

AGREEMENT

Between the

**SAYREVILLE
EDUCATION ASSOCIATION**

and the

**SAYREVILLE
BOARD OF EDUCATION**

July 1, 2013 – June 30, 2016

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- 40. Computer Technicians
- 41. Network Administrator

- B. Unless otherwise indicated, the term "EMPLOYEES" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.
- C. Unless otherwise indicated, the term "TEACHERS," when used hereinafter in this Agreement, shall refer to job titles listed in A.1 through 17.
- D. Unless otherwise indicated, the term "CAFETERIA EMPLOYEES," when used hereinafter in this Agreement, shall refer to all job titles listed in A.18 and 19.
- E. Unless otherwise indicated, the term "CAFETERIA WORKERS – HOURLY," when used hereinafter in this Agreement, shall refer to the job title listed in A.20. Said workers shall be employed as needed at the discretion of the Board.
- F. Unless otherwise indicated, the term "SECRETARIAL/CLERICAL EMPLOYEES," when used hereinafter in this Agreement, shall refer to job titles listed in A.21 through 32 above.
- G. Unless otherwise indicated, the term "PARAPROFESSIONALS," when used hereinafter in this Agreement, shall refer to the job title listed in A.33.
- H. Unless otherwise indicated, the term "TRANSPORTATION EMPLOYEES" when used hereinafter, shall refer to the job titles listed in A.34-A.36.
- I. Unless otherwise indicated, the term "BUS MECHANICS" when used hereinafter, shall refer to the job titles listed in Article 7, 4-b.
- J. Unless otherwise indicated, the term "REGISTERED NURSE" when used hereinafter, shall refer to the job titles listed in Article 7, 5-A.
- K. Unless otherwise indicated, the term "CAMPUS MONITORS" when used hereinafter, shall refer to the job titles listed in Article 7, 6-A.
- L. Unless otherwise indicated, the term "PART-TIME EMPLOYEES" when used hereinafter, shall refer to the job titles listed in Article 7, 7-A.
- M. Any one of the personnel in A.1 through A.17, above who terminates a full-time teaching contract automatically forfeits his rights under other contracts with the Board of Education as listed in this agreement.

ARTICLE 2 NEGOTIATION PROCEDURE

- A. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- B. During negotiations the Board and the Association shall exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all public records. The Board shall make available to the Association tentative budget proposals for the next fiscal year when available to the Board Secretary's Office.
- C. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J. Public Employer-Employee Relations Law in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.
- D. **Protection of Conditions** – Cafeteria Employees, Cafeteria Workers – Hourly, Secretarial/Clerical Employees and Paraprofessionals, Transportation Employees, the Registered Nurse, Campus Monitors and Part-Time Employees - The

3. Grievances, in order to be considered timely, must be filed at Level Two within thirty (30) work days of the event giving rise to the grievance. When this period extends beyond the last working day of the school year, the time limit shall be ten (10) work days from the first day of school.

4. **LEVEL ONE**

If the grievance is timely within the terms of C.3, above, the Association may file a written grievance. The Association shall set forth the grievance in writing specifying:

- a. The nature of the grievance, including the specific event, condition or contract section being grieved;
- b. The nature and extent of the injury, loss or inconvenience;
- c. The date of the occurrence;
- d. The remedy sought.

Level One grievances shall be filed with the following individuals: Secretarial/Clerical employees in the Board office and the Superintendent's office shall file their grievances with the Superintendent. Transportation employees shall file their grievances with the Transportation Coordinator. Cafeteria employees shall file their grievances with the Director of Food Services. All others shall file their grievances with the building principal. Within five (5) workdays after receiving the grievance, the supervisory employee who received it shall hold a hearing, unless mutually agreed otherwise and, within two (2) workdays of the hearing, communicate his/her answer in writing to the aggrieved person. Board and Superintendent Office Secretarial/Clerical employees shall move from Level One to Level Three.

5. **LEVEL TWO**

If the Association is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) workdays of the presentation of the grievance, the Association may file its grievance in writing with the Superintendent within ten (10) work days.

6. **LEVEL THREE**

- a. If the Association is not satisfied with the disposition at Level Two or if no decision has been rendered within ten (10) workdays, the grievance may be submitted in writing to the Board of Education.
- b. When the Board receives a grievance it will schedule a meeting of the whole Board or committee on a mutually agreed upon date and time for a hearing with the Association. The hearing will occur within 30 calendar days of its receipt by the Board Secretary. The Board will provide a written response to the Association within ten (10) workdays of the hearing.

7. **LEVEL FOUR**

- a. If the Association chooses to seek arbitration, it shall submit the grievance to binding arbitration with the Public Employees Relations Commission within 30 calendar days of the Board's decision or lack thereof.
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision at his/her discretion. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator, in his/her decision, shall be without the power of authorization to amend, modify, nullify, subtract from or add to the provisions of this Agreement. His/Her authority will be strictly limited to the

regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided above.

- C. The Board respects the rights of all employees guaranteed to them under the laws and constitutions of New Jersey and the United States of America. The Board also recognizes that employees have the right to freedom from discrimination in all areas cited in New Jersey and Federal statutes.
- D. Upon request, the Superintendent shall make arrangements with an employee to review his/her personnel file at a mutually agreed upon convenient time within five (5) school days of the request.
- E. Under no circumstances shall any employee be requested to submit to a polygraph test or any other form of lie detector test.
- F. No employee shall be prevented from wearing pins of membership in the Association.
- G. Members of the teaching profession may advise in the formulation of policies and programs designed to improve educational standards.
- H. Whenever any employee is required to appear before the Board or any committee or member thereof concerning their job performance which could adversely affect the continuation of that person in employment, or the salary or any increments pertaining thereto, she/he may request a written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise her/him and represent her/him during such meeting or interview, if she/he so desires.
- I. No SEA Member, other than probationary, shall be disciplined or discharged or reprimanded without just cause, except that nothing in this provision shall preclude the Board from terminating Cafeteria Worker-Hourly employees without just cause.
- J. Military Leave: Employees enlisting or entering the Military Service of the United States, pursuant to the provisions of the Universal Military Training and Service Act and amendments thereof, shall be granted all rights and privileges by the Act.
- K. No bus drivers / transportation employees shall be required to drive a Board-owned vehicle in violation of the State Board of Education for Pupil Transportation Laws and Regulations and all DOT regulations.
- L. Transportation Employees:
 - 1. The Board shall not discharge or discipline or suspend an employee without just cause.
 - 2. Before any employee shall be disciplined or suspended or discharged, there shall be a conference held between the Association and the Board or its representatives within seventy-two (72) hours.
 - 3. All warnings must be given in writing, and a copy of such warning shall be given to the employee, the Association Representative and the Association.

**ARTICLE 5
ASSOCIATION RIGHTS, PRIVILEGES
AND RESPONSIBILITIES**

- A. The Board recognizes the rights, duties and responsibilities of the Association towards all unit employees in protecting their terms and conditions of employment.
- B. Representatives of the Association, the Middlesex County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all

- K. We regard the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect.
- L. The Board agrees to furnish to the Association one (1) copy of the names and addresses of all Board employees.
- M. The official minutes of each public Board meeting shall be sent by inter-school mail and/or email **to** the Association after each meeting or mailed when school is not in session.
- N. 1. The Board will notify the Association in writing prior to a layoff. The Association will be notified verbally and in writing of all promotions, demotions, transfers, suspensions and of any intended discharges.
2. The Board shall provide a copy of the seniority list(s) which is developed prior to a reduction-in-force. Said list(s) shall be forwarded to the Association at least thirty (30) days prior to the reduction-in-force notification to affected employees.
- O. The Board agrees that should it decide to subcontract or privatize, cafeteria workers, secretarial/clerical services, paraprofessionals, or Transportation Employees, the Association shall receive ninety (90) calendar days notice prior to such action taking place.
- P. Whenever any representative of the Association or any employee is scheduled by both the parties to participate during working hours in meetings or conferences, which directly involve negotiations or grievances, he/she will suffer no loss in pay. Meetings which continue after the regular workday or commence after the regular workday shall be attended without compensation.
- Q. Any elected or appointed representative of the Association may request a leave of absence without pay for the purpose of attending to Association business outside the premises of the Board. Other leaves of absence may be granted by the Board for good reason.

**ARTICLE 6
SCHOOL CALENDAR**

- A. The school calendar shall be prepared by the Superintendent who shall elicit the participation of the Association prior to the final adoption of said calendar by the Board.
- B. The Teacher in-school work year shall include one hundred eighty-two (182) teacher-pupil contact days and four (4) additional days, of which two (2) of the days will be prior to the students arrival in September.
- C. Commencing in June 2013, all High School teaching staff members will be required to attend graduation ceremonies. High School teaching staff members will be released as is permitted within the early dismissal schedule on the day of graduation. Pre-graduation ceremony reporting time for teaching staff members will remain the same as has been done in the past. Commencing in June 2013, graduation ceremonies for the High School shall not be planned to extend past two hours (the end is when the students walk in the recessional out of the venue). If a graduation ceremony does extend past two hours, teaching staff members who attended the whole graduation ceremony shall be paid the amount equivalent to a prep period.
- D. All ten (10) month Secretarial/Clerical Employees shall begin work in September, report the same day as Teachers, not more than (3) working days prior to the

Period Employed	Entitlement Vacation Weeks
1 yr. - less than 5 yrs.	2
5 yrs. - less than 10 yrs.	3
10 yrs. - less than 20 yrs.	4
20 yrs. - less than 25 yrs.	5
25 yrs. or more	6

All secretarial/clerical employees hired before June 30, 1995 shall have vacation at the levels articulated above except for the four (4) principals' secretaries and the middle school guidance secretary who became twelve (12) month secretaries on September 1, 2001.

All secretarial/clerical employees hired on or after July 1, 1995, as well as the 12 month principals' secretaries and the middle school guidance secretary moved from ten month to twelve month positions as of September 1, 2001 shall have vacation at the levels articulated directly below:

Period Employed	Entitlement Vacation Weeks
1 yr. - less than 5 yrs.	2
5 yrs. - less than 15 yrs.	3
15 yrs. or more	4

- e. It is the intention of the Board of Education to establish an elementary school schedule that ensures school offices are open the maximum number of days during the months of July and August. The Superintendent reserves the right to disapprove vacation days that coincide with that of the building principal.
- f. Vacation entitlement shall be computed in accordance with the number of years of employment the employee will complete prior to July 1 of any year.
 - 1. In the event a holiday named in this Agreement falls during an employee's vacation period, such employee shall receive an additional day's vacation.
 - 2. Single vacation days taken on a day when school is closed for purposes of emergency or inclement weather will be restored.
 - 3. If vacation time is lost due to school closing and these days are made up during Easter recess, appropriate vacation time will be granted.
- g. Vacation shall be selected and scheduled by April 15th of each year.
- h. Senior employees shall be given preference in the selection of vacation period. Vacations shall be scheduled July 1st through June 30th provided operation permits.
- i. Vacation period may be changed provided no conflict is encountered.
- j. Any employees transferring from a twelve (12) month job to a ten (10) month job shall be entitled to vacation pay, if they worked twelve (12) months.
- k. A ten (10) month employee who changes to a twelve (12) month position shall receive full credit for the number of years worked for the purposes of computing vacation entitlement.

3. Mechanics

Period Employed	Entitlement Vacation Weeks
6 mo. - less than 1 yr.	1

Middle School	7 hours 04 minutes
High School	7 hours 15 minutes

- b. The teacher work day shall include post-pupil attendance time of fifteen (15) minutes to allow smooth and supervised pupil arrival and dismissal, except on early dismissal days when teachers may be required to remain until normal departure time. Teachers will not be required to remain until the normal departure time when early dismissal days occur immediately preceding a holiday or for inclement weather.
- c. Teachers may leave the building during their scheduled duty-free lunch periods, provided they sign in and out. However, the total number allowed to leave during any lunch period shall not exceed the number of building staff divided by the number of building lunch periods.
- d. 1. A teacher who gives up a planning period or a lunch period to cover a class when a substitute teacher cannot be hired for a teacher who is absent will receive payment per class period as indicated in SCHEDULE A – NO. 9.
2. A teacher who volunteers to give up a planning period or a lunch period for an extended period of time, for a teacher who is absent and is doing the class planning, grading and all responsibilities of the regular teacher, shall be paid 1/6 (one-sixth) of their daily rate of pay beginning on the twenty-first workday.
- e. Commencing in the 2013-14 school year, all teaching staff members will be released at noon on the last day of school for teachers. Any teaching staff members not fully signed out by the administration will stay until he/she has been deemed by the administrator to be finished.
- f. Commencing in 2013-14 school year, any high school or middle school teaching staff member who performs detention duty will either: a) receive compensation in the amount paid for a preparation period; or b) will not have to perform their assigned duty on that day. It is at the administration's discretion whether the staff member will receive the compensation or will be relieved of the assigned duty.

2. SECRETARIAL/CLERICAL EMPLOYEES

- a. The regular work week for all full-time Secretarial Employees shall consist of five (5) consecutive days, Monday through Friday, for seven (7) hours each day, exclusive of a half-hour lunch. The seven hours will be based on a flexible schedule to meet school/office needs but may not be extended past 5:00 p.m. Twelve month secretaries will work a six and three-quarter (6 ¾) hour work day with a 45 minute lunch beginning on the day after the last scheduled day for students in June, through the months of July and August, and until the first day students are in attendance in September.
- b. The lunch period shall be thirty (30) minutes during the school year. An additional fifteen (15) minutes will be granted for lunch during the summer months when the school cafeteria is closed to students and staff.
- c. Effective July 1, 2014, Part-Time Secretaries will work 184 school days according to school calendar, plus 2 additional days for a total of 186 days. Compensation will be calculated as follows:

agree with the length of the assigned run. Interruption in work schedules of one (1) hour or less shall be counted and paid as time worked.

2. All bus runs will be coordinated and finalized by October 15th at which time the drivers have the right to rebid the run. All changes to the runs after October 15th must be rebid.
3. There will be a rebid after October 15th on an emergency basis only. The emergency must be validated by the Transportation Coordinator.
4. Summer runs will be bid on in June for bus drivers.
5. Bus Driver Payment Schedule:

Effective July 1, 2014, Bus Drivers will work 182 school days according to school calendar, plus 2 additional days for a total of 184 days. In addition, they will receive 11 Recess Days for Holiday Pay.

Compensation will be calculated as follows:

195 days x hours worked x rate of pay divided by 20, to create equal payments;

Twenty (20) equal pays on the 15th and last day of every month.

b. Bus Mechanics

1. The regular work week for the senior Bus Mechanic shall consist of five (5) consecutive work days, Monday through Friday.

The senior mechanic shall have a choice of the following schedules: 6:00AM-2:00PM or 9:00AM – 5:00 PM. Both schedule choices include a 30-minute paid lunch. The schedule will be determined by July 1st and remain in effect until June 30th

2. The second mechanic shall work the alternate shift which includes five consecutive work days, Monday through Friday, which includes a 30 minute paid lunch

c. All Transportation Employees

Inclement Weather/Emergency Closings: Notice of school closings for emergencies or inclement weather is defined as (a) radio announcement on WCTC (AM) not later than 6:15 a.m. or (b) telephone notification to the employee leaving home for work. Where timely notice of school closing is not given, employees reporting to work shall be paid for the actual time worked on such days or for two (2) hours, whichever is greater.

d. Full-time Bus Aides

1. A job description for a full-time bus aide has been agreed upon and will be kept on file in the Superintendent's office.
2. Full-time bus aides will be guaranteed a minimum of three (3) hours work, regardless of an early dismissal or a delayed opening.
3. Full-time bus aides will be guaranteed a maximum layover time of one-half (1/2) hour.
4. Full-time bus aides will be provided with health benefits consistent with state law.
5. Summer runs will be bid on in June for full-time bus aides.
6. Effective July 1, 2014, Bus Aides (Full-Time) will work 182 school days according to school calendar, plus 2 additional days for a total of 184 days. Compensation will be calculated as follows:
184 days x hours worked x rate of pay divided by 20, to create equal payments.

- c. Are entitled to ten (10) sick days a year or one (1) per month.
- d. Are entitled to bereavement days according to the language in Article 20.
- e. Part-time positions are not subject to the Post and Bid process in Article 17.

B. DELAYED OPENING SCHEDULE

On days when there is a delayed opening, full time employees will report 90 minutes later than their regular starting time. Part time employees will report the same time as students or at the time when their services are required, if it is after the start of school on a delayed opening schedule. Each principal will determine the delayed opening for his/her building's part-time employees.

- C. Teachers will be required to attend all parent conferences, back-to-school nights and faculty/department meetings called by their respective building principals and department heads.
 - 1. The notice of an agenda for any meetings shall be given to Teachers involved at least three (3) days prior to the meetings, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
 - 2. Such meetings shall not be held on a day immediately preceding a school holiday, on a Friday, or on any other day upon which Teacher attendance is not required at school.
 - 3. Two (2) evening conferences and one (1) back-to-school night will be held. On Parent Conference evenings, teachers will have an early dismissal. On back-to-school night teachers will receive their early dismissal on the following Friday.
- D. Classroom Teachers shall, in addition to their lunch periods, have preparation time during which they shall not be assigned to any other duties as follows whenever school is in session on a full school day:
 - 1. Middle School - 1 period daily.
 - 2. Senior High School - 1 period daily.
 - 3. Full-time elementary school Teachers (grades K-5) shall have one preparation period each day as assigned by the Superintendent or his/her representative. If half-day kindergarten is reinstated, the prior practice of no guaranteed preparation time for kindergarten teachers shall be restored.
 - 4. A teaching staff member carrying out the duties of Athletic Trainer shall receive five (5) planning periods during each five (5) full-day week. The employee shall receive no more than two (2) planning periods in one day.
- E. Teacher participation in field trips that extend beyond the teacher's in-school workday and overnight or weekend trips shall be voluntary. If no volunteers are forthcoming, assignment will be made by the Building Principal.
- F. Effective September 1, 2003, the Middle School calendar shall be modified as follows:
 - 1. The workday for upper middle school teachers will be increased by 32 minutes, consistent with the proposed nine (9) period schedule that provides a full lunch period.
 - 2. No certificated staff will be required to teach seven (7) classes.
- G. The Building Administration shall attempt to concentrate the teaching stations of teachers whose schedules require them to have multiple locations.
- H.
 - 1. Employees traveling (those driving from one building to another in one day to perform the assigned tasks) shall be given mileage at the allowable NJ State rate.
 - 2. Employees dividing their time between buildings or levels will be assigned to one building or level to determine the length of time for planning and

2. Coaches shall be paid according to the following schedule:
 Coaches in season shall be paid in two equal payments during season:
 Fall Sports: October 15th and November 30th
 Winter Sports: January 15th and March 15th
 Spring Sports: April 15th and June 15th
 3. Coaching salary shall be paid by separate check.
- G. Coaches' Assignment
1. No coach shall be precluded from accepting or applying for more than one (1) coaching assignment.
 2. Any coach applying for a coaching position in which he has no experience, must receive a vote of confidence from the Athletic Director and the head coach of that sport, subject to the approval of the Superintendent.
- H. Position Openings for Coaches
1. No later than April 1st of each school year, the Board shall deliver to the Sayreville Education Association and post in each school building a list of known coaching vacancies which shall occur during the following year.
 2. Such posting shall include the title of the coaching position being vacated, the contracted salary offered, and the qualifications necessary. Such posting shall be in accordance with all provisions of the Agreement.
 3. Any coach holding a current coaching position who is not being re-hired for the position, will be notified in writing by the Athletic Director prior to the posting of said position.
- I. Coaching Facilities
1. Coaches shall be provided with:
 - a. Adequate team equipment and supplies;
 - b. A separate private locker room for the exclusive use of coaches;
 - c. A complete copy of the rules and regulations of NJSIAA.
 2. Each coach shall be reimbursed the amount of money specified in SCHEDULE A – NO. 9 to be used for scouting as the need arises, with the approval of the Athletic Director and the Superintendent.
- J. Leaves
- No coach shall be required to attend a practice, exhibition or officially scheduled game session if he was excused from school that same day because of sick leave or a temporary leave of absence as cited in this Agreement.
- K. Coaching Development and Improvement
1. Coaches who attend clinics or general coaching sessions of an extended nature, with approval of the Superintendent and/or the board, outside of their athletic training season shall be reimbursed for expenses incurred as a result of their attendance. The coach shall be reimbursed for mileage at the allowable NJ State rate.
 2. With approval of the Superintendent and the Board, each coach will be allowed to attend two clinics of his/her choice not in addition to the two (2) days listed in ARTICLE 20. Each coach will be allowed one (1) additional day to attend clinics, meetings or conferences other than those listed in ARTICLE 20. The daily amount of reimbursement shall not exceed the Professional Day allocation in SCHEDULE A – NO. 9.
- L. Coaches' Protection

G. Advisor Protection

1. The Board agrees to protect and save harmless every advisor from any financial loss resulting from an act of omission arising out of and in the course of the performance of his/her advisor duties.
2. No advisor shall be required to drive students to activities that take place away from the school building. An advisor may do so voluntarily, however, with the advance approval of the Superintendent. He/She shall be compensated at the allowable NJ State.
3. Advisors' contracts shall be set forth in Schedule C.

**ARTICLE 9
NON-TEACHING DUTIES AND OVERTIME**

- A. The Board recognizes the desirability of employing cafeteria aides in each elementary school to assist the supervision of cafeterias and playgrounds when school is in session. However, the decision of hiring and stipulating assignments rests with the Board. The Board will hire such aides when, in its judgment, it is practical to do so.
- B. Teachers shall not be required to chaperone any school dances during holidays and extended weekends. This shall be on a voluntary basis.
- C. Teachers shall not be required to drive students to activities which take place away from the school building. A Teacher may do so voluntarily, however, with the advance approval of the Board of Education. He/She shall be compensated at the allowable NJ State rate.
- D. The Board shall arrange for and maintain a reasonable amount of insurance to cover damages incurred by a Teacher against whom any action shall be brought for any action or omission arising out of the authorized use of his own automobile in the performance of school duties.
- E. Pupils returning insurance and picture money to school shall do so in sealed envelopes and said envelopes shall be turned in to the principal's office. Teachers are not required to count and/or tally monies for the above-mentioned items.
- F. The employee participation in out-of-district presentations/programs shall be compensated for mileage at the allowable NJ State rate and approved expenses. These presentations and/or programs shall not be considered as professional days as defined in this contract.
- G. Presentations done for the Board of Education or on behalf of the Board of Education by employees shall be done on a voluntary basis. These employees will be compensated with a meal allowance indicated in Schedule A-9 or mileage at the allowable NJ State rate.
- H. Overtime
 1. Secretaries, Cafeteria Employees, Paraprofessionals and Transportation employees shall be given advance notice of work required to be performed on an overtime basis whenever it is practicable to do so.
 2. Cafeteria Workers' overtime shall be distributed as equitably as possible. Overtime shall first be offered to the employee possessing the most seniority, on a rotation basis, within the school they are working. Title jobs excluded.
 3. Overtime shall be paid at the rate of one and one-half (1-1/2) times the normal rate of pay.
 4. Any employee not desiring to accept overtime will not be disciplined in any manner.

deduction denomination per year. The year is defined as September 1 through August 31.

3. When a pay day falls on or during a school holiday, bank holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day, except in an emergency.
4. Ten (10) month employees shall receive their final pay checks no later than June 30, provided the building principal certifies that they have completed duties for which they are responsible.
5. Payment for Extra-Curricular activities shall be paid by separate check.
6. All employees will have the option of direct deposit of paychecks into their respective bank accounts.

B. Increments

An employee is eligible to advance a step in the salary guide in the new school year if he/she satisfies the following requirements:

1. The employee is reappointed for the new school year.
2. The employee worked and received compensation for more than half (1/2) of the preceding year as follows:
 - a. Ten month employees must have worked more than five (5) months during the preceding school year; and
 - b. Twelve month employees must have worked more than (6) months during the preceding school year.
3. The employee's increment has not been withheld by the Board of Education.

C. Adjustment

1. Teachers changing their salary classification by reason of obtaining a higher degree during any school year shall be moved to their new classification for the following year.
2. Teachers must notify the Superintendent of any degree change prior to the first regular Board meeting in September and verify by official transcript or record no later than the October Board meeting to be eligible for such change in degree status for the current year.

D. Attendance Incentive

Upon retirement, as retirement is defined by the T.P.A.F., a teacher with fifteen (15) years of service in the Sayreville School System and with a good attendance record, shall receive an attendance incentive of 1.40% of his/her salary for every three (3) years of service. A teacher with an exceptional attendance record shall receive an attendance incentive of 1.55% of his/her salary for every three (3) years of service. A good attendance record shall be defined to mean a teacher who is able to maintain an average of sixty percent (60%) of his/her accumulated leave days per year for the last fifteen (15) years of service. An exceptional attendance record shall be defined to mean a teacher who is able to maintain an average of eighty percent (80%) of his/her accumulated leave days per year for the last fifteen (15) years of service. In extreme circumstances, where a teacher, upon retirement, has not met the definition of good attendance due to catastrophic illness or other extenuating circumstances, the Board may, in its discretion, confer upon the teacher a good service bonus of up to \$1,000.00. Timely notice of intent to apply for the attendance incentive must be given to the Board no later than November 1 prior to the year of the officially requested retirement date. For example, a person planning to retire in June 2006, would have to officially notify the Board by November 1, 2005 and would be paid the attendance incentive in July 2006. If a person plans to retire in June 2006 but

**ARTICLE 12
EMPLOYEE ASSIGNMENT**

- A. 1. a. All Teachers shall be given written notice of their tentative class and/or subject assignments and building assignments for the forthcoming year not later than June 1, whenever possible.
- b. Non-teaching staff members shall be given written notice of changes in their work and/or building assignments for the forthcoming year. This notice shall be given to twelve (12) month Secretarial/Clerical Employees, and Cafeteria Employees by August 1. Every effort will be made to notify the Paraprofessionals of changes as soon as possible.
- 2. The Superintendent shall assign all newly appointed personnel to their tentative positions within that subject area and/or grade level for which the Board has tentatively appointed the Teacher. The Superintendent shall give notice of assignments to new Teachers as soon as practicable.
- 3. In the event that changes in such schedules, class and/or subject assignments, work assignments, or building assignments, are proposed after the dates set forth in 1.a. and b. above, the employee affected shall be notified in writing as soon as possible.
- B. 1. Employees who may be required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the allowable NJ state rate.
- 2. Teachers who are assigned to more than one (1) school building shall be given adequate travel time between schools.
- 3. Employees dividing their time between buildings or levels will be assigned to one building or level as per Article 7, at the discretion of the Superintendent.
- 4. Employees dividing their time between buildings during the school day, shall be providing parking spaces as close as possible to a building entrance.
- 5. All employee transfers (full or part-time) will be made public in the Superintendent's report, at all Board of Education meetings.

**ARTICLE 13
EMPLOYEE FACILITIES**

- A. Each school shall have the following facilities:
 - 1. Space in each classroom in which Teachers may store instructional materials and supplies.
 - 2. A desk, chair, and filing cabinet for each classroom.
 - 3. A separate dining area for the use of the employees, wherever possible.
 - 4. Space for each employee to store coats and personal articles.
 - 5. Chalkboard space in every classroom.
 - 6. A dictionary in every classroom and secretarial work station.
 - 7. Books, paper, pencils, pens, chalk and erasers, as appropriate, shall be provided in every classroom and secretarial work station.
 - 8. Each employee of the district covered by this agreement shall be provided with a district e-mail account and shall have access to a computer with Internet access, **in accordance with Board Policy.**

**ARTICLE 15
TEACHER TRANSFERS AND
REASSIGNMENTS**

- A. Request for a voluntary transfer shall be given due consideration by the Superintendent of Schools on the basis of the needs of the District.
- B. Notice of any involuntary transfer or reassignment shall be given to Teachers as soon as practicable and, except in cases of emergency, not later than June 15.
- C. An involuntary transfer or reassignment shall be effective only after a meeting between the Teacher involved, and the principal, at which time the Teacher shall be notified of the reason, if requested by the Teacher. The Teacher may, at his option, have an Association representative present at such meeting.
- D. Teachers shall be given a signed copy of their notice of transfer, if possible, no later than June 15 of the year preceding said transfer.

**ARTICLE 16
TEACHER PROMOTION**

- A. Promotional positions are defined as "positions on the administrator-supervisory levels of responsibility." Extra work and/or extra pay assignments do not constitute a promotion.
- B. For all promotional positions:
 - 1. A notice shall be posted in each school and Administrative Building as far in advance as practicable. A copy shall be sent to the Association President. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limits specified in the notice.
 - 2. Applicants who meet the qualifications for a vacancy shall be interviewed by the Superintendent or his/her designee, and/or the Board of Education.

**ARTICLE 17
SENIORITY, POST AND BID PROCEDURES
LAYOFF AND RECALL
SECRETARIAL EMPLOYEES, CAFETERIA EMPLOYEES, FULL-
TIME PARAPROFESSIONALS, AND FULL-TIME
TRANSPORTATION EMPLOYEES.**

A. Seniority

- 1. General
 - a. "Seniority" is defined to mean preference in employment based upon the length of continuous service with the Board from the date of initial hire provided such service has not been terminated by:
 - (1) Quitting
 - (2) Discharge
 - (3) Expiration of recall rights.
 - b. If a new employee is retained by the Board beyond the probationary period, his/her seniority will be retroactive to the date of employment.
 - c. Seniority shall prevail in matters of layoff, recall, and vacation selection except as otherwise provided in this Agreement. To break ties in seniority, the lowest number on the application will prevail.

or expresses his/her desire to return to his/her previous position within twenty (20) days of the new appointment, such person shall assume seniority and pay as though such old classification had never been left.

- a. Transportation Employees. A successful bidder will be granted a trial period of ninety (90) calendar days, excluding July and August, on the new assignment. During his/her trial period, the successful bidder will be compensated at the rate of pay for the new classification. The Association and the employee will be kept advised of the bidder's progress in learning the new assignment and be given every reasonable assistance to successfully meet the requirements of the job. If the bidder fails to successfully meet these requirements within ninety (90) calendar day trial period, such person shall assume seniority and pay as though such old classification had never been left.
4. Once a Cafeteria Worker, District Satellite Cafeteria manager or Secretarial employee successfully bids for a new job, he/she will be restricted from bidding for one (1) year after the date of the last move unless a posting is for a higher-rated job.

C. Layoff and Recall

1. General Provisions

The Board may reduce the working force only due to a lack of work. In such event, the following procedures shall be followed:

- a. Any employee laid-off shall be placed on the recall list in the unit sub-group (see B.1.) for a period of two (2) years.
- b. Any notice of re-employment to an employee who has been laid off shall be made by registered mail to the last known address of such employee.
- c. The employee must notify the Board within ten (10) working days of intent to return to work.
- d. The employee shall give notice of intent to return within ten (10) working days of receipt of a reemployment notice and actually return to work within thirty (30) calendar days.
- e. Notice of the layoffs of Cafeteria Employees, and Secretarial/Clerical Employees shall be given at least thirty (30) days before the scheduled layoffs. Paraprofessionals and Transportation Employees shall be given at least ten (10) working days notice before the scheduled layoffs.
- f. The employee with the least amount of seniority in a unit sub-group (see B.1. above), regardless of classification within the unit sub-group will be the first laid off.
- g. The Board, upon rehiring, shall do so in order of seniority. The Board shall rehire the last employee laid-off in a unit sub-group providing that such employee has the qualifications for the position for which he/she is rehired.
- h. Under no circumstances shall the Board hire Secretarial/Clerical Employees from the open market while Secretarial/Clerical Employees on the recall list who are qualified to perform the duties of the vacant position are ready, willing and able to be re-employed.
- i. Any non-professional employee who maintains his/her employment within the district and bids for a job previously held by that employee will be placed on the same step of the salary guide that he/she would have been on had they never left the position.

twelve (12) months employees shall be entitled to twelve (12) sick leave days each school year. All newly-hired employees employed after September 1st, on a contractual basis, will be entitled to a prorate number of sick days equal to one (1) day for each full month of employment. Unused sick leave days shall be accumulated from year to year with no maximum limit. However, no employee shall be allowed to increase his total accumulation by more than fifteen (15) days in any one year, pursuant to N.J.S.A. 18-A:30-7.

All cafeteria workers-hourly shall be entitled to one sick leave day per month. A sick leave day shall be defined as the number of hours per day normally worked by the worker taking sick leave. Any day not used may accumulate but cannot be used for a determination of terminal leave pay under Article 11E unless the worker becomes full time in a position in the district. Should a worker become full time, that number of sick leave hours that the worker has accumulated shall be retained.

1. All contractual employees re-hired after September 1, will be entitled to one (1) sick day for the month they are re-hired, provided they begin working on or before the first work day after the tenth of the month.

B. Extended Sick Leave

Extended sick leave benefits will be governed by N.J.S.A. 18A:30-6 as outlined below:

When absence, under the circumstances described in section 18A:30-1 of this Article, extends the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 of the annual salary for ten (10) month employees and 1/240 of the annual salary for twelve (12) month employees.

C. Tenured Teachers, Secretarial/Clerical Employees, Cafeteria Employees, Paraprofessionals and Transportation Employees must be granted a sick leave without pay, up to two (2) years, unless the Board of Education acts otherwise in a specific case.

D. No sick leave entitlement is to accrue to employees while on an unpaid leave of absence.

E. Every effort shall be made to provide all employees an annual accounting of accumulated sick leave by September 30.

F. Paraprofessionals on a paid sick leave will continue to accrue seniority.

G. Transportation Employees

1. Employees entitled to sick days with pay shall be paid for the scheduled hours of run, inclusive of late runs.

2. Employees with less than six (6) years of employment may receive the difference between their salary and the wages paid to a substitute for thirty (30) days after their cumulative sick days have been exhausted only once for same occurrence. The Board retains case by case discretion in granting any additional leave.

3. Employees with more than six (6) years of employment may receive the difference between their salary and wages paid to a substitute for ninety (90) days after their cumulative sick days have been exhausted for each occurrence, provided there is a break of at least thirty (30) calendar days. The Board retains case by case discretion in granting any additional leave.

4. No sick leave entitlement is to accrue to employees while on leave of absence.

cafeteria employees, full-time paraprofessionals, full-time bus drivers, and Mechanics will be granted personal days with pay in accordance with the following schedule:

Years of Employment as of June 30th	Number of Personal Days with Pay
Less than (1) year	Prorate one (1) day for each four (4) months of completed employment
One (1) year but less than five (5) years	Three (3) days
Five (5) years or more	Four (4) days

1. An employee must submit and receive approval from the Superintendent or his/her designee three (3) days before taking such leave. In the event an employee desires to use a personal day in an emergency situation, the employee shall report his/her intent to be absent in the normal manner. On the first day the employee returns to work, the employee shall submit a personal leave day request, with the emergency reason stated, to the Superintendent, or his/her designee for approval/disapproval.
 2. The Board will consider granting a personal leave day either on the scheduled workday prior to or following Independence Day and prior to Labor Day.
 3. Personal days will be reimbursed for Hourly drivers based on scheduled hours of work, inclusive of late runs.
 4. Employees may be granted three (3) consecutive personal days with the approval of the building principal as long as they do not coincide with the following:
 - a. The day before or after a holiday or school recess/vacation.
 - b. The day(s) of any state tests, achievement tests and/or mid-term/final exams.
 - c. The day(s) planned for district/school staff development activities.Any three consecutive personal days which involve "a" through "c" above will require the approval of the Superintendent of Schools and will be granted under limited circumstances.
- C. Unused entitlement of personal days under A. and B. above with pay shall be added to such individual employee's accumulated sick leave entitlement.
- D. See Article 24 for Professional Development Days
- E. 1. An allowance of five (5) bereavement days will be granted for a spouse, "significant other" or "civil union" partner as defined by the state, child, mother, father, step-parents, step-children, or siblings, without deduction in pay in case of death provided the leave can be taken within ten (10) days. "Significant other" shall be defined as one of two adults living in the same household as domestic partners in an established relationship, acknowledged by the parties and with co-mingled financial obligations.
2. Three (3) bereavement days will be granted for mother-in-law, father-in-law, grandmother, grandfather, and grandchildren, provided these can be taken within seven (7) days.
- F. In the event of a death of an employee's brother-in-law, sister-in-law, son-in-law, or daughter-in-law, an allowance of (1) workday will be granted without deduction in pay provided that this can be taken within seven (7) workdays of the aforementioned death.

employee is physically capable of continuing to perform his or her duties and further stating up to what date is the opinion of said physician the employee is capable of performing said duties.

4. The employee requesting a leave under the provisions of Section A. shall specify in writing on the form included in this contract the date on which the disability is anticipated to commence and terminate.
 5. The employee requesting leave under Section A. must produce a statement of his or her physician stating that the employee is or will be disabled pursuant to Section A.1. The statement must include anticipated commencement and termination dates for said disability.
 6. The Board retains the right to set the start date and/or return date for said leave in order to avoid interference with the administration of the schools or with the education of its students. Should the Board choose to accelerate a starting date for an anticipated disability leave under this provision, the date will be set no earlier than the first day of the marking period in which the employee anticipates leaving. The employee shall not lose any insurance benefits if his/her starting date is accelerated under this provision. Return from a disability, family and/or child rearing leave shall occur at the beginning of a marking period. Prior written notice must be given. Any deviation from this policy for extraordinary circumstances shall be at the discretion of the Superintendent and the Board.
 7. The Board shall have the right to require any employee who has been on a disability leave and who desires to return to his or her duties by a fixed date following recovery from disability to produce a certificate from his or her physician stating that he or she is capable of resuming their duties.
 8. During the period of actual disability an employee granted an unpaid leave of absence may use accumulated sick leave pursuant to the provisions of N.J.S.A. 18A:30-1 et seq.
 9. The provisions of Section A. shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured employee beyond the end of the contract school year in which the leave is obtained.
- B. Child-Rearing Leave
1. In the case of a birth of a child, any employee shall have the right to apply for a leave without pay for child-rearing purposes.
 2. Applications for child-rearing leave shall be made by the employee to the Superintendent at least sixty (60) days prior to the anticipated birth of the child. Employees shall utilize the form included in this contract for this purpose.
 3. Child-rearing leave shall be granted to all employees for a period of up to the end of the work year in which the birth of the child occurs. In the case of a tenured employee, such leave shall, upon the request of the employee, be extended for one (1) additional work year, providing application is made no later than March 15 of the prior work year. Except in the case when the child is born after March 15, the application shall be made no later than July 1.
 4. Any employee adopting a child shall be granted a child-rearing leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary, to fulfill requirements for the adoption. The employee shall notify the Superintendent as soon as the employee knows of the date of custody.
 5. An employee may request to terminate an unpaid leave of absence under Sections B.3. and B.4. prior to the termination date adopted by the Board. The Board may deny such a request based upon its determination that the earlier

5. Upon return from sabbatical leave, a Teacher shall retain salary, seniority, retirement and tenure rights as if they were in regular employment.
6. The recipients of sabbatical leaves shall agree, in writing, to return to the Sayreville School District for a period of at least two (2) years after the leave. Failure to comply with this section will require reimbursement of salary received during said leave.
7. Final selection of recipients shall be made by the Superintendent of Schools and require approval by the Board of Education.
8. The recipients of sabbatical leaves shall prepare and submit written reports for evaluation work or research undertaken during the leave. Number and frequency of written reports submitted by the candidates to the Board of Education will be determined by the Superintendent and will depend on the course of study being pursued by the candidate.
9. Should the recipient not receive his/her Doctorate within two (2) years after returning to the Sayreville School District, he/she is to reimburse the Board fifty percent (50%) of the pay he/she received while on sabbatical.

**ARTICLE 23
REPLACEMENT OF TEACHERS**

- A. A properly qualified Teacher holding an appropriate certificate, who replaced a regular teacher during an extended absence, carrying out regular teaching procedures and preparing and formulating lesson plans, shall be paid at the minimum salary for his/her classification on the guide or at a level approved by the Superintendent and the Board.
- B. The Teacher shall receive prorated sick leave and personal days in accordance with ARTICLES 19 and 20.
- C. Health benefits shall be provided to the extent required by law. The teacher shall also receive any other dental and prescription benefits to the same extent as any other employee who is employed for sixty (60) or more days.
- D. The Teacher shall be granted professional days at the discretion of the Principal/Superintendent as per ARTICLE 24. If the replacement teacher works for the full year, he/she will have the same number of professional days as a regular teacher.
- E. This language shall not apply to vacancies created by resignation, retirement or death except for those vacancies which occur after April 30 in any year. Vacancies which occur after April 30 may be filled under the substitute procedures and shall not be covered under A. above.

**ARTICLE 24
PROFESSIONAL DEVELOPMENT AND
EDUCATIONAL IMPROVEMENT**

- A. Course Reimbursement: For 2013-2014, course reimbursement will follow the 2007-2010 contract language. Beginning July 1, 2011, the agreement will provide reimbursement for graduate or continuing education credits (CEU) for licensure for up to nine (9) credits per year for courses taken during a school year (July 1st to June 30th) for certificated staff who have completed three (3) continuous years under their current certification. Such courses must be in the teacher's specific subject

than one (1) conference in the year. Expenses for such approved conferences will be reimbursed according to the Professional Day rate in SCHEDULE A – NO. 9. Transportation employees: two (2) employees will be allowed to attend an NJEA sponsored conference on non-school days. Reimbursed expenses for such conferences are indicated in SCHEDULE A – NO. 9. The Superintendent may approve additional professional days at his/her discretion.

ARTICLE 25 ADULT SCHOOL

Employees under contract to the Sayreville Board of Education may enroll in the Sayreville Adult School tuition-free under the same provisions, except those relating to age and residency, and exceptions as senior citizens. Seminars offered through the Adult School are excluded from this provision.

ARTICLE 26 INSURANCE PROTECTION

A. Health Benefits

Effective July 1, 2013 the Board shall provide the Healthcare Insurance designated below:

- A **Preferred Provider Organization (PPO) Plan** will be offered to all eligible employees, as defined below, and their dependents for the July 1, 2013 to June 30, 2016 year with the employee contributing in the amount established in section "H", below. The Board will pay the remainder of the monthly premium until June 30, 2016. The PPO Plan office visit copay will remain at \$ 15.00.
- A **Point of Service (POS) Plan** will be offered to all eligible employees, as defined below, and their dependents for the July 1, 2013 to June 30, 2016 year with the employee contributing in the amount established in section "H", below. The Board will pay the remainder of the monthly premium until June 30, 2016.
- A **HMO Plan** will be offered to all eligible employees, as defined below, and their dependents for the July 1, 2013 to June 30, 2016 year with the employee contributing in the amount established in section "H", below. The Board will pay the remainder of the monthly premium until June 30, 2016.
- The Pre-Admission Certification Review maximum penalty is \$400.00 per incident

B. Eligibility and Qualifications

Eligibility and Qualifications for the above named Health Benefits Programs for the period of July 1, 2013 through June 30, 2016:

1. Employees hired prior to June 30, 2011 are eligible for the PPO Plan. These members may choose between the PPO, POS or HMO on the annual renewal date.
2. **Effective July 1, 2014:** Anyone hired after June 30, 2011 will be offered up to Family Coverage for POS or HMO only. These employees may buy up to the PPO at any time. In order to do this, members must pay the difference between the annual premium for POS or HMO for that employee and that of the PPO. In addition, these members would be required to pay any other contributions required by Section "H", below.

C. Dental Plan

Medical POS	Annual Employee Contribution
Single	\$270.02
Parent and Child	\$93.62
Husband/Wife / Partner	\$731.74
Family	\$324.43
Medical HMO	Annual Employee Contribution
Single	\$0
Parent and Child	\$0
Husband/Wife / Partner	\$0
Family	\$0
Prescription Drug	Annual Employee Contribution
Single	\$630.38
Parent and Child	\$1,274.02
Husband/Wife / Partner	\$1,719.65
Family	\$2,016.77

1. Medical contribution calculations are based on 5% of the annual premium cost.
2. Prescription calculations are based on 40% of the annual premium cost that exceeds \$900 per covered employee.
3. Should these contribution calculations decrease by greater than 5% during the duration of this agreement, the Association and the Board will negotiate over new contribution rates.
4. Should these contribution calculations increase at any point in time, the Association will not be required to pay any amount greater than the table listed above for the duration of this contract.

**ARTICLE 27
DEDUCTIONS FROM SALARY**

- A. The Board agrees to deduct from the salaries of its employees, dues from the Sayreville Education Association, a unified Association with its affiliates, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9c) and under Rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Sayreville Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse monies to the appropriate Association or Associations. Employee authorizations shall be in writing as set forth in ADP forms.
- B. The Board agrees to deduct from an employee's salary, money for the tax-sheltered annuities and to transmit the monies to the SEA designee provided, however, that such monies shall only be invested in companies financial or insurance, who are properly licensed to do business in the State of New Jersey and who shall agree to furnish the Board with indemnification protection as to such funds transmitted to said SEA designee. Said deposits shall be made twice per month when paychecks

- F. 1. The Board agrees to make available to all employees covered by this Agreement all benefits provided for in the Teacher's Pension and Annuity Fund or the Public Employee's Retirement System, whichever is applicable.
2. Pension shall be based on regular straight time wages and longevity pay.
3. Pension for Transportation employees shall be based on Base Wages calculated from the previous year's W-2 form.

**ARTICLE 28
MENTOR AND PROVISIONAL TEACHERS**

The Board of Education shall accept all responsibilities of the Provisional Teacher Program in following the guidelines as per the New Jersey State Department of Education.

The Provisional Teacher shall be included in the Recognition clause of Article I and A.B.1., B. and C.

A. Mentor Teachers

1. Teachers hired as First Year Mentor Teachers shall be fully certified, experienced teachers currently employed by the Sayreville School District. Qualifications for First Year Mentors must also meet Department of Education requirements.
2. Teachers shall volunteer to be First Year Mentor Teachers. The positions for First Year Mentor Teachers shall be posted in the appropriate school with specifications as to but not limited to a job description, salary, workday and year, etc.
3. Any training mandated for the First Year Mentor Teachers shall be provided according to Department of Education regulations and guidelines. Stipends for mentor teachers will be determined by the NJ Department of Education. When state funding combines monies for stipends and professional development, the minimum stipend will be 60% of the funded allocation with the remaining 40% allocated for professional development activities for the training of Mentors and/or Provisional Teachers.

B. Provisional Teachers

1. Provisional Teachers shall meet with the First Year Mentor Teacher and the Certified Support Team at the times prescribed in the NJ Department of Education guidelines. All involved shall be given copies of all regulations, procedures and contract language that will be followed during the year no later than the first day of school for the Provisional Teacher.
2. Provisional Teachers shall be paid on the salary guide Schedule A - No. 1 and Article 11.
3. Provisional Teachers shall pay the Mentor Teacher whatever the state mandates as to the cost. The Board of Education will deduct the payment, if necessary, from the Provisional Teachers check in 20 equal installments. First Year Mentor Teachers will be paid according to NJ Department of Education guidelines.

C. Evaluation

1. Observation and evaluation of Provisional Teachers shall be in compliance with the Administrative Code governing the Mentor Process and Article 18 of the Agreement.
2. Mentor Teachers shall not participate in any formal evaluations that might have a bearing on the employment or certification of Provisional Teachers. They shall not be asked to evaluate the performance of the Provisional Teacher.

11. New employees will be reimbursed after working for the Board six (6) months for all physicals and any monies needed to obtain a Bus Driver's license for hourly drivers.
12. Prior to the start of the school calendar, the Board shall conduct a sufficient number of workshops to explain the procedures to be utilized in carrying out the rules and regulations to the District. Attendance at said workshop(s) is required. Employees will be compensated at a maximum of two (2) hours pay.
13. The Board will reimburse drivers for their Commercial Drivers License (CDL) when they pass the test. If the driver leaves the District prior to the end of the school year, the cost of the reimbursement will be withheld from the driver's last paycheck.
14. The Board will make safe driving awards to drivers who are not at fault in an accident or in receipt of a traffic ticket as follows:
 - 1 year = pin
 - 3 years = \$50.00 U.S. Savings Bond at the end of three (3) years
 The bond shall be purchased in June and the employees shall be recognized at the first public portion of the regular September Board meeting.
15. Supervisory Personnel and Other Employees
 - a. Supervisory personnel and other excluded employees shall be restricted from performing the work which is recognized as the work of employees covered by this Agreement, except for the purposes of instruction, safety operations, and in cases of emergency over which the Board has no control.
 - b. Substitutes to fill vacancies caused by absences will be limited to a list approved by the Board of Education; however, the Board will not fill such vacancies exclusively with substitutes but allow coverage with overtime whenever it is practical to do so.
 - c. The Board agrees that this provision is not intended in any way to deny employees the opportunity to earn wages.

C. Bus Mechanics

1. Shall be a twelve (12) month position under the direct supervision of the Transportation Coordinator.
2. The regular work week for the senior bus mechanic shall consist of five (5) consecutive work days, Monday through Friday. The senior bus mechanic shall have a choice of the following work schedules: 1) 6:30 a.m. to 2:30 p.m. which includes one (1/2) hour paid lunch, or 2) 9:30 a.m. to 5:30 p.m. which includes one (1/2) hour paid lunch. The second bus mechanic shall work the alternate shift, which includes five consecutive work days, Monday through Friday, which includes one (1/2) hour paid lunch. All other member rights such as sick, personal, vacation, holidays, professional development, uniforms, and car allowance are accorded to the bus mechanics.
3. Employees who may be required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the allowable NJ State rate.
4. Uniforms and shoes will be provided by the Board as per Article 13.
5. If diesel buses are purchased the Board will provide training for the mechanic.

4. Vacation shall be selected and scheduled by April 15th of each year. In the event of scheduling conflicts with other employees, senior employees shall be given preference in the selection of vacation. Vacations may be scheduled anytime between July 1 through June 30, subject to the approval of the Superintendent of Schools. A vacation period may be changed with the prior approval of the Superintendent.
- D. Personal Absence
1. The Computer Technician / Network Administrator is entitled to 3 days (4 days with nine years or more of service) with pay for personal leave which requires absence during school hours.
 2. The Computer Technician / Network Administrator need not be required to state the reason for taking such leave other than that he/she is taking it under this section. The Computer Technician / Network Administrator must submit and receive approval from the Superintendent or his/her designee three (3) days before taking such leave. The Computer Technician / Network Administrator shall not request personal days immediately before and/or after a holiday. The requirements of this paragraph may be waived in case of an emergency.
 3. In the event the Computer Technician / Network Administrator desires to use a personal day in an emergency situation, the Computer Technician / Network Administrator shall report his/her intent to be absent in the normal manner. On the first day that the Computer Technician / Network Administrator returns to work, the Computer Technician / Network Administrator shall submit a personal leave day request, with the emergency reason stated, to the Superintendent, or his/her designee for approval/disapproval.
 4. A maximum of one (1) personal day each school year may be taken as two (2) half-day personal days.
- E. Bereavement - Refer to Article 20.
- F. Anticipated Disability Leaves - Refer to Article 21.
- G. Jury Duty - Refer to Article 20.
- H. Child Rearing Leave
- A request for an unpaid child rearing leave must be made, in writing, to the Board through the Superintendent as soon as the need is deemed necessary, but not less than sixty (60) days prior to the leave taking effect.
- A normal child rearing leave shall be for one year from the effective date of the leave and ending on the next first day of September following the full year. By the prior April 1st, the Computer Technician / Network Administrator shall submit, in writing, to the Superintendent his/her intention of returning to the system if s/he has taken a child rearing leave. Failure to submit this notification will be considered a resignation.
- I. Additional Leaves of Absences
- Other leaves of absence with or without pay may be granted by the Board, at the Board's sole discretion, for good reason.
- J. Benefits Upon Return From Leave
- All benefits to which the Computer Technician / Network Administrator was entitled at the time a leave of absence commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to the Computer Technician / Network Administrator upon return.
- K. Unauthorized Leave

- application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
 - C. One thousand (1,000) copies of this Agreement shall be reproduced at the expense of the Board and the Association within reasonable time after the Agreement is signed and then presented to the Sayreville Education Association.
 - D. Whenever any notice is required to be given by either of the parties to this Agreement to other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
 - 1. If by Association, to Board at:
P.O. Box 997, Sayreville, NJ 08872
 - 2. If by Board, to Association at:
P.O. Box 70, Parlin, NJ 08859
 - E. Nothing herein contained shall be interpreted or construed as an abrogation or waiver of any of the rights, privileges or responsibilities granted by the State Legislature to a Board of Education in Title 18A of the New Jersey Revised Statutes, and anything contained in this contract inconsistent with the law of the State shall be null and void

**ARTICLE 32
BOARD RIGHTS**

- A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of education policy, the operation and management of the schools, and the supervision and direction of all certificated and non-certificated staff are vested exclusively with the Sayreville Board of Education to the extent that such determination, operation, management, supervision and direction is in accordance with all applicable laws.
- B. It is understood by all parties that the Board of Education is forbidden to waive any rights or powers granted it by law.

**ARTICLE 33
DURATION OF AGREEMENT**

- A. The Agreement shall be effective as of July 1, 2013 and shall continue in effect until June 30, 2016 subject to the Association's right to negotiate over a successor Agreement provided in Article 2 above. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon.

SAYREVILLE BOARD OF EDUCATION:
Kevin Ciak, President
Emidio D'Andrea, Business Administrator

5	49,028	50,528	51,528	52,528	54,528
6	50,778	52,278	53,278	54,278	56,278
7	52,628	54,128	55,128	56,128	58,128
8	55,128	56,628	57,628	58,628	60,628
9	58,828	60,328	61,328	62,328	64,328
10	63,228	64,728	65,728	66,728	68,728
10A	67,828	69,328	70,328	71,328	73,328
11	72,528	74,028	75,028	76,028	78,028
12	77,928	79,428	80,428	81,428	83,428
13	82,553	84,053	85,053	86,053	88,053

The above 2015-2016 Salary Guide starts February 1, 2016 with normal movement.

**SCHEDULE A - NO. 2
TEACHERS' SALARY GUIDE
LONGEVITY**

Longevity increments will be paid each year as per the following guide based on service in the Sayreville school system. Employees shall receive longevity, when applicable, if the employee has maintained continuous service (in pay stubs or on an approved leave of absence). Employees who are rifled and return do not undergo a break in service for the purposes of this section. The period during which the rifled employee is on layoff does not count toward the requisite number of years to qualify for payment. Longevity payments begin on the first day the employee works during the years of continuous service listed below. For example, after fifteen (15) years of continuous service, an employee would qualify for longevity on the first day he/she works beginning with his/her sixteenth (16th) year of continuous service.

2013-2016	
Years*	Longevity Payment
16-20	1500
21-25	1600
26-30	1700
31-35	1800
36-40	1900
41-45	2000

For all individuals hired after June 30, 2004, the term "years" refers to years of completed employment prior to January 31st for a 10 month employee and prior to December 31st for a twelve month employee. If the years of employment are completed after January 31st for ten month employees and after December 31st for 12 month employees, the stipend shall be payable on July 1st of the following year. All individuals hired prior to June 30, 2004 are excluded from this qualifying language and calculations will be determined by their hiring date.

**SCHEDULE A - NO. 3
GUIDANCE COUNSELORS**

The salary for guidance counselors shall be salary guide plus \$125.00.

Varsity Assistant	\$ 6,584	\$ 6,781	\$ 6,985
Frosh Coach	\$ 6,584	\$ 6,781	\$ 6,985
MS Coach	\$ 6,584	\$ 6,781	\$ 6,985
Softball			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
Varsity Assistant	\$ 6,584	\$ 6,781	\$ 6,985
JV Coach	\$ 6,584	\$ 6,781	\$ 6,985
MS Coach	\$ 6,584	\$ 6,781	\$ 6,985
Spring Track – Boys			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
#1 Assistant	\$ 6,584	\$ 6,781	\$ 6,985
#2 Assistant	\$ 6,584	\$ 6,781	\$ 6,985
#3 Assistant	\$ 6,584	\$ 6,781	\$ 6,985
Spring Track – Girls			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
#1 Assistant	\$ 6,584	\$ 6,781	\$ 6,985
#2 Assistant	\$ 6,584	\$ 6,781	\$ 6,985
#3 Assistant	\$ 6,584	\$ 6,781	\$ 6,985
Wrestling			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
JV Coach	\$ 6,584	\$ 6,781	\$ 6,985
Frosh Coach	\$ 6,584	\$ 6,781	\$ 6,985
MS Coach	\$ 6,584	\$ 6,781	\$ 6,985
Soccer – Boys			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
JV Coach	\$ 6,584	\$ 6,781	\$ 6,985
Frosh Coach	\$ 6,584	\$ 6,781	\$ 6,985
MS Coach	\$ 6,584	\$ 6,781	\$ 6,985
Soccer – Girls			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
JV Coach	\$ 6,584	\$ 6,781	\$ 6,985
Frosh Coach	\$ 6,584	\$ 6,781	\$ 6,985
MS Coach	\$ 6,584	\$ 6,781	\$ 6,985
Field Hockey			
Head Varsity Coach	\$ 9,406	\$ 9,688	\$ 9,979
JV Coach	\$ 6,584	\$ 6,781	\$ 6,985
MS Coach	\$ 6,584	\$ 6,781	\$ 6,985
GROUP #3 BASE			
	\$ 8,021	\$ 8,261	\$ 8,509
Winter Track – Boys & Girls			
Head Varsity Coach	\$ 8,021	\$ 8,261	\$ 8,509
#1 Assistant	\$ 5,614	\$ 5,782	\$ 5,955
#2 Assistant	\$ 5,614	\$ 5,782	\$ 5,955
Gymnastics – Boys			
Head Varsity Coach	\$ 8,021	\$ 8,261	\$ 8,509
Gymnastics – Girls			
Head Varsity Coach	\$ 8,021	\$ 8,261	\$ 8,509
Cross-Country – Boys			
Head Varsity Coach	\$ 8,021	\$ 8,261	\$ 8,509

stipend, except for the First Assistant Football and Head Freshman Football Coaches who will receive 75%.

**SCHEDULE A - NO. 6
EXTRA-CURRICULAR ADVISORS**

TITLE	2013-14	2014-15	2015-16
GROUP #1 BASE	\$ 9,686	\$ 9,977	\$10,276
Band Director	\$ 9,686	\$ 9,977	\$10,276
#1 MS Assistant	\$ 6,780	\$ 6,984	\$ 7,193
#2 Assistant (70% of #1 Assistant)	\$ 4,746	\$ 4,889	\$ 5,035
GROUP #2 BASE	\$ 5,807	\$ 5,981	\$ 6,161
Musical Director	\$ 5,807	\$ 5,981	\$ 6,161
Musical Asst. – Business Manager	\$ 4,063	\$ 4,185	\$ 4,311
District Technical Director	\$ 5,807	\$ 5,981	\$ 6,161
Yearbook – HS	\$ 5,807	\$ 5,981	\$ 6,161
Intramurals Director	\$ 5,807	\$ 5,981	\$ 6,161
Custodian of School Funds – HS	\$ 5,807	\$ 5,981	\$ 6,161
Custodian of School Funds – MS	\$ 4,063	\$ 4,185	\$ 4,311
Winter Color Guard	\$ 5,807	\$ 5,981	\$ 6,161
Winter Color Guard Assistant	\$ 4,063	\$ 4,185	\$ 4,311
GROUP #3 BASE	\$ 3,881	\$ 3,997	\$ 4,117
Drama Director	\$ 3,881	\$ 3,997	\$ 4,117
Student Council – HS	\$ 3,881	\$ 3,997	\$ 4,117
Student Council Asst. – HS	\$ 2,716	\$ 2,798	\$ 2,882
Student Council – MS	\$ 2,716	\$ 2,798	\$ 2,882
Newspaper – HS	\$ 3,881	\$ 3,997	\$ 4,117
Newspaper – MS	\$ 2,716	\$ 2,798	\$ 2,882
Odyssey of the Mind – HS	\$ 3,881	\$ 3,997	\$ 4,117
Odyssey of the Mind – MS	\$ 2,716	\$ 2,798	\$ 2,882
Head Class Advisor – Grade 12	\$ 3,881	\$ 3,997	\$ 4,117
#1 Asst. Advisor – Grade 12	\$ 2,716	\$ 2,798	\$ 2,882
#2 Asst. Advisor – Grade 12	\$ 2,716	\$ 2,798	\$ 2,882
#3 Asst. Advisor – Grade 12	\$ 2,716	\$ 2,798	\$ 2,882
Head Class Advisor – Grade 11	\$ 3,881	\$ 3,997	\$ 4,117
#1 Asst. Advisor – Grade 11	\$ 2,716	\$ 2,798	\$ 2,882
#2 Asst. Advisor – Grade 11	\$ 2,716	\$ 2,798	\$ 2,882
#3 Asst. Advisor – Grade 11	\$ 2,716	\$ 2,798	\$ 2,882
Literary Magazine – HS	\$ 3,881	\$ 3,997	\$ 4,117
Literary Magazine – MS	\$ 2,716	\$ 2,798	\$ 2,882
TIGS – HS	\$ 3,881	\$ 3,997	\$ 4,117
Willow Tree – MS	\$ 2,716	\$ 2,798	\$ 2,882
Choral Director – HS	\$ 3,881	\$ 3,997	\$ 4,117
Choral Director – MS	\$ 2,716	\$ 2,798	\$ 2,882
Stage Production – Art	\$ 3,881	\$ 3,997	\$ 4,117

	2013-14	2014-15	2015-16
Single Session	\$2,873	\$2,959	\$3,048
Double Session\$	\$5,747	\$5,920	\$6,097

Remedial Program will base its hourly rate on the Single/Double Session hourly rate.

- B. Marketing Education Teacher/Coordinator and Cooperate Business Teacher/Coordinator
- | | 2013-14 | 2014-15 | 2015-16 |
|---------|----------------|----------------|----------------|
| 10 days | \$2,873 | \$2,959 | \$3,048 |
| 20 days | \$5,747 | \$5,920 | \$6,097 |
- C. ASI – The per diem rate of summer ASI work is:
- | | 2013-14 | 2014-15 | 2015-16 |
|--|----------------|----------------|----------------|
| | \$268 | \$276 | \$284 |
- D. Summer Nurses and Summer Athletic Trainer hourly rate:
- | | 2013-14 | 2014-15 | 2015-16 |
|--|----------------|----------------|----------------|
| | \$43 | \$45 | \$46 |
- E. Training – The per diem rate for summer is:
- | | 2013-14 | 2014-15 | 2015-16 |
|--|----------------|----------------|----------------|
| | \$233 | \$240 | \$247 |
- F. Guidance Counselor 2.5% of weekly rate
- G. Extended School Year Professional Hourly rate of pay
- H. Extended School Year Paraprofessional Hourly rate of pay
- I. Extended School Year Nurse hourly rate:
- | | 2013-14 | 2014-15 | 2015-16 |
|--|----------------|----------------|----------------|
| | \$43 | \$45 | \$46 |

SCHEDULE A - NO. 9 RATES OF PAY

	2013-14	2014-15	2015-16
A. Class Coverage	\$ 30.00	\$ 31.00	\$ 32.00
B. Coaches scouting	\$ 30.00	\$ 31.00	\$ 32.00
C. Home Instruction (hourly)	\$ 55.00	\$ 56.00	\$ 58.00
D. Saturday Suspension (hourly)	\$ 65.00	\$ 67.00	\$ 69.00
E. School Website Assistant One (1) Asst. per school	\$ 1,553.00	\$ 1,600.00	\$ 1,648.00

**SCHEDULE A – NO. 11
CAFETERIA WORKERS
HOURLY-SALARY GUIDES**

(Effective July 1, 2011 / NEW EMPLOYEES)

2013-14	2014-15	2015-16
\$12.88	\$13.26	\$13.66

**CAFETERIA WORKERS
HOURLY-SALARY GUIDES**

(If hired prior to July 1, 2011)

2013-14	2014-15	2015-16
\$21.63/hr.	\$22.28/hr.	\$22.95/hr.

**SCHEDULE A – NO. 12
CAFETERIA MANAGER
SALARY GUIDES**

DISTRICT SATELLITE MANAGER

STEP	2013-2014	2014-2015	2015-2016
1	35,184	36,012	37,052
2	36,184	37,012	38,052
3	37,184	38,012	39,052
4	38,184	39,012	40,052
5	39,184	40,012	41,052
6	40,134	41,012	42,052
7	41,289	42,012	43,052

**SCHEDULE A – NO. 13
CAFETERIA WORKERS' AND MANAGER'S
LONGEVITY GUIDE**

Longevity payments begin on the first day the employee works during the years of continuous service listed below. For example, after four (4) years of continuous service, an employee would qualify for longevity on the first day he/she works beginning with his/her fifth (5th) year of continuous service.

2013-2016	
Years*	Longevity Payment
5	\$ 560
6	650
10	720
15	1,025
20	1,080
25	1,135
30	1,300
35	1,400
40	1,500

13	55,072	52,098	45,817
*OFF GUIDE (1)		54,920	

2015-2016

Step	Principals' Secretaries	Administrative Secretaries	Support Secretaries
1	38,097	34,093	30,718
2	39,597	35,093	31,718
3	40,897	36,393	32,718
4	42,197	39,093	33,718
5	43,497	41,293	34,718
6	44,797	44,273	35,818
7	45,547	45,073	36,818
8	47,647	45,503	38,438
9	49,097	45,703	40,142
10	50,547	46,623	41,242
11	52,197	47,423	42,942
12	53,497	49,523	44,342
13	55,922	52,948	46,667
*OFF GUIDE (1)		55,770	

**SECRETARY (10-MONTH)
SUPPORT SECRETARIES
SALARY GUIDE**

Step	2013-2014	2014-2015	2015-2016
1	25,866	25,866	26,061
2	26,700	26,700	26,895
3	27,533	27,533	27,728
4	28,366	28,366	28,561
5	29,082	29,082	29,277
6	30,109	30,109	30,304
7	30,950	30,950	31,145
8	32,300	32,300	32,495
9	33,720	33,720	33,915
10	34,638	34,638	34,833
11	36,048	36,048	36,243
12	37,018	37,018	37,213
13	38,024	38,494	39,344

Promotions

An employee promoted to a position in a higher salary level shall be placed on the first step within the new level which shall result in at least a five (5) percent increase per level in salary over the employee's current salary.

**SCHEDULE A - NO. 16
SECRETARIAL/CLERICAL
LONGEVITY
10-MONTH and 12-MONTH**

Longevity increments will be paid each year as per the following guide based on service in the Sayreville School District. Employees shall receive longevity, when applicable, if the employee has maintained continuous service (in pay stubs or on an approved leave of absence) in a secretarial/clerical position. Longevity payments begin on the first day the employee works during the years of continuous service listed below. For example, after four (4) years of continuous service, an employee would qualify for longevity on the first day he/she works beginning with his/her fifth (5th) year of continuous service.

2013-2016	
Years*	Longevity Payment
5	\$ 560
6	650
10	720
16-20	1,500
21-25	1,600
26-30	1,700
31-35	1,800
36-40	1,900
41-45	2,000

For all individuals hired after June 30, 2004, the term "years" refers to years of completed employment prior to January 31st for a 10 month employee and prior to December 31st for a twelve month employee. If the years of employment are completed after January 31st for ten month employees and after December 31st for 12 month employees, the stipend shall be payable on July 1st of the following year. All individuals hired prior to June 30, 2004 are excluded from this qualifying language and calculations will be determined by their hiring date.

SUBSTITUTION

Any Secretarial Employee assigned to perform the work of a higher paid position for a full day shall receive the following per diem rate:

	2013-14	2014-15	2015-16
One level higher than current assignment	\$22.51	\$23.18	\$23.88
Two or more levels higher than current assignment	\$31.54	\$32.48	\$33.46

15	1,025
20	1,080
25	1,135
30	1,300
35	1,400
40	1,500

For all individuals hired after June 30, 2004, the term "years" refers to years of completed employment prior to January 31st for a 10 month employee and prior to December 31st for a twelve month employee. If the years of employment are completed after January 31st for ten month employees and after December 31st for 12 month employees, the stipend shall be payable on July 1st of the following year. All individuals hired prior to June 30, 2004 are excluded from this qualifying language and calculations will be determined by their hiring date.

**SCHEDULE A – NO. 19
TRANSPORTATION WORKERS’
SALARY GUIDES**

REGULAR BUS DRIVERS

Step	2013-2014	2014-2015	2015-2016
1	\$ 24.12	\$ 24.85	\$ 25.59
2	\$ 25.57	\$ 26.34	\$ 27.13
3	\$ 26.97	\$ 27.77	\$ 28.61
4	\$ 28.42	\$ 29.27	\$ 30.15

**SCHEDULE A – NO. 20
MECHANIC AND BUS MECHANIC**

Step	Mech. 2013- 2014	Mech. 2014- 2015	Mech. 2015- 2016	Bus Mech. 2013- 2014	Bus Mech. 2014- 2015	Bus Mech. 2015-2016
1	46,120	46,995	47,890	39,620	40,495	41,390
2	50,120	50,995	51,890	40,783	41,658	42,553
3	54,120	54,995	55,890	42,249	43,124	44,019
4	58,120	58,995	59,890	43,679	44,554	45,449
5	61,620	62,495	63,390	45,065	45,940	46,835

**SCHEDULE A – NO. 23
REGISTERED NURSE'S SALARY GUIDE**

Step	2013-2014	2014-2015	2015-2016
1	36,481	37,876	39,311
2	37,481	38,876	40,311
3	38,481	39,876	41,311
4	39,481	40,876	42,311
5	40,481	41,876	43,311
6	41,481	42,876	44,311
7	42,481	43,876	45,311
8	43,481	44,876	46,311
9	44,481	45,876	47,311
10	45,481	46,876	48,311
11	46,481	47,876	49,311
12	46,481	47,876	49,311

**SCHEDULE A – NO. 24
CAMPUS MONITORS' SALARY GUIDE**

Step	2013-2014	2014-2015	2015-2016
1	33,987	34,235	35,138
2	34,287	34,535	35,438
3	34,587	34,835	35,738
4	34,887	35,135	36,038
5	35,187	35,435	36,338
6	36,187	36,435	36,638
7	37,187	37,435	37,638
8	38,355	38,603	38,806
9	39,485	39,733	39,936
10	40,187	40,435	40,638
11	41,187	41,435	41,638
12	41,937	42,185	42,388

PART-TIME CAMPUS MONITOR'S HOURLY-SALARY GUIDE

2013-2014	2014-2015	2015-2016
\$19.89 /hr.	\$20.49 /hr.	\$21.10 /hr.

**SCHEDULE A - NO. 25
CAMPUS MONITOR
LONGEVITY GUIDE**

Longevity increments will be paid each year commencing July 1, 2015, as per the following guide based on service in the Sayreville School District. Employees shall receive longevity, when applicable, if the employee has maintained continuous service

**SCHEDULE B
CONTRACT FOR COACHES
2013-2016**

Date: _____

The Board of Education of Sayreville hereby employs _____

for the position of _____ coach from _____
coaching assignment season

for the _____ payable in two equal installments on _____ and
year

Board Secretary

_____ I accept the above coaching assignment.
_____ I reject the above coaching assignment.

Coach's Signature

Date

Two copies of the above contract should be issued. One to be signed and returned to the Superintendent and one to be kept by the coach.

DISABILITY LEAVE FORM

Sayreville School District
P.O. Box 997
Sayreville, New Jersey 08872

I, _____, employed by Sayreville as a _____
Name
in _____ school do anticipate that I shall be unable to perform my
work duties from _____ to _____. I shall submit
a statement from my physician confirming my disability* and detailing the dates requested. The need
for this request is _____

Signature

Address

* If basis of disability is pregnancy, set forth anticipated delivery date _____
If date of disability is greater than 30 calendar days from anticipated delivery date, physician's
statement should detail reasons that explain the abnormality.

Education Sayreville Association
515 Washington Road
Sayreville, NJ 08872
Phone # (732)-727-0350
Fax # (732)-727-0386

EXECUTIVE BOARD
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Victoria Kilpatrick, Vice President
Mary Ann Gordon, 2nd Vice President
Linda Tanczyk, Recording Secretary
Karen Rubio, Corresponding Secretary
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Barry Anderson
Michael Weinert
Marleen Lewandowski
Sarah Magaw

Thomas Bohnyak, NJEA UniServ Representative

Bargaining Council
Lori Ryan
Barry Anderson
Lisa Payne
Janet Strachen