

AGREEMENT
BETWEEN THE
CLOSTER BOARD OF EDUCATION
AND THE
CLOSTER EDUCATION ASSOCIATION
FOR THE
2022-2023, 2023-2024, 2024-2025
AND
2025-2026
SCHOOL YEARS

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This AGREEMENT, made this 2nd day of JUNE, Two Thousand and Twenty-Three, by and between:

**BOARD OF EDUCATION
BOROUGH OF CLOSTER, NEW JERSEY**

hereinafter referred to as the "Board"; and

CLOSTER EDUCATION ASSOCIATION

hereinafter referred to as the "Association."

WHEREAS, the parties have heretofore conducted collective bargaining negotiations covering the matters hereinafter mentioned;

NOW, THEREFORE, in consideration of the promises and the mutual covenants herein contained,

IT IS AGREED AS FOLLOWS:

**ARTICLE I
RECOGNITION**

The Board recognizes the Association as the sole and exclusive representative for the purpose of collective bargaining negotiations concerning the terms and conditions of employment of all regularly employed and certificated teaching personnel exercising non-supervisory positions; the secretaries (except the secretary to the superintendent and the secretaries to the Business Administrator); the regularly employed paraprofessionals; and the custodial and maintenance personnel, with the exception of the Supervisor of Buildings and Grounds, employed by the Board.

ARTICLE II **DEFINITIONS**

Whenever used in this Agreement, the following terms shall have the following meanings:

“Teacher” shall mean only regularly employed and certificated teaching personnel exercising non-supervisory positions including COTAs.

“Secretaries” shall mean only the secretaries employed by the Board (except the secretary to the Superintendent and secretaries to the Business Administrator).

“Custodial and Maintenance Personnel” shall mean only the custodial and maintenance personnel employed by the Board.

“Paraprofessionals” shall mean only regularly employed paraprofessionals.

“All employees” or “all personnel” shall mean teachers, secretaries, paraprofessionals, custodial and maintenance personnel covered by this Agreement.

ARTICLE III
NEGOTIATIONS OF SUCCESSOR AGREEMENT

- A. The Association and the Board mutually agree to initiate negotiations in accordance with the terms of the Public Employment Relations Act.
- B. The Association and the Board shall meet on a mutually agreed upon time and date and negotiate in good faith with respect to salaries and other terms and conditions of employment.
- C. Either party may, if it so desires, utilize the services of outside consultants to assist in the negotiations.
- D. When an agreement is reached on salaries and other terms and conditions of employment, it shall be embodied in writing and signed by the duly authorized representatives of the Board and the Association and be subject to ratification by the Board and the Association.
- E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by the Board and the Association.
- F. If during the process of collective bargaining meetings are scheduled during the working hours of any employee who is a member of the negotiating committee, each such employee shall not suffer any loss in pay nor shall he or she be required to make up this time.

ARTICLE IV
ASSOCIATION RIGHTS

- A. Pursuant to Chapter 303, Public Laws of 1968, the Board hereby agrees that every employee shall have the right to freely organize, join and support the Association and its affiliates for mutual aid and protection. The Board agrees that it shall not directly or indirectly discourage or deprive any employee in the employment of the Board of any rights conferred by Chapter 303 and Chapter 123, Public Laws of 1974 or other Laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of the employee's membership in the Association and its affiliates, collective negotiations with the Board, or the employee's institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. The Board shall provide to the Association access to all members and potential members of the negotiations units.
- C. Access to Negotiations Unit Members

Access to members of the Association and potential members (negotiations unit members) shall include, but not be limited to the following:

- (1) The Association shall have the right to meet with individual employees on the premises of the school during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
- (2) The Association shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on workplace premises and to use district buildings and facilities to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Association, and internal union matters involving the governance or business of the exclusive representative employee organization.
- (3) The Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees within thirty (30) calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings. Meeting duration time is up to 120 minutes, in no cases less than 30 minutes, with final duration of time needed to be determined jointly by the Board and the Association.

- (4) Within ten (10) calendar days from the date of hire of any employee, the Board shall provide the following contact information to the Association in an Excel file format or similar delimited style file format that has manipulability and has been agreed to by the Association. It shall include: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Board, date of hire, and work email address and any personal email address on file with the Board.
- (5) Beginning on January 1, 2019 and every one hundred and twenty (120) calendar days thereafter, the Board shall provide the Association, in an Excel file or similar delimited style format that has manipulability agreed to by the Association, the following information for all employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the Board. If the date on which the Board must provide the information file described in this section to the Association falls on a holiday, weekend, or emergency closing day, the Board will provide the information file on the next business day or, in the event of an emergency closing day, when the school resumes.
- (6) The home addresses, phone numbers, email addresses, date of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective members, and non-members, are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.)
- (7) The Association shall have the right to use the interschool mail facilities, and email systems of the Board to communicate regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union.
- (8) The Association shall have the right to use school buildings and other facilities that are owned or leased by the Board to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union, provided such use does not interfere with District operations. Meetings conducted in school buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or for the purpose of

distributing literature or information regarding partisan elections. An exclusive representative employee organization conducting a meeting in a school building pursuant to this section may be charged for maintenance, security, and other costs related to the use of the school building or facility that would not otherwise be incurred by the Board.

- (9) Employees in the negotiations unit who have authorized the payroll deduction of fees to employee organizations may revoke such authorization by providing written notice to the Board during the ten (10) days following each anniversary date of their employment. The anniversary date of employment is the first day of work in the District for any employee, including any new employee orientation days. Within five days of receipt of notice from an employee of revocation of authorization for the payroll deduction of fees, the Board shall provide notice to the employee organization of an employee's revocation of such authorization. An employee's notice of revocation of authorization for the payroll deduction of employee organization fees shall be effective on the 30th day after the anniversary date of employment.

D. Union Protection

- (1) The Board and/or its agents, members of the administration, shall not encourage negotiation unit members to resign or relinquish membership in the Association and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Association or its unified affiliates.
- (2) The Board and/or its agents, members of the administration, shall not encourage or discourage an employee from joining or assisting the Association.

E. Membership Withdrawal

- (1) Should a negotiations unit member notify the Board or its agents that they wish to resign or relinquish membership in the Association, the Board shall require the member to submit a written notice of his/her intention to relinquish their membership and provide a copy of same, to the Association's president or his/her designee within five (5) calendar days of receiving the form from the unit member. Negotiations unit members may only resign or relinquish their membership or terminate dues deductions during the ten (10) calendar days following each anniversary date of the employee's employment. A withdrawal shall take effect on the thirtieth (30th) calendar day after the anniversary date.

F. Definition

- (1) The parties agree that the date of hire shall be defined as the first day of work in the district for any negotiations unit member. This shall include any new employee orientation day(s) required by the Board.

G. Enforcement

- (1) This article shall be enforceable through the parties' grievance procedure, which shall include binding arbitration as outlined in the Workplace Democracy Enhancement Act of 2018

H. Release Time

- (1) The Board shall release, with the approval of the Superintendent of Schools, without loss of pay, an Association Representative(s) and/or designee(s) designated by the Association President and permit him/her/them to visit any work station for the purposes of meeting with newly hired employees, to investigate working conditions, employee complaints or problems, or for any other purposes relating to terms and conditions of employment.

ARTICLE V
SALARIES AND OTHER REMUNERATION

- A. The salaries of all personnel covered by this Agreement during the period from July 1, 2022 to June 30, 2023 shall be in conformity with the charts appearing as Schedules "A-1" (Teachers), "B" (Secretaries), "C" (Maintenance), "D" (Custodial), and "E" (Paraprofessionals) hereby annexed.

The salaries of all personnel covered by this Agreement during the period from July 1, 2023 to June 30, 2024 shall be in conformity with the charts appearing as Schedules "A-2" (Teachers), "B" (Secretaries), "C" (Maintenance), "D" (Custodial) and "E" (Paraprofessionals) hereto annexed.

The salaries of all personnel covered by this Agreement during the period from July 1, 2024 to June 30, 2025 shall be in conformity with the charts appearing as Schedules "A-3" (Teachers), "B" (Secretaries), "C" (Maintenance), "D" (Custodial) and "E" (Paraprofessionals) hereto annexed.

The salaries of all personnel covered by this Agreement during the period from July 1, 2025 to June 30, 2026 shall be in conformity with the charts appearing as Schedules "A-4" (Teachers), "B" (Secretaries), "C" (Maintenance), "D" (Custodial) and "E" (Paraprofessionals) hereto annexed.

- B. Effective July 1, 1995, the MA 45 salary guide shall be eliminated; provided, however, that any employee who qualified for advancement to MA 45 prior to or during the term of the Agreement between the Closter Board of Education and the Closter Education Association for the 1995-1996, 1996-1997 and 1997-1998 School Years shall be paid at the appropriate step of the MA 45 salary guide.
- C. All contractual stipends are set forth in Schedule F.
- D. (1) In addition to the salary described in Paragraph 1 of this Article, any teacher who has completed fifteen (15) years shall receive a longevity stipend of \$1,000. Any secretary or custodial or maintenance employee who has completed ten (10) years or more of service in the Closter Public Schools shall receive a longevity stipend of \$650.00. Such stipend shall be paid in the same number of installments as the salary of the employee.
- (2) In addition to the salary described in paragraph 1 of this Article, and the Longevity Stipend described in Paragraph 2(a), any teacher who has completed twenty (20) years shall receive a total longevity stipend of \$2,000. Any secretary or custodial or maintenance employee who has completed fifteen (15) years or more of service in the Closter Public Schools shall receive a total longevity stipend of \$1,500. Any secretary or custodial

or maintenance employee who has completed twenty (20) years or more of service to the Closter Public Schools shall receive a total longevity stipend of \$2,000. Such stipends shall be paid in the same number of installments as the salary of the employee.

(3) In addition to the salary described in Paragraph One (1) of this Article, paraprofessionals shall receive total longevity stipends as follows:

- \$500 after ten (10) years of service to the Closter Public Schools
- \$700 after fifteen (15) years of service to the Closter Public Schools

Such stipends shall be paid in the same number of installments as the salary of the employee.

(4) A part-time employee, other than a paraprofessional, who qualifies for such longevity stipends shall receive a stipend prorated in accordance with the number of full days worked by such employee during the year in which such stipend is payable.

E. (1) For the 2022-2023 through 2025-2026 school years, the Board will reimburse each teacher for tuition expenses for approved credits attained by the teacher in his or her three (3) year period, but any such reimbursement shall not exceed \$1,000 per teacher for the applicable three (3) year period. Each part-time teacher shall be similarly entitled to reimbursement, which shall be prorated in accordance with the full time equivalent days worked by such teachers.

(2) Additionally, for the 2022-2023 through 2025-2026 school years, the Board will reimburse each secretary for tuition fees for approved courses or workshops attending during a designated three (3) year period, but any such reimbursement shall not exceed \$400.00 for the applicable three-year period.

(3) All course approval and movement on the guide is pursuant to N.J.S.A. 18A:6-8.5 as long as this law remains in effect.

(4) Certificated staff shall be notified of the approval status within fourteen (14) days of the submission of a request for course approval in order for employees to have sufficient time to register for such classes.

(5) Reimbursement shall be made within sixty (60) days of receipt of reimbursement documentation (transcript and other necessary paperwork). Reimbursement for courses taken in the summer shall be provided in

September provided the staff member returns to the District as an appointed employee.

- F. The remuneration policy for the post-school program for each of the school years during the term of this contract will be in conformity with Schedule "F" hereto annexed. To qualify for reimbursement for workshop presentations, a teacher must present instruction for the equivalent time of one (1) credit, which is fifteen (15) hours, or for prorated credit based upon approval of the Superintendent.
- G. Each Middle School Teacher assigned to the Advisor/Advisee program shall receive an annual stipend of \$233.
- H. Any teacher covered by this Agreement who participates in an overnight educational field trip approved by the Board will receive additional remuneration at the rate of \$150.00 per each overnight. Any staff member who attends class trips that extend beyond the normal school day, other than overnight trips, shall be paid for all time beyond their regular work day at a rate equivalent to one sixth (1/6) of the daily substitute pay rate per hour.
- I. The Board will provide and pay for the health benefits consisting of hospital care benefits and surgical and diagnostic benefits and also Major Medical Insurance as described under the State Health Benefits Program. The coverage will extend (a) to all teachers, secretaries and custodial and maintenance employees covered by this Agreement; (b) to all paraprofessionals who work thirty-five (35) or more hours per week for ninety (90) or more working days in a school year, or such minimum hours as are required by the Affordable Care Act, 26 U.S.C. §5000A *et seq.* and/or any implementing regulations, whichever is lower; and (c) to the dependents of teachers, secretaries, paraprofessionals and custodial and maintenance employees as defined in the respective certificates and contracts.
- J. Dental insurance shall be provided for individual employees and their families.
- K. Any staff member assigned to more than one school building in a single day shall, upon approval of the superintendent of schools, be reimbursed at the applicable NJOMB rate for travel between schools.
- L. Commencing 1 July 2002, members of the Child Study Team (CST) may be called to work additional days beyond their contractual responsibilities when schools are not in session. Such days shall be at a mutually agreed upon time but must occur within the legal time constraints of the specific case(s) for which they are required. Child Study Team members who work these days shall be compensated at their daily rate for each day they are called in, not to exceed five (5) days unless required by legal process.

- M. Commencing 1 July 2002, Middle School Guidance Counselors and Technology Coordinators shall each work five (5) additional days, at a mutually convenient time, above their contractually responsibilities when schools are not in session. Upon approval by the Superintendent, Elementary School Guidance Counselors shall work up to five (5) additional days, at the principal's discretion, at a mutually convenient time, above their contractually responsibilities when schools are not in session. Their salaries shall be increased by 0.50% per day over the amount indicated in Schedules A-1, A-2, A-3 and A-4 in recognition of this additional service.
- N. Movement on the Salary Guide
- (1) The Board of Education shall approve horizontal movement on the salary guide because of educational credits attained by October of that year with salary retroactive to September 1, of that year.
 - (2) Requests must be submitted to the Superintendent of Schools on or before October 15th of the school year, and they must be accompanied by an official transcript validating completion of a college or graduate course, or in the case of in-service credits, a certification of completion
 - (3) Effective September 1, 2014, Teachers who have attained a Master's Degree will be eligible to advance to the MA+ columns on the following basis:
 - a. A maximum of nine (9) graduate credits per year from an accredited College or University will count toward lateral movement to the next column.
 - b. No more than six (6) graduate credits from abbreviated courses will count toward lateral movement to the next column. An abbreviated course is any course that does not meet the definition of a full semester program.
 - c. Full Semester Program: Full semester programs are herein defined as graduate classes taken at a fully accredited college as recognized by the New Jersey Department of Education that:
 - i) Class duration of ten (10) to fifteen (15) weeks for in person classes.
 - ii) On-line courses shall be of a duration of eight (8) weeks or more.

- iii) Three (3) or four (4) credit summer courses which meet regularly on a weekly basis for three (3) to four (4) weeks in duration.
 - iv) One (1) or two (2) credit summer courses that meet regularly for one (1) to two (2) weeks in duration.
 - v) The Superintendent, at his/her sole discretion, may approve as a "full semester class" one that falls outside the above parameters.
- O. Upon approval by the Superintendent, any teaching staff member who volunteers to work outside of a normal work day (holiday and/or weekends) shall receive compensatory (comp) time. Compensatory time shall be on (1.0) hour per hour of additional time worked.
- P. Newly created extra-curricular positions

The salary and other items and conditions of employment for any extra-curricular activities not currently set forth shall be subject to negotiations between the Board and the Association. Such negotiations shall be restricted to only the newly created position(s) and shall not be construed as the reopening of the negotiations for any other contracted area.

ARTICLE VI
TEACHER WORK YEAR AND FACULTY MEETINGS

The teachers' work year shall consist of 184 days, which shall include 181 pupil contact days, one (1) teacher orientation day and two (2) staff workshop days.

The Board shall work cooperatively with the professional development committee ("PDC") and the PDC shall designate the two (2) staff workshop days in the plan developed by the PDC for the district for the purpose of teachers meeting their requirement for continuing education under the Continuing Education Code.

Faculty Meetings

- (1) Building principals will provide the full-year faculty meeting calendar to the Closter Education Association president prior to the first day of school for review.
- (2) Faculty meetings will be scheduled on the first Monday of the month, whenever possible. If school is closed on the first Monday of the month, the meeting will be scheduled on the second Monday of the month. An additional Monday faculty meeting may be included in the calendar for two months of the school year. The total number of faculty meetings is not to exceed twelve (12) per year. If the second meeting for any month is not included in the full-year meeting calendar, the building principal will provide at least two weeks' notice via email to all employees.
- (3) In the event of a crisis, such as death of a student or staff member, acts of violence, suicide attempt or completion, widespread health crisis, natural disaster such as earthquake, fire, toxic spill, automobile or other accident, a faculty meeting not to exceed one hour in duration may be held without prior notice requirements. The Superintendent shall notify the Association president prior to calling said meeting.
- (4) Faculty meetings shall be scheduled to begin 15 minutes after dismissal and shall not exceed sixty (60) minutes in length.

ARTICLE VII
TEACHER PREPARATION TIME

- A. Elementary school teachers shall be entitled to a minimum of 200 minutes of preparation time per week. Each planning period will be at least thirty-five (35) uninterrupted, continuous minutes in length.
- B. Middle school teachers shall be entitled to a minimum of the equivalent of one (1) period of preparation time per day per week.
- C. Preparation time will be prorated for teachers who work less than one (1) full week.
- D. Preparation time shall be in addition to team planning.
- E. Each teacher denied preparation time due to unforeseen circumstances shall be compensated at the rate of one sixth ($1/6$) of the substitute rate of pay, or \$30, per 42-minute period prorated, whichever is greater. Such coverage shall be arranged by the building Principal and shall be assigned as equitably as possible.
- F. Nurses shall be required to remain on site during preparation time.

ARTICLE VIII
SICK LEAVE

The parties agree that the following constitutes the policy with respect to sick leave:

- A. (1) Teachers and paraprofessionals covered by this Agreement shall receive ten (10) days of sick leave annually without loss of pay.
- (2) Custodial and maintenance personnel covered by this Agreement shall receive twelve (12) days of sick leave annually without loss of pay.
- (3) Secretaries covered by the Agreement shall receive ten (10) days of sick leave for the 2022-2023 school year without loss of pay and shall receive twelve (12) days of sick leave annually thereafter without loss of pay.
- B. Any sick leave days that are not used in any school year accumulate to provide a reserve sick leave over the initial days set forth in Paragraph A.
- C. This sick leave applies only to the personal illness or incapacity of the individual employee and does not cover members of the family as reasons for absence.
- D. Any person who has exhausted his or her sick leave granted pursuant to Paragraph 1 during any school year during the term of this contract shall have the right to utilize, for purposes of sick leave, any then available temporary non-cumulative personal days of absence granted under Article VIII. At the election of the employee, by notice to the Superintendent, such personal days may be used prior to utilization of any reserve sick leave accumulated from prior periods of employment.
- E. Any employee who is continuously absent because of illness for more than four (4) days may be required to submit a doctor's certificate; in case of prolonged illness the Board may require a doctor's certificate periodically through the period of illness.
- F. At the opening of each school year, the Board will provide each employee covered under this Agreement with a statement as to his or her accumulated sick leave, including the ten days for the ensuing school year.
- G. Personnel should not schedule personal medical appointments during the school day.
- H. When absence for sick leave exceeds the annual sick leave and accumulated sick leave, an employee may request extended payment and the Board may pay any such person each day's salary less the pay of a substitute for such length of time

as may be determined by the Board in each individual case, in accordance with N.J.S.A. 18A:30-6.

- I. Any employee covered by this Agreement who is ill for four (4) or more consecutive days may be directed to undergo a physical examination by a physician named by the Board. The Board shall pay for such examination.
- J. In order to encourage attendance by staff members, to discourage absenteeism, and to reward longevity of service, the Board and Association agree on the following compensation to be paid to any staff member who retires according to the provisions of the TPAF or PERS:
 - (1) No member employee shall have the option to receive direct monetary reimbursement for any accumulated sick leave upon, or prior to, retirement from the District.
 - (2) The Board shall make certain non-salary reduction contributions to an available tax sheltered annuity under section 403(b) of the Internal Revenue Code (hereinafter referred to as "403(b) Plan") for certain member employees upon retirement from the District as follows:
 - a. A full-time teacher, secretary or custodial and maintenance member of the Association who retires from the District according to the provisions of the TPAF or PERS, and who has had fifteen (15) or more continuous years of service in the District, and who gives notice in the manner hereafter prescribed, shall have an amount equal to \$70.00 per sick day accumulated at the time of his or her retirement, to a total maximum of \$12,600.00, deposited by the Board into an available 403(b) Plan.
 - b. A full-time paraprofessional member of the Association who retires from the District according to the provisions of TPAF or PERS, and who has had fifteen (15) or more continuous years of service in the District, and who gives notice in the manner hereafter prescribed, shall have an amount equal to \$15.00 per sick day accumulated at the time of his or her retirement, to a total maximum amount of \$1,260.00, deposited by the Board into an available 403(b) Plan.
 - c. A full-time teacher, secretary or custodial and maintenance member of the Association who retires from the District according to the provisions of TPAF or PERS, and who has had ten (10) or more, but less than fifteen (15), continuous years of service in the District, and who gives notice in the manner hereafter prescribed shall have an amount equal to \$65.00 per sick day accumulated at the time of his

or her retirement, to a total maximum amount of \$5,850.00, deposited by the board into an available 403(b) Plan.

- d. A full-time paraprofessional member of the Association who retires from the District according to the provisions of TPAF or PERS, and who has ten (10) or more, but less than fifteen (15) continuous years of service in the District, and who gives notice in the manner hereafter prescribed, shall have an amount equal to \$10.00 per sick day accumulated at the time of his or her retirement, to a total maximum amount of \$630.00, deposited by the Board into an available 403(b) Plan.
 - e. On the same terms and conditions as are applicable to full-time employees, any part-time employee meeting the requirements of the above paragraphs shall have the applicable amount per sick day accumulated at the time of his or her retirement deposited by the Board into an available 403(b) Plan, provided that the maximum contribution amount shall be prorated in accordance with the number of full days worked by such employee at the date of his or her retirement from the District.
 - f. To be eligible to benefit from such contributions, an employee must have given notice to the Board of his or her intention to retire at least ninety (90) days prior to retirement, but the Board may waive this notice requirement on a case-by-case basis.
 - g. Unused sick leave will be paid to his/her estate upon the death of an employee after fifteen (15) years of service.
- (3) Any non-elective, non-salary reduction contributions made pursuant to Paragraph 3 of this Agreement shall be further limited by the applicable annual limit(s) to such contributions as established by the Internal Revenue Service.
- (4) The schedule of any non-elective, non-salary reduction contributions made pursuant to Paragraph 3 of this Agreement shall be determined by the Board at the time of the member employee's retirement from the District, but in no event shall such contribution schedule exceed five (5) years from the date of the employee's retirement from the District.

ARTICLE IX **PERSONAL LEAVE**

The parties agree that the following constitutes the policy with respect to personal leave:

Personnel covered by this agreement shall be entitled to personal days of absence with full pay as follows:

An allowance up to three (3) days for teachers, secretaries, custodial and maintenance employees and paraprofessionals in each year during the term of this Agreement shall be granted for matters of a personal nature with five (5) days' written prior notification to the school Principal and the Superintendent of Schools for any of the following reasons, viz:

- (1) Personal business which cannot be handled outside of school hours.
- (2) Legal business which cannot be handled outside of school hours.
- (3) Household or family matters which cannot be handled outside of school hours.
- (4) Any other emergency or urgent reason not included above if approved by the Superintendent of Schools and Principal. A written statement of the reason for such emergency leave shall be submitted to the building Principal prior to the emergency leave or immediately following such emergency leave.

Notification and Approval

In cases of emergency, the required five (5) days' prior notification may be waived.

Prior notice should state the category under which such leave is requested and the date or dates the individual will be absent. Upon giving such notice, the employee may be entitled to be absent for the reason or purpose stated without further explanation to the administration, unless the administration determines that it is necessary to verify the purpose of such leave because of the employee's pattern of absences or the employee's requested absence would result in excessive staff absenteeism in a school building, which determination shall not be arbitrary, capricious or unreasonable.

The Superintendent may deny any use of personal leave:

- (1) for teachers and paraprofessionals if five (5) approvals have already been granted for teachers and paraprofessionals in a given building and

appropriate coverage cannot be arranged.

- (2) for any other staff if appropriate coverage cannot be arranged to ensure orderly operation of the school.

If a personal day is requested for a work day (a) immediately preceding or immediately following a school holiday or recess period or (b) in conjunction with another personal day, the employee will provide a reason for the request. Any such requests require pre-approval from the Superintendent.

Bereavement

In cases of death or illness in the "Immediate Family" (defined as household members, parents, spouse/civil union partner, spouse/civil union partner's parents, grandparents, children, stepchildren, siblings and siblings' spouses), all employees shall receive up to five (5) days leave of absence with pay, the determination of the length of personal leave is discretionary with the Superintendent of Schools, which shall in no event exceed five (5) days.

Excess and Unused Days

In cases where personal leave exceeds three (3) days for teachers, secretaries and custodial and maintenance employees, and paraprofessionals, such absences in excess of these limits may be without pay. It shall be the responsibility of the Superintendent to decide whether extenuating circumstances are evident and to extend the applicable limit.

Personal leave days unused during the year shall be accrued to a separate individual sick leave bank which can be used by an employee as sick days, after he or she has exhausted his or her annual and accumulated sick days.

Additionally, up to two days from the individual sick leave bank may be used as additional personal days in a given school year:

- (1) in cases of family/household emergency/illness (non-bereavement), or
- (2) for religious observance.

Such days shall be cumulative from year to year, however will not be added at the termination of employment to the employee's accrued sick leave for reimbursement purposes.

For any employee employed in the district prior to July 1, 1992, any personal leave days accrued from July 1, 1987 to June 30, 1992 to the credit of the individual employee, shall be used only upon voluntary termination of the

individual's employment, in the following manner: one-third of the accrued personal leave days may be added, at termination of employment, to the employee's accrued sick leave for reimbursement purposes. In no event shall the total of accrued sick leave and personal leave days exceed the maximum allowable under Article VIII, Paragraph "J" of this Agreement. Accrual shall commence with personal days granted for the 1987-1988 school year.

Professional Leave Days

In addition to the previously stated leave days, teachers, secretaries and custodial and maintenance employees covered under this Agreement, with the prior approval of the administration, shall be entitled to professional leave days with full pay for the following reasons, viz:

- (1) To attend professional meetings; conferences or workshops.
- (2) To engage in professional visitations to other schools or educational systems.

ARTICLE X
PROFESSIONAL DUES AND CREDIT UNION

- A. Personnel covered by this Agreement may direct the Board to deduct Association dues from their remuneration and the Board agrees to remit the dues so deducted directly to the Association. Such direction shall be made in writing prior to opening school day in September 2022 for the 2022-2023 school year, September 2023 for the 2023-2024 school year, September 2024 for the 2024-2025 school year and prior to September 2025 for the 2025-2026 school year; and having once been made cannot be changed for the balance of the school year for which the deduction is authorized.

- B. Personnel covered by this Agreement may direct the Board to deduct specified sums from their remuneration for deposit in the Paragon Federal Credit Union and the Board agrees to remit such deductions directly to the Credit Union for deposit in the respective teachers' accounts. Any changes shall be made in writing and shall be limited to twice during any school year.

ARTICLE XI **LUNCH SUPERVISION**

Teaching staff members shall be entitled to a duty-free lunch of fifty minutes at Hillside Elementary School and forty-five minutes at Tenakill Middle School, except that the Board shall be allowed, for every day that school is in session, to assign teaching staff members in each District school building to supervise students during the students' lunch/recess period.

The teaching staff members assigned to lunch supervision shall each be entitled to a duty-free lunch period of their own during either the student lunch period or the student recess period, which periods shall be of the same duration.

Each teaching staff member assigned to lunch supervision shall be responsible for supervising student lunch/recess activities during the portion of the student lunch/recess period when the other teaching staff member(s) assigned to lunch supervision that day are taking their lunch period.

The Superintendent or his designee shall establish a schedule for each day's lunch supervision.

The Board shall first seek volunteers from among the teaching staff to perform the lunch supervision. Teaching staff members may volunteer for both lunch supervision assignments available per day. Teaching staff members who volunteer for both lunch supervision assignments in a single day shall not receive any additional duty-free time for lunch.

In the absence of sufficient volunteers, lunch supervision shall be assigned among the teaching staff on an equitable rotating basis. No teaching staff members shall be involuntarily assigned to more than one (1) lunch supervision assignment per day.

The Board reserves the right to assign lunch supervision outside the terms of this provision in cases of emergency.

Teaching staff members shall be paid the highest hourly rate paid for school paraprofessionals for each student lunch period or recess period supervision assignment they perform. This compensation shall be paid in accordance with the payroll schedule established for all teaching staff members by the parties' collective negotiations agreement. Teaching staff members who perform both lunch supervision assignments in a single day shall not receive additional compensation in lieu of a duty-free lunch period or any other compensation beyond that which is described in this section.

Notwithstanding the other terms of this provision, nothing shall prohibit the Board from assigning teaching staff members to supervise student lunch/recess periods, without additional compensation, as part of their contractual obligation to perform non-teaching duties. Such a duty assignment may only be made if it does not interfere with a teaching staff member's preparation time and duty-free lunch period.

ARTICLE XII
GRIEVANCE POLICY

The parties agree that a grievance is defined as a complaint based upon an event or condition which affects the welfare or working conditions of an employee or group of employees covered under this Agreement, which is contrary to established policy or administrative regulation governing or affecting employees"; they further agree that any grievance will be dealt with in accordance with the Grievance Procedure adopted by the Board on June 29, 1966, which is attached hereto as Schedule "G".

ARTICLE XIII
PART-TIME EMPLOYEES

Effective July 1, 1995, a part-time employee shall, upon the same terms and conditions as apply to full-time employees, be given credit, for salary purposes only, on this guide, for a full year of experience for each school year in which such employee was employed by the Board. The salary of such part-time employee shall be pro-rated in accordance with the number of full days worked by such employee.

ARTICLE XIV
HOURS OF WORK OF SECRETARIES

The work day for secretaries should be seven (7) hours and forty-five (45) minutes Monday through Thursday, with one hour for lunch. The work day on Friday shall be seven (7) and one-half (½) hours, with one hour for lunch.

Summer work hours for the secretaries will commence on July 1, and extend until 10 working days prior to the first day of school for teachers.

Summer hours shall be six (6) hours and thirty (30) minutes, Monday through Thursday, with one hour for lunch, and four (4) hours and thirty (30) minutes on Friday with no lunch hour.

Each secretary should have a paid vacation in accordance with the following schedule:

Up to three full years continuous service	10 working days
For four full years to 10 full years continuous service.....	15 working days
Greater than 10 full years of continuous service.....	20 working days

Secretaries can take no more than two (2) consecutive weeks of vacation during the summer recess. All vacation leave is subject to pre-approval by their direct supervisor or his/her designee.

From the first teacher calendar day until the last of any school year, the secretaries shall be entitled to holidays with pay when teachers and students are not in session and offices are closed: Independence Day, Labor Day, NJEA Convention Days, Thanksgiving, Day after Thanksgiving, Holiday Recess, Winter Break, Spring Break, Good Friday, Memorial Day and Juneteenth.

ARTICLE XV
SUMMER HOURS FOR THE SECRETARIES

The secretaries and clerks who work during the summer (July 1 - August 31) shall have the following hours: 8:30 a.m. to 3:00 p.m. with an hour for lunch.

For each additional week of employment during the summer months, school secretaries shall be compensated at the rate of 2.5% of their salary as determined by the provisions of this Agreement.

This provision of the contract shall expire on June 30, 2023.

ARTICLE XVI
HOURS OF WORK FOR TEACHERS

The work day for teachers shall be seven (7) hours and fifteen (15) minutes, Monday through Friday, as set forth in the following chart, commencing in the 2023-2024 school year:

	<u>Hillside Elementary School</u>	<u>Tenakill Middle School</u>
Teachers arrive	8:05 a.m.	7:50 a.m.
Organizational period	8:05 - 8:35 a.m.	7:50-8:20 a.m.
Instruction	8:40-3:15 p.m. Less 50 minutes for lunch	8:25-3:05 p.m. Less 45 minutes for lunch
Teachers may leave	3:20 p.m.	3:05 p.m.

The first thirty (30) minutes of a full school day shall be an organizational period and shall be non-instructional time used primarily for collaboration between teachers.

The administration may arrange grade-level or departmental meetings, training, or other activities during the organizational period no more than two times per week, not to exceed eight times per month.

Teachers may also use this time for participation in voluntary committee meetings, I&RS meetings or for self-directed professional activities.

In addition, the Administration may also arrange for teachers to supervise students' arrival for 15 minutes of such organization period, up to once per week on average, based on the total number of weeks in the school year.

Any teacher who works in multiple buildings shall have the daily schedule determined by the building in which the teacher starts the day. Any teacher work day that is not an instructional day for students shall be scheduled to adhere to one of the school building schedules to be determined in consultation with the association leadership.

Half-days for teachers for the purposes of sick/personal day usage shall be as follows:

	<u>Hillside Elementary School</u>	<u>Tenakill Middle School</u>
AM Absence	8:05 a.m. -11:42 a.m.	7:50 a.m. -11:27 a.m.
PM Absence	11:43 a.m. - 3:20 p.m.	11:28 a.m. - 3:05 p.m.

Certain teachers may volunteer to be involved in flexible scheduling so that their work day may begin and end earlier than other teachers; provided, however, that their work day shall not begin more than one hour before or end more than one hour after the work day for Teachers on a regular schedule as set forth in this Article. Those who volunteer for flexible time are those involved in special assignments, including, but not limited to: art, music, chorus, band, gifted and talented, ESL and remedial programs. No teacher may be required to work a longer full-time schedule than indicated in the above chart reflecting working hours for each year of this agreement. If a teacher's flexible schedule ends earlier than other teachers or conflicts with the time a faculty meeting is scheduled, the teacher(s) shall be excused from the faculty meeting.

Teachers who are approved by the Board of Education to write curriculum projects for newly created courses shall be paid according to the following: \$1,000 per person for a full year course, \$600.00 per person for a trimester course, and \$250.00 per person for a course revision.

ARTICLE XVII
HOURS OF WORK FOR CUSTODIAL AND MAINTENANCE
PERSONNEL

The work day for custodial and maintenance personnel shall be eight (8) working hours. Each employee shall have a paid lunch period of one-half hour duration during the work day.

The work week for employees covered by this Agreement shall be five (5) working days of eight (8) working hours each.

ARTICLE XVIII
COMPENSATION FOR CUSTODIAL AND MAINTENANCE PERSONNEL

A. Regular Pay.

Each custodial or maintenance employee shall be compensated in accordance with Schedule "C" or "D," which are annexed hereto and made a part hereof.

The hourly rate to which any employee is entitled pursuant to schedules "C" or "D" is hereinafter designated as "straight time."

B. Overtime Pay

Each custodial or maintenance employee who is required to work in excess of forty (40) hours in any work week shall be paid for such excess hours at the overtime rate which is one (1) and one-half (½) times "straight time."

C. Premium Pay

Each custodial or maintenance employee who is required to work on Saturday shall be paid for such work at a premium rate which is one (1) and one-half (½) times "straight time."

Each custodial or maintenance employee who is required to work on Sunday or on Holidays hereinafter designated, shall be paid for such work at a premium rate which is two (2) times "straight time."

Any custodial or maintenance employee who is required to work on a Saturday, Sunday or Holiday, except in connection with a building check or a call back, shall be guaranteed four (4) hours' work.

No custodial or maintenance employee shall be entitled to premium pay for work on a Saturday, Sunday or Holiday unless such work has first been authorized by a supervisor.

D. Building Checks.

Each custodial or maintenance employee who is required by the supervisor to check a building under rules prescribed by the supervisor, on weekends or holidays shall be guaranteed one (1) hour's pay and shall be paid at the applicable overtime or premium rate.

E. Call Back Pay.

Each custodial or maintenance employee who has worked for eight (8) hours in any day, has left the building and who is thereafter required to return to work shall be guaranteed at least two (2) hours' work and shall be paid for such work at the overtime rate for weekdays or the premium rate for Saturdays, Sundays or Holidays.

F. Clothing Allowance.

Each custodial or maintenance employee shall be entitled to reimbursement of the reasonable cost of one pair of safety shoes per year, such amount not to exceed \$100.00 upon proof of expenditure to the Board.

Each custodial or maintenance employee shall be provided one (1) winter coat every four (4) years at the expense of the Board.

The Board is to provide foul weather gear consisting of waterproof hooded rain jackets and a pair of waterproof boots in each school building in sufficient supply.

ARTICLE XIX
HOLIDAYS FOR CUSTODIAL AND MAINTENANCE PERSONNEL

Each custodial or maintenance employee shall have the following holidays:

Independence Day	Christmas Day
Labor Day	New Year's Eve
Columbus Day	New Year's Day
Presidential Election Day	Martin Luther King Day
Veteran's Day	Washington's Birthday
Thanksgiving Day	Good Friday
Day After Thanksgiving	Memorial Day
Christmas Eve	(1) N.J.E.A. Convention Day

- A. If any of the above named holidays should fall on a Saturday, Sunday, or on a day when school is in session, the Board shall provide an offset day.
- B. If a holiday should fall during a custodial or maintenance employee's vacation period, such employee shall receive an extra day off, which day shall be scheduled on a day to be mutually agreed upon between the employee and the supervisor.

ARTICLE XX
VACATIONS FOR CUSTODIAL AND MAINTENANCE PERSONNEL

Each custodial or maintenance employee shall have a paid vacation in accordance with the following schedule:

Up to three full years continuous service 10 working days

Four full years to ten full years continuous service 15 working days

Any custodial or maintenance employee with more than ten (10) full years of continuous service shall receive twenty (20) days vacation time.

Custodial employees with 15 days vacation credit may take up to five (5) vacation days during the school year; custodians with 20 days vacation credit may take up to ten (10) vacation days during the school year; maintenance and grounds employees with fifteen (15) days or more of vacation credit, may take up to half of their accrued vacation time during the school year with approval of the Superintendent or his/her designee.

All vacation schedules for custodial and maintenance personnel are to be approved by the Superintendent or his/her designee. Approval of vacations during the school year will be based on district-wide seniority.

ARTICLE XXI

DISCHARGE OF CUSTODIAL AND MAINTENANCE PERSONNEL

- A. No employee covered by this Agreement shall, during the term hereof, be disciplined, discharged, or reduced in rank or compensation without just cause. If any of the above actions are taken, the employee shall be given the reason therefor and have the opportunity to appeal said action to the Board. In such appeals, the employee shall have the right to be accompanied by a representative. Notwithstanding anything to the contrary in this contract, the decision of the Board shall be final.

- B. In the event that it is necessary to reduce the number of custodial and/or maintenance employees for economic reasons, the Superintendent of Schools shall take into consideration years of service when making his recommendation to the Board of Education. The Board's decision is final.

ARTICLE XXII
PERSONNEL POLICIES FOR PARAPROFESSIONALS

- A. The Board agrees to post notice of vacancies in paraprofessional positions as they occur.
- B. Paraprofessionals who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statements shall include the school or schools to which he or she desires to be transferred, in order of preference. In the determination of requests for voluntary reassignment and/or transfer, the best interests of the school system as determined by the Superintendent shall be the deciding factor.
- C. No paraprofessional shall be discharged from his/her position except for inadequate job performance or other just cause as indicated by his/her building Principal.
- D. Should a paraprofessional's position be eliminated, the paraprofessional will be given first consideration for the next available paraprofessional position for which he/she may be qualified. The decision of the Superintendent as to qualifications shall be final.
- E. All paraprofessionals shall be notified in writing by the Board no later than May 31 of each year regarding their employment status for the following school year.
- F. The normal work year for paraprofessionals shall consist of days when pupils are in attendance plus up to three (3) additional days as may be required by the Board.
- G. A paraprofessional's hours that have been approved by the Board may not be changed without the express permission of the Board.
- H. Any extra work requested beyond the paraprofessional's contracted daily time, i.e. clerical, library, classroom, special education and noon-hour paraprofessional, should be first offered to the paraprofessional working in that school in that capacity, before being offered to another paraprofessional in a different work capacity.
- I. Whenever applicable and with the Principal's authorization, a paraprofessional may be afforded the opportunity to make up any time lost within the month through unpaid absence. No make-up time shall be allowed for the time for which a substitute has been paid.
- J. Paraprofessionals shall receive longevity in accordance with the provisions of Article V, Paragraph D3.

- K. The paraprofessionals' work day shall not exceed five (5) hours and fifty-four (54) minutes, or twenty-nine and one half (29.5) hours per week. The break time for paraprofessionals working a five (5) hour and fifty-four (54) minute day shall be thirty-five (35) minutes and the break time for paraprofessionals working a four (4) hour day shall be twenty (20) minutes.
- L. Paraprofessionals and the Association President shall receive the "Time Sheet Due Date Schedule" on the first work day of the year. Effective with the September 2019 payroll, all Paraprofessionals' base payroll will be processed in equal payments throughout the school year as follows:
- (1) Paraprofessionals will remain hourly employees whereby their hourly rate will be multiplied by the number of hours scheduled to work multiplied by the number of work days in the school year. This method will produce an annualized base pay.
 - (2) There will be no changes to the completion of the time sheets for regular hours and for additional hours.
 - (3) Payment for additional hours will continue to be processed in the payroll on the 15th of the following month. Any docking due to unpaid leaves will be one in the pay period following the "event".
 - (4) The final paycheck for the year will continue to be processed on June 30th (not the last day of school).
- M. All paraprofessionals covered by this Agreement may be required to attend one (1) teacher orientation day and two (2) staff workshop days with pay at the discretion of the Superintendent and his/her designee.
- N. The Board of Education shall reimburse all administrative costs and application fees incurred in obtaining and/or maintaining a substitute certificate for eligible paraprofessionals.

ARTICLE XXIII
PARENT-TEACHER CONFERENCES

- A. For the term of this Agreement, there shall be one (1) evening of parent-teacher conferences in the fall of each year, replacing one of three existing afternoon conference times and one (1) evening of parent-teacher conferences in the spring of each year. Each individual evening conference shall be 15 minutes in length and shall be held between the hours of 6:00 p.m. and 8:15 p.m.
- B. On the evening of such fall parent-teacher conference, all teaching and child study team personnel shall be available in their respective buildings for conferences during this time. On the evening of the spring parent-teacher conference, all personnel who have scheduled conferences shall be available.
- C. In the event that the demand for evening conferences exceeds the time available, the building Principal shall establish procedures for determining priority of evening conferences.

ARTICLE XXIV
DURATION

This Agreement shall be effective July 1, 2022 and shall continue in effect until June 30, 2026. Any amendments agreed upon by the parties shall be in writing.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents and attested by the respective secretaries, the day and year first above written.

**BOARD OF EDUCATION OF
THE BOROUGH OF CLOSTER**

WITNESS:



Floro M. Villanueva Jr.
Board Secretary/Business Administrator

By: 


Melody Finkelstein
Board President

Dated: JUNE 12, 2023


Dated: 6/12/23

CLOSTER EDUCATION ASSOCIATION

WITNESS:



Joanne Iyo
Vice-President

By: 

Amy Kenny-Whritenour (Jun 15, 2023 09:33 EDT)
Amy Kenny-Whritenour
President

Dated: 6/15/23

Dated: 6/15/2023









CEA Contract 2022-2026 Signature Page

Final Audit Report

2023-06-15

Created:	2023-06-14
By:	Floro Villanueva (villanuevaf@nvnet.org)
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"CEA Contract 2022-2026 Signature Page" History

-  Document created by Floro Villanueva (villanuevaf@nvnet.org)
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-  Signer kennya@nvnet.org entered name at signing as Amy Kenny-Whritenour
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-  Document e-signed by Amy Kenny-Whritenour (kennya@nvnet.org)
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-  Agreement completed.
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SCHEDULE A - TEACHERS' SALARY GUIDE

The following notes shall apply to Schedules A-1, A-2, A-3 and A-4:

1. Full credit may be granted for outside teaching experience.
2. Credit for time spent in the Armed Services may be granted up to three years.
3. Normal increments will be granted based upon the recommendation of the Superintendent of Schools.
4. Initial placement on this salary guide is negotiable between the Superintendent, the Board and the prospective employee. Upon issuance of a contract the employee cannot claim credits earned previous to employment in the Closter Public Schools for purposes of remuneration.
5. Salary distribution shall be computed based upon BA Step 1.

Effective July 1, 1999 and each year thereafter for the duration of the agreement, provisionally certificated teachers shall remain on the initial step they were hired for the second year of their employment as presently required by State law.

SCHEDULE A-1 – 2022-2023 SALARY GUIDE - TEACHERS

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+60
0	52,309	54,169	56,551	60,839	63,697	66,556	72,273
1	54,983	56,846	59,228	63,516	66,374	69,233	74,950
2	56,883	58,746	61,128	65,416	68,274	71,133	76,850
3	58,983	60,846	63,228	67,516	70,374	73,233	78,950
4	61,083	62,946	65,328	69,616	72,474	75,333	81,050
5	63,383	65,246	67,628	71,916	74,774	77,633	83,350
6	65,843	67,706	70,088	74,376	77,234	80,093	85,810
7	68,353	70,216	72,598	76,886	79,744	82,603	88,320
8	70,923	72,786	75,168	79,456	82,314	85,173	90,890
9-10	73,593	75,456	77,838	82,126	84,984	87,843	93,560
11	76,263	78,126	80,508	84,796	87,654	90,513	96,230
12	78,973	80,836	83,218	87,506	90,364	93,223	98,940
13	81,683	83,546	85,928	90,216	93,074	95,933	101,650
14	84,403	86,266	88,648	92,936	95,794	98,653	104,370
15		89,036	91,418	95,706	98,564	101,423	107,140
16		91,616	93,998	98,286	101,144	104,003	109,720
17		94,231	96,613	100,901	103,759	106,618	112,335

SCHEDULE A-2 – 2023-2024 SALARY GUIDE – TEACHERS

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+60
0	54,000	55,500	58,000	62,000	65,000	68,000	73,000
1	56,383	58,246	60,628	64,916	67,774	70,633	76,350
2	58,383	60,246	62,628	66,916	69,774	72,633	78,350
3	60,483	62,346	64,728	69,016	71,874	74,733	80,450
4	62,683	64,546	66,928	71,216	74,074	76,933	82,650
5	64,883	66,746	69,128	73,416	76,274	79,133	84,850
6	67,243	69,106	71,488	75,776	78,634	81,493	87,210
7	69,753	71,616	73,998	78,286	81,144	84,003	89,720
8	72,323	74,186	76,568	80,856	83,714	86,573	92,290
9	74,993	76,856	79,238	83,526	86,384	89,243	94,960
10-11	77,663	79,526	81,908	86,196	89,054	91,913	97,630
12	80,373	82,236	84,618	88,906	91,764	94,623	100,340
13	83,083	84,946	87,328	91,616	94,474	97,333	103,050
14	85,903	87,766	90,148	94,436	97,294	100,153	105,870
15		90,626	93,008	97,296	100,154	103,013	108,730
16		93,216	95,598	99,886	102,744	105,603	111,320
17		95,621	98,003	102,291	105,149	108,008	113,725

SCHEDULE A-3 – 2024-2025 SALARY GUIDE - TEACHERS

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+60
0	55,000	57,000	60,000	64,000	67,000	70,000	75,000
1	57,904	59,767	62,149	66,437	69,295	72,154	77,871
2	59,904	61,767	64,149	68,437	71,295	74,154	79,871
3	62,004	63,867	66,249	70,537	73,395	76,254	81,971
4	64,204	66,067	68,449	72,737	75,595	78,454	84,171
5	66,404	68,267	70,649	74,937	77,795	80,654	86,371
6	68,764	70,627	73,009	77,297	80,155	83,014	88,731
7	71,274	73,137	75,519	79,807	82,665	85,524	91,241
8	73,844	75,707	78,089	82,377	85,235	88,094	93,811
9	76,514	78,377	80,759	85,047	87,905	90,764	96,481
10	79,184	81,047	83,429	87,717	90,575	93,434	99,151
11-12	81,894	83,757	86,139	90,427	93,285	96,144	101,861
13	84,604	86,467	88,849	93,137	95,995	98,854	104,571
14	87,424	89,287	91,669	95,957	98,815	101,674	107,391
15		92,147	94,529	98,817	101,675	104,534	110,251
16		94,737	97,119	101,407	104,265	107,124	112,841
17		97,144	99,526	103,814	106,672	109,531	115,248

SCHEDULE A-4 – 2025-2026 SALARY GUIDE - TEACHERS

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+60
0	56,500	58,500	61,000	65,500	68,500	71,000	76,000
1	59,590	61,453	63,835	68,123	70,981	73,840	79,557
2	61,590	63,453	65,835	70,123	72,981	75,840	81,557
3	63,690	65,553	67,935	72,223	75,081	77,940	83,657
4	65,890	67,753	70,135	74,423	77,281	80,140	85,857
5	68,090	69,953	72,335	76,623	79,481	82,340	88,057
6	70,450	72,313	74,695	78,983	81,841	84,700	90,417
7	72,960	74,823	77,205	81,493	84,351	87,210	92,927
8	75,530	77,393	79,775	84,063	86,921	89,780	95,497
9	78,200	80,063	82,445	86,733	89,591	92,450	98,167
10	80,870	82,733	85,115	89,403	92,261	95,120	100,837
11	83,580	85,443	87,825	92,113	94,971	97,830	103,547
12-13	86,290	88,153	90,535	94,823	97,681	100,540	106,257
14	89,110	90,973	93,355	97,643	100,501	103,360	109,077
15		93,833	96,215	100,503	103,361	106,220	111,937
16		96,423	98,805	103,093	105,951	108,810	114,527
17		98,829	101,211	105,499	108,357	111,216	116,933

SCHEDULE A-5 – TEACHER SALARY GUIDE PLACEMENT CHARTS

Teacher Salary Guides - Placement Chart - BA Column ONLY *(Read directly across the line to track advancement/placement)*

2021-2022		2022-2023		2023-2024		2024-2025		2025-2026
								1
				1	⇒	1	⇒	2
		1	⇒	2	⇒	2	⇒	3
1	⇒	2	⇒	3	⇒	3	⇒	4
2	⇒	3	⇒	4	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	9	⇒	10
8-9	⇒	9-10	⇒	10-11	⇒	10	⇒	11
10	⇒	11	⇒	12	⇒	11-12	⇒	12-13
11	⇒	12	⇒	13	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	14	⇒	14
13	⇒	14	⇒	14	⇒	14	⇒	14
14	⇒	14	⇒	14	⇒	14	⇒	14

Teacher Salary Guides - Placement Chart **BA15, BA30, MA, MA15, MA30 & MA60 Columns** *(Read directly across the line to track advancement/placement)*

2021-2022		2022-2023		2023-2024		2024-2025		2025-2026
								1
				1	⇒	1	⇒	2
		1	⇒	2	⇒	2	⇒	3
1	⇒	2	⇒	3	⇒	3	⇒	4
2	⇒	3	⇒	4	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	9	⇒	10
8-9	⇒	9-10	⇒	10-11	⇒	10	⇒	11
10	⇒	11	⇒	12	⇒	11-12	⇒	12-13
11	⇒	12	⇒	13	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	14	⇒	15
13	⇒	14	⇒	15	⇒	15	⇒	16
14	⇒	15	⇒	16	⇒	16	⇒	17
15	⇒	16	⇒	17	⇒	17	⇒	17
16	⇒	17	⇒	17	⇒	17	⇒	17
17	⇒	17	⇒	17	⇒	17	⇒	17

SCHEDULE B
SECRETARIAL SALARY GUIDE

Step	22-23 (10M)	23-24 (12M)	24-25 (12M)	25-26 (12M)
1	49,638	61,786	64,090	66,460
2	50,638	62,986	65,290	67,660
3	51,638	64,186	66,490	68,860
4	52,838	65,626	67,930	70,300
5	54,038	67,066	69,370	71,740
6	55,438	68,746	71,050	73,420
7	56,938	70,554	72,858	75,228
8	58,438	72,354	74,658	77,028
9	59,938	74,154	76,458	78,828
10	62,038	76,684	78,988	81,358

1. All the secretaries who are employed by the Board of Education will be placed on the appropriate salary guide.
2. Up to three (3) years outside school (or equal) experience may be granted.
3. Full credit is granted for past Closter experience.
4. Normal increments will be granted based upon the recommendation of the Superintendent of Schools and the School Principal.

AMOUNTS DO NOT INCLUDE ADDITIONAL COMPENSATION FOR ADDITIONAL FOUR WEEKS.
(Only for SY 2022-2023)

SCHEDULE B-1
SECRETARIAL SALARY GUIDE PLACEMENT CHART

(Read directly across the line to track advancement/placement)

2021-2022		2022-2023		2023-2024		2024-2025		2025-2026
						1	⇒	1
				1	⇒	2	⇒	2
		1	⇒	2	⇒	3	⇒	3
1	⇒	2	⇒	3	⇒	4	⇒	4
2	⇒	3	⇒	4	⇒	5	⇒	5
3	⇒	4	⇒	5	⇒	6	⇒	6
4	⇒	5	⇒	6	⇒	7	⇒	7
5	⇒	6	⇒	7	⇒	8	⇒	8
6	⇒	7	⇒	8	⇒	9	⇒	9
7	⇒	8	⇒	9	⇒	10	⇒	10
8	⇒	9	⇒	10	⇒	10	⇒	10
9	⇒	10	⇒	10	⇒	10	⇒	10
10	⇒	10	⇒	10	⇒	10	⇒	10

SCHEDULE C
MAINTENANCE SALARY GUIDE

Step	2022-2023	2023-2024	2024-2025	2025-2026
1	55,054	55,554	56,859	58,164
2	56,054	56,554	57,859	59,164
3	57,054	57,554	58,859	60,164
4	58,054	58,554	59,859	61,164
5	59,959	60,459	61,764	63,069
6	61,939	62,439	63,744	65,049
7	63,994	64,494	65,799	67,104
8	66,124	66,624	67,929	69,234
9	68,329	68,829	70,134	71,439

1. All Closter maintenance personnel will be placed on this salary guide.
2. Credit for past experience shall be given at the discretion of the Board of Education.
3. A \$100 differential shall be granted to employees holding a Black Seal Fireman's License.
4. A \$200 differential shall be granted to employees holding a Black Seal Fireman-in-Charge License, in addition to the differential indicated in paragraph 3.
5. Normal increments will be granted based upon the recommendation of the Superintendent of Schools and/or the Business Administrator/Board Secretary.

SCHEDULE C-1
MAINTENANCE SALARY GUIDE PLACEMENT CHART

(Read directly across the line to track advancement/placement)

2021-2022		2022-2023		2023-2024		2024-2025		2025-2026
						1	⇒	1
				1	⇒	2	⇒	2
		1	⇒	2	⇒	3	⇒	3
1	⇒	2	⇒	3	⇒	4	⇒	4
2	⇒	3	⇒	4	⇒	5	⇒	5
3	⇒	4	⇒	5	⇒	6	⇒	6
4	⇒	5	⇒	6	⇒	7	⇒	7
5	⇒	6	⇒	7	⇒	8	⇒	8
6	⇒	7	⇒	8	⇒	9	⇒	9
7	⇒	8	⇒	9	⇒	9	⇒	9
8	⇒	9	⇒	9	⇒	9	⇒	9
9	⇒	9	⇒	9	⇒	9	⇒	9

SCHEDULE D
CUSTODIAL SALARY GUIDE

Step	2022-2023	2023-2024	2024-2025	2025-2026
1	42,250	43,450	44,900	46,340
2	43,250	44,450	45,900	47,340
3	44,250	45,450	46,900	48,340
4	45,250	46,450	47,900	49,340
5	46,500	47,700	49,150	50,590
6	48,000	49,200	50,650	52,090
7	49,925	51,125	52,575	54,015
8	51,925	53,125	54,575	56,015
9	53,925	55,125	56,575	58,015
10	55,565	56,765	58,215	59,655
11	57,365	58,565	60,015	61,455

1. All Closter custodial personnel will be placed on this salary guide.
2. Credit for past experience shall be given at the discretion of the Board of Education.
3. A \$100 differential shall be granted to employees holding a Black Seal Fireman's License.
4. A \$200 differential shall be granted to employees holding a Black Seal Fireman-in-Charge License, in addition to the differential indicated in paragraph 3.
5. Normal increments will be granted based upon the recommendation of the Superintendent of Schools and/or the Business Administrator/Board Secretary.

SCHEDULE D-1
CUSTODIAL SALARY GUIDE PLACEMENT CHART

(Read directly across the line to track advancement/placement)

2021-2022		2022-2023		2023-2024		2024-2025		2025-2026
						1	⇒	1
				1	⇒	2	⇒	2
				2	⇒	3	⇒	3
		1	⇒	3	⇒	4	⇒	4
1	⇒	2	⇒	4	⇒	5	⇒	5
2	⇒	3	⇒	5	⇒	6	⇒	6
3	⇒	4	⇒	6	⇒	7	⇒	7
4	⇒	5	⇒	7	⇒	8	⇒	8
5	⇒	6	⇒	8	⇒	9	⇒	9
6	⇒	7	⇒	9	⇒	10	⇒	10
7	⇒	8	⇒	10	⇒	11	⇒	11
9	⇒	9	⇒	11	⇒	11	⇒	11
10	⇒	10	⇒	11	⇒	11	⇒	11
11	⇒	11	⇒	11	⇒	11	⇒	11

SCHEDULE E
PARAPROFESSIONAL SALARY GUIDE

SCHEDULE E-1 **SY 2022-2023**

- A. \$19.70 per hour base salary
- B. \$20.20 per hour after one year of employment
- C. \$20.70 per hour after two consecutive years of employment
- D. \$21.25 per hour after three consecutive years of employment
- E. \$21.88 per hour after four consecutive years of employment

SCHEDULE E-2 **SY 2023-2024**

- A. \$20.22 per hour base salary
- B. \$20.72 per hour after one year of employment
- C. \$21.22 per hour after two consecutive years of employment
- D. \$21.77 per hour after three consecutive years of employment
- E. \$22.40 per hour after four consecutive years of employment

SCHEDULE E-3 **SY 2024-2025**

- A. \$20.89 per hour base salary
- B. \$21.39 per hour after one year of employment
- C. \$21.89 per hour after two consecutive years of employment
- D. \$22.44 per hour after three consecutive years of employment
- E. \$23.07 per hour after four consecutive years of employment

SCHEDULE E-4 **SY 2025-2026**

- A. \$21.59 per hour base salary
- B. \$22.09 per hour after one year of employment
- C. \$22.59 per hour after two consecutive years of employment
- D. \$23.14 per hour after three consecutive years of employment
- E. \$23.77 per hour after four consecutive years of employment

SCHEDULE F
POST SCHOOL ACTIVITY PROGRAM

ACTIVITY	2022-2023	2023-2024	2024-2025	2025-2026
<u>HILLSIDE ELEMENTARY SCHOOL</u>				
Yearbook	\$2,041	\$2,173	\$2,308	\$2,447
Kids Against Pollution *	\$501	\$516	\$531	\$547
Culture Club *	\$501	\$516	\$531	\$547
Garden Club *	\$501	\$516	\$531	\$547
Computer Club *** HNN(1)	\$2,041	\$2,173	\$2,308	\$2,447
Student Council *	\$501	\$516	\$531	\$547
Writing *	\$501	\$516	\$531	\$547
Computer Club *** HNN(2)	\$2,041	\$2,173	\$2,308	\$2,447
Hillside News Network (HNN-3) ***	\$2,041	\$2,173	\$2,308	\$2,447
<u>TENAKILL MIDDLE SCHOOL</u>				
Yearbook	\$2,041	\$2,173	\$2,308	\$2,447
Volleyball	\$2,886	\$2,973	\$3,062	\$3,154
Soccer	\$2,886	\$2,973	\$3,062	\$3,154
Cross Country	\$1,476	\$1,520	\$1,566	\$1,613
Track	\$2,953	\$3,042	\$3,133	\$3,227
Basketball - Boys	\$2,953	\$3,042	\$3,133	\$3,227
Basketball - Girls	\$2,953	\$3,042	\$3,133	\$3,227
Baseball	\$2,953	\$3,042	\$3,133	\$3,227
Softball	\$2,953	\$3,042	\$3,133	\$3,227
Academic Support	\$2,953	\$3,042	\$3,133	\$3,227
Drama	\$1,922	\$1,980	\$2,039	\$2,100
Grade 6 Trip Coordinator	\$894	\$921	\$948	\$977
Grade 7 Trip Coordinator	\$894	\$921	\$948	\$977
Grade 8 Trip Coordinator	\$894	\$921	\$948	\$977
Interdisciplinary Team Leader - Gr 5	\$1,126	\$1,230	\$1,336	\$1,447
Interdisciplinary Team Leader - Gr 6	\$1,126	\$1,230	\$1,336	\$1,447
Interdisciplinary Team Leader - Gr 7	\$1,126	\$1,230	\$1,336	\$1,447
Interdisciplinary Team Leader - Gr 8	\$1,126	\$1,230	\$1,336	\$1,447
Department Chair - Science	\$964	\$1,063	\$1,165	\$1,270
Department Chair - Social Studies	\$964	\$1,063	\$1,165	\$1,270
Department Chair - Language Arts	\$964	\$1,063	\$1,165	\$1,270
Department Chair - Math	\$964	\$1,063	\$1,165	\$1,270

ACTIVITY	2022-2023	2023-2024	2024-2025	2025-2026	
Department Chair - Specials	\$964	\$1,063	\$1,165	\$1,270	
Department Chair - ESL	\$964	\$1,063	\$1,165	\$1,270	
Workshop/In-Service Instructor	\$953	\$981	\$1,011	\$1,041	
Athletic Director	\$658	\$748	\$840	\$936	
Ambassadors Club *	\$501	\$516	\$531	\$547	
Culture Club *	\$501	\$516	\$531	\$547	
Garden Club *	\$501	\$516	\$531	\$547	
Kids Helping Kids - Gr 5 *	\$501	\$516	\$531	\$547	
Kids Helping Kids - Gr 6 *	\$501	\$516	\$531	\$547	
Kids Helping Kids - Gr 7 *	\$501	\$516	\$531	\$547	
Kids Helping Kids - Gr 8 *	\$501	\$516	\$531	\$547	
Math League (Gr 5 - 6) *	\$501	\$516	\$531	\$547	
Math League (Gr 7 - 8) *	\$501	\$516	\$531	\$547	
Photography *	\$501	\$516	\$531	\$547	
Production *	\$501	\$516	\$531	\$547	
Scripta *	\$501	\$516	\$531	\$547	
Service *	\$501	\$516	\$531	\$547	
Writing *	\$501	\$516	\$531	\$547	
Computers Club ***	\$1,000	\$1,030	\$1,061	\$1,093	
Tenakill Broadcast Network (TBN) ***	\$1,000	\$1,030	\$1,061	\$1,093	
Student Council ***	\$1,000	\$1,030	\$1,061	\$1,093	
Tenakill Singers ***	\$1,000	\$1,030	\$1,061	\$1,093	
Peer to Peer (1)	\$842	\$867	\$893	\$920	
Peer to Peer (2)	\$842	\$867	\$893	\$920	
Debate	\$42.23	\$43.50	\$44.80	\$46.15	per hour
Science Olympiad	\$46.35	\$47.74	\$49.17	\$50.65	per hour
Harrington Ave Safety/Loop Duty	\$21.88	\$22.40	\$23.07	\$23.78	per session
Detention Supervision	\$21.88	\$22.40	\$23.07	\$23.78	per session
Sports Supervision	\$27.62	\$28.45	\$29.31	\$30.19	per game

* Clubs minimum of 20 sessions, 30 minutes each

*** Clubs minimum of 40 sessions, 30 minutes each

SCHEDULE G

INDIVIDUAL GRIEVANCE POLICY AND PROCEDURES

The effectiveness of the schools is largely dependent upon the existence of effective working relationships among all employees of the school system. It is desirable, therefore, to eliminate, as much as possible, those areas of disagreement and dissatisfaction that inevitably arise among persons working together in the schools. The satisfactory settlement of complaints and grievances not only promotes wholesome attitudes and feelings about the performance of professional services, but also increases the efficiency and effectiveness of the worker in his or her relationship to pupils and the community.

Any individual employee of the school system shall have the right to appeal the application of policies and administrative decisions affecting him or her through administrative channels, with assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his or her appeal. He or she shall have the right to present his or her own appeal or designate representatives of the Closter Education Association or other group or persons of his or her own choosing to appear with him or her or for him or her at any step in his or her appeal.

1. Any employee who has a grievance shall discuss it first with his or her Principal in an attempt to resolve the matter informally at that level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he or she shall set forth in writing his or her complaint to the Principal. The Principal shall communicate his or her decision to the employee in writing within three (3) school days of receipt of the written complaint.
3. The employee may appeal the Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent shall request a report on the grievance from the Principal, shall confer with the concerned parties, and upon request, with the employee or Principal separately. He or she shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) school days. The Superintendent shall communicate his or her decision in writing, along with supporting reasons, to the employee and the Principal.
4. If the grievance is not settled after reaching the Superintendent of Schools, the matter may then be referred to the Closter Education Association or other group or persons for consideration. This person, group or association shall make a determination as soon as possible, but within a period not to exceed ten (10) school days, notifying the employee in writing of that determination.

If the Closter Education Association or group or persons determines that the grievance has or may have merit, it shall recommend that the grievance be heard by the Board of Education.

If the Closter Education Association or other group or persons determines that the grievance is without merit, it will so advise the employee and a copy of its findings shall be sent to the Principal, the Superintendent of Schools and the Board of Education.

An employee whose grievance has been determined to be without merit by the Closter Education Association or other group or persons shall retain the right to appeal in writing to the Board of Education.

5. When an employee requests a review by the Board of Education, 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 of Education. The Board, or a committee thereof, shall review the grievance, hold a hearing with the employee if requested, and render a decision in writing within thirty (30) days. Its findings shall be sent to the Principal, the Superintendent of Schools and the employee.
 - A. Notice of this conference shall also be given to the Principal and to the Superintendent of Schools. The Principal and the Superintendent of Schools may be present at the conference and state their views.
6. If the grievance is not resolved as of the above mentioned step, the aggrieved employee may request a special convocation of a Board-Teacher Relations Committee or a similarly established group with a view to arriving at a mutually satisfying resolution of the complaint. The aggrieved employee and his or her representative, if any, shall be given at least three (3) school days' notice of the conference and an opportunity to participate.

The committee shall:

- A. Meet with the aggrieved employee to ascertain and discuss the problem.
- B. Gather facts to provide evaluation.
- C. Attempt to arrive at a solution.
- D. Present conclusions and recommendations to the full Board of Education if a mutually acceptable conclusion or recommendation has been reached.

7. 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 which are not settled under paragraph 6 that may arise between them.
 - A. In the event that the aggrieved employee is dissatisfied with the determination of the Board-Teacher Relations Committee, he/she may request that his/her grievance be submitted to arbitration. A request for arbitration shall be made within ten (10) days of the committee's determination. The aggrieved employee and the Board may mutually agree to extend the period of time in which arbitration may be requested.
 - B. Within ten (10) days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission (hereinafter "P.E.R.C.") by either party. The parties shall then be bound by the rules and procedures of P.E.R.C.
 - C. The arbitrator so selected shall limit his/herself to the issues submitted to him/her and shall consider nothing else. He/she can add nothing to nor subtract anything from this Agreement between the parties or any applicable policy of the Board. The only grievances which may be arbitrated are those alleging that there has been a violation of the express, written terms of the locally negotiated agreement. The arbitrator shall not have the authority to rule on grievances which concern the interpretation, application or alleged violation of the Board policies and administrative decision affecting terms and conditions of employment, or of statutes and regulations setting terms and conditions of employment. Such grievances may only be pursued before the Commissioner of Education, the State Board of Education, and last to the state courts.
 - D. The parties in interest shall be afforded a full opportunity to present any evidence, written or oral, which may be judged pertinent to the matter in dispute.
 - E. The decision of the arbitrator regarding the violation, interpretation or application of this Agreement shall be final and binding on both parties in all matters except those dealing with a managerial prerogative which shall not be subject to any arbitration proceeding.

- F. The Arbitrator has no authority, express or implied, to add to or subtract from the language of the parties Agreement and the Arbitrator's decision must be based solely on the content of this Agreement as written and agreed upon by the parties.
- G. Each grievance will be arbitrated separately except those of a similar nature and when mutually agreed to by both parties.
- H. All fees and expenses of the arbitrator and arbitration proceedings shall be shared equally between the Board and the Association. All other costs related to arbitration, such as the payment for legal services, shall be paid for by the respective parties.

SCHEDULE H
ANNUAL STIPEND - ADDENDUM

WHEREAS, the Closter Board of Education and the Closter Education Association are parties to a collective negotiations agreement that covers the 2019-2020 through 2021-2022 school years; and

WHEREAS, the parties believe that Schedule H of the current collective negotiations of agreement requires clarification and revision in order to effectuate the parties' intent when those provisions were negotiated; and

WHEREAS, the parties wish to amend the Agreement accordingly;

NOW, THEREFORE, based upon the foregoing premises and mutual promises and covenants contained herein, the parties hereby agree as follows:

1. Schedule H shall be revised as follows:

A. For the 2019-2020 school year only, any employee who receives health benefits shall be paid an annual stipend as set forth below, and in accordance with the level of benefits (i.e., single, parent/child, employee/spouse, family coverage) chosen by the employee:

Single Coverage:	\$300
Parent/Child:	\$600
Employee/Spouse:	\$600
Family:	\$900

B. The annual stipend shall be paid out as a one-time, non-pensionable, taxable, lump sum payment, in the amounts set forth above, during one of the pay periods in November.

Paragraphs A and B shall sunset as of July 1, 2020.

C. Starting in the 2020-2021 school year, the Board shall make one monthly premium payment for all members receiving benefits through the NJ DIRECT10 or NJ DIRECT15 plans in the month of February. For those members who: (a) were enrolled in any of the School Employees' Health Benefits Program ("SEHBP") insurance plans while employed with the Board from September 2020 through December 2020, and (b) enrolled in the NJ Educators' Health Plan effective January 1, 2021 (thus making them ineligible to receive the benefit of the Board paying their premium

contributions for one month), the Board shall pay each of them a stipend for the months they were enrolled in the SEHBP insurance plans, prorated for any partial month, as follows:

Single Coverage:	\$120 (\$30 per month)
Parent/Child:	\$240 (\$60 per month)
Employee/Spouse:	\$240 (\$60 per month)
Family:	\$360 (\$90 per month)

This stipend shall be paid out as a one-time, non-pensionable, taxable, lump sum payment, in the amounts set forth above, during one of the pay periods in April 2021. The Board shall not pay any stipends after the 2020-2021 school year; only those members who remain in the NJ DIRECT10 or NJ DIRECT 15 plans shall be eligible for the premium payments made by the Board as specified above.

- D. Any member eligible for this provision who retires, has their position eliminated or is let go by the district shall receive a prorated reimbursement based on the number of months worked. (e.g., a 10 month employee working 3 months would receive 30% of the normal one month payment, and a 12 month employee working 3 months would receive 25% of the normal one month payment.)
2. All of the remaining terms and conditions in the Agreement not specifically addressed herein shall remain in full force and effect.