

CONTENTS OF AGREEMENT  
FOR  
RIVERSIDE EDUCATION ASSOCIATION

<u>Article</u>		<u>Page</u>
	PREAMBLE	1
I	RECOGNITION	2
II	NEGOTIATION PROCEDURE	3
III	GRIEVANCE PROCEDURE	
4		
IV	EMPLOYEE RIGHTS	
7		
V	ASSOCIATION RIGHTS AND PRIVILEGES	
8		
VI	TEACHER/EMPLOYEE HOURS AND LOAD	10
VII	EMPLOYEE EVALUATIONS	
	27	
VIII	PERSONNEL FILE	29
IX	EMPLOYEE FACILITIES	29
X	PROTECTION OF EMPLOYEES, STUDENTS & PROPERTY	30
XI	NON-TEACHING DUTIES	31
XII	CLASSROOM CONTROL	31
XIII	PROMOTIONS	32
XIV	ASSOCIATION – ADMINISTRATIVE LIASION	33
XV	CLASS SIZE	33
XVI	SCHOOL CALENDAR	34
XVII	DEDUCTIONS FROM SALARY	35
XVIII	TEMPORARY LEAVES OF ABSENCE	36
XIX	SICK LEAVE	39
XX	SALARIES	41
XXI	INSTRUCTIONAL COUNCIL	42
XXII	MISCELLANEOUS PROVISIONS	44
XXIII	INSURANCE PROTECTION	
	46	
XXIV	COMPLAINT PROCEDURE	
	48	
XXV	REDUCTION IN FORCE	50
XXVI	SENIORITY	53

XXVII	PERSONAL AND ACADEMIC FREEDOM	
	53	
XXVIII	REPRESENTATION FEE	54
XXIX	DURATION OF AGREEMENT	56
	SCHEDULE A – SALARY GUIDE	57
	SCHEDULE B – EXTRA-CURRICULAR ACTIVITIES	63
	SCHEDULE C – ATHLETIC ACTIVITIES	65
	SCHEDULE D – RATES FOR SPECIAL EVENTS	67

PREAMBLE

This Agreement entered into July 1, 2004, between the Board of Education of Riverside Township, Burlington County, New Jersey, hereinafter called the "Board" and the Riverside Education Association, hereinafter called the "Association."

Article I  
RECOGNITION

- A. The Board hereby recognizes the Riverside Education Association, hereinafter "REA" or the Association, as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment for all of the non-excluded positions of employment within the following classifications of employment.
1. Certified teaching staff member, including: classroom teachers, department heads, guidance counselors, school nurses, librarians, speech correctionists and all athletic and co-curricular personnel, below the level of administrator or supervisor.
  2. In-School supplemental teacher.
  3. Instructional teaching aides.
  4. Secretary/clerk.
  5. Athletic Trainer.
  6. JROTC Personnel.
  7. Part-time Psychologist.
  8. Custodial/maintenance personnel (full and part-time).

But excluding the superintendent, assistant superintendent, principals, assistant principals, administrators, supervisory staff, and confidential employees.

- B. Job Descriptions for recognized positions shown above are set forth in total and made a part of the Agreement by reference.
- C. Unless otherwise indicated, the term "teacher," when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined and references to male teachers shall include female teachers. The parties have set forth

the salary schedules for 2004-2007 and the prescription plan for the above combined unit as of July 1, 2004, in this contract.

Increase to salary, including increment, new dollar salary, and Schedule B/C shall be increased by 5% (five percent), 4.5% (four and one half percent), 4% (four percent) in the 2004-07 years.

- D. The Board agrees that there will be no temporary promotions or assignments to supervisory positions during the life and term of this agreement.

Article II  
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on employment. Negotiations shall begin as prescribed by law.
- B. During negotiations, the Board and the Association shall exchange points of view and make proposals and counterproposals.
- C. Neither party in any negotiation shall have control over the selection of the negotiating representatives of the other party.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. 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.

### Article III GRIEVANCE PROCEDURE

#### A. Definition

1. A. "Grievance" is a claim by an employee or a group of employees based upon the interpretation, application, or violation of the Agreement, policies or administrative decisions and practices affecting an employee or group of employees.
2. A grievance to be considered under this procedure must be initiated by the employee or group of employees within thirty (30) calendar days from the time the action is taken which gives rise to the claim.
3. An aggrieved person is the person or persons or the Association making the claim.

#### B. Procedure

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
2. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. Any employee who has a grievance shall discuss it first with his principal or immediate supervisor and attempt to resolve the matter informally at that level.
4. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within six (6) school days, he shall set forth his grievance, in writing to the principal or immediate supervisor, specifying:
  - a. The nature of the grievance.
  - b. The results of the previous discussions.
  - c. His dissatisfaction with decisions previously rendered.

The principal or immediate supervisor shall communicate his decision to the aggrieved and his representative, in writing, within six (6) school days of receipt of the written grievance.

5. The employee, no later than six (6) school days after receipt of the immediate supervisor's decision, may appeal the immediate supervisor's decision, in writing, to the superintendent of schools. The superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days after the receipt of the grievance. The superintendent shall communicate his decision in writing to the employee, his representative, and the immediate supervisor.
  6. If the grievance is not resolved to the employee's satisfaction, he, or they, no later than six (6) school days after receipt of the superintendent's decision, may request 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. The Board, or a committee thereof, shall review the grievance and render a decision, in writing within thirty (30) calendar days of receipt of the grievance by the Board.
  7. If the decision of the Board does not resolve the grievance to the satisfaction of the Association, and the Association wishes review by an arbitrator, the Association shall notify the Board through the superintendent within ten (10) days of receipt of the Board's decision. Grievances may be submitted to arbitration except as follows:
    - a. A complaint of a non-tenure employee which arises by reason of his not being re-employed.
    - b. TEACHERS ONLY: A complaint of any teacher occasioned by the appointment to, or lack of appointment to, retention in, or lack of retention in, any position for which tenure is either not possible or not required.
- C. The following procedure will be used to secure the services of an arbitrator:
1. A request by the Association will be made to the American Arbitration Association (A.A.A.) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

2. If the parties, within five (5) school days, are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the A.A.A. to submit a second roster of names.
3. If the parties are unable to determine within six (6) school days of the receipt of the second list, a mutually satisfactory arbitrator, the A.A.A. may be requested by letter by either party to designate an arbitrator.
4. The arbitrator so selected shall confer with the representatives of the Board and the Association, shall hold hearings promptly, and shall issue his decision not later than twenty (20) days from the date of the close of hearings.
5. The arbitrator shall limit himself to the issue submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the agreement between the parties.
6. The recommendations of the arbitrator shall be binding, except when the grievance involves a violation of policies or administrative decisions, in which instances the recommendations of the arbitrator shall be advisory only.
7. The costs for the services of the arbitrator and the administrative costs of the American Arbitration Association shall be divided equally between the parties.
8. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall commence at this level. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

Article IV  
EMPLOYEE RIGHTS

- A. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that employees of 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. As a duly selected 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 employee in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions or employment by reason of his membership in the Association, and its affiliates, in collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey Laws.
- C. Whenever any employee is required to appear before the Board or any committee of the Board, or at the Board's request, concerning any matter which could adversely affect the continuation of that employee in his office, position or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- D. No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage, or given an adverse evaluation of his professional services 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.
- E. Any question or criticism by a supervisor, administrator, or Board member of any employee's performance shall be made in confidence and not in the presence of students, parents, or other public gatherings. Violators of this clause shall be subject to reprimand.

- F. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates, provided it is in good taste.

TEACHERS ONLY

- G. Administration shall have the right to question individual teachers with regard to their determination of grades.
- H. The teacher shall maintain the right and responsibility to determine grades of students within the grading policies of the Riverside School District. No change in grade shall be made without prior consultation with the teacher involved.

Article V  
ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time that information which is in public domain.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.
- C. The Association and its representatives may have the right to use the school buildings at all reasonable hours for meetings. The superintendent of the building in question shall be notified in advance of the time and place of all such meetings and may grant approval for its use.
- D. The Association may have the right to use school facilities and equipment, at reasonable times, when such equipment is not otherwise in use and with prior approval of the principal.
- E. The Association may purchase for its own use expendable office supplies and other materials from the Board's supplies at the price paid by the Board.
- F. The Association shall have the exclusive use of a bulletin board in each faculty lounge and employees' dining room. Consideration shall be given for Association notices to be posted in the central office on a bulletin board.
- G. The Association may use inter-school mail facilities and school mailboxes with prior approval of the building principal.
- H. All orientation programs for new employees may be co-sponsored by the Board and the Association with the Association obligated to assume only such costs as may be mutually agreed upon during the planning of such programs.
- I. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the

exclusive representative of the employees, and to no other employee organizations.

- J. The Board of Education, when necessary, will instruct the superintendent to make the necessary time arrangements for the Board and the Association personnel to transact business at hand.

- K. The Board shall provide two (2) duty-free periods each week for the Association President to permit conference with the Board Representative, to communicate with the administrators and to do any research work as long as it does not interfere with the educational process or with any employee while on duty. Said time shall be in addition to regular preparation and lunchtime as provided in this Agreement. Additional time may be requested in writing by the President of the Association for conducting Association business. The request shall be made to the superintendent and he may grant the additional time at his discretion.

Article VI  
TEACHING HOURS AND TEACHING LOAD  
EMPLOYEE HOURS AND EMPLOYEE LOAD

TEACHERS ONLY

A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.

1. All elementary teachers shall be in their assigned rooms and ready to work at least twenty (20) minutes prior to the official opening of their respective school and shall remain at least twenty (20) minutes after the close of the official school day. Teachers are required to remain at their respective places of assignment during the times specified above. Teachers shall be available for providing aid to students, conferring with parents or staff members and professional meetings and shall not be required to remain beyond twenty (20) minutes after the close of the students' scheduled school day.

a. All elementary classroom teachers must report to their respective classrooms by 8:00 a.m., and remain there until 8:10 a.m. for the purpose of preparation for their respective teaching functions during the school day.

b. Elementary teachers with homeroom assignments will be in their assigned room with their assigned students from 8:10 a.m. to 8:20 a.m. for homeroom activities.

2. All high school and middle school teachers shall be in their assigned rooms and ready to work at least five (5) minutes prior to the official opening of the students' school day (7:55 a.m.), and shall remain at least thirteen (13) minutes after the close of the official school day. Teachers are required to remain at their respective places of assignment during the times specified above. Teachers shall be available for providing aid to students, conferring with parents or staff members, and professional meetings and shall not be required to remain beyond thirteen (13) minutes after the close of the students' scheduled school day (2:37 p.m.).

3. All basic skills and special area teachers must report for outside duty or auditorium duty, as assigned by the administration, by 8:00 a.m., and

remain on such duty until 8:10 a.m. From 8:10 a.m. to 8:20 a.m. these teachers shall prepare for their respective teaching functions.

TEACHERS ONLY

## B. Teaching Day

1. The elementary teaching day shall be seven (7) hours except on Fridays, and the day before school holidays and vacation, when the teachers shall be permitted to leave five (5) minutes beyond the close of the pupils' day.

2. The high school and middle school teaching day shall be seven (7) hours except on Fridays, and the day before school holidays and vacation, when the teachers shall be permitted to leave at the close of the pupils' day (2:37 p.m.).

C. Teachers may leave the building without requesting permission during their scheduled duty-free, lunch periods. Said teacher should initial "sign out" book.

## D. School Day

1. All elementary teachers (K-6) including elementary specials and elementary basic skills:

a. K-5: 7:55 a.m. to 2:53 p.m.

b. All full day kindergarten teachers will be guaranteed a minimum of 200 minutes of preparation time per week. All other kindergarten and transitional first grade teachers will be guaranteed a minimum of 190 minutes of preparation time per week. The Principal shall make a reasonable effort to provide an uninterrupted 40 minute prep period per day.

c. All other elementary teachers will be guaranteed a minimum of 200 minutes of preparation time per week. An integrated curriculum for art/music/library/physical education will be instituted to accomplish this.

d. One (1) lunch period one (1) hour in length. A lunch of one-half (1/2) hour and one-half (1/2) hour playground duty instead of a one (1) hour lunch, at most one (1) time per week.

e. Status-quo for class coverage in the elementary school will be maintained for the remainder of the contract. Records will be available of all class coverage.

f. As a general guideline, the scheduling of classes in excess of two hours and fifty minutes (2 hours & 50 minutes) should be avoided.

TEACHERS ONLY

2. High School (9-12) and Middle School (6-8)
  - a. 7:50 a.m. to 2:50 p.m.
  - b. Five (5) or six (6) teaching periods
  - c. One (1) lunch
  - d. One duty period for teachers teaching five (5) periods, and no duty period for those teachers teaching six (6) teaching periods.
  - e. One (1) preparation period.
  - f. For full time teachers, one (1) professional contact period.  
Examples of the acceptable and required types of activities are those which involve the teacher's professional in-district teaching functions, such as:
    - (1) Parent/student telephone calls
    - (2) Parent conferences
    - (3) Student assistance
    - (4) Guidance and related activities
    - (5) Similar functions as currently accepted for performance during first five (5) and last thirteen (13) minute time block
  - g. Commencing with the 1999-2000 school year, the Board shall have the option to implement a flexible period schedule for the high school and/or Middle School. This flexible period schedule will have the school day starting one period earlier than otherwise, and for teachers assigned thereto, ending one period earlier. The overall length of the workday is not intended to be modified. The Board, Administration and the REA, during the 1998-99 work year, shall convene a committee to discuss implementation of this flexible schedule.
3. Certified Child Study Team
  - a. Monday – Thursday: 8:15 a.m. – 3:30 p.m.
  - b. Friday and prior to holiday and vacation: 8:15 a.m. – 3:15 p.m.

- c. One (1) hour lunch period.
- d. Afternoon hours may be extended to four (4) p.m. at the discretion of the Director of the Child Study Team, if that time is required to complete the assigned duties.

TEACHERS ONLY

## 4. Half-Time Teacher

- a. Description of duties: 3.5 hours consisting of three (3) teaching and one (1) preparation period; exclusive of librarian, nurse, counselor or C.S.T.

## 5. Time-Out Room Teacher

- a. 7:50 a.m. to 2:50 p.m.
- b. Seven (7) periods of contact
- c. One (1) preparation period (40 minutes/day).
- d. One (1) lunch

## 6. Athletic Trainer

- a. Work Year: The work year will begin in August with attendance at student physicals for fall sports, meetings with fall sport coaches, and trainer's room organization. At minimum, the work year will begin three days prior to the opening of fall practices, and end two days after the last day of any spring sport competition.

## b. Seasonal Schedule

Fall: 12-6 p.m. or all competitors needs are met

1. All pre-season/or season practices and games
2. Saturday home/Away football games
3. Other home Saturday events
4. Work day extends until competitors needs are met

Winter: 3-9 p.m. or all competitors needs are met

1. Holiday/Post season practices and games
2. Weekend home events and practices

Spring: 12-6 p.m. or all competitors needs are met

1. Holiday/Post season practices and games
2. Weekend home events and practices

Miscellaneous: 1) Days off will be Christmas, New Year's Day and Sundays. (If an emergency re-scheduled, tournament, or post season game is played on a Sunday, attendance by the trainer will be expected).

TEACHERS ONLY

- c. Benefits: Trainer to receive same health and leave benefits as teaching staff members. Additionally, the Board of Education will pay New Jersey Registration fee and NATA dues.
7. Technology Coordinator
- a. Four classes maximum
  - b. Two Computer Technology periods
  - c. One preparation period
  - d. One professional contact period
  - e. One lunch

Stipend would be the six period day rate but would not count as one of the six period positions.

8. Exceptions
- a. School nurses will be paid for summer work (pre-school examinations).
  - b. Six teaching periods: The Principals have the discretion to schedule any teacher in a department for six teaching periods per day subject to the following exceptions:
    - 1. No more than two teachers in any particular department, except for the fine arts department teachers (home economics, shop and art), which shall be no more than three (3) teachers, should be scheduled for six teaching periods at the same time.
    - 2. Other than counselors, nurses, time out room teacher, and librarians, there would be no exceptions.
    - 3. If possible, no teacher would be required to teach six teaching periods for two consecutive years.
    - 4. The assigning of six teaching periods will not be used for the basis of a RIF or the hiring of additional staff.
    - 5. Partial payment may be made for those teachers teaching less than 30 periods per regular work week. A pro-rated amount of 20% of the stipend will be paid for each period taught that exceeds 25

periods per regular week. The total amount of 10 extra periods per department (15 in Fine Arts and Phys. Ed./JROTC) will not be changed due to this split.

TEACHERS ONLY

6. A third department member may teach a six period schedule on a non-permanent, or emergency basis, dependent upon student course selections in grade 6-12. The total number of six period teachers will not exceed 21 teacher positions (105 periods per week).
- c. Teachers who perform extra duties of school improvement or special tasks may be relieved from regular duty period.

Whenever possible, the scheduling of more than three (3) different class preparations should be avoided and also, schedule permitting, four (4) classes in consecutive order should be avoided.

Homeroom assignments on a rotating basis, with EXCEPTIONS, by approval of the superintendent. DUTY PERIOD WILL BE ROTATED.

- E. Teaching schedules for the following school year will be made available as soon as possible at the end of the present year.
- F. It is necessary for each teacher to have an uninterrupted preparation period each day. The practice of using regular teachers, Compensatory Education teachers, Basic Skills teachers, or Title I teachers, etc., as a substitute, thereby depriving the teacher of a preparation period, is undesirable and shall be discouraged.
  1. In those cases where regular substitute teachers are not available, teachers will be assigned as follows:
    - a. Teachers who have been assigned duties that particular period
    - b. Teachers who have assigned time that particular period, compensation will be as indicated in schedule D. Payment will be made twice a year, the same as supplemental positions. Coverage of classes shall be distributed as equitably as possible among teachers.
    - c. Records shall be available of all class coverage

- d. Such coverage shall be arranged by the principal or his designee

TEACHERS ONLY

- G. Teachers shall not leave the building at any time other than their duty-free, lunch periods, except with prior approval of the building principal or his designee.
- H. Employees covered by this contract shall notify the substitute registry of the school whenever they are not going to report for work. They shall call the registry listed in the district directory, not later than 7:30 a.m. of the day in question and shall state specifically why they are absenting themselves from work.
- I. Professional Meetings:  
Three (3) meetings may be held every month other than the early release day. These Meetings shall be held on the Wednesday of each week. Two (2) of these meetings shall be for general faculty not to exceed one (1) hour past the student dismissal time. The other one (1) shall be used for departmental meetings. Any deviation from this procedure will be by mutual consent. A prepared agenda and minutes of the meeting will be given to each teacher.
- J. Teacher's Required Evening Assignments
- The Administration will designate for teachers the two required evening assignments for any academic year and inform staff of same no later than the first day of school for the teaching staff. Unauthorized absences will be charged to personal leave time (1/2 day for each absence).

INSTRUCTIONAL AIDES ONLY

- A. As professionals, teacher aides are expected to devote to their assignments the time necessary to meet their responsibilities.
1. All elementary teacher aides shall be in their assigned rooms and ready to work at least twenty (20) minutes prior to the official opening of their respective school and shall remain at least twenty (20) minutes after the close of the official school day. Teacher aides are required to remain at their respective places of assignment during the times specified above. Teacher aides shall be available for providing aid to students, conferring with parents or staff members and professional meetings and shall not be required to remain beyond twenty (20) minutes after the close of the students' scheduled school day.
    - a. All elementary teacher aides must report to their respective classrooms by 8:00 a.m. and remain there until 8:10 a.m. for the purpose of preparation for their respective teaching functions during the school day.
    - b. Elementary teacher aides with homeroom assignments will be in their assigned room with their assigned students from 8:10 a.m. to 8:20 a.m. for homeroom activities.
  2. All high school teacher aides shall be in their assigned rooms and ready to work at least five (5) minutes prior to the official opening of the students' school day (7:55 a.m.) and shall remain at least thirteen (13) minutes after the close of the official school day. Teacher aides are required to remain at their respective places of assignment during the times specified above. Teacher aides shall be available for providing aid to students, conferring with parents or staff members, and professional meetings and shall not be required to remain beyond thirteen (13) minutes after the close of the students' scheduled school day (2:37 p.m.).
  3. The teaching aides' official opening and closing time will coincide with the official opening and closing time of the classroom teacher they are assigned to assist, and will conform with Section B of Article VI.

- B. The teaching day shall be seven (7) hours except on Fridays, and before holidays, and vacation, when the aides shall be permitted to leave five (5) minutes beyond the close of the pupil's day.
- C. Teacher aides may leave the building without requesting permission during their scheduled duty free, lunch periods. Said aide should initial "sign out" book.

INSTRUCTIONAL AIDES ONLY

## E. School Day:

## 1. Elementary (K-5):

a. K-5: 7:55 a.m. to 2:53 p.m.

b. One (1) lunch period one (1) hour in length. A lunch of one-half (1/2) hour approximately six (6) times per month. Lunch or playground duty approximately six (6) times per month. Maintain status-quo.

c. Status-quo for class coverage in the elementary school will be maintained for the remainder of the contract. Records will be available of all class coverage.

## 2. Middle School (6-8):

## 3. High School (9-12):

a. 7:55 a.m. to 2:53 p.m.

b. Six (6) class assignments maximum, 1 preparation period, one (1) lunch period, and 1 professional contact period.

E. Employees covered by this contract shall notify the registry whenever they are not going to report to work. They shall call the school no later than 7:30 a.m. of the day in question and shall state specifically why they are absenting themselves from work.

F. School Calendar as set forth in Schedule B.

G. In the event that the regular teacher is absent, with no substitute, the aide will be compensated an additional rate as outlined in Schedule D.

SECRETARIES, CLERK/TYPISTS ONLY

- A. As in the past, the employee will work the school calendar, in addition to their summer hours.
1. The employee day during the school year shall be eight and one-half (8 ½) hours with a one (1) hour non-paid lunch period, a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon.
  2. Summer hours for the employee shall be seven and one-half (7 ½) hours beginning on the teachers' last day in June and ending the day before the students return in September (the first day of school).
  3. Employee lunch hour shall be as near as mid-day as possible and will be a non-paid period.
  4. Ten month employees' work year will fall between July 1<sup>st</sup>, and June 30<sup>th</sup>. It will be ten (10) consecutive months which will be established by the superintendent.
- B. Vacations
1. All vacation time must be used during the year. Unused vacation time will not accrue from the previous year. The time will be lost if not used.
  2. Vacation will be granted to regular twelve (12) month employees based on their completed years employed in the district as of July 1 of each year.
  3. Weeks of vacation do not have to be taken consecutively and may be used a day at a time.
  4. Vacation eligibility will be determined as of July 1<sup>st</sup> of each year.
  5. One week may be taken during the school year, with administrative approval.
  6. Employees shall be eligible for vacations on their July 1<sup>st</sup> anniversary using the following basis:

- a. 0 years completed; 1 day for each full month worked prior to July 1 for a maximum of 5 days
- b. One full year completed by June 30: 2 weeks
- c. Nine full years completed by June 30: 3 weeks
- d. Fifteen full years completed by June 30: 4 weeks

All parties understand that the above chart reflects the total time worked prior to July 1<sup>st</sup> as the criteria for awarding vacation time in the following work year.

- C. Employees shall not leave the building at any time other than their lunch periods, except with prior approval of the building principal or his designee.
- D. Employees covered by this contract shall notify the registry whenever they are not going to report for work. They shall call the main office no less than one-half hour before they are due to report for work and shall state specifically why they are absenting themselves from work.

#### PART TIME WORK SCHEDULE

1. All employees will be salaried.
2. The fractional salary will be determined by the number of months worked and based on the number of days normally worked in a ten (10) day pay period (each day = 1/10 pay).
3. Half-day will be defined as one-half (1/2) of a normal work day with regard to break, lunch and work time.
4. The fraction above will be the criteria established for sick days, salary, etc., offered in a full-time contract. The only exceptions are longevity and health benefits which will be the same as offered in a full time contract.
5. Any employee working twenty hours or more shall be entitled to full health benefits.
6. Starting time may be flexible, to accommodate work loads.

## MAINTENANCE-CUSTODIAL ONLY

### A. Daily work hours:

1. Schedule Posting – work schedules showing the employees' shifts, work days, and hours shall be posted.

2.a. Work Shift – day working hours are from 7:00 a.m. to 3:30 p.m. Monday to Friday. A lunch period of thirty (30) minutes is authorized. This regulation applies to evening employees on the days they are performing "daytime" duties. The work day for evening custodians shall consist of an eight (8) hour day beginning at 3:00 p.m. to 11:00 p.m. and 11:00 p.m. to 7:00 a.m. A thirty (30) minute lunch period is authorized. Whenever school is not in session, the work day during the summer may be reduced by one hour due to unbearable heat and/or humidity at the discretion of the superintendent and/or the supervisor if the superintendent is unavailable. Changes to an employee's working hours shall be by mutual agreement whenever possible. Any involuntary change shall be subject to the provisions of Article III & XXII.

2.b. Flexible Schedule – Two custodial employees will work a Tuesday through Saturday schedule, and two a Sunday through Thursday schedule. Each employee will receive a \$500 yearly stipend in addition to their regular guide base salary. These positions will be filled as per the procedure for Change in Employee Work Shift Area reference in this contract. If there are no applicants, employees will be appointed on a seniority basis. The last person employed in the group would be the first appointed. These jobs shall rotate on a year-to-year basis if the appointment system has to be used, and no individual will be appointed for two consecutive years. A person may serve on this shift for two consecutive years if they apply to do so, however. These jobs shall be limited to the 7:00 a.m. – 3:30 p.m. shift and/or 3:00 p.m. – 11:00 p.m. shifts only. All flex shift workers must have a black seal license to be a candidate for this shift unless with exception from the Superintendent.

3. Coffee Breaks – one (1) uninterrupted period of twenty (20) minutes each day during the school year when students are present, and two (2) uninterrupted periods of fifteen (15) minutes each day at all other times. The time(s) should be mutually agreed upon by the employee and immediate supervisor – preferably from 9:00 a.m. to 9:20 a.m. during the school year and from 9:00 a.m. to 9:15 a.m. and from 2:00 p.m. to 2:15 p.m.

at all other times. Breaks from 3-11 and 11-7 will be at a set time mutually agreed upon by all employees and the supervisor. On a rotating basis, when an employee on break is needed to handle an emergency, the time missed will be made up as soon as the emergency is handled.

4. Clean-up Period – employees shall be granted a five (5) minute period prior to the end of the work shift in which to put away equipment and supplies and for the purpose of personal clean-up. Where men are involved in a difficult and “dirty” job, the supervisor may allow more time.

#### MAINTENANCE-CUSTODIAL ONLY

5. Procedure for Change in Employee Work Shift/Area:

- a. The superintendent shall deliver to the Association and post a list of known vacancies as they occur.
- b. Employees who desire a change in work shift/area may file a written statement of such desire with the superintendent. Such statement shall include the work shift/area which the employee desires in order of preferences. Such requests shall be submitted no later than five (5) days after posting.
- c. The wishes of current employees for a change in work shift/area shall be honored before any vacancy is filled. If more than one employee has applied for the same position, the determination as to which employee shall receive it shall be made on the basis of seniority.

B. Call Time and Overtime:

1. Eight (8) continuous hours, except for lunch periods, shall constitute a day's work and forty (40) hours shall constitute a week's work, made up of five consecutive days worked between Monday and Friday.
2. Time and one-half shall be paid for all hours or portions of hours in any one day and for all hours or portions of hours worked in excess of forty (40) hours in any one week.
3. The Board shall have the right to expect its employees to work overtime that is necessary to conduct its business providing the employee is physically able to work such overtime and that it is not

excessive or unreasonable. On a daily basis, if overtime is necessary and a reasonable notice is not given to an employee, he will have the right to refuse. Whenever possible, the supervisor shall post a notice on the Thursday preceding Saturday, when it is necessary to schedule overtime.

4. In the event an employee is called back to work after leaving school at the end of his regular shift, he shall be guaranteed a minimum of two (2) hours pay at the appropriate overtime rate.

Employees shall be guaranteed a minimum of four (4) hours pay at the appropriate overtime rate when these overtime assignments occur between midnight and six a.m.

5. Sundays and Holidays will be double time. The basic hourly rate will be determined by dividing the annual salary by 2080 hours.

MAINTENANCE-CUSTODIAL ONLY

6. All overtime on a particular type of work shall be distributed equally among all employees engaged in doing that type of work. The only lists used in this rotation system will be:
  1. Maintenance
  2. Custodialwithout regard to Black Seal certification. To insure equal opportunity and distribution of assignments, a rotation system based on seniority will be established and accurate records kept. These records, for the proceeding and current year only, will be made available to the Association upon request.
7. Overtime Rotation Procedures:
  - a. The list will always start with the next man after the last man that actually worked the scheduled overtime assignment.
  - b. An employee shall have the day that the list is posted and one additional day to sign the scheduled overtime/cleanup assignment list. If the sheet is not signed, it will be understood that the overtime assignment will be accepted.
  - c. If all employees refuse the overtime assignment, the assignment will be given to the employee with the least amount of overtime hours. If all employees refuse the first assignment of the year, the assignment will be given to the employee with the least amount of overtime hours from the previous year. All subsequent assignments shall be rotated based on the hours worked that particular year.
8. Unscheduled (Emergency) Overtime Procedure
  - a. Any regular area that is not covered due to the absence of a custodian for any reason shall be considered an unscheduled overtime assignment.
  - b. The supervisor shall use the following ordered procedure:
    1. Secure a substitute to do the assignment prior to/or sometime during the normal shift.
    2. If a substitute is unavailable, an REA custodian will be given the overtime work area at the completion of their shift

or prior to their next shift. The first available REA custodian will be asked to work the overtime. If all members refuse, the employee with the least number of overtime hours will be assigned. Anyone on a scheduled vacation day will not be asked to work the assignment.

MAINTENANCE-CUSTODIAL ONLY

c. Flex shift employees are working Saturday and Sunday to “man” the building. Their primary responsibility is to report to any event coordinator and take care of any requests that may be needed. If there is no scheduled event for that shift, they will be responsible for other project assignments. They will not be used to cover any areas that were not cleaned during the regular shift unless there is not a scheduled event on Saturday.

Notification of overtime and clean-up work will be made as far in advance as possible.

C. Vacation Schedule:

1. All vacation time must be used during the year. Unused vacation time will not be accrued from the previous year. The time will be lost if not used.
2. Vacation will be granted to regular twelve (12) month employees based on their completed years employed in the district as of July 1 of each year.
3. Weeks of vacation do not have to be taken consecutively and may be used a day at a time.
4. Vacation eligibility shall be determined as of July 1<sup>st</sup> of each year.
5. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
6. Employees shall be eligible for vacations on their July 1 anniversary using the following basis:
  - a. 0 years completed: One day for each full month worked prior to July for a maximum of 5 days.
  - b. One full year completed by June 30: 2 weeks
  - c. 7 full years completed by June 30: 3 weeks
  - d. 14 full years completed by June 30: 4 weeks

All parties understand that the above chart reflects the total time worked prior to July 1<sup>st</sup> as the criteria for awarding vacation time in the following work year.

MAINTENANCE-CUSTODIAL ONLY

## D. Holiday Schedule

1. Scheduled holidays are:
  - a. July 4<sup>th</sup>
  - b. Labor Day
  - c. Columbus Day
  - d. Thanksgiving Day
  - e. Day after Thanksgiving
  - f. Christmas Eve Day
  - g. Christmas Day
  - h. New Year's Eve Day
  - i. New Year's Day
  - j. Martin Luther King Day
  - k. President's Day
  - l. Good Friday
  - m. Easter Monday
  - n. Memorial Day
2. If Christmas Day and New Year's Day fall on a Saturday, Friday is the day off. If Christmas Day and New Year's Day fall on a Sunday, Monday is the day off.
3. If Christmas Eve falls on a Saturday or Sunday, the following Tuesday will be granted as a holiday. If New Year's Eve falls on a Saturday or Sunday, the previous Friday will be granted as a holiday. In the case of an emergency when the building must be opened for an event, employee(s) who volunteer to work one of these holidays shall be granted another holiday that week as compensation for the day worked. If no one volunteers, the employee(s) with the lowest amount of overtime shall be assigned.
4. Two floating holidays shall be granted whenever students are not in school. These holidays shall be treated like vacation days (Art. VI, Sec. C).

## E. Notification of Absence

1. All "daytime" workers unable to report for duty shall notify their supervisor or designee at home prior to 11:00 p.m. If illness occurs after 11:00p.m , call the supervisor's office or designee at 7:00 a.m. All night shift workers should notify their supervisors at least four (4) hours prior to the time of reporting for duty.
2. All employees of the bargaining unit must work the day before and the day after a paid holiday in order to receive holiday pay except in the

case of illness. A doctor's certificate shall be requested if sick days are taken on these days.

MAINTENANCE-CUSTODIAL ONLY

F. Resignation

1. An employee who is resigning from his position shall be required to give thirty (30) days notice.
2. Vacation pay will be on a pro-rated basis.

G. The Board of Education shall investigate the feasibility of providing substitutes when custodians are absent.

## Article VII EMPLOYEE EVALUATIONS

The purpose of an evaluation is to cite strengths and weaknesses for the improvement of performance and to seek appropriate remedies for such weaknesses.

### A. Procedure

1. All monitoring or observation for the purpose of evaluating a teacher, aide, supplemental instructors, custodians, maintenance workers, clerks, and secretaries shall be conducted openly and with full knowledge of the employee involved. Teachers and aides shall be observed through classroom visitation by a certified supervisor at least one time in each school year and when the initial evaluation is less than satisfactory they may be evaluated as often as deemed necessary by the school administration based on the contents of Article VII, Section H. Evaluations of supplemental instructors, clerks, secretaries, custodians, and maintenance workers may be as often as necessary, but must be done a minimum of one time per year. These observations must refer to the full job responsibilities of each employee as described in their job description.

B. Teachers, aides, custodians, maintenance workers, clerks, secretaries, and supplemental instructors shall be evaluated by the superintendent, assistant superintendent, principals, assistant principals or certified persons.

### C. Observations

1. Each observation shall consist of at least a full period for teachers and supplemental instructors. For support personnel any observation shall indicate the time frame of same, be it the results of a shift of work in the case of custodians, or a reasonable period of secretarial duties.

2. Reports shall be issued in the name of the evaluator. The evaluator is the person who observed the teaching performance as required in procedure of this Article.

3. Following each instance, a written evaluation report and a conference between the employee and his supervisor shall be held for the purpose of identifying any deficiencies. During the conference, deficiencies shall be

identified and assistance will be extended for the correction and improvement of performance.

4. Should any employee receive an unsatisfactory evaluation, the employee will be granted another evaluation within fifteen days after the evaluation conference.
- D. Evaluation conferences as described herein shall occur within fifteen (15) days of the observation. The conferences shall be held within the workday at a time and place agreeable to the parties.
  - E. No observation shall occur prior to the previous evaluation conference. All observations shall occur in the same work year.
  - F. An employee shall be given a copy of any evaluation report prepared by his evaluator. No reports will be filed without prior conference with the employee. Employees may place written comments on the evaluation form.
    1. No written evaluation may become a part of the employee's personnel file without the employee's signature. The signature in no way indicates agreement with the contents thereof.
    2. If a formal complaint is made against an employee which is going to be placed in his personnel file, the employee shall be notified and given an opportunity to respond.
  - G. Classroom evaluations shall be prepared using a mutually developed format. This evaluation procedure shall be documented and agreed upon by September 1, 1995.

#### TEACHERS ONLY

- H. The administration shall conduct a minimum of three written evaluations per year for each non-tenure teacher.
- I. Emergency plans shall be maintained by the teacher in a form consistent with the needs of the supervisory staff and the teacher, and shall be regularly submitted as required by the supervisory staff. They shall be in sufficient detail to permit a proper continuance of the instructional program by a substitute in the event of the teacher's absence.

Article VIII  
PERSONNEL FILE

- A. Official employee files shall be maintained in accordance with the following procedure:
1. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic professional or civic nature.
  2. An employee shall have the right, upon request, to review the contents of his personnel file (2) located in the superintendent's and immediate principal's office only, at least once a year. An employee shall be entitled to have a representative of the Association accompany the employee during such review.
- B. No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with express understanding that such signature merely signifies that he has read the material to be filed. TEACHER ONLY: If said infraction does not re-occur for a five (5) year period, any related unfavorable items placed in the teacher's personnel file will be removed by the Superintendent of Schools, upon the written request of the professional staff member.
- C. Although the Board agrees to protect the confidentiality of personal references, academic credentials, and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.
- 

Article IX  
EMPLOYEE FACILITIES

The Board will continue its efforts to keep the schools reasonably and properly equipped and maintained. The Board shall give serious consideration to Association requests for improvement in both working areas and the furnishing of equipment and supplies.

Article X  
PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

- A. Any employee who believes he is working under unsafe or hazardous conditions or is performing tasks which endanger his health, safety, or well-being may institute a grievance.
  
- D. As per Title 18A:6-1, entitled "Corporal Punishment of Pupils," an employee, may within the scope of his employment, use and apply such amounts of force as is reasonable and necessary:
  - 1. To quell disturbance, threatening physical injury to others
  - 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil.
  - 3. For the purpose of self-defense; and
  - 4. For the protection of persons or property.
  
- C. When absence arises out of or from assault or injury, while acting in discharge of his duties, the employee shall not forfeit any sick leave or personal leave.
  
- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.
  - 1. Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request from the employee for information in the possession of the superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.
  
- E. As per Title 18A:16-6 and 16-6-1, if criminal or civil proceedings are brought against an employee alleging that he committed an assault in connection with his employment; such employee may request the Board to furnish legal counsel to defend him in such proceedings. If the Board does not provide such counsel and the employee prevails in the proceedings, then the Board shall reimburse the employee for reasonable counsel fees incurred by him in his own defense.

- F. The Board shall reimburse employees for any loss, damage, or destruction of clothing or personal property on the person of the employee while on duty in the school, on the school premises, or on a school sponsored activity if such loss results from assault.

Article XI  
NON-TEACHING DUTIES

- A. The Board and the Association recognize that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end.
  - B. Non-teaching duties shall be equally distributed among all non-administrative personnel at the discretion of the superintendent.
  - C. Teachers who perform extra duties for school improvement or special tasks may be relieved from the regular duty period. Superintendent will make available a list of jobs which provide for duty-free periods.
  - D. The Board will attempt to enlist volunteer aides to assist with playground, cafeteria and library duties.
- 

Article XII  
CLASSROOM CONTROL

When in the judgment of a teacher, a student is by his own behavior seriously disrupting the instructional program to the detriment of other students, the teacher may send the student to the principal or designee. In such cases, the principal or designee shall arrange as soon as possible, a conference with the teacher to discuss the problem. The principal or designee, at his discretion, may further provide for a conference to include the parent and/or guidance personnel. At the discretion of the principal or designee, the student may be returned to class pending the results of such conference or conferences.

Article XIII  
POSTING AND BIDDING FOR PROMOTIONAL  
OR SUPPLEMENTAL POSITIONS

- A. All employees shall be given an opportunity to apply for promotional positions.
- B. Supplemental positions shall be composed of co-curricular and athletics. All teachers shall be given an opportunity to apply for these positions. Supplemental positions shall be filled by teachers employed by the Riverside School District to coincide with current law.
- C. All open, new, supplemental or promotional positions shall be posted in the main office and an equal opportunity given to the entire staff so that they may apply. Criteria necessary to fulfill such positions should also be listed at this time.
- D. Employees who desire to apply for such vacancies shall submit their application in writing to the superintendent or his designee within five (5) days after the date of the posting of the notice. All postings will be five (5) days inside the building followed by posting to the general public.
- E. Nothing contained herein can be construed to imply that the Board has waived the right to fill any position in the system with other than presently employed personnel, nor has the Board waived the right to determine qualifications of all those considered for such positions.
- F. When openings occur, notification of such opening(s) shall be sent to the President or Vice-President of the Association for the purpose of posting.

Article XIV  
ASSOCIATION-ADMINISTRATION LIAISON

The Association shall select a liaison committee or up to six (6) members to meet with the building principals and superintendent at least three (3) times a year to review and discuss local school problems and practices. Meetings and agenda shall be arranged mutually through the office of the superintendent. Minutes of these meetings will be forwarded to the Board of Education.

---

Article XV  
CLASS SIZE

The Board agrees to continue its effort to keep class size at an acceptable level as indicated by the building facilities available, the availability of qualified teachers, the financial impact, and the best interests of the students and the community.

Article XVI  
SCHOOL CALENDAR

- A. The superintendent shall draw a school calendar to recommend to the Board, and shall consult with the Association prior to its adoption by the Board, and may consult with other individuals and organizations.

TEACHERS AND TEACHING AIDES ONLY

- B. The school calendar as indicated in Schedule E. will consist of 180 students days; 184 teacher days; 1 in-service day.
- C. Emergency days to be made up at the end of the year.
- D. C.S.T. Certified Employees
1. Eleven (11) month employees will commence working on the first day of August each year.
  2. All certified C.S.T. members will work until the last day of the teachers' calendar year.
  3. At the discretion of the Child Study Team Director, they will be required to work additional days until June 30<sup>th</sup> to complete assigned duties. Should this occur, they will be granted a "comp day" or "comp days" in August for eleven (11) month employees and during the school year for ten (10) month employees.
- E. Schedule
1. The first day of school for student attendance will be a one-half (1/2) day for the students only. It will be a full day for staff.
  2. The administration will annually establish a schedule applicable to half-day and early release days for the elementary and high school with the consideration for the reasonable distribution of prep time for all applicable staff members.

Article XVII  
DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Riverside Education Association, the Burlington County Education Association, The New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 New Jersey Public Laws of 1969 (NJSA 52: 14-15, 9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by Riverside Education Association by the 15<sup>th</sup> of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.
- B. Each of the associations named above shall certify to the Board, in writing , the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. The Board agrees to deduct from employees salaries money for ABCO Credit Union, U.S. Savings Bonds and sheltered annuities, as said employees individually and voluntarily authorize. United Way will be added when computer capacity is increased to accommodate this function.

Article XVIII  
TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of the 1998-99 school year, employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay during the school year:
1. All REA members – for serious illness of any relative in the employee’s immediate household,, or serious illness of the employee’s parents, upon receipt of a doctor’s certificate, not to exceed two (2) days in any one year.
  2. For death in the employee’s immediate family (parent, husband, wife, child, brother, sister, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law). (TEACHERS/TEACHING AIDES ONLY) not to exceed five (5) days in any one instance. (SECRETARIES / CLERKS / MAINTENANCE / CUSTODIANS) not to exceed five (5) calendar days in any one instance. MAINTENANCE/CUSTODIAL ONLY: five calendar days for grandparents.
  3. For death in the employee’s non-immediate family (grandparents, nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law) not to exceed the day of the funeral, unless with the approval of the Superintendent of Schools.
  4. One time only during an employee’s employment with the Riverside School District, each employee shall be entitled to up to three (3) days for the purpose of marriage and honeymoon.
  5. Court order absence by reason of subpoena by any court, providing the employee is not a party to a suit, and upon the presentation of proper written evidence to the superintendent.
  6. Religious Holidays
    - a. When school employees are members of a religious faith which requires absence from work on certain days when school is in session, they shall be excused with pay for a total of not more than two (2) such days in any one school year. The two (2) days mentioned above will be personal days. Upon prior request, they may be excused for additional such religious days without pay.

7. Two (2) days leave of absence will be granted for personal business such as legal transactions or family matters which cannot be cared for during non-school hours. No reason need be given. An additional day may be granted with reason at the discretion of the superintendent when he deems the reasons for the absence is justified. Application to employee's supervisor for such leave shall be made at least five (5) school days before taking such leave. When application is made on less than five (5) school days notice, and prior to or immediately after a scheduled vacation or legal holiday, the approval of the superintendent must also be obtained. A maximum cap of 3 personal days for the school district shall be authorized for teachers only on any particular school day, with the exception of religious holidays. The superintendent shall reserve the right to make exceptions for any emergency situations. With respect to teachers only, any remaining personal days of the 3 listed above shall convert into accumulated sick leave. For all other units, when three (3) of the personal days are not used at the end of the year, two (2) of those days will be credited to the accumulative sick leave and when two (2) of the personal days are not used at the end of the year, one (1) of those days will be credited to the accumulative sick leave.

8. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves, or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid consistent with R.D. 38:23-1 and R.S. 38A: 4-4.

9. At least one (1) day for physical examination related to service induction.

#### 10. Family Leave

a. Family leave shall commence and terminate on the day requested by the employee.

b. Any employee requesting family leave may at her discretion use all or any part of her accumulated sick leave, during the period of such absence, provided a medical certification is received certifying her illness due to maternity.

- c. Any employee granted family leave or leave for adoption shall at her request be restored to a position in her area or teaching position in her area of certification.
  - d. No employee shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the grounds that there has not been a time lapse of specific duration between childbirth and the desired date of return.
  - e. The Board may remove employee from her duties during pregnancy if the employee cannot produce a certificate from her physician stating her pregnancy does not result in her being medically able to perform.
  - f. The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 et. seq., the Law against Discrimination, nor in violation of the Constitution of the State of New Jersey and the United States.
  - g. Any employee who does not elect to take a family leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when her physician certifies that she is physically able to do so. The period of such absence will be deemed the same as for any other physical disability and she will be entitled to her annual and accumulated sick leave with pay during the period of absence.
11. Any employee adopting an infant shall at her request, by giving thirty (30) calendar days notice to Administration, receive similar leave which shall commence upon receiving de facto custody of said infant or earlier if necessary to fulfill the requirement for adoption
12. TEACHERS ONLY – a Professional Day granted at the request of the teacher with approval by the administrator. A written summary of the activity will be submitted to the Principal and the Superintendent.
13. Other leaves of absence with or without pay may be granted by the Board for good reason. MAINTENANCE/CUSTODIAL/TEACHING AIDES ONLY: Other leaves of absence with or without pay may be granted by the superintendent for good reason. The superintendent will make the decision for a maximum of thirty (30) days leave of absence: all others must be submitted to the Board for approval.

14. Child-Rearing Leave pursuant to Law.

B. Leaves taken pursuant to Article XVIII shall be in addition to any sick leave to which the employee is entitled.

Article XIX  
SICK LEAVE AND RETIREMENT

- A. Any sick day taken before or after a holiday may require a doctor's certificate as per State law.
- B. Upon request to the superintendent, employees shall be given a written account of accumulated sick leave no later than October 1 of each school year.
- C. Death Clause – In the case of death of an employee who has accumulated sick leave, his or her estate shall be compensated at the current daily rate of each unused sick leave day up to the current maximum in payments that are in compliance with the guidelines of this contract.
- D. 1. TEACHERS covered by this contract who have less than ten (10) years of service in the Riverside School System shall be paid for eleven (11) days on which they are sick. Within each school year, unused sick days will be accumulated and applied to subsequent years.
- D. 2. TEACHING AIDES covered by this contract who have less than ten (10) years of service in the Riverside School System shall be paid for ten (10) days on which they are sick. Within each school year, unused sick days will be accumulated and applied to subsequent years.
- D. 3. SECRETARIES/CLERKS/MAINTENANCE/CUSTODIANS – Twelve (12) month employees covered by this contract who have less than ten (10) years of service in the Riverside School System shall be paid for twelve (12) days on which they are sick. SECRETARIES/CLERKS - Ten (10) month employees will be granted ten (10) days. Within each school year, unused sick days will be accumulated and applied to subsequent years.
- E. 1. TEACHERS covered by this contract who have ten (10) or more years of service in the Riverside School System shall be paid for twelve (12) days on which they are sick within each school year. Unused sick days will be accumulated and applied to subsequent years.
- E. 2. TEACHING AIDES covered by this contract and who have ten (10) or more years of service in the Riverside School System shall be paid for eleven (11) days on which they are sick within each school year.

E. 3. SECRETARIES/CLERKS / MAINTENANCE / CUSTODIANS – Twelve (12) month employees covered by this contract and who have ten (10) or more years of service in the Riverside School System shall be paid for thirteen (13) days on which they are sick within each school year. SECRETARIES/ CLERKS – ten (10) month employees will be granted eleven (11) days.

F. Any employee retiring from the district at age fifty-five (55) or after seven years of service in the district will receive the following amounts listed below per accumulated sick days up to a limit of:

Teachers	\$26.00	275 days
Teaching Aides	\$23.00	100 days
Secretaries/Clerks	\$21.50	150 days
Maintenance/Custodians	\$21.50	100 days

TEACHERS ONLY

G. Teachers covered by this contract and who have ten (10) or more years of service in the Riverside School System shall be entitled to a severance pay under the conditions set forth in this article and specifically shown below.

1. Any teacher who resigns his or her position will not receive a severance payment.
2. Any teacher who is dismissed from their position will not receive a severance payment.

H. The term separation as used above shall be construed to mean separation from their employment as a result of "reduction of force."

1. Special Note: Teachers who retire from their employment with the Riverside School System shall be granted a retirement allowance equal to payments described above for persons who are separated from their positions.
2. Retiring teachers who provide the earliest written notice to the Board during the year of retirement shall be given priority for payment. Further priority shall be established in accordance with the date of notification. Payment will be made with the availability of funds.

I. An employee who has been separated from his/her employment and who has received a separation allowance as described in Section E of this Article and who is subsequently reinstated in employment by the Riverside Board of Education will be credited with the number of sick days for which they were paid a severance allowance.

1. Upon returning to employment, the employee will be required to reimburse the Riverside Board of the entire amount that had been paid to the employee as severance pay.
2. This reimbursement may be made in a lump sum or in twenty-two (22) equal amounts i.e., a payment on each of the succeeding twenty-two (22) pay days.
3. Upon returning to work, the employee will sign a form prepared for that purpose indicating their choice of reimbursement to the Riverside Board of Education.

Article XX  
SALARIES

- A. Subject to the following restrictions, the salary of each employee covered by this Agreement is set forth in Schedule A which is attached hereto and made a part hereof.
- B. Each employee shall be paid on alternate Fridays.
- C. When a pay day falls on or during a school holiday or vacation, employees shall receive their pay checks on the last previous working day.

TEACHERS/TEACHING AIDES ONLY

- D. Each teacher/aide shall receive his final pay and the pay schedule for the following year on his last working day in June.
- E. Payment for activities as listed in Schedule B and Schedule C shall be one-half (1/2) at mid-year and one-half (1/2) at the close of the school year, in the case of full year activities and at the end of the activity in all other cases.

Article XXI  
INSTRUCTIONAL COUNCIL

A. Preamble

1. It is the intent of both the Board and the Association to recognize the present and continuing challenges of maintaining a quality school program. Adequate and diversified instructional staff, texts and other educational materials and a setting conducive to learning should be maintained in order to ensure that we provide the educational opportunity to our students that our modern age requires. To this end, the Instructional Council has been established and remains an important vehicle for continuing self-assessment and improvement.

B. Organization

1. The purpose of the Council shall be to strengthen the educational program through recommendations, research, implementation, and evaluation studies to best meet the needs of the students, the school, and the community. The Council may advise the Board on such matters as curriculum improvements, teaching techniques, extra-curricular programs, in-service training, pupil testing and evaluation, class size, specialists, teacher evaluations, teacher recruitment, and research as regarding the effective operation of the Riverside Township School District.
2. The Council shall consist of a maximum of six (6) representatives appointed by the superintendent and six (6) representatives appointed by the Association.
3. The Council shall be authorized to establish Study Committees for specific projects to allow for those who would be affected by Council recommendations to have an opportunity to be involved.
4. The Council shall encourage the initiation of ideas and suggestions for projects by individuals, teachers, departments, grade levels, Association committees, administrators, Board members, students, parents, or other interested parties.
5. Nothing in this Article shall be interpreted to prevent the Council from consulting with such additional teachers, administrators, professional

advisors, students, parents, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes.

6. The Council shall establish its own rules of procedure and shall provide for a rotating chairperson who shall be responsible for the arrangement and conduct of meetings.
  7. The Council shall meet at least four (4) times a year, unless it is mutually agreed the meetings be postponed.
- C. The Board shall review all written recommendations submitted from the Council through the superintendent to it by the Council for consideration.
- D. Prior to any meeting of this group, the REA Chairperson and the superintendent will review any prospective agenda to determine the relevance of topics to be discussed at this forum.



2. If by Board: Riverside Education Association  
112 E. Washington St.  
Riverside, NJ 08075

TEACHING AIDES /MAINTENANCE / CUSTODIANS ONLY

- G. The superintendent or his designee shall meet with the Association at least once annually for the purpose of discussing matters of concern to the employees and supervisors. The date of this meeting to be mutually agreed upon by both parties.

Article XXIII  
INSURANCE PROTECTION

- A. State Plan Health-Care Coverage: The Board shall provide the health-care insurance protection designated. The Board shall pay the full premium for each employee, plus in cases where appropriate 100% of full family-plan insurance coverage.
- B. The Board of Education will provide 100% of a Prescription Program Plan (full family coverage). Effective July 1, 2001, the co-pay shall be \$5/\$10/\$5. (Generic, Brand, Mailer) and the coverage shall be provided through enrollment in the NETWORK plan. This provision shall apply to all unit positions represented by the REA.
- C. Rate Increase – it is understood by the Riverside Board of Education and the Riverside Education Association that any increase in premium for the existing coverage shall be borne by the Riverside Board of Education.
- D. The Board will provide a Dental Program for employees covered by this contract that will include full family coverage.
- E. Health Benefits/Employed Spouses – Health benefits for any husband and wife both employed by the district shall be as follows:
  - a. Two separate and distinct medical coverage's (i.e., one traditional plan, and one HMO, or PPO).
  - b. One prescription plan
  - c. Two dental plans. Dental plans to be subject to the same buy-back provisions as any other employees' plans.
  - d. If an employee has waived his hospitalization, dental, or prescription plan and has not reenrolled in the open enrollment period for a particular year in that plan, he shall be paid 33 1/3% of the premiums chosen on June 30<sup>th</sup> annually. The employee must prove he is covered by some other insurance plan to participate in this waiver.
- F. Both parties agree to engage in a good faith, mutual effort to develop ways to reduce premium costs to the Board of Education.

G. As a compromise reached by the parties for recognition of the inclusion of the following positions in the REA represented unit commencing with the 1998-99 contract year, irrespective of any other provision of this contract, the following limitations on insurance coverage's shall be in existence until expressly modified in writing by the parties in a subsequent round of negotiations:

1. ROTC Personnel – no obligation for the Board for health insurance coverage of any type.
2. Part-time Psychologist – single hospitalization and single dental insurance coverage only.

Article XXIV  
COMPLAINT PROCEDURE

- A. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person which does or may influence evaluation of a teacher shall be processed according to outlined procedure below.
- B. The principal or immediate supervisor shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.
- C. The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaints.
- D. Further procedure:
  - 1. In the event a complaint is unresolved to the satisfaction of all parties, the teacher may request a conference with the complainant. If unresolved as a result of such conference, the complaint shall move to the next step.
  - 2. Any complaint unresolved above at the request of the teacher or complainant shall be reviewed by the building principal in an attempt to resolve the matter to the satisfaction of all parties concerned.
  - 3. Any complaints unresolved at step two (2) may be submitted in writing by the complainants or the teacher to the building principal who shall forward a copy to the superintendent and the complainant.
  - 4. Upon receipt of the written complaint, the superintendent shall confer with all parties. The teacher shall have the right to be present at all meetings of the superintendent and the complainant.
  - 5. If the superintendent is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the teacher, he shall forward the results of his investigation along with his recommendation, in writing, to the Board and a copy to all parties concerned.

6. After receipt of the findings and recommendations of the superintendent, and before action thereof, the Board shall afford the parties the opportunity to meet with the Board and show cause why the recommendations of the superintendent should not be followed. Copies of the action taken by the Board shall be forwarded to all parties.

7. Any complaint unresolved under six (6) maybe submitted by the teacher to the grievance procedure as set forth in Article III of this Agreement and shall commence at level of arbitration.

Article XXV  
REDUCTION IN FORCE

- A. During the term of this contract there shall be no reduction of personnel except for good cause, reduction in finances and reduction in student enrollment, and then only in conformity with this Agreement and with the Statutes of the State.
- B. If a reduction in personnel is being considered, the Board shall notify and consult with the Association as soon as practical, but not later than April 30 of the year in which the reduction is to take place. The Board shall state to the Association the reasons for determining that a reduction of staff is deemed necessary.
- C. Leaves of absence without pay shall automatically be granted to all employees affected by a reduction. These leaves of absence shall not prohibit the employees from seeking and accepting gainful employment elsewhere, and shall not be terminated for that reason except on written request of the employee. An employee may elect to take and will be granted leave of absence without pay during the staff reduction irrespective of his position or the seniority list. Such leave shall be in effect for one (1) year.
- D. During said leave of absence, the employee shall receive no insurance benefits at Board expense. Provisions will be made where possible that employees may continue, at their own expense, the insurance coverage at the group rate.
- E. During said leave of absence, the employee's seniority shall remain unbroken despite such leave, and his accumulated sick leave shall not be cancelled, but shall remain credited to him pending his return to an assignment in this district within the procedure outlined in Paragraph H, Section 1 of this Article.
- F. The fact that an employee is placed on leave of absence for the purpose of staff reduction shall not result in the loss of status or credit for previous years of service. Upon return to the district, he shall assume the step position on the salary schedule which he would have held had he been actively employed in the district to a maximum of one (1) year's credit.

- G. Reduction of certified personnel who are represented by the bargaining unit shall be made according to the following:
1. Seniority for the purpose of this Article shall be defined as non-terminated years of employment in the district. Leaves of absence shall be subject to the provisions in Article XVIII of this Agreement.
  2. A seniority list shall be prepared by the Board and presented to the Association (which includes all present bargaining unit personnel) sixty (60) days prior to the anticipated reduction.
  3. It is expressly understood that the Association shall have the right to review the layoff list prior to notification of the individual employees to be laid off. In the event of a disagreement concerning the layoff list, the Association shall have the right to meet with the superintendent prior to notification of the individual employees and prior to the notification deadline.

TEACHERS ONLY NO. 4, 5, 6, 7, 8

4. Probationary teachers will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of the probationary employee.
5. In the event teachers must be laid off, layoff will be on the basis of seniority and certification, except as provided for in Number 4 above.
6. In the case of teachers with identical seniority, this level of certification shall be the standard. Those with less than standard certification shall be considered for layoff before anyone with standard certification.
7. In the case of identical certification, the accumulation of credits toward standard certification shall be the standard.
8. In the case of all the above factors being equal, teachers shall be considered on the basis of their evaluation ratings with the least satisfactory to be released from service first providing that the evaluations were performed according to the terms of this Agreement.

H. Recall – Employees shall be recalled in inverse order of layoff for positions for which they are classified where appropriate and qualified in accordance with the following:

1. If a position exists within the district for which the employee is certified pursuant to this Agreement, the employee shall be notified by certified mail. Within ten (10) days of the receipt of written offer to return to employment, the employee shall accept the position by replying in writing or it shall be determined that he has declined the position. If an employee accepts the position he is offered, he shall have twenty (20) work days from receipt of the offer to return to work.
2. All employees in layoff and the Association shall be notified by certified mail on or before April 1, of their position on the recall list and be given the opportunity to remain on recall for the following school year. The employee shall notify the superintendent in writing by April 15, of his intent to return to the school district, or his leave shall be terminated.
3. No new staff shall be hired until all properly certified staff on leave, in accordance with this Article, have been offered an opportunity in writing to return to active employment.

#### TEACHERS ONLY NO. 4

4. In the event more than one person occupies the same position on the recall list, then in the presence of an Association Representative, the names shall be drawn to establish a register of recall for positions which may become available and for which they are qualified and certified.
- I. The recall list shall be maintained by the Board Secretary.

Article XXVI  
SENIORITY

- A. Seniority shall be based upon an employee's service in the district as calculated for tenure purposes. The Board shall maintain a seniority list of employees, copies of which shall be made available to the Association. Such list shall be updated quarterly.
  - B. In the event that a reduction in force that involves tenured employees should occur, the reduction for tenured employees shall be based upon seniority, provided that said tenured employee may be permitted to bump into a lower classification, if they possess the requisite qualifications and ability to perform the functions of the job to which they desire to bump into and further have more seniority in the district than the employee in that lower classification. No one shall be permitted to bump into a higher classification.
  - C. In the event that the Board determines to recall any tenured employees who have been reduced in force, said recall shall be on the basis of the tenured employee with the greatest seniority who has held a job within the classification in which the opening exists, or who held a higher classification immediately prior to being reduced in force and has the requisite qualifications and ability to perform the job.
  - D. In the event of a reduction in force, an employee will have a two-year period "recall privilege". The employee will be notified by registered letter. Return receipt will be requested.
  - F. Non-Certificated Job Security:
    - 1. After completion of two (2) months of consecutive employment, no employee shall be dismissed or be subject to a reduction in salary except for inefficiency, incapacity, conduct unbecoming an employee or other just cause, following written notice of such reasons.
- 

Article XXVII

## PERSONAL AND ACADEMIC FREEDON

The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly his assigned functions during the workday.

Article XXVIII  
REPRESENTATION FEE

- A. If an employee represented by the negotiated bargaining unit does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
- B. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.
- C. In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees, and assessments charged by the Association to its own members, and representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association's membership year immediately following the effective date of the change.
- D. Once during each membership year covered in whole in part by this Agreement, the Association will submit to the Board a list of those employees who have neither become members of the Association for the then current membership year, nor paid directly to the Association the full amount of the representation fee for that membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph E below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
- E. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:

1. Ten (10) days after receipt of the aforesaid list by the Board; or
  2. Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.
- F. If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
- G. The Association will notify the Board in writing of any changes in the list provided for in Paragraph D above, and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than then (10) days after the Board receives such notice.
- H. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. This list will indicate name, job titles and dates of employment for all such employees.

Article XXIX  
DURATION OF AGREEMENT

- A. This Agreement shall be effective July 1, 2004, and shall continue in effect until June 30, 2007, subject to the Association's right to negotiate over a successor Agreement.

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

RIVERSIDE TOWNSHIP  
BOARD OF EDUCATION

By: \_\_\_\_\_, President

Attest: \_\_\_\_\_, Secretary

Date: \_\_\_\_\_

RIVERSIDE EDUCATION ASSOCIATION

By: \_\_\_\_\_, President

Attest: \_\_\_\_\_, Secretary

Date: \_\_\_\_\_

SCHEDULE A  
SECRETARIES & CLERKS  
SALARY GUIDE FOR 2004-2007  
12 MONTHS

<u>Administrative</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
0	29200	30460	31632	32786
1	30700	31960	33132	34286
2	32200	33460	34632	35786
3	32700	33960	35132	36286
4	33200	34460	35632	36786
5	33700	34960	36132	37286
6	34200	35460	36632	37786
7	36175	37435	38607	39761

Secretary

0	28720	29980	31152	32306
1	29720	30980	32152	33306
2	30720	31980	33152	34306
3	31720	32980	34152	35306
4	32720	33980	35152	36306
5	33720	34980	36152	37306
6	34720	35980	37152	38306

Clerk

0	24845	26105	27277	28431
1	25845	27105	28277	29431
2	26845	28105	29277	30431
3	27845	29105	30277	31431
4	28845	30105	31277	32431
5	29845	31105	32277	33431

A. Longevity:

After 3 years of service completed add \$ 100 to base.  
 After 7 years of service completed add \$ 200 to base.  
 After 10 years of service completed add \$ 400 to base.  
 After 20 years of service completed add \$1,000 to base.  
 After 30 years of service completed add \$1,500 to base.

- B. One secretarial position will be established in each of the following offices:
  - 1. Child Study
  - 2. Guidance

SCHEDULE A  
 MAINTENANCE/CUSTODIAL STAFF  
 SALARY GUIDE FOR 2004-2007  
 TWELVE MONTHS

<u>CUSTODIAN</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
------------------	------------------	------------------	------------------	------------------

(NON-BLACK SEAL)

0	26112	27254	28311	29331
1	27112	28254	29311	30331
2	28112	29254	30311	31331
3	29112	30254	31311	32331
4	30112	31254	32311	33331
5	31112	32254	33311	34331

MAINTENANCE

(NON-BLACK SEAL)

0	35155	36297	37354	38374
1	35955	37097	38154	39174
2	36755	37897	38954	39974

A. Longevity

- After 3 years of service completed add \$ 100 to base.
- After 7 years of service completed add \$ 200 to base.
- After 10 years of service completed add \$ 400 to base.
- After 15 years of service completed add \$ 700 to base.
- After 20 years of service completed add \$ 1,000 to base.
- After 30 years of service completed add \$ 1,500 to base.

B. With respect to employee(s) holding a black seal license, the Board agrees to pay a compensation of nine hundred dollars (\$900) to every employee who holds a license in a particular year. This compensation will be paid as salary to each licensed employee in their regular paychecks.

SCHEDULE A  
INSTRUCTIONAL TEACHING AIDES  
SALARY GUIDE FOR 2004-2007

<u>TEACHING AIDES</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
	19348	20315	21229	22078

- B. Payment for degrees and certification:
- 80 credits add \$220 to the base.
  - 120 credits add \$400 to the base.
  - Bachelor’s Degree add \$600 to the base.

- C. Longevity:
- After 3 years of service completed add \$100 to base.
  - After 7 years of service completed add \$200 to base.
  - After 9 years of service completed add \$300 to base.
  - After 12 years of service completed add \$400 to base.
  - After 15 years of service completed add \$500 to base.
  - After 30 years of service completed add \$1,000 to base.

SCHEDULE A  
SUPPLEMENTAL INSTRUCTORS  
SALARY GUIDE FOR 2004-2007

<u>SUPPLEMENTAL</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
Hourly Rate	29.02	30.47	31.84	33.12

- A. These positions shall receive only those fringe benefits as required by law.
- B. These positions shall continue to be compensated on an hour for hour basis which can vary on a day to day basis.
- C. The aforementioned contains the only contractual provisions which are applicable to these positions.

D. After 30 years of service an additional \$500 stipend.

SCHEDULE A  
TEACHERS  
SALARY GUIDE FOR 2004-2007

<u>YEARS COMPLETED</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
0	42225	44348	46281	48007
1	42475	44598	46531	48257
2	42725	44848	46781	48507
3	42975	45098	47031	48757
4	43675	45798	47731	49457
5	44375	46498	48431	50157
6	45075	47198	49131	50857
7	45775	47898	49831	51557
8	46475	48598	50531	52257
9	47175	49298	51231	52957
10	47975	50098	52031	53757
11	48975	51098	53031	54757
12	50075	52198	54131	55857
13	51175	53298	55231	56957
14	52275	54398	56331	58057
15	53375	55498	57431	59157
16	54575	56698	58631	60357
17	55975	58098	60031	61757
18	57575	59698	61631	63357
19	59375	61498	63431	65157
20	63615	65738	67671	69397

The part-time psychologist shall receive per diem salary rates of:

<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
\$298/day	\$313/day	\$327/day	\$340/day

## A. Longevity:

1. An additional \$100 to be paid after three (3) years of service in Riverside Schools on the fourth contract.
2. An additional \$250 to be paid after ten (10) years service in Riverside Schools on the eleventh contract.
3. An additional \$300 to be paid after fifteen (15) years service in Riverside Schools on the sixteenth contract.
4. An additional \$900 to be paid after twenty (20) years service in Riverside Schools on the twenty-first contract.
5. To go into effect in the 1992-1993 contract: An additional \$500 to be paid after twenty-five (25) years of service in Riverside Schools on the twenty-sixth (26) contract.
6. An additional \$500 to be paid after 30 years service in Riverside Schools on the thirty-first contract.

After 3 years of service completed add \$ 100 to base.

After 10 years of service completed add \$ 350 to base.

After 15 years of service completed add \$ 650 to base.

After 20 years of service completed add \$ 1,550 to base

After 25 years of service completed add \$ 2,050 to base.

After 30 years of service completed add \$ 2,550 to base.

## B. The Board of Education will pay for approved graduate credit courses after the degree as follows:

1. For a person who has a BS Degree + 15 credits, the standard amount will be \$605 per year at each step.
2. For a person holding a BS Degree + 30 educational credits, there will be a flat \$990 credit.
3. A person holding a BS Degree + a Masters Degree will receive a \$1,760 flat credit.

4. A person holding a Masters Degree + 15 credits will receive \$275 in addition to the Masters.
5. A person holding a Masters Degree + 30 credits will receive \$550 in addition to the Masters rate of pay.
6. A person holding a Doctorate in educational subjects will receive \$1,100 above the Masters +30 rate of pay.

BS + 15 credits add \$ 605 to base.

BS + 30 credits add \$ 990 to base.

MASTERS add \$ 1,760 to base.

MA + 15 credits add \$ 2,035 to base.

MA + 30 credits add \$ 2,310 to base.

DOCTORATE add \$ 3,410 to base.

C. Control of Graduate Credits and Degrees:

1. For those credits earned prior to February 1 and certified to the Superintendent, payment will be retroactive to September 1 of the current school year.
2. Graduate credits earned after February 1 of the current school year will be included in the teacher's contract in September of the subsequent school year.

D. The Board of Education reserves the right to withhold salary increments for any teacher subject to the Rights and Reserves under Title 18A.

E. The Board of Education agrees to provide for tuition reimbursement as follows:

1. Covers tuition for college and university courses only.
2. A total reimbursement pot per year of \$13,500 in 2004-05; \$15,000 in 2005-06 and \$16,500 in 2006-07.
3. Maximum of \$750 per course with a \$1,500 maximum per year.

4. Superintendent has prior approval/rejection authority on requested courses.
5. Presentation of transcript prior to payment with payment only for an "A" or "B" grade.
6. Employee pays transportation/books fees.
7. To insure equitable access to all REA employees, reimbursement will be made at the end of the school year to all first course applicants. If monies are still available for second course people, then those monies will be applied in a equitable manner up to the maximum \$750.

SCHEDULE B  
EXTRA-CURRICULAR ACTIVITIES

<u>ACTIVITY</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
AVA				
Elementary	996	1046	1093	1137
Secondary	996	1046	1093	1137
Band, Asst. Director	1780	1869	1953	2031
Band –				
Elementary	655	688	719	747
Middle School	703	738	771	802
Jazz	3169	3327	3477	3616
Marching	2475	2599	2716	2824
Summer	2083	2187	2286	2377
Chorus –				
Elementary	655	688	719	747
Middle	703	738	771	802
Class Advisors –				
9 <sup>th</sup> & 10 <sup>th</sup> (4)	1169	1227	1283	1334
11 <sup>th</sup> & 12 <sup>th</sup> (4)	1511	1587	1658	1724
Department Heads (11)	1340	1407	1470	1529
Drama Club	1775	1864	1948	2026
Environmental Club –Elem.	429	450	471	490
Fire Marshalls	523	549	574	597
F.B.L.A.	605	635	664	690
F.T.A.	605	635	664	690
Grade Level Heads (2)	1340	1407	1470	1529
Interact	605	635	664	690
JROTC Summer (2)	571	600	627	652
Keyettes	472	496	518	539
Media Club –				
High School	1073	1127	1177	1224
Middle	824	865	904	940
National Honor Society	605	635	664	690
Newspaper (Middle Sch.)	787	826	864	898
Odyssey of the Mind (MS)	605	635	664	690
Peer Leadership –				
Elementary	1804	1894	1979	2059
Secondary	1804	1894	1979	2059
Rampage	3114	3270	3417	3554
Safety Patrol – Elem.	429	450	471	490

REA All Inclusive

91

Sports Night Assn.

523

549

574

597

Stage Crew –

Elementary

1073

1127

1177

1224

Secondary

1073

1127

1177

1224

## SCHEDULE B - Continued

<u>ACTIVITY</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
Student Council –				
Elementary	600	630	658	685
Middle School	900	945	988	1027
High School	2404	2524	2638	2743
Summer School (120 hrs)	2500	2625	2743	2853
Torch	3811	4002	4182	4349
Yearbook				
Elementary	958	1006	1051	1093
Middle School	958	1006	1051	1093

SCHEDULE C  
ATHLETIC ACTIVITIES

<u>Athletic Activities</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
Athletic Director	5301	5301	5301	5301
<u>Head Coaches-</u>				
Football	5396	5666	5921	6158
Basketball – boys	5396	5666	5921	6158
Basketball – girls	5396	5666	5921	6158
Wrestling	5396	5666	5921	6158
Hockey	5326	5592	5844	6078
Soccer – boys	5326	5592	5844	6078
Soccer – girls	5326	5592	5844	6078
Softball	5326	5592	5844	6078
Baseball	5326	5592	5844	6078
Track	5326	5592	5844	6078
Cross Country	5241	5503	5751	5981
<u>Assistant Coaches –</u>				
Football (4)	3803	3993	4173	4340
Basketball – boys (2)	3803	3993	4173	4340
Basketball – girls (2)	3803	3993	4173	4340
Wrestling	3803	3993	4173	4340
Hockey	3744	3931	4108	4272
Soccer – boys	3744	3931	4108	4272
Soccer – girls	3744	3931	4108	4272
Softball	3744	3931	4108	4272
Baseball	3744	3931	4108	4272
Track (2)	3744	3931	4108	4272
<u>Middle School Coaches –</u>				
Basketball – boys	2729	2865	2994	3114
Basketball – girls	2729	2865	2994	3114
Hockey	2688	2822	2949	3067
Soccer – boys	2688	2822	2949	3067
Soccer – girls	2688	2822	2949	3067
Softball	2688	2822	2949	3067
Baseball	2688	2822	2949	3067

SCHEDULE C - Continued

<u>Athletic Activities</u>	<u>2003-2004</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
<u>Adjunct Sports –</u>				
Sports Night (2)	1576	1655	1729	1798
Colorguard	1179	1238	1294	1345
Colorguard Winter	589	618	646	672
Drill Raider Challenge (2)	576	605	632	657
Equipment Manager	1309	1309	1309	1309
Weightlifting/season (3)	436	458	478	498
Cheerleading/season –				
Varsity (2)	1733	2094	2434	2750
Freshman (2)	591	591	591	591
Faculty Manager	3145	3145	3145	3145

All Freshmen Coaches are to be paid on the Assistant Coach Scale.  
 All coaches and assistants will be appointed by the Board of Education.

SCHEDULE D  
RATES FOR SPECIAL EVENTS

	<u>2003-04</u>	<u>2004-2005</u>	<u>2005-2006</u>	<u>2006-2007</u>
Home Instruction	25.30	35.00	37.50	40.00
Computer Instruction	25.30	26.57	27.76	28.87
Saturday Detention	14.47	15.19	15.88	16.51
After-School Detention	14.47	15.19	15.88	16.51
Homework Club	14.47	15.19	15.88	16.51
Ticket Seller	36.15	37.96	39.67	41.25
Ticket Collector	36.15	37.96	39.67	41.25
Faculty Official	36.15	37.96	39.67	41.25
Crowd Control	36.15	37.96	39.67	41.25
Dance Chaperone	36.15	37.96	39.67	41.25
Class Coverage	19.31	20.28	21.19	22.04
Curriculum Work	18.74	19.68	20.56	21.38
Teacher Replacement by Aide	34.07	35.77	37.38	38.88
Crowd Control Sub. Var.	23.19	24.35	25.45	26.46
Clock Oper. Sub. Var.	23.19	24.35	25.45	26.46
Sixth Period Teacher	2250	2363	2469	2568
Lead Custodian	800	840	878	913

## SCHEDULE D - Continued

- A, Teachers will be paid for mileage when using their vehicle for school business at the current IRS rate. Only authorized trips approved by the Board of Education, Superintendent of Schools or his designee will be compensated. Mileage is computed to and from Riverside Public Schools.
  
- B. Each high school teacher who is assigned and functions as a six (6) teaching period teacher shall receive an annual stipend as indicated above. This stipend shall not be added to the teachers base salary. This stipend shall be paid on a semiannual basis, half in December, and half in June. This stipend shall be subject to proration in the event that the teacher functions for less than a full year as a six (6) teaching period teacher.
  
- C. Lead Custodian shall receive an annual stipend as indicated above. This stipend shall be paid half in December and half in June and shall be prorated for actual time of appointment and service in the assignment.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE BOARD OF EDUCATION  
RIVERSIDE TOWNSHIP  
BURLINGTON COUNTY, NEW JERSEY

AND

THE RIVERSIDE EDUCATION ASSOCIATION

JULY 1, 2004 – JUNE 30, 2007