

AGREEMENT

between

RIVER EDGE EDUCATION

ASSOCIATION and

RIVER EDGE BOARD OF EDUCATION

covering the Period

July 1, 2023 through June 30, 2027

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JULY 1, 2023 - JUNE 30, 2027

PART I - ALL MEMBERS

ARTICLES I - XI

ARTICLE I
RECOGNITION

1.1 Unit

The Board hereby recognizes the Association as the exclusive representative for the collective negotiations concerning terms and conditions of employment for all certificated employees, custodians and maintenance employees and secretaries except for employees in the following positions which are excluded:

Superintendent
Principals and Supervisors
Board Secretary/Business Administrator
Paraprofessionals
District Office Staff and Bookkeeper
Supervisor of Buildings and Grounds
Director of Special Services
Director of Curriculum and Instruction
District Data Coordinator
District Technology Staff

1.2 Definition of Employees

Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer specifically to those employees identified in the negotiating unit defined above.

1.3 Board of Education Rights

The parties agree that the Board of Education reserves all rights, authority and responsibilities, in accordance with applicable laws, and regulations, not otherwise affected by the provisions of this agreement.

ARTICLE II
GRIEVANCE PROCEDURE

2.1 Definitions

A grievance is a claim by a member of this bargaining unit or the Association based on the interpretation application or violation of this agreement, policies or administrative decision affecting terms and conditions of employment.

However the "grievance" shall not apply to any matter (1) which is a complaint of a non-tenure teacher arising by reason of not being reemployed; (2) in matters where the board is without authority to act, and (3) neither shall the grievance procedure be invoked by any individual claiming tenure under the provisions of R.S. 18A:28-5 where charges have been brought against such individual pursuant to the provisions of the Tenure Employees Hearing Law, R.S. 18A:6- 10, et seq. In such cases, the procedure to be followed shall be that set forth in R.S. 18A:6-10 et seq.

Where a method of review is prescribed by law, an employee shall have the right to invoke the grievance procedure up to the hearing before the Board of Education, and upon determination being made by the Board, the procedure thereafter to be any petition filed with the Commissioner of Education.

The term "employee" shall mean any regularly employed individual, receiving compensation from the Board but shall not include the Superintendent, Principals, Supervisors Board Secretary/Business Administrator, District Administrative Assistants, Paraprofessionals, Supervisor of Buildings and Grounds, Bookkeeper, or Directors .

The term "representative" shall include the River Edge Education Association or any person designated by the River Edge Education Association or by the Board to act on its or their behalf and to represent it or them.

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.

The term "party" means an aggrieved employee, their 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.

The term "aggrieved employee" shall mean the employee or employees making the complaint.

2.2 Purpose

Any individual employee shall have the right to present a grievance affecting him. With respect to their personal grievances, they shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting their grievance or to designate a representative to appear with them at any step in their appeal. A minority organization shall not have the right to present or process a grievance.

Whenever the employee appears with a representative, the Board shall have the right to designate a representative to participate at any stage of the grievance procedure.

2.3 Procedure

Any aggrieved employee shall institute action under the provisions hereof within thirty (30) calendar days of the occurrence complained of, or within thirty (30) calendar days after they would reasonably be expected to know of its occurrence. Failure to act within said thirty (30) calendar days period shall be deemed to constitute an abandonment of the grievance.

A. Level One - Principal or Immediate Supervisor

Any employee who has a grievance shall discuss it orally with their immediate Supervisor in an attempt to resolve the matter on an informal basis. Where the immediate superior is below the rank of Principal, the Principal shall be notified and shall have the right to be present at and to participate in said hearing. A decision shall be rendered within five (5) school days.

B. Level Two - Board Secretary/Business Administrator (for secretarial, custodial and maintenance employees)

If, as a result of the informal discussion with the immediate supervisor, the grievance is not resolved to the employee's satisfaction within five (5) school days, the employee shall set forth their complaint in writing to the Board Secretary/Business Administrator within five (5) schools days specifying:

1. The nature of the grievance;

2. The nature and extent of the loss, injury or inconvenience;
3. The result of the previous discussion;
4. The basis of their dissatisfaction with the decision within five (5) school days of said hearing.

A copy of the employee's complaint to the Board Secretary/Business Administrator shall be furnished to the immediate supervisor of the aggrieved.

C. Level Three

Superintendent

If, as a result of the hearing with the Principal or Board Secretary/Business Administrator, the grievance is not resolved to the employee's satisfaction within five (5) school days, the employee shall set forth their complaint in writing to the Superintendent within five (5) school days specifying:

1. The nature of the grievance;
2. The nature and extent of the loss, injury or inconvenience;
3. The results of the previous discussion;
4. The basis of their dissatisfaction with the decision previously rendered.

A copy of the employee's complaint to the Superintendent shall be furnished to the Board Secretary/Business Administrator or the immediate supervisor of the aggrieved, whichever is applicable.

Within ten (10) school days from the receipt of the written grievance (unless a different period is mutually agreed upon), the Superintendent shall hold a hearing at which all parties concerned shall have the right to be heard. The Superintendent shall, within ten (10) school days of said hearing (unless a different period is mutually agreed upon), communicate a decision in writing to the employee and their representative, if there be one, and shall forward a copy of said decision to the immediate supervisor of the aggrieved employee.

D. Level Four

Board of Education

If the grievance is not resolved to the aggrieved employee's satisfaction, they may request a review by the Board. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board, such request by the employee to be made within ten (10) school days of the failure of the Superintendent to act or within ten (10) school days of receipt of the decision of the Superintendent. The Board, or a committee thereof, shall review the grievance, hold a hearing with the employee if requested by the employee, and render a decision in writing setting forth its reasons to the employee, and the employee's supervisor within twenty (20) school days (unless extended by mutual agreement of the parties) from the receipt of the grievance.

E. Level Five

Arbitration

If the employee is dissatisfied with the disposition of their grievance by the Board, they may request that the Association submit their grievance to arbitration pursuant to the rules and regulations established by the American Arbitration Association, on or not later than fifteen (15) school days following the receipt of the decision

If the Association determines to submit the grievance to arbitration, it shall do so. Failure to file within said time period shall constitute a bar to such arbitration (unless the time period within which to assert such a demand is extended by mutual agreement of the Association and the Board).

1. Within ten (10) school days after such request for arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the parties are unable to agree upon an arbitrator, they shall jointly request PERC to appoint an arbitrator.
2. The arbitrator shall confer with representatives of the Board and of the Association and shall proceed with a hearing and submit a written report in the shortest time possible setting forth their findings

of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be final and binding on the Board and the Association in matters specifically covered by this Agreement.

3. The costs of the services of the arbitrator, including per diem expenses and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.
4. If time is lost by any employee due to arbitration proceedings necessitating the retention of a substitute the Board of Education will pay only the cost of the substitute; the time lost by the employee must either be without pay or charged to personal time; however, if the arbitrator subpoenas an employee to attend the arbitration proceedings as a witness, this employee shall not suffer loss of pay.

2.4 Miscellaneous

An employee with a grievance for which they believe their immediate supervisor would not be able to provide relief may initially submit their grievance in writing to the Superintendent, or the Board Secretary in accordance with 2.3.B or 2.3.C. The Superintendent or Board Secretary may either refer the grievance back to the supervisor or accept the grievance at his/her level.

2.5 Failure to Communicate a Decision or to Appeal

Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

2.6 Extension of Time Limits

Since it is important that grievances be processed as rapidly as possible, the number of school 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 agreement.

2.7 Observation of Board Rules and Regulations

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.

2.8 Procedural Exception

In the event a grievance filed during the school year is filed at such time that it cannot be processed through all the steps in the grievance procedure by the end of the school year, then the time limits shall cease at the end of the year and pick up at beginning of the next school year.

If the grievance occurs between July 1 and Sept. 1, the aggrieved employee will have until September 30 to institute proceedings.

2.9 Employees Covered

All employees covered by this Agreement shall be entitled to the full procedure here in above set forth.

ARTICLE III **SALARIES**

3.0 The Board shall not discipline, reprimand, or reduce an employee in rank for a cause that is unreasonable, arbitrary and/or capricious.

3.1 Salaries & Guides

The Certified Staff Salary Guides are contained in Addenda A-1, A-2, A-3 and A-4. The Secretarial Staff Salary Guides are contained in Addendum B-1 and B-2. The Custodial Staff Salary Guides are contained in Addendum C-1 and C-2.

Effective July 1, 2023, all salary guides shall be increased by 3.5 % inclusive of increment. Effective July 1, 2024, all salary guides shall be increased by 3.25%, inclusive of increment. Effective July 1, 2025, all salary guides shall be increased by 3.25%, inclusive of increment. Effective July 1, 2026, all salary guides shall be increased by 3.25%, inclusive of increment.

Longevity provisions will be funded from the basic percentage increase over the bargaining base.

3.2 Semi-Monthly Pay Plan

Salary checks will be issued to all employees on the fifteenth and last day of every month, except when these are non working days. In the latter case, checks will be issued on the 1st working day preceding the regular pay day.

3.3 Voluntary Deduction from Salary

Each employee may elect to have as many as 5 voluntary deductions from his/her pay. The business office will deposit amounts deducted for the employee to accounts/funds as directed by the employee. These accounts/funds include but are not limited to 403B Tax Sheltered Annuities, credit unions, bank accounts, insurance premiums and voluntary payments to a pension fund. These funds shall be deposited no later than the 15th of the month following the pay period.

3.4 Child Care Leave

A teacher who works more than 50% of the workdays in a school year in which child care leave is taken shall advance one step on the guide from the step they were on when they left.

ARTICLE IV

LEAVES OF ABSENCE - NO DEDUCTION OF SALARY

4.1 PERSONAL ILLNESS

A. AWARD OF PAID DAYS FOR SICK LEAVE

1. Full Time Employees

10 Month employees will receive 10 sick leave days.

11 Month employees will receive 11 sick leave days*

12 Month employees will receive 12 sick leave days.

All sick leave days will be credited as of the first official day of the work year whether or not the employee reports for duty on that day.

Employees who resign or are granted an unpaid

leave of absence with an effective date prior to May 1 of the current year will have sick leave days reduced on a prorated basis of one per month not worked.

Illness is defined as absence from post of duty because of personal disability due to illness or injury, or because of exclusion from school by medical authority on account of contagious disease, or being quarantined for such disease in the immediate household.

At the discretion of the Superintendent or Board Secretary, a doctor's certificate may be requested for all cases of illness or injury; exceeding 3 days otherwise a full salary deduction may be made at the discretion of the board.

* All 11 month employees on staff as of June 30, 1993 will receive 12 sick leave days per year.

2. Part Time Employees

Part-time employees hired on or before May 15, 1995 who work less than five (5) days, shall receive full leave benefits. A full day will be deducted for each absence.

Any employee who is employed full-time on or before May 15, 1995 whose position is reduced from full time to part-time subsequent to that date shall receive full leave benefits (not prorated).

Any employee covered under the recognition clause of the Agreement between the Board and the Association who is employed part-time after May 15, 1995 shall have all of their leave benefits prorated. Part-time employees will have their leave benefits prorated by the percentage of time worked in relation to a full time employee.

All part time employees who work every day shall receive the full number of leave days with a "day defined as the number of hours in the employee's work day".

B. ACCUMULATION OF SICK LEAVE DAYS

All sick leave days not taken while employed in the River Edge School District shall be cumulative from year to year with no maximum limit.

C. ACCOUNTING FOR SICK LEAVE DAYS

Employees shall be entitled to a written accounting of their accumulated sick leave days no later than September 30th of each school year.

D. PAYMENT FOR UNUSED SICK DAYS

In accordance with NJSA 18A:30-3.6, teachers who resign and have at least ten years of active service (not including board approved unpaid leave) in the district shall receive pay for one-third of their unused sick days up to a maximum of eighty five days at a rate equal to 1/200 of yearly salary upon resignation. Secretarial and custodial employees who resign and have at least ten years of active service (not including board approved unpaid leave) in the district shall receive pay of one-third of unused sick days up to a maximum of eighty-five days at a rate equal to 1/220 of yearly salary (secretaries) and 1/240 of yearly salary (custodians) upon resignation.

The Board's maximum liability for the payment of unused sick days shall be Thirty Thousand Dollars (\$30,000) per year. Any amount remaining shall accumulate for a maximum of five times the Board's annual liability.

Payment of the benefit shall be made by July 31st immediately following a resignation received by January 31st of the preceding fiscal year. Employees who fail to give the required advance notice shall be paid on July 31st of the next fiscal year thereafter.

4.2 PERSONAL BUSINESS

A. AWARD OF PAID DAYS FOR PERSONAL BUSINESS

1. Full Time Employees

For personal business, subject to prior application to the Principal and approval by the Superintendent of Schools, three (3) days each year will be granted as earned, pro rata. One and one half (1.5) days may be used in the first half of the school year, or major portion thereof, and one and one half (1.5) days may be used in the second half of the school year, or major part thereof. If more than one and one half (1.5) personal days are used by an employee in the first half of the school year and a sick day has been utilized to cover such a personal day, the sick

day will be restored to the employee's sick day bank if the employee actively completes the second half of the school year.

2. Part Time Employees

Part time employees will receive the pro rata share of personal days appropriate to their contract as follows:

- 2/10 employees will receive 0.6 full personal days
- 4/10 employees will receive 1.2 full personal days
- 1/2 employees will receive 1.5 full personal days
- 6/10 employees will receive 1.8 full personal days
- 8/10 employees will receive 2.4 full personal days

A full day is defined as the work day for a full time teacher, secretary or custodian.

Part time employees whose work schedule requires them to work a full day will be charged for a full personal day. Part time employees whose work schedule requires them to work a portion of a full day will be charged for that portion of the day.

B. UTILIZATION OF PERSONAL DAYS

An employee may utilize personal days without explanation for personal business that can not be conducted after the work day. Personal days requested for June must provide a specific reason and will be approved by the Superintendent of Schools after review.

It is recognized that personal business days may be a necessity before or after a holiday any time during the year and such problem needs will be approved by the administration if the application is accompanied by an explanation.

C. ADDITIONAL PERSONAL DAYS

Upon exhaustion of the three personal leave days, additional personal days may be granted each school year at the discretion of the Superintendent, provided specific reasons are stated in the application for each day

D. UNUSED PERSONAL DAYS

At the end of each school year any unused personal days will be transferred to each individual employee's sick day account.

4.3 FAMILY ILLNESS

A. AWARD OF PAID DAYS FOR FAMILY ILLNESS

1. Full Time Employees

For illness in the employee's family, a period of absence of three (3) days per work year shall be granted (non-accumulative) and these three (3) days may be used for family illness as individual circumstances may warrant.

2. Part Time Employees

Part time employees hired after May 15, 1995 will receive the pro rata share of family illness days appropriate to their contract as follows:

- 2/10 employees will receive 0.6 full family illness days
- 4/10 employees will receive 1.2 full family illness days
- 1/2 employees will receive 1.5 full family illness days
- 6/10 employees will receive 1.8 full family illness days
- 8/10 employees will receive 2.4 full family illness days

A full day is defined as the work day for a full time teacher, secretary or custodian.

Part time employees whose work schedule requires them to work a full day will be charged for a full family illness day. Part time employees whose work schedule requires them to work a portion of a full day will be charged for that portion of the day.

4.4 DEATH IN FAMILY

A. AWARD OF PAID DAYS FOR DEATH IN FAMILY

1. Full Time Employees

Up to five (5) work days within a two week period shall be granted (non accumulative), as individual

circumstances may warrant, for death in the family. One (1) day at any one time shall be granted (non accumulative), as individual circumstances may warrant, for death of a non immediate family, including an aunt, uncle, niece, nephew, or grandparent-in-law.

2. Part Time Employees

Part time employees hired after May 15, 1995 will receive the pro rata share of death in family days appropriate to their contract as follows:

- 2/10 employees will receive 1.0 full death in family days
- 4/10 employees will receive 2.0 full death in family days
- 1/2 employees will receive 2.5 full death in family days
- 6/10 employees will receive 3.0 full death in family days
- 8/10 employees will receive 4.0 full death in family days

A full day is defined as the work day for a full time teacher, secretary or custodian.

Part time employees whose work schedule requires them to work a full day will be charged for a full family illness day. Part time employees whose work schedule requires them to work a portion of a full day will be charged for that portion of the day.

For the purpose of articles 4.3 and 4.4, "family" shall be understood to include parents, siblings, children, spouse, mother-in-law, father-in-law, grandparents, grandchildren, brother-in-law, sister-in-law, daughter-in-law, son-in-law. "Non-immediate family" shall be understood to include aunts, uncles, nieces, nephews, or grandparents in law or any person domiciled with the employee. Cases not covered herein may be appealed to the Superintendent.

ARTICLE V **HEALTH INSURANCE**

5.1 Health Care Plan

A. The Board shall provide a portion of the premiums, pursuant to N.J.S.A. 18A:16-17.1 and any amendments thereto, for any employee covered by this Agreement, or his immediate dependents who may elect to be covered thereunder, the following health care insurance:

The School Employees Health Benefit Program.

All eligible employees hired after July 1, 2020, shall be enrolled in the plans set forth in Ch. 44 and shall contribute toward health benefits in accordance with Ch. 44.

- B. The annual cash incentive to be provided to any employee waiving his/her medical benefits shall not exceed 25%, or \$5,000, whichever is less, of the amount saved by the Board because of the employee's waiver of coverage, pursuant to N.J.S.A. 52:14-17.31a.

The cash incentive shall be prorated for any employee who is employed for less than a full work year. The annual cash incentive will be paid in two (2) installments in December and June. The annual cash incentive is fully taxable and subject to all required withholding taxes. An employee will be permitted to re-enroll in the respective group insurance plans every July 1 or immediately if the employee provides proof of a life status change. If an employee re-enrolls during the year because of a life status change, the cash incentive will be prorated.

5.2 Dental Plan

The Board will pay 100% of premium for those employed after 6/30/93 when they are granted tenure or after 3 years continuous employment, whichever comes first. For teaching staff members hired on or after July 1, 2015, the Board will pay 100% of the premium for those teaching staff members who are granted tenure or have completed four (4) years of continuous employment, whichever comes first. New non tenured employees, including those employees hired on or after July 1, 2015, may purchase this coverage for themselves and their eligible dependents at the Board's cost. Effective July 1, 2004, the maximum benefit per individual per policy year shall be \$1,400 after satisfying a deductible of \$100. Said deductible applies to Basic and Major Services, but does not apply to Preventive Services as specified in the group dental plan summary dated April 7, 2000.

5.3 Period of Coverage

EFFECTIVE DATE OF COVERAGE

The effective dates of coverage for all eligible employees

shall be in accordance with the health insurance plan offered by the Board at that time.

CONTINUITY OF COVERAGE

Eligible ten and eleven month employees will be covered by all health insurance plans during the summer months and school breaks as long as they are actively and contractually employed.

TERMINATION OF COVERAGE - ALL ELIGIBLE EMPLOYEES

The coverage of an eligible employee and of an employee's eligible dependents shall terminate on the last day of the second month following the last month in which the employee received a salary payment.

5.4 Extension of Coverage

The Board, at its option, may extend the term of Article V beyond the term of this Agreement. However, the type of insurance coverage once agreed upon shall be changed only by mutual consent of the Board and the Association.

5.5 Continuation of Coverage

The Board will provide an opportunity for members of the bargaining unit to continue the insurance coverage provided here upon retirement, to the extent that the terms and conditions of the policies and contracts then in effect shall permit.

The retiree will be required to:

- a. Notify the Board Secretary/Business Manager of intention to continue coverage.
- b. Pay the complete yearly premium by the date specified by the Board Secretary/Business Administrator; and
- c. Take complete responsibility for notifying the Board Secretary/Business Manager of intent to continue coverage and payment for specific plans by the specified date.

ARTICLE VI
SCHOOL CALENDAR

6.1 Yearly School-Wide Professional Workshop

Four (4) full days during which pupils will not be in attendance will be provided in the school year for school-wide professional workshops. All certified personnel shall be in attendance at said workshops. Administrative Assistants, custodians and technology department personnel may be required to attend, where applicable in the sole judgment of the Superintendent. There shall be no professional workshops scheduled during the month of June excluding curriculum work.

ARTICLE VII
BUILDING COVERAGE

7.1 In order to provide professionally responsible coverage for each school, in absence of the school principal, the principals of the Cherry Hill and Roosevelt schools shall secure coverage from another administrator in the event they are to be absent for a full day or half a day.

ARTICLE VIII
STAFF ADVISORY COUNCIL/INSTRUCTIONAL COUNCIL

8.1 Advisory Council

A. Organization

An Advisory Council shall be established for the River Edge Elementary Schools and be maintained by the Superintendent and the Association President, both of whom shall serve as ex-officio members of the Council. The Superintendent and REEA will mutually agree upon up to 6 members as members to the Council. Each appointee will serve a two -year term.

B. Purpose

The Council shall be charged with the responsibility of (1) addressing concerns identified by the Council and (2) making recommendations and suggestions for improvement.

C. Rules of Procedure

The Council shall provide its own rules of procedure.

8.2 Instructional Council

A. Organization

An Instructional Council shall be established in each building. Membership shall include the building principal, building representatives to the Advisory Council, and all grade chairpersons.

B. Purpose

This Council shall be charged with the responsibility of (1) addressing concerns identified by the Council and (2) making recommendations and suggestions for improvement or refer certain matters to the Advisory Council.

C. Rules of Procedure

The council shall provide its own rules of procedure.

ARTICLE IX
MISCELLANEOUS PROVISIONS

9.1 Notice to the Parties of Agreement

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 in writing and using the school district electronic messaging system.

9.2 Modification of Agreement

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.

9.3 Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under any applicable state or federal laws.

9.4 Administration of Agreement

The Association's representative and the Administration shall meet periodically during the school year to review and discuss current school programs and practices and the administration of this Agreement.

9.5 Printing Agreement

An electronic pdf copy of the Agreement shall be sent to all members of the bargaining unit as soon as the agreement is signed. Six bound and printed copies of the agreement will be provided to the Association by the Board Office.

9.6 Mileage Reimbursement

All members of the bargaining unit who travel between buildings during the school day as required by their job responsibilities shall receive a mileage reimbursement in an amount equal to the prevailing rate as set forth by governing law.

9.7 Building Access Cards

The Board shall distribute a security access card to each employee at the beginning of each school year. The security access card shall provide the employee ease of access through all designated entrances to the school building. Access cards will be disabled during summer months and school breaks. Any employee whose access card is lost, stolen, vandalized or mutilated shall be given a replacement card the first time this occurs at no cost to the employee. Thereafter, the employee shall reimburse the Board twenty five dollars (\$25) for a replacement card. The Board reserves the sole and exclusive right to discontinue the security access cards at any time it determines the use of such cards is no longer practicable.

ARTICLE X **AGENCY SHOP**

10.1 Representation Fee

A. Purpose of Fee

If any employee does not become a member of the Association during any membership year (September 1st to the following August 31st) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be

determined by the Association in accordance with the law.

2. Legal Maximum

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee may be set up to 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

C. Deduction and Transmission of Fee

1. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees in accordance with paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

2. Payroll Deduction Schedule

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

3. Termination of Employment

If an employee who is required to pay a representation fee terminates his employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this article, the Board will

deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

4. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership due to the Association.

5. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1 about and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.

10.2 Indemnification and Save Harmless Provision

A. Liability

The union shall indemnify and hold the employer harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses, that may arise out of, or by reason of, any action taken or not taken by the employer in conformance with this provision.

B. Exception

It is expressly understood that paragraph A above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

ARTICLE XI
ASSOCIATION RIGHTS

11.1 The Board will make available to the Association in response to reasonable requests from time to time, all information in its possession in the public domain that the Association requires to carry out its duty of representing employees in negotiations and processing of grievances.

The Board will provide the Association, the personal contact information of all new and existing employees. This includes each employee's name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the public employer, date of hire, and work email address and any personal email address on file with the public employer. This information will be provided immediately for any new hire.

- 11.2 Whenever any representative of the Association or any employee participates during working hours in negotiation, grievance proceedings, conferences, or meetings, mutually scheduled by the Board and the Association, they shall suffer no loss of pay.
- 11.3 The Association and its representative shall have the right to use school buildings at all reasonable hours for meetings, subject to the approval of the Principal in accordance with Board Policies. Such approval will not be unreasonably denied.
- 11.4 The Association shall have the right to use school facilities, equipment, and technology.
- 11.5 The Association shall have, in each building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- 11.6 The Association shall have the right to use the interschool mail facilities and school mail boxes as it deems necessary and without the approval of the building principals or other members of the administration.
- 11.7 Storage space will be provided in one school for use by the REEA.
- 11.8 The Board shall notify the Association of all new hires, their positions, and their placement on the salary guide prior to hire by forwarding the agenda to the Association when it is posted on the District's website.

PART II - CERTIFIED PERSONNEL

ARTICLES XII - XVII

ARTICLE XII

LEAVE OF ABSENCE

12.1 Emergency Sick Leave

Employees covered by this Agreement may receive, at the discretion of the Board, based upon individual considerations in each case, extended sick leave in case of major illness.

12.2 Compensation for Emergency Sick Leave

Whenever any employee has exhausted all accumulated sick leave, together with the ten (10) days allocated for any individual year, and has furnished to the Board a Physician's Statement that said sickness required continued absence of said employee, then said employee may, commencing with the fourth day following the exhausting of all accumulations of sick leave, be granted additional compensation calculated on the basis of the employee's day's salary less the rate of compensation then being paid by the Board to substitute teachers in accordance with the N.J.S.A. 18A:30-6. A day's salary is defined as 1/200th of the annual salary.

12.3 Deduction for Substitute's Pay

A. Emergency Sick Leave

See 12.2 for provisions that apply.

B. Court Action

In case of absence from duty in response to a legal summons or a subpoena to be a witness in an action in which the teacher is not involved, the amount of the witness fee shall be deducted from the salary of the teacher and applied to the substitute's pay.

12.4 Extended Leave of Absence, except Child Care Leave

A. Qualification

All teachers are eligible for extended leaves of absence which may be granted at the discretion of the Board.

B. Application

Any teacher desiring an extended leave of absence, for any reason, shall submit a written request to the Board through the office of the Superintendent of Schools. Such a request shall contain the proposed dates of absence from school and the reason for the request.

C. Personal Illness

In the event that an extended leave of absence is requested due to personal illness, the application shall be accompanied by a physician's certificate attesting to the need for such absence. Return to the school system must be requested in writing and accompanied by a physician's certificate attesting to the fitness of the teacher to resume his/her assigned duties. The Board of Education may, whenever it deems advisable, require a physician's statement attesting to the illness of the teacher or may direct the school physician to make a physical examination of any teacher who is absent because of personal illness.

D. Military Service

Teachers employed in this district who are drafted for military service, training for military reserve, leave for war emergency or draft, Leave for militia, are subject to placement upon discharge, according to State and Federal Law.

12.5 Childbirth and Child Care Leave

A. A teacher who is physically disabled due to pregnancy, childbirth and postpartum recovery will be entitled to paid sick leave, as provided in Article IV, 4.1, A. of this Agreement, for the period of such disability or until the expiration of accumulated sick leave, whichever occurs sooner. A teacher who anticipates such a period of disability will give as much advance notice of the anticipated date of delivery as possible, but not less than 60 days before the anticipated beginning of leave.

B. Child Care Leave

1. The Board shall grant, upon request, child care leave without pay to any tenured teacher(s), for the purpose of caring for a newborn, newly adopted child or foster care child. Such leaves shall commence immediately upon the expiration of

disability leave provided in "A" above, or, if a different starting date is requested, on a date agreed upon by the board and the teacher, and all such leaves will end at the beginning of the next school year, or, if requested at the beginning of the school year following the next school year. Such written application must be made not later than April 15. Any teacher not currently on a child rearing leave shall be eligible for a subsequent or new child rearing leave only if they return to active employment for a minimum of one year, except:

- a. A teacher who becomes pregnant during leave may request one additional year of child rearing leave; and
 - b. A teacher who becomes pregnant during the first year in which they return to active employment may request child care leave for the remainder of that same year where disability leave will end less than three (3) weeks before the end of the school year.
2. Application for leave for the care of a newly adopted child or foster care child must be made sixty days before the expected receipt of custody of the child, or, if the employee does not have 60 days advance notice, as soon as the employee knows of the date of receipt of custody.
 3. The Board shall grant child care leave not to extend beyond the current contractual year to any non-tenured teacher.
 4. Any teacher granted child care leave shall, at their request, be restored to the system at the beginning of a school year or at such other time as may be approved by the discretion of the Board. A teacher on child care leave must notify the Superintendent of intention to return to active status in the following year by April 15.
 5. The returning teacher may be assigned to any position decided upon by the Superintendent within the certification of said teacher.

A teacher who works more than fifty-percent (50%) of the work days in a school year during which child care leave is taken shall advance one step

on the guide from the step they was on when they left.

6. Any regularly employed teacher may apply for a child care leave.

Where spouses are teachers in the River Edge Schools, only one of said persons shall be entitled to such leave.

ARTICLE XIII

SALARY AND COMPENSATION PROVISIONS

13.1 Teacher Placement on Salary Guide

Salary guide placement adjustments will be made twice yearly, on September 1 and February 1 succeeding actual completion of BA+15, MA, MA+15 and MA+30 requirements. Movement on the guide is limited to one column per year.

Tenured Teachers who achieve a column movement on the salary guide and have used the tuition reimbursement provision of this agreement will agree to one year of service in the district. Should the employee be unwilling to fulfill this requirement, the employee will reimburse the board the cost of tuition paid for by the board for the previous calendar year.

Non-aligned graduate credits earned before the acquisition of a master's degree shall not be credited toward MA+15 or MA+30 guide placement. Non-aligned credits are defined as credits that are not used to acquire a master's degree.

13.2 Board Payment for Courses Taken by Teachers

The Board will provide 50% payment of cost for credits that are satisfactorily completed with a grade of A, B, or Pass by a teacher with more than two full years teaching experience in the district. The courses may be taken at any time during this period covered by the terms of this agreement. The Board's maximum expenditure for tuition assistance shall be capped at Twelve-Thousand Dollars (\$12,000) for each school year covered under this Agreement. In accordance with the cap set forth above, the Board shall issue payment at the end of each academic year (July 1 to June 30) of this Agreement to ensure an equitable distribution amongst those teaching staff members requesting tuition assistance. However, tuition assistance for each employee shall not exceed One Thousand Eight Hundred and Seventy-Five Dollars (\$1,875) per academic year.

The provisions of this Article XIII shall only be

implemented to the extent permitted by N.J.S.A. 18A:6-8.5 and/or any other applicable statutory provision or administrative regulations. Therefore, the following requirements shall apply to tuition reimbursement for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education:

- A. The institution shall be a duly authorized institution of higher education, which shall be defined as an in State institution licensed by the Commission on Higher Education or an out-of-State institution licensed by the appropriate state agency and regionally accredited or seeking accreditation by the appropriate accrediting body recognized by the Council on Postsecondary Education or the United States Department of Education;
- B. The employee shall obtain written approval from the Superintendent prior to enrollment in any course for which tuition assistance is sought, and in the event that the Superintendent denies the approval, the employee may appeal the denial to the Board; and
- C. Tuition reimbursement or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

13.3 Tax Sheltered Annuity Program

The Superintendent shall permit representatives of Tax Shelter Annuity Programs to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their investments twice yearly at the request of the Association. Requests for changes shall be made no more than twice yearly.

13.4 Professional Development and Curriculum Compensation

- A. The Board of Education will pay any professional staff member performing professional duties, such as but not limited to staff development, curriculum improvements, program development or staff training, at a rate of \$50.00 per hour.
- B. Teachers will be paid the negotiated rate for each "R.E.A.L." professional course taken, provided that a teacher takes no more than ten (10) course hours (2 courses x 5 hours per course) per school year.
- C. Any professional staff member who teaches an authorized

professional course (R.E.A.L. course) shall be paid for the same at a rate of \$75.00 per hour for the duration of this agreement.

D. Any professional staff member who, with the Superintendent's prior written approval acts as an instructor for parent workshops shall be paid for the same at a rate of \$85.00 per hour for the duration of this Agreement.

E. Exclusions to "A" above.

Voluntary district networks e.g., the Reading/Writing Network;
Voluntary projects;
After school or weekend meetings or workshops;
Professional afternoons;
Approved courses taken by teachers for reimbursement (12.3);
Staff meetings;
Curriculum committee meetings (not excluding summer curriculum committee meetings).

F. Exclusions to "B" above.

Teaching an authorized professional course means 10 or more in-class teaching hours.

13.5 Staff Development Requirement

All teachers will be required to take a staff development course at least four out of every five years.

Teachers enrolled in the Non tenured New Teacher Induction courses can use those courses to satisfy the requirement.

13.6 Hours of Work

The length of the school day for teachers will be from 8:20 a.m. to 3:25 p.m. including a fifty-two minute lunch and at least forty minute preparation period per day. On days when a teacher is assigned to lunch duty, the teacher will be entitled to a 30 minute duty free lunch period.

13.7 Post-Dismissal Instruction

Teaching staff members shall be eligible to teach post dismissal instruction to those students academically at risk or students in need of Social Emotional support. Teachers who are designated to provide the post dismissal instruction will be compensated Fifty Dollars (\$50) for the time period between 3:25 p.m. and 4:15 p.m.

ARTICLE XIV
TEACHING DAY AND YEAR

14.1 Check-In Procedure

Teachers will be marked present for the day once they swipe into the building using their building issued swipe card. Every staff member must swipe in to record daily attendance.

14.2 Lunch Duty

In each school every member of the unit as defined in Article I, Section 1.1, except nurses, shall be assigned lunch duty on an equitable rotating basis. Effective July 1, 2007, five (5) members of the unit will perform a half hour period of lunch duty each day for the Cherry Hill School, five (5) members of the unit will perform a half hour period of lunch duty each day for the Roosevelt School and two (2) members of the unit will perform a half-hour period of lunch duty each day for the New Bridge Center. Prior to the first day of school, the Principal and the Instructional Council shall jointly plan this duty and related guidelines.

14.3 Morning Supervision Duty

Six (6) voluntary stipend positions shall be established for morning supervision duty in the amount stated in Addendum D, with three (3) such positions at each school building. In the event that fewer than six (6) of the members of the unit as defined in Article I, Section 1.1, except nurses, volunteer to perform morning supervision duty for said stipend, said members shall be assigned morning supervision duty, with assignments being made based upon the inverse order of seniority. For members performing morning supervision duty, the teacher work day shall begin at 8:10 a.m. and all others at 8:20 a.m. and conclude at 3:25 p.m., with said members performing morning supervision duty outside the school building or inside the school building, at the discretion of the administration, from 8:10 a.m. until 8:25 a.m.

14.4 Preparation Period

Each teacher shall have one (1) forty (40) minute preparation period per day subject to the following exceptions:

A. On early dismissal days, the preparation period shall be proportionately reduced.

There shall be a twenty five dollar (\$25.00) payment to each teacher who loses more than one (1) preparation period.

14.5 Professional Development Afternoons

One (1) professional development afternoon, extending from 1:30 p.m. to 4:00 p.m., will be scheduled during the school year. On this day, students will be dismissed at 12:45 p.m.

14.6 N.J.E.A. Teachers' Convention

Schools will be closed during the days of N.J.E.A. Teachers' Convention and pupils and teachers will not be required to be in attendance.

14.7 Close of School Year

The last day of the school year in which the children are in attendance shall be a four (4) hour session. On the second to-last day of school in which the students are in attendance, the teachers shall be given duty free time from 12:45 p.m. - 3:25 p.m. in order to adequately prepare for the close of the school year.

14.8 Teacher Day Preceding Holidays

On days preceding the following holidays and vacations; December Holiday and Thanksgiving Recesses, the teachers' day shall be at the close of the pupils' day which shall be four hour sessions.

14.9 Parent/Teacher Conference Days

For K-6, there shall be two (2) conference days per class scheduled in the Fall and two (2) conference days in the Spring. Teachers shall offer all parents the opportunity to schedule one conference per student in the Fall and in the Spring. An agreed upon electronic format will be used to schedule conferences. On the first conference day, conferences shall take place between the hours of 1:40 p.m. and 8:30 p.m. with conferences consisting of twenty (20) minutes each. Teachers may hold up to seventeen (17) conferences during this time period and may schedule their own dinner breaks between conferences. On the second conference day, conferences shall take place between the hours of 1:40 p.m. and 4:00 p.m. Teachers may hold up to seven (7) conferences during this time period. There will be no more than two (2) conference days in any given week. All conference days will follow 12:45 p.m. dismissal time for students.

14.10 Back-to-School Night

On Back-to-School Night, the teacher and pupil day shall end at 12:45 p.m.

14.11 Opening Day of School

The first day of the school year in which the children are in attendance shall be a four (4) hour session, the teachers shall be given duty free time from 12:45 p.m. - 3:25 p.m. in order to adequately prepare for the opening of the school year.

14.12 Extended Work Day - Professional Meeting

Two Mondays of each month the district may conduct a meeting for the faculty, mandated training or professional development, commencing at 3:05 p.m. and ending not later than 4:00 p.m. In the event there is an unscheduled closing of the school(s) on a Monday when a faculty meeting is scheduled, that meeting may be rescheduled on a Monday at the discretion of the administration.

On an additional one (1) Monday of each month the district may require the faculty to attend a meeting for the purpose of holding a common planning time period, commencing at 3:05 p.m. and concluding not later than 4:00 p.m.

One Monday per month will be designated for REEA meetings to commence after 3:25 p.m.

Monday meeting schedules will be scheduled for the year and disseminated to all staff no later than the first day of school in September.

Two afterschool Monday meetings in June will be designated as time for staff to complete safe schools for the following year. For staff not returning, the administration can assign tasks at their discretion.

Notwithstanding the above, all part-time staff members shall only be required to attend one (1) after school professional meeting or workshop per month.

Part-time teachers who work in the A.M. or do not work on the scheduled meeting day shall not be required to attend the meeting; provided, however, that they shall be required to secure the information distributed and/or communicated at such meetings and are responsible for its content

14.13 Work Year

A work year shall consist of no more than One Hundred Eighty-Four (184) days.

ARTICLE XV **PROFESSIONAL EVALUATION**

15.1 Staff Evaluation

All certified staff will be evaluated in accordance with the Teacher Effectiveness and Accountability for the Children of New Jersey (TEACHNJ) Act. Each evaluation will be reviewed with the teacher by the administrator before insertion into the teacher's personnel file.

15.2 Teacher Right to Review Personnel File

A teacher shall have the right, upon request, to review the contents of his personnel file continuing his evaluations in the school district office. At said review the teacher shall have the right to review all the materials in his file and to affix his signature to said materials with the understanding that the signature in no way indicates agreement with the contents thereof. The teacher 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. The right of review shall survive the individual's employment.

ARTICLE XVI **TEACHING ASSIGNMENTS**

16.1 Notification of Non Tenured Teacher Contract Status

The Board shall formally notify all non tenured teachers of their contract status for the ensuing year by May 15th of the current year or as statutorily required by N.J.S.A. 18A:27-10. The teacher, in turn, shall formally notify the Board by June 1st of the current year of their intentions regarding renewal of said contract.

16.2 Notification of Teaching Assignments for all Teachers

Teachers shall be presented with tentative teaching assignments for the next school year on or before the 30th day of April and again one week before the end of the school

year if any changes were made in the tentative assignments.

16.3 Notification of Vacancies

No later than June 15 of each school year, the Superintendent shall deliver to the Association and post in both school buildings a list of the known vacancies or new positions which shall occur during the following school year. In the event a vacancy or new position is created during the school year, the procedure of notification will be administered as soon as practicable.

16.4 Filing Requests

Teachers who desire a change in grade and/or subject assignment or who desire to transfer to the other school may file a written statement of such desire with the Superintendent. Such a statement shall include the grade and/or school or schools to which he/she desires to be transferred. Such requests for transfers and reassignments for the following year shall be submitted not later than March 1.

ARTICLE XVII

BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

17.1 Procedure for Teacher Purchase of Supplementary Materials

Teachers purchasing materials and/or supplies with the advance approval of the Administration shall be reimbursed upon submission of an appropriate receipt of purchase.

17.2 Teacher Recommendation for Textbook Selection

Teachers shall make recommendations for the selection of text books and other instructional materials.

PART III
SECRETARIAL AND CUSTODIAL PERSONNEL
(Article XVIII - XXIII)

ARTICLE XVIII
SALARY AND COMPENSATION

18.1 Recall

- A. Any custodian called to return to work outside of their regular scheduled shift shall be paid a minimum of two (2) hours at overtime rate.
- B. Inspection of heating and security on non-school days shall be paid at a minimum of two (2) hours rate of pay.

18.2 Daily Work Hours - Custodians

The work shift for custodians shall be:

Day custodians' work shift will be eight (8) hours not including a one half (1/2) hour lunch break.

Night custodians' work shift will be eight (8) hours not including a one half (1/2) hour lunch break.

Part time custodians' work shifts will be four (4) hours Monday through Thursday and three and one half (3 and ½) hours on Friday.

Starting and ending work times will be assigned by the Supervisor of Buildings and Grounds within the following parameters:

- Day custodians will start no earlier than 6:30 a.m. and no later than 9:00 a.m. and finish no later than 5:00 p.m.
- Night custodians will start no earlier than 12:30 p.m. and will finish no later than 11:00 p.m., except on single-session days, in which night custodians will start no earlier than 1:00 p.m. and will finish no later than 9:30 p.m.

Shift assignments will be made each July 1st for the following school year. A custodian's assigned shift will remain fixed for the current school year.

All Custodians on Snow Days - On days that the school is closed due to snow or ice, the custodians shall be able to leave as soon as the grounds have been cleared and there is no further snow or ice removal necessary, but not sooner than 12:00 noon. Night custodians may be dismissed early from the preceding night's shift in the Supervisor of Buildings and Grounds' discretion, after a school closure has been announced. If the time worked on that day is less than 8 hours, there will be no loss of pay.

18.3 Full Time Administrative Assistant Work Day

The full time Administrative Assistant shall work from 8:15 a.m. - 4:00 p.m. inclusive of a one hour duty free lunch period from Monday through Thursday and from 8:15 a.m. through 3:30 p.m. on Fridays except as delineated in 18.9.

18.4 Full Time Administrative Assistant Salary

The salary of full time administrative assistants shall be determined in accordance with experience placement on Addendum "B" identified as a full time administrative assistant schedule.

18.5 Part Time Administrative Assistant Salary

The salary of the part time secretaries shall be determined in accordance with experience placement on Addendum "B" identified as part time administrative assistant's schedule.

18.6 Calculation of Hourly Rates

A. Overtime shall be paid at the rate of one & one half (1-1/2) times the hourly rate at the custodian's regular hourly rate of pay for all time worked in excess of eight (8) hours in any regular work day. Any work performed on Saturday shall be paid at the rate of one & one half (1-1/2) times the employee's regular hourly rate. Further, any work performed on Sunday or holidays as specified in Article 18.6 herein, shall be paid at the rate of two (2) times the employee's regular hourly rate.

Part-time custodian(s) and part-time administrative assistant(s) shall be paid at the rate of 1.5 times their regular hourly rate after 5 hours. Any work performed on Saturday shall be paid at the rate of 1.5 times their regular hourly rate. Any work performed on Sundays or holidays shall be paid at the rate of 2 times their regular hourly rate.

B. The overtime rate and daily non-approved custodian

absence deduction rates for twelve (12) month custodians shall be based upon each employee's yearly salary divided by 240 to determine the daily rate. The result must be divided by 8 representing the 8 hours work day. For ten (10) month administrative assistant employees, the yearly salary must be divided by 200 to determine the daily rate. The result must be divided by 6.5 representing the 6.5 hour work day.

18.7 Vacation

Vacation time shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the administration. Custodians need not take their vacation weeks consecutively, but may space them, with administrative agreement, during the summer months or during the academic year.

The support staff shall be allowed to carry over no more than three (3) unused vacation days. Any unused vacation days that are carried over must be taken by the end of following school year or the unused vacation days shall be forfeited.

18.8 Non Contractual Employees

Part time or temporary seasonal personnel may be hired at hourly rates established by the Board without allowance for sick leave, paid holidays or vacations.

18.9 Holiday Schedule - Custodians and Administrative Assistant

A. Custodians

New Year's Eve Day
New Year's Day
Martin Luther King, Jr. Day*
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Religious Holiday (when school is closed during a regular school week)
NJEA Convention - 2 days
Thanksgiving Day
Day After Thanksgiving
Christmas Eve Day
Christmas Day
1 additional day during Holiday/New Year recess

Holidays, which the custodians may expect to take, and which fall outside regular school calendar holidays, will be taken as offset days during the scheduled holiday periods and within the school calendar year.

*If snow removal/clean-up is necessary on the Martin Luther King, Jr. Holiday custodians who are required to be at work shall receive a floating holiday.

B. Administrative Assistants

All school administrative assistants hired prior to July 1, 2001 begin the work year on July 1, *work through June 30, and follow the teacher work schedule within the yearly school calendar. 12 month administrative assistant staff and/or clerical staff hired after June 30, 2001 begin the work year on July 1 and work through June 30. They will follow the holiday schedule listed in 18.9A and will not be required to work during the Holiday/New Year recess or the winter recess. They will receive 2 additional days off to be taken during the school year.

All 10 month school secretaries hired prior to July 1, 2001 begin the work year on September 1, work through June 30 and follow the teacher work schedule within the yearly school calendar. 10 month secretaries and/or clerical staff hired after June 30, 2001 begin the work year on September 1 and work through June 30. They will follow the holiday schedule listed in 17.9A with the exception of Independence Day, and will not be required to work during the Holiday/New Year recess or the winter recess. They will receive 2 additional days off to be taken during the school year.

* The ten month school administrative assistant staff shall begin the work year on September 1 and conclude the work year on June 30th.

C. Early Dismissal Before Holidays

On the days preceding the holidays of Thanksgiving and Holiday/New Year Recess, all full time custodians will be allowed to leave work 1 hour before the end of the normal work day without loss of pay.

On the days preceding the holidays of Thanksgiving and Holiday/New Year Recess all full time administrative assistant will be allowed to leave work at 1:00pm without loss of pay.

D. Early Dismissal on Fridays

On Fridays, the full-time school administrative assistant' working day will end at 3:30 p.m. These administrative assistant can leave at that time without the loss of pay.

E. Administrative Assistant Summer Schedule

In the summer, when there are no students in the building, administrative assistant will work a rotating schedule of summer Fridays so that on every Friday, two administrative assistant will work, while one administrative assistant has the day off. During the week in which a administrative assistant is scheduled to have a summer Friday off, that administrative assistant will work the full 32.5-hour week, but will do so from Monday through Thursday.

18.10 Termination of Employment

Any employee with three (3) years or more of continuous employment shall be given or give thirty (30) days' notice of termination of employment. Upon the request of the terminated employee, the board shall furnish reasons for dismissal and an informal hearing before the Board.

18.11 Custodial Job Security

After an employee has completed four years of employment and if a fifth contract is issued, it will be issued without a termination date.

18.12 Administrative Assistants' and Custodians' Seniority

In the event of a reduction in force, lay-offs of administrative assistant and custodians will be in the inverse order of seniority.

18.13 Use of Personal Vehicle

The District shall make every effort to avoid having a custodian use his or her personal vehicle for District business.

18.14 Professional Development - Administrative Assistant

Any administrative assistant who, with the prior approval of the Superintendent, completes an approved certificated program and demonstrates competency from completing the program shall be paid one hundred fifty dollars (\$150) in any year in which said program is completed.

18.15 Lead Custodian

In order to provide professionally responsible coverage for each school, in absence of the Supervisor of Buildings

and Grounds, the Board shall annually select a Lead Custodian for the Cherry Hill and Roosevelt schools. When notified of the potential need for their service, a Lead Custodian will willingly assume professional responsibility for the well being of the school, staff and students on an emergency, short-term basis. Issues which would ordinarily be directed to the Supervisor of Buildings and Grounds for immediate action will be directed to the Lead Custodian. Each Lead Custodian will be remunerated according to the stipend set forth in Addendum D of this Agreement for the school year.

18.16 Unused Snow Days

Secretarial staff members shall receive the same benefit of unused snow days as certified staff members.

ARTICLE IX
VACATIONS

19.1 Each twelve-month employee shall be entitled to vacation with pay at the annual rate of pay such employee is receiving at the time such vacation is actually taken, except where an employee has voluntarily severed or has been required to leave the employ of the River Edge Board of Education at the end of the contract year. His rate of pay shall be at his last rate of pay.

Administrative Assistant & Custodial

Vacation Schedule

Length of Uninterrupted Service to July 1st:

Less than one year (1) 1 day per month (up to 2 weeks)

One (1) year to and including
three (3) years 2 weeks

Four (4) years to and including
seven (7) years 3 weeks

Eight years or more 4 weeks

Any administrative assistant on maximum step for five (5) years or more will receive two floating vacation days to be taken only when school is not in session.

ARTICLE XX

RELEASE TIME - SUPPORT STAFF

20.1 One (1) administrative assistant and one (1) custodian from each building,

to be designated by the Association will be allowed to leave their duties at 3:30 p.m. not more than one day per month for the purpose of attending Association meetings, but custodians absence from work will be limited to a maximum of one (1) hour. The Association will normally provide to the administration one (1) week's notice of meetings.

20.2 Two (2) night custodians will be released at 4:00 p.m. once per year for the purpose of attending R.E.E.A. or N.J.E.A. workshops at no loss of pay.

ARTICLE XXI

CUSTODIAL CLOTHING

21.1 Custodian Clothing

The Board of Education will purchase for each full time custodian five (5) new uniforms (consisting of work shirt and pants) and two (2) pair of work boots per year. The Board shall purchase for each part time custodian three (3) new uniforms (consisting of work shirts and pants) and one (1) pair of work boots per year. The Board shall purchase for each custodian a heavy coat, rain gear, and coveralls that shall not exceed a combined cost of four hundred dollars (\$400) once every three (3) years to be used as necessary to perform his/her duties. The Custodians shall wear all board issued clothing and shoes at all times while on duty at the discretion of the Supervisor of Buildings and Grounds.

ARTICLE XXII

EMPLOYEE-ADMINISTRATION LIAISON

22.1 The Association's representatives shall meet with the Superintendent at least once every calendar quarter during the year to review and discuss current problems and practices of mutual interest and the administration of this Agreement.

ARTICLE XXIII

LEAVE OF ABSENCE

23.1 Emergency Sick Leave

Employees covered by this Agreement may receive, at the

discretion of the Board, based upon individual considerations in each case, extended sick leave in case of major illness.

23.2 Compensation for Emergency Sick Leave

Whenever any employee has exhausted all accumulated sick leave, together with the ten (10) days allocated for any individual year, and has furnished to the Board a Physician's Statement that said sickness required continued absence of said employee, then said employee may, commencing with the fourth day following the exhausting of all accumulations of sick leave, be granted additional compensation calculated on the basis of the employee's day's salary less the rate of compensation then being paid by the Board to a substitute for the employee. A day's salary is defined as 1/200th of the annual salary for 10 month employees and 1/240th of the annual salary for 12 month employees.

23.3 Deduction for Substitute's Pay

A. Emergency Sick Leave

See paragraph 23.2 for provisions that apply.

B. Court Action

In case of absence from duty in response to a legal summons or a subpoena to be a witness in an action in which the employee is not involved, the amount of the witness fee shall be deducted from the salary of the employee and applied to the substitute's pay.

23.4 Extended Leave of Absence, except Child Care Leave

A. Qualification

All employees are eligible for extended leaves of absence which may be granted at the discretion of the Board.

B. Application

Any employee desiring an extended leave of absence, for any reason, shall submit a written request to the Board through the office of the Superintendent of Schools. Such a request shall contain the proposed dates of absence from school and the reason for the request.

C. Personal Illness

In the event that an extended leave of absence is requested due to personal illness, the application shall be accompanied by a physician's certificate attesting to the need for such absence. Return to the school system must be requested in writing and accompanied by a physician's certificate attesting to the fitness of the employee to resume his/her assigned duties. The Board of Education may, whenever it deems advisable, require a physician's statement attesting to the illness of the employee or may direct the school physician to make a physical examination of any employee who is absent because of personal illness.

D. Military Service

Employees in this district who are drafted for military service are subject to placement, upon discharge, according to State and Federal Law.

23.5 Childbirth and Child Care Leave

A. An employee who is physically disabled due to pregnancy, childbirth and postpartum recovery will be entitled to paid sick leave, as provided in Article IV, 4.1, A. of this Agreement, for the period of such disability or until the expiration of accumulated sick leave, whichever occurs sooner. An employee who anticipates such a period of disability will give as much advance notice of the anticipated date of delivery as possible, but not less than 60 days before the anticipated beginning of leave.

B. Child Care Leave

1. The Board shall grant, upon request, child care leave without pay to any tenured employee(s), for the purpose of caring for a newborn, newly adopted child or foster care child. Such leaves shall commence immediately upon the expiration of disability leave provided in "A" above, or, if a different starting date is requested, on a date agreed upon by the Board and the employee, and all such leaves will end at the beginning of the next school year, or, if requested at the beginning of the school year following the next school year. Such written application must be made not later

than April 15. Any employee not currently on a child rearing leave shall be eligible for a subsequent or new child rearing leave only if he/she returns to active employment for a minimum of one year, except:

- a. An employee who becomes pregnant during leave may request one additional year of child rearing leave; and
 - b. An employee who becomes pregnant during the first year in which they return to active employment may request child care leave for the remainder of that same year where her disability leave will end less than three (3) weeks before the end of the school year.
2. Application for leave for the care of a newly adopted child or foster care child must be made sixty days before the expected receipt of custody of the child, or, if the employee does not have 60 days advance notice, as soon as the employee knows of the date of receipt of custody.
 3. The Board shall grant child care leave not to extend beyond the current contractual year to any non-tenured employee.
 4. Any employee granted child care leave shall, at his/her request, be restored to the system at the beginning of a school year or at such other time as may be approved by the discretion of the Board. An employee on child care leave must notify the Superintendent of his/her intention to return to active status in the following year by April 15.
 5. The returning employee may be assigned to his/her former position or other like position for which the employee is qualified.

An employee who began his/her leave (regardless of his/her payroll status) before January 31st of the year in which he/she was working, will return to active status at the same guide step he/she was on when he/she left. An employee who began his/her leave after January 31st of the year in which he/she was working upon return to active status will advance one step on the guide from the step he/she was on when he/she left.

6. Any regularly employed secretary or custodian may

apply for a child care leave.

Where spouses are employed in the River Edge Schools, only one of said persons shall be entitled to such leave.

PART IV
ARTICLE XXIV
DURATION OF AGREEMENT

24.1 Duration Period

This Agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

24.2 Status of Incorporation

IN WITNESS WHEREOF, THIS ASSOCIATION has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by the secretary and its corporate seal to be placed hereon.

RIVER EDGE EDUCATION ASSOCIATION

RIVER EDGE BOARD OF EDUCATION

REEA President

Board of Education President

REEA Secretary

Business Administrator/
Board Secretary

ADDENDUM A-1
CERTIFIED STAFF SALARY GUIDE 2023-2024

YEAR 1

2023-24 River Edge EA

Salary Guide

Step	BA	BA+15	MA	MA+15	MA+30
1-2	54,610	56,710	58,810	60,910	63,010
3	55,110	57,210	59,310	61,410	63,510
4	55,610	57,710	59,810	61,910	64,010
5	56,610	58,710	60,810	62,910	65,010
6	57,610	59,710	61,810	63,910	66,010
7	58,610	60,710	62,810	64,910	67,010
8	59,610	61,710	63,810	65,910	68,010
9	60,610	62,710	64,810	66,910	69,010
10	61,610	64,110	66,910	68,910	70,410
11	63,210	65,710	68,510	70,510	72,010
12	65,800	68,300	71,100	73,100	74,600
13	68,400	70,900	73,700	75,700	77,200
14	71,200	73,700	76,500	78,500	80,000
15	74,000	76,500	81,900	83,500	84,755
16	76,900	79,400	84,800	86,400	87,655
17	80,100	82,600	88,000	89,600	90,855
18	83,500	86,000	91,400	93,000	94,255
19	86,900	89,400	94,800	96,380	97,655
20	90,500	93,000	98,400	100,000	101,255
21	91,392	93,892	99,292	100,892	102,147

ADDENDUM A-2
CERTIFIED STAFF SALARY GUIDE 2024-2025

YEAR 2

2024-25 River Edge EA

Salary Guide

Step	BA	BA+15	MA	MA+15	MA+30
1-3	55,620	57,720	59,820	61,920	64,020
4	56,120	58,220	60,320	62,420	64,520
5	57,120	59,220	61,320	63,420	65,520
6	58,120	60,220	62,320	64,420	66,520
7	59,120	61,220	63,320	65,420	67,520
8	60,120	62,220	64,320	66,420	68,520
9	61,120	63,220	65,320	67,420	69,520
10	62,120	64,620	67,420	69,420	70,920
11	63,720	66,220	69,020	71,020	72,520
12	66,270	68,770	71,570	73,570	75,070
13	68,770	71,270	74,070	76,070	77,570
14	71,370	73,870	76,670	78,670	80,170
15	74,170	76,670	82,070	83,670	84,925
16	77,070	79,570	84,970	86,570	87,825
17	80,270	82,770	88,170	89,770	91,025
18	83,670	86,170	91,570	93,170	94,425
19	87,070	89,570	94,970	96,550	97,825
20	90,592	93,092	98,492	100,092	101,347
21	92,392	94,892	100,292	101,892	103,147

ADDENDUM A-3
CERTIFIED STAFF SALARY GUIDE 2025-2026

YEAR 3

2025-26 River Edge EA

Salary Guide

Step	BA	BA+15	MA	MA+15	MA+30
1	55,776	57,876	59,976	62,076	64,176
2-4	56,776	58,876	60,976	63,076	65,176
5	57,776	59,876	61,976	64,076	66,176
6	58,776	60,876	62,976	65,076	67,176
7	59,776	61,876	63,976	66,076	68,176
8	60,776	62,876	64,976	67,076	69,176
9	61,776	63,876	65,976	68,076	70,176
10	62,776	65,276	68,076	70,076	71,576
11	64,276	66,776	69,576	71,576	73,076
12	66,672	69,172	71,972	73,972	75,472
13	69,072	71,572	74,372	76,372	77,872
14	71,672	74,172	76,972	78,972	80,472
15	74,472	76,972	82,372	83,972	85,227
16	77,372	79,872	85,272	86,872	88,127
17	80,572	83,072	88,472	90,072	91,327
18	83,972	86,472	91,872	93,472	94,727
19	87,372	89,872	95,272	96,852	98,127
20	90,892	93,392	98,792	100,392	101,647
21	93,392	95,892	101,292	102,892	104,147

ADDENDUM A-4
CERTIFIED STAFF SALARY GUIDE 2026-2027

Year 4
2026-27 River Edge EA

Salary Guide

Step	BA	BA+15	MA	MA+15	MA+30
1-2	56,564	58,664	60,764	62,864	64,964
3-5	57,564	59,664	61,764	63,864	65,964
6	58,564	60,664	62,764	64,864	66,964
7	59,764	61,864	63,964	66,064	68,164
8	60,964	63,064	65,164	67,264	69,364
9	62,164	64,264	66,364	68,464	70,564
10	63,464	65,964	68,764	70,764	72,264
11	64,964	67,464	70,264	72,264	73,764
12	67,354	69,854	72,654	74,654	76,154
13	69,744	72,244	75,044	77,044	78,544
14	72,334	74,834	77,634	79,634	81,134
15	75,124	77,624	83,024	84,624	85,879
16	78,022	80,522	85,922	87,522	88,777
17	81,222	83,722	89,122	90,722	91,977
18	84,622	87,122	92,522	94,122	95,377
19	88,022	90,522	95,922	97,502	98,777
20	91,542	94,042	99,442	101,042	102,297
21	94,292	96,792	102,192	103,792	105,047

ADDENDUM B-1
ADMINISTRATIVE ASSISTANT
STAFF SALARY GUIDE

Year 1

2023-24

Salary guide

Administrative Assistants

Step	FT	PT
1	55,502	29,083
2	56,752	29,738
3	58,002	30,393
4	59,252	31,048
5	60,502	31,703
6	61,752	32,358
7	63,002	33,013
8	64,252	33,668
9	65,502	34,323
10	66,752	34,978

ADDENDUM B-2
ADMINISTRATIVE ASSISTANT
STAFF SALARY GUIDE

YEAR 2

2024-25 River Edge Administrative Assistants

Salary Guide

Step	FT	PT
1	57,399	30,077
2	58,649	30,732
3	59,899	31,387
4	61,149	32,042
5	62,399	32,697
6	63,649	33,352
7	64,899	34,007
8	66,149	34,662
9	67,399	35,317
10	68,649	35,972

ADDENDUM B-3
ADMINISTRATIVE ASSISTANT
STAFF SALARY GUIDE

YEAR 3

2025-26 River Edge Administrative Assistants

Salary Guide

Step	FT	PT
1	59,699	31,282
2	60,949	31,937
3	62,199	32,592
4	63,449	33,247
5	64,699	33,902
6	65,949	34,557
7	67,199	35,212
8	68,449	35,867
9	69,699	36,522
10	70,949	37,177

ADDENDUM B-4

ADMINISTRATIVE ASSISTANT

STAFF SALARY GUIDE

Year 4

2026-27

River Edge Administrative Assistants

Salary Guide

Step	FT	PT
1	62,074	32,527
2	63,324	33,182
3	64,574	33,837
4	65,824	34,492
5	67,074	35,147
6	68,324	35,802
7	69,574	36,457
8	70,824	37,112
9	72,074	37,767
10	73,324	38,422

ADDENDUM C-1
CUSTODIAL STAFF SALARY GUIDE

Salary Guide
Year 1 **River Edge EA Custodians**
2023-24

Step	Day	Night
1	53,842	58,732
2	54,652	59,542
3	55,462	60,352
4	56,272	61,162
5	57,082	61,972
6	57,892	62,782
7	58,702	63,592
8	59,512	64,402
9	60,322	65,212
10	61,132	66,022
11	61,942	66,832
12	62,752	67,642

ADDENDUM C-2
CUSTODIAL STAFF SALARY GUIDE

YEAR 2

**2024-25 River Edge EA Custodians
Salary Guide**

Step	Day	Night
1	55,470	60,360
2	56,280	61,170
3	57,090	61,980
4	57,900	62,790
5	58,710	63,600
6	59,520	64,410
7	60,330	65,220
8	61,140	66,030
9	61,950	66,840
10	62,760	67,650
11	63,570	68,460
12	64,380	69,270

ADDENDUM C-3
CUSTODIAL STAFF SALARY GUIDE

YEAR 3

2025-26 River Edge EA Custodians

Salary Guide

Step	Day	Night
1	57,248	62,138
2	58,058	62,948
3	58,868	63,758
4	59,678	64,568
5	60,488	65,378
6	61,298	66,188
7	62,108	66,998
8	62,918	67,808
9	63,728	68,618
10	64,538	69,428
11	65,348	70,238
12	66,158	71,048

ADDENDUM C-4
CUSTODIAL STAFF SALARY GUIDE

Year 4

2026-27 River Edge EA Custodian

Salary Guide

Step	Day	Night
1	59,219	64,109
2	60,029	64,919
3	60,839	65,729
4	61,649	66,539
5	62,459	67,349
6	63,269	68,159
7	64,079	68,969
8	64,889	69,779
9	65,699	70,589
10	66,509	71,399
11	67,319	72,209
12	68,129	73,019

ADDENDUM D-1
EXTRACURRICULAR
STIPENDS

2023-2024 School Year

MORNING SUPERVISION	\$700
Student Council	\$669
Safety Patrol	\$402
Head Custodian	\$803
Grade chair (2 district chair per grade level)	\$900

ADDENDUM D-2
EXTRACURRICULAR
STIPENDS

2024-2027 School Years

Extracurriculars will be paid at a rate of \$50 per hour and monthly timesheets with an activity log shall be submitted for payment.

Extracurricular	Maximum Hours per year	Stipend Maximum
Student Government	30	\$1,500
Safety Patrol	15	\$750
Odyssey of the Mind	50	\$2,500
Audio Visual Club	15	\$750
Wingman	20	\$1,000

Beginning in year two of this contract (2024-2025), new extracurriculars will be considered in accordance with Regulation 6145 Extracurricular Activities.

Additional Stipend Positions

2024-2027 School Years

Head Custodian	\$803
Grade Chair (1 district chair per \$1,800 grade level)	
MORNING SUPERVISION	\$700

