

AGREEMENT

Between:

**ROSELLE PARK BOARD OF EDUCATION
UNION COUNTY, NEW JERSEY**

and

ROSELLE PARK EDUCATION ASSOCIATION

**July 1, 2006
through
June 30, 2009**

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PREAMBLE

This contract, made and entered into on the ____ day of _____, 200__, by and between the BOARD OF EDUCATION OF ROSELLE PARK, NEW JERSEY, hereinafter called the "Board," and the ROSELLE PARK EDUCATION ASSOCIATION, INCORPORATED, hereinafter called the "Association," represents the complete and final understanding on all bargainable issues between the Board and the Association during the lifetime of the Agreement.

GENERAL PROVISIONS

**ARTICLE I
RECOGNITION**

A. The Board hereby recognizes the Association during the lifetime of this Agreement as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all personnel not engaged as supervisory employees and who comprise the bargaining unit as follows:

- | | |
|------------------------|---|
| 1. Teachers | 7. Child Study Team |
| 2. Guidance Counselors | 8. Substance Awareness Coordinator |
| 3. Librarians | 9. Paraprofessional/Instructional Aides/Teachers Assistants |
| 4. Nurses | 10. Clerical Aides |
| 5. Secretaries | 11. Administrative Aides |
| 6. Library Clerks | |

Articles shall apply to all employees as specified in A unless noted otherwise.

B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiations unit as defined above.

C. All other individuals employed by the Board not specifically enumerated above are excluded from the bargaining unit.

**ARTICLE II
NEGOTIATION PROCEDURE**

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. The Association will submit its total contract provisions no later than November 15 of the year preceding the expiration date of this Agreement, and the Board shall respond no later than December 5 next and negotiations shall commence no later than December 15.

- B. The parties will simultaneously exchange initial proposals on a mutually agreed upon date but no later than January 15. Such proposals shall be presented to the Association in writing by December 5 as set forth above. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board. The signature of the Association on the Agreement shall be pursuant to authorization received from the membership and the Association shall notify the Board in writing when the Agreement has been ratified by the membership. The parties agree to be bound by the provisions of the rules and regulations of the Public Employment Relations Commission as the same affect Negotiations Procedures.
- C. After total proposals have been exchanged by the parties, the Board and the Association may present relevant data, exchange points of view and make counterproposals. The Board agrees to furnish to the Association, in response to requests made by the Association, public information and data concerning the Roselle Park School District, which the Association may require in connection with negotiations, to the extent that such data under Board applicable policies may be released. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information which may be classified according to law as privileged and/or confidential.
- D. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with any necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. Nothing herein contained shall be construed as a delegation of the authority of the Board.
- E. It is understood by all parties that the Board and the Association expressly agree that negotiations will be conducted without the use of pressure tactics. The parties also agree that during the period of negotiations the only publicity accorded the negotiation by the parties will consist of a joint press release, or, in the event the parties are unable to agree upon wording, a joint press release stating that "no progress has been made," unless an impasse has been declared to exist to which both parties agree. This does not preclude both parties reporting back to their respective memberships.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. The minutes of the negotiation session shall be approved by the Association and Board negotiations committees and shall be signed by duly authorized representatives of each negotiating committee.

**ARTICLE III
ASSOCIATION RIGHTS AND PRIVILEGES**

- A. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the employee shall suffer no loss in pay. Up to five (5) days, in total, of release time for association business shall be allowed for the President, Grievance Officer, Negotiations Chairperson, or designee.
- B. The Association and its representatives shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, provided that the superintendent will be notified in advance and assignment of space is allotted.
- C. The Association shall have the privilege, with the permission of the school principal, to use school equipment on the site, including office equipment, and all types of audio-visual equipment at reasonable times, and when such equipment is not otherwise in use. The Association shall pay for the cost of all materials and supplies incident to such use and assume liability for any damage to any equipment occurring during such use.
- D. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- E. The Association may have the privilege of reasonable use of inter-school mail facilities and school mail boxes for the distribution of material dealing with the proper and legitimate business of the Association. However, the Board and the Administration cannot assume responsibility or liability for such usage.
- F. The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted only to the Association as the exclusive representative of the employees and to no other organization.
- G. The association president or designee shall have release time as needed and scheduled with the building administrator.

**ARTICLE IV
ASSOCIATION RESPONSIBILITIES**

- A. The Association shall be responsible for acquainting its members with the provisions of this Agreement, and shall take all reasonable steps to insure the adherence to the provisions of this Agreement by its members during the life of this Agreement and providing a written copy.

- B. It is the responsibility of personnel covered in Article I to carry out administrative directions and regulations required by Board policy, subject to the understanding that the Grievance Procedure shall be available under the terms specified in Articles VIII and XXX if it is felt any such regulation is in conflict with the express terms of this Agreement.

**ARTICLE V
BOARD RIGHTS AND RESPONSIBILITIES**

- A. The Board, on its own behalf and on behalf of the citizens of the Borough of Roselle Park, New Jersey, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and the Constitution of the State of New Jersey, and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and the authority under R.S. 18:A, School Laws of New Jersey, or any other national, state, or county district, or local laws or regulations as they pertain to education.
- D. Printing cost of all new RPEA contracts shall be shared equally by both parties.

**ARTICLE VI
SEPARABILITY AND SAVINGS**

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

**ARTICLE VII
FULLY-BARGAINED PROVISIONS**

- A. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

TEACHERS' PROVISIONS

ARTICLE VIII GRIEVANCE PROCEDURE

A. **Definition**

1. The term "grievance" as used herein means a claim by an individual employee or the Association on behalf of an individual employee or group of employees, from the interpretation, application, or violation of policies, agreements, and administrative decisions affecting them.

B. **Purpose**

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to alleged violations of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. **Procedure**

Except as is otherwise provided by law, any individual member of the staff shall have the right to process a grievance affecting the employee through administrative channels. The employee shall have the right to present her/his own appeal or designate a representative of the Association to appear with her/him at any step of the appeal.

1. Any employee who has a grievance shall within thirty (30) calendar days of its occurrence discuss it first with her/his principal (or immediate supervisor or department head, if applicable) in an attempt to resolve the matter informally at that level.
2. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five(5) school days, the employee shall set forth her/his grievance in writing to the principal. The principal shall communicate the decision to the employee in writing within five (5) school days of receipt of the written grievance.
3. If the employee wishes to pursue the matter within five (5) school days from notification of the principal, the employee shall submit her/his grievance to the superintendent of schools in writing specifying:
 - a. the nature of the grievance;

- b. the results of the previous discussion;
 - c. the basis of her/his dissatisfaction with the determination.
4. A copy of the writing called for in Paragraph 3 above is to be submitted to the school principal and to the immediate superior of the aggrieved employee.
 5. Within ten (10) days from receipt of the written grievance, the superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
 6. Within ten (10) days of the said hearing, the superintendent shall, in writing, advise the employee and her/his representative, if there be one, of this determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.
 7. In the event of the failure of the superintendent to act in accordance with the provisions of Paragraphs 5 and 6, or in the event a determination by him/her in accordance with the provisions thereof is deemed unsatisfactory by either party, the dissatisfied party, within ten (10) school days of the determination by him/her, may appeal to the Board.
 8. Where an appeal is taken to the Board, there shall be submitted by the appellant the following: the writing set forth in Paragraph 3 and 6, and a further statement in writing setting forth the appellant's dissatisfaction with the superintendent's action. A copy of said statement shall be submitted to the superintendent and other adverse party.
 9. The Board will conduct a meeting on the grievance within thirty (30) calendar days after receipt of the appeal from the grievant and will render its decision within fifteen (15) calendar days after such a meeting on the grievance. The grievant may have a representative with her/him at the meeting on the grievance, and such conference shall be limited to a review of the data and other materials and arguments made at the preceding steps of the Grievance Procedure. The grievant and/or her/his representative may make a statement to the Board. However, no witnesses or new materials or testimony may be introduced at the conference.
 10. Grievances that relate to contractual clauses covering terms and conditions of employment which are not resolved to the satisfaction of the employee or the Association after review by the Board may, at the discretion of the employee or the Association, be submitted to binding arbitration, except that disputes concerning terms and conditions of employment which are specifically delegated to an administrative agency or court by statute, court decision, or state or federal regulations may not be submitted beyond the Board level. All other grievances which are not related to the Contract will terminate at the Board level of the procedure.

11. The aggrieved employee has ten (10) working days after the Board's decision in which to request arbitration pursuant to rules and regulations established by the Public Employment Relations Commission. Failure to file within said time shall constitute a bar to such arbitration, unless the aggrieved employee and the Board shall mutually agree upon a longer period of time within which to assert such a demand.
12. In the event the aggrieved employee elects thereafter to pursue a review by the County Superintendent, Commissioner of Education, or other agency as provided by State Statute, the arbitration hearing shall be canceled and the matter withdrawn. The Association shall pay whatever cost may have been incurred in processing the arbitration case. In pursuing a case to arbitration, the aggrieved employee and the Association waive any other legal remedy which they may have.
13. The arbitrator's decision shall be in writing and shall set forth her/his reasons and conclusions on the issue or issues submitted. The arbitrator's decision shall be submitted to the Board and the Association and shall be final and binding on the parties.
14.
 - a. The parties direct the arbitrator to decide as a preliminary question whether the employee has jurisdiction, under the provisions of Article VIII to hear and decide the matter in dispute.
 - b. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.
15. In the event of arbitration, the cost of the arbitrator's services shall be shared equally by the Board and the aggrieved employee, or if represented by the Association, by the Board and the Association. All other expenses incurred in connection with the arbitration shall be paid by the party incurring same.
16. Since it is important that the grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limit specified may, however, be extended by mutual consent.
17. In the event the grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, it shall be suspended the last day of the school year and commenced on the first day of the following school year.

18. Pending determination of a grievance or in any dispute between teachers and the Board, the grievant and all teachers shall continue to perform their duties under the direction of the superintendent until the grievance is settled and decided.

ARTICLE IX TEACHER RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association hereby agree that every employee of the Board shall have the right freely to organize, join and support the duly elected Association and its affiliates for the purpose of engaging in collective negotiations or to refrain from any such activity. The parties undertake and agree that they shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey or the United States, and they shall not discriminate against any teacher because of her/his participation or lack of participation in any activities of the Association and its affiliates.
- B. Any individual member of the staff shall have a right to propose a policy or policies and/or administrative procedure or procedures through administrative channels.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as the employee may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to the teachers hereunder shall be in accordance with law.
- D.
 1. It is the responsibility of the teacher to determine grades under the grade policy of the Roselle Park District based upon available criteria related to any subject area or activity for which the employee is responsible. However, all parties recognize that the final determination as to any grade rests with the Board of Education in order to prevent the assignment of unreasonable or arbitrary grades.
 2. The Board agrees that prior to considering a grade change for other than an attendance or tardiness problem, it will seek input from a review committee composed of administrators and teacher staff members relevant to the situation.
- E. Whenever any teacher is scheduled to appear before a representative of the Board concerning a matter which may adversely affect the continuation of the teacher in her/his position, the teacher will receive within ten (10) school days a written notice of the charge or charges, if any, so that the employee may have an opportunity to study the charges, and if the employee desires, have a representative of the Association present at a subsequent meeting scheduled to discuss the matter.

**ARTICLE X
TEACHING HOURS AND TEACHING LOAD**

- A. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in/out" roster ten (10) minutes prior to the student entrance bell or their first scheduled assignment if on flex schedule. All teachers must be at their assigned duty area five (5) minutes prior to the student entrance bell or their first scheduled assignment if on flex schedule. Teachers shall remain at least fifteen (15) minutes after their last scheduled assignment to meet needs for counseling, extra help, and necessary make-up. At the discretion of the building principal, this requirement (10 minutes prior/15 minutes after) may be met by reporting twenty-five (25) minutes prior to the teacher's first scheduled assignment. It is understood by both parties that regularly scheduled planning time is essential to the educational program of the district. At the elementary level it is recognized that the structure of the day makes this difficult to achieve. The required planning time should be meaningful and directly related to the activities of the individuals involved. Up to one hour of planning time per week will be required, scheduled at the discretion of the employees, and reported to the building administrator on a monthly report. Inter-school planning time for purposes of aligning curriculum may be scheduled by building administrators, as needed, and will count toward the one hour commitment.
- B. The work day shall be as follows:
1. Teachers at the elementary school will have a maximum work day of six (6) hours and thirty (30) minutes which shall include a lunch period. Pre and post duty time requirements in A. above are excluded.
 2. Teachers at the middle school and high school will have a maximum work day of six (6) hours and thirty-three (33) minutes which shall include a lunch period. Pre and post duty time requirements in A. above, are excluded.
 3. Child Study Team members will have a maximum work day of seven (7) hours and thirty (30) minutes which shall include a lunch period.
 4. Any teacher holding the Athletic Trainer's position will have a maximum work day of six (6) hours and thirty (30) minutes which shall include a lunch period. Should this individual be assigned to teach classes in more than one school building, he/she shall only be assigned to teach five (5) periods.
- C. Teachers shall have a daily duty-free lunch period as required by law. For the duration of the contract, lunch periods of no less than thirty (30) minutes.
- D. Classroom teachers shall, in addition to their lunch period, have a daily preparation period during which they will not be assigned to any other duties as follows:
1. Elementary school: Five (5) periods per week. A period is considered to be of at least thirty (30) minutes.
 2. Middle school: One (1) period per day.
 3. High school: Two (2) periods per day.
 4. Teachers assigned to and involved in classroom inclusion and support programs

shall, if possible, have one (1) additional preparation period per week for common planning, discussions, and development of appropriate instructional strategies.

5. Traveling teachers shall have the same lunch and prep time as other teachers in their home school. This time shall not count as travel time. Time may be adjusted/compensated at the beginning or the end of the day. This time adjustment will be mutually agreed on between the employee and the building administrator(s).
 6. Any teacher holding the Athletic Trainer's position shall have the first period of the day for a preparation period. This individual shall not be required to be on school grounds during this preparation period.
- E.
1. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period.
 2. Teachers may be permitted to leave the school building during professional preparation periods provided they receive permission in advance from the building principal or designee and complete a sign in/out upon leaving and returning to the school building any time during the day.
 3. Elementary school teachers may be assigned school lunch supervision on a rotating schedule without additional compensation. Any teacher, if needed, who volunteers for school lunch time supervision during his/her duty free lunch period will be compensated at a rate of:

2006-2007 - \$17.54 per duty
2007-2008 - \$18.24 per duty
2008-2009 - \$18.97 per duty
- F.
1. Teachers in grades 6-12 who volunteer to teach an additional period shall be paid an additional 1/7 of their salary. This shall be paid as pensionable salary if permitted by the Teachers Pension and Annuity Fund (TPAF).
 2. Any high school teacher who is scheduled to have six (6) teaching periods during the normal school day shall have no other non-teaching duties scheduled except assigned home room.
- G.
1. Building-based teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending general faculty meetings not to exceed 20 per school year and every effort will be made not to exceed three (3) per month unless an emergency situation requires additional meetings. Meetings will generally conclude after sixty (60) minutes.
 2. An Association representative may speak to the teachers at any meeting referred to in Paragraph 1. above for at least five (5) minutes before the close of the meeting at the request of the representative.
 3. The notice of the agenda for the general faculty meetings shall be given to the

teachers involved at least two (2) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.

- H. The superintendent may require teachers to assume extracurricular activities as part of the normal teaching day, and the same shall be performed without additional compensation. The particular activities shall be mutually agreed upon. Teacher participation in other extracurricular activities shall be voluntary, and shall be compensated according to the rate of pay and/or release time in attached schedule.
- I. Teacher participation in field trips, which extend beyond the teacher's in-school work day, and overnight or weekend trips, shall be voluntary. Approved food, lodging, and transportation expenses in connection with such trips shall be paid by the Board. All such trips shall be upon the approval of the superintendent, and due authorization from parents shall be required in accordance with Board policy.
- J. The Board recognizes the concern of their dedicated teachers for presentation of programs and attendance at after school hours pupil and parent programs and feels this high degree of professionalism will result in continued cooperation for pupil welfare. In view of this, the Board will require attendance at two (2) PTA/PTSA meetings, one of which will be Back-to-School Night. Special teachers, who serve at more than one school, will attend two (2) Back-to-School Nights at two different schools. A 1:45 dismissal will be given at each school on the day of their back-to-school night.
- K. Pupil programs presented in vocal and instrumental music will be continued as part of the working conditions of the vocal and instrumental music teachers' position classification.
- L.
 - 1. Professional preparation periods should not be used for the purpose of covering classes. When this is unavoidable, class coverage, beyond regular scheduled assignments, shall be compensated as follows:
 - 2006-2007 - \$ 26.90 per duty
 - 2007-2008 - \$ 27.98 per duty
 - 2008-2009 - \$29.10 per duty
 - 2. When the class of an absent teacher is combined with the class of another teacher, the same class period rate shall be paid, but will be divided among the receiving teachers involved (up to three [3] teachers).
 - 3. If such classes are divided among more than three (3) teachers, each teacher shall receive a sum equal to one-third (1/3) of the class rate.
 - 4. Teachers called upon to provide language translation during their professional periods, lunch period, or before and/or after their regularly scheduled hours, shall be entitled to compensation equal to class coverage rates pro-rated to 15 minute increments.

2006-2007 - \$14.04
2007-2008 - \$14.60
2008-2009 - \$15.18

Teachers shall not be removed from their regular classes for language translation purposes except in cases of emergency.

- M. No teacher for grades 6-12 shall be assigned more than four (4) class preparations. Each class preparation shall have a distinct course of study. Special Education: this is exclusive of In-Class support for which the special education teacher is not responsible for the preparation of a distinct course of study. Should the special education teacher be assigned to a self-contained class, preparing and teaching five distinct courses of study, then that teacher will not be assigned or required to attend team meetings.
- N. The Teacher Coordinator of Cooperative Marketing Education shall be assigned no more than four (4) teaching and/or duty periods and two (2) periods for job placement and supervision provided the number of students is fifteen (15) or greater.
- O. Teachers may be assigned to work a flexible work schedule. If this is necessary, no teacher will be required to work more than the time specified in D. above.
- P. Teachers electing to instruct beyond the scheduled work day will be compensated at a rate of:
- 2006-2007 - \$31.58
2007-2008 - \$32.84
2008-2009 - \$34.15
- Longevity - 2006-2007 - \$35.10
2007-2008 - \$36.50
2008-2009 - \$37.96

per class period of not less than thirty (30) minutes or more than forty-five (45) minutes. In the WISE program longevity shall only apply after four (4) years of instruction in the WISE program.

- Q. Effective January 3, 2005, the High School RPTV Dir./CATV-34 Coordinator shall be paid an additional 1/7th of his current salary for the additional teaching duties required of the RPTV Director.

ARTICLE XI NON-TEACHING DUTIES

- A. Effort will be made to eliminate non-teaching duties.

**ARTICLE XII
TEACHER EMPLOYMENT**

- A. The Board agrees to hire only certified teachers according to law.
- B. Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15, unless this is not possible due to unforeseen circumstances.

**ARTICLE XIII
SALARIES**

- A. The salaries of all teachers covered by this Agreement are set forth in schedules which are attached hereto and made a part thereof, designated as Schedules A, B, and C.
- B. Upon written request of the individual employee, the Board will deduct under the present payroll system the deposits to the Union County Educators Federal Credit Union and a tax sheltered annuity.
- C. The Child Study Team shall be paid in accordance with proper placement on the teachers' guide.
- D. The compensation for the Child Study Team/Guidance members will be paid as follows:
 - 2006-2007 - \$5,247 per year
 - 2007-2008 - \$5,457 per year
 - 2008-2009 - \$5,675 per year
- E. The Child Study Team and Guidance personnel are paid the above compensation for work above and beyond the student school year and hours. The extended school year shall commence one week prior to school opening and end one week after school completion. One week is defined as five (5) working days. Should the Board of Education find it necessary to eliminate or reduce the need for these services during the term of this agreement, the compensation will be eliminated or proportionately reduced, whichever is appropriate. If, in the future the Board decided to "reimplement" or increase these services, the compensation would also be reactivated or proportionately increased, whichever is appropriate. The dates of notification shall be specified by Article XII.
- F. Members of the Child Study Team shall be reimbursed at the IRS rate per mile for all approved travel.
- G. Teachers who complete their Masters Degree or Masters + 30 in the middle of the school year, will be moved to the appropriate salary guide retroactive to February 1. Those teachers earning degree changes in the middle of the school year must notify the business office on or before January 15 to be moved to the proper guide on February 1 of that same

year. Teachers who earn degree changes in the spring or summer must notify the Board in writing on or before September 15 in order to be paid retroactive to September 1.

- I. The Substance Awareness Coordinator shall be placed on the appropriate step on the teachers' salary guide.
 - 1. Required attendance at more than two (2) non-school functions shall be compensated at the rate of:
 - 2006-2007 - \$29.24 per hour
 - 2007-2008 - \$30.41 per hour
 - 2008-2009 - \$31.63 per hour

 - Longevity -
 - 2006-2007 - \$32.17 per hour
 - 2007-2008 - \$33.46 per hour
 - 2008-2009 - \$34.80 per hour
- J. Nurses who work on sports physicals exams outside the workday or work year shall choose either pay at the hourly rate or compensatory time for each day worked equal to the documented hours worked.
- K. Athletic Trainer shall be paid as a fulltime teacher and shall also be paid the stipend listed in Schedule B.

**ARTICLE XIV
HEALTH INSURANCE**

- A. The Board shall continue to make available to each teacher individual and family coverage under the Horizon Blue Cross/Blue Shield, including Rider "J."
- B. The Board shall pay the full premium for each teacher and the family-plan insurance coverage provided under the Horizon Blue Cross/Blue Shield, and Rider "J." Any rate increases that occur during the lifetime of the contract shall be borne by the Board.
- C. Dental Plan
 - 1. Effective January 1, 2007, all certified staff shall contribute \$150 per year towards dental insurance prorated for the period January 1, 2007 to June 30, 2007. Effective July 1, 2007, all certified staff shall contribute \$150 per year towards dental coverage.
 - 2. Either party, prior to January 1st of each year, may request a change in the present dental insurance coverage. The party requesting the change must submit to the other party all the necessary facts and figures to determine the costs and benefits of the newly proposed dental insurance coverage plan. The parties may mutually agree to change the dental insurance coverage plan or benefits. If the parties cannot agree on

the proposed dental insurance coverage plan, the present dental insurance coverage plan shall remain in effect.

- D. If available, the Board shall provide each new teacher with a written description of the insurance coverage at the beginning of the school year and replacements as requested.
- E. The Board shall have the right to change insurance carriers as long as there is no diminution of benefits. Prior to implementing any such change, the Board agrees to notify the Association of said proposed change. The Association shall be permitted to make suggestions regarding said proposed change.
- F. The Board shall implement a Section 125 Plan.
- G. Health Benefit Waiver
 - 1. Employees who waive health benefits shall receive each year the greater of \$3,500 or 25% of the annual premium of the eligible health benefit program waived. The waiver amount in the first year shall be prorated in accordance with the amount of the premium and time of implementation of the waiver.
 - 2. Employees who waive health benefits and receive either \$3,500 or 25% of the premium waived and who incur one of the life events as described by the New Jersey Department of Banking and Insurance (Birth, Death, Marriage, Divorce or loss of coverage by a spouse) shall be entitled to immediate re-enrollment in health insurance.

**ARTICLE XV
TEACHER PROTECTION**

- A. No teacher shall be required to transport children in her/his private vehicle for school purposes.

**ARTICLE XVI
TEACHER WORK YEAR**

- A. The teacher work year for all teachers assigned to Grades Pre-K-12 shall consist of 186 days: one (1) teacher preparation day before students enter, 183 student-contact days, two (2) full day inservice workshops. All new teachers will also be required to attend one additional day for orientation.
- B. Prior to the Board's adopting the school calendar, the superintendent shall submit a copy of the proposed calendar to the Association and shall meet, upon request, with the Association's representative to discuss and consider suggestions regarding the calendar.
- C. When staff and students have an early dismissal for the purpose of providing staff development, the teachers' afternoon session shall be from 1:15 p.m. to 3:15 p.m.

**ARTICLE XVII
EXTENDED LEAVES OF ABSENCE**

- A. Any pregnant teacher may apply for a leave of absence without pay, except as provided in Section 8 below. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth.
1. Maternity leave shall be granted subject to the following conditions:
- a. A teacher shall request such leave as far in advance as is reasonable but in no event less than ninety (90) days to its commencement.
 - b. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.
 - c. Exact dates of the leave will be arranged, if possible, to coincide with summer or winter recess. Where medically contra-indicated, the parties shall arrange other leave dates in consideration of both medical evidence and administrative feasibility.
 - d. A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.
2. A teacher's return date to employment shall be extended for a reasonable period of time at her request for reasons associated with pregnancy, birth, or other related causes. If the requested extension of return date is for other than the September opening or the Christmas recess, the parties may adjust the date in consideration of

both medical evidence and administrative feasibility.

3. The leave of absence granted a non-tenured teacher hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.
4. No teacher shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, on or before March 1 of the school year in which the teacher desires to return from said maternity leave, the teacher shall indicate to the Board, in writing, that she intends to return to teaching the following September. Failure to notify the Board will be deemed to be a waiver by the teacher of her right to return from maternity leave that year.
5. Leave for adoption shall be treated the same as leave for maternity. Any teacher planning to adopt a pre-school child which will necessitate an eventual maternity leave, shall advise the superintendent as soon as practicable prior to assuming custody of the child. Any request for maternity leave shall be submitted by the teacher to the superintendent.
6. The time spent on maternity leave shall not count toward the fulfillment of the time requirements for acquiring tenure, nor shall it count toward placement on the salary guide or for seniority.
7. No teacher shall be removed from her teaching duties during pregnancy except for the following:
 - a. The Board has found her teaching performance has substantially declined from the time immediately prior to pregnancy.
 - b. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, and which physical capacity shall be deemed to exist if:
 - (1) The pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching, or
 - (2) Board's physician and the teacher's physician agree that she cannot continue teaching, or
 - (3) Following any difference of medical opinion between the Board's physician and the teacher's physician, a physician selected jointly by the Board and the teacher shall render a binding opinion on the physical capacity to continue teaching. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher and Board.
 - c. Any other just cause.
8. If a teacher desires, she may use her accumulated sick leave for the period of her disability related to her pregnancy and childbirth and receive full pay and benefits for said period or until she has exhausted her sick leave. The period of disability for the

purpose of this Section shall be defined as the period commencing one (1) month before the anticipated delivery date and ending one (1) month after the actual delivery or such other period of actual disability as shall be certified to the Board by the teacher's physician.

9. The Board agrees to continue benefit coverage for teachers on extended sick leave after accumulated sick days have been exhausted and beyond the period that the insurance company already provides. Coverage will continue for a minimum of six (6) months or to the end of the school year, whichever is greater. Repayment of these premiums will be made by the employee at a mutually agreeable rate upon the employee's return to active employment. In case of death of the employee, the Board will absorb the cost. Should the employee accept employment elsewhere, the employee will be responsible for reimbursement to the Board of Education.

ARTICLE XVIII TEMPORARY LEAVE OF ABSENCE

A. Illness

1. Each employee shall be allowed sick leave with full pay for eleven (11) days in any one (1) school year. All unused sick leave shall be accumulated to be used for additional sick leave as needed in subsequent years.
2. A doctor's certificate shall be required for any illness of three (3) or more successive days and may be required by the superintendent for any illness.

B. Extended Illness

In the event of extended illness, the Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment appears desirable.

C. Bereavement Leave

Notification of the need for bereavement leave must be given to the immediate supervisor or designee prior to the leave being taken. Employees will have up to five (5) days for immediate family bereavement, up to three (3) days for other relatives not defined by immediate family and one (1) day for any other death. Immediate family is interpreted to mean spouse, parents, grandparent, parents-in-law, sibling, child, grandchild, significant other or other relative residing in the employee's household.

D. Personal Business

1. Every year each employee may be granted three (3) days of leave for personal business, subject to written request three (3) days in advance, except in unusual situations, and approved by the superintendent of schools. Such leave may not be requested on the days immediately before or immediately after a holiday, school vacation, or teacher workshop days unless the leave is for religious observance or in the event of any unusual situation. The Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable. Documentary evidence of the reason for such absence immediately before or immediately after a

holiday or school vacation shall be submitted when requested by the superintendent of schools or the superintendent's designee.

2. "Personal business" is interpreted as religious holiday and other personal matters of such emergency nature as cannot be accomplished outside of school hours.
3. Leave without pay will be granted for religious observance if all available personal business leave time has been used.
4. On June 30 of each year, unused personal days will be converted to sick leave days commencing with the following school year. A separate accounting of these days will be maintained, and they will be accumulated. An employee must exhaust accumulated regular (eleven [11] days per year) sick leave before drawing upon converted personal days.

E. Special Cases

In the event of any unusual situation, the Board of Education, upon the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable.

F. Deductions

In the event an employee is absent beyond the leave granted above, deductions shall be made as follows:

1. Service personnel employed on a ten (10) month basis: For each day's absence, a deduction of 1/200th of the annual salary shall be made.
2. Service personnel employed on a twelve (12) month basis: For each day's absence, a deduction of 1/220th of the annual salary shall be made.

- G. Each employee may use up to five (5) days sick leave per year to care for an ill member of the employee's immediate family. "Immediate family" shall be defined as in Section C of this article.

ARTICLE XIX TEACHER EVALUATION

- A. All monitoring or observation of the work of the teacher shall be conducted openly and with full knowledge of the teacher. A teacher will be given a copy of any evaluation report prepared by her/his evaluators at least two (2) days prior to any conference to discuss such report.
- B. Before effecting any policy change in the present Board Policy #3221, Evaluation of Tenured and Non-Tenured Teaching Staff Members, the Board will provide an opportunity for the Association through the Evaluation Committee to submit its reaction to the present program. The Board will consider such reactions before putting any new teacher evaluation policy into effect which would revise present Board Policy #3222.

- C. Evaluation reports shall be presented to each teacher by her/his immediate superior.
- D. The Board of Education reserves the right to withhold increments.
- E. No peer coaching review shall be permitted under this article.

**ARTICLE XX
TRANSFERS**

- A. Every effort will be made to give notice of transfer or reassignment of an employee no later than June 1 whenever possible and practical, except in cases of emergency or other contingencies beyond the control of the Board.

**ARTICLE XXI
RELEASE OF NON-TENURED TEACHERS**

- A. The non-tenure period of a teacher is a probationary period in which a new teacher is evaluated in order to determine whether or not the employee should be retained on a permanent basis in the school system.
- B. The Board shall make available to all non-tenured teachers the criteria utilized for evaluating the teachers' performance.
- C. On or before May 15 of each year, the Board shall give to each non-tenured teacher continuously employed since the preceding September 30 either:
 - 1. A written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment, but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, or
 - 2. A written notice that such employment shall not be offered, or
 - 3. The teacher shall notify the Board, not later than June 1 after the receipt of the offer of a contract, of the teacher's acceptance or rejection of the offer.
- D. A non-tenured teacher who is notified of the Board's intention not to continue her/him in employment may, with fifteen (15) days of such notice, make a written request for a statement of reasons concerning such intention.
- E. The Board will present reasons for non-reemployment in writing, if the teacher so requests, within thirty (30) days of the teacher's request.
- F. The teacher may, in writing, request an appearance before the Board. Such request must be made within ten (10) calendar days after receipt of the Board's written statement of reasons and will be scheduled within thirty (30) calendar days from the receipt of the requested statement

of reasons. The Board shall issue its written determination within three (3) days of the teacher's appearance before the Board.

**ARTICLE XXII
TEACHER-ADMINISTRATION LIAISON**

- A. Individuals in the bargaining unit in each school will elect a liaison committee to serve for one (1) year to meet upon request with the school principal at least once a month during the school year to review and discuss local school problems and practices. Said committee will consist of not more than one (1) member for every ten (10) teachers or representation from each department in the school building, but shall in no event be less than three (3) members.
- B. The Association's representative shall meet with the superintendent and administrators and supervisors selected upon request once a month during the school year to review and discuss district problems and practices. An agenda for this meeting will be established ten (10) days in advance of the meeting date.

**ARTICLE XXIII
MISCELLANEOUS PROVISIONS**

- A. Any individual contract between the Board and an individual teacher 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.
- B. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by registered letter at the following addresses:
 - 1. If by the Association, to the Board at:
Roselle Park Board of Education
510 Chestnut Street, Roselle Park, New Jersey 07204
 - 2. If by the Board, to Association at the legal address of its president.

ARTICLE XXIV
PROFESSIONAL DEVELOPMENT/EDUCATIONAL IMPROVEMENT

A. Professional Development - Graduate Study

After one year of employment, teachers may receive in 2006-2007 up to \$305 per credit hour to a maximum of \$1,830, in 2007-2008 up to \$310 per credit hour to a maximum of \$1,860, and in 2008-2009 up to \$315 per credit hour to a maximum of \$1,890, for completion of courses directly related to their work in the Roselle Park schools and taken outside regular school hours and the school-day calendar. Tuition reimbursement shall be awarded according to the following principles:

1. Teachers will continue to improve their proficiency and keep abreast of changing technology and trends in education. The district will comply with the state mandated one hundred (100) hours of professional development and will follow the recommended state guidelines accordingly. The district will provide workshops during the in-school year toward meeting the one hundred (100) hour requirement. Required in-serve programs shall be conducted during the in-school teacher work day and work year.
2. Courses outside the teacher's field may be taken with approval of the superintendent for the purpose of earning new certification. Non traditional programs may be submitted to a committee for evaluation and approval. Teachers currently enrolled in the Mary Grove program will be grandfathered.
3. The teacher shall receive tuition reimbursement funds upon the submission of an official transcript certifying completion and receipt of credit for the approved course and proof of payment. A grade of B or better must be earned except for courses such as dissertation which may only be taken as pass/fail, when a grade of pass must be obtained.
4. No tuition reimbursement will be made to a teacher who has resigned, is planning to retire within the following year, or who will be on leave of absence for any reason.
5. Courses which may be required by the State Department of Education for recertification will not be eligible for reimbursement.
6. The maximum total expenditure for graduate study will be 2006-2007- \$80,000 per year; 2007-2008 - \$85,000 per year; 2008-2009- \$90,000 per year for the duration of this contract. At the end of each year, unexpended funds can be offered to first year teachers, upon renewal of their contract, on a first-come first-served basis, for any approved courses taken during the first year of their employment.
7. Payment will be made on a first-come-first-served basis in accordance with procedures established by the superintendent.

8. The balance of funds remaining at the end of one fiscal year shall be utilized for Educational Improvement Training.

9. At mid-year, after all requests for spring semester courses have been submitted and approved, the Board may utilize the remaining money allotted for in-service training.

B. Educational Improvement

Educational improvement requirements shall be based upon the state guidelines.

C. Non-Tenured Teacher Training

1. As a condition of employment, all non-tenured teachers shall be required to receive training in specific areas during the three years leading up to their tenure year.

2. While additional compensation will not be provided for attendance at the above training, reimbursements for tuition, workshop fees, travel, or other related expenses will be made by the board of education.

3. Any training required under this section shall be in addition to any training/workshop required pursuant to Article XVI.

4. Programs for each level, new, 2nd year, and 3rd year, shall address the needs specific to each group. The administration shall take input from the participating staff in establishing the meeting agendas and topics.

D. Professional Conferences, Seminars, and Workshops

Upon prior approval of the superintendent, consistent with board policy, the board shall reimburse teachers for the cost of attending conferences, seminars and workshops, including registration fees, travel by own automobile at the current IRS rate per mile plus tolls, or by public transportation, meals up to seventy-eight (\$78)dollars per day, and lodging up to two hundred and thirty four (\$234) dollars per day. All expenses must be supported by receipts submitted to the board. An employee who has been approved to attend a conference, seminar, or workshop, may request an advance from the board to cover up to seventy-five (75%) percent of anticipated expense.

E. New Staff Orientation

Since the orientation of new staff is an integral component of our in-service program, new staff members will be required to participate in New Staff Orientation meetings. These meetings will be held after school and will address topics important to help them adjust to the district. Administration will make every effort not to exceed six (6) meetings, however, if circumstances require, additional meetings may be called.

**ARTICLE XXV
READING RECOVERY**

- A. The Board and the Association recognize the educational advantages to both the Board and individual teachers for said individual teachers to be trained in "reading recovery."
- B. The Board and the Association recognize the prohibitive cost of tuition for individual teachers to be trained in "reading recovery."
- C. The Board has agreed to advance the cost of tuition for individual teachers who volunteer to be trained in "reading recovery" under the following conditions:
 - 1. If a teacher fails to complete the "reading recovery" program, without good cause, he or she shall be liable to the Board for any or all of the tuition paid by the Board for which the Board has not been reimbursed.
 - 2. Upon commencement of the program until completion of said training, the individual teacher shall be liable to the Board for the full cost of tuition paid by the Board on behalf of said teacher providing the teacher has failed to complete the program without good cause.
 - 3. Upon completion of the program, the individual teacher shall begin to "reimburse" the Board for the cost of tuition for the "reading recovery" program by remaining in the employ of the Board for a period of three (3) years. If a teacher decides to leave the employment of the Board within said three (3) year period, the employee shall be liable to the Board for the cost of tuition determined on a pro-rata monthly basis over the three (3) year period.
 - 4. The individual teacher taking advantage of this tuition advance shall execute an individual agreement confirming their understanding of their monetary obligation to the Board.
 - 5. Any disputes regarding interpretation or application of this article shall be subject to the grievance procedure (see article VIII).

**ARTICLE XXVI
POSTING OF VACANCIES**

- A. During the school year, the Board shall post a notice of all bargaining unit vacancies on the teacher bulletin board in each of the schools.
- B. Between the end of the school year and the beginning of the next school year, the Board shall send a notice of all bargaining unit vacancies to the Association's president and vice-presidents.

Note: Vacancies will be posted on the RP web site.

**ARTICLE XXVII
DUES DEDUCTION AND AGENCY SHOP**

- A. The Board agrees to deduct from the salaries of its employees subject to this Agreement dues for the Association. Such deductions shall be made in compliance with N.J.S.A. (R.S.) 52:14-15.9e, as amended, and in compliance with the Rules and Regulations of the New Jersey State Board of Education.
- B. Dues deduction shall commence for each employee who signs a properly dated authorization form supplied by the Association and verified by the Board Secretary in accordance with the regulations of the New Jersey Department of Education.
- C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish the Board official written notice thirty (30) days prior to the effective date of such change.
- D. Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Board Secretary. The filing of notice of withdrawal shall be effective to halt deductions in accordance with N.J.S.A. 52:14-15.9e, as amended.
- E. The Board agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Association, and transmit the fee to the majority representative.
- F. The deduction shall commence for each employee who elects not to become a member of the Association during the month following written notice from the Association of the amount of the fair share assessment.

**ARTICLE XXVIII
RETIREMENT**

- A. Teachers, upon retirement from the district with a minimum of fifteen (15) years of service to the district, and in compliance with TPAF requirements, will receive compensation for accumulated sick leave. The schedule for compensation for the duration of this contract will be the same as the minimum per diem rate for a New Jersey certified substitute times the number of unused sick days, not to exceed \$22,000. Converted personal days shall not be considered sick days for the purposes of reimbursement and shall not accrue toward retirement compensation. Employees hired before July 1, 2003, who have converted personal days eligible for retirement compensation, may be paid for any days accumulated as of June 30, 2003, at their time of retirement.
- B. The employee agrees to give notification of retirement by January 1 of the year of retirement. Exceptions for this notice will be made on a case-by-case basis at the discretion of the superintendent.

SECRETARIES' PROVISIONS

ARTICLE XXIX GRIEVANCE PROCEDURE

A. Definition

The term "grievance" as used herein means a claim by an individual employee or the Association on behalf of an individual employee or group of employees from the interpretation, application, or violation of policies, agreements, and administrative decisions affecting them.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to alleged violations of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any secretary having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

Except as is otherwise provided by law, any secretary shall have the right to process a grievance affecting her/him through administrative channels.

A secretary shall have the right to present her/his own appeal or designate a representative of the Association to appear with her/him at any step of the appeal.

1. Any employee who has a grievance shall within thirty (30) calendar days of its occurrence discuss it first with her/his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, the employee shall set forth her/his grievance in writing to the principal.
 - a. The principal shall communicate her/his decision to the employee in writing within five (5) school days of receipt of the written grievance.
3. If the employee wishes to pursue the matter within five(5) days from notification of the principal, the employee shall submit her/his grievance to the superintendent of schools in writing specifying:
 - a. the nature of the grievance;
 - b. the results of previous discussions;
 - c. the basis of her/his dissatisfaction with the determination.

4. A copy of the writing called for in Paragraph 3 above is submitted to the school principal and to the immediate superior of the aggrieved employee.
5. Within ten (10) days from the receipt of the written grievance, the superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
6. Within ten (10) school days of the said hearing, the superintendent shall, in writing, advise the employee and her/his representative, if there be one, of this determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.
7. In the event of the failure of the superintendent to act in accordance with the provisions of Paragraphs 5 and 6, or in the event a determination by him in accordance with the provisions thereof is deemed unsatisfactory by either party, the dissatisfied party, within ten (10) school days of the determination by him, may appeal to the Board.
8. Where an appeal is taken to the Board there shall be submitted by the appellant the following: the writing set forth in Paragraph 3 and 6, and a further statement in writing setting forth the appellant's dissatisfaction with the superintendent's action. A copy of said statement will be submitted to the superintendent and other adverse party.
9. The Board will conduct a meeting on the grievance within thirty (30) calendar days after receipt of the appeal from the grievant and will render its decision within fifteen (15) calendar days after such a meeting on the grievance. The grievant may have a representative with her/him at the meeting on the grievance and such conference shall be limited to a review of the data and other materials and arguments made at the preceding steps of the Grievance Procedure. The grievant and/or her/his representative may make a statement to the Board. However, no witnesses or new materials or testimony may be introduced at the conference.
10. Grievances that relate to contractual clauses covering terms and conditions of employment, which are not resolved to the satisfaction of the employee or the Association after review by the Board, may, at the discretion of the employee or the Association, be submitted to binding arbitration; except that disputes concerning terms and conditions of employment which are specifically delegated to an administrative agency or court by statute, court decision, or state or federal regulations may not be submitted beyond the Board level. All other grievances, which are not related to the contract, will terminate at the Board level of the procedure.
11. The aggrieved employee has ten (10) working days after the Board's decision in which to request arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission. Failure to file within said time shall constitute a bar to such arbitration, unless the aggrieved employee and the Board shall mutually agree upon a longer period of time which to assert such a demand.

12. In the event the aggrieved employee elects thereafter to pursue a review by the County Superintendent, Commission of Education, or other agency as provided by State Statute, the arbitration hearing shall be canceled and the matter withdrawn. The Association shall pay whatever cost may have been incurred in processing the arbitration case. In pursuing a case to arbitration, the aggrieved employee and the Association waive any other legal remedy which they may have.
13. The arbitrator's decision shall be in writing and shall set forth her/his reasons and conclusions on the issue or issues submitted. The arbitrator's decision shall be submitted to the Board and the Association and shall be final and binding upon the parties.
14.
 - a. The parties direct the arbitrator to decide, as a preliminary question, whether the employee has jurisdiction, under the provisions of Article VIII, to hear and decide the matter in dispute.
 - b. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and laws of the State of New Jersey, and be restricted to the application of the facts presented to her/him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this Agreement or any amendment or supplement thereto.
15. In the event of arbitration, the cost of the arbitrator's services shall be shared equally by the Board and the aggrieved employee, or if represented by the Association, by the Board and the Association. All other expenses incurred in connection with the arbitration shall be paid by the party incurring same.
16. Since it is important the grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. The time limit specified may, however, be extended by mutual consent.
17. In the event the grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, it shall be processed at least through steps #1 and #2. Further processing shall be suspended the last day of school year and commenced on the first day of the following school year.
18. Pending determination of a grievance or in any dispute between secretaries and the board, the grievant and all secretaries shall continue to perform their duties under the direction of the superintendent until the grievance is settled and decided.

ARTICLE XXX
BOARD RIGHTS AND RESPONSIBILITIES

- A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement or which may hereafter be conferred upon it and vested in it by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:
1. The management and administrative control of the operation of the School District and its properties and facilities and activities of its employees;
 2. To hire all employees and to determine their qualifications and condition for continued employment;
 3. To suspend, demote, discharge or take other disciplinary action for good and just cause;
 4. To determine the methods, means and personnel by which the District operations are conducted;
 5. To determine the content of job qualifications and duties;
 6. To take all necessary actions to carry out its responsibilities in the conduct of regular business.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the express terms of this Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and laws of the State of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under R.S. 18A, School Laws of New Jersey, or any other national, state, county, district, or local laws or regulations.

ARTICLE XXXI
HEALTH INSURANCE

- A. The Board shall continue to make available to each secretary, individual and family coverage under the Horizon Blue Cross/Blue Shield, including Rider "J."
- B. The Board shall pay the full premium for each secretary and family plan insurance coverage provided under the Horizon Blue Cross/Blue Shield and Rider "J." Any rate increases that occur during the lifetime of the contract shall be borne by the Board.
- C. Dental Plan
1. Effective January 1, 2007, all secretaries who are eligible to receive health benefits shall contribute \$100 per year towards dental insurance prorated for the period of January 1, 2007 to June 30, 2007. Effective July 1, 2007, all secretaries shall contribute \$100 per year towards dental coverage.
 2. Either party, prior to January 1st of each year, may request a change in the present dental insurance coverage. The party requesting the change must submit to the other

party all the necessary facts and figures to determine the costs and benefits of the newly proposed dental insurance coverage plan. The parties may mutually agree to change the dental insurance coverage plan or benefits. If the parties cannot agree on the proposed dental insurance coverage plan the present dental insurance coverage plan shall remain in effect.

- D. If available, the Board shall provide each secretary with a written description of the insurance coverage at the beginning of each school year.
- E. The Board shall have the right to change insurance carriers so long as there is no diminution of benefits. Prior to implementing any such change, the Board agrees to notify the Association of said proposed change. The Association shall be permitted to make suggestions regarding said proposed change.
- F. The Board shall implement a Section 125 Plan.
- G. Health Benefit Waiver
 - 1. Employees who waive health benefits shall receive each year the greater of \$3,500 or 25% of the annual premium of the eligible health benefit program waived. The waiver amount in the first year shall be prorated in accordance with the amount of the premium and time of implementation of the waiver.
 - 2. Employees who waive health benefits and receive either \$3,500 or 25% of the premium waived and who incur one of the life events as described by the New Jersey Department of Banking and Insurance (Birth, Death, Marriage, Divorce or loss of coverage by a spouse) shall be entitled to immediate re-enrollment in health insurance.

ARTICLE XXXII TEMPORARY LEAVES OF ABSENCE

- A. Illness
 - 1. Each twelve (12) month employee shall be allowed sick leave with full pay for twelve (12) days in any one (1) school year. Each ten (10) month employee shall be allowed sick leave with full pay for eleven (11) days in any one (1) school year. All unused sick leave shall be accumulated to be used for additional sick leave as needed in subsequent years.
 - 2. A doctor's certificate shall be required for any illness of three (3) or more successive days for which accumulated leave is used, and may be required by the superintendent for any illness.
- B. Extended Illness

In the event of extended illness, the Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment appears desirable.
- C. Bereavement Leave

Notification of the need for bereavement leave must be given to the immediate supervisor or designee prior to the leave being taken. Employees will have up to five (5) days for immediate

family bereavement, up to three (3) days for other relatives not defined by immediate family and one (1) day for any other death. Immediate family is interpreted to mean spouse, parents, grandparent, parents-in-law, sibling, child, grandchild, significant other or other relative residing in the employee's household.

D. Personal Business

1. Every year, each employee may be granted three (3) days of leave for personal business, subject to written request three (3) days in advance, except in unusual situations, and approved by the superintendent of schools. Such leave may not be requested on the days immediately before or immediately after a holiday, school vacation, or teacher workshop unless the leave is for religious observance, or in the event of any unusual situation.

The Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable. Documentary evidence of the reason for such absence immediately before or immediately after a holiday or school vacation shall be submitted when requested by the superintendent of schools or the superintendent's designee.

2. "Personal business" is interpreted as religious holiday and other personal matters of such emergency nature as cannot be accomplished outside of school hours.
3. Leave without pay will be granted for religious observance if all available personal business leave time has been used.
4. On June 30 of each year, unused personal days will be converted to sick leave days commencing with the following school year. A separate accounting of these days will be maintained and they will be accumulated. An employee must exhaust accumulated regular sick leave days before drawing upon converted personal days.

E. Special Cases

In the event of any unusual situation, the Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable.

F. Deductions

In the event an employee is absent beyond the leave granted above, deductions shall be made as follows:

1. Service personnel employed on a ten (10) month basis: For each day's absence, a deduction of 1/200th of the annual salary shall be made.
2. Service personnel employed on a twelve (12) month basis: For each day's absence, a deduction of 1/220th of the annual salary shall be made.

**ARTICLE XXXIII
WORK YEAR/WORK SCHEDULE**

- A. A work year for a 10 month secretary shall be from September 1, to June 30.
- B. A work year for a 12 month secretary shall be from July 1, to June 30.

- C. A normal work week for secretaries shall consist of five (5) working days, namely Monday through Friday.
- D. The normal work week will be thirty-five (35) hours with a one (1) hour lunch. During the summer months of July and August secretaries will have the option of taking a one-half (½) hour lunch and leaving one-half (½) hour early. Secretaries will be required to work on legal holidays when school is in session, or when staff workshops are held during the school year. In any other situation when called in on a legal holiday, they will receive an equal amount of time off or compensation at a rate of one and one-half (1½) times their hourly rate.
- E. The hourly rate will be computed by dividing their base salary by 1/200th for 10 month secretaries and 1/220th for 12 month secretaries.
- F. Starting time for all secretaries will be determined by his/her immediate supervisor.
- G. In an office where there is more than one (1) twelve (12) month employee, time off shall be allotted according to the mutual needs of the school district and the employee.
- H. Vacations
 - 1. Twelve-Month Entitlement
 - a. Vacation entitlement shall be determined by a common anniversary date of July 1.
 - b. Entitlement for their first year of employment shall be pro-rated based on the number of full months worked prior to July 1. New secretaries shall accrue one day of vacation for each full month worked prior to July 1, not to exceed ten (10) days by the first July 1 anniversary date.
 - c. Secretaries reaching their fifth (5) anniversary date (July 1) shall be eligible for fifteen (15) days vacation.
 - d. Secretaries reaching their eleventh (11) anniversary date (July 1) shall be eligible for sixteen (16) days vacation. For each successive anniversary date from the 11th to the 14th, the secretary shall be entitled to one additional day's vacation for each year worked, so that on the 15th anniversary date of July 1, the secretary shall be entitled to a maximum of twenty (20) days vacation.
 - e. Secretaries reaching their 20th anniversary date (July 1) shall be eligible for 25 days vacation.
 - f. Vacation entitlement shall be based upon total service in Roselle Park.
 - g. All employees hired prior to January 1, 1994, shall be grandfathered as to the above provision.
 - h. Vacations may not be taken more than 2 weeks at a time without prior approval of the immediate supervisor.
 - 2. Other Provisions
 - a. Twelve-month secretaries shall typically schedule vacations during the months of July and August, with the exception of the week prior to school opening unless previously approved by the superintendent. However, secretaries and their supervisors may, by mutual agreement, arrange for vacations at times other than July and August. Final approval for such arrangement must come from the superintendent.

- b. If, due to extraordinary circumstances, some portion of a secretary's vacation entitlement is not taken within the school year, the secretary may request, in writing, permission from the superintendent to take the unused vacation entitlement by January 1 of the next school year. All unused vacation must be taken by January 1.

**ARTICLE -XXXIV
EVALUATION**

- A. All non-tenured employees shall be evaluated by the supervisory personnel at least twice a year. The evaluation shall be reviewed with each employee and a copy placed in the employee's file with the superintendent. The first evaluation shall be completed by December 1.
- B. Tenured employees shall be evaluated at least once a year as above.
- C. The Board of Education reserves the right to withhold increases or portions of increases of salary to be provided. Meritorious services may be recognized by partial or total additional salary increases in any one year.

**ARTICLE - XXXV
RETIREMENT**

- A. Secretaries, upon retirement from the district with a minimum of fifteen (15) years of service to the district, and in compliance with PERS requirements, will receive compensation for accumulated regular sick leave. The schedule for compensation for the duration of this contract will be:

\$30 per day -- \$5,500 maximum allowed

Converted personal days shall not be considered sick days for the purposes of reimbursement and shall not accrue toward retirement compensation. Employees hired before July 1, 2003, who have converted personal days eligible for retirement compensation, may be paid for any days accumulated as of June 30, 2003, at their time of retirement.

- B. The employee agrees to give notification of retirement by January 1st of the year of retirement. Exceptions will be made on a case-by-case basis at the discretion of the superintendent.

ARTICLE - XXXVI
PROFESSIONAL DEVELOPMENT

- A. Secretaries may apply for tuition reimbursement for courses under the following circumstances:
1. The courses are subject to advance approval by the superintendent.
 2. The courses must be directly connected to the secretary's present assignment.
 3. The secretary must furnish proof to the superintendent of satisfactory completion of the course(s) and the proof of payment to qualify for reimbursement.
 4. The maximum amount for which a secretary may be reimbursed in each of the three years of this Agreement shall be \$550.00.

LIBRARY CLERKS' PROVISIONS

ARTICLE - XXXVII

- A. 1. The following Articles in the secretaries' provisions shall also apply to library clerks: Articles XXIX, XXXII, XXXIII and XXXIV
- 2. Full-time library clerks shall receive health benefits according to Article XXXI of the secretaries' provisions.

B. The work year for library clerks shall be the same as that of the teaching staff.

C. Library clerks will be paid on a salary basis as follows:

	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>
Elementary	\$16,395	\$17,379	\$18,422 based on a 6 hour workday.
Middle and High	\$19,110	\$20,257	\$21,472 based on a 7 hour workday.

D. Library clerks may apply for tuition reimbursement for courses under the following circumstances for each year of the Agreement:

- 1. The courses are subject to advance approval by the superintendent.
- 2. The courses must be directly connected to the library clerk's present assignment.
- 3. The library clerk must furnish proof to the superintendent of satisfactory completion of the course(s) and proof of payment to qualify for reimbursement.
- 4. The maximum amount for which a library clerk may be reimbursed in each of the three years of this Agreement shall be \$550.00.

E. Library Clerks, upon retirement from the district with a minimum of fifteen (15) years of service to the district, and in compliance with PERS requirements, will receive compensation for accumulated regular sick leave. The schedule for compensation for the duration of this contract will be:

\$30 per day -- \$5,500 maximum allowed

Converted personal days shall not be considered sick days for the purposes of reimbursement and shall not accrue toward retirement compensation. Employees hired before July 1, 2003, who have converted personal days eligible for retirement compensation, may be paid for any days accumulated as of June 30, 2003, at their time of retirement.

F. Effective January 1, 2007, all Library Clerks who are eligible to receive health benefits shall contribute \$100 per year towards dental insurance prorated for the period of January 1, 2007 to June 30, 2007. Effective July 1, 2007, all Library Clerks shall contribute \$100 per year towards dental coverage.

G. Library Clerks working 25 hours per week shall be entitled to insurance under Article XXXI.

AIDES' PROVISIONS

ARTICLE - XXXVIII

- A. 1. The following Articles in the secretaries' provisions shall also apply to aides: Articles XXIX (Grievance Procedure) and XXXII (Temporary Leaves of Absence).
- 2. Aides working 25 hours per week shall be entitled to insurance under Article XXXI.
- 3. The Association agrees that any Aide who has waived insurance coverage for the additional \$2 per hour salary as of June 30, 2006 may continue this practice. It shall not be available to any other employee.
- 4. The Board agrees to establish a Section 125 IRS Plan document for the waiver of benefits in effect.

B. The work year for aides shall be 183 days. All aides working more than four (4) hours per day shall be entitled to a minimum thirty (30) minute unpaid duty free lunch held during the normal lunch hours.

C. Aides shall be paid in twenty (20) equal installments during the work year. Each installment shall be calculated as follows: (Hourly Rate x Hours per day x 183 days ÷ 20 = Installment.)

If an Aide leaves the District prior to the end of his/her work year and if the salary payments under the above formula result in an under-payment or over-payment of his/her salary compared to the actual hours worked prior to leaving, then an adjustment shall be made to his/her final paycheck.

Aides who are required to do language translation shall receive the same stipend as Article X, L.4.

D. Aides employed as substitutes shall be paid \$15 per day or \$3 per hour in addition to their regular salary.

E. Aides who receive an additional \$2 per hour for waiving health benefits at the time of the ratification of the agreement shall be eligible to enroll in the health benefits program upon the occurrence of one of the life events as described by the New Jersey Department of Banking and Insurance (Birth, Death, Marriage, Divorce or loss of coverage by a spouse. Should the aide choose to waive insurance after enrollment due to a change in life circumstances, the aide shall only be entitled to receive \$2 per hour as received prior to enrolling in the health benefits.

F. Effective January 1, 2007, all Aides who are eligible to receive health benefits shall contribute \$100 per year towards dental insurance prorated for the period of January 1, 2007 to June 30, 2007. Effective July 1, 2007, all Aides Clerks shall contribute \$100 per year towards dental coverage.

**SCHEDULE A -1
TEACHERS SALARY GUIDES**

2006-2007				2007-2008				2008-2009			
Step	BA	MA	MA+30	Step	BA	MA	MA+30	Step	BA	MA	MA+30
2	41511	45010	49509								
3	41659	45486	49787	3	44330	47829	52328				
4	42081	45908	50209	4	44478	48305	52606	4	46738	50425	55168
5	42706	46708	51202	5	44900	48727	53028	5	46894	50928	55461
6	43690	47854	52399	6	45525	49527	54021	6	47336	51371	55907
7	44708	49047	53642	7	46509	50673	55218	7	47994	52215	56955
8	45767	50286	54933	8	47527	51866	56461	8	49033	53424	58216
9	46869	51575	56277	9	48586	53105	57752	9	50107	54681	59525
10	47989	52887	57642	10	49688	54394	59096	10	51223	55988	60887
11	49043	54437	59065	11	50808	55706	60461	11	52386	57347	62304
12	50479	56750	60581	12	51862	57256	61884	12	53566	58730	63743
13	51991	59068	62645	13	53298	59569	63400	13	54677	60364	65244
14	53570	61446	64735	14	54810	61887	65464	14	56190	62803	66843
15	55159	63760	66530	15	56389	64265	67554	15	57785	65247	69017
16	56461	65833	68389	16	57978	66579	69349	16	59450	67753	71220
MAXIMUM LEVELS				MAXIMUM LEVELS				MAXIMUM LEVELS			
				P	58692	68064	70620	Q	60029	68934	71803
O	57948	67591	69893	O	60179	69822	72124	P	60963	70667	73312
N	58711	67906	70453	N	60942	70137	72684	O	62296	72280	74663
M	59088	68896	71266	M	61319	71127	73497	N	63085	72605	75244
L	60299	70206	72275	L	62530	72437	74506	M	63476	73631	76085
K	61483	71739	74113	K	63714	73970	76344	L	64613	74852	76991
J	62776	73498	77118	J	65007	75729	79349	K	65837	76437	78891
I	64206	75489	79623	I	66437	77720	81854	J	67174	78254	81997
H	65637	77484	82042	H	67868	79715	84273	I	68651	80313	84585
G	67310	78932	85643	G	69541	81163	87874	H	70131	82376	87086
F	69959	81562	88111	F	72190	83793	90342	G	71860	83871	90807
E	73888	84336	92164	E	76119	86567	94395	F	74597	86589	93358
D	77724	87287	97126	D	79955	89518	99357	E	78658	89456	97546
C	81557	90237	97595	C	83788	92468	99826	D	82622	92506	102675
								C	86584	95556	103159

**SCHEDULE A-2
SECRETARIES SALARY GUIDES**

	2006-2007			2007-2008			2008-2009		
Step	10 month	P/T 10 month	12 month	10 month	P/T 10 month	12 month	10 month	P/T 10 month	12 month
1	35807	17642	39355	36956	18275	40667	38158	18937	42040
2	36305	17821	39853	37454	18454	41165	38656	19116	42538
3	36826	18008	40374	37975	18641	41686	39177	19303	43059
4	37483	18327	40923	38520	18836	42231	39722	19498	43604
5	38019	18583	41511	39207	19170	42805	40292	19702	44174
6	38577	18847	42119	39768	19438	43421	41011	20052	44774
7	39139	19114	42735	40352	19714	44056	41597	20332	45418
8	39712	19387	43362	40939	19993	44701	42208	20621	46083
9	40294	19664	44000	41539	20279	45357	42822	20913	46757
G	-----	-----	-----	-----	-----	-----	43450	21212	47443
F	-----	-----	-----	42148	20569	46024	44087	21515	48141
E	40884	19944	44641	42765	20861	46694	44732	21821	48842
D	41206	20148	44985	43101	21075	47054	45084	22044	49218
C	41350	20084	45169	43252	21008	47247	45242	21974	49420
B	42924	20808	46891	44899	21765	49048	46964	22766	51304
A	44633	-----	48027	46686	-----	50236	48834	-----	52547

**SCHEDULE B - 2006-2007
COACHES SALARY GUIDE**

			STEPS						
			1	2	3	4	5	6	7
FOOTBALL	Head		6573	6847	7132	7428	7738	7971	8210
	Asst (5)		4234	4409	4593	4907	5537	5703	5873
			0	0	0	0	0	0	0
CROSS COUNTRY	Head		3507	3652	3805	3963	4083	4206	4331
			0	0	0	0	0	0	0
FIELD HOCKEY	Head		5010	5219	5436	5663	5833	6008	6188
	Asst		3507	3652	3805	3963	4083	4206	4331
			0	0	0	0	0	0	0
SOCCER	Head		5010	5219	5436	5663	5833	6008	6188
	Asst		3507	3652	3805	3963	4083	4206	4331
Middle School Boys/Girls			3090	3218	3353	3492	3596	3705	3815
			0	0	0	0	0	0	0
BASKETBALL, GIRLS	Head		6179	6438	6704	6984	7193	7410	7632
	Asst		4175	4349	4530	4718	4859	5006	5155
	Middle Sch		3368	3508	3655	3807	3921	4039	4159
			0	0	0	0	0	0	0
BASKETBALL, BOYS	Head	6179	6179	6438	6704	6984	7193	7410	7632
	Asst		4175	4349	4530	4718	4859	5006	5155
	Middle Sch		3368	3508	3655	3807	3921	4039	4159
			0	0	0	0	0	0	0
WRESTLING	Head		6179	6438	6704	6984	7193	7410	7632
	Asst		4175	4349	4530	4718	4859	5006	5155
	Middle - Head		3368	3508	3655	3807	3921	4039	4159
	Asst		2561	2667	2778	2894	2981	3071	3162
			0	0	0	0	0	0	0
WINTER TRACK	Head		4397	4580	4771	4969	5119	5272	5430
			0	0	0	0	0	0	0
BASEBALL	Head		5010	5219	5436	5663	5833	6008	6188
	Asst		3507	3652	3805	3963	4083	4206	4331
			0	0	0	0	0	0	0
SOFTBALL	Head		5010	5219	5436	5663	5833	6008	6188
	Asst		3507	3652	3805	3963	4083	4206	4331
	Middle Sch- Head		3090	3218	3353	3492	3596	3705	3815
			0	0	0	0	0	0	0
TRACK	Head		5010	5219	5436	5663	5833	6008	6188
	Asst		3507	3652	3805	3963	4083	4206	4331
	Middle Sch- Head		3090	3218	3353	3492	3596	3705	3815
	Asst		2337	2436	2536	2643	2721	2803	2888
			0	0	0	0	0	0	0
GOLF	Head		2728	2840	2960	3083	3175	3270	3368
BOWLING	Head		2728	2840	2960	3083	3175	3270	3368
			0	0	0	0	0	0	0
TENNIS	GIRLS - Head		3729	3885	4046	4215	4341	4471	4607
	asst		2337	2436	2536	2643	2721	2803	2888
	BOYS - head		3729	3885	4046	4215	4341	4471	4607
			0	0	0	0	0	0	0
TRAINER (boys/girls)	Fall	6573	6573	6847	7132	7429	7739	7972	8210
	Winter	6179	6179	6438	6704	6984	7194	7410	7632
	Spring	3729	3729	3885	4047	4215	4341	4471	4607
	Trainers schedule, see Article X								
WEIGHT LIFTING			2673	2783	2900	3021	3112	3204	3300

TWO YEARS PER STEP

**SCHEDULE B - 2007-2008
COACHES SALARY GUIDE**

		STEPS						
		1	2	3	4	5	6	7
FOOTBALL	Head	6836	7121	7418	7726	8048	8290	8538
	Asst (5)	4403	4585	4776	5104	5758	5931	6107
		0	0	0	0	0	0	0
CROSS COUNTRY Head		3647	3798	3958	4122	4246	4374	4504
		0	0	0	0	0	0	0
FIELD HOCKEY	Head	5211	5427	5654	5890	6066	6249	6436
	Asst	3647	3798	3958	4122	4246	4374	4504
		0	0	0	0	0	0	0
SOCCER	Head	5211	5427	5654	5890	6066	6249	6436
	Asst	3647	3798	3958	4122	4246	4374	4504
Middle School Boys/Girls		3213	3347	3487	3632	3740	3853	3967
		0	0	0	0	0	0	0
BASKETBALL, GIRLS	Head	6426	6695	6972	7263	7481	7706	7937
	Asst	4342	4523	4711	4907	5054	5206	5362
	Middle Sch	3503	3649	3801	3959	4078	4201	4325
		0	0	0	0	0	0	0
BASKETBALL, BOYS	Head	6426	6695	6972	7263	7481	7706	7937
	Asst	4342	4523	4711	4907	5054	5206	5362
	Middle Sch	3503	3649	3801	3959	4078	4201	4325
		0	0	0	0	0	0	0
WRESTLING	Head	6426	6695	6972	7263	7481	7706	7937
	Asst	4342	4523	4711	4907	5054	5206	5362
	Middle - Head	3503	3649	3801	3959	4078	4201	4325
	Asst	2663	2774	2889	3010	3100	3194	3289
		0	0	0	0	0	0	0
WINTER TRACK Head		4573	4763	4961	5168	5324	5483	5648
		0	0	0	0	0	0	0
BASEBALL	Head	5211	5427	5654	5890	6066	6249	6436
	Asst	3647	3798	3958	4122	4246	4374	4504
		0	0	0	0	0	0	0
SOFTBALL	Head	5211	5427	5654	5890	6066	6249	6436
	Asst	3647	3798	3958	4122	4246	4374	4504
	Middle Sch- Head	3213	3347	3487	3632	3740	3853	3967
		0	0	0	0	0	0	0
TRACK	Head	5211	5427	5654	5890	6066	6249	6436
	Asst	3647	3798	3958	4122	4246	4374	4504
	Middle Sch- Head	3213	3347	3487	3632	3740	3853	3967
	Asst	2431	2533	2638	2748	2830	2915	3004
		0	0	0	0	0	0	0
GOLF	Head	2837	2954	3078	3206	3302	3400	3503
		0	0	0	0	0	0	0
BOWLING	Head	2837	2954	3078	3206	3302	3400	3503
		0	0	0	0	0	0	0
TENNIS	GIRLS - Head	3879	4040	4208	4383	4515	4650	4791
	asst	2431	2533	2638	2748	2830	2915	3004
	BOYS - head	3879	4040	4208	4383	4515	4650	4791
		0	0	0	0	0	0	0
TRAINER (boys/girls)	Fall	6836	7121	7418	7726	8048	8290	8538
	Winter	6426	6695	6972	7263	7481	7706	7937
	Spring	3879	4041	4209	4384	4515	4650	4791
Trainers schedule, see Article X								
WEIGHT LIFTING		2780	2894	3016	3141	3236	3332	3432

TWO YEARS PER STEP

**SCHEDULE B - 2008-2009
COACHES SALARY GUIDE**

		STEPS								
		1	2	3	4	5	6	7	8	9
FOOTBALL	Head	7110	7406	7714	8035	8370	8622	8880		
	Asst (5)	4579	4769	4968	5308	5989	6168	6352		
		0	0	0	0	0	0	0		
CROSS COUNTRY Head		3793	3950	4116	4287	4416	4549	4684		
		0	0	0	0	0	0	0		
FIELD HOCKEY	Head	5419	5644	5880	6125	6309	6499	6693		
	Asst	3793	3950	4116	4287	4416	4549	4684		
		0	0	0	0	0	0	0		
SOCCER	Head	5419	5644	5880	6125	6309	6499	6693		
	Asst	3793	3950	4116	4287	4416	4549	4684		
Middle School Boys/Girls		3342	3481	3626	3777	3890	4007	4126		
		0	0	0	0	0	0	0		
BASKETBALL, GIRLS	Head	6683	6963	7251	7554	7780	8014	8255		
	Asst	4516	4704	4899	5103	5256	5414	5576		
	Middle Sch	3643	3795	3953	4117	4241	4369	4498		
		0	0	0	0	0	0	0		
BASKETBALL, BOYS	Head	6683	6963	7251	7554	7780	8014	8255		
	Asst	4516	4704	4899	5103	5256	5414	5576		
	Middle Sch	3643	3795	3953	4117	4241	4369	4498		
		0	0	0	0	0	0	0		
WRESTLING	Head	6683	6963	7251	7554	7780	8014	8255		
	Asst	4516	4704	4899	5103	5256	5414	5576		
	Middle - Head	3643	3795	3953	4117	4241	4369	4498		
	Asst	2770	2885	3005	3130	3224	3321	3420		
		0	0	0	0	0	0	0		
WINTER TRACK Head		4756	4954	5160	5375	5537	5703	5873		
		0	0	0	0	0	0	0		
BASEBALL	Head	5419	5644	5880	6125	6309	6499	6693		
	Asst	3793	3950	4116	4287	4416	4549	4684		
		0	0	0	0	0	0	0		
SOFTBALL	Head	5419	5644	5880	6125	6309	6499	6693		
	Asst	3793	3950	4116	4287	4416	4549	4684		
	Middle Sch- Head	3342	3481	3626	3777	3890	4007	4126		
		0	0	0	0	0	0	0		
TRACK	Head	5419	5644	5880	6125	6309	6499	6693		
	Asst	3793	3950	4116	4287	4416	4549	4684		
	Middle Sch- Head	3342	3481	3626	3777	3890	4007	4126		
	Asst	2528	2634	2743	2858	2943	3032	3124		
		0	0	0	0	0	0	0		
GOLF	Head	2951	3072	3201	3334	3434	3536	3643		
		0	0	0	0	0	0	0		
BOWLING	Head	2951	3072	3201	3334	3434	3536	3643		
		0	0	0	0	0	0	0		
TENNIS	GIRLS - Head	4034	4202	4377	4559	4695	4836	4983		
	asst	2528	2634	2743	2858	2943	3032	3124		
	BOYS - head	4034	4202	4377	4559	4695	4836	4983		
		0	0	0	0	0	0	0		
TRAINER (boys/girls)	Fall	7109	7406	7714	8035	8370	8622	8880		
	Winter	6683	6963	7251	7553	7781	8015	8254		
	Spring	4034	4202	4377	4559	4695	4836	4983		
Trainers schedule, see Article X										
WEIGHT LIFTING		2891	3010	3137	3267	3366	3466	3569		

TWO YEARS PER STEP

**SCHEDULE C - 2006-2009
STIPENDS**

HIGH SCHOOL		2006-07		2007-08		2008-09	
		A	B	A	B	A	B
Forensic		1,659	1,745	1,725	1,815	1,794	1,888
Newspaper		2,302	2,420	2,394	2,517	2,490	2,618
Student Council		2,667	2,804	2,774	2,916	2,885	3,033
Yearbook		4,620	4,858	4,804	5,053	4,997	5,255
Cheerleader Head		4,710	4,952	4,898	5,150	5,094	5,356
	Asst	3,934	4,138	4,092	4,303	4,255	4,475
Musical:	Director	3,769	3,965	3,920	4,123	4,077	4,288
	Set Director	3,564	3,748	3,707	3,898	3,855	4,054
	Vocal Director	3,408	3,582	3,544	3,725	3,686	3,874
	Music director	3,408	3,582	3,544	3,725	3,686	3,874
Drama:	Director	3,222	3,388	3,351	3,523	3,485	3,664
	Set Director	3,208	3,373	3,336	3,508	3,469	3,648
Senior Class Advisor		1,624	1,709	1,689	1,777	1,756	1,849
Junior Class Advisor		1,624	1,709	1,689	1,777	1,756	1,849
Band		6,190	6,508	6,437	6,768	6,695	7,039
Baton/Flag Twirler		4,476	4,706	4,655	4,894	4,841	5,090
Band Front Coordinator		4,765	5,009	4,955	5,210	5,154	5,418
Winter Guard Advisor		4,620	4,858	4,804	5,053	4,997	5,255
Stage Band		1,508	1,586	1,568	1,650	1,631	1,716
AVA		2,112	2,220	2,196	2,309	2,284	2,402
Intramurals	High School	821	866	854	900	888	936
Honor Society		1,474	1,550	1,533	1,612	1,594	1,677
Peer Leadership Coordinator		2,508	2,638	2,608	2,743	2,713	2,853
	Asst	1,357	1,427	1,411	1,484	1,468	1,544
Activities Chaperones		354	372	369	387	383	402
Approved Club Advisors		1,219	1,282	1,268	1,333	1,318	1,387
Stage Manager High School		2,370	2,494	2,465	2,594	2,563	2,698
Newspaper Printing		2,016	2,119	2,096	2,203	2,180	2,291
RPTV Tech.Mgr/CATV-34 Coord.		8,608	9,051	8,952	9,413	9,310	9,790
MIDDLE SCHOOL							
Newspaper		1,714	1,802	1,782	1,874	1,854	1,949
Student Council		1,364	1,434	1,419	1,492	1,475	1,551
Cheering		1,726	1,816	1,795	1,888	1,866	1,964
AVA		2,021	2,126	2,102	2,211	2,186	2,299
Intramurals 6&7		973	1,022	1,012	1,063	1,053	1,106
	8th grade	898	943	934	981	972	1,020
Approved Club Advisors		1,219	1,282	1,268	1,333	1,318	1,387

A = NEW TO DISTRICT

SCHEDULE D			
AIDES HOURLY SALARY GUIDE			
	2006-2007	2007-2008	2008-2009
Administrative Aides	9.54	10.11	10.72
	10.07	10.67	11.31
	10.60	11.24	11.91
	11.13	11.80	12.51
	11.66	12.36	13.10
	12.19	12.92	13.70
Paraprofessionals	10.60	11.24	11.91
	11.13	11.80	12.51
	11.66	12.36	13.10
	12.19	12.92	13.70
	12.72	13.48	14.29
	13.25	14.05	14.89
Teacher Assistants	21.20	22.47	23.82
	22.26	23.60	25.01
	23.32	24.72	26.20
	24.38	25.84	27.39
Nurse's Aide	14.84	15.73	16.67
Enterprise Clerk	19.08	20.22	21.44

Yearly Salary Guide	2006-2007	2007-2008	2008-2009
Computer Aide	23,362	24,764	26,250

SCHEDULE E			
LIBRARY CLERKS SALARY GUIDE			
	2006-2007	2007-2008	2008-2009
Elementary	\$16,395	\$17,379	\$18,421
Middle and High School	\$19,110	\$20,256	\$21,472

**ARTICLE XXXIX
DURATION OF AGREEMENT**

This Agreement shall be in full force and effect as of July 1, 2006, through June 30, 2009.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective secretaries, and their respective corporate seals affixed hereto, at Roselle Park, New Jersey, on this _____ day of _____, 2007.

ROSELLE PARK BOARD OF EDUCATION

ROSELLE PARK EDUCATION ASSOCIATION

BY: _____
PRESIDENT

BY: _____
PRESIDENT

ATTEST:

BY: _____
SECRETARY

BY: _____
SECRETARY

THIS AGREEMENT SUBJECT TO ERRORS AND OMISSIONS