supervisor.**

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- 2. Notifications shall be given by the employee to the immediate supervisor at least two (2) weeks prior to the taking of the vacation. Approval will be granted based on compliance with other sections of this ARTICLE.**
 - 3. When two (2) or more employees perform related tasks in a department, at least one (1) must be on duty during normal work days to ensure the effective operation of the department.**
 - 4. All vacation time shall be taken during the year following the year of accrual. Vacation days may not be accumulated without the approval of the immediate supervisor and the knowledge of the Superintendent.**
 - 5. A maximum of fifteen (15) vacation days may be taken during the summer period, with the balance to be used during the school year with the knowledge and approval of the immediate supervisor and the Superintendent.**
 - 6. Employees whose contracts are for less than twelve (12) months shall not be entitled to the provisions of this policy.**
 - 7. Effective July 1, 2003, all secretaries who will have completed five or more years employment as a secretary in the district, shall be considered for purposes of vacation leave only, to have completed 5 years of employment as 12 month secretaries and shall be entitled to fifteen vacation days.**
- K. All secretaries and office assistants shall have a duty-free lunch period daily of forty-five (45) minutes. All other support staff employees shall have a duty-free lunch period daily, with no support staff having fewer than thirty-five (35) minutes. Support staff employees may leave the building during their scheduled duty-free lunch periods provided that they sign out and back in at the Principal's Office.**
- L. The administrator and employees shall arrive at some mutually agreeable way to provide breaks for support staff: ten (10) minutes for secretaries and office assistants; thirty (30) minutes for teacher assistants; and twenty (20) minutes for media assistants. This time may be taken at a location away from their work station if they wish. This time is not accruable.**
- M. The Board will reimburse contracted non-certified personnel upon successful completion of workshops or other specialized training. For reimbursement, prior approval must be obtained from the principal or immediate supervisor and the Superintendent on the appropriate form and following stipulated time lines. Payment will be authorized by the Board at the regular monthly meeting following the completion of the training. Submission of forms of completion must be received by the Board Secretary at least two (2) weeks prior to the Board meeting. An employee who voluntarily terminates employment before submitting the appropriate forms evidencing completion of the course, shall not be reimbursed.**

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SUPPORT STAFF CALENDAR

<u>CATEGORY</u>	<u>CONTRACT DAYS</u>	<u>HOURS PER DAY</u>	<u>HOURS PER YEAR</u>	<u>WORK PERIOD</u>
Secretary	248	7 ½	1860	13 Holidays
Office Assistant	200	7 ½	1500	All School Holidays See Note #2
Media Assistant	196	7 ½	1470	All School Holidays See Note #2
Teacher Assistant and COTA	Days and hours the same as teachers			

NOTES:

1. When schools are closed and/or hazardous conditions exist, the employees covered by this Agreement will not be required to report to work.
2. Office Assistants will work 5 days in June after the last staff day of the school year, and 10 days after August 15 and prior to the first staff day in September. Media Assistants will work 1 day in June after the last staff day of the school year and 10 days in August after August 15, prior to the first staff day in September. The personnel office will establish these days.
3. All contracted days include N.J.E.A. days.
4. Twelve month employees, during the months of July and August, work a seven (7) hour day.
5. Any Teacher Assistant hired during or prior to the 1997/1998 school year will not be required to have 60 college credits to maintain his/her employment.
6. Support staff shall have shortened days the day before Thanksgiving, before Winter Recess and before Spring recess.
7. Any Teacher Assistant, when required to renew his/her substitute certificate (once every three years), may submit a voucher for reimbursement of the cost of renewal after the renewed certificate is issued, and a copy of the renewed certificate has been provided to the personnel office.

**ARTICLE XIII
LENGTH OF SCHOOL DAY**

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. The length of the teaching day shall, therefore, be of a time necessary for teachers to meet their responsibilities as professional employees. The length of the student day in the elementary buildings will be comparable. Students attending a middle school will have the same length of day as students in other middle school building(s) in Freehold Township. Upon entering the building in the morning

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teachers will sign in on a district form located in the office so that their presence may be known to the Administration.

- B. Teachers shall be on duty at least fifteen (15) minutes before school begins and remain at least fifteen (15) minutes after the dismissal of their classes to discharge their professional responsibilities as referred to in paragraph "A" and provided that adequate professional supervision is maintained for the departure of bus-transported pupils. The foregoing, however, shall not apply to school nurses. Nurses, because of their responsibilities, shall be on duty fifteen (15) minutes before school and shall remain on duty until the departure of the last regular bus or fifteen (15) minutes after the dismissal of classes, whichever is later.**
- C. All professional staff shall have a duty-free lunch period daily, with no professional staff member having fewer than thirty-five (35) minutes. Members of the professional staff may leave the building during their scheduled duty-free lunch periods provided that they sign out and sign in at the principal's office.**
- D. Building-based teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending faculty or other professional meetings and conferences. The frequency and length of these meetings and conferences shall be reasonable. Teachers may suggest items for the agenda of faculty or other professional meetings. Except for emergencies, meetings and conferences will not be scheduled on Fridays or on days preceding holiday closings. By mutual agreement between the administration and staff, the faculty meetings may be held before the regular work day.**
- E. The Board will make all reasonable efforts to continue and improve current practices with respect to teaching load and preparation time consistent with good scheduling on behalf of the students and teachers. All teachers shall be scheduled by the Board for a minimum of forty-five (45) minutes total uninterrupted individual preparation time per instructional day, except on those days when the regular student day is shortened. On scheduled shortened days, a teacher's schedule will include a minimum of twenty-five (25) minutes of non-pupil contact time. Middle school teachers shall be assigned a maximum of five (5) classes/instructional periods per day and will be scheduled for a minimum of one forty-five (45) minute team preparation every other day. Maximum instructional time for middle school teachers shall not exceed 250 minutes per day.**

Both the Freehold Township Board of Education and the F.T.E.A. recognize the difficulty of scheduling Related Arts and Spanish teachers for team meetings. Related Arts and Spanish teachers will have a duty period scheduled daily by their respective administrators, but upon request of the teacher, may be released from duty to attend a scheduled team meeting. This release from scheduled duties may be granted up to three times in a six-day cycle providing there is adequate coverage of required assignments.

Teachers certified to teach related arts (art, music, life skills, industrial arts, computers, physical education and/or health) may volunteer to teach a sixth period if there is need for additional periods of related arts in the middle school. The following stipulations apply:

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- 1. All teachers will be paid at the current curriculum rate;**
 - 2. The additional stipend will be pensionable and will be paid regardless of absence.**
- F. The Board and the Association agree that extra curricular activities are educationally worthwhile. Teacher participation in extra curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary and shall be compensated in accordance with the attached schedule of honorariums.**
- G. Field trips are considered an integral part of the curriculum and shall be approved and scheduled by the principals within the normal work day, whenever possible and practicable after taking into consideration the recommendations of the teachers involved.**
- H. Teachers shall be required to attend the following evening assignments or meetings:**
- 1. One evening for staff introduction to parents. During the evening:**
 - a. middle school teachers will meet and follow an abbreviated student day schedule**
 - b. elementary school teachers will meet individually or as a team at their option**
 - c. teachers will introduce themselves, display instructional materials and aids, describe classroom offerings, suggest ways for parents to help and other items suggested by the Administration or the Association and mutually agreed to.**
 - d. This procedure will be followed on a system-wide basis and any proposal for a significant change from the previous year, will be reviewed with the Association prior to its implementation.**
 - 2. Four evenings for parent-teacher conferences, two in the fall and two in the spring.**
 - a. Teachers who do not have a scheduled evening conference on a particular evening, shall choose either of the following options, but must notify the building principal in writing, and before the fact, of their choice:**
 - (1) remain at school until the normal, full day dismissal time for students**
 - (2) return in the evening and remain for a length of time equivalent to the time they would have stayed for the normal school day.**
 - b. Teachers having conferences in the evening shall be required to return and remain for a minimum of time as in "(2)" above.**
- I. Kindergarten teachers will receive released time for regularly scheduled parent conferences according to the following schedule:**
- 1. Kindergarten teachers with thirty (30) or fewer scheduled conferences will receive the same released time as all staff members.**
 - 2. Kindergarten teachers with between thirty-one (31) and forty (40) scheduled conferences will receive an additional half day of released time.**
 - 3. Kindergarten teachers with forty-one (41) or more scheduled conferences will receive an additional full day of released time.**

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**ARTICLE XIV
SICK LEAVE**

- A. Sick Leave is defined under New Jersey Statutes Annotated (R.S.) 18A:30-1 et. seq. as follows: Sick Leave is hereby defined to mean the absence from his/her post of duty of any person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authority on account of a contagious disease or being quarantined for such a disease in his/her immediate household.**
- B. In case of personal illness for full-time employees, an allowance of full pay will be made for: eleven (11) days for ten month employees; twelve (12) days for eleven month employees, and thirteen (13) days for twelve month employees in any school year. If any such person requires in a school year less than the specified number of days, all days of such leave not utilized that year shall be accumulative to be used for additional sick leave with full pay as needed in subsequent years. If, due to extended illness, an employee who is covered by this Agreement exceeds the number of allocated sick days, then the Board may continue to pay that person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. An employee requesting consideration under this provision will submit requested documentation to the Administration who will review each individual case. This information will be reviewed by the Personnel Committee of the Board of Education. Extended illness in this case is defined as any hospital stay plus doctor-ordered recuperative time. Maternity cases would be excluded.**
- C. In case of personal illness of any teacher employed during the summer school program, an allowance of full pay will be made for one (1) school day. Such leave shall be non-accumulative.**
- D. All employees will be provided with an accounting of the beginning balance of all absences for the school year on September 15th.**

PROFESSIONAL STAFF

E.

- 1. Any employee in T.P.A.F. retiring/resigning from the Freehold Township School District with a minimum of ten (10) years of service in the district, will be paid for unused accumulated sick leave according to the following schedule:**

1-60 days	\$75.00 per day
61+ days	\$100.00 per day

The maximum payment is \$12,000.00

- 2. An employee must notify the Board of Education of his/her pending retirement/resignation by December 31st, prior to the calendar year of the retirement/resignation.* Payment will be made July 15th of the calendar year**

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following the calendar year in which the employee notifies the Board of Education of an impending retirement or resignation.

***The Board may waive this requirement in the case of extenuating circumstances.**

SUPPORT STAFF

F.

1. Any employee retiring/resigning from the Freehold Township School District with a minimum of ten (10) years service in the district, will be paid for unused accumulated sick leave according to the following schedule:

\$40.00 per day to a maximum of \$5,000.00

2. An employee must notify the Board of Education of his/her pending retirement/resignation by December 31st, prior to the calendar year of the retirement/resignation.* Payment will be made July 15th of the calendar year following the calendar year in which the employee notifies the Board of Education of an impending retirement or resignation..

***The Board may waive this requirement in the case of extenuating circumstances.**

In the case of the death of an employee prior to retirement or resignation, who otherwise meets the criteria to collect payment for unused sick leave, the Board of Education will pay the entitlement to the employee's beneficiary.

ARTICLE XV

DAYS OFF AND TEMPORARY LEAVES OF ABSENCE

A. GENERAL POLICY

1. The presence in the classroom of the professional is considered essential to the continuity and success of the educational program for the children. Under no circumstances shall any employee be absent from school without the knowledge of the Superintendent or his/her designee.
2. When an employee is absent for any reason, the Superintendent or his/her designee shall be notified in sufficient time to procure a substitute. This notification should take place prior to the opening of the school day.

B. LEAVE FOR BEREAVEMENT

1. Maximum leave will be allowed without loss of pay of five (5) days including the day of the funeral, to be taken within seven (7) calendar days for spouse, father, mother, father-in-law, mother-in-law, step-father, step-mother, son-in-law, daughter-in-law, son or daughter; and three (3) consecutive calendar days including the day of the funeral for sister, brother, sister-in-law, brother-in-law, and two (2) consecutive calendar days including the day of the funeral for a grandfather, grandmother, or grandchild of the employee or employees spouse and such person or persons residing within the employees immediate household.

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- 2. In the case of the death of an aunt, uncle, niece, or nephew of the employee or the employee's spouse, or the death of a colleague employed by the Freehold Township School District within the same building, the employee shall suffer no loss of pay for the absence of the day of the funeral. In the event the colleague does not work in the same building, leave to attend the funeral may be granted at the discretion of the Superintendent.**

C. LEAVE FOR LEGAL PROCEEDINGS

- 1. A leave of absence with pay will be granted for time necessary for appearance in any legal proceedings arising out of the scope of the individual's employment if employee is required by law to attend. The provisions of this section shall not apply to matters arising in connection with ARTICLE VII of this Agreement.**
- 2. Additional leave for legal proceedings will be considered as a personal leave day. In the event an employee has used all his/her personal leave days and must have additional leave to attend a legal proceeding, such leave may be granted, with pay, by the Superintendent with no denial of reasonable requests.**

D. LEAVE FOR PERSONAL REASONS

- 1. Three (3) days a year of leave may be used for personal leave and shall be accumulated to a maximum of five (5) days**
- 2. A personal leave/day shall not be granted for a day preceding or following holidays or vacations and the first and last student days of the school year. Both parties recognize that emergencies occur and/or obligations are scheduled on the day immediately prior to or following a holiday or vacation. The Superintendent may grant a personal leave/day to an employee who presents documentation indicating that the obligation must be attended to on that day and that the employee must attend. The decision of the Superintendent shall be final and not subject to the grievance procedure.**
- 3. To assist with the scheduling of substitutes, employees are asked to provide the Board with 5 days notice, whenever possible, prior to using personal leave.**

E. Deduction for any absence beyond leave allowances will be as follows:

1/200th of the annual salary for each such day of absence for ten month employees.

1/220th of the annual salary for each such day of absence for eleven month employees.

1/270th of the annual salary for each such day of absence for twelve month employees

- F. The Board may grant, at its discretion, with or without pay, a leave of absence not to exceed one school year to any employee. Any dispute involving this section of the Agreement shall not be subject to the grievance procedure.**

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ARTICLE XVI EXTENDED LEAVES OF ABSENCE

A. MATERNITY LEAVE

All pregnant employees may apply for a leave of absence without pay. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth.

1. Maternity leave shall be granted subject to the following conditions:

- a. An employee shall notify the Superintendent of her pregnancy by the end of the first trimester.**
 - b. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.**
 - c. Exact dates of the leave will be arranged to coincide with changes in semester. Where medically contradicted, the parties shall arrange other leave dates in consideration of both medical evidence and administrative feasibility.**
 - d. A statement from a physician certifying that the employee is physically able to return to duty shall be furnished to the Board before an employee is permitted to return from maternity leave.**
- 2. The disability period as certified jointly by the employee and the Board's physician may be treated as compensable sick leave time at the option of the employee. In the event the employee's physician and the school physician of the Board of Education do not agree, then the employee and the Board shall mutually agree upon the appointment of an impartial third physician whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform work duties. In the event of the inability of the employee and the Board to agree upon the appointment of the third physician, such appointment shall be made by the Monmouth County Medical Society. The expense of any examination by an impartial third physician shall be shared equally by the employee and the Board.**
- 3. An employee's return date to employment shall be extended for a reasonable period of time at her request for reasons associated with pregnancy related disability. For the purpose of child care, an eligible employee may extend her unpaid leave through the Family Leave Act, N.J.S.A. 34:11B-1, et. seq. The employee will be expected to request extended leave a minimum of two months prior to the end of the current leave, except when medical considerations occurring during the last two necessitate extending the leave. In any event, the employee will be expected to return no later than two (2) years from the date of the delivery of the child, excluding the balance of the semester in which the child is born. In no event, shall the return date for the employee be other than the beginning of the semester, unless by written approval of the Superintendent.**
- 4. The leave of absence granted a non-tenured employee hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.**

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- 5. Except as provided above, no employee shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, on or before March 1 of the school year in which the employee desires to return from said maternity leave, the employee shall indicate to the Board in writing that she intends to return to work the following September. Failure to so notify the Board will be deemed to be a waiver by the employee of her right to return from maternity leave that year.**
- 6. The time spent on maternity leave shall not count toward fulfillment of the time requirements for acquiring tenure, nor shall it count toward placement on the salary guide or for seniority.**
- 7. No employee shall be removed from her position during pregnancy except upon one of the following:**
 - a. The Board has found her performance has substantially declined from the time immediately prior to her pregnancy.**
 - b. Her physical and/or emotional condition or capacity is such that her health would be impaired if she were to continue working, and which physical capacity shall be deemed to exist if:**
 - (1) The pregnant employee fails to produce a certification when requested by the Administration from her physician that she is medically able to continue working, or**
 - (2) The Board's physician and the employee's physician agree that she cannot continue working, or**
 - (3) Following any difference of medical opinion between the Board's physician and the employee's physician, a physician selected jointly by the Board and the employee shall render a binding opinion on the physical capacity to continue working. The expense of any examination by the impartial third physician under this paragraph shall be shared equally by the employee and the Board.**

G. CHILD CARE/ADOPTION

- 1. The Board of Education will grant a leave of absence without pay for child care/adoption purposes to any employee who presents such a request for leave in writing to the Superintendent.**
- 2. Child care/adoption shall commence upon the birth of an infant and the request will be filed thirty (30) days prior to the commencement date.**
- 3. In the case of an adoption, the leave shall commence upon the employee acquiring custody of a child, or sooner if required by the adoption agency. The employee shall file the request as approval is obtained from the adoption agency.**
- 4. An employee's return date to employment shall be extended for a reasonable period of time for reasons associated with the child care/adoption. In any event the employee will be expected to return no later than two (2) years from the date of birth**

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or the acquisition of custody, excluding the balance of the semester in which the child is born.

5. The leave of absence granted a non-tenured employee hereunder may not be extended beyond the end of the contract year in which the leave is obtained.
6. The time spent on child care/adoption shall not count toward fulfillment of the time requirements for acquiring tenure, nor shall it count toward placement on the salary guide or for seniority.

H. THE FAMILY LEAVE ACT

1. Eligible employees may choose to apply for unpaid family leave as provided by the Family Leave Act, N.J.S.A. 34:11B-1, et seq.

I. SABBATICAL

1. The Board may grant a maximum of two sabbatical leaves per school year for the purpose of permitting members of the professional staff the opportunity to pursue graduate level work or certification. The Board will not pay for undergraduate courses.
2. To be eligible for a sabbatical leave, an employee shall have served the Freehold Township Schools for a minimum of seven (7) continuous years and each sabbatical leave shall be:
 - a. established based on district-wide seniority.
 - b. where the seniority of two or more professionals is equal, selections for sabbatical eligibility shall be determined by the drawing of lots.
3. No more than one (1) such leave will be granted to the same individual within a seven (7) year period.
4. The leave may be for a full year or for one-half of a year.
5. To be considered for a sabbatical leave, an individual must submit an application to the Superintendent no later than April 30 of the preceding school year. Applications will be approved on a first come, first served basis. Applications for any remaining sabbatical leave must be submitted by October 1 for the spring semester.
6. During the year or portion of the year that the individual is on leave, the Board will continue to pay the existing medical and dental premiums.
7. On completion of the leave and upon the professional's return to the system, credit will be given on the salary guide in effect at the time for the time of the sabbatical leave.
8. The professional will be eligible for course reimbursement at the rate established by the Board for that school year. Course reimbursement will be granted for the number of courses required to be a full-time student, working for certification or a graduate degree. Applications for course reimbursement shall follow the procedure established for this purpose.

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ARTICLE XVII REDUCTION IN FORCE

- A. The Board of Education and the Freehold Township Education Association agree to abide by all state laws concerning a reduction in force of all employees.**
- B. The Board and the Association also agree to the items listed below:**
 - 1. By January 1 of each school year the Board will publish a seniority list indicating the seniority status of all the employees represented by the Association. The list will be distributed to the Association President and the building representatives. The list will be reviewed annually.**
 - 2. In the event of a proposed RIF, the Board will notify the Association as soon as practicable but no later than April 30.**

ARTICLE XVIII HEALTH INSURANCE

- A. The Board agrees to provide individual and family coverage from a health insurance carrier and a dental insurance carrier which shall be equal to or better than the current coverage.**
- B. The Board agrees to pay the full premium for each employee and the family plan, where appropriate, for health and dental insurance.**
 - 1. The Board reserves the right to change medical carriers. If any such change is contemplated, the Association will be given notification ninety days prior to such change. If the change is grieved, the complaint would go directly to binding arbitration.**
 - 2. The Board reserves the right to change dental carriers. If such change is contemplated, the Association will be given notification ninety days prior to such change. If the change is grieved, the complaint would go directly to binding arbitration.**
 - 3. At the start of the 2000-2001 contract year, the dental insurance cap will be increased to \$2,500.00, and the orthodontic coverage will be increased to \$1,000.00.**
 - 4. Effective January 1, 2005, health copay will increase to \$20.00**
- C. Any employee retiring and who has served the district for a minimum of fifteen years, or an employee who must retire due to total disability, is entitled to continue receiving medical coverage under the Board's group medical insurance plans in effect during the 1994-95 school year. The Board of Education will bill the retired employee annually. It shall be the retired employee's responsibility to remit payment to the Board of Education within fifteen (15) days prior to the beginning of each quarter. Quarters are defined as follows: July through September, October through December, January through March and April through June. Failure to remit the full payment on time, shall cause the employee to be dropped from the group(s).**
- D. Those employees on approved Board leaves of absences who desire medical coverage under the Board's group medical insurance plans will be billed annually. If the leave is**

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for less than one year, the employee will be billed for the term of the leave of absence. It shall be the responsibility of the employee on the leave of absence to remit the first quarter's payment to the Board of Education immediately upon receipt of the billing. For all subsequent quarters, payment is to be made within fifteen (15) days prior to the beginning of each quarter. Quarters are defined as follows: July through September, October through December, January through March and April through June. Failure to remit the full payment on time, shall cause the employee to be dropped from the group(s).

**ARTICLE XIX
DEDUCTIONS FROM SALARY**

- A. The Board agrees to deduct from the salaries of its employees dues for the Freehold Township Education Association, the Monmouth County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws Of 1957, N.J.S.A. (R.S.) 52-14-15.9e and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to N.J.E.A. by the 7th of each month following the monthly pay period in which deductions were made. Employee authorizations shall be in writing in the form set forth below:

**AUTHORIZATION
TO DEDUCT ASSOCIATION
MEMBERSHIP DUES**

Name..... Soc. Sec. No.....
School Building..... District.....

To: Disbursing Office
Freehold Township Board of Education

I hereby request and authorize the Disbursing Officer of the above school district to deduct from my earnings, until notified of termination, an amount required for current year membership dues and such amounts as may be required for dues in each subsequent year, all as certified by said organization, such amounts to be paid to such person as may from time to time be designated by the local Association. This authorization may be terminated only by prior written notice from me effective January 1 or July 1 of any year. Upon termination of employment, the Disbursing Officer shall deduct any remaining amount due for the current school year. I waive all right and claim for monies so deducted and transmitted and relieve the Board of Education and its officers from any liability therefor. I designate the Freehold Township Education Association to receive dues and distribute according to the organization(s) indicated:

- Freehold Township Education Association.....
- Monmouth County Education Association.....
- New Jersey Educational Association.....
- National Education Association.....

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- B. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice prior to the effective date of such change. It is understood that the only obligation of the Board shall be to remit to the Association the total deduction to make further individual deductions authorized by the members.**
- C. The Association will provide the necessary "check-off authorization" form, and the Association will secure the signatures of its members on the forms and deliver the signed forms to the Superintendent.**
- D. The Board of Education agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Association and transmit the fee to the majority representative.**
- E. The deduction shall commence for each employee who elects not to become a member of the Association during the month following written notice from the Association of the amount of the fair share assessment.**
- F. The fair share fee for services rendered by the Association shall be in an amount equal to the regular membership dues, initiation fees and assessments of the Association, less the cost of benefits financed through the dues and available only to members of the Association, but in no event shall the fee exceed eighty-five (85%) of the regular membership dues, fees and assessments.**
- G. The sum representing the fair share fee shall not reflect the costs of financial support of political causes or candidates, except to the extent that it is necessary for the Association to engage in lobbying activity designed to foster its policy goals in collective negotiations and contract administration, and to secure for the employees it represents advances in wages, hours and other conditions of employment which ordinarily cannot be secured through collective negotiations with the Board of Education.**
- H. The Association shall establish and maintain a procedure whereby any employee can challenge the assessment as computed by the Association. This appeal procedure shall in no way involve the Board of Education or require the Board of Education to take any action other than to hold the fee in escrow pending resolution of the appeal.**
- I. The Association shall indemnify, defend and save the Board of Education harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board of Education in reliance upon fair share information and/or information regarding dues deduction furnished by the Association or its representatives. The Association agrees that it will establish a procedure by which a non-member employee(s) in the unit can challenge the assessment, as set out in N.J.S.A. 34:13A-5.6. In the event that the challenge is filed, the deduction of fair share fees and/or regular membership dues shall be held in escrow by the Board of Education pending final resolution of the challenge.**

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**ARTICLE XX
SALARY GUIDES**

During the school years 2004-2007, the Board covenants and agrees to pay to the staff the salaries in accordance with the salary guides annexed hereto and made a part hereof as Schedules A-J.

A. TEACHING SALARIES

B.S. + 30 - This shall mean a Baccalaureate degree, plus thirty (30) graduate credits.

M.S. + 30 - This shall mean an earned Masters degree, plus thirty (30) graduate credits.

Professional staff will be granted one (1) credit per fifteen (15) hours of district sponsored staff development courses to be applied toward qualifications for the BS+30 and the MS+30 professional guides.

B. COURSE REIMBURSEMENT

1. Course reimbursement allocations for the following years will be:

2004-2005	\$85,000
2005-2006	\$90,000
2006-2007	\$95,000

2. Requests for course approvals must be submitted on the district course approval form by June 1 for the summer session, September 1 for the fall semester, and January 2 for the spring semester.

3. The formula for reimbursement will be as follows:

- a. The total cost of all approved courses for the summer session and the following fall and spring semesters will be determined by adding the actual cost of credits for all courses at or below the maximum tuition rate for State undergraduate and graduate courses. Courses costing more than the maximum State rate will be included at the State rate.**
- b. If the total cost of all approved courses (as determined in #1 above) is less than or equal to the allocated amount, reimbursement will be at the actual cost per credit, up to the highest State rate.**
- c. If the total cost of all approved courses (as determined in #1 above) is greater than the allocated amount, then the allocated amount will be divided by the total cost to determine the percentage of reimbursement to be paid, up to the maximum State rate.**

Reimbursement for courses taken during the summer, when requests are submitted as per paragraph 5 (below) prior to the December Board meeting, will be paid at the rate of 50% of the lessor of the actual cost of tuition or the maximum State tuition rate. Any additional compensation to which the employee may be entitled will be paid after the final rate is calculated in January.

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- 4. Reimbursement shall be provided for:**
 - a. Pre-matriculation courses required by the university, with a maximum of two (2) courses to be financed.**
 - b. Courses required to matriculate for a graduate degree taken in the field of their professional assignment to a maximum of twelve (12) credits per fiscal year. Reimbursement will be paid as follows: none the first year of employment; a maximum of six (6) credits the second year; a maximum of nine (9) credits the third year; and twelve (12) credits per year thereafter.**
 - c. Courses taken to improve a teacher's skill within the area of his/her assignment with prior approval granted by the Superintendent or his/her designee.**
- 5. Application must be submitted on the appropriate form to the Superintendent or the Superintendent's designee within the school year (July 1 - June 30) in which the course was taken.**
- 6. Upon the satisfactory completion of the course or courses, the teacher shall submit to the Superintendent or his/her designee an official copy of his/her academic record from an accredited college or university.**
- 7. Payment will be authorized by the Board at the meeting following the submission of the academic record.**
- 8. Requests for reimbursement will be honored only at the times noted.**
- 9. Employees seeking tuition reimbursement shall be required to continue employment with the Freehold Township Board of Education for a minimum of one year following the date of reimbursement. Failure to abide by this provision will result in the professional reimbursing the Board of Education for the tuition payment.**

C. BEDSIDE INSTRUCTION

Beside instruction will be \$28.00 per hour.

D. SUMMER SCHOOL/CURRICULUM RATE

The Summer School/Curriculum Rate will be the hourly rate paid on the first step of the teacher's guide. The rate will be established using the following formula: One-tenth of one percent (.001) of the first step of the BS salary guide.

E. SUMMER SECRETARIAL and CLERICAL WORK

The employee will receive the same rate of pay he/she is currently earning.

F. TRAVEL ALLOWANCE

State established rate.

G. Child Study Team members, Middle School Counselors, and Program Coordinators who work during the summer will be paid 14% above their ten month salary (shown as 11 months on the Professional Salary Guide). They will be required to work twenty-six (26) additional days. The schedule for these additional days will be established by the Administration.

H. When BSI is scheduled before and/or after the contractual school day, the teacher will be compensated either on a time for time basis or will be paid at the hourly rate of pay

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based on the first step of the teacher's guide. See formula (ARTICLE XX, Section E.) The means of compensation will be determined by the Superintendent. When scheduled before and/or after the contractual school day, BSI/Supplementary Instruction shall consist of a 15 minute preparation period and 45 minutes of instructional time. These assignments shall be voluntary. Monies paid under this provision shall be part of the employee's base salary and pensionable.

The Freehold Township Board of Education (the Board) and the Freehold Township Education Association (FTEA) agree that, although teachers will be provided additional compensation as part of their pensionable salary to appear before and/or after the contractual workday when BSI is scheduled, teachers' pay will be reduced proportionately in the event teachers do not appear for the additional BSI and Supplementary Instruction work. Therefore, the compensation provided to teachers, pursuant to ARTICLE XX, Section I. of the Collective Agreement shall be deducted from the teacher's base salary in the event of absences at these times. Teachers shall not be permitted to utilize contractual leave days or times to receive compensation for days missed for the BSI time. This agreement shall in no way affect the teacher's ability to utilize leave days, pursuant to the Collective Bargaining Agreement, during their contractual workday.

- I. Teachers asked to attend CST IEP meetings outside of regular school hours and during the summer will be paid \$20.00 per meeting.
- J. Mentors for teachers in the mentoring categories defined and mandated by the State shall be compensated at the rates established by the State of New Jersey, and shall be paid by the teachers being mentored unless the cost of mentoring is underwritten by the State.
- K. School Nurses and Media Specialists shall work 25 hours each summer to close down operations for the prior school year and to prepare for the opening of the new school year. They shall be paid at the rate of 2.5% of the first step of the BA guide. This stipend shall be included as part of their pension base.
- L. SUPPORT STAFF COURSE REIMBURSEMENT
 - 1. Course reimbursement allocations for the following school years will be:

2004-2005	\$5000
2005-2006	\$5000
2006-2007	\$5000
 - 2. Requests for course approvals must be submitted on the district course approval form by June 1 for the summer session, September 1 for the fall semester, and January 2 for the spring semester.
 - 3. The formula for reimbursement will be as follows:
 - a. The total cost of all approved courses for the summer session and the following fall and spring semesters will be determined by adding the actual cost of credits for all courses at or below the maximum tuition rate for State undergraduate

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and graduate courses. Courses costing more than the maximum State rate will be included at the State rate.

- b. If the total cost of all approved courses (as determined in #1 above) is less than or equal to the allocated amount, reimbursement will be at the actual cost per credit, up to the highest State rate.
 - c. If the total cost of all approved courses (as determined in #1 above) is greater than the allocated amount, then the allocated amount will be divided by the total cost to determine the percentage of reimbursement to be paid, up to the maximum State rate.
 - d. Reimbursement for courses taken during the summer, when requests are submitted as per paragraph 5 (below) prior to the December Board meeting, will be paid at the rate of 50% of the lessor of the actual cost of tuition or the maximum State tuition rate. Any additional compensation to which the employee may be entitled will be paid after the final rate is calculated in January.
4. Reimbursement shall be provided only for courses taken to improve an employee's skill within the area of his/her assignment including earning credits as required by statute or regulation. All courses require prior approval of the Superintendent or his/her designee. Reimbursement will be paid as follows: none the first year of employment and a maximum of six (6) credits per year the second year and thereafter.
 5. Upon the satisfactory completion of the course or courses, the employee shall submit to the Superintendent or his/her designee an official copy of his/her academic record from an accredited college or university.
 6. Payment will be authorized by the Board at the second meeting in January or following the submission of the academic record, whichever occurs later, except as noted in paragraph 3d (above).
 7. Requests for reimbursement will be honored only at the times noted.

ARTICLE XXI MISCELLANEOUS

- A. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of each party shall clearly exemplify that there is no discrimination in the treatment of employees or pupils in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin or sex.
- B. Copies of this Agreement shall be reproduced and the expense shall be equally shared between the parties. The Agreement shall be reproduced no later than sixty (60) days after it has been signed, and copies shall be made available to all individuals now employed or hereafter employed in the negotiations unit for whom the Association is authorized to negotiate in accordance with Article I, "Recognition", of this Agreement.

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C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or certified or registered mail at the following addresses:

1. If by the Association to the Board:

**Freehold Township Board Of Education
384 West Main Street
Freehold, New Jersey 07728**

2. If by the Board to the Association:

**President
Freehold Township Education Association
(at the school to which he/she is assigned)**

D. The Association shall notify the Board within ten (10) calendar days after any election or appointment of the names of all of its officers, executive committee and members of the negotiations committee.

ARTICLE XXII SEPARABILITY AND SAVINGS

If any provisions of this Agreement or any application of this Agreement to any employee or group of employees is held invalid by operation of law or by 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 XXIII FULLY-BARGAINED PROVISIONS

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

FREEHOLD TOWNSHIP EDUCATION ASSOCIATION

**ARTICLE XXIV
DURATION OF AGREEMENT**

This Agreement shall be in force and effect as of July 1, 2004, and shall remain in full force and effect through June 30, 2007.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective secretaries, and their respective corporate seals affixed hereto, at Freehold, New Jersey, this 11th day of January, 2005.

FREEHOLD TOWNSHIP BOARD OF EDUCATION

By:

Grace McMillan, President

Sean Boyce, Secretary/Business Administrator

FREEHOLD TOWNSHIP EDUCATION ASSOCIATION

By:

Nicholas Napoleon, President

Maria Mitchell, Secretary

Subscribed and sworn to before

**Ann Lenahan
Notary Public of New Jersey
My Commission Expires 2006**

FREEHOLD TOWNSHIP EDUCATION ASSOCIATION

SCHEDULE A: PROFESSIONAL SALARY GUIDE

2004-2005

03-04 step	04-05 step	BS	BS+30	MS	MS+30	MS 11 mo	MS+30 11 mo
1	1-2	\$39,375	\$40,475	\$41,875	\$42,875	\$47,738	\$48,878
2	3	\$39,875	\$40,975	\$42,375	\$43,375	\$48,308	\$49,448
3	4	\$40,870	\$41,970	\$43,370	\$44,370	\$49,442	\$50,582
4	5	\$41,870	\$42,970	\$44,370	\$45,370	\$50,582	\$51,722
5	6	\$42,870	\$43,970	\$45,370	\$46,370	\$51,722	\$52,862
6	7	\$43,870	\$44,970	\$46,370	\$47,370	\$52,862	\$54,002
7	8	\$44,870	\$45,970	\$47,370	\$48,370	\$54,002	\$55,142
8	9	\$46,070	\$47,170	\$48,570	\$49,570	\$55,370	\$56,510
9	10	\$48,770	\$49,870	\$51,270	\$52,270	\$58,448	\$59,588
10	11	\$51,500	\$52,600	\$54,000	\$55,000	\$61,560	\$62,700
11	12	\$54,300	\$55,400	\$56,800	\$57,800	\$64,752	\$65,892
12	13	\$57,100	\$58,200	\$59,600	\$60,600	\$67,944	\$69,084
13	14	\$59,500	\$60,600	\$62,000	\$63,000	\$70,680	\$71,820
14	15	\$62,000	\$63,100	\$64,500	\$65,500	\$73,530	\$74,670
15	16	\$64,400	\$65,500	\$66,900	\$67,900	\$76,266	\$77,406
16	17	\$67,900	\$69,000	\$70,400	\$71,400	\$80,256	\$81,396
17	18	\$71,100	\$72,200	\$73,600	\$74,600	\$83,904	\$85,044
18	19	\$74,100	\$75,200	\$76,600	\$77,600	\$87,324	\$88,464

Professional staff who were on step 18 during the 2003-2004 school year will receive a longevity payment of \$2500 added to their 2004-2005 step.

SCHEDULE B: PROFESSIONAL SALARY GUIDE

2005-2006

04-05 step	05-06 step	BS	BS+30	MS	MS+30	MS 11 mo	MS+30 11 mo
	1	\$40,780	\$41,880	\$43,280	\$44,280	\$49,339	\$50,479
1-2	2-3	\$41,280	\$42,380	\$43,780	\$44,780	\$49,909	\$51,049
3	4	\$42,280	\$43,380	\$44,780	\$45,780	\$51,049	\$52,189
4	5	\$43,280	\$44,380	\$45,780	\$46,780	\$52,189	\$53,329
5	6	\$44,280	\$45,380	\$46,780	\$47,780	\$53,329	\$54,469
6	7	\$45,280	\$46,380	\$47,780	\$48,780	\$54,469	\$55,609
7	8	\$46,280	\$47,380	\$48,780	\$49,780	\$55,609	\$56,749
8	9	\$47,480	\$48,580	\$49,980	\$50,980	\$56,977	\$58,117
9	10	\$48,980	\$50,080	\$51,480	\$52,480	\$58,687	\$59,827
10	11	\$51,710	\$52,810	\$54,210	\$55,210	\$61,799	\$62,939
11	12	\$54,510	\$55,610	\$57,010	\$58,010	\$64,991	\$66,131
12	13	\$57,310	\$58,410	\$59,810	\$60,810	\$68,183	\$69,323
13	14	\$59,710	\$60,810	\$62,210	\$63,210	\$70,919	\$72,059
14	15	\$62,210	\$63,310	\$64,710	\$65,710	\$73,769	\$74,909
15	16	\$64,610	\$65,710	\$67,110	\$68,110	\$76,505	\$77,645
16	17	\$68,050	\$69,150	\$70,550	\$71,550	\$80,427	\$81,567
17	18	\$71,250	\$72,350	\$73,750	\$74,750	\$84,075	\$85,215
18	19	\$74,500	\$75,600	\$77,000	\$78,000	\$87,780	\$88,920
19	19	\$74,500	\$75,600	\$77,000	\$78,000	\$87,780	\$88,920

Professional staff who were on step 19 during the 2004-2005 school year will receive a longevity payment of \$3300 added to their 2005-2006 step.

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SCHEDULE C: PROFESSIONAL SALARY GUIDE

		2006-2007					
05-06 step	06-07 step	BS	BS+30	MS	MS+30	MS 11 mo	MS+30 11 mo
1	1-2	\$43,120	\$44,220	\$45,620	\$46,620	\$52,007	\$53,147
2-3	3-4	\$43,620	\$44,720	\$46,120	\$47,120	\$52,577	\$53,717
4	5	\$44,620	\$45,720	\$47,120	\$48,120	\$53,717	\$54,857
5	6	\$45,620	\$46,720	\$48,120	\$49,120	\$54,857	\$55,997
6	7	\$46,620	\$47,720	\$49,120	\$50,120	\$55,997	\$57,137
7	8	\$47,620	\$48,720	\$50,120	\$51,120	\$57,137	\$58,277
8	9	\$48,620	\$49,720	\$51,120	\$52,120	\$58,277	\$59,417
9	10	\$49,620	\$50,720	\$52,120	\$53,120	\$59,417	\$60,557
10	11	\$52,080	\$53,180	\$54,580	\$55,580	\$62,221	\$63,361
11	12	\$54,645	\$55,745	\$57,145	\$58,145	\$65,145	\$66,285
12	13	\$57,310	\$58,410	\$59,810	\$60,810	\$68,183	\$69,323
13	14	\$59,710	\$60,810	\$62,210	\$63,210	\$70,919	\$72,059
14	15	\$62,605	\$63,705	\$65,105	\$66,105	\$74,220	\$75,360
15	16	\$65,805	\$66,905	\$68,305	\$69,305	\$77,868	\$79,008
16	17	\$69,055	\$70,155	\$71,555	\$72,555	\$81,573	\$82,713
17	18	\$72,355	\$73,455	\$74,855	\$75,855	\$85,335	\$86,475
18	19	\$75,705	\$76,805	\$78,205	\$79,205	\$89,154	\$90,294
19	19	\$75,705	\$76,805	\$78,205	\$79,205	\$89,154	\$90,294

Professional staff who were on step 19 during the 2005-2006 school year will receive a longevity payment of \$3400 added to their 2006-2007 step.

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SCHEDULE D: SECRETARIES

2004-2007

2003-2004	2004-2005	2004-2005	2005-2006	2005-2006	2006-2007	2006-2007
step	step	salary	step	salary	step	salary
			1	\$33,865	1-2	\$37,200
1	1-6	\$29,830	2-7	\$35,265	3-8	\$38,900
2	1-6	\$29,830	2-7	\$35,265	3-8	\$38,900
3	1-6	\$29,830	2-7	\$35,265	3-8	\$38,900
4	1-6	\$29,830	2-7	\$35,265	3-8	\$38,900
5	1-6	\$29,830	2-7	\$35,265	3-8	\$38,900
6	7	\$30,280	8	\$36,665	9	\$40,600
7	8	\$30,730	9	\$38,065	10	\$42,300
8	9	\$33,430	10	\$39,465	11	\$44,000
9	10	\$36,630	11	\$40,865	12	\$45,700
10	11	\$38,630	12	\$42,710	13	\$47,400
11	12	\$40,330	13	\$45,055	14	\$49,100
12	13	\$42,230	14	\$47,900	14	\$49,100
13	14	\$46,700	14	\$47,900	14	\$49,100
14	14	\$46,700	14	\$47,900	14	\$49,100

SCHEDULE E: MEDIA ASSISTANTS

2004-2007

2003-2004	2004-2005	2004-2005	2005-2006	2005-2006	2006-2007	2006-2007
step	step	salary	step	salary	step	salary
			1	\$17,655	1-2	\$18,787
1	1-2	\$16,611	2-3	\$18,145	3-4	\$19,571
2	3	\$17,096	4	\$18,635	5	\$20,355
3	4	\$17,581	5	\$19,615	6	\$21,408
4	5	\$18,071	6	\$20,595	7	\$22,462
5	6	\$18,679	7	\$21,575	8	\$23,515
6	7	\$19,463	8	\$22,555	9	\$24,569
7	8	\$20,399	9	\$23,535	10	\$25,627
8	9	\$21,413	10	\$24,515	11	\$26,685
9	10	\$22,648	11	\$25,495	12	\$27,744
10	11	\$23,853	12	\$26,475	13	\$28,802
11	12	\$24,868	13	\$27,455	14	\$29,861
12	13	\$25,867	14	\$29,126	14	\$29,861
13	14	\$28,391	14	\$29,126	14	\$29,861
14	14	\$28,391	14	\$29,126	14	\$29,861

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SCHEDULE F: OFFICE ASSISTANTS - 10 Month

2004-2007

2003-2004	2004-2005	2004-2005	2005-2006	2005-2006	2006-2007	2006-2007
step	step	salary	step	salary	step	salary
			1	\$19,015	1-2	\$20,770
1	1-4	\$17,940	2-5	\$20,015	3-6	\$21,845
2	1-4	\$17,940	2-5	\$20,015	3-6	\$21,845
3	1-4	\$17,940	2-5	\$20,015	3-6	\$21,845
4	5	\$18,440	6	\$21,015	7	\$22,920
5	6	\$19,060	7	\$22,015	8	\$23,995
6	7	\$19,860	8	\$23,015	9	\$25,070
7	8	\$20,815	9	\$24,015	10	\$26,150
8	9	\$21,850	10	\$25,015	11	\$27,230
9	10	\$23,110	11	\$26,015	12	\$28,310
10	11	\$24,340	12	\$27,015	13	\$29,390
11	12	\$25,375	13	\$28,015	14	\$30,470
12	13	\$26,395	14	\$29,720	14	\$30,470
13	14	\$28,970	14	\$29,720	14	\$30,470
14	14	\$28,970	14	\$29,720	14	\$30,470

SCHEDULE G: OFFICE ASSISTANTS- 12 Month

2004-2007

2003-2004	2004-2005	2004-2005	2005-2006	2005-2006	2006-2007	2006-2007
step	step	salary	step	salary	step	salary
			1	\$23,579	1-2	\$25,755
1	1-4	\$22,246	2-5	\$24,819	3-6	\$27,088
2	1-4	\$22,246	2-5	\$24,819	3-6	\$27,088
3	1-4	\$22,246	2-5	\$24,819	3-6	\$27,088
4	5	\$22,866	6	\$26,059	7	\$28,421
5	6	\$23,634	7	\$27,299	8	\$29,754
6	7	\$24,626	8	\$28,539	9	\$31,087
7	8	\$25,811	9	\$29,779	10	\$32,426
8	9	\$27,094	10	\$31,019	11	\$33,765
9	10	\$28,656	11	\$32,259	12	\$35,104
10	11	\$30,182	12	\$33,499	13	\$36,444
11	12	\$31,465	13	\$34,739	14	\$37,783
12	13	\$32,730	14	\$36,853	14	\$37,783
13	14	\$35,923	14	\$36,853	14	\$37,783
14	14	\$35,923	14	\$36,853	14	\$37,783

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SCHEDULE H: TEACHER ASSISTANTS

2004-2007

2003-2004	2004-2005	2004-2005	2005-2006	2005-2006	2006-2007	2006-2007
step	step	salary	step	salary	step	salary
			1	\$17,515	1-2	\$19,555
1	1-2	\$16,865	2-3	\$18,325	3-4	\$20,440
2	3	\$17,515	4	\$19,135	5	\$21,325
3	4	\$18,165	5	\$19,950	6	\$22,210
4	5	\$18,810	6	\$20,765	7	\$23,095
5	6	\$19,460	7	\$21,580	8	\$23,980
6	7	\$20,425	8	\$22,570	9	\$24,865
7	8	\$21,550	9	\$23,710	10	\$25,750
8	9	\$22,825	10	\$25,000	10	\$25,750
9	10	\$24,250	10	\$25,000	10	\$25,750

SCHEDULE I: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

2004-2007

03-04	04-05	04-05	05-06	05-06	06-07	06-07
step	step	salary	step	salary	step	salary
	1	\$25,760	1-2	\$28,330	1-2	\$30,900
1	2	\$28,330	3	\$30,900	3-4	\$33,470
2	3	\$30,900	4	\$33,470	5	\$36,040
3	4	\$33,470	5	\$36,040	6	\$38,640
4	5	\$36,040	6	\$38,640	7	\$41,060
5	6	\$38,640	7	\$41,060	8	\$43,630
6	7	\$41,060	8	\$43,630	9	\$46,360

ALL SUPPORT STAFF RECEIVE THE FOLLOWING LONGEVITY:

6+ YEARS	\$250
10+ YEARS	\$400
15+ YEARS	\$600

FREEHOLD TOWNSHIP EDUCATION ASSOCIATION

SCHEDULE J: HONORARIA

2004-2007

Academic Team	2	\$2,830
Computer Club	2	\$2,045
Math Team	2	\$2,830
Student Council	2	\$3,195
Newspaper Club	2	\$3,300
Band	2	\$2,935
Chorus	2	\$2,935
Drama	2	\$2,570
Yearbook	2	\$3,460
Field Hockey	2	\$3,000
Soccer	2	\$3,000
Cross Country	2	\$3,000
Cross Country Asst	2	\$1,365
Basketball (boys)	4	\$4,640
Basketball (girls)	4	\$4,640
Wrestling	2	\$4,640
Cheering	2	\$3,740
Baseball	2	\$3,710
Softball	2	\$3,710
Track	2	\$3,710
Track Asst	3	\$2,620
Coordinator of Athletics and CoCurricular	1	\$9,890
Intramurals	15	\$930
Safety Patrol	5	\$1,785
Dir T of C	1	\$645
Coach T of C	12	\$505
Asst T of C	14	\$360
Student Store	1	\$2,140
E Performing Arts	5	\$1,320
E Study Skills	15	\$800
Web Master	8	\$995
E Computer Class	5	\$800
E Social Skills	10	\$475
Peer Mediation	8	\$1,680