

AGREEMENT

between the

READINGTON TOWNSHIP BOARD OF EDUCATION

and the

READINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2017 through JUNE 30, 2020

TABLE OF CONTENTS

| <u>ARTICLE#</u> | <u>TITLE</u> | <u>PAGE</u> |
|-----------------|---|-------------|
| PREAMBLE | 1 | |
| I. | RECOGNITION | 2 |
| II. | NEGOTIATION PROCEDURE | 3 |
| III. | GRIEVANCE PROCEDURE..... | 5 |
| IV. | EMPLOYEE RIGHTS..... | 10 |
| V. | BOARD RIGHTS | 12 |
| VI. | ASSOCIATION RIGHTS & PRIVILEGES | 13 |
| VII. | TEACHER EMPLOYMENT | 16 |
| VIII. | SALARIES AND COMPENSATION | 17 |
| IX. | HEALTH INSURANCE..... | 22 |
| X. | TEACHER WORK YEAR, DAY & LOAD | 28 |
| XI. | TEACHER ASSIGNMENT | 33 |
| XII. | SHORT-TERM & EXTENDED LEAVES | 34 |
| XIII. | PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT...38 | |
| XIV. | REPRESENTATION FEE..... | 40 |
| XV. | SECRETARIAL TERMS AND CONDITIONS | 42 |
| XVI. | CUSTODIAL TERMS AND CONDITIONS | 45 |
| XVII. | PARAPROFESSIONAL TERMS AND CONDITIONS | 49 |
| XVIII. | MISCELLANEOUS PROVISIONS..... | 52 |
| | DURATION OF AGREEMENT | 53 |
| | TEACHERS' ADVANCEMENT/PLACEMENT CHART | 54 |
| | TEACHERS' SALARY GUIDE | 55 |
| | SECRETARIES' SALARY GUIDES | 59 |
| | SECRETARIES' STAFF ADVANCEMENT/PLACEMENT CHART | 58 |
| | CUSTODIANS' SALARY GUIDE | 60 |
| | INSTRUCTIONAL AIDES SALARY GUIDE | 65 |
| | APPENDIX B | 66 |
| | EXTRA CURRICULAR COMPENSATION | 66 |
| | RMS COACHING SALARIES | 69 |

1 **PREAMBLE**

2 This Agreement is entered into this ___ day of _____ 2018 by and between the
3 **READINGTON TOWNSHIP BOARD OF EDUCATION** in the Township of Readington, the
4 State of New Jersey (hereinafter called the “Board”), and the **READINGTON TOWNSHIP**
5 **EDUCATION ASSOCIATION** (hereinafter called the “Association”).

6
7 **WITNESSETH**

8 **WHEREAS**, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to
9 negotiate with the Association as the representative of employees hereinafter designated with
10 respect to the terms and conditions of employment, and

11 **WHEREAS**, the parties have reached certain understandings which they desire to confirm
12 in this Agreement,

13 In consideration of the following mutual covenants, it is hereby agreed as follows:
14

1 **ARTICLE I**

2 **RECOGNITION**

3 A. For the period of this contract, the Board hereby recognizes the Association as the exclusive
4 and sole representative for collective negotiation concerning the terms and conditions of
5 employment for all personnel under contract, or on an approved leave basis, employed by
6 the Board, including the following:

7 Classroom Teachers
8 Special Subject Teachers
9 Nurses
10 Librarians/Media Specialists
11 Special Services Personnel
12 Secretaries
13 Custodians
14 Paraprofessionals (certificated and non-certificated teaching assistants and
15 clerical aides)

16
17 but excluding all other employees.

18 B. Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement,
19 shall refer to Classroom Teachers, Special Subject Teachers, and Librarians/Media
20 Specialists represented by the Association in the negotiating unit as above defined.

21
22 C. Unless otherwise indicated, the term “employee,” when used hereinafter in this Agreement,
23 shall refer to all personnel specified in Article I.A.
24

1 **ARTICLE II**

2 **NEGOTIATION PROCEDURE**

- 3 A. The parties agree to enter into collective negotiations over a successor Agreement in
4 accordance with Chapter 303, Public Laws 1968, in a good faith effort to reach agreement
5 on all matters concerning the terms and conditions of Association members' employment.
6 Such negotiations shall begin no later than the date required by law. Any Agreement so
7 negotiated shall apply to all employees represented by the Association, be reduced to
8 writing and, after ratification by the Board and the Association, will be signed by the Board
9 and the Association.
- 10 B. During negotiations, the Board and the Association shall present relevant data, exchange
11 points of view, and make proposals and counterproposals. The Board shall provide for
12 inspection by the Association, upon reasonable request, such pertinent information
13 regarding the terms and conditions of employment and benefits as required by law.
- 14 C. Neither party in any negotiation shall have any control over the selection of the negotiating
15 representatives of the other party.
- 16 D. The parties agree to establish ground rules in writing as a condition of proceeding to the
17 commencement of negotiations. It is understood that any tentative agreement reached is
18 subject to ratification or rejection by the full Association membership and to ratification or
19 rejection by the members of the Board of Education.
- 20 E. This Agreement incorporates the entire understanding of the parties on all matters which
21 were or could have been the subject of negotiation. During the term of this Agreement,
22 neither party shall be required to negotiate with respect to any such matter, whether or not
23 covered by this Agreement and whether or not within the knowledge or contemplation of
24 either or both of the parties at the time they negotiated or executed this Agreement.

1 F. The Board agrees not to negotiate concerning said employees in the negotiating unit as
2 defined in Article I of this Agreement with any organization other than the Association for
3 the duration of this Agreement, unless the legally designated negotiations representative
4 has been changed.

5 G. This Agreement shall not be modified in whole or in part by the parties except by an
6 instrument in writing duly executed by both parties.
7

ARTICLE III
GRIEVANCE PROCEDURE

A. Purpose.

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to grievances which may arise affecting the terms and conditions of this Agreement, and to resolve such grievances as quickly as possible so as to ensure efficiency and employee morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration and having the grievance adjusted without intervention of the Association.

B. Definition.

1. The term “grievance,” as used herein, means an allegation that there has been as to a particular individual employee or group of employees an improper application, interpretation, or violation of the provisions of this Agreement, Board Policy or an administrative decision.
2. An “aggrieved person” is the person or persons making the claim that a grievance has occurred as to his/her terms and conditions of employment set forth in the Agreement.
3. The term “grievance,” and the procedure relative thereto, shall not be deemed applicable if either the alleged improper application, interpretation or violation of the Agreement, or the redress sought concerns:

- a. The failure or refusal of the Board to renew the contract of a non-tenured employee or to exercise the severance provision of any individual employee contract;
- b. In any matter wherein a specific method of review is set forth by law, by any rule, regulation, or Order of the State Commissioner of Education, or the State Board of Education; or,
- c. Any complaint by any personnel occasioned by the non-renewal in any position for which tenure is either not possible or not required.

C. Procedure.

1. Time Limits. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.

2. All responses from the District will be provided in writing to the Grievance Chair and President of the Association.

3. Sequence of Levels for Resolving Grievances.

Level One. Any employee having a grievance shall, within thirty (30) calendar days of the occurrence thereof or from when the employee could reasonably have been expected to have knowledge of the occurrence, submit said grievance in writing to the Building Principal or immediate supervising administrator and shall meet with the Principal/supervising administrator in an effort to resolve the matter.

Level Two. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One or if no decision has been rendered within ten (10) school

1 days after the grievance was delivered to the Principal/supervising administrator,
2 he/she has an additional ten (10) school days from the administrator's decision or
3 lack of response, to submit the grievance in writing to the Superintendent.

4 Level Three. If the aggrieved person is not satisfied with the disposition of his/her
5 grievance at Level Two, or if no decision has been rendered within ten (10) school
6 days after the grievance was delivered to the Superintendent, he/she has an
7 additional ten (10) school days from the Superintendent's decision or lack of
8 response to submit the grievance to the Board. The aggrieved person shall have the
9 right to address a committee of the Board in reference to his/her grievance.

10 Level Four. If the aggrieved person is not satisfied with the disposition of the
11 grievance at Level Three, or if no decision has been rendered within forty-five (45)
12 school days after the grievance was delivered to the Board, the Association has an
13 additional ten (10) school days from the Board's decision or lack of response to
14 submit the grievance to binding arbitration if the grievance alleges a violation of
15 the specific and express written terms of the Agreement, as defined in Section B.1.
16 of this Article. On all other grievances, the decision of the Board will be final.

17 4. Procedure for Invoking Arbitration.

- 18 a. The demand for a list of arbitrators shall be made to the Public Employment
19 Relations Commission in accordance with its rules and regulations.
- 20 b. The arbitrator shall be limited to the facts as presented to him/her in
21 rendering his/her decision. He/she shall not have authority to add to,
22 modify, or detract from the specific and express terms of the Agreement.
23 His/her decision shall be binding.

- 1 c. The costs for the services of the arbitrator, including per diem expenses, if
2 any, and actual and necessary travel, subsistence expenses, and the costs of
3 the hearing room, if any, shall be borne by the party who loses the grievance.
4 Any other expenses incurred shall be paid by the party incurring same.

5 D. Rights of Employees to Representation.

- 6 1. Any aggrieved person may be accompanied at all stages, including Level One of
7 the grievance procedure, by his/her representative. The Association shall have the
8 right to be present and to state its views at all stages of the grievance procedure.
9 2. Any participant in the grievance process shall be assured freedom from restraint,
10 interference, coercion, discrimination, or reprisal by reason of such participation.

11 E. Miscellaneous.

- 12 1. If, in the judgment of the Association, a grievance affects a group or class of
13 employees, the Association may initiate such grievance by submitting it in writing
14 to the Superintendent directly, and the processing of such grievance shall be
15 commenced at Level Two. This grievance shall be signed by at least one of the
16 employees who claims to be an aggrieved person.
17 2. Forms for filing grievances, serving notices, making appeals, making reports and
18 recommendations, and other necessary documents shall be prepared jointly by the
19 Superintendent and the Association and given appropriate distribution so as to
20 facilitate operation of the grievance procedure.
21 3. All meetings and hearings under this procedure shall not be conducted in public
22 and shall include only the aggrieved person and his/her designated or selected

1

representatives heretofore referred to in this Article, and appropriate administrative

2

representatives.

3

1 **ARTICLE IV**

2 **EMPLOYEE RIGHTS**

3 A. The Board and the Association agree that employees shall have the right to form, join and
4 support all lawful activities of the Association, or to refrain from such conduct.

5 B. No employee shall be disciplined arbitrarily or without a reason.

6 1. Disciplinary action may include, but not be limited to:

- 7 a. verbal reprimand
8 b. written reprimand
9 c. fine
10 d. suspension

11
12 2. The Board agrees to utilize the concepts of progressive discipline in its application
13 of this Article, consistent with the circumstances surrounding the infraction and the
14 disciplinary history of the employee.

15 C. Whenever any employee is required to appear before the Board, any committee of the
16 Board, the Superintendent, or Principal(s), concerning any matter, the purpose of which is
17 to adversely affect the continuation of that employee in his/her office, position, or
18 employment, or the salary or any increments pertaining thereto, then he/she shall be given
19 prior written or verbal notice of the reasons for such meeting or interview and shall be
20 entitled to have a representative of the Association present to advise him/her and represent
21 him/her during such meeting or interview.

22 D. No employee shall be prevented from wearing pins or other identification of membership
23 in the Association or its affiliates.

24 E. Any tenured teacher not residing in the Readington Township School District may request
25 that any of his/her children be admitted as a student into the Readington Township Schools.

1 1. The Board and the Superintendent shall decide whether there is appropriate space
2 and school available for the child.

3 2. The Board shall decide what the tuition rate shall be for the child.

4 3. The tenured teacher shall accept whatever grade placement the district
5 administrators feel is appropriate for the child.

6 4. The tenured teacher shall accept whatever classroom teacher(s) the child is assigned
7 to by the district administrators.

8 F. The Board and the Association acknowledge that all employees shall be free from reprisal
9 by either party based upon their legal activities on behalf of the Association or their
10 determination to refrain from such activities.

11 G. Personnel Records

12 1. Records maintained in the personnel files of this district are not open to inspection
13 except as provided for by law.

14 2. Effective with the date of this Agreement, no derogatory material shall be entered
15 into an employee's personnel file without the member's knowledge of its inclusion.

16 The employee shall indicate his/her knowledge by signing the material to be added.

17 A letter may be attached with comments from the employee.

18 H. Reduction in Force. The Association recognizes the right of the Board of Education to
19 reduce the number of tenured employees in the district in accordance with Title 18A of the
20 Laws of New Jersey.

1 **ARTICLE VI**

2 **ASSOCIATION RIGHTS & PRIVILEGES**

3 A. Release Time for Meetings. Whenever any representative of the Association or any
4 employee is mutually scheduled by the parties to participate during working hours in
5 negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss
6 in regular pay.

7 B. Use of School Property. Representatives of the Association and its united affiliates shall
8 be permitted to transact official Association business on school property at all reasonable
9 times, provided that this shall not interfere with or interrupt normal school operations.

10 C. Use of School Buildings and Equipment.

11 1. Upon approval from the appropriate building administrator, the Association and its
12 representatives shall have the right to use any of the district's buildings during
13 Association member lunch periods or before or after the student school day. The
14 appropriate building administrator shall be notified in advance of the time and place
15 of each such meeting.

16 2. The Association shall have the right to use school facilities and equipment, when
17 such equipment is not otherwise in use, as per Board policy.

18 3. The Association shall pay for the reasonable cost of all materials and supplies.

19 4. The Association shall have, in each school building, use of a bulletin board in each
20 faculty lounge and teachers' dining room. The location of the Association bulletin
21 board in each room shall be designated by the Association. The Association shall
22 also be assigned adequate space on the bulletin board in each school building's
23 central office for Association notices. Copies of all materials to be posted on such
24 bulletin board shall be given to the building Principal(s).

1 5. The Association shall have the right to use the inter-school mail facilities and school
2 mail boxes, including e-mail, only upon prior approval given in writing by the
3 appropriate building administrator. The Association is permitted to use the
4 computer network(s)/computers for education and legitimate Association business
5 activities only. Use of computer network(s)/computers for commercial activity or
6 posting of personal information is strictly forbidden. It is expressly understood that
7 the computer network(s)/computers shall not be used, under any circumstances, by
8 the Association or any staff member to communicate any information concerning
9 job actions.

10 6. The Board shall establish office space in one (1) of the District's school buildings
11 which may be used for the Association's business. The office space shall be
12 provided only if such space is deemed available annually by the Superintendent of
13 Schools and the individual school building's Principal. The determination shall be
14 based upon the availability of office space along with the District's and the
15 individual school building's ability to provide such space. The District will notify
16 the Association regarding the availability of office space on or before June 30 of
17 each year.

18 D. Leave for Association Officers.

19 1. The Board shall grant five (5) days leave with pay to the President of the
20 Association or his/her designated representatives in order for him/her to conduct
21 Association business or represent the Association on the local, county, state or
22 national level. The President of the Association is permitted to use two (2) of the

1 five (5) days in increments so long as sufficient advance notice is provided to obtain
2 substitute coverage.

3 2. Additional days may be granted at the discretion of the Superintendent.

4 E. Exclusive Rights and Privileges. The rights and privileges of the Association and its
5 representatives as set forth in this Agreement shall be granted only to the Association as
6 the exclusive representative of the Association's members and to no other organization.

7 F. The President and Vice President shall not have any assigned duties in order to provide
8 him/her with time to conduct Association business.

9 G. The President and Vice President may meet with the Superintendent at least once on a bi-
10 monthly basis to discuss District and Association business. Each Association building
11 representative (4) may meet with the building principal monthly to discuss building and
12 Association business.

13

ARTICLE VII

TEACHER EMPLOYMENT

- A. Each teacher shall be notified of his/her contract and salary status for the ensuing contract year no later than the date required by law.

1 **ARTICLE VIII**

2 **SALARIES AND COMPENSATION**

3 A. All employees shall be compensated for all years of this Agreement in accordance with the
4 salary guides attached hereto as Appendix A.

5 1. For the 2017-2018, 2018-2019 and 2019-2020 school years, teachers, custodians,
6 secretaries and paraprofessionals will advance through all steps sequentially.

7 2. Any teacher must receive an earned doctorate from an accredited university before
8 being placed at the Doctorate level on the teachers' salary guide. Teachers placed
9 at the doctorate level prior to September 1, 1994 will remain at that level.

10 3. A teacher is required to notify the Business Administrator in writing of his or her
11 intention to make a horizontal movement on the salary guide. Presentation of a
12 signed copy of the Superintendent's approval form and either transcripts or
13 grade/course completion forms evidencing earned credits must be submitted by a
14 teacher in order to be eligible for a salary adjustment.

15 4. Salary adjustments will be made according to the following schedule:

16 a. Salary adjusted in October for documentation received by August 31st
17 (retroactive to September 1).

18 b. Salary adjusted in March for documentation received by January 31st
19 (retroactive to February 1).

20 5. The MA +15 column shall be eliminated by attrition. Only those teachers who were
21 on salary steps in the MA +15 column on or before June 30, 2006 shall continue to
22 advance on the MA + 15 column. No other employee is eligible to advance to the
23 MA +15 column. A teacher who earns graduate credits after receiving his or her
24 Masters degree shall remain on the MA column unless and until he or she obtains

1 thirty (30) credits, entitling him or her to move to the MA +30 column. Effective
2 July 1, 2006, the MA +45 column shall be eliminated because as of June 30, 2006
3 there were no longer any teachers remaining on or eligible to advance to the MA
4 +45 column.

5 B. Payment of Salary.

- 6 1. Employees employed on a twelve (12) month basis shall be paid in twenty-four
7 (24) semi-monthly installments or twelve (12) monthly installments.
- 8 2. Employees employed on a ten (10) month basis shall be paid in twenty- (20) semi-
9 monthly or ten (10) monthly installments.
- 10 3. When a payday falls on or during a school holiday, vacation, or weekend,
11 employees shall receive their paychecks on the last previous working day.
- 12 4. Teachers employed on a ten (10) month basis shall receive their final installment
13 on the last school day in June provided that final clearance has been obtained by
14 the Principal or other supervising administrator.

15 C. Extra Compensation.

- 16 1. Teachers assigned specific curriculum work or professional development activities
17 beyond the workday shall receive Thirty (\$30.00) Dollars per hour.
- 18 2. Teachers assigned by the Board to supervise after-school activities for which
19 compensation has been approved shall be paid at the rate set forth in Appendix B.
- 20 3. The Board agrees to pay Thirty (\$30.00) Dollars per hour, plus mileage expense
21 when applicable, to an employee who is engaged in homebound instruction.
- 22 4. Nurses will stay for after-school activities, when needed, up to 5:30 p.m. Except in
23 the event of an emergency, nurses will be advised of such assignment during the

1 previous school day. Nurses will be paid at the rate of Thirty (\$30.00) Dollars per
2 hour.

3 5. Teachers employed for the summer with the athletics camp and/or summer school
4 shall be paid at the rate of Forty (\$40.00) Dollars per hour.

5 6. Upon Administrator and Superintendent recommendation, and with prior Board
6 approval, teachers will be paid a stipend for the following extra-duty positions:

7 a. Instructional Leader (Grades 6-8) - \$4,500 per year for work beyond the
8 regular school day and ten (10) days beyond the contractual school year.

9 b. After-School Homework Room Instructor- \$25.00 per hour from 2:15 p.m.
10 to 5:45 p.m. for all full session days.

11 c. Before-School Homework Room Instructor- \$25.00 per hour from 6:50 a.m.
12 to 7:20 a.m. for all days that school is in session.

13 d. Grade Level Team Leader (Grades Kindergarten - 5) -\$1,000 per year.

14 D. Financial Compensation for Accumulated Sick Days.

15 1. Upon retirement, teachers who were hired with an effective contract date prior to
16 July 1, 1997 and who have accumulated ten (10) years of service in the Readington
17 Township School District shall be paid for unused sick leave at the following rates:

For days accumulated prior to June 30, 1989: \$40.00 per day

For days accumulated from September 1989 to June 30, 1992: \$50.00 per day

For days accumulated thereafter: \$60.00 per day

18 In the event a teacher, otherwise eligible for this benefit, dies while actively
19 employed by the District, payment shall be paid to the teacher's estate.
20

1 2. Upon retirement, teachers who were hired with an effective contract date beginning
2 July 1, 1997 or later and who have accumulated ten (10) years of service in the
3 Readington Township School District shall be paid for unused sick leave at the
4 following rates:

 For days accumulated prior to June 30, 2000: \$45.00 per day

 For days accumulated thereafter: \$50.00 per day

5 The total number of days for which payment will be made will not exceed one
6 hundred eighty-five (185) days.

7 In the event a teacher, otherwise eligible for this benefit, dies while actively
8 employed by the District, payment shall be paid to the teacher's estate.

9
10 3. For secretaries and custodians, upon their retirement or death, the Board shall pay
11 said secretary or custodian, or his/her estate a stipend of Forty (\$40.00) Dollars for
12 each unused sick day accumulated prior to June 30, 1989, a stipend of Fifty (\$50.00)
13 for those days earned from September 1989 to June 30, 1992; Sixty (\$60.00)
14 Dollars for days earned from July 1, 1992 to June 30, 1997; Twenty (\$20.00)
15 Dollars for the days earned from July 1, 1997 to June 30, 2000; Twenty-five
16 (\$25.00) Dollars per day for all days accumulated thereafter. The total number of
17 days for which payment will be made will not exceed one hundred eighty (180)
18 days.

19 4. The total number of days for which payment will be made to any employee shall
20 not exceed one hundred ninety (190) days and shall be capped at Seven Thousand
21 Dollars (\$7,000); provided, however, that the maximum number of days or dollar
22 amount for any employee otherwise eligible for this benefit who is entitled to

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accumulate more than one hundred ninety (190) days and/or is entitled to payment of more than Seven Thousand Dollars (\$7,000) on June 30, 2006, shall be the number of days or dollar amounts as of June 30, 2006.

5. For paraprofessionals, upon their retirement or death, the Board shall pay said paraprofessional, or his/her estate a stipend of Fifteen (\$15.00) Dollars for each accumulated unused sick day. The total number of days for which payment will be made will not exceed one hundred eighty (180) days.

1 the premium cost of such coverage for himself/herself and any of his/her eligible
 2 dependents.

3 a. Upon ratification of this agreement and through June 30, 2018, the Board
 4 will not increase the amount employees contribute towards the cost of
 5 insurance. Employees will continue to contribute at current contribution
 6 rates through June 30, 2018.

7 b. Effective July 1, 2018, employees will contribute towards the cost of
 8 insurance as follows:

| Individual Coverage | | Child/Spouse Coverage | | Family Coverage | |
|---|------|-----------------------|------|------------------------|------|
| Salary | Rate | Salary | Rate | Salary | Rate |
| < \$20,000 | 2.5% | < \$25,000 | 1.5% | < \$25,000 | 1% |
| \$20,000 to \$24,999 | 3.5% | \$25,000 to \$29,999 | 2.5% | \$25,000 to \$29,999 | 2% |
| \$25,000 to \$29,999 | 5.5% | \$30,000 to \$34,999 | 4% | \$30,000 to \$34,999 | 3% |
| \$30,000 to \$34,999 | 8% | \$35,000 to \$39,000 | 5% | \$35,000 to \$39,000 | 4% |
| \$35,000 to \$39,000 | 9% | \$40,000 to \$44,999 | 6% | \$40,000 to \$44,999 | 5% |
| \$40,000 to \$44,999 | 10% | \$45,000 to \$49,999 | 8% | \$45,000 to \$49,999 | 7% |
| \$45,000 to \$49,999 | 12% | \$50,000 to \$54,999 | 13% | \$50,000 to \$54,999 | 10% |
| \$50,000 to \$54,999 | 18% | \$55,000 to \$59,999 | 15% | \$55,000 to \$59,999 | 12% |
| \$55,000 to \$59,999 | 21% | \$60,000 to \$64,999 | 19% | \$60,000 to \$64,999 | 15% |
| \$60,000 to \$64,999 | 25% | \$65,000 to \$69,999 | 21% | \$65,000 to \$69,999 | 17% |
| \$65,000 to \$69,999 | 27% | \$70,000 to \$74,999 | 24% | \$70,000 to \$74,999 | 20% |
| \$70,000 to \$74,999 | 30% | \$75,000 to \$79,999 | 25% | \$75,000 to \$79,999 | 21% |
| \$75,000 to \$79,999 | 31% | \$80,000 to \$84,999 | 26% | \$80,000 to \$84,999 | 22% |
| \$80,000 to \$94,999 | 32% | \$85,000 to \$99,999 | 28% | \$85,000 to \$89,999 | 24% |
| > \$95,000 | 33% | > \$100,000 | 33% | \$90,000 to \$94,999 | 26% |
| Employees must contribute the greater of the amount set forth in this table or 1.5% of their base salary as required by N.J.S.A. 18A:16-17, whichever is greater. | | | | \$95,000 to \$99,999 | 27% |
| | | | | \$100,000 to \$109,999 | 30% |
| | | | | > \$110,000 | 33% |

1 Employees will move through the above chart in accordance with their
 2 salary increases.

3 c. Effective July 1, 2019, employees will contribute towards the cost of
 4 insurance as follows:

| Individual Coverage | | Child/Spouse Coverage | | Family Coverage | |
|---|-------|-----------------------|-------|------------------------|-------|
| Salary | Rate | Salary | Rate | Salary | Rate |
| < \$20,000 | 2% | < \$25,000 | 1% | < \$25,000 | 0.5% |
| \$20,000 to \$24,999 | 3% | \$25,000 to \$29,999 | 2% | \$25,000 to \$29,999 | 1.5% |
| \$25,000 to \$29,999 | 5% | \$30,000 to \$34,999 | 3.5% | \$30,000 to \$34,999 | 2.5% |
| \$30,000 to \$34,999 | 7.5% | \$35,000 to \$39,000 | 4.5% | \$35,000 to \$39,000 | 3.5% |
| \$35,000 to \$39,000 | 8.5% | \$40,000 to \$44,999 | 5.5% | \$40,000 to \$44,999 | 4.5% |
| \$40,000 to \$44,999 | 9.5% | \$45,000 to \$49,999 | 7.5% | \$45,000 to \$49,999 | 6.5% |
| \$45,000 to \$49,999 | 11.5% | \$50,000 to \$54,999 | 12.5% | \$50,000 to \$54,999 | 9.5% |
| \$50,000 to \$54,999 | 17.5% | \$55,000 to \$59,999 | 14.5% | \$55,000 to \$59,999 | 11.5% |
| \$55,000 to \$59,999 | 20.5% | \$60,000 to \$64,999 | 18.5% | \$60,000 to \$64,999 | 14.5% |
| \$60,000 to \$64,999 | 24.5% | \$65,000 to \$69,999 | 20.5% | \$65,000 to \$69,999 | 16.5% |
| \$65,000 to \$69,999 | 26.5% | \$70,000 to \$74,999 | 23.5% | \$70,000 to \$74,999 | 19.5% |
| \$70,000 to \$74,999 | 29.5% | \$75,000 to \$79,999 | 24.5% | \$75,000 to \$79,999 | 20.5% |
| \$75,000 to \$79,999 | 30.5% | \$80,000 to \$84,999 | 25.5% | \$80,000 to \$84,999 | 21.5% |
| \$80,000 to \$94,999 | 31.5% | \$85,000 to \$99,999 | 27.5% | \$85,000 to \$89,999 | 23.5% |
| > \$95,000 | 32.5% | > \$100,000 | 32.5% | \$90,000 to \$94,999 | 25.5% |
| Employees must contribute the greater of the amount set forth in this table or 1.5% of their base salary as required by N.J.S.A. 18A:16-17, whichever is greater. | | | | \$95,000 to \$99,999 | 26.5% |
| | | | | \$100,000 to \$109,999 | 29.5% |
| | | | | > \$110,000 | 32.5% |

5
 6 Employees will move through the above chart in accordance with their
 7 salary increases.

8 2. The Board shall pay one hundred (100%) percent of the premium cost of disability
 9 insurance in accordance with the level of benefits provided by the Board on June
 10 30, 2000 from Principal Life Insurance Company. Effective July 1, 2006, all

1 employees shall pay One Hundred Dollars (\$100) annually toward the premium
2 costs in accordance with Fort Dearborn Life Insurance Company, or a comparable
3 plan. This annual contribution toward the premium costs shall be paid by the
4 employees through periodic payroll deductions over the course of the employees'
5 applicable work year. Paraprofessionals shall only be eligible for this benefit if
6 they are regularly employed for more than thirty (30) hours per week in accordance
7 with this paragraph.

8 3. The Board shall pay one hundred (100%) percent of the premium cost of employee
9 and dependent dental coverage, less the Tier 4 contributions set forth in Chapter 78,
10 Public Laws 2011, as modified in Section (A)(1) of this Article, in accordance with
11 the level of benefits provided by the Board on June 30, 2000 from Horizon
12 Healthcare Dental Services. Only paraprofessionals who were employed on or
13 before August 30, 1989, shall receive dental benefits in accordance with this
14 paragraph.

15 4. Effective January 1, 2001, the Board shall establish a Section 125 plan pursuant to
16 which employees would be entitled to contribute pre-tax dollars for health care
17 premium payments, unreimbursed medical expenses, and child/elder care
18 reimbursement.

1 B. Sick Leave Bank.

- 2 1. The Sick Leave Bank will be administered by a committee which shall be
3 comprised of three (3) members selected by the Board and three (3) members
4 selected by the Association.
- 5 2. Any Association member may voluntarily join the Bank who is willing to
6 contribute one (1) of his/her personal sick days to the Bank during the enrollment
7 period to be determined by the Committee from time to time when the Committee
8 determine the Bank so requires. Said enrollment period shall be from September 1
9 to September 30 of any school year covered in this contract period. New
10 Association members must apply within thirty (30) days of initial employment. The
11 value of each day contributed by a member shall be deducted from the maximum
12 amount an employee is entitled to be paid under Article VIII.D.
- 13 3. Participation withdrawal from the Bank may be at any time after donation. Said
14 individual may not withdraw his/her donated sick days. Withdrawal must be done
15 in writing.
- 16 4. Individuals may withdraw Bank days from the Bank only after all personal sick
17 days have been used and withdrawal is authorized by the Committee.
- 18 5. Application for Bank days may be made only when an individual is affected by a
19 catastrophic illness or accident determined by medical certification. Application
20 will be made to the Committee.
- 21 6. Beginning each school year, an individual unable to return to active duty who is
22 entitled to annual sick leave must withdraw from his/her sick leave accumulation
23 before reapplying to the Bank.

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7. At the end of the school year, any unused sick days remaining in the Bank will be carried over to the next year.
8. If, in the judgment of the Committee, the employee qualifies, the Committee shall submit the request to the Board and the Board will arrange payment to the employee.
9. A contributor will be entitled to withdraw up to sixty (60) Bank days in a school year at which time an individual may reapply. N.J.S.A. 18A:30-6 will apply when Sick Leave Bank days have been exhausted.
10. Should the Bank be dissolved, each contributing member will receive an equal amount, or fraction thereof, of the remaining Sick Leave Bank days, not to exceed the original amount each individual contributed.
11. The parties acknowledge that the decision of the Committee shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the grievance procedure referenced in Article III of this Agreement.
12. The Board and the Association shall maintain a current accounting of the Bank, to include members who have joined, sick leave days utilized, and sick leave days on deposit in the Bank. A joint accounting will take place in June of each year.

1 **ARTICLE X**

2 **TEACHER WORK YEAR, DAY & LOAD**

3 A. The teacher work year shall consist of one hundred eighty-one (181) pupil contact days
4 plus an additional four (4) days to be utilized for professional purposes, including but not
5 limited to orientation, in-service, and curriculum development. In-service days will be
6 taken on three (3) half-days and four (4) full days. All other pupil contact days shall be
7 full days except the days prior to Thanksgiving, Winter and Spring recesses.

8 B. Elementary (Grades K-5)

9 The elementary workday shall be seven (7) hours and ten (10) minutes. There shall
10 be five (5) minutes of assigned time in the morning (before the student school day begins)
11 and there shall be ten (10) minutes of assigned time in the afternoon (after the student day
12 ends). In extenuating circumstances, as determined by the Superintendent and/or Building
13 Principal, teachers may be required to stay beyond the ten (10) minutes after the student
14 day ends. All elementary school teachers shall have a duty free lunch period of thirty (30)
15 consecutive minutes per day.

16 Effective July 1, 2018, the elementary workday shall be seven (7) hours and fifteen
17 (15) minutes. There shall be five (5) minutes of assigned time in the morning (before the
18 student school day begins) and there shall be fifteen (15) minutes of assigned time in the
19 afternoon (after the student day ends). In extenuating circumstances, as determined by the
20 Superintendent and/or Building Principal, teachers may be required to stay beyond the
21 fifteen (15) minutes after the student day ends. All elementary school teachers shall have a
22 duty free lunch period of thirty (30) consecutive minutes per day.

23 Effective July 1, 2011, each elementary school teacher shall receive an average of
24 three hundred and twenty-five (325) minutes of Individual Planning Time per week,

1 inclusive of one (1) C.P.T. (Common Planning Time) per week, in accordance with a
2 posted weekly schedule. Individual Planning Time of no less than thirty (30) consecutive
3 minutes each day shall be provided. When a teacher's regularly scheduled C.P.T. falls at
4 a time when school is not in session (e.g., holiday, half-curriculum day, early dismissal),
5 that teacher will not have C.P.T. that week. The remainder of the school day shall be
6 considered pupil contact/instructional time. Elementary school teachers shall include only
7 Classroom Teachers, Special Subject Teachers, and Librarians/Media Specialists. Nothing
8 contained herein shall be interpreted to deny daily preparation time to Special Services
9 Personnel.

10 C. Middle School (Grades 6-8)

11 The middle school workday shall be seven (7) hours and ten (10) minutes. There
12 shall be five (5) minutes of assigned time in the morning (before the student school day
13 begins) and there shall be ten (10) minutes of assigned time in the afternoon (after the
14 student school day ends). In extenuating circumstances, as determined by the
15 Superintendent and/or Building Principal, teachers may be required to stay beyond the ten
16 (10) minutes after the student day ends. All middle school teachers shall have a duty free
17 lunch period of at least twenty-five (25) consecutive minutes.

18 Effective July 1, 2018, the middle school workday shall be seven (7) hours and
19 fifteen (15) minutes. There shall be five (5) minutes of assigned time in the morning (before
20 the student school day begins) and there shall be fifteen (15) minutes of assigned time in
21 the afternoon (after the student school day ends). In extenuating circumstances, as
22 determined by the Superintendent and/or Building Principal, teachers may be required to

1 say beyond the fifteen (15) minutes after the student day ends. All middle school teachers
2 shall have a duty free lunch period of at least twenty-five (25) consecutive minutes.

3 Academic teachers involved with Block Scheduling will not be required to teach
4 more than five (5) classes per day or ten (10) classes in a 2-day cycle. These teachers will
5 be scheduled to have an average of two (2) preparation periods and two (2) C.P.T. periods
6 in a normally scheduled 2-day cycle.

7 Special teachers (i.e., physical education, music, art, health, computer, library,
8 world languages) and special education teachers may teach in their respective disciplines
9 a total of more than five (5) periods out of an eight (8) period day. They will be scheduled
10 to have an average of two (2) preparation periods and two (2) C.P.T. periods in a normally
11 scheduled 2-day cycle. Any special teacher teaching more than five (5) periods in an eight
12 (8) period day shall not be assigned additional duties during that day. Additional activities
13 asked of these teachers (such as coaching, music, clubs, or other extracurricular activities)
14 will be accounted for as an after-school activity and will be regarded on the appropriate
15 schedule for extracurricular reimbursement.

16 Each middle school teacher shall receive an average of three hundred and sixty
17 (360) minutes of Individual Planning Time per week, inclusive of three (3) C.P.T.s per
18 week, in accordance with a posted weekly schedule. Individual planning time of no less
19 than thirty (30) consecutive minutes per day shall be provided. When a teacher's regularly
20 scheduled C.P.T. falls at a time when school is not in session (e.g., holiday, half-curriculum
21 day, early dismissal), that teacher will not have C.P.T. that day. The remainder of the
22 school day shall be considered pupil contact/instructional time.

- 1 D. Elementary classroom teachers shall not be assigned to lunch duty. Available aides with
2 teacher certification already on staff for instructional purposes will be utilized for lunch
3 duty prior to the utilization of teachers. Elementary specials may be assigned lunch duty
4 as part of their assignments, if necessary. Travel time shall not be counted as preparation
5 time.
- 6 E. Teachers may not be required to remain beyond the workday for attendance at meetings
7 more than three (3) times per month. These meetings shall not extend more than sixty (60)
8 minutes beyond the workday. Meetings at Holland Brook School may be held for sixty
9 (60) minutes before the start of the workday. A schedule of these meetings will be
10 published in advance.
- 11 F. In the event that emergency coverage is necessary, teachers shall be assigned on a rotating
12 basis and shall be compensated at Thirty (\$30.00) Dollars per hour commencing with the
13 third coverage.
- 14 G. The Child Study Team members shall work a total of two hundred (200) days, which shall
15 include work days during the summer that shall be determined by the Superintendent. The
16 annual salary for Child Study Team members shall be 107.5% of their salary as defined in
17 Appendix A.
- 18 H. The guidance counselors' work year may include five (5) consecutive days during the
19 period from July 1st to August 31st as needed in the Superintendent's discretion to perform
20 assigned guidance responsibilities. Guidance counselors who work in the summer shall
21 be compensated at their per diem rate for each day worked. The position will be posted and
22 guidance counselors must apply for the position.

1 I. Common Planning Time (C.P.T.) Teachers are required to prepare and submit a weekly
2 agenda and minutes setting forth the purpose of the C.P.T.

3 J. Evening Meetings.

4 1. There shall be one (1) back to school night, one (1) fall parent conference, and one
5 (1) spring parent conference.

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1 **ARTICLE XI**

2 **TEACHER ASSIGNMENT**

3 A. All teachers shall be given notice of their tentative salary schedules, class and/or subject
4 assignments, building assignments, and room assignments for the forthcoming year not
5 later than July 15 except in the event of extraordinary circumstances.

6 B. Inter-School Assignments.

7 1. Schedules of teachers who are assigned to more than one school in the district shall
8 be arranged so that no said teachers shall be required to engage in an unreasonable
9 amount of inter-school travel. Said teachers shall be notified of any changes in
10 their schedules as soon as practicable.

11 2. Teachers who may be required to use their own automobiles in the performance of
12 their duties, and teachers who are assigned to more than one school per day, shall
13 be reimbursed for all such travel at the rate set by the NJOMB for all driving done
14 between arrival at the first location at the beginning of their work day and departure
15 from the last location at the end of their work day.

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1 **ARTICLE XII**

2 **SHORT-TERM & EXTENDED LEAVES**

3 A. Sick Leave. Each teacher employed by the Board shall be entitled to ten (10) sick leave
4 days, and each twelve (12) month employee entitled to twelve (12) sick leave days, each
5 school year as of the first official day of said school year, whether or not he/she reports for
6 duty on that day.

- 7 1. Unused sick leave days shall be accumulated from year to year with no maximum
8 limit.
- 9 2. Any employee who requires medical disability leave must provide to their
10 supervising administrator a written doctor's note explaining the disability.

11 B. Short-Term Leave. The following leaves of absence may be granted to all employees:

- 12 1. Family illness leave, up to a maximum of four (4) days per school year, because of
13 serious illness or accident in the immediate family.
- 14 2. Bereavement leave, up to a maximum of five (5) work days per death, if necessary,
15 because of a death in the immediate family. Three (3) days of leave shall be granted
16 in all circumstances involving the death of an immediate family member. Two (2)
17 additional days may be granted but only upon the approval of the Superintendent.
- 18 3. Immediate family, for purposes of bereavement leave or family illness leave, shall
19 include the employee's spouse, domestic partner, civil union partner, child, legal
20 ward, grandchild, foster child, parent, legal guardian, sibling, stepchild, stepparent,
21 son-in-law, daughter-in-law, father-in-law, mother-in-law, and other relatives
22 residing in the employee's household.
- 23 4. Bereavement leave for an aunt, uncle or grandparent shall be up to a maximum of
24 three (3) days per death, if necessary. Two (2) days of leave shall be granted in all

1 circumstances involving the death of an employee's aunt, uncle or grandparent.
2 One (1) additional day may be granted but only upon the approval of the
3 Superintendent.

- 4 5. Bereavement leave for a sister-in-law or a brother-in-law shall be two (2) days per
5 death.

6 C. Extended Leave of Absence

- 7 1. Whenever applicable, all extended leaves under this article shall be counted and
8 run concurrently with leave available for the same circumstances under federal and
9 state statutes.

- 10 2. Employees requesting extended leaves shall be informed of their eligibility for
11 leave under law and this Agreement.

12 3. Child-Care Leave

- 13 a. Child-care leave shall be available to tenured teachers only, upon the birth
14 or adoption of a child. Time spent on child-care leave shall count
15 concurrently as leave available under federal and state laws.

- 16 b. A tenured teacher requesting child-care leave shall provide no less than
17 sixty (60) calendar days written notice to the Board before the anticipated
18 delivery date when requesting child-care leave. In case of adoption, the
19 employee shall provide written notification to the Board when application
20 for the adoption is made and shall file their written request for a specific
21 leave period as soon as the employee is notified of the date of custody.

- 22 c. Contractual child-care leave shall commence upon the termination of
23 disability leave or at the beginning of a scheduled marking period

1 immediately preceding the anticipated birth or adoption date, or at the end
2 of any family leave.

3 d. Child-care leave shall end on the last day of the school year in which the
4 leave commenced.

5 e. A tenured teacher eligible for child-care leave may choose to return from a
6 child-care leave either at the beginning of a school year or on the first day
7 of the third marking period.

8 f. A tenured teacher eligible for child-care leave may apply for an extended
9 child-care leave of up to one additional school year. Applications for an
10 extended child-care leave shall be filed by April 1st immediately preceding
11 the July in which the leave is to commence. Only one year of extended
12 child-care leave shall be granted per eligible tenured teacher in any three-
13 year period who was actively employed for the full three years.

14 4. Any staff member who utilizes leave under the Family Medical Leave Act and/or
15 the New Jersey Family Leave Act, and resigns at the end of the leave period, or any
16 subsequent contractual child care leave period, shall reimburse the Board for all
17 health and dental insurance benefit costs incurred by the Board during said leave.
18 Exceptions may be requested in writing and presented to the Board of Education
19 for consideration and approval.

20 D. Disability Leave

21 1. An employee who anticipates a disability shall, if possible, notify his/her immediate
22 supervisor at least ninety (90) days prior to the anticipated commencement of the
23 disability or as soon as the employee knows of it. In the case of pregnancy, the

1 employee shall inform their immediate supervising administrator of the anticipated
2 delivery date.

3 E. Personal Leave.

4 1. Each teacher, custodian and/or secretary shall be granted three (3) days leave from
5 his/her duties for personal reasons for each school year. Personal Leave shall not
6 be used during the first five (5) school days and the last seven (7) school days in a
7 school year, except in the event of extenuating circumstances (i.e. a wedding,
8 graduation, religious holiday on the State approved list, and/or an emergency). The
9 teacher, custodian and/or secretary shall give notice to his/her Building Principal at
10 least three (3) school days before such leave is taken, except in the case of an
11 emergency. The applicant has only to say that he/she is going to take such leave
12 and state the specific day(s).

13 a. A teacher, custodian and/or secretary may not take a personal day before or
14 after a school holiday or on a teachers' in-service workday.

15 2. Any personal day unused by the end of the school year shall be added to the
16 employee's accumulated sick leave and utilized as sick leave as may be required in
17 future years, or may be cashed out at the applicable rate as specified in Article
18 VIII.D.

19 F. Other Leave. Other leaves of absence, for hitherto unspecified reasons, may be granted
20 upon the recommendation of the Superintendent and approval of the Board. All requests
21 for initial leaves of absence and extensions or renewals of leaves of absence shall be applied
22 for in writing as soon as possible.

1 **ARTICLE XIII**

2 **PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT**

3 A. The Board and the Association support the principles of continuing training of teachers and
4 the improvement of instruction. The Board agrees to implement the following:

- 5 1. Graduate level courses may be taken at an accredited institution of higher learning
6 and must have prior approval from the Superintendent once having deemed the
7 course work to be relevant to the teacher's current assignment.
- 8 2. Tuition shall be reimbursed at the current Rutgers rate.
- 9 3. Reimbursement shall be contingent upon receipt of a grade of B or better in a
10 graduate level course.
- 11 4. The maximum number of credits eligible for reimbursement is twelve (12) credits
12 per year for a tenured teacher. For non-tenured teachers, the maximum number of
13 credits eligible for reimbursement shall be six (6) credits per year. No more than
14 six (6) credits during the Readington Township academic school year may be
15 scheduled. All non-tenured teachers agree to work in the Readington Township
16 School district for two (2) additional years upon receipt of tuition reimbursement.
17 If the teacher leaves before the two (2) year period he/she will refund the cost of
18 reimbursed tuition to the Board, unless he/she was non-renewed.
- 19 5. Teachers will be reimbursed for the cost of textbooks, to a maximum of One
20 Hundred Fifty (\$150.00) Dollars per approved course, upon submitting receipts.
- 21 6. The District's annual cap for tuition reimbursement shall be Ninety Thousand
22 Dollars (\$90,000). Teachers shall receive fifty percent (50%) of the tuition
23 reimbursement upon successful completion of each course, and the remaining
24 balance shall be paid at the end of the school year. Should reimbursement requests

1 exceed the District's annual cap, each individual shall be equally reimbursed on a
2 pro-rata basis.

3 B. Professional Day(s). The Superintendent may grant teachers a professional day(s) each
4 school year to attend meetings, workshops, or other such events that will contribute to the
5 teacher's professional growth. The Superintendent may in his/her sole discretion grant a
6 paraprofessional a professional development day. The Superintendent's decision will not
7 be subject to a grievance and/or arbitration.

8 C. National Board Certification. Teaching staff who apply and are accepted into the National
9 Board Certification Program will be reimbursed by the Readington Township Board of
10 Education for all accredited course work that is not covered by an outside grant. There
11 shall exist in each year of this contract a cap of Eight Thousand Dollars (\$8,000) (or Two
12 Thousand Dollars (\$2,000) per teacher accepted in this program) eligible to be applied
13 toward reimbursement for course work related to this certification program. Upon
14 completion of this program, the teacher will agree to work in the Readington Township
15 School District for at least two (2) years. They will be elevated on the salary guide
16 appropriately for the number of additional graduate level credits they have obtained. In the
17 event a teacher resigns from a position during the first or second school year following the
18 year in which the Board reimbursed the teacher for such course work, the teacher will repay
19 the Board the amount reimbursed in full within thirty (30) days of resignation. If the Board
20 is forced to resort to legal action to recover repayment, the teacher shall be required to
21 reimburse the Board for its attorneys' fees incurred in prosecuting the action.
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ARTICLE XIV

REPRESENTATION FEE

A. Purpose. If any employee does not become a member of the Association during any membership year (i.e., September 1 to the following August 31), 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. Notification. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

1. On or about September 15 of each year, the Board will submit to the Association a list of all employees in the bargaining unit.

2. On or about December 1 of each year, the Association shall notify the Board as to the names of those employees who are required to pay the representation fee.

3. The Association will notify the Board in writing of any changes in the list provided for in the preceding paragraph and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board receives said notice.

4. 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. The list will include names, job titles, dates of employment,

1 and places of assignment for all such employees. The Board will also notify the
2 Association of any change in the status of an employee regarding transfer, leave of
3 absence, return from leave, retirement, resignation, separation from employment,
4 or death.

5 C. Deduction and Transmission of Fee.

6 1. The Board will deduct from the salaries of the employees referred to in paragraph
7 2 of the preceding subsection the full amount of the yearly representation fee in
8 equal installments beginning with the first paycheck in January.

9 2. If an employee who is required to pay a representation fee terminates his/her
10 employment with the Board before the Association has received the full amount of
11 the representation fee to which it is entitled under this Article, the Board will deduct
12 the unpaid portion of the fee from the last paycheck paid to said employee during
13 the membership year in question.

14 D. Indemnification. In consideration of the Board's participation as set forth herein, the
15 Association agrees to indemnify, defend, and hold harmless the Board from any claim, suit,
16 or other form of liability premised on its compliance with this paragraph. This shall include
17 reimbursement for reasonable counsel fees.

1 ARTICLE XV

2 SECRETARIAL TERMS AND CONDITIONS

3 A. Work Day and Work Year

- 4 1. The secretaries' workday shall be seven and one-half (7 1/2) hours excluding the
5 lunch break. Secretaries in the Association are considered twelve (12) month
6 employees and their salaries are based upon a twelve (12) month position. Salaries
7 for secretaries who are not twelve (12) month employees shall be prorated for the
8 number of months (less than twelve (12)) which the secretary works per year.
- 9 2. Secretaries shall have a duty free consecutive thirty (30) minute break for lunch
10 between the hours of 11:00 a.m. and 1:00 p.m.
- 11 3. Secretaries may leave the building during their duty-free lunch break.
- 12 4. If the district's schools are closed for reasons of safety, such as weather conditions,
13 then the district's schools are also closed for Association secretaries.
- 14 5. All secretaries, including those returning from leave, shall be informed in writing
15 of their tentative assignment and salary status no later than the date required by law.

16 B. Overtime

- 17 1. Secretaries who work overtime shall be entitled to straight compensation for hours
18 worked in excess of 37.5 hours but less than forty (40) hours. Hours worked in
19 excess of forty (40) hours shall be compensated at time and one-half. At the option
20 of the secretary, time worked in excess of forty (40) hours may be taken in cash or
21 compensatory time off.
- 22 2. Overtime shall be authorized by the secretary's principal or other supervisor.
- 23 3. Any secretary required to work on a school holiday will receive straight time
24 compensation as defined above in addition to their regular day's pay.

- 1 4. For the purpose of computing overtime and in keeping in accordance with the Fair
2 Labor Standards Act, a forty-hour work week is defined in terms of working time,
3 whereby days not worked (such as sick days, personal days, vacation days, or other
4 leave days) are not counted as part of the forty-hour work week.
- 5 5. Every effort shall be made by the principal or other supervisor to provide the
6 secretary with advanced notice of the required overtime.

7 C. Holidays and Vacation

- 8 1. Secretaries shall receive eight (8) paid holidays annually in accordance with the
9 school calendar established by the Board. Six (6) additional days will be added as
10 floating holidays.
- 11 2. Secretaries will not be required to work during the Winter Break.
- 12 3. Secretaries in the employment of the district prior to July 1, 1995, will maintain
13 their current number of vacation days earned annually. Only ten (10) of those days
14 will be granted during the school year.
- 15 4. Secretaries hired on or after July 1, 1995, shall earn vacation according to the
16 following schedule:
 - 17 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a rate
18 of 0.834 days per month from the date of hire annually, of which five (5)
19 may be taken during the school year.
 - 20 b. Five (5) or more years of service by July 1 -- fifteen (15) days earned at a
21 rate of 1.25 days per month from date of hire annually, of which five (5)
22 may be taken during the school year.

1 D. Other Compensation

2 Secretaries who are required to use their own automobiles in the performance of their duties
3 shall be reimbursed at the NJOMB rate.

4 E. Attendance at Association Meetings

5 1. Any elected Association Representative, not to exceed one (1) secretarial staff
6 member, will be permitted to attend Association meetings during working hours.

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1 **ARTICLE XVI**

2 **CUSTODIAL TERMS AND CONDITIONS**

3 A. **Hours and Work Year**

- 4 1. All full-time custodial personnel shall be employed on an annual twelve (12) month
5 basis.
- 6 2. All full-time custodians shall receive all health benefits provided for in this
7 agreement.
- 8 3. The custodial workday shall be eight (8) hours excluding the lunch/dinner break.
- 9 4. Custodians shall have a duty-free thirty (30) minute break for lunch or dinner
10 provided during the workday, with the time period to be determined by a schedule
11 that is generated and posted by the head custodian or immediate supervisor. Except
12 in the event of an emergency, lunch break will occur any given thirty (30) minute
13 period to be scheduled between 11:00 a.m. and 1:30 p.m.

14 B. **Overtime**

- 15 1. Custodians shall be paid overtime for all authorized hours worked beyond the
16 regular work week forty (40) hours at the rate of time and one-half.
- 17 2. All approved, unscheduled overtime not continuous with regular work hours shall
18 be for a minimum of two (2) hours.
- 19 3. All overtime worked must be voluntarily and mutually agreed to by the custodian
20 and his/her supervisor and shall be assigned to qualified custodians on a rotating
21 seniority basis in the building where the need arises. All overtime worked by each
22 custodian shall be posted in a conspicuous place.
- 23 4. Holidays and funeral days will count as days worked in the computation of
24 overtime.

- 1 5. Overtime on holidays and vacation days will be paid at time and one-half plus the
2 regular day's pay.

3 C. Holidays and Vacations

- 4 1. Custodians shall receive thirteen (13) paid holidays annually in accordance with the
5 school calendar established by the Board.
- 6 2. Custodians shall earn vacation days at the rate of 0.834 per month from the date of
7 hire to July 1, up to a maximum of ten (10) days per work year. After the first year,
8 the schedule for earned vacation days is as follows:
- 9 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a rate
10 of 0.834 days per month from the date of hire annually, of which five (5)
11 may be taken during the school year.
- 12 b. Five (5) years or more of service by July 1 -- fifteen (15) days earned at a
13 rate of 1.25 days per month from the date of hire annually, of which five (5)
14 may be taken during the school year.
- 15 3. Custodians as of July 1, 1995, who have earned a higher number of vacation days
16 per year shall maintain that number for the life of this Agreement.

17 D. Other Compensation

- 18 1. Custodians who are required to use their own automobiles in the performance of
19 their duties shall be reimbursed at the NJOMB rate.
- 20 2. Yearly stipend for full-time Custodians with Black Seal license:
- 21 a. Custodians on Steps 0-5.....\$312.75
- 22 b. Custodians on Steps 6-9.....\$417.00
- 23 c. Custodians on Steps 10-14.....\$521.25

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- 3. Differential for Head Custodian:
 - a. Readington Middle School\$5,838.00
 - b. Holland Brook School.....\$4,274.25
 - c. Three Bridges School.....\$3,753.00
 - d. Whitehouse School\$3,753.00

4. The Board shall, based on the recommendation of the Superintendent, reimburse custodial employees for the costs of all job-related course work successfully completed by the custodial employee.

5. The Board shall provide each custodian with five (5) uniforms consisting of a work shirt and slacks. The Board shall also provide each custodian with an allowance of Three Hundred (\$300.00) Dollars to be used to purchase one set of foul weather-gear, which may include a pair of boots, winter jacket, rain gear, a safety vest, a hat and a pair of gloves, if required for the performance of his/her duties, provided however that a custodian may request replacement of such foul weather gear on an as needed basis. Upon termination of employment or leave of absence, the custodian must return all foul weather gear to the school district or be charged for the items. Custodians are required to wear their uniforms during work hours.

6. The Board shall reimburse each custodian up to a maximum of One Hundred Fifty Dollars (\$150.00) for the purchase of safety shoes having a steel or composite toe at the beginning of each year in this Agreement. Custodians are required to wear their steel or composite toe safety shoes during work hours.

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E. Miscellaneous

1. Any elected Association Representative, not to exceed one (1) custodial staff member, will be permitted to attend Association meetings during working hours.

1 **ARTICLE XVII**

2 **PARAPROFESSIONAL TERMS AND CONDITIONS**

3 A. **Hours and Work Year**

- 4 1. All paraprofessionals shall be employed on an annual ten (10) month basis.
- 5 2. The work year for paraprofessionals shall be as follows:
- 6 a. For certificated and non-certificated teaching assistants, the work year shall
- 7 be one hundred eighty-one (181) days. However, at the discretion of the
- 8 administration, paraprofessionals may be required to attend up to four (4)
- 9 professional development days, for which paraprofessionals will be
- 10 compensated at their hourly rate. Paraprofessionals will provide input as to
- 11 the substance of professional development days via the District's
- 12 professional development survey.
- 13 b. For clerical aides, the work year shall be two hundred (200) days.
- 14 3. The paraprofessional workday shall be as follows:
- 15 a. For certificated and non-certificated teaching assistants, the workday shall
- 16 be six and one half (6 ½) hours excluding the lunch break; however, that
- 17 varies depending on the teaching assistant's assignment.
- 18 b. For clerical aides, the workday shall be seven and one half (7 ½) hours
- 19 excluding the lunch break; however, that varies depending on the clerical
- 20 aide's assignment.
- 21 4. The paraprofessionals shall have a duty-free consecutive thirty (30) minute break
- 22 for lunch.

1 B. Annual Salary

- 2 1. The annual salary for paraprofessionals is computed as follows: 181 x the number
3 of hours assigned x the hourly rate, which appears on the “Instructional and Clerical
4 Aides Salary Guides”.

5 C. Insurance

- 6 1. Certificated and non-certificated teaching assistants shall only be eligible to receive
7 the same health insurance benefits as are received by all employees provided the
8 employee pays 100% of the premium cost of such coverage for himself/herself and
9 any of his/her eligible dependents. All paraprofessionals shall be entitled to
10 disability insurance if they are regularly employed for more than thirty (30) hours
11 per week.
- 12 2. Certificated and non-certificated teaching assistants and clerical aides shall be
13 eligible to receive the same dental insurance benefits as are received by all
14 employees provided the employee pays 100% of the premium cost of such coverage
15 for himself/herself and any of his/her eligible dependents.
- 16 a. This provision shall be null and void if Federal or State law prevents it.
- 17 b. This provision shall be null and void if the current dental provider rejects
18 the addition of these groups listed above.
- 19 c. If the event set forth in sub-section B above occurs, the Board agrees to shop
20 for a new dental carrier (during to 2018-2019 school year) that will accept
21 all employees as the above terms and those mentioned in the current
22 contract language, if feasible under sub-section A.

1 d. The Board will make every effort, in good faith, to ensure that dental
2 coverage is not lost for the whole unit.

3 D. Personal Leave

- 4 1. Each clerical aide shall be granted two (2) days leave from his/her duties for
5 personal reasons for each school year.
- 6 2. Each certificated and non-certificated teaching assistant shall be granted three (3)
7 days leave from his/her duties for personal reasons for each school year.
- 8 3. Personal Leave shall not be used during the first five (5) school days and the last
9 seven (7) school days in a school year, except in the event of extenuating
10 circumstances (i.e., a wedding, graduation, religious holiday on the State approved
11 list, and/or emergency). A paraprofessional also may not take a personal day before
12 or after a school holiday or on a teachers' in-service workday. The applicant shall
13 give notice to his/her building principal at least three (3) school days before such
14 leave is taken, except in the case of emergency. The applicant has only to say that
15 he/she is going to take such leave and state the specific date(s).
- 16

1 **ARTICLE XVIII**

2 **MISCELLANEOUS PROVISIONS**

3 A. Copies of this Agreement shall be readily available and posted on the District website after
4 the Agreement is ratified and signed by representatives of the Board and the Association.

5 B. Employees who desire to have any deductions made from their compensation for payment
6 to the Hunterdon County Credit Union shall submit both a written request and the proper
7 forms to the Board Secretary/Business Administrator; and regular deductions shall be made
8 and transmitted to the treasurer of the Credit Union.

9 1. Any such written authorization may be withdrawn upon filing notice of such
10 withdrawal with the Board Secretary/Business Administrator.

11 2. Changes in status shall be made on or before June 1 and/or January 1 of each year
12 covered in this Agreement.
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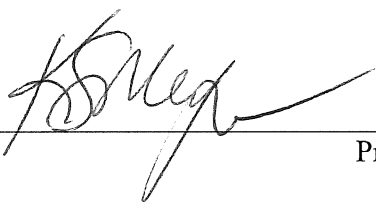
DURATION OF AGREEMENT

This Agreement will be binding as of July 1, 2017 and shall continue in effect until June 30, 2020.

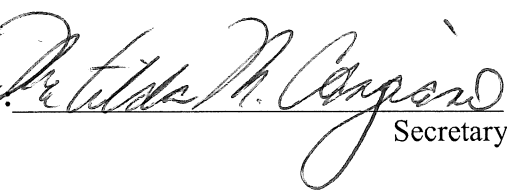
IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary, and the Board has caused this Agreement to be signed by its President, attested to by its Secretary, and its corporate seal to be placed hereon, all on the day and year first above written.

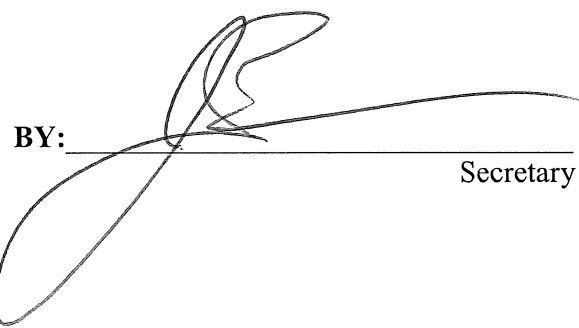
**READINGTON TOWNSHIP
EDUCATION ASSOCIATION**

**READINGTON TOWNSHIP
BOARD OF EDUCATION**

BY:  _____
President

BY:  _____
President

BY:  _____
Secretary

BY:  _____
Secretary

9

TEACHERS' ADVANCEMENT/PLACEMENT CHART

| <u>2016-2017</u> Steps | | <u>2017-2018</u> Steps | | <u>2018-2019</u> Steps | | <u>2019-2020</u> Steps |
|---------------------------|--------|---------------------------|--------|---------------------------|--------|---------------------------|
| | | | | | | 1 |
| | | | | 1 | -----> | 2 |
| | -----> | 1 | -----> | 2 | -----> | 3 |
| 1 | -----> | 2 | -----> | 3 | -----> | 4 |
| 2 | -----> | 3 | -----> | 4 | -----> | 5 |
| 3 | -----> | 4 | -----> | 5 | -----> | 6 |
| 4-5 | -----> | 5-6 | -----> | 6-7 | -----> | 7-8 |
| 6-7 | -----> | 7-8 | -----> | 8-9 | -----> | 9-10 |
| 8 | -----> | 9 | -----> | 10 | -----> | 11 |
| 9 | -----> | 10 | -----> | 11 | -----> | 12 |
| 10 | -----> | 11 | -----> | 12 | -----> | 13 |
| 11 | -----> | 12 | -----> | 13 | -----> | 14 |
| 12 | -----> | 13 | -----> | 14 | -----> | 15 |
| 13 | -----> | 14 | -----> | 15 | -----> | 16 |
| 14 | -----> | 15 | -----> | 16 | -----> | 17 |
| 15 | -----> | 16 | -----> | 17 | -----> | 18 |
| 16 | -----> | 17 | -----> | 18 | -----> | 19 |
| 17 | -----> | 18 | -----> | 19 | -----> | 20 |
| 18 | -----> | 19 | -----> | 20 | -----> | 21 |
| 19 | -----> | 20 | -----> | 21 | -----> | 22 |
| 20 | -----> | 21 | -----> | 22 | -----> | 23 |
| 21 | -----> | 22 | -----> | 23 | -----> | 23 |
| 22 | -----> | 23 | -----> | 23 | -----> | 23 |
| 23 | -----> | 23 | -----> | 23 | -----> | 23 |

TEACHERS' SALARY GUIDES

YEAR 1
2017-18

| Salary Guide Step | BA | BA+15 | MA | MA+15 | MA+30 | PHD |
|--------------------------|-----------|--------------|-----------|--------------|--------------|------------|
| 1 | 54,305 | 55,905 | 59,905 | | 62,305 | |
| 2 | 54,815 | 56,415 | 60,415 | | 62,815 | |
| 3 | 55,330 | 56,930 | 60,930 | | 63,330 | |
| 4 | 55,845 | 57,445 | 61,445 | | 63,845 | |
| 5-6 | 56,355 | 57,955 | 61,955 | | 64,355 | |
| 7-8 | 56,865 | 58,465 | 62,465 | | 64,865 | |
| 9 | 57,765 | 59,365 | 63,365 | | 65,765 | |
| 10 | 58,980 | 60,580 | 64,580 | | 66,980 | |
| 11 | 60,410 | 62,010 | 66,010 | | 68,410 | |
| 12 | 62,000 | 63,600 | 67,600 | | 70,000 | |
| 13 | 63,695 | 65,295 | 69,295 | | 71,695 | |
| 14 | 65,490 | 67,090 | 71,090 | | 73,490 | |
| 15 | 67,585 | 69,185 | 73,185 | | 75,585 | |
| 16 | 69,780 | 71,380 | 75,380 | | 77,780 | |
| 17 | 72,075 | 73,675 | 77,675 | | 80,075 | |
| 18 | 74,470 | 76,070 | 80,070 | | 82,470 | |
| 19 | 76,965 | 78,565 | 82,565 | | 84,965 | |
| 20 | 79,560 | 81,160 | 85,160 | | 87,560 | |
| 21 | 82,255 | 83,855 | 87,855 | | 90,255 | |
| 22 | 85,050 | 86,650 | 90,650 | | 93,050 | |
| 23 | 87,945 | 89,545 | 93,545 | 94,695 | 95,945 | 101,045 |

**YEAR 2
2018-19**

| Salary Guide Step | BA | BA+15 | MA | MA+15 | MA+30 | PHD |
|------------------------------|-----------|--------------|-----------|--------------|--------------|------------|
| 1 | 54,770 | 56,370 | 60,370 | | 62,770 | |
| 2 | 55,280 | 56,880 | 60,880 | | 63,280 | |
| 3 | 55,790 | 57,390 | 61,390 | | 63,790 | |
| 4 | 56,300 | 57,900 | 61,900 | | 64,300 | |
| 5 | 56,815 | 58,415 | 62,415 | | 64,815 | |
| 6-7 | 57,335 | 58,935 | 62,935 | | 65,335 | |
| 8-9 | 58,260 | 59,860 | 63,860 | | 66,260 | |
| 10 | 59,475 | 61,075 | 65,075 | | 67,475 | |
| 11 | 60,905 | 62,505 | 66,505 | | 68,905 | |
| 12 | 62,495 | 64,095 | 68,095 | | 70,495 | |
| 13 | 64,190 | 65,790 | 69,790 | | 72,190 | |
| 14 | 65,985 | 67,585 | 71,585 | | 73,985 | |
| 15 | 68,080 | 69,680 | 73,680 | | 76,080 | |
| 16 | 70,275 | 71,875 | 75,875 | | 78,275 | |
| 17 | 72,570 | 74,170 | 78,170 | | 80,570 | |
| 18 | 74,965 | 76,565 | 80,565 | | 82,965 | |
| 19 | 77,460 | 79,060 | 83,060 | | 85,460 | |
| 20 | 80,055 | 81,655 | 85,655 | | 88,055 | |
| 21 | 82,750 | 84,350 | 88,350 | | 90,750 | |
| 22 | 85,545 | 87,145 | 91,145 | | 93,545 | |
| 23 | 88,445 | 90,045 | 94,045 | 95,195 | 96,445 | 101,545 |

**YEAR 3
2019-20**

**Salary
Guide**

| Step | BA | BA+15 | MA | MA+15 | MA+30 | PHD |
|-------------|-----------|--------------|-----------|--------------|--------------|------------|
| 1 | 55,370 | 56,970 | 60,970 | | 63,370 | |
| 2 | 55,870 | 57,470 | 61,470 | | 63,870 | |
| 3 | 56,370 | 57,970 | 61,970 | | 64,370 | |
| 4 | 56,870 | 58,470 | 62,470 | | 64,870 | |
| 5 | 57,380 | 58,980 | 62,980 | | 65,380 | |
| 6 | 57,890 | 59,490 | 63,490 | | 65,890 | |
| 7-8 | 58,790 | 60,390 | 64,390 | | 66,790 | |
| 9-10 | 59,990 | 61,590 | 65,590 | | 67,990 | |
| 11 | 61,415 | 63,015 | 67,015 | | 69,415 | |
| 12 | 63,005 | 64,605 | 68,605 | | 71,005 | |
| 13 | 64,700 | 66,300 | 70,300 | | 72,700 | |
| 14 | 66,495 | 68,095 | 72,095 | | 74,495 | |
| 15 | 68,590 | 70,190 | 74,190 | | 76,590 | |
| 16 | 70,785 | 72,385 | 76,385 | | 78,785 | |
| 17 | 73,080 | 74,680 | 78,680 | | 81,080 | |
| 18 | 75,475 | 77,075 | 81,075 | | 83,475 | |
| 19 | 77,970 | 79,570 | 83,570 | | 85,970 | |
| 20 | 80,565 | 82,165 | 86,165 | | 88,565 | |
| 21 | 83,260 | 84,860 | 88,860 | | 91,260 | |
| 22 | 86,055 | 87,655 | 91,655 | | 94,055 | |
| 23 | 88,950 | 90,550 | 94,550 | 95,700 | 96,950 | 102,050 |

* The MA +15 column shall be eliminated by attrition. Only those teachers who were on salary steps in the MA +15 column on or before June 30, 2006 shall continue to advance on the MA +15 column. No other employee is eligible to advance to the MA +15 column. A teacher who earns graduate credits after receiving his or her Masters degree shall remain on the MA column unless or until he or she obtains thirty (30) credits, entitling him or her to move to the MA +30 column. Effective July 1, 2006, the MA +45 column was eliminated because as of June 30, 2006 there were no longer any teachers remaining on or eligible to advance to the MA +45 column.

SECRETARIES' ADVANCEMENT/PLACEMENT CHART

| <u>2016-2017</u> <u>Steps</u> | <u>2017-2018</u> <u>Steps</u> | <u>2018-2019</u> <u>Steps</u> | <u>2019-2020</u> <u>Steps</u> |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| | | | 1 |
| | | 1 | 2 |
| | 1 | 2 | 3 |
| 1 | 2 | 3 | 4 |
| 2-3 | 3-4 | 4-5 | 5-6 |
| 4-5 | 5-6 | 6-7 | 7-8 |
| 6-7 | 7-8 | 8-9 | 9-10 |
| 8-9 | 9-10 | 10-11 | 11-12 |
| 10 | 11 | 12 | 13 |
| 11 | 12 | 13 | 14 |
| 12 | 13 | 14 | 15 |
| 13 | 14 | 15 | 16 |
| 14 | 15 | 16 | 17 |
| 15 | 16 | 17 | 18 |
| 16 | 17 | 18 | 19 |
| 17 | 18 | 19 | 20 |
| 18 | 19 | 20 | 21 |
| 19 | 20 | 21 | 22 |
| 20 | 21 | 22 | 23 |
| 21 | 22 | 23 | 23 |
| 22 | 23 | 23 | 23 |
| 23 | 23 | 23 | 23 |

SECRETARIES' SALARY GUIDES

| 2017-2018 | | 2018-2019 | | 2019-2020 | |
|------------------|--------|------------------|--------|------------------|--------|
| 1 | 36,090 | 1 | 36,765 | 1 | 37,525 |
| 2 | 36,590 | 2 | 37,265 | 2 | 38,025 |
| 3-4 | 37,590 | 3 | 38,265 | 3 | 39,025 |
| 5-6 | 38,590 | 4-5 | 39,265 | 4 | 40,025 |
| 7-8 | 39,590 | 6-7 | 40,265 | 5-6 | 41,025 |
| 9-10 | 40,590 | 8-9 | 41,265 | 7-8 | 42,025 |
| 11 | 41,590 | 10-11 | 42,265 | 9-10 | 43,025 |
| 12 | 42,590 | 12 | 43,265 | 11-12 | 44,025 |
| 13 | 43,590 | 13 | 44,265 | 13 | 45,025 |
| 14 | 44,590 | 14 | 45,265 | 14 | 46,025 |
| 15 | 45,590 | 15 | 46,265 | 15 | 47,025 |
| 16 | 46,590 | 16 | 47,265 | 16 | 48,025 |
| 17 | 47,590 | 17 | 48,265 | 17 | 49,025 |
| 18 | 48,590 | 18 | 49,265 | 18 | 50,025 |
| 19 | 49,590 | 19 | 50,265 | 19 | 51,025 |
| 20 | 50,590 | 20 | 51,265 | 20 | 52,025 |
| 21 | 51,590 | 21 | 52,265 | 21 | 53,025 |
| 22 | 52,590 | 22 | 53,265 | 22 | 54,025 |
| 23 | 53,600 | 23 | 54,275 | 23 | 55,035 |

CUSTODIAN'S ADVANCEMENT/PLACEMENT CHART

| <u>2016-2017</u> Steps | | <u>2017-2018</u> Steps | | <u>2018-2019</u> Steps | | <u>2019-2020</u> Steps |
|---------------------------|--------|---------------------------|--------|---------------------------|--------|---------------------------|
| | | | | | | 1 |
| | | | | 1 | -----> | 2 |
| | | 1 | -----> | 2 | -----> | 3 |
| 1 | -----> | 2 | -----> | 3 | -----> | 4 |
| 2 | -----> | 3 | -----> | 4 | -----> | 5 |
| 3 | -----> | 4 | -----> | 5 | -----> | 6 |
| 4-7 | -----> | 5-8 | -----> | 6-9 | -----> | 7-10 |
| 8-10 | -----> | 9-11 | -----> | 10-12 | -----> | 11-13 |
| 11-12 | -----> | 12-13 | -----> | 13-14 | -----> | 14-15 |
| 13-14 | -----> | 14-15 | -----> | 15-16 | -----> | 16-17 |
| 15 | -----> | 16 | -----> | 17 | -----> | 18 |
| 16 | -----> | 17 | -----> | 18 | -----> | 18 |
| 17 | -----> | 18 | -----> | 18 | -----> | 18 |
| 18 | -----> | 18 | -----> | 18 | -----> | 18 |

CUSTODIANS' SALARY GUIDE

| 2017-2018 | | 2018-2019 | | 2019-2020 | |
|------------------|--------|------------------|--------|------------------|--------|
| 1 | 36,070 | 1 | 36,310 | 1 | 36,620 |
| 2 | 36,870 | 2 | 37,110 | 2 | 37,420 |
| 3 | 37,670 | 3 | 37,910 | 3 | 38,220 |
| 4 | 38,470 | 4 | 38,710 | 4 | 39,020 |
| 5-8 | 39,470 | 5 | 39,710 | 5 | 40,020 |
| 9-11 | 40,510 | 6-9 | 40,750 | 6 | 41,060 |
| 12-13 | 41,550 | 10-12 | 41,790 | 7-10 | 42,100 |
| 14-15 | 42,595 | 13-14 | 42,835 | 11-13 | 43,145 |
| 16 | 43,640 | 15-16 | 43,880 | 14-15 | 44,190 |
| 17 | 44,685 | 17 | 44,925 | 16-17 | 45,235 |
| 18 | 45,730 | 18 | 45,970 | 18 | 46,280 |

PARAPROFESSIONAL AIDES ADVANCEMENT/PLACEMENT CHART

| <u>2016-2017</u> <u>Steps</u> | | <u>2017-2018</u> <u>Steps</u> | | <u>2018-2019</u> <u>Steps</u> | | <u>2019-2020</u> <u>Steps</u> |
|----------------------------------|--------|----------------------------------|--------|----------------------------------|--------|----------------------------------|
| | | | | | | 1 |
| | | | | 1 | -----> | 2 |
| | | 1 | -----> | 2 | -----> | 3 |
| 1 | -----> | 2 | -----> | 3 | -----> | 4 |
| 2 | -----> | 3 | -----> | 4 | -----> | 5 |
| 3 | -----> | 4 | -----> | 5 | -----> | 6 |
| 4 | -----> | 5 | -----> | 6 | -----> | 7 |
| 5 | -----> | 6 | -----> | 7 | -----> | 8 |
| 6 | -----> | 7 | -----> | 8 | -----> | 9 |
| 7 | -----> | 8 | -----> | 9 | -----> | 10 |
| 8 | -----> | 9 | -----> | 10 | -----> | 11 |
| 9 | -----> | 10 | -----> | 11 | -----> | 12 |
| 10 | -----> | 11 | -----> | 12 | -----> | 13 |
| 11 | -----> | 12 | -----> | 13 | -----> | 14 |
| 12 | -----> | 13 | -----> | 14 | -----> | 15 |
| 13 | -----> | 14 | -----> | 15 | -----> | 16 |
| 14 | -----> | 15 | -----> | 16 | -----> | 17 |
| 15 | -----> | 16 | -----> | 17 | -----> | 18 |
| 16 | -----> | 17 | -----> | 18 | -----> | 19 |
| 17 | -----> | 18 | -----> | 19 | -----> | 20 |
| 18 | -----> | 19 | -----> | 20 | -----> | 21 |
| 19 | -----> | 20 | -----> | 21 | -----> | 22 |
| 20 | -----> | 21 | -----> | 22 | -----> | 23 |
| 21 | -----> | 22 | -----> | 23 | -----> | 23 |
| 22 | -----> | 23 | -----> | 24 | -----> | 23 |
| 23 | -----> | 24 | -----> | 24 | -----> | 23 |
| 24 | -----> | 25 | -----> | 24 | -----> | 23 |
| 25 | -----> | 25 | -----> | 24 | -----> | 23 |

PARAPROFESSIONAL AIDES SALARY GUIDES

*YEAR 1
2017-18*

| Salary Guide Step | Inst. Cert. | Non Cert | Clerical |
|------------------------------|--------------------|-----------------|-----------------|
| 1 | 18.64 | 16.64 | 13.64 |
| 2 | 18.84 | 16.84 | 13.84 |
| 3 | 19.04 | 17.04 | 14.04 |
| 4 | 19.28 | 17.28 | 14.28 |
| 5 | 19.54 | 17.54 | 14.54 |
| 6 | 19.84 | 17.84 | 14.84 |
| 7 | 20.14 | 18.14 | 15.14 |
| 8 | 20.45 | 18.45 | 15.45 |
| 9 | 20.77 | 18.77 | 15.77 |
| 10 | 21.09 | 19.09 | 16.09 |
| 11 | 21.41 | 19.41 | 16.41 |
| 12 | 21.73 | 19.73 | 16.73 |
| 13 | 22.05 | 20.05 | 17.05 |
| 14 | 22.37 | 20.37 | 17.37 |
| 15 | 22.70 | 20.70 | 17.70 |
| 16 | 23.03 | 21.03 | 18.03 |
| 17 | 23.36 | 21.36 | 18.36 |
| 18 | 23.69 | 21.69 | 18.69 |
| 19 | 24.02 | 22.02 | |
| 20 | 24.35 | 22.35 | |
| 21 | 24.68 | 22.68 | |
| 22 | 25.01 | 23.01 | |
| 23 | 25.34 | 23.34 | |
| 24 | 25.67 | 23.67 | |
| 25 | 25.74 | 23.74 | |

**YEAR 2
2018-19**

| Salary Guide Step | Inst. Cert. | Non Cert | Clerical |
|------------------------------|--------------------|-----------------|-----------------|
| 1 | 18.92 | 16.92 | 13.92 |
| 2 | 19.12 | 17.12 | 14.12 |
| 3 | 19.32 | 17.32 | 14.32 |
| 4 | 19.53 | 17.53 | 14.53 |
| 5 | 19.77 | 17.77 | 14.77 |
| 6 | 20.07 | 18.07 | 15.07 |
| 7 | 20.37 | 18.37 | 15.37 |
| 8 | 20.68 | 18.68 | 15.68 |
| 9 | 21.00 | 19.00 | 16.00 |
| 10 | 21.32 | 19.32 | 16.32 |
| 11 | 21.64 | 19.64 | 16.64 |
| 12 | 21.96 | 19.96 | 16.96 |
| 13 | 22.28 | 20.28 | 17.28 |
| 14 | 22.61 | 20.61 | 17.61 |
| 15 | 22.94 | 20.94 | 17.94 |
| 16 | 23.27 | 21.27 | 18.27 |
| 17 | 23.60 | 21.60 | 18.60 |
| 18 | 23.93 | 21.93 | 18.93 |
| 19 | 24.26 | 22.26 | |
| 20 | 24.59 | 22.59 | |
| 21 | 24.92 | 22.92 | |
| 22 | 25.25 | 23.25 | |
| 23 | 25.58 | 23.58 | |
| 24 | 25.74 | 23.74 | |

**YEAR 3
2019-20**

| Salary Guide Step | Inst. Cert. | Non Cert | Clerical |
|------------------------------|--------------------|-----------------|-----------------|
| 1 | 19.29 | 17.29 | 14.34 |
| 2 | 19.49 | 17.49 | 14.54 |
| 3 | 19.69 | 17.69 | 14.74 |
| 4 | 19.89 | 17.89 | 14.94 |
| 5 | 20.11 | 18.11 | 15.16 |
| 6 | 20.36 | 18.36 | 15.41 |
| 7 | 20.66 | 18.66 | 15.71 |
| 8 | 20.96 | 18.96 | 16.01 |
| 9 | 21.26 | 19.26 | 16.31 |
| 10 | 21.58 | 19.58 | 16.63 |
| 11 | 21.90 | 19.90 | 16.95 |
| 12 | 22.22 | 20.22 | 17.27 |
| 13 | 22.54 | 20.54 | 17.59 |
| 14 | 22.86 | 20.86 | 17.91 |
| 15 | 23.18 | 21.18 | 18.23 |
| 16 | 23.50 | 21.50 | 18.55 |
| 17 | 23.82 | 21.82 | 18.87 |
| 18 | 24.14 | 22.14 | 19.19 |
| 19 | 24.46 | 22.46 | |
| 20 | 24.78 | 22.78 | |
| 21 | 25.10 | 23.10 | |
| 22 | 25.42 | 23.42 | |
| 23 | 25.74 | 23.74 | |

APPENDIX B

EXTRA CURRICULAR COMPENSATION

- A. All Extra-Curricular Sports, Clubs, and Activities must be recommended by the Superintendent and have prior Board approval.
- B. All Chaperones, including those for special needs students, shall be compensated Twenty-Five Dollars (\$25.00) per hour
- C. The following flat dollar stipends shall apply to each Coach, Club or Activity stipend. All stipend amounts shall remain at their 2017-2018 levels throughout the 2018-2019 and 2019-2020 school years. If an employee does not complete the Coach, Club or Activity assignment in its entirety, the amount of the stipend shall be prorated accordingly. The Athletic Coordinator stipend shall be an annual stipend.

| THREE BRIDGES SCHOOL | | |
|-----------------------------|----------------|--------|
| CLUB | STIPEND | |
| Art | \$ | 711.51 |
| Physical Fitness | \$ | 711.51 |
| Readers Theatre | \$ | 355.75 |
| “ | \$ | 355.75 |
| Science | \$ | 711.51 |
| Technology | \$ | 711.51 |
| Young Authors | \$ | 711.51 |

| WHITEHOUSE SCHOOL | | |
|--------------------------|----------------|--------|
| CLUB | STIPEND | |
| Fitness | \$ | 711.51 |
| Newspaper | \$ | 711.51 |
| Reading | \$ | 355.75 |
| “ | \$ | 355.75 |
| Sign Language | \$ | 355.75 |
| “ | \$ | 355.75 |
| Technology Club | \$ | 711.51 |

| HOLLAND BROOK SCHOOL | |
|-----------------------------|----------------|
| CLUB | STIPEND |
| Animals in Science | \$ 711.51 |
| Art (3 Dimensional Castles) | \$ 711.51 |
| Astronomy | \$ 711.51 |
| Chorus | \$ 1751.40 |
| Concert Band | \$ 875.70 |
| CSI Forensic | \$ 711.51 |
| Destination Imagination | \$ 1750.35 |
| “ | \$ 1750.35 |
| Digital Photography | \$ 711.51 |
| Drama | \$ 875.70 |
| “ | \$ 875.70 |
| Environmental | \$ 355.75 |
| “ | \$ 355.75 |
| Fit Girls | \$ 711.51 |
| Innovation & Design Lab | \$ 711.51 |
| Multicultural | \$ 355.75 |
| “ | \$ 355.75 |
| Newspaper I | \$ 711.51 |
| Newspaper II | \$ 711.51 |
| Orchestra | \$ 875.70 |
| Rocketry | \$ 711.51 |
| Sports/Cooperative Games | \$ 711.51 |
| Student Leadership | \$ 1094.63 |
| “ | \$ 1094.63 |
| Web-Based Broadcasting | \$ 711.51 |
| World Games (Robotics) | \$ 355.75 |
| “ | \$ 355.75 |
| Yearbook | \$ 875.70 |
| “ | \$ 875.70 |

| READINGTON MIDDLE SCHOOL | |
|---|----------------|
| CLUB | STIPEND |
| Art Club | \$ 355.75 |
| “ | \$ 355.75 |
| Chorus Club | \$ 1668.00 |
| Concert Band | \$ 1751.40 |
| Concert Band 8 | \$ 1751.40 |
| Dance Club | \$ 711.51 |
| Destination Imagination | \$ 1751.40 |
| “ | \$ 1751.40 |
| Jazz Band | \$ 1751.40 |
| Lighting for Musical | \$ 711.51 |
| Math Club | \$ 711.51 |
| Mock Trial Club | \$ 711.51 |
| Nature & Garden Club | \$ 711.51 |
| Newspaper Club | \$ 711.51 |
| Notebook Club | \$ 711.51 |
| Blue Orchestra | \$ 1751.40 |
| Gold Orchestra | \$ 1751.40 |
| Photography Club | \$ 711.51 |
| Readington Rhapsody | \$ 1751.40 |
| Robotics – 6 | \$ 711.51 |
| Robotics – 7/8 | \$ 711.51 |
| Sound for Musical | \$ 711.51 |
| Spanish Club | \$ 355.75 |
| “ | \$ 355.75 |
| Spring Musical Director | \$ 1751.40 |
| Stage Ensemble (Choral Director of Musical) | \$ 1668.00 |
| Stage Manager for the Musical | \$ 912.19 |
| Student Council | \$ 1668.00 |
| “ | \$ 1668.00 |
| Technology Club | \$ 711.51 |
| Tennis Club – Fall | \$ 711.51 |
| Tennis Club – Spring | \$ 711.51 |
| Ultimate Frisbee | \$ 711.51 |
| Concert Band 6 | \$ 1751.40 |
| Yearbook | \$ 1751.40 |

RMS COACHING SALARIES

| RMS COACHING SALARIES | |
|-------------------------------|------------|
| Interscholastic Sports | |
| Athletic Coordinator | \$ 12,000 |
| Fall Sports | |
| Field Hockey | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Boys' Soccer | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Girls' Soccer | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Cross County | |
| Boys | \$ 4,500 |
| Girls | \$ 4,500 |
| Girls' Volleyball | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Winter Sports | |
| Boys Basketball | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Girls' Basketball | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Cheerleading | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Spring Sports | |
| Baseball | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Softball | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Boys' Lacrosse | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Girls' Lacrosse | |
| A | \$ 4,500 |
| B | \$ 3,800 |
| Track and Field | |
| Head Coach | \$ 4,500 |
| Assistant Coach | \$ 3,800 |
| Assistant Coach | \$ 3,800 |
| Assistant Coach | \$ 3,800 |
| Total | \$ 128,200 |