

AGREEMENT BETWEEN THE
SUSSEX WANTAGE EDUCATION ASSOCIATION
AND THE
SUSSEX WANTAGE REGIONAL
BOARD OF EDUCATION

July 1, 2002 - June 30, 2005

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ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Sussex Wantage Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and some non-certified personnel whether under contract, on leave, or on a per diem basis employed by the board including: classroom teachers, special teachers, co-teachers, librarians, nurses (school nurses, RNs, LPNs), child study team members (speech therapists, occupational therapists, physical therapists, psychologists, LDTC, social workers), Transportation Secretary, stipend only employees, guidance counselors, teacher assistants all district secretaries, administrative secretaries, bookkeepers, bus drivers, custodians, maintenance workers, student assistor, but excluding principals, Administrative Assistant to the Superintendent, Administrative Assistant to the Business Administrator, and all other employees.
- B. Unless otherwise indicated, the term "teachers," when used hereinafter in this agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers. The term "secretary" when used hereinafter in this agreement shall refer to all district secretaries, administrative secretaries, and bookkeepers. The term "employee" when used hereinafter in this agreement shall refer to all unit members as defined in Article I.A.
- C. Unless otherwise specified, "All references to days shall mean work days."

ARTICLE II - NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1975, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employee(s)' employment by approximately October 1 of the final year of the current agreement.
- B. During negotiation, the Board and Association shall present relevant data, exchange points of view and make proposals. The Board shall make available to the Association for inspection all pertinent records, data and information of the Sussex Wantage Regional School District, that are a matter of public record. Other information may be given with the approval of the Board.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with the necessary power and authority to make proposals, consider proposals and make counter-proposals in the course of negotiations and reach tentative agreement subject to ratification by the Association and the Board.
- D. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement.
- E. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement.
- F. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both parties at the time they negotiated or executed this Agreement.
- G. 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.
 - 1. These modifications shall be filed on the Agreement Modification Form contained in Appendix B and copies provided to Association members.

ARTICLE III - GRIEVANCE PROCEDURE

A. Grievances shall be filed on the form contained in Appendix B.

B. PURPOSE:

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of employee(s). Both parties agree that these proceedings will be kept as informal and confidential as they may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association provided the adjustment is not inconsistent with the terms of the Agreement and that the Association may be given the opportunity to be present at such adjustment.

C. STRUCTURE:

1. Since it is important that grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

3. Level One:

The Principal shall meet with the aggrieved and representative within ten days to discuss the grievance, with the objective of resolving the matter informally.

The grievance shall be initiated within fifteen (15) days of either the occurrence of the incident or the impact on the employee. If the aggrieved person is not satisfied with the disposition of his/her grievance at the informal hearing he/she shall submit the grievance in writing within five (5) days to his/her principal. The principal shall meet with the aggrieved person and representative within ten (10) days to discuss the grievance. The principal shall have five (5) days in which to respond in writing.

4. Level Two:

If the aggrieved person/Association is not satisfied with the written response at level one, he/she shall have five (5) days to file the grievance in writing with the Superintendent of Schools. The Superintendent shall meet with the aggrieved person and/or his representative to discuss the grievance within ten (10) days. The Superintendent shall respond in writing within five (5) days after the meeting.

5. Level Three:

If the aggrieved person/Association is not satisfied with the disposition of the grievance at Level Two (2), it shall forward the grievance in writing to the Board of Education through the Superintendent within five (5) days. The Board shall then arrange a meeting with the aggrieved person and/or his representative before the next regular Board Meeting. The Board shall respond in writing no later than the second meeting after receiving the grievance. Under special circumstances the grievance can be expedited.

6. Level Four:

- a. If the aggrieved person/Association is not satisfied with the disposition of the grievance at the Board level, it shall file with the Board, within ten (10) days notice of intent to arbitrate. The Association may file a demand for arbitration with the Public Employment Relations Commission. The Board and the Association shall be bound by the rules of the PERC.
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than fifteen (15) school days from the date of the close of the hearings or if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and submitted to the Board, the grievant, and the Association and shall be final and binding on the parties.
- c. The costs for the services of the arbitrator, including per diem expenses, if any, and the actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association, or by the Grievant if the grievance is filed in his/her own behalf. Any other expenses shall be paid by the party incurring same.
- d. Rights of Employee(s) to Representation:

- D.
 - 1. Any party in interest may be represented at all stages of the grievance procedure by himself/herself, or at his option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present.
 - 2. No reprisals of any kind shall be taken by the Board, any member of the administration, the Association or any employee against any party in interest, any building representative, any member of the Association, Board of Education member or any other participant in the grievance procedure by reason of such participation.
- E. Miscellaneous:
 - 1. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file held by the Superintendent and accessible to the grievant and his designated representative and shall not be kept in the personnel file of any of the participants.
 - 2. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore, referred to in this article.
 - 3. All employees, including the grievant, must continue under the direction of the Superintendent and Administrators, regardless of pendency of grievance until each grievance is properly determined.
 - 4. The above grievance procedure excludes non-tenure employees from grieving their dismissal.

ARTICLE IV - EMPLOYEE RIGHTS

- A. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under other New Jersey Laws.
- B. Whenever any employee is required to appear before the Superintendent, Board, Supervisor and/or Administrator or any committee or member thereof concerning any matter which would adversely affect the continuance of that employee in his office, position of employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview.
- C. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- D. No employee shall be disciplined, reprimanded, given an adverse evaluation of his professional service, reduced in rank or compensation, or deprived of any professional advantage without cause.
- E. Employees shall be given a copy of the board adopted job description for their respective titles upon onset of employment, each time job description changes and/or upon request.

ARTICLE V - ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish pertinent information to the Association, that is a matter of public record. The Board shall provide a copy of the approved minutes to the Association president and to each building vice presidents within two days of the board meeting at which said minutes were approved.
- B. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss of pay.
- C. Representatives of the Association, the New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- D. The Association and its representatives shall have the privilege of using school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval shall be required.
- E. The Association shall have the privilege of using school facilities and equipment, including typewriters, mimeographing machines, other duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- F. The Association shall have the privilege of purchasing expendable office supplies and other materials from the Board at the price paid by the Board.
- G. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge. The Association shall also be assigned adequate space on the bulletin board in the Central Office for Association notices.
- H. The Association shall have the privilege of using the inter-school mail facilities and school mail boxes as it deems necessary.

ARTICLE VI - WORK YEAR, HOURS, CALENDAR

- A. The Board shall consult with the president of the Association prior to final approval of the school calendar.
- B. The school work year shall consist of 183 days for teachers of which 180 shall be student contact days.
- C. The following will be four hour session days: (For teachers, co-teachers, teacher assistants, student assistants, RNs and LPNs.)
 - 1. The day before Thanksgiving recess
 - 2. The day before Christmas holiday recess
 - 3. Make up days (maximum of four). Any addition beyond four (4) shall be at the discretion of the Superintendent.
 - 4. The first teacher day shall be utilized as ½ of an in-service and ½ as individual preparation for each teacher.
 - 5. The last student day in June.
 - 6. Parent conference days.
- D. Teacher Assistants, RNs and LPNs shall have early dismissal on the following days:

Parent-Teacher conferences, make-up days, last day of school, day before Thanksgiving and day before Christmas recess.
- E. 1. Secretaries:

The following shall be the work days and work hours for the following categories exclusive of a thirty (30) minute lunch break.
 - A. Bookkeepers - 230 days - 7 ½ hours daily.
 - B. Administrative Secretaries - 220 days 7 ½ hours daily.
 - C. Secretaries - 200 days - 6 ½ hours daily.
 - D. C.S.T. Secretaries - 220 days - 7 1/2 hours daily.

E. 2. Snow Days - Secretaries:

Leave with pay not exceeding four (4) days shall be allowed when schools are closed. Secretaries shall not be charged for personal days, sick days or any other short term leave on days when schools are closed for snow emergency.

E.3. Secretaries will remain 30 minutes after early dismissal on the following days:

1. The day before Thanksgiving recess
2. The day before Christmas holiday recess
3. The last student day in June.

F. 1. Custodians/Maintenance:

Work year shall consist of 240 work days. A work day shall be eight (8) hours. There shall be twelve (12) holidays as per attached schedule.

F. 2a. Custodians/Maintenance shall work a forty (40) hour Monday to Friday work week. Employees shall be given a written notice of their shift and work location.

- b. Custodians/Maintenance shall have a thirty (30) minute minimum lunch period daily inclusive in the work day.
- c. An AM and PM break period of fifteen (15) minutes shall be granted within the work day. Custodians/Maintenance may combine 30 minute lunch as stated in F2b and 15 minute break as stated in this section provided advance approval is obtained.
- d. Summer hours will commence on the first non-student day in June and run until the last non-student day prior to the beginning of the new school year.

Hours will parallel secretarial hours, i.e., 7:30 a.m. to 3:30 p.m. Any Board desired variance to these hours shall be on a volunteer basis or in the case of no volunteer, administrative assignment. Stagger hours may be created to cover secretarial hours during the summer and/or to cover summer care programs. Volunteers for staggered hours will be solicited prior to any assignment.

- e. Custodial/Maintenance Employees shall be assigned to a specific shift at the beginning of the school year. Prior to transferring an employee involuntarily, the district shall seek volunteers for the position first.

G. Custodians/Maintenance transferred temporarily to a position with a higher salary shall be paid prorated compensation for work in the position.

- H. 1. Custodial/Maintenance Staff shall be granted vacations of ten (10) days earned after the first year of work. After five (5) years, one additional day with each additional year of service shall be granted. Additional vacation days are earned up to a maximum of nineteen (19) days after thirteen years.
- 2. Minimum of two weeks of vacation to be taken during the summer with the balance to be used as approved by the Superintendent. Vacation schedule shall be approved by Central Administration.
- 3. Prorated vacation time shall be afforded employees whose work year is less than completed.
- I. Co-Teachers shall be under contract for 183 work days per year.
- J. 1. Assistants and Assistor work year shall be 183 work days. LPN's work year shall be set by individual assignment. Full time Assistants' regular work day shall be six and one half hours (6 ½). Part time assistants, Student Assistors, and LPNs' workday shall be set by individual assignment.
- 2. Assistants shall be advised of a regular starting and quitting time. Changes to an employee's work hours or schedule shall be by mutual agreement. Full time Assistants schedule shall provide for a duty free lunch exclusive of the work day and two fifteen (15) minute breaks (AM/PM inclusive of the work day).
- 3. All full time Assistants shall have a duty free lunch period of thirty (30) minutes in all cases to be consistent with period structure of individual schools.
- 4. The Teacher Assistants shall have one (1) twenty (20) minute prep period per week.
- K. 1. Teacher Assistants and Student Assistors' lunch period shall be within the contractual work day.
- 2. Teacher Assistants and Student Assistors may leave the building during their duty free lunch period with notification of whereabouts for emergency purposes.
- 3. Teacher Assistants and Student Assistors will participate in workshops as appropriate to their job assignment and will be paid per diem rate.

ARTICLE VII EMPLOYEE HOURS

- A. 1. The arrival and departure times for all employees shall be designated by the administration. The total in-school work day for teachers shall consist of (7) seven hours. Students may enter classrooms at a time coinciding with teacher arrival. Teachers shall be permitted to leave at the designated departure time unless they are assigned other duties on the shared duties list.
- B. 1. Teachers shall have a duty-free lunch period of no less than thirty (30) minutes. Duty-free lunch period will be twenty (20) minutes on a (4) hour day for instructional staff.
2. Teachers may leave the building during their duty-free lunch period or other free period given in place of a lunch period, but not during planning period, by informing the school principal where they could be located in the event of some emergency.
- C. 1. Teachers may be required to remain after the end of the regular workday, without additional compensation for the purpose of attending faculty meetings with a maximum of two per month. The agenda of such meetings shall not include in-service training. Starting times to be mutually agreed between principal and faculty.
2. In-service training and workshops for the education advancement of teachers should be held within a defined school day with an early dismissal. Workshop to end no later than 4:00 PM.
3. An Association representative may speak to the teachers at any meeting referred to in Paragraph I for up to fifteen (15) minutes, at the request of the representative, at the end of the meeting.
4. The notice of an agenda for any meetings shall be given to the teachers involved at least two (2) work days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- D. Full time teachers shall, in addition to their lunch period, have daily preparation time during which they shall not be assigned to any other duties as follows: at least one half (1/2) hour.
- E. Teachers should not lose planning periods except in case of emergencies. For 2002/2003 and 2003/2004 missed preparation periods shall be compensated at the rate of \$25 per period. In 2004/2005 compensation for missed prep period will increase to \$30.
- F. Teachers should be encouraged to accept the professional responsibility of supervising a student teacher when requested; however, acceptance of the assignment should not be mandatory.

G. The Sussex Wantage Education Association agrees to provide one "Back-to-School Night," in September, per school year. Back to school night stipend for staff attending more than one shall be \$30 in 2002-2003 for each night in excess of one. In 2003-04 the rate will increase to \$35 for each night in excess of one.

H. Secretaries

During the summer recess, secretaries shall be paid for the total hours as defined in Article VI. E.1., but shall be permitted to arrive 30 minutes later or depart 30 minutes earlier and shall be entitled to a 1-hour lunch break. Summer hours will commence on the first non-student day in June and run until the last non-student day prior to the beginning of the new school year.

I. All employees shall have a minimum of thirty (30) minute lunch but no less than current practice.

ARTICLE VIII - ADDITIONAL DUTIES

- A. Teachers shall not be required to perform the following duties: Keep attendance registers, perform janitorial duties, or nonprofessional assignments not related to their teaching assignments, teachers should not act as agents for profit-making organizations.
- B. All instructional employees are to accept teaching assignments as given by the Superintendent, and perform such additional duties as assigned by the building principal. These duties are to be distributed as equally as possible among the teaching staff.
- C. The school nurse shall transport students as is necessary in the performance of her duties. He/she shall be compensated mileage at the IRS rate and shall be covered by appropriate insurance provided by the Board.
- D. Teachers and teacher assistants shall not be required to transport students. A teacher or teacher assistant may do so voluntarily, however, with the advance approval of the principal or immediate supervisor. He/she shall be compensated mileage at the IRS rate for the use of his own automobile and shall be covered by appropriate insurance provided by the Board.
- E. Secretaries are expected to deal with students in office related matters and situations, however, they shall not be responsible for regular discipline supervision, supervision of long duration or other non emergency coverage.
- F. No employee shall be required to escort a student on his/her bus without compensation in accordance with their appropriate salary guide.

ARTICLE IX - EMPLOYMENT

- A.
1. Each teacher shall be placed on the proper step of the salary schedule up to the nearest half year of service as of the beginning of each school year in accordance with paragraphs 2 and 3 below. Tenured Co-teachers will be placed on the appropriate step of the teacher guide. All non tenured Co-teachers will remain on the Co-teacher guide.
 2. Credit on the salary guide shall be given for previous outside teaching experience in a duly accredited school at a minimum of one (1) year credit for two (2) years experience, rounded up to the next whole year, and additional credit not to exceed two (2) years teaching experience in the Peace Corp, Vista, or National Teachers Corp Work.
 3. Credit for experience will be granted toward longevity based upon in district experience only. This applies to employees hired after 6/30/96.
 4. Five or more months in district service shall receive one full year credit on the guide.
- B. A notice of vacancies shall be posted in each school as far in advance as possible. Staff vacancies that occur at times that school is not in session shall be advertised in the New Jersey Herald for at least three consecutive days.

A copy of said notice shall be given to the Association President at the time of posting. Teachers who desire to apply for such staff vacancies shall submit their application in writing to the Superintendent within the time limit specified in the notice, and the Superintendent shall acknowledge promptly in writing the receipt of all such applications.

- C. Secretaries:
1. Any newly hired secretary serving six (6) or more months in the district shall receive a full year's credit on the next year's salary guide.
 2. Secretaries who have left the district (not of their own volition) shall be given full credit for past experience if they return to the district.
 3. No newly hired secretary shall be hired at a step higher than any existing secretary on guide with comparable experience. However, if all qualified present members of the bargaining unit reject an advertised position, then this article shall not apply.
- D. Teacher Assistants/RNs/LPNs:
1. Each newly hired Teacher Assistant shall be placed on Step 1 of the salary schedule. Any newly hired Teacher Assistant, RN, LPN serving four or more months in the district shall receive a full year's credit on the next year's salary guide. Employees

currently employed as Student Assistors will continue under that title and remain on that guide. No new Student Assistors will be hired.

2. Teacher Assistants, RNs, LPNs who leave the district (not of their own volition) shall be given full credit for past service if they return to the district.
3. Teacher Assistants, RNs, LPNs shall be notified of their contract and salary status for the ensuing year no later than April 30.
4. In cases of emergency, those Teacher Assistants who possess substitute teacher credentials (as stipulated and approved by the Board) shall be assigned a substitute teacher assignment and paid the per diem substitute rate.

E. Custodians/Maintenance:

1. Custodian/Maintenance credit on guide, for new hires, for related experience shall be granted by the Superintendent to a maximum of Step Five (5).
2. Custodian/Maintenance employees shall be hired and subject to a one (1) year probationary period. Upon completion satisfactorily of the probation period no employee shall be dismissed and/or disciplined without just cause (RIF or layoff may be cause for dismissal.)
3. A custodian/maintenance employee who is subsequently promoted shall serve a probationary period of sixty (60) calendar days. Should the employee not successfully complete the probationary period they will be returned to their former position.

F. Fair Dismissal Procedures

1. The Sussex Wantage Regional School District seniority is defined as service by appointed employees in this district in the collective bargaining unit covered by this agreement. An appointed employee shall lose accumulated seniority only if he/she resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the district. In the event of a reduction in force, the employees shall be laid off in the inverse order of seniority. (Recall by seniority)
2. Employees transferred/promoted or otherwise changed in job title, shall be given placement on the appropriate salary guide at a level not less than their previous salary level.

3. On or before April 30th, or date set by Law, of each year the Board shall give to each employee either:
 - a1. A written offer of a contract for employment
 - or
 - a2.. A written notice that continued employment shall not be offered
 - b. Any employee who receives a notice of non-employment may within five (5) days thereafter, in writing, request a statement of reasons for such non-employment from the Chief School Administrator. A response shall be given to the employee in writing within ten (10) days of receipt of such request.
 - c. Any employee who has received such notice of non-employment and statement of reasons shall be entitled to a hearing before the board, provided a written request for hearing is received five (5) days prior to the next regularly scheduled Board meeting.
 - d. The board shall issue its written determination as to the employment or non-employment of said employee for the next succeeding school year within ten (10) days after the completion of the hearing.
 - e. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety or well being.

ARTICLE X - SALARIES AND OTHER COMPENSATION

- A. The salaries of all employees covered by the Agreement are set forth in Schedule A which is attached hereto and made a part hereof.
- B.
1. Employees employed on a ten (10) month basis shall have the option of being paid in twenty (20) equal semi-monthly installments or individually applying to the Board of Education, according to law, for summer payments.
 2. All employees shall have the option of being paid on a twelve month basis.

Unit members who elect to have payroll deductions for summer savings shall have said deductions placed in individual savings accounts and interest accrued to the named individual.
 3. When a payday falls on or during a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. The first payday in September will be the first Friday after Labor Day. All other pay periods thereafter will remain as in previous contracts beginning September 30.
 4. Tri County deductions designated by individual unit members shall be by automatic payroll deductions.
- C.
1. A record of credit evaluation, shall be kept by the Sussex Wantage Superintendent's office for the Board of Education for the purpose of the salary schedule.
 2. Evaluation of credits is based upon study of official transcripts and maintenance of appropriate New Jersey profession license.
 3. When an employee has once furnished proof of credits and/or degree(s) this shall remain in effect until such time as proof of further credits and/or degree(s) shall advance his place on the salary schedule. (Credits required for basic certification cannot be used to advance on salary schedule.)
 - 4a. Each teacher shall be reimbursed one hundred percent of tuition cost at the current rate of state college costs per credit, with a limit of twelve (12) credit hours per contract year. The average rate will be comprised of the average of three state colleges: Montclair, Rutgers, and William Paterson. A cap will be set at \$24,000 in each year of this three year contract. In the event that the amounts available are insufficient to reimburse all applicants during a given school year, an equitable distribution method will be defined by the SWEA.

- 4b. Each Teacher Assistant, RN, LPN or Student Assistor shall be reimbursed 100% of tuition costs at the current rate of state college cost per credit with a max of six credit hours per year. Upon completion of the course providing a “C” or better grade was obtained, unit members will be paid an additional **\$75** on the salary guide for each six (6) college or in-service credits earned.
- 4c. Any secretary taking a course approved by the C.S.A. shall receive 100% tuition reimbursement. A cap of sixteen hundred dollars will be set for each year of this agreement. For each six (6) college credits earned, a secretary shall receive a one-time lump sum bonus of \$125.
- 4d. Two groups of aides define the “teacher assistant differential group”. They are:
 - 1. Autistic classroom program and personal assistants both part-time and full time (not Assistants for autistic fully mainstreamed) for whom this is their regular assignment.
 - 2. Multiple disabled classroom program and personal assistants both part-time and full time for whom this is their regular assignment.
 Assistants in the above group will receive a salary differential of \$1.00 per hour.
- 5. Salary increases shall be effective September 1 and February 1 upon approval of credits by the Superintendent. If credits are earned prior to those dates, but credit approval is delayed they will be made retroactive to those dates.
- 6. Teacher education courses taken within the Sussex Wantage school district and sponsored by the Board of Education shall carry in-service credits applicable to the salary guide.
- 7. Payment for extra curricular duties shall be by separate check.
- D. 1. The Board shall pay for employee Hospitalization, Major Medical and extended coverage through Blue Cross or other N.J. approved insurance company providing benefits are at least equal to those of the N.J. Public School Employees State Health Benefit Plan. The Board will pay full family coverage for each eligible employee desiring the above. PPO appropriate health insurance coverage (single, husband/wife, family) for all employees entitled to coverage for the first three years of employment.
- 2. The Board shall pay for full family coverage for a dental plan, including orthodontic benefits (50/50 co-payment) with a 70/30 co-payment for basic benefits.
- 3. The Board shall pay for full family coverage for a co-payment prescription plan as follows:
 - 2002-2003 - \$10 brand, \$5 generic, \$0 mail order
 - 2003-2004 - \$15 brand, \$10 generic, \$0 mail order
 - 2004-2005 - \$15 brand, \$10 generic, \$0 mail order

4. The Board will supply each employee with a copy of the health benefit plan and coverage.
- E. The Superintendent shall permit representation of the New Jersey Education Association approved disability income protection provider plan to meet with teachers after school hours for the purpose of enrolling new members to adjust their coverages at faculty meetings in a district or building or building level at the request of the Association. Requests for such meetings shall be made no more than once a year. It is agreed that the representatives shall be permitted a minimum of twenty (20) minutes and a maximum of thirty (30) minutes for this meeting.
- F. Custodial/Maintenance Stipends
1. Newly hired custodial employees shall be required to have or obtain within one year of employment a Black Seal License. Existing custodians are required to obtain a Black Seal License at some time during the term of this agreement. Payment of \$325 upon earning of Black Seal License and additional \$425 shall be provided in any year which Black Seal License is renewed payable upon proof of renewal. Professional release time with pay shall be granted to custodians for the purpose of obtaining a Black Seal License.
 2. Payment of an additional \$500 shall be provided per year for high pressure in charge license as long as it is a requirement in district (over 110 H.O. Boiler).
 3. Distribution of overtime shall be offered on an equity basis so as to provide equal opportunity for all employees to work overtime. The work shall be within job description and provided the employee is qualified to do the scheduled work.
 4. Reimbursement for mileage shall follow the prevailing IRS rate for use of personal vehicle.
 5. All hours in excess of forty (40) per week shall be paid at the overtime rate. All days granted as paid under the Articles of this agreement will be counted as if worked for the purpose of calculating over time in excess of forty (40) hours.
 6. Saturday work shall be at one and one half (1 ½) times the regular rate.
 7. Employees shall be furnished, by the Board, tools and equipment to complete their tasks.
 8. The cost of tuition fees and other annual costs related to securing and maintaining a Black Seal license shall be paid by the Board.
 9. The district shall provide uniforms as follows: a) two long and two short sleeve button

shirts annually; b) five tee shirts annually; c) five long leg pants annually; d) two short pants annually; e) one winter coverall and one jacket issued in alternating years starting 2002-2003; f) upon presentation of receipt, employees will be reimbursed up to \$100 per year for safety shoes. Uniforms shall be worn by all custodians on all shifts during the course of the school year. Clothing and shoe reimbursement, subject to receipt, paid no later than September 1st of each school year.

10. Call out time shall be given to any custodian/maintenance recalled to work outside of their normal shift (not overtime added to normal shift but a recall to the work site). Employees shall be paid a minimum of four and one half (4 ½) hours at the overtime rate as compensation. Time worked in excess of four and one half (4 ½) hours shall be paid at the overtime rate for all hours worked.

G. Bus Drivers

1. Extra earnings over and above the base contracted schedule will be equalized to the extent possible without restricting the Board's right to make assignments based on emergent or special needs. Extra assignments will be visibly posted in the transportation office within two (2) days after assignment.
2. In the event of an extended absence which exceeds two (2) weeks, existing employees will be offered the absent employee's position for the duration of the absence.
3. Any substitute hired for a period of more than thirty (30) consecutive days will be paid at the per-diem rate beginning on the thirty-first (31) day.
4. Bus drivers will not be required to secure their own substitutes.
5. Drivers will receive time and one-half for Saturday, holiday, any night work., and all trips forty (40) miles or more from the district.
6. The Board shall pay for any physical required by the state.

- #### H.
1. A teacher who retires in order to receive immediate benefits in accordance with T.P.A.F. regulations and has fifteen (15) or more years service in the district shall be eligible for payment for unused sick leave. Payment, at the per diem rate of the retiring teacher, shall be based on one day credit for every three (3) unused sick days. The maximum amount of this benefit for individual teachers shall be \$9,530. For Custodian\Maintenance, Secretaries, Program Assistants and Personal Assistants payment shall be \$9,000. For Bus Drivers payment shall be \$4,650.
 2. Teacher Assistants: who retire to receive immediate benefits in accordance with PERS regulations will receive a \$600 severance stipend providing they have fifteen years (15) service in the district and \$1,000 for twenty years (20) in the district.

ARTICLE XI EMPLOYEE ASSIGNMENT

- A.
 1. All employees shall be given written notice of their salary schedules, including years of experience, class and/or subject assignments for the forthcoming year, not later than date as per state law. In the event that changes in class, building room or subject assignments are required after this date, the teacher shall be notified by the Superintendent as soon as possible.
 2. The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the teacher was employed.
 3. Schedules of teachers who are assigned to more than one school shall be arranged so that no such teacher shall be required to engage in an unreasonable amount of interschool travel. Such teachers shall be notified of any changes in their schedules as soon as possible. Their travel shall be reimbursed at the IRS rate.
 4. With regard to employees traveling between buildings, the allotted travel time to go from one building to another will be mutually agreed upon by the teacher and administrator.

ARTICLE XII - HOME INSTRUCTION AND FEDERAL PROGRAMS

- A. All openings for positions in the home teaching, federal projects, and other programs (including non-teaching positions for which such teachers may be qualified and eligible) shall be adequately publicized by the Superintendent.
- B. Teachers employed in the Sussex Wantage Regional School District shall have priority to such assignments before appointment of applicants from outside the district.
- C. Each teacher shall be reimbursed for home tutoring at the state rate approved for the previous year. If district employees cannot be found to fill the position, outside teachers may be hired at a rate of two dollars per hour less than the state reimbursement rate.
- D. State pay rates for home tutoring shall be posted in each building at the beginning of each school year, and each time rate changes occur.

ARTICLE XIII - TEACHER EVALUATION

- A.
 - 1. All monitoring or observations of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address audio systems, and similar surveillance devices shall be strictly prohibited.
 - 2. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
 - 3. A teacher shall be given a copy of any official class visit or evaluation report prepared by his evaluators within seven (7) days after evaluation. No such report shall be submitted to the Central Office, placed in the teacher's file or otherwise acted upon without the teacher having a copy of the observation. Observations of a teacher, relative to discipline, may be made without an official classroom visit.
- B.
 - 1. No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the teacher has had an opportunity to review the material. The employee shall acknowledge that he/she had the opportunity to review such materials by affixing his signature to the copy to be filed with the express understanding that such contents thereof and refusal to sign does not keep it out of his file. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
 - 2. Although the Board agrees to protect the confidentiality of personnel references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.
- C.
 - 1. Any complaints regarding an employee made to any member of the administration by any parent, student, or other person shall be promptly investigated. The EMPLOYEE shall be given an opportunity to respond to and/or rebut such complaint.
- D.
 - 1. Prior to annual evaluation report, the immediate supervisor of a non-tenure employee shall have had appropriate communication including, but not limited to, all steps in section 2 below, with said employee regarding his performance.
 - 2. Supervisory reports shall be presented periodically in accordance with the following procedures:
 - a. Such reports shall be issued in the name of the appropriate supervisor based upon a compilation of reports, of observation, and discussions with any or all supervisory personnel who come into contact with the employee.

- b. Such reports shall be addressed to the employee.
- c. Such reports shall be written in narrative form and shall include when pertinent:
 - 1. Strengths of the employee as evidenced during the period since the previous report.
 - 2. Weaknesses of the employee as evidenced during the period since the previous report.
 - 3. Specific suggestions as to measures which the employee might take to improve his performance in each of the areas wherein weaknesses have been indicated.
- d. Such supervisory reports are to be provided for non-tenure teachers at least three (3) times each year and these reports are to be discussed in a conference with the teacher.
- e. Final evaluation of an employee upon termination of his employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such employee after severance.

The employee shall be given a copy of any visit or evaluation prepared by their evaluator at least one day before any conference to discuss the report.

ARTICLE XIV - EMPLOYEE FACILITIES

- A. The Board, in so far as possible, will make available for teachers for school purposes:
1. Space in each classroom in which teachers may store instructional materials and supplies.
 2. A teacher work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
 3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the exclusive use of employees as a faculty lounge. Although employees shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge, it shall be regularly cleaned by the school custodial staff.
 4. Well-lighted and clean employees' rest rooms, separate for each sex and separate from the students' rest rooms shall be provided.
 5. An adequate communication system in each school.
 6. Clocks, bells, and proper lighting in each classroom and the employees' lounges.
 7. Appropriate room and facilities for employees who work in more than one building shall be assigned to them in each school to permit effective discharge of their responsibility to pupils in more than one building.
 8. The Association has the right to put in vending machines in employee's room at the Association expense. Profits will go to the Association. Association shall have sole responsibility for the machines.
 9. A pay telephone shall be made available in each school in a place agreeable to the Association.

ARTICLE XV - TEMPORARY LEAVES OF ABSENCE

A. As of the beginning of each school year, employees may be entitled to the following temporary non-cumulative leaves of absence with full pay.

1. Up to two (2) days for the purpose of visiting other schools, attending meetings or conferences of an educational nature, with reimbursement for overnight accommodations, upon superintendent's recommendation and the approval of the board of education. Request for leave to be made no less than five (5) days prior to the regular monthly board meeting. When the board of education cannot act in a timely fashion upon request for professional days, the superintendent, with approval of the personnel and policy committee, shall act upon said request.

Upon return from a professional day, teachers shall submit a short written report on a standardized form and may be required to make an oral presentation, at the principal's request, to share the benefits of the professional day with other teachers.

2. Up to two (2) days for two (2) representatives of this Association to attend conferences and conventions of state and national affiliated organizations, upon superintendent's recommendation and the approval of the board of education. Request for leave to be made no less than five (5) days prior to the regular monthly board meeting.
3. Other leaves of absence with pay may be granted for good reason upon application to superintendent and approval of the board of education. Request for leave to be made no less than five (5) days prior to the regular monthly board meeting.

B. As of the beginning of each school year, employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay.

1. Time necessary for appearance in any legal proceeding connected with the employee's employment or with the school system.
2. Time necessary for jury duty.
3. Up to five (5) days in each case in the event of death of spouse, child or parent, three (3) days for grandparent, parents-in-law, brothers, or sisters.
4. Up to three (3) days for serious illness or accident in an employee's immediate family. Unused days of this nature are permitted to be converted into accumulated sick days at the end of each year.

5. Employees shall be granted one day per year in the event of death of an employee's friend or relative outside the employee's immediate family as defined in item 3.
 6. In the event of the death of an employee or student in the Sussex Wantage School District, the principal or immediate superior of said employee or student shall grant to an appropriate number of employees sufficient time off to attend the funeral.
 7. Time necessary for persons called into temporary active duty of any unit of the United States Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. A teacher shall be paid his regular pay in addition to any pay which he/she received from state or federal government.
- C. Leaves taken pursuant to sections A and B above shall be in addition to any sick leave to which the employee is entitled. Each employee has eleven (11) sick days per year cumulative. An additional sick day will be granted for all twelve (12) month "certified" employees. A twelve (12) month employee will be defined as those "certified" employees working 36 days over the regular teaching calendar. Custodial\maintenance shall be granted twelve sick days yearly, cumulative.
- D. The Board of Education may grant up to five (5) days leave of absence with pay needed at the end of the school year and/or at the beginning of a school year, as may be required to attend summer school classes and/or to travel to the place where such classes are to be held, upon the recommendation of the superintendent. Salary for substitute employee's pay for this period shall be deducted from the employee's salary.
- E. Two days for personal reasons - non-cumulative - shall be given to each employee. Five days written notice shall be given except in the case of emergencies. One of the two personal days cannot be used before or after a scheduled recess or during the last two weeks of the school year.
1. One hundred fifty dollars (\$150) shall be given each teacher who, at the close of the school year, has not used any of the two (2) personal days.
 2. Seventy-five dollars (\$75) shall be given each teacher who, at the close of the school year, has used only one personal day.
 3. Secretarial, Custodial, Maintenance personnel: Unused personal days will be reimbursed on the first step of the existing guide on each employees' designated position. Bus drivers will be reimbursed unused personal days at their daily rate of pay.
 4. Assistants, RNs, LPNs and Student Assistors: reimbursement for unused personal days at per diem rate of step one of approved guide.

5. Student Assistor's also eligible for one professional day per year.
 6. Assistants, Student Assistors and Secretaries may be granted up to two professional days with Board approval.
- F. Teachers shall not be charged for the use of a day under any of the above sections when receiving recognition under the Governor's Recognition Program or recognized by other professional or civic organizations.
- G. Employees shall be given a written accounting of accumulated sick leave days no later than September 20th of each year. Corrections to written accounting of accumulated sick days shall be acknowledged in writing within twenty (20) days of their receipt.

ARTICLE XVI - EXTENDED LEAVES OF ABSENCE

- A. Two employees designated by the Association shall, upon request, be granted a leave of absence without pay for up to one year for the purpose of engaging in activities of the Association or its affiliates upon application to the Superintendent and the approval of the board of education.
- B. Military leave, without pay, shall be granted to any tenure employee who is inducted or enlists in any branch of the armed forces of the United States for the period of same induction or initial enlistment.
- C. The board shall provide for leaves of absence, in accordance with law and the policies of this board, for any employee of this district whose absence from duties will be required for a foreseeable event of disability, such as, childbirth or surgery.

1. Effect of Anticipated Disability upon Employment.

- a. Notice. An employee shall notify his or her supervisor of the anticipated disability as soon as he or she is under medical supervision for the condition and a date is projected for the anticipated disability.
- b. Certification of Fitness. The employee shall present to his or her supervisor a written statement by his or her physician of the employee's physical capacity to perform duties assigned at the time of notification.

The district need not assume that an employee's statement or his or her physician's statement establishes fitness conclusively, but may require a review and examination by the school physician or a physician selected by the district and paid for by the board.

In the event the physician of an employee shall be of a contrary opinion to that of the physician selected by the district, then the school physician and the employee's physician shall agree upon an impartial third physician whose medical opinion shall be conclusive and binding on the issue of medical capacity to continue in the performance of duties, and the board shall incur the expense.

If, as a result of such examination, the employee is found to be fit to perform assigned duties, he or she may do so or request a leave of absence in accordance with Part C.3 below.

If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave with such compensation to which he or she is entitled under the sick leave policies of this board until proof of recovery satisfactory to the board is furnished.

2. Employee Request for Additional Leave for Reasons of Disability

Any employee may request disability leave of absence to commence before the board requires that he or she leave or to extend to the end of the next succeeding academic year beyond the period of absence required by the Board following disability. Such request shall be accompanied by a written statement of the employee's physician certifying that he or she is unable to perform the duties of his or her position.

Such disability leave shall be subject to the policies of this board for sick leave.

3. Employee Request for Additional Leave for Reasons Not Related to Disability.

An employee may request leave of absence to commence before the board requires that he or she leave or to extend beyond the period of absence required by the board following disability. Such request shall be subject to the Board's policy on leave of absence, and the leave, when granted, shall be without pay.

- D. Any employee adopting an infant child may receive similar leave which shall commence upon his or her receiving defacto custody of said infant, or earlier if necessary to fulfill the requirement of adoption.
- E. A leave of absence without pay to any employee to campaign for or serve in a public office, or to campaign for a candidate for a public office other than himself/herself.
- F. Other leaves of absence without pay may be granted for a good reason.
- G. All benefits to which a tenure employee was entitled at the time his leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility shall be restored to him/her upon his return. Also, he/she shall be assigned to the same position which he/she held at the time said leave commenced if available or, if not, to a substantially equivalent position.
- H. All requests for leaves, leave extensions or renewals must be applied for in writing to the superintendent. Leaves recommended by the superintendent must be approved by the Board and written notice of approval given to the employee.
- I. All extended leaves of absence are limited, for teaching staff, to tenured employees. Non certified staff shall not be excluded from extension.
- J. In case of continued illness the Board of Education will grant leave of absence of one year from the termination of regular sick leave as stipulated in Article 15.

ARTICLE XVII - SABBATICAL LEAVE

- A. A sabbatical leave may be granted to a teacher by the board of education for study, including study in another area of specialization, subject to the following conditions and as long as it applies to classroom teaching.
1. Leaves may be granted to a maximum of two per year, one each semester or one staff person for the entire year.
 2. Requests for sabbatical leave must be received by March 1st preceding leave for the next school year. Action to be taken by April 1 of the same year. For budget purposes a letter of intent should be received by the Superintendent by November 1st preceding the leave year.
 3. The teacher has completed at least seven full school years of service in the Sussex Wantage School District.
 4. A teacher on a sabbatical leave, for one year, shall be paid by the Board at fifty percent of the salary rate which he/she would have received if he/she had remained on active duty. A teacher may receive a sabbatical leave for a half year at full pay.
 5. Sabbatical leaves other than for study may be granted as follows:
 - a. If such absence will benefit the school district education program. (Examples: An internship program in an open school environment, a teacher exchange program study and or implementation of state or federal program or other curricular development.)
 - b. After consultation between the teacher and the Superintendent to determine a recommendation to the board of education.
 - c. At no time during a sabbatical is a teacher to receive a total stipend in the form of salary and/or grants-in-aid beyond his entitlement on the salary guide.
 - d. Sabbatical leave granted for reasons other than study shall be taken outside the school district.
 6. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of absence.
 7. For a teacher taking a sabbatical leave, the teacher must sign a legal document agreeing to return to a teaching position in the district for at least two (2) years following sabbatical. If deciding not to return, all salary paid while on sabbatical leave must be paid to the school district. If the teacher does not complete the two years, a pro-rated share of the salary paid while on sabbatical leave must be paid to the school district.

ARTICLE XVIII - THE BOARD AGREES

- A. Upon application to the Superintendent and the approval of the Board of Education, to pay full tuition and other reasonable expenses incurred for any courses, workshops, seminars, conferences, in-service training, and other such sessions which an employee is required or requested by the Administration to take except employees taking courses for certification.
- B. The Superintendent and Administration are to cooperate with the Association in arranging in-service courses, workshops conferences and programs designed to improve the quality of instruction with approval of the Board of Education.
- C. A school nurse shall be scheduled to be in each building for the entire school day.
- D. That copies of this agreement shall be printed at Board expense, after agreement of the Association on format, within thirty (30) days after this agreement is signed. The agreement shall be presented to all employees currently and hereafter employed.

ARTICLE XIX - PERSONAL AND ACADEMIC FREEDOM

- A. Employees shall be entitled to full rights of citizenship, and no religious or political activities of any employee or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such employee providing said activities do not violate any local, state or federal law.

ARTICLE XX - DEDUCTION FROM SALARY

- A.
 - 1. The Board agrees to deduct from the salaries of its employees dues for the Sussex Wantage Education Association, the Sussex County Education Association, the New Jersey Education Association or the National Education Association. Such deductions

shall be made in compliance with Chapter 310. Public Laws of 1967 (NJSA 52:14-159C) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Sussex Wantage Education Association by the 15th of each month following the monthly pay period in which deductions were made. Employee authorization shall be in writing to the Secretary of the Board of Education.

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues.
 3. Authorization for dues deduction may be received under rules established by the State Department of Education.
 4. The filing of notice of an employee's withdrawal of dues deduction shall be according to rules established by the State Department of Education.
- B.
1. If a bargaining unit member does not become a member of the Association effective October 1, of each year, or during the course of the year, or if he or she is a new employee, said unit member shall be required to pay a representation fee to the Association for that membership year. The purpose of the fee is to offset the cost of services rendered by the Association, exclusive of the fees related to partisan political activities or causes or ideological positions only incidently related to terms and conditions of employment and all benefits available only to members of the majority representative.
 2. Prior to October 1 of each year the Association will certify to the Board in writing the amount of the regular membership dues charged by the Association. The representation fee paid by non members will not exceed 85% of membership dues, initiation fees and assessments.
 3. Prior to October 1, the treasurer of the Association shall submit to the Board Secretary a list of employees who have not become members. The Board will commence deducting the representation fee in the October paycheck and transmit it to the Association.
 4. If an employee terminates his employment or is terminated by the Board, it is agreed that his representation fee is considered paid in full, as it is with payment of dues, via payroll deductions, for Association members. As near as possible, the process of collecting and distributing the representation fee shall follow the normal dues deduction process.
- 34
5. On the last working day of each month, the Board will submit to the Association treasurer a list of all employees who began their employment in the unit during the previous 30 days. The list will include names, date of employment, and assignment.

The Board agrees to advise each new applicant of his right to join the Association or to

have a representation fee deducted from his check according to paragraph B.1 of this article.

6. The Association is establishing and will maintain a demand and return system as required by N.J.S.A. 34: 13A-5.6. A sufficient number of copies of the Association's demand and return system shall be provided to the Board which will enable the Board to comply with paragraph B.3 of this Article.
7. The Association agrees to indemnify and hold the employer harmless against any liability course of action or claims of loss whatsoever arising as a result of said deductions.

ARTICLE XXI - DURATION OF AGREEMENT

- A. This Agreement shall be effective July 1, 2002, and shall continue in effect until June 30, 2005, subject to the Association and Board right to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the Association has caused this Agreement to be signed by its president and attested by its secretary all in the day and year first above written.

Sussex Wantage Education
Association

Sussex Wantage Regional
Board of Education

BY _____
Its President

BY _____
Its President

BY _____
Its Secretary

BY _____
Its Secretary

SUSSEX-WANTAGE REGIONAL
BOARD OF EDUCATION
TEACHER SALARY GUIDE
2002/2003

Step	BA	BA+10	BA+20	BA+30	MA	MA+15	MA+30
1	38,810	39,460	40,110	40,750	42,050	44,770	47,490
2	39,280	39,930	40,580	41,220	42,520	45,240	47,960
3	39,750	40,400	41,050	41,690	42,990	45,710	48,430
4	40,240	40,890	41,540	42,180	43,480	46,200	48,920
5	40,740	41,390	42,040	42,680	43,980	46,700	49,420
6	41,250	41,900	42,550	43,190	44,490	47,210	49,930
7	41,760	42,410	43,060	43,700	45,000	47,720	50,440
8	42,270	42,920	43,570	44,210	45,510	48,230	50,950
9	44,270	44,920	45,570	46,210	47,510	50,230	52,950
10	47,010	47,660	48,310	48,950	50,250	52,970	55,690
11	50,150	50,800	51,450	52,090	53,390	56,110	58,830
12	53,500	54,150	54,800	55,440	56,740	59,460	62,180
13	57,070	57,720	58,370	59,010	60,310	63,030	65,750
14	60,880	61,530	62,180	62,820	64,120	66,840	69,560
15	64,940	65,590	66,240	66,880	68,180	70,900	73,620

Longevity after the completion of year of service:

15 - 19	\$ 900
20 - 24	\$2000
25+	\$2700

* Staff members shall progress one step on guide each year

SUSSEX-WANTAGE REGIONAL
BOARD OF EDUCATION
TEACHER SALARY GUIDE
2003/2004

Step	BA	BA+10	BA+20	BA+30	MA	MA+15	MA+30
1	39,690	40,350	41,020	41,670	43,000	45,770	48,550
2	40,160	40,820	41,490	42,140	43,470	46,240	49,020
3	40,630	41,290	41,960	42,610	43,940	46,710	49,490
4	41,100	41,760	42,430	43,080	44,410	47,180	49,960
5	41,590	42,250	42,920	43,570	44,900	47,670	50,450
6	42,090	42,750	43,420	44,070	45,400	48,170	50,950
7	42,600	43,260	43,930	44,580	45,910	48,680	51,460
8	43,110	43,770	44,440	45,090	46,420	49,190	51,970
9	45,840	46,500	47,170	47,820	49,150	51,920	54,700
10	48,750	49,410	50,080	50,730	52,060	54,830	57,610
11	51,840	52,500	53,170	53,820	55,150	57,920	60,700
12	55,130	55,790	56,460	57,110	58,440	61,210	63,990
13	58,630	59,290	59,960	60,610	61,940	64,710	67,490
14	62,350	63,010	63,680	64,330	65,660	68,430	71,210
15	66,290	66,950	67,620	68,270	69,600	72,370	75,150

Longevity after the completion of year of service:

15 - 19	\$ 900
20 - 24	\$2000
25+	\$2700

* Staff members shall progress one step on guide each year

SUSSEX-WANTAGE REGIONAL
BOARD OF EDUCATION
TEACHER SALARY GUIDE
2004/2005

Step	BA	BA+10	BA+20	BA+30	MA	MA+15	MA+30
1	40,620	41,290	41,980	42,640	44,000	46,830	49,670
2	41,090	41,760	42,450	43,110	44,470	47,300	50,140
3	41,560	42,230	42,920	43,580	44,940	47,770	50,610
4	42,030	42,700	43,390	44,050	45,410	48,240	51,080
5	42,500	43,170	43,860	44,520	45,880	48,710	51,550
6	42,990	43,660	44,350	45,010	46,370	49,200	52,040
7	43,490	44,160	44,850	45,510	46,870	49,700	52,540
8	45,960	46,630	47,320	47,980	49,340	52,170	55,010
9	48,570	49,240	49,930	50,590	51,950	54,780	57,620
10	51,330	52,000	52,690	53,350	54,710	57,540	60,380
11	54,250	54,920	55,610	56,270	57,630	60,460	63,300
12	57,330	58,000	58,690	59,350	60,710	63,540	66,380
13	60,590	61,260	61,950	62,610	63,970	66,800	69,640
14	64,040	64,710	65,400	66,060	67,420	70,250	73,090
15	67,690	68,360	69,050	69,710	71,070	73,900	76,740

Longevity after the completion of year of service:

15 - 19	\$ 900
20 - 24	\$2000
25+	\$2700

* Staff members shall progress one step on guide each year

SUSSEX-WANTAGE REGIONAL
BOARD OF EDUCATION
CO-TEACHERS GUIDE

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
1	19.90	20.80	21.73
2	20.63	21.56	22.53
3	21.02	21.96	22.95

Tenured staff shall be placed on the teacher guide and pro-rated for hourly rate

Each employee shall progress one step each year.

**Stipend Generating Activities
2002-2003**

Co-Curricular Activities	
Activity	Stipend
Basketball Coach - Girls	2214
Basketball Coach - Boys	2214
Track Coach - Girls	2214
Track Coach - Boys	2214
Track Coach - Cross Country	1512
Cheerleading	2214
Volleyball	2214
Intramural Sports - Fall	1512
Intramural Sports - Spring	1512
Bowling Club Moderator	870
Ski Club Moderator	870
Swim Club Moderator	870
Tennis Club Moderator	1166
Musical Director/Drama Coach	1571
Musical Assistant Director/Choreog.	1166
Choreographer	930
Technical (Business) Director	930
Musical Writing Club Moderator	870
Yearbook Moderator	2078
Yearbook Photographer	1166
Student Council Moderator	2078
Art Club Moderator	1166
Artisan Club Moderator	870
Science Club Moderator	870
Fundraising Moderator	854
Non school day Activity/overnight	150
Curricular Activities	
Activity	
Channel One Coordinator	1403
Literary Magazine Coordinator	1730
Team Leaders - Middle School	1300
Curriculum Council Member	1300

**Stipend Generating Activities
2003-2004**

Co-Curricular Activities

Activity	Stipend
Basketball Coach - Girls	2347
Basketball Coach - Boys	2347
Track Coach - Girls	2347
Track Coach - Boys	2347
Track Coach - Cross Country	1603
Cheerleading	2347
Volleyball	2347
Intramural Sports - Fall	1603
Intramural Sports - Spring	1603
Bowling Club Moderator	922
Ski Club Moderator	922
Swim Club Moderator	922
Tennis Club Moderator	1236
Musical Director/Drama Coach	1665
Musical Assistant Director/Choreog.	1236
Choreographer	986
Technical (Business) Director	986
Musical Writing Club Moderator	922
Yearbook Moderator	2203
Yearbook Photographer	1236
Student Council Moderator	2203
Art Club Moderator	1236
Artisan Club Moderator	922
Science Club Moderator	922
Fundraising Moderator	905
Non school day Activity/overnight	159

Curricular Activities

Activity	
Channel One Coordinator	1487
Literary Magazine Coordinator	1834
Team Leaders - Middle School	1378
Curriculum Council Member	1378

**Stipend Generating Activities
2004-2005**

Co-Curricular Activities	
Activity	Stipend
Basketball Coach - Girls	2347
Basketball Coach - Boys	2347
Track Coach - Girls	2347
Track Coach - Boys	2347
Track Coach - Cross Country	1603
Cheerleading	2347
Volleyball	2347
Intramural Sports - Fall	1603
Intramural Sports - Spring	1603
Bowling Club Moderator	922
Ski Club Moderator	922
Swim Club Moderator	922
Tennis Club Moderator	1236
Musical Director/Drama Coach	1665
Musical Assistant Director/Choreog.	1236
Choreographer	986
Technical (Business) Director	986
Musical Writing Club Moderator	922
Yearbook Moderator	2203
Yearbook Photographer	1236
Student Council Moderator	2203
Art Club Moderator	1236
Artisan Club Moderator	922
Science Club Moderator	922
Fundraising Moderator	905
Non school day Activity/overnight	159
Curricular Activities	
Activity	Stipend
Channel One Coordinator	1487
Literary Magazine Coordinator	1834
Team Leaders - Middle School	1378
Curriculum Council Member	1378

SUSSEX-WANTAGE REGIONAL
BOARD OF EDUCATION
STUDENT ASSISTOR HOURLY RATE

<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
16.07	16.79	17.55

SUSSEX-WANTAGE LICENSED PRACTICAL NURSES

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
1	15.75	16.19	16.63
2	16.12	16.66	17.13
3	16.38	17.03	17.61
4	18.60	17.29	17.97
5	19.08	19.51	18.24
6	19.86	19.99	20.46
7	20.76	20.77	20.93
8	21.44	21.67	21.72
9	22.07	22.35	22.61
10	22.73	22.98	23.29

Each employee shall progress one step up guide each year.

Longevity: Upon completion of 10 years \$250
 Upon completion of 15 years \$500
 Upon completion of 20 years \$1,000

SUSSEX-WANTAGE REGISTERED NURSES *

	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
1	18.00	18.50	19.00
2	18.42	19.04	19.58
3	18.72	19.46	20.12
4	21.26	19.76	20.54
5	21.80	22.30	20.84
6	22.70	22.84	23.38
7	23.72	23.74	23.92
8	24.50	24.76	24.82
9	25.22	25.54	25.84
10	25.98	26.26	26.62

Each employee shall progress one step up guide each year.

Substitute hourly rate \$16.40

Longevity: Upon completion of 10 years \$250
 Upon completion of 15 years \$500
 Upon completion of 20 years \$1,000

*other than School Nurses

SUSSEX-WANTAGE SECRETARIES
2002-2003

	<u>Secretaries</u>	<u>Admin. Secretaries</u>	<u>Bookkeepers</u>
A	14,909	19,882	24,081
B	15,351	20,460	24,788
C	15,793	21,038	25,495
D	16,248	21,665	26,254
E	16,716	22,292	27,030
F	17,197	22,952	27,841
G	17,691	23,612	28,669
H	18,198	24,387	29,514
I	18,731	25,031	30,394
J	21,461	26,829	31,274
K	22,072	28,644	32,171
L	22,696	30,443	33,068

2003-2004

	<u>Secretaries</u>	<u>Admin. Secretaries</u>	<u>Bookkeepers</u>
A	15,757	20,594	24,664
B	16,199	21,172	25,371
C	16,641	21,750	26,078
D	17,083	22,328	26,785
E	17,538	22,955	27,544
F	18,006	23,582	28,320
G	18,487	24,242	29,131
H	18,981	24,902	29,959
I	19,488	25,677	30,804
J	20,021	26,321	31,684
K	22,751	28,119	32,564
L	23,362	29,934	33,461

2004-2005

	<u>Secretaries</u>	<u>Admin. Secretaries</u>	<u>Bookkeepers</u>
A	16,663	21,364	25,305
B	17,105	21,942	26,012
C	17,547	22,520	26,719
D	17,989	23,098	27,426
E	18,431	23,676	28,133
F	18,886	24,303	28,892
G	19,354	24,930	29,668
H	19,835	25,590	30,479
I	20,329	26,250	31,307
J	20,836	27,025	32,152
K	21,369	27,669	33,032
L	24,099	29,467	33,912

Staff off guide shall receive:

\$1155 increase for 2002-2003
 \$1290 increase for 2003-2004
 \$1348 increase for 2004-2005

Hourly Rates:

Secretaries - salary – 1300 hours
 Adm.Sec. - salary – 1650 hours
 Bookkeepers - salary – 1725 hours

Longevity: Upon completion of 10 years \$250
 15 years \$500
 20 years \$1,000
 Staff shall progress up one step each year

SUSSEX-WANTAGE MAINTENANCE

	<u>2002/2003</u>		<u>2003/2004</u>		<u>2004/2005</u>	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	15.89	30,500	16.41	31,500	16.98	32,600
2	16.35	31,400	16.88	32,417	17.45	33,504
3	16.82	32,303	17.35	33,317	17.93	34,421
4	17.32	33,263	17.82	34,220	18.40	35,321
5	17.83	34,242	18.32	35,180	18.87	36,224
6	18.35	35,240	18.83	36,159	19.37	37,184
7	18.89	36,277	19.35	37,157	19.88	38,163
8	19.44	37,333	19.89	38,194	20.40	39,161
9	20.02	38,447	20.44	39,250	20.94	40,198
10	21.11	40,539	21.02	40,364	21.49	41,254
11	21.74	41,749	22.11	42,456	22.07	42,368
12	22.39	42,997	22.74	43,666	23.16	44,460
13	23.05	44,264	23.39	44,914	23.79	45,670
14	23.49	45,109	24.05	46,181	24.44	46,918
15			24.49	47,026	25.10	48,185
16					25.54	49,030

Longevity: Upon completion of 10 years \$250
 15 years \$500
 20 years \$1000

Salary base shown x 8 hrs x 240 days

Staff progress one step up each year on guide

SUSSEX-WANTAGE CUSTODIANS

	<u>2002/2003</u>		<u>2003/2004</u>		<u>2004/2005</u>	
	Hourly	Annual	Hourly	Annual	Hourly	Annual
1	9.85	18,920	10.27	19,726	10.72	20,586
2	10.06	19,320	10.48	20,126	10.93	20,986
3	10.26	19,704	10.69	20,526	11.14	21,386
4	10.43	20,030	10.89	20,910	11.35	21,786
5	10.76	20,664	11.06	21,236	11.55	22,170
6	11.86	22,776	11.39	21,870	11.72	22,496
7	12.36	23,736	12.49	23,982	12.05	23,130
8	13.16	25,272	12.99	24,942	13.15	25,242
9	14.06	27,000	13.79	26,478	13.65	26,202
10	14.61	28,056	14.69	28,206	14.45	27,738
11	15.76	30,264	15.24	29,262	15.35	29,466
12	17.01	32,664	16.39	31,470	15.90	30,522
13	17.71	34,008	17.64	33,870	17.05	32,730
14			18.34	35,214	18.30	35,130
15					19.00	36,474

Longevity: Upon completion of 10 years \$250
 15 years \$500
 20 years \$1000

	Annual	Hourly	Annual	Hourly	Annual	Hourly
Off Guide Increase to:						
Employee A	<u>2002-03</u> 40,577	21.13	<u>2003-04</u> 41,783	21.76	<u>2004-05</u> 43,043	22.42
Employee B	39,565	20.61	40,771	21.23	42,031	21.89

Salary base shown x 8 hrs x 240 days

Staff progress one step up each year on guide.

**SUSSEX-WANTAGE BUS DRIVERS
HOURLY RATE**

2002-2003	\$16.81
2003-2004	\$17.56
2004-2005	\$18.35

Longevity:

Upon completion of 10 years \$250

15 years \$500

20 years \$1000

SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT
31 Ryan Road, Wantage, NJ 07461

GRIEVANCE FORM

Grievance No. _____

To be completed and filed by the aggrieved person, association, president or grievance chairperson in accordance with paragraph C.4, Article III of the agreement between the Sussex Wantage Education Association and the Board of Education.

Date of Occurrence: _____ Date Filed: _____

Grievant's Name: _____

Immediate Supervisor: _____

Statement of Grievance:

Remedy Sought:

**SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT
CUSTODIAL & MAINTENANCE EMPLOYEE
HOLIDAY (12) SCHEDULE
2002-2003**

INDEPENDENCE DAY JULY 4, 2002

LABOR DAY SEPTEMBER 2, 2002

THANKSGIVING DAY NOVEMBER 28, 2002

THANKSGIVING RECESS NOVEMBER 29, 2002

CHRISTMAS EVE DECEMBER 24, 2002

CHRISTMAS DAY DECEMBER 25, 2002

NEW YEARS EVE DECEMBER 31, 2002

NEW YEARS DAY JANUARY 1, 2003

WINTER RECESS (2) FEBRUARY 14, 17, 2003

GOOD FRIDAY APRIL 18, 2003

MEMORIAL DAY (OBSERVED) MAY 26, 2003

**SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT
CUSTODIAL & MAINTENANCE EMPLOYEE
HOLIDAY (13) SCHEDULE
2003-2004**

INDEPENDENCE DAY JULY 4, 2003

LABOR DAY SEPTEMBER 1, 2003

THANKSGIVING DAY NOVEMBER 27, 2003

THANKSGIVING RECESS NOVEMBER 28, 2003

CHRISTMAS EVE DECEMBER 24, 2003

CHRISTMAS DAY DECEMBER 25, 2003

NEW YEARS EVE DECEMBER 31, 2003

NEW YEARS DAY JANUARY 1, 2004

WINTER RECESS (2) FEBRUARY 16, 17, 2004*

GOOD FRIDAY APRIL 9, 2004

LEAP YEAR (EXTRA DAY) APRIL 12, 2004*

MEMORIAL DAY (OBSERVED) MAY 24, 2004

*Subject to change when district calendar is approved.

**SUSSEX-WANTAGE REGIONAL SCHOOL DISTRICT
CUSTODIAL & MAINTENANCE EMPLOYEE
HOLIDAY (12) SCHEDULE
2004-2005**

INDEPENDENCE DAY(OBSERVED) JULY 5, 2004

LABOR DAY SEPTEMBER 6, 2004

THANKSGIVING DAY NOVEMBER 25, 2004

THANKSGIVING RECESS NOVEMBER 26, 2004

CHRISTMAS EVE DECEMBER 24, 2004

CHRISTMAS DAY (OBSERVED) DECEMBER 27, 2004

NEW YEARS EVE DECEMBER 31, 2004

NEW YEARS DAY (OBSERVED) JANUARY 3, 2005

WINTER RECESS (2) FEBRUARY 21, 22, 2005*

GOOD FRIDAY MARCH 25, 2005

MEMORIAL DAY MAY 30, 2005

*Subject to change when district calendar is approved.

The following modification to the 2002-2005 agreement between the Sussex-Wantage Regional Board of Education and the Sussex-Wantage Education Association has been agreed to by both parties and is in effect beginning _____ and will remain in effect for the life of this contract.

Citation: _____
Article, letter, number

Contract page: _____

Modification:

Authorizing Signature

Sussex-Wantage Board of Education

Sussex-Wantage Education Association