

**AGREEMENT**

**BETWEEN**

**RIDGEWOOD BOARD  
OF  
EDUCATION  
and  
RIDGEWOOD EDUCATION  
ASSOCIATION**

**July 1, 1993 - June 30, 1996**



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## **PHILOSOPHY**

The staff of the Ridgewood Public Schools has a long history of excellent relationships with the Board of Education and the community. The common objectives of creating a climate for learning and for the general welfare of all pupils have been nurtured by mutual respect, trust, and understanding. All have recognized the right and willingness to talk, to share ideas, and to resolve problems and differences. This atmosphere has contributed greatly to the realization of the full potential of the staff.

## **OBJECTIVE**

This Agreement is planned to reinforce as well as to continue the harmonious relationship described above. This Agreement also is intended to comply with the New Jersey Employer-Employee Relations Act, as amended. It is designed to establish the basic framework for negotiations between the Board of Education and the professional staff, leading to agreements on terms and conditions of employment. It shall be referred to as the Negotiation Agreement to distinguish it from other agreements to be negotiated from time to time to cover specific subjects. The latter shall be numbered consecutively and shall become addenda to this Agreement. They shall be recorded in the Index.

## **RECOGNITION**

The negotiating unit to which this Agreement applies consists of all personnel of the Ridgewood School System at any given time for whom certification is required, exclusive of individuals serving in the positions of Superintendent, Assistant Superintendent, Business Administrator, Director of Human Resources, Director of Special Program, Director of the Community School, all positions covered by the Ridgewood Administrators Association Agreement and any other employees required by their position to hold an administrative or supervisory certificate. The Board of Education hereby recognizes the Ridgewood Education Association as the exclusive representative of this negotiating unit for negotiations concerning the terms and conditions of employment. The negotiating unit additionally includes certificated instructors in the following categories: Bilingual Instruction, Compensatory Education, E.S.E.A. Title I, Home Instruction, Preschool Flow-Thru Physical Therapy, and any other position for which certification is a requirement.

## **SUPERINTENDENT**

The role of the Superintendent in the negotiation procedure is necessarily affected, if not determined, by other roles in which he functions. These other

roles include being: (1) Chief Executive Officer of the Ridgewood Public Schools; and (2) a responsible and responsive educational leader who involves the total staff, through multiple channels, in educational decision making.

In the negotiation procedure, the Superintendent should exercise independent judgment to assist all parties in arriving at reasoned decisions.

### GENERAL

The Board of Education and the Ridgewood Education Association are referred to respectively as "the Board" and "the Association."

Both parties will conduct all negotiations in good faith.

The Board shall give to the Association 30 days' notice of any proposed changes in its Policy Manual.

There shall be no discrimination against any staff member with respect to affiliation or nonaffiliation with the Association.

### NEGOTIATIONS

By "negotiations" is meant, for the purpose of this Agreement, a process participated in by the duly designated representatives of the Board and the Association, which is intended to provide an orderly method for reaching agreements on terms and conditions of employment.

By "terms and conditions of employment" is meant matters which the Board and the Association agree are within the purview of this Negotiations Agreement.

A negotiating session is a meeting called for the purpose of negotiation under this Agreement.

References to the Superintendent include his deputy as designated from time to time.

Negotiations shall be conducted according to the following provisions:

#### A. Requests for Negotiating Sessions:

1. A negotiating session shall be initiated when either the Board or the Association delivers a written request for such a session to the Superintendent.
2. A request for a negotiating session shall include a brief statement of the matter or matters to be negotiated.
3. Upon receipt of such a request, the Superintendent shall prepare and transmit copies to each member of the negotiating panels.

4. The Superintendent shall, by consultation with each of the parties, set a mutually agreeable date, time, and place for the requested negotiation sessions as well as for subsequent sessions until the matter is disposed of.
5. The first negotiating session shall be held on a date not more than 15 days after receipt by the Superintendent of the request for the session. But if such a date is not mutually agreed upon by both sides, the Superintendent, on his own motion, shall set the date not later than 20 days after such receipt.

**B. Conduct of Negotiating Sessions:**

1. Each party shall be represented by a panel of its choice, numbering not more than 7 persons at any session.
2. Each party shall designate its own chairman.
3. The respective chairmen shall conduct the negotiating session in the manner of dialogue; there shall be no single presiding officer.
4. Negotiating sessions will not be held during school hours, except in emergency circumstances; in which case, members of the Association's panel will be released from their normal duties for that purpose.
5. Each panel shall keep its own minutes.
6. By mutual consent of both parties, negotiating sessions may be attended by persons who are not members of the respective negotiating panels; subcommittees, ad hoc committees, and other groups may be set up; and advice and information from outside sources may be sought and obtained.
7. The Board will furnish to the Association's panel all information from its records relevant to the subject matter of the negotiating session.

**C. Conclusion of Negotiating Sessions:**

1. If tentative agreement is reached at a negotiating session, it shall be expressed in writing and shall be submitted to the Board and the Association; if approved by both of them, it shall go into effect according to its terms; and thereupon the negotiations initiated by the initial request shall be terminated.

2. Either party may declare an impasse.
3. Upon the declaration of an impasse, the party declaring the impasse shall report the same to the Public Employment Relations Commission and shall, under the authority of this Negotiations Agreement, request the services of the Commission to resolve the impasse.

### DURATION OF AGREEMENT

This Agreement shall go into effect on July 1, 1993, and shall expire on June 30, 1996. It shall be renegotiated prior to its expiry by use of the negotiation procedures provided in this Agreement, but if neither side requests a negotiation session for this purpose at least one month prior to the expiry date, the Superintendent shall set a date for such session.

The Superintendent shall call a negotiating session on the salary scale and fringe benefits for certificated personnel with respect to the next annual budget not later than October 1st in each year.

This Agreement may be amended by mutual written agreement of the Board and the Association at any time. It may not be amended orally, but this provision shall not preclude oral agreement as to matters of procedure set forth under the heading "NEGOTIATIONS."

If an article or provisions of this Agreement is held to be contrary to law, this shall not affect all other valid articles or provision of this Agreement, and they shall continue in full force and effect.

#### THE RIDGEWOOD BOARD OF EDUCATION

BY Anne Rattery Denyseau  
Anne Rattery Denyseau, President

#### THE RIDGEWOOD EDUCATION ASSOCIATION

BY Amy Puett Emmers  
Amy Puett Emmers, President

BY Roger Guccione  
Roger Guccione, Chief Negotiator

Dated: 10/6/93



## ANNEX 1

### GRIEVANCES

The Board, having accepted the following principles relative to Board-staff relationships in consultation with the Association, established the following grievance procedures:

#### Principles

- A. Education is a public trust. The public, the Board, and the entire school staff share the mutual objective of providing the best possible education for the children of the district.
- B. The Board stands in relationship of employer to all members of the staff of the Ridgewood Public Schools.
- C. The Board is a public governing body, responsible to the electorate for the operation of the school system in all its aspects; at the same time the Board recognizes the competencies of employee groups in helping to solve mutual problems.
- D. Responsibility for the day-to-day administration of the school system is delegated in the first instance to the Superintendent of Schools who, in turn, delegates authority through successive staff echelons, subject always to the authority and control of the elected Board of Education. As chief executive officer of the Board, the Superintendent is expected to know the problems and thinking of the teachers and of the Board and to advise both groups in accordance with his best professional judgment and be actively involved in all proceedings between the two groups in their efforts to achieve mutual understanding.
- E. The Board and the Association will continue the plan of meeting jointly at least twice a year, for the purpose of expressing views on various subjects of mutual interest.
- F. The ultimate objective of furnishing the best possible education to the children who attend the public schools is subserved by good relations between the Board and all staff members.
- G. The Ridgewood School System has benefited by such good relations in the past and the Board is committed to the continuance and, wherever possible, the improvement of these relations.
- H. Such relations are furthered by an orderly and systematic procedure for the consideration and disposition of differences that may arise between a member or members of the staff on the one hand and his/her or their superior or superiors in the school administration or the Board itself on the other hand.

- I. The Board and the Association have jointly agreed that a policy with respect to grievances be reduced to writing, and the Board has received suggestions from the Association to that end.
- J. The Association, in its capacity as a voluntary association of members of the professional staff, can perform a useful function with respect to such differences involving its members.

### Procedures

- A. Each staff member represented by the Association shall be entitled to be heard concerning any matter in which he or she feels aggrieved in the employer-employee relationship. An individual staff member must present the grievance to the immediate supervisor within 30 days of the event which caused the staff member to feel aggrieved. In unusual circumstances, the 30-day limitation may be waived, and the waiver shall not be unreasonably withheld.
- B. In the case of an individual staff member, such difference shall be presented in the first instance to his or her immediate supervisor in administrative channels. In the case of two or more staff members feeling so aggrieved, such difference shall be presented in the first instance to the administrator at the lowest level which shall be common to all such members. The immediate supervisor or administrator shall respond to each grievance presented within ten (10) school days following the presentation. If a mutual agreement has not occurred after this presentation of the difference to a staff member's immediate supervisor or administrator, the steps outlined in the paragraphs below shall be followed. In an unusual case, a staff member and/or the supervisor may have representation, provided the representative(s) are mutually agreed upon.
- C. If the grievance is not settled satisfactorily after the initial presentation, a staff member may file a written grievance within ten (10) school days of the decision rendered as a result of the initial presentation. The written grievance shall be filed with the administrator or immediate supervisor of the staff member. It shall be in writing on the approved forms and shall include the following information:
  1. The name and position of the aggrieved party/parties.
  2. The identity of the provision of this Agreement, Board policy, or administrative decision on which the grievance is based.

3. A general statement of the facts of the grievance, including the date when the grievance arose and the event or conditions which constitute the grievance.
4. The identity of the party alleged to have caused the grievance.
5. A general statement of the redress sought by the aggrieved party/parties.

Within ten (10) school days of the filing of the written grievance, the administrator or immediate supervisor shall hold a hearing with the grievant in an attempt to resolve the grievance. The grievant may invite a representative of the grievant's own choosing to accompany the individual or group at this presentation to the administrator involved. The administrator shall have the right to have a representative of individual choice at the formal hearing. Such representative shall also have the opportunity to be heard. The administrator hearing the grievance shall issue a written decision on the grievance within ten (10) school days of the hearing.

- D. If the grievance is not resolved at the conference or the staff member(s) is not satisfied with the written decision, an appeal may be made by the grievant to the Superintendent of Schools. Such appeal must be filed with the Superintendent of Schools within ten (10) school days of receipt of the decision under paragraph (C) and shall be in writing on the appropriate form and shall state the reasons for the appeal. Within ten (10) school days of the receipt of the appeal, the Superintendent and/or his designee shall schedule and hold a hearing with the staff member(s) and/or Association representative(s) in an attempt to resolve the grievance. If the grievance is resolved, the resolution shall be stated in writing and signed by the staff member(s) and the Superintendent of Schools. If no resolution is reached, the Superintendent shall issue his written decision on the grievance within ten (10) school days of the hearing.
- E. If the Association feels that the professional staff as a whole is aggrieved in any matter, it may present the matter directly to the Superintendent of Schools. A group grievance by the Association must be presented to the Superintendent of Schools within thirty (30) days of the event which caused the Association to feel aggrieved. In unusual circumstances, the 30-day limitation may be waived, and the waiver shall not be unreasonably withheld. Within ten (10) school days, the Superintendent will respond to the grievance by issuing a written decision to the Association. Failure on the Superintendent's part to respond within ten (10) school days will automatically move the grievance to Level F.

- F. If the individual staff member(s) or, in the case of a group grievance, the Association, is not satisfied with the disposition of the grievance by the Superintendent of Schools, an appeal to the Board of Education may be made within ten (10) school days after receipt of the Superintendent's written decision. In the instance of an appeal, the Superintendent shall make all the necessary arrangements. The appeal shall be in writing, shall state the reasons for the appeal, and shall contain the written decisions rendered at the lower levels. The individual or group shall have the right to be accompanied by a representative or representatives, who shall have the right to be heard. Within ten (10) school days of receipt of the appeal, the Board shall schedule a hearing on the grievance. The Board or its designee or designees shall render a decision in writing within twenty (20) school days of a hearing. In unusual circumstances this time limit may be waived by mutual agreement, and the waiver shall not be unreasonably withheld.**
- G. An Association representative shall be present to voice the Association's opinion or viewpoint on the issues of any appeal which involves charges against the Association. Any teacher submitting a grievance may choose to have an Association representative present as an observer or as a grievant's representative.**
- H. If a grievance relating to the interpretation, application, or violation of the terms of any formal written agreement between the Board and the Association or of formal Board policies which affect the terms and conditions of employment of the party claiming to be aggrieved cannot be resolved to the satisfaction of both parties, advisory arbitration shall go into effect.**

**If the Association wishes review by an arbitrator for a grievance, it shall so notify the Board through the Superintendent within ten (10) days of the Board's decision, except in case of a grievance involving any of the following points:**

- 1. Any matter for which a method of review is provided by law or any regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of Board authority or limited to action of the Board alone.**
- 2. A complaint of a nontenured teacher that arises by reason of his or her not being reemployed.**
- 3. A complaint by any teacher occasioned by appointment to or lack of appointment to, or retention in or lack of retention in, any position for which tenure is either not possible or not required.**

- I. The following procedure will be used to secure the services of an arbitrator:
  1. A request will be made to the Public Employment Relations Commission (P.E.R.C.) by the aggrieved party to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
  2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the P.E.R.C. to submit a second roster of names.
  3. If the parties are unable to determine a mutually satisfactory arbitrator from the second submitted list within ten (10) school days of the initial request for arbitration, the P.E.R.C. may be requested by either party to designate an arbitrator. The parties shall then be bound by the rules and procedures of the P.E.R.C. in the selection of an arbitrator.
    - a. The arbitrator so selected shall confer with the representative of the Board and the Association, shall hold hearings promptly, and shall issue a decision not later than twenty (20) days from the date of the close of the hearings, or, if oral hearings have been waived, he/she shall issue a decision not later than twenty (20) days from the date on which the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth the findings of fact, reasoning, and conclusions on the issues submitted.
    - b. Meetings and hearings under this procedure shall not be conducted in public and shall be attended only by the parties of interest and their designated or selected representatives.
    - c. The parties shall be responsible for all costs incurred by each, and only the fee and expenses of the arbitrator shall be shared, each party paying one-half.
- J. Any of the time limits specified may be altered by mutual agreement.
- K. In the instances of appeals either to the Superintendent or Board, any professional staff member or members, whether or not they are members of the Association, may request that representatives of the grievant's choosing accompany the individual or group at such appeal. Such representatives shall also have the opportunity to be heard.

- L. Any and all steps taken under these procedures shall be taken with the objective of a fair and equitable resolution of the differences at issue, in an objective and dispassionate manner, and no reprisal or discrimination shall be directed toward any staff member during or after the completion of these procedures.
- M. Nothing in the grievance procedure is meant to be prejudicial to the Association's existing right under law to take matters to the Commissioner of Education.
- N. Forms for filing grievances, serving notice, taking appeals, making recommendations, and other necessary documents shall be prepared by the Superintendent, subject to the approval of the Board and the Association, and given appropriate distribution by the Superintendent so as to facilitate operation of the grievance procedure.

## ANNEX 2

### SALARY CLASSIFICATION ELIGIBILITY REQUIREMENTS

<u>Salary Class</u>	<u>Eligibility Requirements</u>
<b>Class I</b>	Bachelor's Degree.
<b>Class IIE</b>	Bachelor's Degree plus 30 graduate credits, or Bachelor's degree plus 21 graduate credits and 9 approved in-service credits. Three of these in-service credits must be granted through the Ridgewood Institute for Professional Development.
<b>Class II</b>	Master's Degree. (Placement shall be limited to individuals who have been awarded a Master's degree at an accredited college or university.)
<b>Class III</b>	Master's Degree plus 30 approved graduate credits. (Graduate credits earned prior to the award of the Master's Degree may be used to qualify for Class III if approved by the Superintendent.)
	Nine (9) approved in-service credits may be applied in lieu of 9 graduate credits in moving from Class II to Class III; 3 of these 9 must be granted through the Ridgewood Institute for Professional Development.

## **Class IV**

### **Three alternatives available:**

- 1. Attainment of Class III status plus 15 graduate credits earned after the Master's Degree was secured and a minimum of 6 years' teaching experience; or**
- 2. Attainment of Class III status plus 15 graduate credits (9 of which may be approved in-service credits - 3 of the 9 must be granted through the Ridgewood Institute for Professional Development) and a minimum of 6 years' teaching experience; or**
- 3. a. Attainment of Class III status**
  - b. Minimum of 6 years' teaching experience - 2 of which must be in Ridgewood.**
  - c. Successful completion of 6 approved graduate credits after attaining Class III in courses designed to improve teaching techniques or knowledge in the subject field.**
  - d. Successful completion of an extensive independent study project designed to enhance classroom performance, school or individual effectiveness, or contribute to overall school district program effectiveness.**
  - e. Evidence of good to superior classroom work based upon previous evaluations and evaluations in the year in which the application is filed.**
  - f. Application for Class IV status and a complete study plan must be submitted to the staff member's immediate supervisor by July 1 of the year preceding the anticipated entry into Class IV.**
  - g. Study plans must be approved by the Principal or Director and Superintendent prior to instituting the plan.**
  - h. All requirements must be successfully completed by September 1 of the year staff members wish to enter this classification.**

- i. If a staff member who has taken this option for entrance into Class IV does not qualify or discontinues his/her program, he/she may continue efforts under any eligibility option.

In such cases, the staff member will consult with the supervisor prior to initiating new efforts so that appropriate academic classes may be included in the study warranted by the previous experience.

#### Maintenance Requirements for Class IV

Prior to the September of the sixth academic year following initial entry into Class IV, the staff member shall have completed an additional 5 (five) approved credits. These credits may come from in-service or university courses, independent study programs, or any combination of these. Approval is at the discretion of the Superintendent, and such approval will be granted prior to course registration. Upon submission of evidence of such credits and a request for renewal of eligibility, the staff member shall be granted an additional 5-year eligibility.

**Class V** Earned Doctorate Degree.

### ANNEX 3

#### STAFF ABSENCE PROVISIONS

##### A. Sick Leave

New professional staff members under contract for the first time in Ridgewood receive up to ten (10) days of sick leave during their first five months of service.

An unlimited number of fully compensated days for illness or approved medical care, in accordance with need, is allowed all professional staff members under contract after five months of service. Prolonged absence, beyond those sick leave days accrued in accordance with state law (18A:30-1, 30-2, 30-7), will be reviewed by the Superintendent of Schools to determine whether or not it will be possible for a staff member to return to work within a reasonable period. In unusual cases of chronic absenteeism or where the possibility of an extended multiyear absence exists, the Superintendent will review the details with the Board and make a recommendation concerning the status of the employee.



Summer school staff receive up to five (5) days absence for personal illness, but the substitute's compensation shall be deducted from the employee's salary.

Summer workshop staff will be required to make up all work days lost due to absence, subject to the approval of the project supervisor. Absences which are not made up will be subject to full salary deduction.

**B. Death in Immediate Family or Household**

Absence is fully compensated for as many days as the Superintendent considers suitable in the individual case, up to a maximum of five (5) days.

Additional leave may be granted at the discretion of the Superintendent. For purposes of definition regarding absence, the immediate family includes: husband, wife, child, father, mother, brother, sister, grandfather, grandmother, relatives by marriage in the same degree of relationship, those serving the staff member in loco parentis, or any relative whose actual household at the time is also the household of the absentee.

**C. Serious Injury or Illness in the Family**

Absence due to a serious injury or illness in the immediate family shall be fully compensated up to three (3) full days to enable the staff member to make arrangements for the essential security of the family. Additional leave with full pay, less the amount of the prevailing daily substitute pay rate, may be granted at the discretion of the Superintendent.

**D. Performance of Legal Responsibilities**

Leave for performance of civic duty in serving on a petit or grand jury when required by law shall be granted, providing a letter confirming purpose of such leave from a sheriff, court, or United States attorney, depending upon jurisdiction, is filed with the Superintendent of Schools. An amount equal to the income derived from jury service will be deducted from the staff member's base salary.

Leave for acquiescing to a court, or other valid subpoena, may be allowed without loss of pay, dependent upon circumstances and at the discretion of the Superintendent.

## **E. Personal Business**

**Personal business is defined as a leave used for any reason except recreation, rest, recuperation, any venture resulting in remuneration for services rendered by a staff member, or any other reason provided in this Agreement. A staff member shall have available, each school year, three (3) personal business days, one without loss of pay and without reason given and two without loss of pay but with the prior approval of the Superintendent or his representative.**

**The essential nature of the reasons for such absence and evidence that working time is required must be clear and beyond question. No personal business day without reason furnished shall be allowed immediately before or after a holiday or any vacation period for which the schools are closed as designated by the official school calendar. All requests for absence for personal business shall be submitted on the appropriate forms by the staff member to the Superintendent.**

**Absences which have not been approved or authorized will result in a full salary deduction.**

### **Procedures**

**A request for absence form (pink form) must be completed by the employee, in duplicate, and submitted to the Principal or the person to whom the employee is responsible. The Principal or Division Head indicates his/her recommendation and forwards the request to the Superintendent for consideration. Following action, one copy of the form is returned to the applicant. Necessary substitute arrangements are made by the Superintendent's office.**

**Among the reasons which may be considered valid are:**

- House closing or other important business transactions**
- College graduation of self or member of the immediate family**
- Death of a relative or a close friend**
- Wedding of staff member or member of the immediate family**
- Medical appointments which can only be scheduled during work time**

**The white Request for Absence forms are submitted when requesting time off for attendance at conferences or other school business.**

**Most personal business can normally be anticipated in advance and therefore the pink sheet can be filled out and forwarded to the main office. However, there are times when, because of an emergency, a telephone**

request for personal business will be considered. However, individual employees who are granted personal leave as a result of a telephone conversation will need to fill out the pink form immediately upon return to work.

#### ANNEX 4

##### TUITION REFUND POLICY

Upon completion of graduate course work with a grade of B or better, the Board will fully reimburse all professional employees covered by this Agreement for tuition and fees up to \$800 a year for courses approved by the Superintendent prior to course registration. To receive reimbursement, these courses must be given under the auspices of an accredited college at the graduate level, and official transcripts must be presented upon completion.

#### ANNEX 5

##### HOSPITAL/MEDICAL/SURGICAL PLAN

For Eligible Employees - The Board will pay 100% of the premium costs for Connecticut General Prevailing Fee Hospital/Medical/Surgical Plan.

For Dependents of Eligible Employees (up to age 23 for dependent children) - The Board will pay 90% of premium costs for Connecticut General Prevailing Fee Hospital/Medical/Surgical Plan.

Retired Board Employees and Their Dependents shall be included in the Ridgewood Hospital/Medical/Surgical Plan at the employee's expense and option. Dependents of deceased employees will be allowed to remain as members of the Ridgewood Hospital/Medical/Surgical Plan at their expense and option as long as they qualify as dependents.

At any time during the term of this contract, both parties may consider any changes in health insurance that are mutually beneficial.

#### ANNEX 6

##### MAJOR MEDICAL/DENTAL COVERAGE

Major Medical insurance, including catastrophic coverage, for eligible employees and their dependents shall be provided 100% by the Board.

A comprehensive dental plan shall be provided for all eligible employees and their dependents. The plan provides for the payment of 80% of all

reasonable and customary charges for basic services and 50% of all major restorations to a maximum of \$1,000 per year. There is a \$50 deductible. There will be a sixty (60) day delay in implementation of medical and dental coverage for all new employees.

Retired Board employees and their dependents shall be included in the Major Medical and/or Dental Plans at the employee's expense and option. Dependents of deceased employees will be allowed to remain as members of the Ridgewood Group Major Medical/Dental Plans at their expense and option as long as they qualify as dependents.

In compliance with the 1986 Budget Reconciliation Act, health insurance coverage will be continued for eighteen (18) months for terminating employees and for thirty-six (36) months for the dependents of active and retired employees after death, divorce, or legal separation of the covered employee and for dependent child(ren) after ceasing to be a dependent under the Board's insurance plan. Premiums for this mandatory extended group health care coverage will be paid by the terminating/retired employee or dependents.

At any time during the term of this contract, both parties may consider any changes in health insurance that are mutually beneficial.

## **ANNEX 7**

### **MEDICARE COVERAGE**

The Board will assume the premium cost of Medicare insurance for all active eligible employees age 65 and over who elect Medicare as primary payer. Election of Medicare as primary payer precludes the employee from all group medical plans. If the employee elects to continue primary coverage under our group medical plan, Medicare may provide secondary medical coverage for Part B, provided the employee enrolls in Medicare Part B and pays the premium.

## **ANNEX 8**

### **PERSONNEL POLICIES COUNCIL**

The Association and the Board agree to the formation of a Personnel Policies Council.

#### **Purposes**

- A. To provide for a systematic, ongoing review of policies that relate to working conditions in the Ridgewood Public Schools.

- B. To provide a medium whereby teachers, administrators, and the Superintendent can cooperatively develop recommendations for policies that affect their professional growth and welfare.

### Membership

- A. Each elementary school will elect one member from its professional staff.
- B. Each middle school will elect two members from its professional staff.
- C. Ridgewood High School will elect two members from its professional staff.
- D. The central office will elect two members who are not members of the Ridgewood Administrators Association.
- E. The Ridgewood Administrators Association will elect two members.
- F. The Ridgewood Education Association will elect two members.
- G. One member of the Personnel Policies Council shall serve on the Principal's Advisory Council. In the event that a school has more than one Personnel Policies Council member, the member will be elected by the faculty of that school.
- H. The Superintendent of Schools shall serve as chairman but as a non-voting member of the Personnel Policies Council so that he will be able to serve as an independent adviser to both the staff and the Board of Education.

### Guidelines

- A. The Personnel Policies Council is not a substitute for, or in lieu of, negotiations.
- B. All policies drafted or revised by the Personnel Policies Council shall be forwarded by the Superintendent to the chairman of negotiations for both the Board and the Association.
- C. Meetings shall be scheduled as needed by the Superintendent of Schools in consultation with the President of the Ridgewood Education Association. There shall be at least two meetings each school year.

- D. Members are required to report to their constituencies all relevant matters.
- E. The Council may form committees from its own membership and the district's professional staff. The Council may form ad hoc committees.

## ANNEX 9

### ANNOUNCEMENT OF PROMOTIONAL OPPORTUNITIES

Requirements for a vacancy in an existing position or a newly created position shall be determined by the Superintendent of Schools. Announcements for these vacancies shall be sent simultaneously to the Ridgewood staff and to placement offices prior to conducting interviews with candidates.

- A. Promotional positions are those listed in Annex 30 or those administrative/supervisory positions associated with the Ridgewood Administrators Association.
- B. Requirements for a promotional vacancy in an existing position or a newly created one shall be determined by the Superintendent of Schools.
- C. A special bulletin board shall be designated by the building principal for the listing of staff vacancies. Whenever a promotional opportunity occurs or a new position is created, such notice(s) shall be placed on this bulletin board by the building principal.

The notice shall list the requirements for the vacancy or promotion, salary information, and the closing date for application. In addition, each building principal shall bring to the staff's attention the announcement of each promotional vacancy.

- D. Professional staff members who desire to be notified of promotional positions that may need to be filled during the summer recess shall submit their names on the appropriate form to the Director of Human Resources prior to the close of school in June. Notices of a vacancy shall be sent as far in advance as practicable, and a copy shall be sent to the home address of the Association president.
- E. In the event that an acting position is created, the aforementioned procedures may be waived for a period not to exceed four (4) months.

## ANNEX 10

### ANNOUNCEMENT OF STAFF VACANCIES, VOLUNTARY TRANSFERS, AND REASSIGNMENTS

- A. Announcement of staff vacancies shall be posted on a bulletin board designated by each building principal in each school and division offices for the listing of staff vacancies prior to conducting interviews with candidates. In addition, each building principal shall bring to the attention of the staff the announcement of staff vacancies.
- B. Teachers who desire a change in grade, subject, or school assignment should file a written statement of such desire with the Superintendent and Director of Human Resources as early in the current year as possible. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school or schools to which he/she desires to be transferred, or order of preference. Copies of transfer requests should be sent to the teacher's principal and the principal(s) of the school(s) to which he/she is requesting transfer. Transfers within the system are not normally permitted during the school year, but transfer requests will be accepted at any time.

## ANNEX 11

### INVOLUNTARY TRANSFER OR REASSIGNMENT

- A. Involuntary transfer is made only in the best interests of the school district and shall be made only after a meeting between the teacher and the principal or immediate supervisor, at which time the teacher shall be informed of the reason. At this meeting, a list of open positions in the school district shall be given to the teacher. Within five (5) days after the meeting, a teacher may request a statement of the reasons, in writing, from the principal or immediate supervisor.
- B. In the event that a tenured teacher objects to the transfer or reassignment, the teacher may request a meeting with the Superintendent. As always, the teacher may have Association representation.
- C. Formal written notice of an involuntary transfer shall be given to teachers as soon as possible but no later than May 15 preceding the September date of such transfer. Notice of reassignments caused by enrollment or course reductions shall be made as soon as possible but no later than September 1 prior to the beginning of the school year.

D. When an involuntary transfer or reassignment is necessary, a teacher's area of competence, major or minor field of study, length of service in the Ridgewood School District, and length of service in a particular school building shall be considered in determining the transfer or reassignment. A transfer shall not take effect until the Superintendent makes an assignment to a specific position. The needs of the staff and program in the receiving school shall also be considered by the principal and Superintendent in determining the transfer or reassignment. The Superintendent shall initiate action to assist the staff member in being reassigned within the school district.

## **ANNEX 12**

### **VISITATION FOR PROFESSIONAL GROWTH**

Visiting days within the Ridgewood School System, in other school systems, or for any other opportunities that afford professional growth will be granted employees at the discretion of the Superintendent of Schools, if such visitation promises to contribute to improved job performance and is within the limitations of the budget.

## **ANNEX 13**

### **SUMMER SCHOOL STAFFING**

The best interests of students are paramount in staffing the Summer School. Providing the employee has met the requirements of the position and is professionally qualified relative to the needs of the children, Ridgewood staff members shall be given priority for Summer School positions. Summer School staff teaching assignments shall be finalized by the administration as soon as possible. Wherever possible, staff members shall be given three (3) days' notice regarding any change in subject matter assignments before the start of the Summer School program.

The administration shall arrange for substitutes in the event a teacher is absent. The Human Resources Office shall handle all compensation for substitutes. The Board will deduct money paid the substitute from the pay of the regular teacher.



## **ANNEX 14**

### **SUMMER EMPLOYMENT PAY RATES**

Salary for employees who work during the summer months in a professional capacity shall be at the following rates:

- A. Staff members below the M.A. maximum will have their salaries calculated at 9% of their salary. Staff members at or above the M.A. maximum shall have their salaries calculated on the basis of the M.A. maximum.
- B. Employees performing summer curriculum and/or other than instructional work, or work of a similar nature, shall be compensated at the rate of 0.003 times the B.A. maximum salary for the prior year for each six hours of employment.

## **ANNEX 15**

### **CALENDAR**

Each year, a committee consisting of not less than one-third representation from the Ridgewood Education Association bargaining unit shall recommend a school calendar for the succeeding year to the Board of Education. The ultimate determination of the school calendar shall be the responsibility of the Board. If the Board does not propose to adopt the calendar as recommended by the committee, it shall schedule a meeting with the committee prior to public presentation or adoption.

## **ANNEX 16**

### **WORK YEAR**

The work year for certificated personnel of the Ridgewood Public Schools consists of one hundred and eighty (180) days minimum for pupil instruction, and a maximum number of days for pupil instruction as follows:

- 182 days, if there are no emergency closing days
- 181 days, if there is one emergency closing day
- 180 days, if there are two or more emergency closing days

The Board may schedule 183 pupil instruction days, and if none or just one emergency closing day is used, then the last scheduled day of instruction may be utilized as a closing day for teachers.

The work year for certificated personnel of the Ridgewood Public Schools shall also include three (3) days for orientation, in-service workshops, or related professional activities (staff development days). Any days of pupil instruction missed due to emergency closing shall only be rescheduled as needed to bring the total number of pupil instruction days to that required by state law, one hundred and eighty days (180). The total work year shall not exceed one hundred and eighty-six days (186).

Holidays, N.J.E.A. convention days, or the school recesses for Thanksgiving, Christmas, Winter Recess, and Spring Recess as presently established shall not be designated as staff development days. No more than two (2) consecutive days may be designated as staff development days.

## ANNEX 17

### CAREER DEVELOPMENT PROGRAM

- A. Certificated staff who have served full time under contract for at least seven (7) years in Ridgewood in a position or positions requiring a state certificate may be granted a leave under the Career Development Program for an approved purpose such as graduate study, research, travel, etc. Up to 2% of the certificated staff may be granted a leave under the Career Development Program for any school year. Applications shall be sent to the Superintendent of Schools by February 1 for the next school year. Applications may be accepted by the Superintendent at a later date if he deems circumstances warrant. They will be reviewed by a Selection Committee of six members - three appointed by the Association and three appointed by the Superintendent. The committee will evaluate the applications and make decisions of priority of approval. Final approval of applicants by the Board will be made by the second public Board meeting following the initial interviews, which are ordinarily conducted during the month of February.
- B. Such a leave may be for a school year at 1/2 pay or one semester at 3/4 pay. Grantees shall agree in advance in writing to return to the Ridgewood staff for a minimum of two (2) years or refund the compensation received, or the appropriate portion, if they do not do so.
- C. The employee shall receive credit for an earned salary increment for the period of the professional study and shall also be granted any other salary benefits which have been approved by the Board during the period of the leave.

- D. If, in the judgment of the Superintendent or the Selection Committee, a staff member on a grant program is not fulfilling the purpose for which the grant was made, each shall consult with the other, after which the Superintendent shall report his views to the Board. The Board may terminate the grant after providing an opportunity for the staff member to be heard. At such a hearing the staff member may choose to be accompanied by representatives from the Association who shall also have an opportunity to be heard.
- E. The period of Career Development Leave shall count as regular service for the purpose of retirement planning, and contributions by the teacher to the retirement fund shall continue at the usual rate, based on a full year's salary. Tenure rights shall not be impaired.
- F. Staff members on Career Development Leave are not eligible for tuition refunds.
- G. Upon returning from a Career Development Leave, the staff member shall meet with members of the original Selection Committee to review the highlights and benefits of the leave experience or share their experiences with other staff members at a meeting arranged by the Selection Committee.
- H. Any employee having experienced a Career Development Leave may reapply for a second such leave four (4) years after returning to regular service if 2% of the staff have not been granted such leave. After completing seven (7) years of service after the first Career Development Leave, the applicant's request will be considered on an equal basis with all applicants who have not experienced a Career Development Leave.

## **ANNEX 18**

### **FAIR DISMISSAL**

On or before May 15 of each year, the Superintendent shall notify each nontenured professional staff member continuously employed since the preceding September 30 by either:

- A. A written offer of employment for the next succeeding school year, or
- B. A written notice that such employment shall not be offered.

Any nontenured teacher who receives a notice of termination of employment may, within five (5) school days, request in writing:

1. A statement of the reasons for the termination in writing.
2. A meeting with the Superintendent of Schools. Such meeting will be held within five (5) school days after receipt of such request.
3. Any nontenured employee who receives a notice that reemployment will not be offered shall simultaneously therewith receive a copy of the State Board of Education Rules (N.J.A.C. 6:3-1.20) which provides a procedure for an informal appearance before the Board.

## ANNEX 19

### MATERNITY LEAVES

#### A. Application

1. Requests from teachers for leave of absence due to disability caused by pregnancy, child rearing, or preparation for childbirth or adoption shall be acted upon individually by the Board on the recommendation of the Superintendent.
2. At least ninety (90) days prior to the expected leave, an application must be completed and returned to the Director of Human Resources.
3. Employees contemplating an adoption must complete a leave request form when their adoption application is accepted by an agency. It is expected that as much notice as possible will be provided the district in these cases.

#### B. Paid Disability Leave Associated with Pregnancy

1. Any pregnant teacher may apply to the Board of Education as provided above for a disability leave of absence and shall be granted the leave. The leave comes from accumulated sick days. The leave dates shall be supported by a physician's certificate, which shall allow for disability twenty (20) work days before and twenty (20) work days after the anticipated date of birth.
2. A pregnant teacher may request more or less than twenty (20) work days before and after the anticipated date of birth upon a specific physician's certificate supporting same.

3. The approved disability leave shall be extended for unanticipated disability relating to the childbirth upon the provision of a supplemental physician's certificate.
4. The Board of Education retains the right to confirm the conclusion of any physician's certificate provided under this Annex by having the teacher examined by its own physician at the Board's expense. If a dispute arises between the report of the employee's physician and the report of the Board's physician, the opinion of a third physician mutually agreeable to the other two physicians may be obtained. The opinion of the third physician shall be final and binding upon all parties.

**C. Unpaid Leave for Child Rearing, Preparation for Childbirth and Adoption**

1. Extended leaves for preparation for childbirth, child rearing, or adoption shall run from their commencement date until the end of that school year. Employees may return to work at mid-year if a position in their area of certification is available. If a position is not available, every effort will be made to secure suitable work within the school system at the earliest possible date. Extended leaves for child rearing or adoption shall be extended upon application by April 1st of the initial leave year or thirty (30) days after the date of birth or adoption, whichever is later, for the subsequent full school year. No further extension shall be granted.
2. Extended leaves for child rearing may follow a disability leave associated with pregnancy. Application for these two leaves, when taken consecutively, shall be made simultaneously in the manner stated above in Section A.
3. Any teacher adopting a child shall receive a leave similar to a child-rearing leave, which shall commence upon his/her receiving de facto custody of said child, or earlier if necessary to fulfill the requirement for the adoption.

**D. Rules of General Applicability Under This Annex**

1. A nontenured teacher shall only be entitled to a leave up to the expiration of her/his contract. A nontenured teacher shall not be denied reemployment on the basis that she is pregnant or that he/she is on leave.
2. A pregnant teacher may be relieved from duty because her work performance has noticeably declined, she cannot obtain a physician's certificate that she is medically able to continue working, or for other reasons applicable to all teachers under Title 18A. Where a teacher is

relieved from duty because her work performance has noticeably declined, she shall be reassigned, with no reduction in salary, to duties within the district to the extent possible commensurate with her certificate and experience, until such time as her maternity leave is scheduled to begin. Such alternate duties shall not be available upon the employee's request. No pregnant teacher may be relieved from teaching duties solely because she is pregnant or because her pregnancy has reached a specific number of months.

3. Eligible employees may elect to continue medical coverage through the COBRA program.
4. Pension fund rights are protected during the official leave period.
5. Upon return from leave, the employee will be placed on the appropriate level of the existing salary guide. An increment on the next year's salary guide will be allowed employees who have accumulated at least one hundred (100) days or five (5) months of service during the contract year in which the leave was granted.
6. Assignment upon return from leave will be to a position for which the employee is qualified, although not necessarily to the same position, building, or grade level.
7. No teacher on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Ridgewood School District in the area of her certification or competence.
8. The entitlement to utilize sick leave days for maternity purposes as set forth in this Annex shall be exclusive and in no event shall such utilization be permissible under Annex 3A of this Agreement.
9. A child-rearing leave shall be available on an identical basis to members of both sexes. When a husband and wife both work in the Ridgewood School System, only one shall be eligible to apply for a child-rearing leave.

## **ANNEX 20**

### **RIDGEWOOD EDUCATION ASSOCIATION MEETINGS**

Wednesday afternoons are to be considered Ridgewood Education Association meeting time. Other meetings may be called unless they present a conflict. If a conflict arises, the Association will be considered to have priority.

## **ANNEX 21**

### **ASSOCIATION RIGHT TO SPEAK**

An Association representative may speak to the teachers at the monthly faculty meeting. The representative should request this opportunity from the principal, who will place it on the meeting agenda.

## **ANNEX 22**

### **RELEASED TIME FOR RIDGEWOOD EDUCATION ASSOCIATION PRESIDENT**

For the duration of this Agreement, the Board will permit the Association president to devote no more than one-third of his/her time to Association business. By June 1 of each contract year, the Association agrees to reimburse the Board an amount which is equal to one-half the amount of released time provided, based on the Class II maximum plus no more than one-half of the released time cost of the benefits paid by the Board for the president.

It is understood that the actual time specified for Association business will be regularly scheduled during the school day and year on a basis acceptable to the Board. The released time schedule for the school year will be determined by July 1.

In the event a new president must be chosen, a new released time schedule will be renegotiated.

## **ANNEX 23**

### **WITHHOLDING OF INCREMENT**

No individual shall be advanced in salary, step, or class unless his/her service shall have been satisfactory, and the Superintendent shall have recommended such advancement. An individual who has had an increment withheld shall be formally evaluated during the following year. Upon completion of one satisfactory annual summary evaluation immediately following the withholding of an increment, the Superintendent may restore the individual to the position on the guide the person would have had if the increment had not been withheld. Upon completion of two (2) consecutive satisfactory evaluations immediately following the withholding of an increment, the Superintendent shall restore the individual to the position on the guide the person would have had if the increment had not been withheld.

## ANNEX 24

### EVALUATION OF STAFF

- A. All staff members under contract shall be evaluated annually by appropriately certified personnel.
- B. The evaluation process takes into account a variety of situations and settings in which judgments of performance are made. This process includes consideration of such factors as classroom performance, relationships with students, staff, and parents, contributions to the school's instructional program, ability to communicate effectively, and staff member's potential for growth.
- C. The purpose of evaluation, as indicated in N.J.A.C., 6:3-1.19 and 6:3-1.21, shall be to:
- provide a basis for the review of performance
  - improve student learning and growth
  - improve teaching skills
  - promote and recognize professional excellence
  - improve the quality of instruction
  - provide a basis for recommendations regarding employment
  - improve professional competency
  - extend assistance for correction of deficiencies
  - identify deficiencies
- D. For nontenured teaching staff members, the evaluation shall include a minimum of three (3) formal classroom observations and other observations as deemed appropriate by the supervisor. For nontenured staff whose duties are not solely in the classroom, a minimum of three (3) conferences related to job performance and growth shall occur. For all nontenured staff employed prior to September 30, the first observation shall not be later than December 1; the second, not later than February 15; and the final observation, not later than April 15, unless prevented by extended absence. Before the first observation, all staff members will be notified of their primary evaluator.
- E. For tenured teaching staff, the evaluation shall include a minimum of one (1) formal observation and other observations as deemed appropriate by the supervisor. For tenured staff whose duties are not solely in the classroom, a minimum of one (1) conference relative to job performance and growth shall occur. The staff member may request additional observations.



- F. After each formal classroom observation, there shall be a follow-up conference between the evaluator and staff member being evaluated for the purpose of discussing the observation and the written observation report. If, by mutual agreement, the conference is held before the observation report is written, an additional conference will be held if either party wishes to discuss the written report. This procedure also applies in the case of staff members whose duties are not solely in the classroom. The staff member will sign the supervisor's copy of the report and will receive a copy. The staff member may submit written comments, which will be attached to the supervisor's written report. If the observer is someone other than the primary evaluator, the observer will forward a copy of the observation report to the primary evaluator.
- G. Classroom observations occurring on the same day shall constitute one (1) formal observation. No formal observation shall occur prior to the post observation conference unless mutually agreed to by the primary evaluator and the staff member.
- H. Observation conferences shall occur within fifteen (15) school days of the observation unless prevented by extended absence of the teacher or the supervisor, or unless extended by the mutual consent of the teacher and the supervisor. The conference shall be held within the school day or at a mutually agreed upon time.
- I. Prior to a decision on contract renewal for nontenured staff and prior to the close of the school year for tenured staff, the primary evaluator shall meet with the staff member for a final summary evaluation conference. At this time, the final summary evaluation form will be shared with the staff member. The staff member will be asked to sign the final summary evaluation form within five (5) working days of the final conference to indicate (1) a conference has taken place, and (2) the information has been shared. A copy of the summary evaluation will be placed in the permanent records file. Signing of the form does not indicate either agreement or disagreement with the contents of the summary. After signing the report, the staff member shall have ten (10) working days to respond, in writing, and to add appropriate information to the summary evaluation, and this response will become part of the personnel record. This summary is based upon the evaluator's judgment of the overall effectiveness of the professional staff member.

- J. Final responsibility for the evaluation of any staff member who has responsibilities and duties in two (2) or more buildings, or who teaches in more than one (1) department, shall be a person designated by the Superintendent no later than October 15. This person shall recommend to the Superintendent the granting or denial of tenure or the withholding of an increment.
- K. All factors relevant to the staff member's evaluation shall be thoroughly considered in making a recommendation for the granting or not granting of tenure or for the granting or withholding of increment, as provided for in Annex 23.

## **ANNEX 25**

### **TEACHER WORK DAY**

The length of the required teaching work day for classroom teachers shall not exceed seven (7) hours and thirty-five (35) minutes, including preparation and duty-free time. This does not include activities such as faculty, department, and grade-level meetings; back-to-school nights; parent conferences; and the like. For the purposes of this Annex, "Classroom Teachers" shall not include persons on ratio.

## **ANNEX 26**

### **PUPIL CONTACT TIME**

Pupil contact time is defined as the number of minutes of scheduled class periods to which a teacher is assigned classroom instruction and/or supervisory duties. It specifically excludes homeroom and the fifteen (15) minutes before and thirty (30) minutes after school (Period 9 at the high school). The pupil contact time for classroom teachers assigned to the high school and the middle schools shall not exceed 1,380 minutes per week, averaged over the school year. For the purposes of this Annex, "Classroom Teachers" shall not include persons on ratio.

Elementary teachers shall be entitled to a daily lunch period of sixty (60) minutes (no assignments other than current practice). Ten (10) additional minutes of instruction shall be provided daily at the elementary level.

Whenever the minimum preparation/conference time is not provided for reasons other than the exceptions listed in this Annex, the teacher affected

shall be compensated for said time on the basis of a pro rata share of the current per diem substitute's pay. Exceptions to preparation/conference time at the elementary and secondary levels shall be:

1. Early dismissal days
2. Parent conference days
3. Shortened days
4. Field trips
5. Conference attendance or visitation
6. Special assembly programs
7. Schedule adjustments made for field days or other activities
8. Conferences with supervisors (one-day notice)
9. Sudden illness or inadequate notice of absence by staff

During a normal five-day school week, the existing minimums of preparation/conference time will be provided for full-time staff as designated by each category listed:

Teachers

Kindergarten	100 minutes per session
Grade 1	170 minutes per week
Grade 2	170 minutes per week
Grade 3	180 minutes per week
Grade 4	195 minutes per week
Grade 5	195 minutes per week

Nurse/Teacher:

Elementary -	150 minutes per week (on call)
Middle School -	1 period per day (on call)
Nurse (no classes)	No period

Speech Therapists - 150 minutes per week

Special Ed. - Middle and High Schools - 1 period per day  
- Elementary (self-contained) 170 minutes per week

Art - Elementary - 215 minutes per week  
Middle and High Schools - 1 period per day

Physical Ed. - Elementary - 165 minutes per week

Health - Middle and High Schools - 1 period per day

Music - Elementary - 200 minutes per week  
Middle and High Schools - 1 period per day

Teaching Librarians - Elementary - 225 minutes (on call)  
Middle and High Schools - 1 period per day (on call)

## ANNEX 27

### FIELD TRIPS AND CONFERENCE COVERAGE

Whenever a request has been approved for a field trip or conference, the central office or a designated administrator shall secure a substitute if, in the sole discretion of the administration, it is determined to be necessary. A substitute may be another employee in the building.

## ANNEX 28

### REPRESENTATION FEE

#### A. Purpose of Fee

If a teacher 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 employees will be required to pay a representation fee to the Association for that membership year to offset the cost of services rendered by the Association as majority representative.

#### B. Amount of Fee

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

#### C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any teacher who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and each month will transmit the amount so deducted to the Association.

#### D. Termination of Employment

If a teacher 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 Annex, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said teacher during the membership year in question and promptly forward same to the Association.

## E. Mechanics

Except as otherwise provided in this Annex, the mechanism for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as that used for the deduction and transmission of regular membership dues to the Association.

### ANNEX 29

#### RATIOS - 1993-94, 1994-95, 1995-96

The work day for ratio employees shall be eight (8) hours including lunch.

Guidance Counselor (High School)	1.07
Learning Disabilities Teacher/Consultant	1.05
Psychologist and Social Worker*	1.10
Guidance Counselor and Teacher (Middle School)	1.07
Coordinator of Nurse/Teachers	1.07
Coordinator of Computer Education (2)	1.07
Grade Administrators (High School)	1.08
Executive Assistant to Principal (High School)	1.07
Lead Teacher (Middle School)	1.051 on M.A. Maximum
Computer Resource (Middle School)	1.04 on B.A. Maximum

- \* Ratios for psychologists and social workers employed prior to July 1, 1981, will continue at 1.10. Henceforth, ratio of 1.05 will be provided for new staff employed in these categories.

### ANNEX 30

#### COCURRICULAR REMUNERATION

Prior to June 1 of each year, a committee composed of the Association's President and Chief Negotiator, the Director of Human Resources, the high school principal, the Dean of Students, and a middle school administrator will meet to review existing activities, propose new activities, delete existing activities and consider any proposed stipend change for the succeeding school year. Adjustments are subject to Board and Association Delegate Assembly approval.

	<u>1993-94</u>
After-School Recreation (per hour)*	\$ 18.45
Outdoor Education - Grade 6 (per person)*	\$ 265.00
Workshop Rate*	\$ 28.20

- \* In 1994-95 and 1995-96, these stipends will reflect the increase in the salary guide.

	<u>Name of Activity</u>	<u>1993-94 Stipend</u>	<u>Ratio*</u>	
<b>Category 1</b>	<u>High School</u>			
	Amnesty International	\$ 432	.008	
	CAPS (Computer Aids)	\$ 432	.008	
	Finance Club	\$ 432	.008	
	French Club	\$ 432	.008	
	Near East Culture Club	\$ 432	.008	
	Ninth Grade Math Team	\$ 432	.008	
	Psychology Club	\$ 432	.008	
	S.A.D.D.	\$ 432	.008	
	Science Competitions	\$ 432	.008	
	Spanish Club	\$ 432	.008	
	S.E.A.	\$ 432	.008	
		<u>Middle Schools</u>		
		Acting Club (GW)	\$ 432	.008
		Computer Club (BF)	\$ 432	.008
		Craft Club (BF)	\$ 432	.008
		Latin Club	\$ 432	.008
		Fashion Club (BF)	\$ 432	.008
		Flute Ensemble (BF)	\$ 432	.008
		French Club	\$ 432	.008
		Percussion Ensemble	\$ 432	.008
		Performance Art Club (BF)	\$ 432	.008
		Spanish Club	\$ 432	.008
	<b>Category 2</b>	<u>High School</u>		
		Academic Decathlon Assistant	\$ 756	.014
		Biology Academic Team I	\$ 756	.014
		Biology Academic Team II	\$ 756	.014
Bicycle Club		\$ 756	.014	
Chemistry Academic Team I		\$ 756	.014	

\* Ratio is applied to B.A. Maximum.

N.B. In 1994-95 and 1995-96, these stipends will reflect the increase in the salary guide.

	<b>1993-94</b>	
	<b>Stipend</b>	<b>Ratio*</b>
<b>Category 2</b>	<b><u>Name of Activity</u></b>	
	<b><u>High School (cont.)</u></b>	
	Chemistry Academic Team II	\$ 756 .014
	Chess Club	\$ 756 .014
	Computer Academic Team	\$ 756 .014
	Cultural Club	\$ 756 .014
	Drama Set Construction (4)	\$ 756 .014
	Jazz Extension	\$ 756 .014
	Math Club	\$ 756 .014
	Math Academic Team	\$ 756 .014
	Performance Club	\$ 756 .014
	Physics Academic Team I	\$ 756 .014
	Physics Academic Team II	\$ 756 .014
	Refreshment Stand	\$ 756 .014
	School Newspaper	\$ 756 .014
	<b><u>Middle Schools</u></b>	
	Computer Club	\$ 756 .014
	Literary Magazine	\$ 756 .014
	Newspaper	\$ 756 .014
	Radio Station (BF)	\$ 756 .014
	Ski Club	\$ 756 .014
	Musical - Set Design	\$1,134 .021
	Musical - Stage Manager (BF)	\$1,134 .021
	Musical - Pit Orchestra (BF)	\$1,134 .021
<b>Category 3</b>	<b><u>High School</u></b>	
	Academic Decathlon	\$1,512 .028
	Cheerleaders (Football)	\$1,512 .028
	Color Guard (Winter)	\$1,512 .028
	DECA	\$1,512 .028
	Drama Art Design	\$1,512 .028
	Drama Director (4)	\$1,512 .028
	Jazz Express	\$1,512 .028
	Madrigal Singers	\$1,512 .028
	Marching Band - Drill Design	\$1,512 .028
	Marching Band - Percussion	\$1,512 .028
	Marching Band - Rifle/Flag	\$1,512 .028
	Marching Band - Twirlers	\$1,512 .028

\* Ratio is applied to B.A. Maximum.

N.B. In 1994-95 and 1995-96, these stipends will reflect the increase in the salary guide.

	<u>Name of Activity</u>	<u>1993-94 Stipend</u>	<u>Ratio*</u>
<b>Category 3</b>	<u>High School</u> (cont.)		
	Model UN	\$1,512	.028
	National Honor Society	\$1,512	.028
	Percussion Ensemble	\$1,512	.028
	Political Science Club	\$1,512	.028
	Project Interact	\$1,512	.028
	Trollgate	\$1,512	.028
	T.V. Club	\$1,512	.028
	Twirlers (Winter)	\$1,512	.028
	<u>Middle Schools</u>		
	Jazz Machine (BF)	\$1,512	.028
	Musical - Director	\$1,512	.028
	Musical - Assistant (GW)	\$1,512	.028
	Show Stoppers (BF)	\$1,512	.028
	Student Council (2) (BF)	\$1,512	.028
	Yearbook	\$1,512	.028
<b>Category 4</b>	<u>High School</u>		
	Marching Band - Asst. Dir.	\$2,268	.042
	Ski Club	\$2,268	.042
<b>Category 5</b>	<u>High School</u>		
	Debate - Assistant Coach	\$3,025	.056
	Exchange Coordinator	\$3,025	.056
	<u>Middle Schools</u>		
	Student Council (GW) (Total for Three)	\$3,025	.056
<b>Category 6</b>	<u>High School</u>		
	Debate - Head Coach	\$3,781	.070
	Drama Musical Assistants (Total for Four)	\$3,781	.070
	Marching Band - Director	\$3,781	.070
<b>Category 7</b>	<u>High School</u>		
	Yearbook	\$4,537	.084

\* Ratio is applied to B.A. Maximum.

N.B. In 1994-95 and 1995-96, these stipends will reflect the increase in the salary guide.



## ANNEX 31

### SCHEDULE OF EXTRA COMPENSATION FOR SPORTS FOR 1993-94, 1994-95, 1995-96

<u>SPORT</u>	<u>ASSIGNMENT</u>	<u>I</u>	<u>II</u>	<u>III</u>	<u>IV</u>
Football	Head Coach	.115	.120	.125	.130
	Assistant Coach	.070	.075	.080	.085
Basketball	Head Coach	.095	.100	.105	.110
	Assistant Coach	.055	.060	.065	.070
Wrestling	Head Coach	.095	.100	.105	.110
	Assistant Coach	.055	.060	.065	.070
Swimming	Head Coach	.095	.100	.105	.110
Baseball	Head Coach	.080	.085	.090	.095
	Assistant Coach	.050	.055	.060	.065
Softball	Head Coach	.080	.085	.090	.095
	Assistant Coach	.050	.055	.060	.065
Track & Field	Head Coach	.080	.085	.090	.095
	Assistant Coach	.050	.055	.060	.065
Soccer	Head Coach	.075	.080	.085	.090
	Assistant Coach	.045	.050	.055	.060
Volleyball	Head Coach	.075	.080	.085	.090
	Assistant Coach	.045	.050	.055	.060
Lacrosse	Head Coach	.080	.085	.090	.095
	Assistant Coach	.050	.055	.060	.065
Gymnastics	Head Coach	.075	.080	.085	.090
	Assistant Coach	.045	.050	.055	.060
Indoor Track	Head Coach	.080	.085	.090	.095
	Assistant Coach	.050	.055	.060	.065
Cross Country	Head Coach	.055	.060	.065	.070
	Assistant Coach	.035	.040	.045	.050
Golf	Head Coach	.050	.055	.060	.065
Tennis	Head Coach	.050	.055	.060	.065
	Assistant Coach	.035	.040	.045	.050
Bowling	Head Coach	.050	.055	.060	.065
Trainer		.050	.055	.060	.065

**Note:** Ratio is applied to the B.A. Maximum.

## ANNEX 32

### PART-TIME CERTIFICATED PERSONNEL

- A. Part-time Certificated Personnel, as defined in the Recognition Clause, are covered under the following Annexes of this Agreement:

- Annex 1 - Principles and Grievance Procedures
- Annex 4 - Tuition Refund Policy (as outlined below)

Approved courses for the purpose of this Annex shall be limited to courses at the graduate level in Special Education, Educational Psychology, Learning Disabilities, and Reading, as approved by the Superintendent. The maximum amount to be reimbursed for tuition and fees shall be \$315.

- Annex 8 - Personnel Policies Council
- Annex 9 - Announcement of Promotional Opportunities
- Annex 10A - Announcement of Staff Vacancies
- Annex 12 - Visitation for Professional Growth
- Annex 13 - Summer School Staffing
- Annex 14 - Summer Employment Pay Rates
- Annex 15 - Calendar
- Annex 20 - R.E.A. Meetings
- Annex 21 - Association Right to Speak
- Annex 22 - Released Time for R.E.A. President
- Annex 27 - Field Trips and Conference Coverage
- Annex 28 - Representation Fee
- Annex 29 - Ratios for 1993-94, 1994-95, and 1995-96
- Annex 30 - Cocurricular Remuneration
- Annex 31 - Schedule of Extra Compensation for Sports
- Annex 32 - Part-time Certificated Personnel

Part-time certificated personnel shall be offered the opportunity to buy (at existing group rates) any and all present and future fringe benefit programs, where permitted.

Part-time teachers shall begin and end their days at times assigned by the principal. Their schedule shall be within a single block of time wherever possible. If student(s) to whom a teacher is assigned are not present during scheduled hours, that teacher will be assigned alternate responsibilities by his or her supervisor and compensated at his or her regular rate.

Part-time employees shall accumulate sick days on a pro-rata basis as required by law and will be paid for emergency days when schools are officially closed.

Title 18A statutes are applicable to this category of employees to the extent permitted by law.

**B. Salary Scale (Hourly Rates)**

	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
Step 1	\$ 21.05	\$ 21.85	\$ 22.75
Step 2	\$ 21.35	\$ 22.20	\$ 23.10
Step 3	\$ 21.85	\$ 22.65	\$ 23.60
Step 4	\$ 22.45	\$ 23.30	\$ 24.25
Step 5	\$ 24.05	\$ 25.00	\$ 26.00
Step L**	\$ 24.45	\$ 25.40	\$ 26.40

\* Instructional staff with Master's degree and one year of satisfactory participation in the program shall be placed on Step 4.

\*\* Staff with 10 years or more of Ridgewood service are eligible.

**C. ESL and Homebound Instruction (Hourly Rates)**

	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>
<u>Bachelors Degree</u>	\$ 27.50	\$ 29.05	\$ 30.65
	\$ 27.95*	\$ 29.50*	\$ 31.15*
<u>Masters Degree</u>	\$ 28.20	\$ 29.65	\$ 31.25
	\$ 28.55*	\$ 30.10*	\$ 31.75*

\* Staff with 10 years or more of Ridgewood service are eligible.

**D. Renewal of Employment**

Reemployment is contingent upon the needs of the system.

Each instructor covered by this Annex shall, prior to the end of the school year, receive either:

1. A statement recommending advancement on the salary guide or
2. A statement of reasons for not recommending either reemployment or advancement on the salary guide.

**E. Lunchroom Coverage**

	<u>1993-94</u>
1st Year	\$14.05/Session
2nd Year	\$15.05/Session
3rd Year	\$16.20/Session

**ANNEX 33**

**UNUSED SICK LEAVE**

In 1993-94, staff members with twenty (20) years of Ridgewood service and who are age 55 as of July 1, 1994, who elect to retire with notice given to the Board of Education on or before March 1, 1994, and retire by July 1, 1994, shall receive a one-time longevity payment of \$5,000 and shall be paid for unused sick leave at the rate of \$75/day to a maximum of \$10,000.

In 1994-95, those eligible for the first time with twenty (20) years of Ridgewood service and who are age 55 as of July 1, 1995, who give notice to the Board of Education on or before March 1, 1995, that they will retire by July 1, 1995, shall receive a one-time longevity payment of \$5,000 and shall be paid for unused sick leave at the rate of \$75/day to a maximum of \$10,000.

For the term of the entire contract, staff not otherwise eligible for the retirement incentive set forth above, who are members with twenty (20) or more years of service and who have used less than 40 percent of the total number of sick days earned shall be paid for accumulated sick days upon retirement at the rate of \$25/day.

If the State of New Jersey provides a retirement option for teachers and the Board of Education adopts such plan, the employee may elect either, but not both, of these plans.

**ANNEX 34**

**ELEMENTARY CONFERENCE PERIODS**

All elementary classroom teachers shall be paid for ten (10) hours at the workshop rate for holding parent conferences outside of the school day.

## **ANNEX 35**

### **STATE-MANDATED MENTORING**

**The Ridgewood Public Schools shall abide by all State-mandated regulations and work within all State guidelines regarding provisionally certified teachers, their support services, and their mentor teachers.**

**Mentors shall be paid at the current workshop rate for participation in any orientation/training sessions related to mentoring.**

**All staff shall be notified of available positions and encouraged to apply. Applicants shall file a letter of interest with the principal. Principals shall recommend mentors to the Superintendent for approval by the Board of Education.**

**The initial \$550 stipend paid in 1993-94 by the provisionally certified teacher to the mentor teacher shall increase annually by the same percentage as the salary package.**

**PROFESSIONAL SALARY GUIDE FOR 1993-94****5%**

Step/Class	(1) B.A.	(2E) M.A.(E)	(2) M.A.	(3) M.A. + 30	(4) M.A. + 45	(5) Dr.
1	32,320	33,930	34,580	37,170		
2	33,170	34,830	35,490	38,150		
3	33,610	35,420	36,220 *	39,100		
4	34,820	38,870	37,680 *	40,850 *	42,290 *	43,680 *
5	36,140	38,400	39,270 *	42,680 *	44,130 *	45,550 *
6	37,560	39,990	40,950 *	44,500 *	46,000 *	47,400 *
7	38,970	41,590	42,600 *	46,310 *	47,850 *	49,220 *
8	40,370	43,250	44,320 *	48,210 *	49,750 *	51,120 *
9	41,820	44,980	46,070	50,110 *	51,680 *	53,070 *
10	43,280	46,690	47,800	52,070 *	53,660 *	55,050 *
11	44,830	48,400	49,540	54,030 *	55,650 *	57,120 *
12	46,560	50,150	51,300	55,980 *	57,650 *	59,260 *
13	48,470	52,070	53,230	58,130 *	59,890 *	61,470 *
14	54,010	54,120	55,320	60,530 *	62,290 *	63,720 *
15		60,260	61,660	67,730 *	69,410 *	69,970 *
16						73,080 *

Professional Growth Pathway, add \$300 - tenured staff \*

Longevity Stipend, \$1,150 per teacher with 20 years of service with Ridgewood Public Schools as of September 1, 1993

## PROFESSIONAL SALARY GUIDE FOR 1994-95

5%\*\*

Step/Class	(1) B.A.	(2F) M.A.(E)	(2) M.A.	(3) M.A. + 30	(4) M.A. + 45	(5) Dr.
1	33,250	34,910	35,570	38,240		
2	34,120	35,830	36,510	39,250		
3	34,580	36,440	37,260 *	40,220		
4	35,820	37,930	38,760 *	42,030 *	43,510 *	44,950 *
5	37,180	39,500	40,400 *	43,910 *	45,400 *	46,860 *
6	38,640	41,140	42,130 *	45,780 *	47,320 *	48,760 *
7	40,090	42,790	43,830 *	47,640 *	49,230 *	50,640 *
8	41,530	44,490	45,600 *	49,600 *	51,180 *	52,590 *
9	43,020	46,270	47,400	51,550 *	53,170 *	54,600 *
10	44,530	48,030	49,180	53,570 *	55,200 *	56,630 *
11	46,120	49,790	50,970	55,580 *	57,250 *	58,760 *
12	47,900	51,590	52,780	57,590 *	59,310 *	60,960 *
13	49,860	53,570	54,760	59,800 *	61,610 *	63,240 *
14	55,740	56,180	56,910	62,270 *	64,080 *	66,560 *
15		62,190	63,630	69,900 *	71,630 *	72,480 *
16						75,420 *

Professional Growth Pathway, add \$300 - tenured staff \*

Longevity Stipend, \$1,150 per teacher with 20 years of service with Ridgewood Public Schools as of September 1, 1994

\*\* The salary increase will remain at 5 percent if the medical (not including dental) insurance premiums increase by more than 8 percent from one year of the contract to the next (July 1, 1993, through June 30, 1994). The increase in premium costs is defined as the difference between the total Ridgewood Education Association dollars spent in one year, including the State surcharge, and the total REA dollars spent the following year, including the State surcharge. The percentage of increase shall be determined by the dollar difference. The cost shall be based on the number of REA employees with dependent coverage (254) and the number of REA employees with employee only coverage (114) as of May 27, 1993.

However, if the increased cost of health insurance premiums (not including dental) is 8 percent or less, using the formula cited above, these salaries will be changed to reflect a 5.5 percent increase.

## PROFESSIONAL SALARY GUIDE FOR 1995-96

5%\*\*

Step/Class	(1)	(2E)	(2)	(3)	(4)	(5)
	B.A.	M.A.(E)	M.A.	M.A. + 30	M.A. + 45	Dr.
1	34,760	36,500	37,190	39,980		
2	35,670	37,460	38,170	41,040		
3	36,150	38,100	38,980 *	42,050		
4	37,450	39,660	40,520 *	43,940 *	45,490 *	46,990 *
5	38,870	41,300	42,240 *	45,910 *	47,470 *	48,990 *
6	40,400	43,010	44,050 *	47,860 *	49,470 *	50,980 *
7	41,910	44,740	45,820 *	49,810 *	51,470 *	52,940 *
8	43,420	46,510	47,670 *	51,860 *	53,510 *	54,980 *
9	44,980	48,370	49,560	53,900 *	55,590 *	57,080 *
10	46,580	50,210	51,420	56,010 *	57,710 *	59,210 *
11	48,220	52,060	53,290	58,110 *	59,850 *	61,430 *
12	50,080	53,940	55,180	60,210 *	62,010 *	63,730 *
13	52,130	56,010	57,250	62,520 *	64,410 *	66,120 *
14	57,520	58,210	59,500	65,100 *	67,000 *	68,530 *
15		64,180	65,670	72,140 *	73,920 *	75,780 *
16						77,830 *

Professional Growth Pathway, add \$300 - tenured staff\*

Longevity Stipend, \$1,150 per teacher with 20 years of service with Ridgewood Public Schools as of September 1, 1995.

\*\* The salary increase will remain at 5 percent if the medical (not including dental) insurance premiums increase by more than 8 percent from one year of the contract to the next (July 1, 1994, through June 30, 1995). The increase in premium costs is defined as the difference between the total Ridgewood Education Association dollars spent in one year, including the State surcharge, and the total REA dollars spent the following year, including the State surcharge. The percentage of increase shall be determined by the dollar difference. The cost shall be based on the number of REA employees with dependent coverage (254) and the number of REA employees with employee only coverage (114) as of May 27, 1993.

However, if the increased cost of health insurance premiums (not including dental) is 8 percent or less, using the formula cited above, these salaries will be changed to reflect a 5.5 percent increase.

If the Northern New Jersey Consumer Price Index for the calendar year 1994 (January 1, 1994 through December 31, 1994) as determined no later than March 1, 1995, and reported by the United States Department of Labor, exceeds 6.5 % or falls below 3.2%, the salary part only of this Agreement will be renegotiated.



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