

AGREEMENT

between the

READINGTON TOWNSHIP BOARD OF EDUCATION

and the

READINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2006 through JUNE 30, 2009

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PREAMBLE

This Agreement is entered into this ____ day of _____ 2006 by and between the **READINGTON TOWNSHIP BOARD OF EDUCATION** in the Township of Readington, the State of New Jersey (hereinafter called the “Board”), and the **READINGTON TOWNSHIP EDUCATION ASSOCIATION** (hereinafter called the “Association”).

WITNESSETH

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

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

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

1 ARTICLE I

2 RECOGNITION

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

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

16
17 but excluding all other employees.

18
19 B. Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement,
20 shall refer to any New Jersey State Certified professional employee represented by the
21 Association in the negotiating unit as above defined.

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

1 **ARTICLE II**

2 **NEGOTIATION PROCEDURE**

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

- 1 F. The Board agrees not to negotiate concerning said employees in the negotiating unit as
2 defined in Article I of this Agreement with any organization other than the Association
3 for the duration of this Agreement, unless the legally designated negotiations
4 representative has been changed.
- 5 G. This Agreement shall not be modified in whole or in part by the parties except by an
6 instrument in writing duly executed by both parties.

1 **ARTICLE III**

2 **GRIEVANCE PROCEDURE**

3
4 A. Purpose.

5 1. The purpose of this procedure is to secure, at the lowest possible level, an
6 equitable solution to grievances which may arise affecting the terms and
7 conditions of this Agreement, and to resolve such grievances as quickly as
8 possible so as to ensure efficiency and employee morale. The parties agree that
9 this procedure will be kept as informal as may be appropriate.

10 2. Nothing contained herein shall be construed as limiting the right of any employee
11 having a grievance to discuss the matter informally with any appropriate member
12 of the Administration and having the grievance adjusted without intervention of
13 the Association.

14 B. Definition.

15 1. The term “grievance,” as used herein, means an allegation that there has been as
16 to a particular individual employee or group of employees an improper
17 application, interpretation, or violation of the provisions of this Agreement, Board
18 Policy or an administrative decision.

19 2. An “aggrieved person” is the person or persons making the claim that a grievance
20 has occurred as to his/her terms and conditions of employment set forth in the
21 Agreement.

22 3. The term “grievance,” and the procedure relative thereto, shall not be deemed
23 applicable if either the alleged improper application, interpretation or violation of
24 the Agreement, or the redress sought concerns:

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

C. Procedure.

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

2. Sequence of Levels for Resolving Grievances.

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

Level Two. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Principal/ supervising administrator,

1 he/she may, within ten (10) school days after the decision or twenty (20) school
2 days after their grievance was delivered to the Principal/ supervising
3 administrator, whichever is sooner, submit the grievance in writing to the
4 Superintendent.

5 Level Three. If the aggrieved person is not satisfied with the disposition of
6 his/her grievance at Level Two, or if no decision has been rendered within ten
7 (10) school days after the grievance was delivered to the Superintendent, he/she
8 may, within ten (10) school days after a decision by the Superintendent, or twenty
9 (20) school days after the grievance was submitted to the Superintendent,
10 whichever is sooner, submit the grievance to the Board. The aggrieved person
11 shall have the right to address a committee of the Board in reference to his/her
12 grievance.

13 Level Four. If the aggrieved person is not satisfied with the disposition of the
14 grievance at Level Three, or if no decision has been rendered within forty-five
15 (45) school days after the grievance was delivered to the Board, the Association
16 may, within ten (10) school days of the Board's decision, or fifty-five (55) school
17 days from the date on which the grievance was submitted to the Board, whichever
18 is sooner, submit the grievance to binding arbitration if the grievance alleges a
19 violation of the specific and express written terms of the Agreement, as defined in
20 Section B.1. of this Article. On all other grievances, the decision of the Board
21 will be final.

1 3. Procedure for Invoking Arbitration.

2 a. The demand for a list of arbitrators shall be made to the Public
3 Employment Relations Commission in accordance with its rules and
4 regulations.

5 b. The arbitrator shall be limited to the facts as presented to him/her in
6 rendering his/her decision. He/she shall not have authority to add to,
7 modify, or detract form the specific and express terms of the Agreement.
8 His/her decision shall be binding.

9 c. The costs for the services of the arbitrator, including per diem expenses, if
10 any, and actual and necessary travel, subsistence expenses, and the costs
11 of the hearing room, if any, shall be borne by the party who loses the
12 grievance. Any other expenses incurred shall be paid by the party
13 incurring same.

14 D. Rights of Employees to Representation.

15 1. Any aggrieved person may be accompanied at all stages, including Level One of
16 the grievance procedure, by his/her representative. The Association shall have the
17 right to be present and to state its views at all stages of the grievance procedure.

18 2. Any participant in the grievance process shall be assured freedom from restraint,
19 interference, coercion, discrimination, or reprisal by reason of such participation.

20 E. Miscellaneous.

21 1. If, in the judgment of the Association, a grievance affects a group or class of
22 employees, the Association may initiate such grievance by submitting it in writing
23 to the Superintendent directly, and the processing of such grievance shall be

1 commenced at Level Two. This grievance shall be signed by at least one of the
2 employees who claims to be an aggrieved person.

3 2. Forms for filing grievances, serving notices, making appeals, making reports and
4 recommendations, and other necessary documents shall be prepared jointly by the
5 Superintendent and the Association and given appropriate distribution so as to
6 facilitate operation of the grievance procedure.

7 3. All meetings and hearings under this procedure shall not be conducted in public
8 and shall include only the aggrieved person and his/her designated or selected
9 representatives heretofore referred to in this Article, and appropriate
10 administrative representatives.

1 **ARTICLE IV**

2 **EMPLOYEE RIGHTS**

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

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

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

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

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

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

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

23 E. Any tenured teacher not residing in the Readington Township School District may
24 request that any of his/her children be admitted as a student into the Readington
25 Township Schools.
26

- 1 1. The Board and the Superintendent shall decide whether there is appropriate space
- 2 and school available for the child.
- 3 2. The Board shall decide what the tuition rate shall be for the child.
- 4 3. The tenured teacher shall accept whatever grade placement the district
- 5 administrators feel is appropriate for the child.
- 6 4. The tenured teacher shall accept whatever classroom teacher(s) the child is
- 7 assigned to by the district administrators.

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

11 G. Personnel Records

- 12 1. Records maintained in the personnel files of this district are not open to inspection
- 13 except as provided for by law.
- 14 2. Effective with the date of this Agreement, no derogatory material shall be entered
- 15 into an employee's personnel file without the member's knowledge of its
- 16 inclusion. The employee shall indicate his/her knowledge by signing the material
- 17 to be added. A letter may be attached with comments from the employee.

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

1 **ARTICLE V**

2 **BOARD RIGHTS**

3
4 A. The Board, on its own behalf, on behalf of the citizens of the Township of Readington,
5 New Jersey, subject to the limitations of this Agreement, hereby retains and reserves unto
6 itself all powers, rights, authorities, duties and responsibilities conferred upon and vested
7 in it by the laws and the Constitution of the State of New Jersey and of the United States
8 of America, including, but not limited to and with the advice of the Superintendent, the
9 following:

- 10 1. to approve what is considered to be the school program or curriculum;
- 11 2. to introduce or modify co-curricular activities or other special school programs;
- 12 3. to approve textbooks;
- 13 4. to approve the types and amounts of instructional materials and equipment to be
14 available;
- 15 5. to set policy for grade placement, promotion, and retention of pupils;
- 16 6. to apply for and use federal or state funds;
- 17 7. to approve the number, type, assignments, and qualifications of personnel;
- 18 8. to approve personnel evaluation report formats, procedures for staff evaluations,
19 and uses of evaluations.

1 **ARTICLE VI**

2 **ASSOCIATION RIGHTS & PRIVILEGES**

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

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

10 C. Use of School Buildings and Equipment.

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

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

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

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

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

10 D. Leave for Association Officers.

11 1. The Board shall grant five (5) days leave with pay to the President of the
12 Association or his/her designated representatives in order for him/her to conduct
13 Association business or represent the Association on the local, county, state or
14 national level.

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

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

19 F. The President and Vice President shall not have assigned lunch or bus duty in order to
20 provide him/her with time to conduct Association business.

ARTICLE VII

TEACHER EMPLOYMENT

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- 2
- 3 A. Each teacher shall be notified of his/her contract and salary status for the ensuing contract
- 4 year no later than the date required by law.

1 **ARTICLE VIII**

2 **SALARIES AND COMPENSATION**

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

5 1. For the 2006-2007, 2007-2008, 2008-2009 school years, teachers, custodians,
6 secretaries and paraprofessionals will advance through all steps sequentially.

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

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

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

16 a. Salary adjusted in October for documentation received by August 31st.

17 b. Salary adjusted in March for documentation received by January 31st.

18 5. The MA +15 column shall be eliminated by attrition. Only those teachers who
19 were on salary steps in the MA +15 column on or before June 30, 2006 shall
20 continue to advance on the MA + 15 column. No other employee is eligible to
21 advance to the MA +15 column. A teacher who earns graduate credits after
22 receiving his or her Masters degree shall remain on the MA column unless and
23 until he or she obtains thirty (30) credits, entitling him or her to move to the MA
24 +30 column. Effective July 1, 2006, the MA +45 column shall be eliminated

1 because as of June 30, 2006 there were no longer any teachers remaining on or
2 eligible to advance to the MA +45 column.

3 B. Payment of Salary.

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

13 C. Extra Compensation.

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

- 1 5. Teachers employed for the summer with the athletics camp and/or summer school
2 shall be paid at the rate of Forty (\$40.00) Dollars per hour.
- 3 6. Upon Administrator and Superintendent recommendation, and with prior Board
4 approval, teachers will be paid a stipend for the following extra-duty positions:
- 5 a. Instructional Leader (Grades 6-8) - \$4,500 per year for work beyond the
6 regular school day and ten (10) days beyond the contractual school year.
- 7 b. After-School Homework Room Instructor- \$25.00 per hour from 2:15 p.m.
8 to 5:45 p.m. for all full session days.
- 9 c. Before-School Homework Room Instructor- \$25.00 per hour from 6:50
10 a.m. to 7:20 a.m. for all days that school is in session.
- 11 d. Grade Level Team Leader (Grades Kindergarten - 5) -\$1,000 per year.

12 D. Financial Compensation for Accumulated Sick Days.

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

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

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

For days accumulated thereafter: \$60.00 per day

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

- 19 2. Upon retirement, teachers who were hired with an effective contract date
20 beginning July 1, 1997 or later and who have accumulated ten (10) years of
21

1 service in the Readington Township School District shall be paid for unused sick
2 leave at the following rates:

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

For days accumulated thereafter: \$50.00 per day

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

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

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

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

1 of more than Seven Thousand Dollars (\$7,000) on June 30, 2006, shall be the
2 number of days or dollar amounts as of June 30, 2006.

1 **ARTICLE IX**

2 **HEALTH INSURANCE**

3 A. 1. For all employees who were employed on or before June 30, 1997, the Board will
4 pay one hundred (100%) percent of the premium cost for employees and their
5 dependents for health benefits coverage in accordance with the level of benefits
6 provided by the Board on June 30, 2000 from Horizon Blue Cross Blue Shield of
7 New Jersey (Traditional, PPO, HMO), CIGNA Healthcare (HMO), Physicians
8 Health Service (HMO), and Aetna US Healthcare (HMO).

9 a. Effective January 1, 2001, the only plans offered will be a Traditional
10 health plan and a PPO health plan.

11 b. Effective January 1, 2001, the office visit co-payment will be Ten (\$10)
12 Dollars per visit.

13 2. For employees whose employment commenced on or after July 1, 1997, the
14 Board will pay the premium for the employee at the Single PPO level. Any
15 employee who wishes increased coverage to the Traditional or HMO Plan and /or
16 wishes to provide coverage under Husband/Wife, Parent and Child, or Family
17 Plan to dependents may do so at their own cost by arranging for a payroll
18 deduction for the difference in premium between the cost of the Single PPO level
19 and the cost of the optional coverage selected

20 a. Effective January 1, 2001, the only plans offered will be a Traditional
21 health plan and a PPO health plan.

22 b. Effective January 1, 2001, the office visit co-payment will be Ten (\$10)
23 Dollars per visit.

- 1 3. Effective July 1, 2004, the Board shall pay one hundred percent (100%) of the
2 premium cost for all employees and their dependents for health benefits in
3 accordance with the State Health Benefits Plan.
- 4 4. The Board shall pay one hundred (100%) percent of the premium cost of
5 disability insurance in accordance with the level of benefits provided by the Board
6 on June 30, 2000 from Principal Life Insurance Company. Effective July 1, 2006,
7 all employees shall pay One Hundred Dollars (\$100) annually toward the
8 premium costs in accordance with Fort Dearborn Life Insurance Company, or a
9 comparable plan. This annual contribution toward the premium costs shall be
10 paid by the employees through periodic payroll deductions over the course of the
11 employees' applicable work year. Paraprofessionals shall only be eligible for this
12 benefit if they are regularly employed for more than thirty (30) hours per week in
13 accordance with this paragraph.
- 14 5. The Board shall pay one hundred (100%) percent of the premium cost of
15 employee and dependent dental coverage in accordance with the level of benefits
16 provided by the Board on June 30, 2000 from Horizon Healthcare Dental
17 Services. Only paraprofessionals who were employed on or before August 30,
18 1989, shall receive dental benefits in accordance with this paragraph.
- 19 6. The Board shall pay one hundred (100%) percent of the premium cost of the
20 employee, parent child, and family plan for the prescription drug program in
21 accordance with the level of benefits provided by the Board on June 30, 2000
22 from Benecard Services Inc. Effective January 1, 2001, the prescription benefit
23 co-payment will be ten (\$10) dollars for brand name drugs, five (\$5) for generic

1 drugs, and zero (\$0) dollars for drugs ordered by mail. Effective July 1, 2004, the
2 stand-alone prescription plan shall be eliminated and prescription claims shall be
3 eligible for reimbursement under the New Jersey State Health Benefits Plan.

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

8 B. Sick Leave Bank.

- 9 1. The Sick Leave Bank will be operated by Trustees made up of officers of the
10 Association.
- 11 2. Any Association member may voluntarily join the Bank who is willing to
12 contribute one (1) of his/her personal sick days to the Bank during the enrollment
13 period to be determined by the Trustees from time to time when the Trustees
14 determine the Bank so requires. Said enrollment period shall be from September
15 1 to September 30 of any school year covered in this contract period. New
16 Association members must apply within thirty (30) days of initial employment.
17 The value of each day contributed by a member shall be deducted from the
18 maximum amount an employee is entitled to be paid under Article VIII.D.
- 19 3. Participation withdrawal from the Bank may be at any time after donation. Said
20 individual may not withdraw his/her donated sick days. Withdrawal must be done
21 in writing.

- 1 4. Individuals may withdraw Bank days from the Bank only after all personal sick
2 days have been used and withdrawal is authorized by the Trustees of the
3 Association and approved by the Board.
- 4 5. Application for Bank days may be made only when an individual is affected by a
5 catastrophic illness or accident determined by medical certification. Application
6 will be made to the Trustees.
- 7 6. Beginning each school year, an individual unable to return to active duty who is
8 entitled to annual sick leave must withdraw from his/her sick leave accumulation
9 before reapplying to the Bank.
- 10 7. At the end of the school year, any unused sick days remaining in the Bank will be
11 carried over to the next year.
- 12 8. If, in the judgment of the Trustees, the employee qualifies, the Trustees shall
13 submit the requests to the Board. If the Board agrees with the Trustees, the Board
14 will arrange payment to the employee. If the Board rejects the request, the Board
15 will notify the Trustees of the Bank.
- 16 9. A contributor will be entitled to withdraw up to sixty (60) Bank days in a school
17 year at which time an individual may reapply. N.J.S.A. 18:30-6 will apply when
18 Sick Leave Bank days have been exhausted.
- 19 10. Should the Bank be dissolved, each contributing member will receive an equal
20 amount, or fraction thereof, of the remaining Sick Leave Bank days, not to exceed
21 the original amount each individual contributed.

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- 11. The parties acknowledge that the decision of the Board shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the grievance procedure referenced in Article III of this Agreement.
- 12. The cost of the substitute or the estimated cost of the substitute shall be deducted from each additional sick day granted. A day's salary is defined as 1/200th of the annual salary for teachers and 1/220th of the annual salary for secretaries and custodians.
- 13. The Board and the Association shall maintain a current accounting of the Bank, to include members who have joined, sick leave days utilized, and sick leave days on deposit in the Bank. A joint accounting will take place in June of each year.

1 **ARTICLE X**

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

3 A. Effective July 1, 2004, the teacher work year shall consist of one hundred eighty-one
4 pupil contact days plus an additional four (4) days to be utilized for professional
5 purposes, including but not limited to orientation, in-service, and curriculum
6 development. (Effective July 1, 2004, three (3) of the eight (8) early dismissal days for
7 curriculum and in-service shall be converted to three (3) full pupil contact days adding a
8 minimum of six (6) hours of instructional time. One (1) additional in-service day shall be
9 added thereby increasing the number of in-service days to four (4)). All days shall be full
10 days except the days prior to Thanksgiving, Winter and Spring recesses.

11 B. Elementary (Grades K-5)

12 During the 2006-2007 school year, each elementary workday shall be seven (7)
13 hours and five (5) minutes. There shall be five (5) minutes of assigned time in the
14 morning (before the student school day begins and there shall be five (5) minutes of
15 assigned time in the afternoon (after the student day ends). All elementary school
16 teachers shall have a duty free lunch period of thirty (30) minutes per day.

17 During the 2006-2007 school year, each elementary teacher shall receive an
18 average of fifty three (53) minutes of preparation time per day. Beginning with the 2001-
19 2002 school year, each elementary teacher shall receive an additional fifty (50) minutes
20 of continuous C.P.T. (Common Planning Time) per week in accordance with a posted
21 weekly schedule. When a teacher's regularly scheduled .C.P.T. falls at a time when
22 school is not in session (e.g. holiday, half curriculum day, early dismissal), that teacher
23 will not have C.P.T. that week. The remainder of the school day shall be considered
24 pupil contact/instructional time.

1 Effective July 1, 2007, each elementary school teacher shall receive an average of
2 three hundred and twenty-five (325) minutes of individual planning time per week,
3 inclusive of one (1) C.P.T. (Common Planning Time) per week in accordance with a
4 posted weekly schedule. Individual planning time of no less than thirty (30) minutes
5 each day shall be provided. When a teacher's regularly scheduled C.P.T. falls at a time
6 when school is not in session (e.g., holiday, half-curriculum day, early dismissal), that
7 teacher will not have C.P.T. that week. The remainder of the school day shall be
8 considered pupil contact/instructional time.

9 C. Middle School (Grades 6-8)

10 During the 2006-2007 school year, the middle school workday shall be seven (7)
11 hours and five (5) minutes. There shall be five (5) minutes of assigned time in the
12 morning (before the student school day begins) and there shall be five (5) minutes of
13 assigned time in the afternoon (after the student school day ends). All middle school
14 teachers shall have a duty free lunch period of at least twenty-five (25) minutes.

15 During the 2006-2007 school year, academic teachers involved with Block
16 Scheduling will not be required to teach more than five (5) classes per day or ten (10)
17 classes in a 2-day cycle. These teachers will be scheduled to have an average of two (2)
18 preparation periods and two (2) C.P.T. periods in a normally scheduled 2-day cycle.

19 During the 2006-2007 school year, special teachers (i.e., physical education,
20 music, art, health, computer, library, world languages) and special education teachers
21 may teach in their respective disciplines a total of more than five (5) periods out of an
22 eight (8) period day. They will be scheduled to have an average of two (2) preparation
23 periods and two (2) C.P.T. periods in a normally scheduled 2-day cycle. Any special

1 teacher teaching more than five (5) periods in an eight (8) period day shall not be
2 assigned additional duties during that day. Additional activities asked of these teachers
3 (such as coaching, music, clubs, or other extra curricular activities) will be accounted for
4 as an after-school activity and will be regarded on the appropriate schedule for extra
5 curricular reimbursement.

6 Effective July 1, 2007, each middle school teacher shall receive an average of
7 three hundred and sixty (360) minutes of individual planning time per week, inclusive of
8 three (3) C.P.T.s per week in accordance with a posted weekly schedule. Individual
9 planning time of no less than thirty (30) minutes per day shall be provided. When a
10 teacher's regularly scheduled C.P.T. falls at a time when school is not in session (e.g.,
11 holiday, half-curriculum day, early dismissal), that teacher will not have C.P.T. that day.
12 The remainder of the school day shall be considered pupil contact/instructional time.

13 D. Elementary classroom teachers shall not be assigned to lunch duty. Available aides with
14 teacher certification already on staff for instructional purposes will be utilized for lunch
15 duty prior to the utilization of teachers. Elementary specials may be assigned lunch duty
16 as part of their assignments, if necessary. Travel time shall not be counted as preparation
17 time.

18 E. Teachers may not be required to remain beyond the workday for attendance at meetings
19 more than three (3) times per month. These meetings shall not extend more than sixty
20 (60) minutes beyond the workday. Meetings at Holland Brook School may be held for
21 sixty (60) minutes before the start of the workday. A schedule of these meetings will be
22 published in advance.

1 F. In the event that emergency coverage is necessary, teachers shall be assigned on a
2 rotating basis and shall be compensated at Thirty (\$30.00) Dollars per hour commencing
3 with the third coverage.

4 G. The Child Study Team members shall work a total of two hundred (200) days, which
5 shall include work days during the summer that shall be determined by the
6 Superintendent. The annual salary for Child Study Team members shall be 107.5% of
7 their salary as defined in Appendix A.

8 H. The guidance counselors' work year shall extend five (5) consecutive days during the
9 period from July 1st to August 31st to perform assigned guidance responsibilities. The
10 annual salary for guidance counselors shall be 102.7% of their salary as defined in
11 Appendix A.

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

14 1. C.P.T.'s shall not be used for individual parent-teacher conferences.

15 J. Evening Meetings.

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

1 **ARTICLE XI**

2 **TEACHER ASSIGNMENT**

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

6 B. Inter-School Assignments.

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

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

1 **ARTICLE XII**

2 **SHORT-TERM & EXTENDED LEAVES**

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

7 1. Unused sick leave days shall be accumulated from year to year with no maximum
8 limit.

9 2. Any employee who requires medical disability leave must provide to their
10 supervising administrator a written doctor's note explaining the disability.

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

12 1. Emergency leave, up to a maximum of four (4) days per school year, because of
13 serious illness or accident in the immediate family.

14 2. Emergency leave, up to a maximum of five (5) work days per death, if necessary,
15 because of a death in the immediate family.

16 3. Immediate family, for purposes of illness or accident, shall include the
17 employee's spouse, child, parent, sibling, grandparent, aunt or uncle, stepchild,
18 stepparent, son-in-law, daughter-in-law or any person residing with the employee
19 in a spousal relationship. For purposes of bereavement the employee's
20 grandchild, mother-in-law or father-in-law shall be added, as well.

21 C. **Extended Leave of Absence**

22 1. Whenever applicable, all extended leaves under this article shall be counted and
23 run concurrently with leave available for the same circumstances under federal
24 and state statutes.

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

3 3. Child-Care Leave

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

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

13 c. Contractual child-care leave shall commence upon the termination of
14 disability leave or at the beginning of a scheduled marking period
15 immediately preceding the anticipated birth or adoption date, or at the end
16 of any family leave.

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

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

22 f. A tenured teacher eligible for child-care leave may apply for an extended
23 child-care leave of up to one additional school year. Applications for an

1 extended child-care leave shall be filed by April 1st immediately preceding
2 the July in which the leave is to commence. Only one year of extended
3 child-care leave shall be granted per eligible tenured teacher in any three-
4 year period who was actively employed for the full three years.

5 D. Disability Leave

- 6 1. An employee who anticipates a disability shall, if possible, notify his/her
7 immediate supervisor at least ninety (90) days prior to the anticipated
8 commencement of the disability or as soon as the employee knows of it. In the
9 case of pregnancy, the employee shall inform their immediate supervising
10 administrator of the anticipated delivery date.

11 E. Personal Leave.

- 12 1. Each teacher, custodian and/or secretary shall be granted three (3) days leave
13 from his/her duties for personal reasons for each school year. The teacher,
14 custodian and/or secretary shall give notice to his/her Building Principal at least
15 three (3) school days before such leave is taken, except in the case of an
16 emergency. The applicant has only to say that he/she is going to take such leave
17 and state the specific day(s).
- 18 a. A teacher, custodian and/or secretary may not take a personal day before
19 or after a federal or state holiday or on a teachers in-service workday.
- 20 2. Any personal day unused by the end of the school year shall be added to the
21 employee's accumulated sick leave and utilized as sick leave as may be required
22 in future years, or may be cashed out at the applicable rate as specified in Article
23 VIII.D.

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

1 **ARTICLE XIII**

2 **PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT**

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

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

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

3 B. Professional Day(s). The Superintendent may grant teachers a professional day(s) each
4 school year to attend meetings, workshops, or other such events that will contribute to the
5 teacher's professional growth.

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

1 **ARTICLE XIV**

2 **REPRESENTATION FEE**

3 A. Purpose. If any employee does not become a member of the Association during any
4 membership year (i.e., September 1 to the following August 31), said employee will be
5 required to pay a representation fee to the Association for that membership year. The
6 purpose of this fee will be to offset the employee's per capita cost of services rendered by
7 the Association as majority representative.

8 B. Notification. Prior to the beginning of each membership year, the Association will notify
9 the Board in writing of the amount of the regular membership dues, initiation fees, and
10 assessments charged by the Association to its own members for that membership year.
11 The representation fee to be paid by non-members will be determined by the Association
12 in accordance with the law.

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

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

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

21 4. On or about the last day of each month, beginning with the month this Agreement
22 becomes effective, the Board will submit to the Association a list of all employees
23 who began their employment in a bargaining unit position during the preceding
24 thirty (30) day period. The list will include names, job titles, dates of

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

5 C. Deduction and Transmission of Fee.

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

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

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

1 **ARTICLE XV**

2 **SECRETARIAL TERMS AND CONDITIONS**

3 A. **Work Day and Work Year**

- 4 1. The secretaries' workday shall be seven and one-half (7 1/2) hours excluding the
5 lunch break. Secretaries in the Association are considered twelve (12) month
6 employees.
- 7 2. Secretaries shall have a duty free thirty (30) minute break for lunch between the
8 hours of 11:00 a.m. and 1:00 p.m.
- 9 3. Secretaries may leave the building during their duty-free lunch break.
- 10 4. If the district's schools are closed for reasons of safety, such as weather
11 conditions, then the district's schools are also closed for Association secretaries.
- 12 5. All secretaries, including those returning from leave, shall be informed in writing
13 of their tentative assignment and salary status no later than the date required by
14 law.

15 B. **Overtime**

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

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

7 C. Holidays and Vacation

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

1 D. Other Compensation

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

4 E. Attendance at Association Meetings

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

1 **ARTICLE XVI**

2 **CUSTODIAL TERMS AND CONDITIONS**

3 A. **Hours and Work Year**

- 4 1. All full-time custodial personnel shall be employed on an annual twelve (12)
5 month basis.
- 6 2. A full-time custodian is defined as any custodian who is regularly scheduled to
7 work twenty (20) hours or more per week. All full-time custodians shall receive
8 all health benefits provided for in this agreement.
- 9 3. The custodial workday shall be eight (8) hours excluding the lunch/dinner break.
- 10 4. Custodians shall have a duty-free thirty (30) minute break for lunch or dinner
11 provided during the workday, with the time period to be determined by a schedule
12 that is generated and posted by the head custodian or immediate supervisor.
13 Except in the event of an emergency, lunch break will occur any given thirty (30)
14 minute period to be scheduled between 11:00 a.m. and 1:30 p.m. Except in the
15 event of an emergency, dinner break will occur any given thirty (30) minute
16 period to be scheduled between 4:00 p.m. and 7:30 p.m. In the case of an
17 emergency, lunch/dinner break will be taken immediately after the emergency.

18 B. **Overtime**

- 19 1. Custodians shall be paid overtime for all authorized hours worked beyond the
20 regular work week forty (40) hours at the rate of time and one-half.
- 21 2. All approved, unscheduled overtime not continuous with regular work hours shall
22 be for a minimum of two (2) hours.
- 23 3. All overtime worked must be voluntarily and mutually agreed to by the custodian
24 and his/her supervisor and shall be assigned to qualified custodians on a rotating

1 seniority basis in the building where the need arises. All overtime worked by
2 each custodian shall be posted in a conspicuous place.

3 4. Holidays and funeral days will count as days worked in the computation of
4 overtime.

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

7 C. Holidays and Vacations

8 1. Custodians shall receive thirteen (13) paid holidays annually in accordance with
9 the school calendar established by the Board.

10 2. Custodians shall earn vacation days at the rate of 0.834 per month from the date
11 of hire to July 1, up to a maximum of ten (10) days per work year. After the first
12 year, the schedule for earned vacation days is as follows:

13 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a
14 rate of 0.834 days per month from the date of hire annually, of which five
15 (5) may be taken during the school year.

16 b. Five (5) years or more of service by July 1 -- fifteen (15) days earned at a
17 rate of 1.25 days per month from the date of hire annually, of which five
18 (5) may be taken during the school year.

19 3. Custodians as of July 1, 1995, who have earned a higher number of vacation days
20 per year shall maintain that number for the life of this Agreement.

21 D. Other Compensation

22 1. Custodians who are required to use their own automobiles in the performance of
23 their duties shall be reimbursed at the IRS rate.

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2. Yearly stipend for full-time Custodians with Black Seal license:

	2006-2007	2007-2008	2008-2009
Custodians on Steps 0-5	\$300.00	\$300.00	\$312.75
Custodians on Steps 6-9	\$400.00	\$400.00	\$417
Custodians on Steps 10-14	\$500.00	\$500.00	\$521.25

3. Stipend for Head Custodian:

	2006-2007	2007-2008	2008-2009
a. Readington Middle School	\$ 5,600	\$ 5,600	\$5,838.00
b. Holland Brook School	\$ 4,100	\$ 4,100	\$4,274.25
c. Three Bridges School	\$ 3,600	\$ 3,600	\$3,753.00
d. Whitehouse School	\$3,600	\$3,600	\$3,753.00

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

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

Custodians are required to wear their uniforms during work hours.

1 6. The Board shall reimburse each custodian to a maximum of Ninety (\$90.00)
2 Dollars for the purchase of safety shoes at the beginning of each year in this
3 Agreement. Custodians are required to wear their safety shoes during work hours.

4 E. Miscellaneous

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

1 **ARTICLE XVII**

2 **PARAPROFESSIONAL TERMS AND CONDITIONS**

3 A. **Hours and Work Year**

- 4 1. All paraprofessionals shall be employed on an annual ten (10) month basis.
- 5 2. The work year for paraprofessionals shall be as follows:
- 6 a. For certificated and non-certificated teaching assistants, the work year
- 7 shall be one hundred eighty-one (181) days.
- 8 b. For clerical aides, the work year shall be two hundred (200) days.
- 9 3. The paraprofessional workday shall be as follows:
- 10 a. For certificated and non-certificated teaching assistants, the workday shall
- 11 be six and one half (6 ½) hours excluding the lunch break; however, that
- 12 varies depending on the teaching assistant's assignment.
- 13 b. For clerical aides, the workday shall be seven and one half (7 ½) hours
- 14 excluding the lunch break; however, that varies depending on the clerical
- 15 aide's assignment.
- 16 4. The paraprofessionals shall have a duty-free thirty (30) minute break for lunch.

17 B. **Annual Salary**

- 18 1. The annual salary for paraprofessionals is computed as follows: 181 x the number
- 19 of hours assigned x the hourly rate, which appears on the "Instructional and
- 20 Clerical Aides Salary Guides".

21 C. **Health Insurance**

- 22 1. The paraprofessionals shall receive the same health insurance benefits as are
- 23 received by all employees except that paraprofessionals only receive disability
- 24 insurance if they are regularly employed for more than thirty (30) hours per week.

- 1 2. Only those paraprofessionals employed on or before August 31, 1989 shall
2 receive dental benefits. Those paraprofessionals employed on or after September
3 1, 1989 shall not receive dental benefits.

4 D. Personal Leave

- 5 1. Each paraprofessional shall be granted two (2) days leave from his/her duties for
6 personal reasons for each school year. The paraprofessional shall give notice to
7 his/her building principal at least three (3) school days before such leave is taken,
8 except in the case of emergency. The applicant has only to say that he/she is
9 going to take such leave and state the specific date(s).

- 10 a. A paraprofessional may not take a personal day before or after a federal or
11 state holiday or on a teachers' in-service workday.

1 **ARTICLE XVIII**

2 **MISCELLANEOUS PROVISIONS**

3 A. Copies of this Agreement shall be printed at the expense of the Board after the
4 Agreement is ratified and signed by representatives from the Board and the Association.
5 Said copies shall be presented to all employees presently employed or hereafter employed
6 as part of their employee's handbook.

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

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

13 2. Changes in status shall be made on or before June 1 and/or January 1 of each year
14 covered in this Agreement.

APPENDIX A

READINGTON TEACHER SALARY GUIDES

STAFF ADVANCEMENT / PLACEMENT CHART

<u>2002-03</u>		<u>2003-04</u>		<u>2004-05</u>		<u>2005-06</u>	
<u>Step</u>		<u>Step</u>		<u>Step</u>		<u>Step</u>	
						<i>Old</i>	<i>Renumb.</i>
				A	→	A-B	1
A	→	A-B	→	B-C	→	C-D	2
B	→	C	→	D	→	E-F	3
C	→	D	→	E	→	E-F	3
D	→	E	→	F	→	G	4
E	→	F	→	G	→	H1	5
F	→	G	→	H1	→	H2	6
G	→	H1	→	H2	→	I	7
H1	→	H2	→	I	→	J1	8
H2	→	I	→	J1	→	J2	9
I	→	J1	→	J2	→	K	10
J1	→	J2	→	K	→	L	11
J2	→	K	→	L	→	M	12
K	→	L	→	M	→	N	13
L	→	M	→	N	→	O	14
M	→	N	→	O	→	P	15
N	→	O	→	P	→	SM1	16
O	→	P	→	SM1	→	SM2	17
P	→	SM1	→	SM2	→	SM3	18
SM1	→	SM2	→	SM3	→	SM4	19
SM2	→	SM3	→	SM4	→	SM5	20
SM3	→	SM4	→	SM5	→	SM5	20
SM4	→	SM5	→	SM5	→	SM5	20
SM5	→	SM5	→	SM5	→	SM5	20

TEACHERS' SALARY GUIDE 2006-07*

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1	42,000	43,000	45,100	----	47,100	---
2	42,685	43,685	45,785	----	47,785	---
3	43,515	44,515	46,615	----	48,615	---
4	44,940	45,940	48,040	----	50,040	---
5	46,450	47,450	49,550	----	51,550	---
6	48,035	49,035	51,135	----	53,135	---
7	49,695	50,695	52,795	52,795	54,795	---
8	51,430	52,430	54,530	54,530	56,530	---
9	53,240	54,240	56,840	56,840	58,840	---
10	55,140	56,140	59,140	59,140	61,140	---
11	57,080	58,080	61,080	61,080	63,080	---
12	59,115	60,115	63,115	63,115	65,115	---
13	61,225	62,225	65,225	66,012	67,225	---
14	63,405	64,405	67,405	68,341	69,405	---
15	65,635	66,635	69,635	70,699	71,635	76,378
16	67,975	68,975	72,475	73,138	74,475	79,013
17	70,415	71,415	74,915	75,661	76,915	81,739
18	72,900	73,900	77,400	78,222	79,400	84,559
19	75,460	76,460	79,960	81,022	81,960	87,476
20	78,100	79,600	83,700	84,850	86,100	91,200

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

TEACHERS' SALARY GUIDE 2007-08

Step	BA	BA+15	MA	MA+15	MA+30	DOC
1	43,000	44,300	47,100	---	49,200	---
2	43,720	45,020	47,820	---	49,920	---
3	44,520	45,820	48,620	---	50,720	---
4	45,420	46,720	49,520	---	51,620	---
5	46,920	48,220	51,020	---	53,120	---
6	48,420	49,720	52,520	---	54,620	---
7	50,120	51,420	54,220	---	56,320	---
8	51,920	53,220	56,020	56,020	58,120	---
9	53,720	55,020	57,820	57,820	59,920	---
10	55,520	56,820	59,620	59,620	61,720	---
11	57,520	58,820	61,620	61,620	63,720	---
12	59,600	60,900	63,700	63,700	65,800	---
13	61,660	62,960	65,760	65,760	67,860	---
14	63,950	65,250	68,050	68,050	70,150	---
15	66,250	67,550	70,350	70,350	72,450	---
16	68,650	69,950	72,750	72,750	74,850	79,013
17	71,100	72,400	75,200	75,200	77,300	81,739
18	73,650	74,950	78,050	78,050	80,150	84,559
19	76,400	77,700	81,100	81,100	83,200	87,476
20	79,300	80,800	84,900	86,050	87,300	92,400

TEACHERS' SALARY GUIDE 2008-09

Step	BA	BA+15	MA	MA+15	MA+30	DOC
.						
1	43,575	45,075	48,475	---	50,875	---
2	44,575	46,075	49,475	---	51,875	---
3	45,575	47,075	50,475	---	52,875	---
4	46,575	48,075	51,475	---	53,875	---
5	47,575	49,075	52,475	---	54,875	---
6	48,975	50,475	53,875	---	56,275	---
7	50,475	51,975	55,375	---	57,775	---
8	52,275	53,775	57,175	---	59,575	---
9	54,075	55,575	58,975	58,975	61,375	---
10	55,975	57,475	60,875	60,875	63,275	---
11	57,975	59,475	62,875	62,875	65,275	---
12	60,075	61,575	64,975	64,975	67,375	---
13	62,275	63,775	67,175	67,175	69,575	---
14	64,525	66,025	69,425	69,425	71,825	---
15	66,875	68,375	71,775	71,775	74,175	---
16	69,375	70,875	74,275	74,275	76,675	---
17	71,975	73,475	76,875	76,875	79,275	83,300
18	74,575	76,075	79,475	79,475	81,875	86,300
19	77,475	78,975	82,675	82,675	85,075	89,100
20	80,605	82,105	86,205	87,355	88,605	93,705

SECRETARIES SALARY GUIDE - STAFF ADVANCEMENT/PLACEMENT CHART

<u>2005-06</u> <u>Step</u>		<u>2006-07</u> <u>Step</u>		<u>2007-08</u> <u>Step</u>		<u>2008-09</u> <u>Step</u>
				1	→	1-2
1	→	1-2	→	2-3	→	3-4
2	→	3	→	4	→	5
3	→	4	→	5	→	6
4	→	5	→	6	→	7
5	→	6	→	7	→	8
6	→	7	→	8	→	9
7	→	8	→	9	→	10
8	→	9	→	10	→	11
9	→	10	→	11	→	12
10	→	11	→	12	→	13
11	→	12	→	13	→	14
12	→	13	→	14	→	14
13	→	14	→	15	→	16
14	→	15	→	16	→	17
15	→	16	→	17	→	18
16	→	17	→	18	→	19
17	→	18	→	19	→	19
18	→	19	→	19	→	19
19	→	19	→	19	→	19

SECRETARIES' SALARY GUIDE

2006-07		2007-08		2008-09	
Step	Salary	Step	Salary	Step	Salary
1	29,017	1	29,304	1	30,584
2	29,017	2	30,334	2	30,584
3	30,007	3	30,334	3	31,674
4	30,997	4	31,364	4	31,674
5	31,987	5	32,394	5	32,764
6	32,977	6	33,424	6	33,854
7	33,967	7	34,474	7	34,964
8	34,957	8	35,524	8	36,074
9	35,947	9	36,574	9	37,184
10	36,937	10	37,624	10	38,294
11	37,927	11	38,674	11	39,404
12	38,917	12	39,724	12	40,514
13	39,907	13	40,774	13	41,624
14	40,897	14	41,824	14	42,734
15	41,887	15	42,874	15	43,844
16	42,877	16	43,924	16	44,954
17	43,867	17	44,974	17	46,064
18	44,857	18	46,024	18	47,174
19	45,847	19	47,074	19	48,284

CUSTODIANS' SALARY GUIDE - STAFF ADVANCEMENT/PLACEMENT CHART

<u>2005-06</u> Step		<u>2006-07</u> Step		<u>2007-08</u> Step		<u>2008-09</u> Step
				1	→	1-2
0-1	→	1-2	→	2-3	→	3-4
2-3	→	3-4	→	4-5	→	5-6
4	→	5	→	6	→	7
5	→	6	→	7	→	8
6	→	7	→	8	→	9
7	→	8	→	9	→	10
8	→	9	→	10	→	11
9	→	10	→	11	→	12
10	→	11	→	12	→	13
11	→	12	→	13	→	14
12	→	13	→	14	→	14
13	→	14	→	14	→	14
14	→	14	→	14	→	14

CUSTODIANS' SALARY GUIDE

2006-07		2007-08		2008-09	
<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>	<u>Step</u>	<u>Salary</u>
1-2	28,901	1	29,203	1-2	30,337
3-4	29,731	2-3	30,113	3-4	31,347
5	30,561	4-5	31,023	5-6	32,357
6	31,391	6	31,933	7	33,367
7	32,221	7	32,843	8	34,377
8	33,051	8	33,753	9	35,387
9	33,881	9	34,663	10	36,397
10	34,711	10	35,573	11	37,407
11	35,541	11	36,483	12	38,417
12	36,371	12	37,393	13	39,427
13	37,201	13	38,303	14	40,437
14	38,031	14	39,213		

INSTRUCTIONAL AIDES SALARY GUIDE

2006-07			2007-08			2008-09		
<u>Step</u>	<u>Cert.</u>	<u>Non-Cert.</u>	<u>Step</u>	<u>Cert.</u>	<u>Non-Cert.</u>	<u>Step</u>	<u>Cert.</u>	<u>Non-Cert.</u>
1	15.70	13.96	1	16.13	14.31	1	16.59	14.69
2	15.95	14.21	2	16.38	14.56	2	16.84	14.94
3	16.23	14.49	3	16.63	14.81	3	17.09	15.19
4	16.53	14.77	4	16.92	15.11	4	17.34	15.44
5	16.81	15.06	5	17.23	15.40	5	17.64	15.75
6	17.10	15.36	6	17.52	15.70	6	17.96	16.05
7	17.38	15.64	7	17.83	16.01	7	18.26	16.37
8	17.67	15.92	8	18.12	16.30	8	18.59	16.69
9	17.95	15.98	9	18.42	16.60	9	18.89	16.99
10	18.23	16.49	10	18.71	16.66	10	19.20	17.31
11	18.51	16.77	11	19.00	17.19	11	19.51	17.37
12	18.80	17.06	12	19.30	17.48	12	19.81	17.92
13	19.09	17.34	13	19.60	17.79	13	20.12	18.22
14	19.37	17.61	14	19.90	18.08	14	20.43	18.55
15	19.65	17.91	15	20.19	18.36	15	20.75	18.85
16	19.93	18.19	16	20.49	18.67	16	21.05	19.14
17	20.21	18.47	17	20.78	18.96	17	21.36	19.46
18	20.50	18.75	18	21.07	19.25	18	21.66	19.77
19	20.79	19.04	19	21.37	19.55	19	21.97	20.07
20	21.08	19.34	20	21.67	19.85	20	22.28	20.38
21	21.35	19.61	21	21.98	20.16	21	22.59	20.69
22	21.64	19.90	22	22.26	20.44	22	22.91	21.02
23	22.06	20.32	23	22.56	20.75	23	23.21	21.31
			24	23.00	21.18	24	23.52	21.63
						25	23.98	22.08

CLERICAL AIDES SALARY GUIDE

2006-07		2007-08		2008-09	
<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>	<u>Step</u>	<u>Rate</u>
1	11.12	1	11.35	1	11.60
2	11.37	2	11.60	2	11.85
3	11.66	3	11.85	3	12.10
4	11.94	4	12.16	4	12.35
5	12.23	5	12.45	5	12.68
6	12.51	6	12.75	6	12.98
7	12.79	7	13.04	7	13.29
8	13.07	8	13.33	8	13.59
9	13.35	9	13.63	9	13.90
10	13.65	10	13.92	10	14.21
11	13.93	11	14.23	11	14.51
12	14.21	12	14.52	12	14.83
13	14.49	13	14.81	13	15.14
14	14.77	14	15.11	14	15.44
15	15.06	15	15.40	15	15.75
16	15.39	16	15.70	16	16.05
		17	16.04	17	16.37
				18	16.72

APPENDIX B

EXTRA CURRICULAR COMPENSATION

- A. Coaches. Subject to a three thousand one hundred (\$3,100.00) dollar per sport ceiling, coaches will be compensated based upon continuous experience in the position as follows:

Head Coach

	2006-07	2007-08	2008-09
First Year	\$21.00	\$21.00	\$21.89
Second through third year	\$24.00	\$24.00	\$25.02
Fourth year and beyond	\$26.00	\$26.00	\$27.11

Assistant Coach

	2006-07	2007-08	2008-09
First Year	\$18.00	\$18.00	\$18.77
Second through third year	\$21.00	\$21.00	\$21.89
Fourth year and beyond	\$23.00	\$23.00	\$23.98

- B. Chaperones, Intramurals, Scenery or Choreography Assistant shall be compensated on an hourly basis based upon continuous experience in the position as follows:

	2006-07	2007-08	2008-09
First Year	\$18.00	\$18.00	\$18.77
Second through third year	\$21.00	\$21.00	\$21.89
Fourth year and beyond	\$23.00	\$23.00	\$23.98

- C. Extra-Curricular; Co-Curricular

1. Clubs and activities shall be determined annually by a School-based committee comprised of teachers, parents, building principal, and students.
2. Advisors and Assistant Advisors will be compensated on an hourly basis based upon continuous experience in the position as follows:

Advisor

	2006-07	2007-08	2008-09
First Year	\$20.00	\$20.00	\$20.85
Second through third year	\$23.00	\$23.00	\$23.98
Fourth year and beyond	\$25.00	\$25.00	\$26.06

Assistant Advisor

	2006-07	2007-08	2008-09
First Year	\$17.00	\$17.00	\$17.72
Second through third year	\$20.00	\$20.00	\$20.85
Fourth year and beyond	\$22.00	\$22.00	\$22.94

3. Clubs and activities shall be compensated up to the maximum ceilings per activity per school outlined below. Multiple advisors for an activity will share the total amount for that activity based on the hourly rates described in C2 above.

	2006-07	2007-08	2008-09
Concert Band	\$1,600	\$1,600	\$1,668.00
Viking Band	\$1,600	\$1,600	\$1,668.00
Jazz Band	\$1,600	\$1,600	\$1,668.00
Drama	\$1,600	\$1,600	\$1,668.00
Orchestra	\$1,600	\$1,600	\$1,668.00
Show Chorus	\$1,600	\$1,600	\$1,668.00
Student Council	\$2,000	\$2,000	\$2,085.00
Year Book	\$1,600	\$1,600	\$1,668.00
Show Classes	\$650	\$650	\$677.63
Stage Ensemble	\$875	\$875	\$912.19
Clubs	\$650	\$650	\$677.63
Science Writing or Other Academic "Fair"	\$650	\$650	\$677.63

- D. All Extra-Curricular Sports, Clubs, and Activities must be recommended by the Superintendent and have prior Board approval.