

Agreement Between
The Metuchen Board of Education
And
Metuchen Education Association

July 1, 2017

through

June 30, 2020

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PREAMBLE

The Board of Education of Metuchen, New Jersey, and their employees, and the Metuchen Education Association do hereby agree that Boards of Education and their teachers have an obligation to the public to ensure optimum performance by the educational institutions in which they serve. In order to fulfill their obligations, both must assert their full and continuing efforts to achieve the highest possible educational standards. This makes desirable the establishment and maintenance of conditions of service and of professional performance on the part of the staff which meet professional standards and which will attract and keep a high quality staff and promote professional excellence.

ARTICLE I

RECOGNITION

A. The Metuchen Board of Education (hereinafter referred to as the Board) recognizes the Metuchen Education Association (hereinafter referred to as the Association) as the exclusive and sole representative for collective negotiations concerning:

1.the terms and conditions of employment for the following positions:

- classroom teachers; school counselors; nurses; learning disability teacher consultants; reading teachers; special education teachers; speech therapists; social workers; administrative assistants; librarians; student assistance counselors; substance awareness coordinators; athletic trainers; and psychologists.

2.extra compensation for the following positions:

- coaches and advisors to co-curricular activities.

The terms teacher or employee when used hereinafter shall refer to all professional personnel as defined above.

B. Excluded from the bargaining unit (both 1 and 2 above) are the following positions: superintendent; assistant superintendent(s); director of student personnel services; principals, vice-principals; assistant principals; counseling supervisors; guidance directors; psychiatrists; supervisors; director of curriculum; summer school teachers; the extra stipend for the head librarian & head nurse; adult school director; business administrator; athletic director; and all others not specifically included or designated in 1 or 2 above.

ARTICLE II

BOARD RIGHTS

The Board on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and any other responsibilities conferred upon and vested in it by statutes and the Constitution of New Jersey and of the United States, including the right:

1. To the executive management and administrative control of the school system and its properties and facilities, to maintain the efficiency of the school district operations entrusted to the Board, and to determine the methods, means, and personnel by which such operations are to be conducted.

2. To hire all employees, determine their qualifications, conditions for continued employment, dismissal, demotion, promotion, transfer, or to take whatever disciplinary action that may be required.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

Nothing contained in this Agreement shall be construed to limit or restrict the Board of Education in its right to seek and obtain any judicial relief it may be entitled to have under law.

ARTICLE III

TEACHER RIGHTS

A. Rights to Representation

Pursuant to NJSA 34:13-1 et seq., the Board hereby agrees that every teacher on the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other lawful concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees: that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by NJSA 34:13A-1 et seq., or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership or non membership in the Association and

its affiliates; collective negotiations with the Board or institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Discipline or Reprimand

No teacher shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

C. Meeting or Interview

Whenever any teacher is required to appear before the Superintendent or the Board concerning any matter which could adversely affect the continuation of that teacher in office, position or employment, or the salary or any increments pertaining thereto, then the teacher 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 for advice and representation during such meeting or interview.

D. Association Identification

No teacher shall be prevented from wearing pins or other normal identification of membership in the Association or its affiliates.

E. Statutory Saving Clause

Nothing contained in this agreement shall be construed to deny or restrict any employee rights that he/she may have under New Jersey statutes, regulations of the Commissioner of Education, or applicable laws and regulations.

ARTICLE IV

PROCEDURES FOR NEGOTIATIONS OF SUCCESSOR AGREEMENT

A. Notification Date

The parties agree to enter into collective negotiations over a successor Agreement in accordance with NJSA 34:13A-I et. seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. If either party desires to modify, change or amend this agreement, he shall notify the other party of such changes in accordance with the applicable rules and regulations of the Public Employment Relations Commission. If such notification is not given by either party, this Agreement shall remain in full force and effect for periods of one year. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and be ratified by the Association membership.

B. Modification

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. The relationship of the parties is fully and exclusively set forth by this Agreement and by no other means, oral or written.

ARTICLE V

INSTRUCTIONAL COUNCIL

A. Purpose

In order to provide a positive means whereby members of the staff may participate in educational decision-making and in order to foster desirable changes in method, technique, curriculum and other aspects of the total school program, an Instructional Council is to be established as describe in the following sections. Items for deliberation may be proposed for discussion by members of the teaching staff, by the administration, and by the Board. The Superintendent shall advise the Council whenever studies pertaining to the instructional program or operation of the school system have been proposed. Where appropriate, the Superintendent may request participation in the study by the Council.

B. Membership

The council shall consist of members of the professional staff (other than administrators) to be appointed by the Association as follows: Three from the High School, three from Edgar, three from Campbell, one from Moss, the Director of Student Personnel Services; the Director of Curriculum; and one Principal to be appointed by the Superintendent. In addition, the Superintendent and the Association President shall be members ex-officio of the Council.

For the purpose of providing background information for the disposition of a specific item the Council shall have the power to expand its membership or to call in professional advisors, parents, students or other persons.

Term of appointment and election of officers shall be determined by the Council.

Instructional Council shall deal with curriculum and the instructional process. Meetings shall be every other month.

An Advisory Council consisting of Instructional Council members and the building principal shall be established at each of the schools to meet about building issues and concerns. Meetings shall alternate every other month with Instructional Council meetings.

C. Clerical Assistance

Secretarial and clerical assistance shall be provided for the Council by the Board where practicable.

D. Exclusions

Matters to be brought before the Instructional Council will not include those defined as salary and fringe benefits, items subject to grievance procedure, or those dealing with personal matters. The Council shall have no authority to make policy, alter existing policy, or in any way depart from established policy, or in any way depart from established administrative or Board regulations, nor shall it have authority to make commitments for expenditures of funds.

E. Reports

The Board will consider all written recommendations submitted by the Council including minority reports. The Council will be advised by the Superintendent of the disposition of all such recommendations.

ARTICLE VI

GRIEVANCE PROCEDURE

A. Definitions

A "grievance" shall mean a complaint by a teacher (1) that there has been as to the grievant a violation, misinterpretation or inequitable application of any provisions of the Agreement, or (2) that the teacher has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting teachers, except that the term "grievance" shall not apply to any matter as to which (a) a method of review is required either by law or by any rule or regulation of the State Commissioner of Education having the force and effect of law, or (b) the Board of Education is without legal authority to act, or (c) a complaint of a non-tenure teacher which arises by reason of not being re-employed.

B. Grievances shall be settled and determined according to the procedures described below. Grievances shall be submitted at the lowest appropriate level. The purpose of the procedure is to secure, at the lowest appropriate level, equitable solutions to the problems which may affect teachers. All grievances shall be submitted and processed using a form mutually agreed upon by the Board and the Association. Therefore, all such submissions and replies shall be in writing after the initial attempt at settlement under Step 1.

Step 1 Building Principal or Director of Special Services. A Teacher with a grievance shall first discuss it with his Building Principal or Director of Special Services, as appropriate, within ten (10) working days of the occurrence. If a

satisfactory settlement is not reached, the grievance shall be reduced to writing within five (5) working days after the Principal's/Director's decision, and resubmitted to the Building Principal/Director. If a satisfactory settlement still is not reached with ten (10) working days after its submission, the matter may then be submitted under Step 2.

Step 2 Superintendent. The teacher or the Chairperson of the Grievance Committee shall refer the grievance to the Superintendent of Schools within ten (10) working days after the disposition at Step 1. The Superintendent shall render a decision within ten (10) working days after receipt of said grievance. If a satisfactory settlement is not reached, the matter may then be referred to Step 3.

Step 3 Board of Education. The teacher or the Chairperson of the Grievance Committee shall refer it to the Board within ten (10) working days. The Board shall render its decision within thirty-one (31) working days from the receipt of said grievance.

Any grievance not settled in accordance with the above procedures may be submitted by either party to arbitration as described in Article VII.

C. Representation

An aggrieved teacher may be represented at all stages of the Grievance Procedure by a representative selected or approved by the Association.

In any event, after the grievance is submitted in writing, the Association shall have the right to be present at all stages of the Grievance Procedure to protect its interest in the contract.

D. Limitation

A grievance must be presented under the Grievance Procedures described herein within ten (10) working days of the occurrence of the condition giving rise to the grievance or from the time when the teacher can reasonably be expected to be aware of the grievance. Otherwise, if action is taken at a later date, it shall be considered that there is no grievance under this Agreement

Should any appeal from the disposition of a grievance by a representative of the administration not be taken by the Association or the teacher within the time limits set forth in B of this Article, then the grievance shall be considered settled and any further action under the Grievance Procedure shall be forever barred.

Since it is important that a 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 agreement.

E. Group Grievances

A grievance affecting a group of teachers may be submitted in writing at the lowest appropriate level. Such a grievance defined by A may be processed in accordance with B. Said grievance must be signed by one of the aggrieved or by the Association President, but a listing of all names of the aggrieved shall be shown on the grievance.

ARTICLE VII

ARBITRATION

A. Intent

It is the intent of the parties to this Agreement that the arbitration procedure herein shall serve as a means for the peaceable settlement of grievances that may arise between them which are not settled under Article VI. If a request for arbitration is made by either party, the rules and procedures of the Public Employees Relations Commission (PERC) shall govern except as otherwise provided herein.

B. Arbitrator's Recommendations

The recommendations of the arbitrator shall be final and binding on grievances processed as a violation, misinterpretation or inequitable application of any of the provisions of the Agreement per Article VI, A (1) and shall be only advisory for all grievances processed per Article VI, A (2) except as otherwise required by law.

C. Appeal Procedure

If a grievance is not satisfactorily settled under Article VI B, Step 3, it may be submitted to arbitration by the Association at its discretion, provided notice in writing of the intent to do so is given to the Board within five (5) working days of the decision under Article VI B, Step 3.

D. Selection of Arbitrator

After giving notice of intent to arbitrate as provided in C above, the Association must, within ten (10) working days thereafter, submit its request to the Public Employment Relations Commission for the appointment of an arbitrator in accordance with its rules and procedures. Failure to comply with the provisions of the Article shall make the decision of the Board final and conclusive on said grievance unless the time limits herein provided for are extended by mutual agreement.

E. Single Arbitration

Each grievance will be arbitrated separately except those of a similar nature pursuant to mutual agreement.

F. Arbitrator's Jurisdiction

The arbitrator shall be limited to the issues submitted and shall consider nothing else. Further, the arbitrator can add nothing to nor subtract anything from the Agreement between the parties or any applicable policy of the Board.

G. Presentation of Evidence

The parties affected shall be afforded a full opportunity to present any evidence, written or oral, which may be pertinent to the matter in dispute.

H. Arbitration Expenses

The fees and expenses of the arbitrator and the cost of the hearing room, if any, shall be borne equally by both parties. Any other expenses shall be paid by the party incurring same.

ARTICLE VIII

TEACHER EVALUATION

The Board and the Association will comply with TEACH NJ in conducting all observations and evaluations.

ARTICLE IX

LEAVES OF ABSENCE

A. Sick Leave

Employees shall be entitled to ten (10) days leave per year for personal illness which are cumulative; and twenty (20) days leave per year for person illness, which are non-cumulative. The non-cumulative sick leave days may be used when the employee has used all accumulated sick leave days. The employee may request the Board to pay said employee each day's salary less the pay of a substitute in accordance with the provisions of NJSA 18A:30-6. The decision as to whether such request will be granted and the extent of any such grant shall be at the sole discretion of the Superintendent.

The Superintendent may require an employee to present a doctor's statement or proof of illness for any sick leave of absence.

Employees will be notified by October 1 of each year of the amount of unused cumulative sick leave.

Teachers shall be given a separate accounting of their tiered days by January 1, 2018; October 1, 2018; thereafter every October 1.

B. Sick Leave Bank

Effective July 1, 2017, a sick bank shall be put into place with the language and rules determined by a committee composed of an equal number of Board and Association appointees:

- a. The purpose of the sick bank is to enable an active member of the sick bank to draw, as needed, accrued sick leave days previously donated voluntarily by the employees of the Board for the purpose of covering employees with catastrophic/debilitating injuries or illness after they have exhausted all of their accumulated leave.
- b. The provisions of the Sick Leave Bank will be governed by N.J.S.A 18A:30-10 and N.J.S.A 18A:30-13.
- c. An active member of the sick bank shall be entitled to one (1) sick day through the bank for every five (5) days donated.

C. Terminal Leave

(a) Teachers who retire during the term of this contract shall receive \$35 per day for all unused sick days and personal business days accumulated prior to June 30, 1993. For all such days accumulated July 1, 1993 or later, teachers shall be compensated \$45 per day. From July 1, 2001 sick and personal days will be paid at \$50 per day. Payments will be made in like amounts to a teacher's estate for those who die in active service.

(b) Tenured teachers who leave the district during the term of this contract shall receive \$21 per day for all unused accumulated sick day and personal business days.

(c) Sick days and personal business days used by a member beyond those provided under Article IX shall first be charged against those accumulated prior to July 1, 1993.

D. Military Leave

The Board will comply with all federal and state laws regarding military leave.

E. Urgent Personal Business

A teacher shall be granted two (2) days leave per school year for urgent personal business matters. Unused personal leave days shall be accumulated up to a maximum of ten (10) days. Teachers will provide a reason for their absence at the time of the request if the request is for more than 3 consecutive days. The Superintendent shall determine in his/her discretion whether to grant or deny a request for personal days exceeding three (3) consecutive days up to a maximum of five (5) consecutive days. The Superintendent will either deny or approve the

fourth consecutive day or the fourth and fifth consecutive days. The Superintendent will also have the discretion to grant unpaid leave in lieu of personal days for the fourth or fourth and fifth consecutive days.

The Association agrees that no member will be permitted under the contract to put in a request for personal days exceeding five consecutive days.

(3) The Superintendent will provide a reason for all denials and for unpaid leave determinations.

(4) Any review of the Superintendent's discretionary determination regarding the fourth or fourth and fifth consecutive personal days shall be limited to a determination as to whether the Superintendent's reasoning was arbitrary and capricious.

No personal days of absence shall be allowed when such days are taken during the first day immediately preceding or the first day immediately following a regularly scheduled school recess or vacation without sufficient reason presented to the Superintendent for determination.

Any unused personal business days above ten (10) shall be added to the individual's unused sick leave.

F. Emergency Leave

Emergency leave not to exceed a total of five (5) days per occurrence with pay will be granted by the Superintendent for the following reasons:

1. Serious illness in the immediate family. Immediate family shall mean spouse, partner in a civil union, child, mother, father, brother, sister, grandparent, or a relative who lives within the household of the staff member. "Serious illness" for the purpose of this section means an illness, injury, impairment, or physical or mental condition which requires overnight care in a hospital, hospice, or residential medical care facility.
2. Death in the immediate family. Immediate family shall mean spouse, partner in a civil union, child, grandchild, son/daughter-in-law, parent, parent-in-law, grandparent, brother, sister, or a relative who lives within the staff member's household. The absence may immediately precede, include, or immediately follow the death or day of the funeral of a member of the immediate family or any other reasonable time as approved by the Superintendent.
3. Absence due to death in non-immediate family. Non-immediate family shall mean niece, nephew, aunt, uncle, cousin, brother-in-law, sister-in-law, not living in the household of the staff member. The absence may precede the funeral or follow the death of a member of the family. Absence in this case

shall be allowed, with pay, for the day of the funeral. In the event that travel is needed to attend the funeral, two additional emergency leave days may be granted by the superintendent.

4. Court Order. Absence from school by reason of a subpoena or legal process issued by any court shall be allowed, with pay, provided that the subpoena is filed with the Superintendent.

G. Child Care Leave

An employee may choose to use accumulated sick leave days for a period of disability associated with a pregnancy. The presumed period of disability is one month before and one month after delivery. A doctor's written statement will be required for approval of a longer period of disability.

The Board of Education shall grant a leave of absence for child care reasons to a tenured member upon written request which demonstrates a need or compelling reason.

Similarly, a non-tenured member may be granted child care leave at the discretion of the Superintendent. The non-tenured member's child care leave period shall not be counted for tenure purposes.

A teacher on child care leave has the option of taking an additional school year of leave beyond the year the leave commenced as an extension of the initial leave; however, successive child care leaves must be separated by at least one full academic year of service.

H. Insurance Benefits

Employees taking an unpaid leave of absence pursuant to the New Jersey Family Leave Act, N.J.S.A. 34:11b-1 et seq. and/or the Federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq. will be entitled to continued health care benefits as required by law.

I. Family Illness Days

Employees are entitled to two (2) Family Illness Days per school year. Family Illness Days are defined as an absence from an employee's post of duty due to the need to care for and/or assist an immediate family member (including, and not expanding beyond those persons identified in Article IX(F)(1), with the single exception of "grandchildren") with an illness or injury, as defined in N.J.S.A. 18A:30-1.

Employees are not entitled to accrue and/or carry over Family Illness Days.

All employees who use a Family Illness Day shall provide the Superintendent with a Physician's Certification on the first day they return to work. In the event they

are unable to obtain a Physician's Certification, they must complete the Certification annexed hereto as Appendix A.

ARTICLE X

INSURANCE

The Board shall offer healthcare insurance to all eligible employees and their dependents with the employee contributing in the amount established below and the Board paying the remainder.

Employees' health benefits contributions shall be the greater of the following:

- a) 1.5% of their annual salary OR
- b) The fully phased in c. 78 contribution rate OR
- c) Employee contributions as indicated below.

Full time Non-Tenured Employees may choose single, parent/child, spouse/party to civil union, or family coverage subject to the fully phased in c. 78 contribution rate.

Full time Tenured Employees may choose single, parent/child, spouse/party to civil union, or family coverage subject to the fully phased in c. 78 contribution rate.

Part-time - Non Tenured employees who work 25 hours or more may choose single, parent/child, spouse/party to civil union or family coverage subject to their contributions in proportion to the balance of their FTE work time, or the fully phased in c. 78. contribution rate, whichever is higher.

Part-time Tenured Employees who work 25 hours or more may choose single, parent/child, spouse/party to civil union or family coverage subject to their contributions in proportion to the balance of their FTE work time, or the fully phased in c. 78. contribution rate, whichever is higher.

~~Except for members currently employed at less than 3/5 time, and except in those situations outlined elsewhere in this Article, all insured health benefits shall be available to all currently employed bargaining unit members at no cost to the member. For employees who elect HMO participation in lieu of indemnity plan coverage, the Board will pay the HMO cost up to the amount charged by the Board's current insurance carrier for medical indemnity coverage. At the employee's request, this amount may be supplemented by an offsetting amount from the employee's Health Care Flexible Spending Account.~~

~~Beginning July 1, 1993, all new members employed at less than full time shall receive insured health benefits for the employee only paid by the Board in proportion to the member's work time, provided the member pays the balance of~~

~~the cost of the insured health benefits. The member also will have the right to obtain family coverage by paying the entire incremental cost. Once tenured, the family coverage will also be paid at incremental cost.~~

If two employees of the district, either one who is on the payroll prior to the execution of this agreement, are married to each other, and one spouse elects PPO coverage while the other elects HMO/POS coverage, the Board will provide insurance coverage for each on a single basis. Alternately, the Board will provide coverage for one family unit, either within the HMO/POS or under the provisions of the PPO.

The Board will provide all employees covered by the contract a PPO with a \$15 co-pay. Employees shall have a \$300 individual and \$600 family annual deductible for out of network doctors/medical care. Employees shall have an out of pocket maximum, after the deductible, of \$500 individual and \$900 family for out of network doctors/medical care. Emergency Room Co-Pay shall be \$100.

Dental benefits paid by the Board shall be \$2000 per person in the family per year. The Board shall pay \$100 per person in the family for eyeglasses per year and for one eye exam per person in the family per year.

A child care flexible spending account may be established by the employee.

Subject to the provisions listed above, the Board will provide dental insurance coverage for employees and eligible dependents. Coverage will be provided according to the schedule of reasonable and customary charges as currently outlined in the master Agreement between the insurance carrier and the Board.

There will be a \$100 per individual and \$200 per family annual deductible, with a maximum limit of \$2,000 in benefits per person, per calendar year, with orthodontia limited to \$750 per person lifetime.

Subject to the provision listed above, the Board will provide a prescription plan with a \$5 co-pay for generic drugs, a \$16 co-pay for brand name drugs, and a \$20 co-pay for non-formulary drugs. This plan will include prescription contraceptives. Mail Order program is available with a co-pay 2 times the retail co-pay for up to a ninety (90) day supply.

The Board retains the right to change insurance carriers as long as the coverage provided is equal or better than that of the current carrier. Notwithstanding the foregoing, the Board shall have the right, at its discretion, to provide medical insurance/prescription coverage contracted from the State's School Employees Health Benefits Program ("SEHBP"), encompassing the full slate of SEHBP offerings (i.e., PPOs, HMOs, etc.) in lieu of the plan in effect on June 30, 2017. The Board shall further have the right, at its discretion, to move from the SEHBP to a private insurance plan which is equal or better than the plan in effect on June 30, 2017 without further discussions with the Association.

Except as provided in Article IX, Leave of Absence, Section H, Insurance benefits, members of the bargaining unit on an approved leave of absence without pay, at their option, may continue their health benefits with all premiums to be paid by the member through COBRA, provided said procedure is allowed by the insurance carrier.

~~Any member of the bargaining unit may have the option of continuing to carry all insurance upon retirement at the prevailing group rate, provided said procedure is allowed by the insurance carrier.~~

ARTICLE XI

FUNDS FOR PROFESSIONAL IMPROVEMENT

A. Funds for Professional Improvement (FFPI)

The sum of \$59,073 shall be made available for the 2017-2018 school year, \$60,254 for the 2018-2019 school year and \$61,459 for the 2019-2020 school year for the purpose of selected in-service educational programs, financing the costs incidental to a teacher visitation program and/or financing, in whole or in part, any other program, project, or effort which, in the opinion of the Superintendent and the Association's designee, advances the goal of improving instruction.

Substitutes will be paid in the following sequence per occurrence:

Day 1 - Board of Education pays cost of substitute

Day 2 & 3- FFPI pays cost of substitute

More than 3 days - Staff member pays cost of substitute

When a teacher receives approval for field trips or out of school activities with students, those days shall not be counted as professional days.

When a teacher is required by a supervisor to work in-district during a working school day, the day shall not be counted as a professional day.

Funds For Professional Improvement (FFPI) shall not be used for writing curriculum. Funds may be used for enriching the existing curriculum.

FFPI funds shall be used for teacher initiated professional development.

B. Application

Any teacher or group of teachers shall be eligible to apply for funds to be used as described above. Application shall be made by proposal on prescribed form in sufficient time for the following procedures to be completed:

1. The applicant shall present the proposal to his/her building principal or direct administrative supervisor who will recommend for or against approval.

2. All proposals then shall be presented to the FFPI Committee for review and recommendation and then to the Superintendent.

3. The final determination of whether or not the grant shall be awarded, and in what amount, will be made by the Superintendent.

C. Payment/Reimbursement

Staff members must submit completed reimbursement paperwork within 45 school days of attendance of conference or else waive the right to reimbursement.

FFPI payment/reimbursement shall be within 60 days of submission of completed paperwork.

D. Unused Funds

Unused funds shall accumulate for utilization in each successive contract year unless the parties agree to the contrary.

ARTICLE XII

BOARD PREROGATIVES

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement in accordance with applicable laws and regulations, (a) to direct teachers of the school district, (b) to hire, promote, transfer, assign, and retain teachers in positions within the school district, and for just cause to suspend, demote, discharge, or take other disciplinary action against teacher, (c) to relieve teachers from duties because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted, and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

Notwithstanding the above, the Board will not replace an existing full-time position with two or more part time positions unless there is a substantive change in assignment.

ARTICLE XIII

ASSOCIATION RIGHTS

A. Association Business

Association officers and committee may perform Association business during the school day provided, however, that such business shall not take place during, or infringe upon, the assigned duty of any staff member. Association meetings may be

conducted on school premises provided authorization is obtained from appropriate administrative officers.

B. Bulletin Boards

Posters or announcements pertaining to Association affairs will not be posted on bulletin boards, or in any area accessible to the public or the students, unless such have first been approved by the appropriate administrative officer. The Association shall have in each school building the exclusive use of a bulletin board in each faculty room. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

C. School Facilities

The Association shall have the right to use school facilities and 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 and for any repairs necessitated as a result thereof.

D. Visitation Procedure

Association state and national representatives will first report to the principal before visiting the school or meeting with individual teachers during normal school hours, provided it does not interfere with the professional responsibilities of the staff.

E. Information

The Board agrees to furnish to the Association, in response to reasonable requests, and consistent with state and federal law, available information concerning the educational programs and the financial resources of the district.

F. Association's Released Time

The Board shall provide the Association President with five (5) individual teacher days of released time annually to conduct Association business as needed, and the President shall not be assigned a duty period during the term of office. All attempts shall be made to schedule the release and preparation time at the end of the day.

ARTICLE XIV

SALARY PROVISION

A. Salary

The salary guide and provisions applicable to all persons covered by this Agreement are set forth in Schedule A which is annexed hereto and made a part hereof.

We want to maintain the ability to remain competitive with the county and state so that we may attract top level staff members. Concerning new hires, up to a full credit may be granted for prior teaching and related service. A maximum of four (4) years credit will be granted for military service.

Salaries shall increase over the life of this contract as follows:

Effective July 1, 2017 – 3.42 % inclusive of step, increment, instructional and non-instructional stipends and longevity.

Effective July 1, 2018 – 3.69 % inclusive of step, increment, instructional and non-instructional stipends and longevity.

Effective July 1, 2019 – 3.02 % inclusive of step, increment, instructional and non-instructional stipends and longevity.

B. Extra Compensation

Extra compensation for athletic coaches, co-curricular advisors, and club advisors shall be stated in Schedule B, Schedule C, and Schedule D set forth in the Addendum to this Agreement (“Addendum”).

Coaches shall receive an evaluation within 15 school days of the end of each coaching season. Coaches who are not being rehired shall be notified within 15 school days of the end of each coaching season.

Coaches who are not planning to return or who do not wish to be considered for a particular coaching position must inform the Athletic Director within 15 school days of their evaluation.

If there are extenuating circumstances the matter may be taken under advisement.

Teachers assigned to provide home instruction to students above and beyond the normal work day shall be compensated at the rate of forty-five dollars (\$45.00) per day of home instruction actually provided.

C. Eligibility Requirements

Service increments and/or adjustments are not automatic and may be withheld by the Board for inefficiency or other just cause.

ARTICLE XV

DEDUCTION FROM SALARY

The Board agrees to make deductions from salaries in compliance with NJSA 52:14-15.9 and under rules established by the State Board of Education.

ARTICLE XVI

NON-TEACHING DUTIES

The practice of asking teachers to give up their preparation period to cover absent teacher assignment is to be discouraged.

All teachers will be assured a duty free lunch period of the same duration as is afforded the students.

Teachers shall never drive students, unless they first receive written authorization from both the students' parent/guardian and the superintendent of schools.. Reimbursement shall be at the IRS rate in effect at the beginning of the school year. In addition, teachers who do not transport students but use their vehicles for authorized activities shall be reimbursed at the IRS rate.

Class coverage compensation when regular substitutes are not available shall be at the rate of \$36.00 for the 2017-2018 school year; \$37 for the 2018-2019 school year; \$38 for the 2019-2020 school year. When class coverage is required for teachers assigned a duty due to a school activity, compensation will be at the same rate. The administration will make every effort to distribute the class coverages equally.

Compensation for coverage of double period classes shall be pro-rated per period.

Members who chaperone overnight student trips, and who do not otherwise receive compensation for such a student activity, shall receive a stipend of \$100 for each overnight.

ARTICLE XVII

PERSONAL AND ACADEMIC FREEDOM

A. Purpose

The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Metuchen School District, and they acknowledge the fundamental need to protect teachers from unwarranted censorship or restraint.

B. Personal Life of Teacher

The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly assigned functions during the work day.

ARTICLE XVIII

NOTIFICATION OF ASSIGNMENTS

Every reasonable effort will be made to notify all teaching staff members of their tentative teaching assignments for the following school year by June 15.

ARTICLE XIX

TRANSFERS AND PROMOTIONS

The staff will be notified, in writing or via email, of all vacancies occurring during the school year. At the close of the school year, those persons desirous of being considered for positions which may occur while school is in recess for the summer shall so notify the Superintendent, in writing, of the position or positions for which they would like to be considered. If openings occur while school is in recess for the summer, the Superintendent shall notify, in writing, those persons who expressed an interest in the open position or positions.

Notice of a transfer or reassignment must comply with N.J.S.A. 18A:27-4.1 and shall be given as soon as practicable, and, except in cases resulting from illness, death or resignation, no later than June 15th if at all possible. Individuals who are reassigned or transferred building to building shall be given one additional personal day in order to compensate for setting up a classroom during a summer month. A time sheet shall be submitted to the receiving principal.

ARTICLE XX

PROFESSIONAL DEVELOPMENT

The Board has an ongoing goal to provide a program of staff development including self-evaluation, workshops, visitations, graduate study, in-service activities, etc. The Board and the administration welcome suggestions for such activities from all members of the district staff, including the Instructional Council.

A Professional Development Committee, comprised of a professional representative from each school, appointed by the Association President, and two administrators, appointed by the Superintendent, will be created in order to develop and recommend to the Director of Curriculum in-service training programs. The final decision on programs shall be that of the administration.

The local Professional Development Committee shall meet during scheduled school days and may be given release time once a month with prior approval of the Superintendent of Schools.

The District will provide a minimum of 15 hours of in-service that would satisfy the state requirement for the Professional Development hours. The Board will agree not to schedule in-service over President's weekend. If the February in-service day is needed as an emergency make-up day, the rescheduled in-service day will be added to the calendar in June. Professional Development must be applicable to your teaching assignment and must be approved by the Superintendent.

Continuing Education Credit - For staff hired prior to July 1, 2004, each group of five (5) CEU credits (50 hours) shall be paid at the rate of \$150. For the state implemented professional improvement plan requiring 100 hours of teacher training, teachers will have a five year period within which to comply, as per state regulations.

For staff hired after July 1, 2004, each group of five CEU credits (50 hours) will be paid a one-time stipend of \$150, which will not become part of the base salary. CEU adjustments in salary will be made twice a year: February 15, and June 30. All requests for CEU stipends should be submitted by June 30 and January 1.

Tenured and non-tenured teachers enrolled in approved graduate courses will be eligible for reimbursement in a school year for the cost of up to \$1,419 for the 2017-2018 school year, \$1,447 for the 2018-2019 school year, and \$1,476 for the 2019-2020 school year. Teachers who intend to enroll in other courses may apply for approval for reimbursements to the Superintendent of Schools.

No employee shall be assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.

Mentors for alternate route teachers shall receive \$1000 for the academic school year.

Mentors for provisional teachers shall receive \$550 for the academic school year.

All fees connected with the mentoring program and all licensing costs shall be paid by the Board. Because of the need for the mentor and the mentee to observe one another and to plan certain lessons together, appropriate released time will be provided both teachers by the district for this purpose. The time will be exclusive of scheduled prep time and shall be within student contact time.

A teacher who has been asked to unofficially mentor a new teacher shall be granted 3 district CEU credits (30 hours) as compensation for his/her time. A log of the hours shall be recorded and submitted.

ARTICLE XXI

SCHOOL CALENDAR

The total number of work days for ten month employees shall be 185 days. All days in excess of 181 will be allocated for professional development. Any staff member working past the contract time of 185 days in performing his/her regular assignment and/or professional responsibilities will be paid at the per diem rate. The per diem rate is defined as the annual contract amount divided by 185. the hourly rate is the per diem rate divided by 6.

A proposed three-year school calendar shall be developed by the Superintendent with Board approval. The calendars will comprise the period covered by this Agreement. The administration shall designate three make-up days on the school calendars which will become scheduled workdays, if necessary, to make-up for days when school is closed due to unforeseen circumstances. In the event the calendar is modified due to unforeseen circumstances, any staff member who is missing any of those three days shall be docked a day's pay for each day. After the first three make-up days, any staff member missing the additional make-up days shall be charged with a personal day.

ARTICLE XXII

SCHOOL DAY

The Association and the Board mutually agree that the retention of quality employees and the preservation and enhancement of the existing educational program are primary goals of the school district. The Association and the Board also agree that the achievement of each of these goals may be facilitated through the adoption of flexible working arrangements.

A. Teacher Instructional/Contact Time

1. Instructional time is time spent teaching. A standard teaching assignment at Edgar Middle School and Metuchen High School shall be 235 instructional minutes at Edgar Middle School and 225 instructional minutes at Metuchen High School, with one duty period and at least one preparation period. A teacher can be assigned an additional period of instruction in lieu of the duty period and will receive a stipend for that additional period of instruction.
2. Homeroom is contact time with students that will include the responsibilities of attendance, lunch count and distribution of papers. At Edgar Middle School and Metuchen High School the regular homeroom schedule shall not exceed 10 minutes.
3. ~~Extended Instructional Time for Kindergarten Classes: Beginning in the 2012-2013 school year;~~ Kindergarten Instructional Time:

Morning kindergarten shall be two (2) hours and fifty-five (55) minutes in duration and afternoon kindergarten instructional time shall be two (2) hours and fifty-five (55) minutes in duration.

Kindergarten classroom teachers who teach morning and afternoon kindergarten shall be compensated an additional \$6,794 for the 2017-2018 school year, \$6,930 for the 2018-2019 school year, and \$7,069 for the 2019-2020 school year. This extra compensation shall be added to the base pay only during the year in which the kindergarten classroom teacher teaches morning and afternoon kindergarten. ~~This additional compensation is a result of the increase in instructional minutes for kindergarten classroom teachers as set forth above. This a~~ Additional compensation shall not be paid to teachers who teach special subjects to kindergarten students, such as art, physical education, music, speech, and the like.

In the event there is any further reorganization, any change in instructional time must be negotiated with the Association.

B. Extra Teaching Assignments

Staff shall be compensated for each instructional period assigned above the five instructional periods as follows: \$6,794 for the 2017-2018 school year, \$6,930 for the 2018-2019 school year, and \$7,069 for the 2019-2020 school year. Compensation shall be added to the base pay only during the year in which such additional instruction is assigned.

Staff shall be compensated for each non-instructional period assigned above the five instructional periods as follows: \$5,884 for the 2017-2018 school year, \$6,002 for the 2018-2019 school year, and \$6,122 for the 2019-2020 school year. Compensation shall be added to the base pay only during the year in which such additional non-instructional assignment is made.

Staff will be asked for volunteers first.

C. Zero Periods

The Superintendent of Schools will assign teachers to a Zero Period in lieu of another class assignment. Staff will be asked for volunteers first. Zero Period will run from 7:45 a.m. to 8:25 a.m.

D. Teacher Planning Time

Teachers at Moss School shall have at least a daily 30-minute planning/preparation period per session. All reasonable efforts shall be made not to split the preparation period.

Teachers at Campbell School shall have at least a 40 minute planning/preparation period daily. All reasonable efforts shall be made not to split the preparation period.

Teachers at Edgar Middle School shall have at least one planning/preparation period equal to a teaching period. All reasonable efforts shall be made not to split a preparation period.

Teachers at Metuchen High School shall have at least one preparation period equal to a teaching period. All reasonable efforts shall be made not to split a preparation period.

E. Meetings

1. Faculty Meetings

Faculty meetings must begin within 15 minutes of student dismissal unless an emergency exists.

2. Other Meetings

There may be additional meetings for the purpose of working on curriculum or articulation at the discretion of the administration. Meetings may be held before or after school.

3. Meeting Time

All mandatory meetings referenced above shall last no more than two hours total in any given month. No one meeting shall last more than one hour.

4. New Teacher Meetings

Meeting time referenced above in Paragraph 3, shall not apply to new teacher meetings. First year teachers may have up to ten (10) district-wide new teacher meetings that shall last no longer than one hour. Second and third year teachers may have up to five (5) district-wide meetings that shall last no longer than one hour.

F. Parent Conferences

Teachers will be provided early release time for evening conferences equal to the scheduled conference time. There will be no more than two (2) evening conferences per year for grades K - 8 and no more than one (1) evening per year at the high school.

During teacher conferences if a teacher has filled his/her allotted conference times, he/she can request release time from the principal to complete the conference. A substitute can be provided at the discretion of the principal.

G. Night Meetings

If the Superintendent, Principal and/or Director of Special Services determine that it is necessary for a Child Study Team member, a Substance Awareness Coordinator, or a Guidance Counselor to meet with parents/guardians in the evening, the Principal will coordinate a mutually agreed upon time to do so. The staff member will receive flex time for this arrangement. The staff member will be asked to attend no more than 4 night meetings per year.

H. Course/Class Preparations

Every effort shall be made to limit teachers in grades 5-12 to no more than three (3) preparations, unless requested by a staff member. A person assigned/requesting five (5) preparations shall have a second preparation period in lieu of a duty period.

Every effort shall be made not to give new teachers an extra teaching assignment

Part-Time Staff

A part-time teacher is defined as one who is employed on a regular basis for the school year, but for less than the full school day or week.

Part-time teachers shall receive pro-rated salary based on the Teachers Salary guide.

Part-time teachers who teach three (3) classes or 15 periods per week will also have preparation time of 30 minutes per day.

Every effort shall be made to have a part-time teacher teach consecutive periods.

J. Shared Staff

1. Staff who travel between school buildings shall not have a duty.
2. Staff shared between buildings shall have the same release time for conferences as non-traveling staff members. Substitutes should be provided at the other school.
3. Staff shared between buildings shall attend faculty meetings at the building where they end the teaching day.
4. Shared staff shall have one back to school night. Staff who attend more than one back to school night because of assignments shall be compensated at their hourly rate.

K. Flexitime

1. By mutual agreement between the individual employee and the administration, employees may assume a "flexible work daily schedule" in which an employee's student contact time may begin before or extend beyond the normal "school day" for a particular school building. However, total daily student contact shall not exceed prior practice. The employee's school day shall be continuous.
2. The Association and the Board agree that request for consideration of alternative working arrangements outlined in Paragraph 1 above shall not be arbitrary and capricious but will be made only for sound reasons. As with all working conditions, the provisions of this Article are subject to the provisions of Article VI-Grievance Procedure, and Article VII-Arbitration.
3. Either the individual employee who wishes to be considered for a flexible working schedule or the administration may initiate the request for an individual to work according to a flexible schedule. In either case, the request should be submitted in writing no later than May 15 for the following school year.
4. The Association shall be notified of any such request, whether initiated by the administration or the individual, within five days of such request being made.

ARTICLE XXIII

JUDICIAL AND/OR ADMINISTRATIVE RULINGS

It is understood by all parties that, under the rulings of the courts of New Jersey, District Court, PERC, Arbitrations and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.

ARTICLE XXIV

SEPARABILITY

If any provision of this Agreement is or shall at any time be contrary to law, the balance of the Agreement shall remain in full force and effect.

ARTICLE XXV

REPRESENTATION FEE

Prior to November 1 of each academic year the Association may elect to assess all contracted employees covered by this Agreement, who are not members of the Association, a representation fee for services rendered by the Association, at the maximum level permitted by law. Such a fee shall be deducted from salary and

transmitted to the Association in the same manner as are dues of Association members.

ARTICLE XXVI

DURATION

This Agreement shall remain in full force and effect from July 1, 2017 through June 30, 2020. Passage of any legislation which affect the agreed salary schedules automatically will reopen negotiations for salary schedules only.

**SCHEDULE A
TEACHERS SALARY GUIDE
2017-2018**

Teachers Salary 2017-2018 Steps	Group 1 BA	Group 2 BA+30	Group 3 MA	Group 4 MA+30	Group 5 DOCT
A	\$50,718	\$51,986	\$53,254	\$54,522	\$55,790
B	\$51,518	\$52,806	\$54,094	\$55,382	\$56,670
C	\$52,418	\$53,728	\$55,039	\$56,349	\$57,660
D	\$53,568	\$54,907	\$56,246	\$57,586	\$58,925
E	\$54,868	\$56,240	\$57,611	\$58,983	\$60,355
F	\$56,468	\$57,880	\$59,291	\$60,703	\$62,115
G	\$59,768	\$61,262	\$62,756	\$64,251	\$65,745
H	\$63,268	\$64,850	\$66,431	\$68,013	\$69,595
I	\$67,068	\$68,745	\$70,421	\$72,098	\$73,775
J	\$71,268	\$73,050	\$74,831	\$76,613	\$78,395
K	\$75,918	\$77,816	\$79,714	\$81,612	\$83,510
L	\$82,452	\$84,513	\$86,575	\$88,636	\$90,697
M	\$86,286	\$88,443	\$90,600	\$92,757	\$94,915

Teachers will be paid above the appropriate step on the base salary guide for academic degrees at the following rate:

- Bachelor's Plus 30 credits = 2.5%
- Master's = 5%
- Master's plus 30 credits = 7.5%
- Doctorate = 10%

Teachers who have completed at least one year of service at the top of the guide will be paid above the combined total of their appropriate guide salary, degree premium and CEU payment at the following rate for completed full years of service in the district.

- 5 Years - 2.00%
- 10 Years - 2.50%
- 15 Years - 3.00%
- 20 Years - 4.50%
- 25 Years - 5.00%
- 30 Years - 5.50%

**SCHEDULE A
TEACHERS SALARY GUIDE
2018-2019**

Teachers Salary 2018-2019	Group 1 BA	Group 2 BA+30	Group 3 MA	Group 4 MA+30	Group 5 DOCT
Steps					
A	\$50,718	\$51,986	\$53,254	\$54,522	\$55,790
B	\$51,518	\$52,806	\$54,094	\$55,382	\$56,670
C	\$52,418	\$53,728	\$55,039	\$56,349	\$57,660
D	\$53,568	\$54,907	\$56,246	\$57,586	\$58,925
E	\$54,868	\$56,240	\$57,611	\$58,983	\$60,355
F	\$56,868	\$58,290	\$59,711	\$61,133	\$62,555
G	\$60,168	\$61,672	\$63,176	\$64,681	\$66,185
H	\$63,268	\$64,850	\$66,431	\$68,013	\$69,595
I	\$67,068	\$68,745	\$70,421	\$72,098	\$73,775
J	\$71,268	\$73,050	\$74,831	\$76,613	\$78,395
K	\$75,918	\$77,816	\$79,714	\$81,612	\$83,510
L	\$82,452	\$84,513	\$86,575	\$88,636	\$90,697
M	\$87,442	\$89,628	\$91,814	\$94,000	\$96,186

Teachers will be paid above the appropriate step on the base salary guide for academic degrees at the following rate:

- Bachelor's Plus 30 credits = 2.5%
- Master's = 5%
- Master's plus 30 credits = 7.5%
- Doctorate = 10%

Teachers who have completed at least one year of service at the top of the guide will be paid above the combined total of their appropriate guide salary, degree premium and CEU payment at the following rate for completed full years of service in the district.

- 5 Years - 2.00%
- 10 Years - 2.50%
- 15 Years - 3.00%
- 20 Years - 4.50%
- 25 Years - 5.00%
- 30 Years - 5.50%

**SCHEDULE A
TEACHERS SALARY GUIDE
2019-2020**

Teachers Salary 2019-2020 Steps	Group 1 BA	Group 2 BA+30	Group 3 MA	Group 4 MA+30	Group 5 DOCT
A	\$50,718	\$51,986	\$53,254	\$54,522	\$55,790
B	\$51,518	\$52,806	\$54,094	\$55,382	\$56,670
C	\$52,418	\$53,728	\$55,039	\$56,349	\$57,660
D	\$53,568	\$54,907	\$56,246	\$57,586	\$58,925
E	\$54,868	\$56,240	\$57,611	\$58,983	\$60,355
F	\$56,868	\$58,290	\$59,711	\$61,133	\$62,555
G	\$60,168	\$61,672	\$63,176	\$64,681	\$66,185
H	\$63,868	\$65,465	\$67,061	\$68,658	\$70,255
I	\$67,668	\$69,360	\$71,051	\$72,743	\$74,435
J	\$71,468	\$73,255	\$75,041	\$76,828	\$78,615
K	\$75,568	\$77,457	\$79,346	\$81,236	\$83,125
L	\$79,668	\$81,660	\$83,651	\$85,643	\$87,635
M	\$83,768	\$85,862	\$87,956	\$90,051	\$92,145
N	\$88,614	\$90,829	\$93,045	\$95,260	\$97,475

Teachers will be paid above the appropriate step on the base salary guide for academic degrees at the following rate:

- Bachelor's Plus 30 credits = 2.5%
- Master's = 5%
- Master's plus 30 credits = 7.5%
- Doctorate = 10%

Teachers who have completed at least one year of service at the top of the guide will be paid above the combined total of their appropriate guide salary, degree premium and CEU payment at the following rate for completed full years of service in the district.

- 5 Years - 2.00%
- 10 Years - 2.50%
- 15 Years - 3.00%
- 20 Years - 4.50%
- 25 Years - 5.00%
- 30 Years - 5.50%

**SCHEDULE B
SALARY GUIDE ATHLETICS
2017-2018**

		Step 1	Step 2	Step 3
Football	Head	10798	10968	11137
	1 st Assistant	7150	7319	7490
	Assistant	6813	6982	7150
Basketball	Head	8975	9145	9315
	JV	6174	6345	6516
	Freshman	6218	6388	6557
Track	Head	8508	8677	8847
	Assistant	5709	5880	6049
	Winter	7319	7490	7660
	XC	6982	7150	7319
Wrestling	Head	8763	8933	9102
	Assistant	5922	6090	6259
Soccer	Head	8423	8592	8763
	Assistant	5751	5922	6090
	Freshman	5327	5498	5667
Baseball	Head	8508	8677	8847
	Assistant	5793	5965	6133
	Freshman	5327	5498	5667
Golf	Head	6303	6472	6641
	Assistant	3989	4095	4202
Tennis	Head	6641	6813	6982
	Assistant	4516	4633	4748
Field Hockey	Head	8592	8763	8933
	Assistant	6006	6174	6345
	Freshman	5327	5498	5667
Softball	Head	8508	8677	8847
	JV	5793	5965	6133
	Freshman	5327	5498	5667
Swimming	Head	7617	7788	7957
Cheerleading	Head	3324	3389	3457
Interscholastic Middle School Sports			3221	

**SCHEDULE B
SALARY GUIDE ATHLETICS
2018-2019**

		Step 1	Step 2	Step 3
Football	Head	11014	11187	11360
	1 st Assistant	7293	7466	7639
	Assistant	6949	7122	7293
Basketball	Head	9155	9328	9501
	JV	6298	6471	6646
	Freshman	6342	6516	6689
Track	Head	8678	8851	9024
	Assistant	5824	5997	6170
	Winter	7466	7639	7813
	XC	7122	7293	7466
Wrestling	Head	8939	9111	9284
	Assistant	6041	6212	6385
Soccer	Head	8591	8764	8939
	Assistant	5866	6041	6212
	Freshman	5434	5608	5780
Baseball	Head	8678	8851	9024
	Assistant	5909	6084	6255
	Freshman	5434	5608	5780
Golf	Head	6429	6602	6774
	Assistant	4069	4177	4286
Tennis	Head	6774	6949	7122
	Assistant	4607	4725	4843
Field Hockey	Head	8764	8939	9111
	Assistant	6126	6298	6471
	Freshman	5434	5608	5780
Softball	Head	8678	8851	9024
	JV	5909	6084	6255
	Freshman	5434	5608	5780
Swimming	Head	7770	7943	8116
Cheerleading	Head	3390	3457	3526
Interscholastic Middle School Sports			3285	

**SCHEDULE B
SALARY GUIDE ATHLETICS
2019-2020**

		Step 1	Step 2	Step 3
Football	Head	11234	11411	11587
	1 st Assistant	7439	7615	7792
	Assistant	7088	7264	7439
Basketball	Head	9338	9515	9691
	JV	6424	6601	6779
	Freshman	6469	6646	6822
Track	Head	8852	9028	9205
	Assistant	5940	6117	6293
	Winter	7615	7792	7969
	XC	7264	7439	7615
Wrestling	Head	9117	9293	9469
	Assistant	6162	6336	6512
Soccer	Head	8763	8939	9117
	Assistant	5983	6162	6336
	Freshman	5543	5720	5896
Baseball	Head	8852	9028	9205
	Assistant	6027	6206	6381
	Freshman	5543	5720	5896
Golf	Head	6558	6734	6910
	Assistant	4150	4261	4372
Tennis	Head	6910	7088	7264
	Assistant	4699	4820	4940
Field Hockey	Head	8939	9117	9293
	Assistant	6249	6424	6601
	Freshman	5543	5720	5896
Softball	Head	8852	9028	9205
	JV	6027	6206	6381
	Freshman	5543	5720	5896
Swimming	Head	7925	8102	8278
Cheerleading	Head	3458	3526	3596
Interscholastic Middle School Sports			3351	

**SCHEDULE C
CO-CURRICULAR SALARY GUIDE
2017-2018**

	Step 1	Step 2	Step 3
Marching Band Director	9617	9807	10000
Assistant Marching Band Director	4808	4903	5000
Color Guard Director	4347	4433	4520
Guard Instructor	962	981	1000
Marching Band Percussion Instructor	962	981	1000
Jazz Band Director (Competing)	1923	1961	2000
Jazz Band Director (Non Competing)	962	981	1000
Indoor Winds Director	962	981	1000
Indoor Winds Assistant Director	481	490	500
Indoor Percussion Instructor 1	481	490	500
Indoor Percussion Instructor 2	481	490	500
Strings Ensemble Director	2404	2452	2500
Blue Letter	4946	5114	5284
Bulldog's Bark	4946	5114	5284
Blue Letter & Bulldogs Bark	3080	3249	3418
Business	4520	4609	4700
Chorus/Choral Club	6472	6641	6813
Dramatics	4607	4776	4946
Fall Play	2189	2359	2528
Model Trial/Model Congress	2189	2359	2528
National Honor Society	4353	4522	4691
Student Council	6507	6677	6847
Treasurer/Student Funds	3547	3716	3886
Senior Class Advisor	2741	2909	3080
Junior Class Advisor	1934	2104	2273
Sophomore Class Advisor	1512	1681	1849
Freshman Class Advisor	2437	2612	2793
Intramurals (5-8)			

**SCHEDULE C
CO-CURRICULAR SALARY GUIDE
2018-2019**

	Step 1	Step 2	Step 3
Marching Band Director	9809	10003	10200
Assistant Marching Band Director	4905	5001	5100
Color Guard Director	4434	4521	4610
Guard Instructor	981	1000	1020
Marching Band Percussion Instructor	981	1000	1020
Jazz Band Director (Competing)	1962	2001	2040
Jazz Band Director (Non Competing)	981	1000	1020
Indoor Winds Director	981	1000	1020
Indoor Winds Assistant Director	491	500	510
Indoor Percussion Instructor 1	491	500	510
Indoor Percussion Instructor 2	491	500	510
Strings Ensemble Director	2452	2501	2550
Blue Letter	5045	5217	5389
Bulldog's Bark	5045	5217	5389
Blue Letter & Bulldogs Bark Business	3142	3314	3487
Chorus/Choral Club	4610	4701	4794
Dramatics	6602	6774	6949
Fall Play	4669	4872	5045
Model Trial/Model Congress	2233	2406	2578
National Honor Society	2233	2406	2578
Student Council	4440	4612	4785
Treasurer/Student Funds	6637	6810	6984
Senior Class Advisor	3618	3791	3963
Junior Class Advisor	2795	2967	3142
Sophomore Class Advisor	1973	2146	2319
Freshman Class Advisor	1542	1714	1886
Intramurals (5-8)	2485	2664	2848

**SCHEDULE C
CO-CURRICULAR SALARY GUIDE
2019-2020**

	Step 1	Step 2	Step 3
Marching Band Director	10005	10203	10404
Assistant Marching Band Director	5003	5101	5202
Color Guard Director	4522	4612	4703
Guard Instructor	1001	1020	1040
Marching Band Percussion Instructor	1001	1020	1040
Jazz Band Director (Competing)	2001	2041	2081
Jazz Band Director (Non Competing)	1001	1021	1040
Indoor Winds Director	1001	1021	1040
Indoor Winds Assistant Director	500	510	520
Indoor Percussion Instructor 1	500	510	520
Indoor Percussion Instructor 2	500	510	520
Strings Ensemble Director	2501	2551	2601
Blue Letter	5146	5321	5497
Bulldog's Bark	5146	5321	5497
Blue Letter & Bulldogs Bark			
Business	3204	3380	3556
Chorus/Choral Club Director	4703	4795	4890
Dramatics	6734	6910	7088
Fall Play	4793	4969	5146
Model Trial/Model Congress	2278	2454	2630
National Honor Society	2278	2454	2630
Student Council	4529	4705	4881
Treasurer/Student Funds	6769	6947	7124
Senior Class Advisor	3691	3867	4042
Junior Class Advisor	2851	3026	3204
Sophomore Class Advisor	2012	2189	2365
Freshman Class Advisor	1573	1749	1923
Intramurals (5-8)	2535	2717	2905

**SCHEDULE D
CLUB SALARY GUIDE
2017/2018 to 2019/2020**

Club	Minimum Number of Meetings	2017-2018	2018-2019	2019-2020
A Club	16	1037	1058	1079
B Club	20	1198	1222	1247
C Club	24	1403	1431	1459
D Club (Edgar) 5 th , 6 th 7 th & 8 th		1823	1859	1896
Grades Student Council		2825	2881	2939

SCHEDULE E
Misc. Financial
2017/2018 to 2019/2020

	2017-2018	2018-2019	2019-2020
Class Coverage	36	37	38
Home Instruction	45	45	45
6 th Period Instructional Stipend A	6794	6930	7069
6 th Period Non-Instructional Stipend B	5884	6002	6122
FFPI	59073	60254	61459
Tuition reimbursement	1419	1447	1476

Metuchen Education Association

By: Jonathan Stevens
Jonathan Stevens, President

Date August 11, 2017

Witness:

By: Sheresa Nemeth

Date August 11, 2017

Metuchen Board of Education

By: [Signature]
Dan Benderly, President

Date 8/28/17

Attest:

By: [Signature]
Michael Harvier
Business Administrator/
Board Secretary

Date 8/28/17

APPENDIX A

FAMILY ILLNESS DAY SELF-CERTIFICATION OF ABSENCE

EMPLOYEE NAME:

NAME/RELATIONSHIP OF FAMILY MEMBER:

DATE OF FAMILY MEMBER'S ILLNESS:

DESCRIPTION OF FAMILY MEMBER'S ILLNESS:

I completed the herein Certification of my own free will and volition and have had the opportunity to review the statements/representations made within. I certify and/or affirm, under penalty of applicable law, that the aforementioned statements/representations are truthful and accurate. I further certify that the "Family Member" identified by me above is, in fact, a "Family Member" as set forth in the collectively bargained agreement. I am aware and acknowledge that if any of the foregoing statements by me are willfully false, I am subject to disciplinary action.

Dated:

