

AGREEMENT

between the

**Board of Education
of the Borough of Spotswood**

and the

Spotswood Education Association

July 1, 2017 - June 30, 2022

**NEGOTIATION TEAM MEMBERS
SPOTSWOOD EDUCATION ASSOCIATION**

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ARTICLE 1

PREAMBLE

- A. This Agreement is entered into this first day of July 2017, by and between the Board of Education of Spotswood, New Jersey, hereinafter called the "Board" and the Spotswood Education Association, herein, after called the "Association", in following mutual covenants, it is hereby agreed as follows:
- B. The parties agree to follow procedures outlined in this Agreement and to use no other channels to resolve any questions or proposals in this Agreement until the procedures within this Agreement are fully exhausted.
- C. The Board and the Association affirm that their negotiating committees have been directed to seek in good faith an agreement; however, no agreement can be finalized until the Association membership ratifies the contract and the Board acts upon the contract during a public meeting of the Board.

ARTICLE 2

RECOGNITION

- A. The Board of Education hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all non-supervisory personnel, whether under contract, or leave, employed or to be employed by the Board, including:
 - 1. Classroom Teachers
 - 2. Nurses

3. Special Teachers
4. Intervention Reading Teacher
5. Literacy Coach
6. Math Coach
7. Guidance Counselors
8. Pre-School Teachers
9. Social Workers
10. Speech Therapist
11. LDTC
12. Facility Employees
13. Secretaries/Administrative Assistants
14. Classroom Paraprofessionals
15. Media Personnel
16. Payables Coordinator

But excluding: Superintendent, Business Administrator/Board Secretary, Assistant Superintendents, Principals, HR Specialist, and confidential employees, including the Administrative Assistant to Superintendent and the secretaries to the Business Administrator/Board Secretary, the Administrative Assistant to the Business Administrator/Board Secretary, supervisory employees within the meaning of the Act, per diem and substitute employees and guards.

- B. Unless otherwise indicated, the term "employee" when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.
- C. Unless otherwise indicated, the following terms when used hereafter in this Agreement shall refer to the noted employee titles represented by the Association in the negotiating unit as above defined:
 1. "Teachers": Items 1-11
 2. "FACILITY employees": Items 12
 3. "SECRETARIAL/ADMINISTRATIVE ASSISTANT employees": Items 13-16
 4. "Paraprofessionals" Items 14-15
- D. References to male employees shall include female employees.
- E. References to employee subgroups in article and section headings act as modifiers of the applicable clause(s). Employee positions which may be affected by a clause may be further defined and/or delimited within the article or specific clause.
- F. Newly-hired Facility employees shall be considered probationary employees during the first ninety (90) days of employment. The probationary period begins with the date of permanent appointment by the Board of the employee to a vacant position. In the event

that an appointee has filled the Board's appointment, the days served in the position from the date of vacancy to the date of Board appointment shall be credited towards the probationary period. Clauses in the contract which will be extended to these employees are as follows. These are clauses in which the Association can represent probationary employees during the probationary period. In the event that an employee resigns or is terminated during the probationary period they will receive no payment for any unused time.

- a. Article 4, Grievance Procedure.
Employee may file grievances but Association agrees that it will not represent employee at any stage of grievance procedure during a grievance filed over any matter arising during that period.
- b. Article 6, A. and B.
- c. Article 7.
- d. Article 10.
- e. Article 14.
- f. Article 16, B. 1-8.
- g. Article 17, B., Article 15, A.2:
The Board will provide those listed holidays in A.2 that are State mandated holidays.
- h. Article 23.
- i. Article 31.
- j. Article 32, C.5., C.6., C.7. and D.
- k. Article 31. only covered by Health Insurance Provider during the probationary period and then only for the period allowed by the insurance providers rules.
- l. Article 35.
- m. Article 36, A.3., C.1., and C.2.
- n. Salary Schedule in effect at time of hire.
- o. All newly hired custodians are required to acquire a CDL license within 180 days of the first date of employment. All fees incurred will be paid by the district.

All other clauses in the contract providing individual benefits do not apply to probationary employees.

ARTICLE 3
NEGOTIATIONS

- A. The parties agree to enter into collective negotiations in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, in a good faith effort to reach agreement on matters concerning the terms and conditions of employment. Such negotiations shall begin no later than the date set by the Public Employment Relations Commission to commence negotiations. Any Agreement so negotiated shall be reduced to writing, be signed by the Board and the Association and shall be pursuant to authorization received from the membership.
- B. Neither party in any negotiations shall have any control over the selection of the negotiation representatives of the other party. The parties pledge that their representative shall be clothed with all the necessary power and authority to consider proposals, and make counterproposals in the course of negotiations.
- C. This agreement will be reproduced and provided to the Association through electronic copies of the approved agreement. Paper copies will be provided, upon request, to district and building administrators, central office staff, officers and building representatives of SEA. The cost of reproducing paper copies of this Agreement will be equally shared by both parties.
- D. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing, duly executed by both parties.
- E. Changes
Consistent with N.J.S.A. 34:13 A.1, the Board shall not affect any change concerning terms and conditions of employment except those so negotiated and included as part of this agreement and contained herein.

ARTICLE 4
GRIEVANCE PROCEDURE

- A. Purpose
The purpose of this procedure is to resolve, at the lowest possible level, any grievance presented. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Definition of a "Grievance"
 - 1. A "grievance" shall mean a complaint by an Association member or group of Association members described in Article 2 that there has been an alleged violation, misinterpretation or inequitable application of any of the provisions of this Agreement.

2. Grievances shall not apply to:
 - a. Any matter for which a method of review is prescribed by law;
 - b. Any Rule or regulation of the State Commissioner of Education;
 - c. Any policy of the Board of Education.
 - d. Any matter which, according to law, is either beyond the scope of the Board authority or limited to unilateral action of the Board alone;
 - e. A complaint of a non-tenured teacher which arises by reason of his not being re-employed.
3. A "Grievant" is the person or persons making the claim.
4. A "party in interest" is the person or persons making the claim, or any persons against whom action might be taken in order to resolve the claim.

C. Timelines

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at this step. A grievance may be extended by mutual agreement recognizing emergencies that affect district operations.
3. A grievance to be considered under this procedure must be initiated by the grievant within twenty (20) calendar days of its occurrence.

D. Representation

1. Any grievant may be represented at any stage of the grievance procedure by himself or at his option by a representative selected or approved by the Association.
2. When the grievant is not so represented, the Association may be present but may not state its views.
3. 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 and that the Association has been given the opportunity to be present at such adjustment, if so desired by the grievant.

E. Procedure

1. Step One

An employee with a grievance shall first discuss the matter with his immediate supervisor either directly or, if he so desires, through his designated Association representative, with the objective of resolving the matter informally.

2. Step Two

If the grievant is not satisfied with the results of Step One discussions, he may proceed to Step Two. The grievance must be filed in writing within twenty (20) calendar days of the action giving rise to the grievance and be presented to the employee's immediate supervisor. The supervisor shall reply in writing within ten (10) calendar days of receipt of the written grievance, setting forth the decision and the reasons therefore.

3. Step Three

If the grievant is not satisfied with the results at Step Two, he shall set forth his grievance in writing, specifying the nature of the grievance within ten (10) calendar days of when the reply was received or should have been received, whichever is earlier. Teachers and SECRETARIAL/ADMINISTRATIVE ASSISTANTS employees assigned to school buildings shall file at this level with the building Principal; FACILITY employees shall file with the Business Administrator or Assistant Business Administrator. If an employee's immediate supervisor under Step Two is either the Principal, Business Administrator or Assistant Superintendent he/she may proceed from Step Two to Step Four. The appropriate supervisor shall reply in writing within ten (10) calendar days of receipt of the written grievance setting forth the decision and the reasons therefore.

4. Step Four

If the grievant is not satisfied with the results at Step Three, he shall set forth his grievance in writing, specifying the nature of the grievance within ten (10) calendar days of when the reply was received or should have been received, whichever is earlier. This shall be filed with the Superintendent. The Superintendent shall reply in writing within ten (10) calendar days of receipt of the written grievance, setting forth the decision and the reasons therefore.

5. Step Five

If the grievant is not satisfied with the results at Step Four, he shall set forth his grievance in writing, specifying the nature of the grievance within ten (10) calendar days of when the reply was received or should have been received, whichever is earlier. This shall be filed with the Board of Education. The Board shall render its written decision within thirty (30) calendar days of receipt of said grievance setting forth the decision and the reasons therefore.

6. Step Six

- a. In the event that the grievance is not resolved by the review of the Board of Education as described in Step Five and provided the grievance concerns disagreement with respect to the interpretation of, inequitable application, or violation of the express, written terms of this Agreement, then the Association may elect to have the matter referred for binding arbitration by written request for arbitration with the Public Employment Relations Commission within fifteen (15) calendar days after the Level Five answer or the time specified for the Level Five answer. The parties shall be bound by the roles and procedures of PERC in the selection of an arbitrator.
- b. The arbitrator so selected shall confer with the representatives of the Board and the PR&R Committee and hold hearings promptly and shall issue his decision no later than twenty (20) calendar days of the close of the hearings, or if oral hearings have been waived, then from the date the final statements and proofs on the issues that are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates terms of this Agreement. The decision of the arbitration shall be submitted to the Board and to the Association and shall be final and binding on the parties in interest.
- c. In no event shall the decision have the effect of adding to, modifying, or amending the provisions of this Agreement.
- d. The fees of the arbitrator and the expenses of the hearing shall be shared equally by the Association and the Board but each party shall be responsible for its own expenses with respect to the hearing.

F. Miscellaneous

1. It shall be the general practice of all parties in interest to process grievances during times which do not interfere with assigned duties. However, in the event it is agreed by the Board or its agents to hold the proceedings during regular working hours, a staff member participating in any level of the grievance procedure, with any representative of the Board, shall be released from the assigned duties without a loss of salary.
2. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate

grievance file and shall not be kept in the personnel file of any of the participants.

3. Forms for filing grievances and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution.
 4. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representative heretofore referred to in Article 4.
 5. A grievance affecting a group of employees may be submitted in writing at the lowest appropriate level. Such a grievance, defined by B.1 may be processed in accordance with E. Said grievance must be signed by all grievants.
 6. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- G. The Association agrees that during the term of this Agreement neither the Association nor any person acting on its behalf will cause, authorize, or support, any strike (i.e. the concerted failure to report for duty, or willful absence of any employee from his position, or stoppage of work or abstinence in whole or in part, from the full, faithful and proper performance of the employment), work stoppage, slowdown, walkout or other action against the school district. The Association agrees that such action would constitute a material breach of this Agreement. The Association further agrees during the term of this Agreement that it will actively discourage and will take whatever affirmative steps are necessary to prevent or terminate any strike, work stoppage, slowdown, walkout or other job action against the Board.
- H. The School Board agrees that during the term of this Agreement, neither the Board nor any of its agents will cause, authorize or support the locking out of the employees in this bargaining unit.
- I. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any unit representative, any member of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee), or any other participant in the grievance procedure by result of such participation.

ARTICLE 5

BOARD RIGHTS

The Board subject only to the language of the Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations to:

1. Direct employees of the school district;
2. Hire, promote transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees;
3. Relieve employees from duties because of lack of work, or for other legitimate reasons;
4. Maintain the efficiency of the school district operations entrusted to them;
5. Determine the means, methods and personnel by which such operations are to be conducted; and
6. Take whatever actions might be necessary to carry out the mission of the school district in situations of emergency.

ARTICLE 6
EMPLOYEE RIGHTS

- A. Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees that every employee of the Board shall have the right to freely organize, join and support the Association and its affiliates for the purposes of engaging in collective negotiation.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under the State of New Jersey Laws or other applicable laws and regulations of the State of New Jersey.
- C. When a teacher is required to appear before this Board of Education concerning any matter which could adversely affect the continuation of the teacher in his/her position or the amount of salary, the teacher shall be given prior written notice of the reasons for the meeting or interview and shall be entitled to have a person of his/her own choosing present to advise and represent him/her during such meeting or interview.
- D. Whenever any SECRETARIAL/ADMINISTRATIVE ASSISTANT employee is required to appear before any administrator or supervisor, Board, or any committee or member thereof concerning any matter which could adversely affect the salary or any increments pertaining hereto, then she/he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise her/him and represent her/him during such meeting or interview.
- E. Whenever any Facility employee or other representative is required to appear before any administrator or supervisor, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that Facility employee in his position, employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise him and represent him during such meeting or interview.
- F. Any suspension of any employee pending charges shall be with pay, and said charges shall be brought within thirty (30) business days of the conference as specified in E. above.

- G. After any meeting between teacher and the Superintendent concerning any matter in which direct action is being considered which could adversely affect the continuation of that teacher in his office, position, or employment, or the salary or any increment pertaining thereto, the teacher and/or Superintendent may request a second meeting at which the teacher and/or Superintendent may have his/her representative present to advise him and/or represent him/her.
- H. No teacher shall be disciplined, reprimanded, or deprived of any professional advantage, without just cause. Any action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure set forth herein. Any action by the Board or its agents to discharge, reduce in rank or compensation, tenured teachers shall be in accordance with Title 18A of the New Jersey Statutes and the New Jersey Administrative Code.
- I. No SECRETARIAL/ADMINISTRATIVE ASSISTANT/clerical employee with tenure status shall be reduced in rank or compensation without just cause; and any such action executed by the Board or any agent or representative thereof shall be subject to the grievance procedure herein set forth.
- J. No Facility employee shall be disciplined, reprimanded, or reduced in compensation without just cause. Any such action asserted by the Board or any agent or representative thereof, shall not be made in public and shall be subject to the grievance procedure herein.
- K. The teacher shall maintain the original right and responsibility to determine grades and other evaluations of students within the grading policies of the Spotswood Public Schools. No grade or evaluation shall be changed without prior notification to the teacher. Grievances on this section may proceed to the Superintendent's level if the grievance deals with the substance of a grade change and to the Board level if it deals with an alleged procedural violation. No grievance under this section may proceed to arbitration.
- L. Dismissal Procedures - FACILITY Employees
The procedures shall insure that the Facility employee has the privilege of making an appeal to the Superintendent or his designee and a hearing before the Board of Education when terminated. A terminated employee shall receive two (2) weeks' notice of termination or two (2) weeks' pay in lieu of notice plus accumulated vacation pay where applicable based on the proportion of full months worked in the contract year. Termination with cause, no payment shall be made thereafter.
- M. Resignation FACILITY Employees
A Facility employee who is resigning from his position shall give the normal thirty (30) days' notice.
- N. Non-Renewal - Teachers
Any teacher not re-employed for the next school year shall be entitled to reasons for such non-employment if requested of the Board by the teacher in writing.

ARTICLE 7
ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Association shall have the right to use the regular schedule of the inter-school mail service on days when such service is operating. Furthermore, the Association may use school mailboxes and email without administrative permission or review, providing such usage does not interfere with regular school purposes. The Association shall not use the rights granted in this Section to circulate materials advocating any sort of job action or related activity. The Association is of the knowledge that the Board owns all equipment and reserves the right to retrieve all documents initiated on board owned equipment.
- B. The Association shall have, in each school building, the exclusive use of an available bulletin board in the faculty lounge, or a reasonable portion of a bulletin board if only one board exists in the faculty lounge in a given school.
- C. 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 person shall suffer no loss in pay. However, if negotiations, grievance proceedings, conferences or meetings are scheduled outside of normal working hours the representative will not be eligible for any additional pay.
- D. Representatives of the Association, the New Jersey Education Association, and the National Education Association 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.
- E. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Association shall receive the approval of the relevant Principal, in writing. However, should the district incur any out-of-pocket expenses associated with this event the district shall be reimbursed for all expenses.
- F. The Association shall have the right to use school facilities and equipment, at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use.
- G. The Board shall comply with employer obligations to provide information to the Association necessary to carry out its negotiations and grievance handling responsibilities.
- H.
 - 1. The Board agrees that, should it decide to subcontract or privatize the services of any group of support staff employees, all affected members of that group and the Association President shall receive written notice of the Board's intentions at least 45 working days before such action takes place. "Working days" are defined as all week days.
 - 2. The Board shall discuss with the Association its intention to permanently subcontract an entire unit sub-group's work or a significant portion of a unit sub-group's work prior to the

Board's final decision to subcontract. "Unit sub-group" is defined as one of the groups listed in Article 2A.

- I. The Association President shall not be assigned a duty period.

ARTICLE 8
WORK YEAR

A. TEACHERS

- 1. The work year for all Teachers shall not exceed one hundred eighty-four (184) days. This shall include a half day before Thanksgiving Day.
- 2. The work year for the LDTC and social worker shall consist of the work year under 3 below plus all weekdays after the end of the work year for employees under 3 below and prior to July 1.
- 3. The work year for all other teachers shall consist of one hundred eighty-four (184) days.
- 4. The final two days of the school calendar shall be half days for students unless final exams are being administered in which case the Superintendent has the discretion to increase the number of days that will apply.

B. FACILITY EMPLOYEES

The work year for Facility employees shall be from July 1 to June 30th.

C. SECRETARIAL/ADMINISTRATIVE ASSISTANT EMPLOYEES

- 1. Secretary/Administrative Assistant - 12-Month Work Year
 - a. Same calendar as Board Office Staff.
 - b. Will not be required to report to work when schools are closed because of weather conditions or other emergencies.
 - c. On School days having delayed openings, secretary must report one-half (1/2) hour before students.
 - d. When an employee on staff, in a SECRETARIAL/ADMINISTRATIVE ASSISTANT position in the district leaves the position, the Board may, with written notice to the Association, transform the position into a ten month position and/or part time.
- 2. School Secretary/Administrative Assistant - 10- Month Work Year
 - a. September 1 through June 30 - same calendar as professional staff when school is in session.
 - b. July 1 through August 31 - Summer SECRETARIAL work will be offered first to school secretaries at a rate not to exceed \$150 per day. Future rates to be determined by the Board. The Board reserves the right to hire temporary summer help at a rate to be determined to accomplish needed SECRETARIAL/ADMINISTRATIVE ASSISTANT/clerical work.
 - c. Administrative Assistants will report 5 days prior to school reopening.
 - d. Will not be required to report to work when schools are closed because of weather conditions or other emergencies.

3. Business Office - 12-Month Work Year
 - a. Calendar shall be same as Board Office.
- D. The Board shall consult with the Association concerning the school calendar before its adoption. Paraprofessionals are to receive two weeks' notice prior to the school year and will work a 182 day school year. Paraprofessionals shall work a year equivalent to 182 days. This year shall include one day of professional development at the beginning of the school year. This will also include professional development to be made up throughout the course of the year equivalent to one work day. Paraprofessionals shall be given at least one week notice for after school professional development.
- E. If September 1 is a Tuesday or Wednesday, the school year would begin on the Monday of that week in August for staff as professional development day(s). Students would not begin before September 1.

ARTICLE 9
TEACHING HOURS AND WORK LOAD

- A. Workday
 1. Check-in Procedure
As professionals, employees are expected to devote to their assignments that full measure of time necessary to meet their professional responsibilities, but they shall not be required to "clock-in or clock-out" by hours and minutes. Employees shall indicate their presence for duty by placing their initials in the appropriate space, provided in the faculty "sign-in" roster available in each building.
 2. Length of Day
 - a. The arrival and departure times for all employees shall be designated at the beginning of each school year.
 - b. The total in-school workday for all district instructional staff (teachers, paraprofessionals, teaching support staff) shall not consist of more than seven (7) hours, which shall include a duty-free lunch period of forty-five (45) minutes for elementary and 30 minutes for high school and middle school
 - c. The total in-school workday of the LDTC and social worker shall be seven and one-half (7½) hours including one (1) hour for lunch.
 - d. The workday for guidance counselors shall be that set forth in 2.b. above plus time for professional responsibilities consistent with practice. Compensatory time for such additional duties shall be given consistent with practice.
 - e. All employees shall attend up to four (4) evening events. Staff who have scheduled night conferences, may leave after student dismissal and then return for conferences.
- B. Pupil-Teacher Contact Time - Classroom Teachers
 1. Middle School and High School

- a. While not desirable, there may be situations that warrant a middle school / high school teacher be assigned no more than five preps.
 - b. 1. Effective September 1, 1992 (or later, if determined by the Board), and only in the event of implementation of an eight period day, the daily teaching load of High School and Memorial School teachers shall be five (5) periods of teaching, one (1) "as-assigned" period and one (1) duty assignment period or, on a voluntary basis, six (6) teaching periods and one (1) "as-assigned" period. There shall be a limit of forty-five (45) "as-assigned" periods per school year per teacher. "As-assigned periods" shall not involve regularly scheduled students for a teacher during the period, teacher preparation, lesson plan development, grading, homework or report card grades. "As-assigned" periods may include traditional duty assignments including non-additionally compensated teacher subbing. "As-assigned" periods may include interaction with a student or students which draw upon the professional expertise of the teacher. In this regard, teachers may be assigned to be available to students to provide assistance in course work. Students will be made aware of these scheduled times and would be required to initiate such contact.
 - c. (1) Any teacher who teaches a sixth period shall receive a stipend for the full school year for the length of the contract, 2017 to 2020: \$6100. For such assignment for less than the full school year, this amount shall be prorated over the number of teacher working days in the year.
 - (2) The Superintendent shall accept a qualified volunteer solely determined by Administration. If more than one applicant is qualified to teach the sixth period, selection shall rest with the Superintendent.
 - (3) If there are no qualified volunteers for the sixth teaching period, the Superintendent shall appoint an employee(s).
2. Elementary Schools
The daily pupil-teacher contact in the elementary school shall not be more than six (6) hours.
3. Teachers shall not be required to have pupil-contact time continuously for more than four hours fifteen minutes.
4. The provisions of B.2. and 3. above are not applicable to the LDTC and social worker.
- C. Preparation Time
1. It is desirable for any teacher whose primary duty is classroom instruction to have an uninterrupted preparation period each day. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who

volunteer may be used as substitutes during their regular non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute.

- a. High School and Middle School - It is desirable in addition to a lunch period to have an uninterrupted preparation time on a daily basis, in accordance with the master schedule of the building to which they are assigned. On early dismissal days and delayed opening days, there will be no guarantee of preparation period.
 - b. All Elementary school teachers shall be guaranteed no less than 240 minutes of prep time per week, except for early dismissal days and delayed opening days on which there shall be no guarantee of preparation period.
 - c. Preparation time as above remains unless this time utilization creates the need for additional staffing. The Superintendent will make the Union President aware of the need for a change and work towards a mutually acceptable resolution.
 - d. Teachers who travel between buildings will receive a duty free lunch with ten minutes travel time.
2. The following positions do not receive guaranteed preparation time: social worker, LDTC, nurses.
 3.
 - a. It is desirable for each employee not to have any preparation period interrupted by an assignment to another teacher's class or classes because a substitute could not be procured. Such a practice shall not be followed, except in extraordinary circumstances. In such case, the Principal shall deploy teachers to other assignments on a fair and equitable basis.
 - b. Employees, under C. above (if applicable) who lose preparation time under a. above (either by volunteering or being assigned) shall be paid at the rate \$35.00 for 2017-2022.
 - c. Payment under 3 b. above shall occur when an employee loses a preparation period as follows:
 1. a teacher volunteers to cover another's class;
 2. a teacher is assigned to cover another's class;
 4. If a substitute cannot be obtained for a "special teacher", thereby causing a cancellation of their classes, and a lack of preparation periods for the regular teacher whose students would be in their classes, then the regular teacher shall be paid pursuant to .b. above.
 5. Except in extreme emergencies "special teachers" in the

elementary school (art, music and physical education, computer and will not be required to substitute for a regular teacher except under the conditions of 8 above. It shall be the responsibility of the building principal to determine the emergency. Should a special teacher be used as a whole day substitute, said teacher shall receive \$11.25 for 2017-2022 in addition to the regular day's salary. Special education teachers, including speech teachers, shall not be used to substitute for regular teachers.

6. If a building principal decides to split up a class and send students to other teachers' rooms when substitutes are not available, this will not be subject to grievance.

D. Meetings

1. Faculty - Other

Employees may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending faculty, departmental, or other district professional meetings. Such meetings shall be limited to five (5) per month, and begin no later than fifteen (15) minutes after the student dismissal time and shall continue for no more than seventy five (75) minutes, after being called to order.

2. Meetings which take place after the regular in-school workday and which require attendance shall not be called on Fridays and any day preceding a holiday, or school calendar approved days off, except in the most unusual of circumstances.
3. The notice of an agenda for any meeting shall be given to the employees concerned at least twenty-four (24) hours prior to the opening of the meeting. Employees shall have the opportunity to suggest agenda items.
4. Each school will establish a day of the week as a meeting day and every effort shall be made to hold meetings on this day. This day may be changed if it falls on or before a holiday or in cases of an emergency.
5. The LDTTC and social worker are excluded from the limitations under D.1. and 3. above.

ARTICLE 10

**WORK WEEK, WORK DAY AND RELATED TOPICS -
FACILITY EMPLOYEES**

A. Work Week

The work week for Facility employees shall consist of a 5 day week (excluding Sundays) allowing scheduling for flexible start and end days per the district needs.

B. Daily Work Hours

1. A schedule of work schedules showing the Facility employees' shifts, work days, and hours shall be posted in each school.
2. Work shift for full-time Facility employees - eight (8) hours of work, exclusive of an uninterrupted thirty (30) minute

lunch period shall constitute a work shift. All Facility employees shall be scheduled to work on a regular shift and shall be advised of a regular starting and quitting time. Changes to a Facility employee's working hours shall be by mutual agreement whenever possible. Any involuntary change shall be subject to the provisions of Article 4 of this Agreement.

3. a. During the summer months, where a modified day shift is needed to meet district needs, the following procedure will be used: First - Volunteers; Second - Mutual Agreement; Third - The least senior qualified employee.
- b. Employees shall begin working the day shift on the Monday following graduation.
- c. Employees shall resume regular work schedules on the Monday before school begins.

C. Coffee Breaks

1. Two uninterrupted periods of fifteen (15) minutes (one in a.m., one in p.m.). For part-time employees, there shall be a fifteen (15) minute break for every (4) hours worked.
2. The times should be standardized and mutually agreed upon by the employee and immediate supervisor.

ARTICLE 11

**WORK WEEK, WORK DAY AND RELATED TOPICS -
SECRETARIAL/ADMINISTRATIVE ASSISTANTS EMPLOYEES**

A. Hours

1. A normal work week for SECRETARIAL/ADMINISTRATIVE ASSISTANT employees shall consist of five (5) working days, namely, Monday, Tuesday, Wednesday, Thursday and Friday.
2. Normal work week shall consist of (35) hours (excluding lunch) and shall be prorated for all SECRETARIAL/ADMINISTRATIVE ASSISTANT employees who work less than thirty-five (35) hours. Paraprofessionals are an exception to this provision.
3. All employees, other than paraprofessionals, shall be provided with 2 ten minute breaks each day. (One in the a.m. and one in the p.m.) with approval time subject to the immediate supervisor.
4. Secretarial/administrative assistant employees will not be responsible for proctoring student tests.
5. Work day for secretarial/administrative assistants allow for flexible work schedules under the discretion of the Superintendent or designee.

ARTICLE 12

TIME RECORDS

A. FACILITY Employees

Any Facility employee leaving the building will be required to punch-out except if he is on school business as assigned by a supervisor. There shall be notification of leaving the premises to

the buildings and grounds supervisor or his assistant at all times regardless of the time of day.

- B. Teachers and SECRETARIAL/ADMINISTRATIVE ASSISTANT/PARAPROFESSIONAL Employees
Teachers and SECRETARIAL/ADMINISTRATIVE ASSISTANT/PARAPROFESSIONAL employees may leave the building without permission during their scheduled duty-free lunch period and when they have a scheduled duty-free period. However, courtesy and good professional business practices dictate that the teacher or SECRETARIAL/ADMINISTRATIVE ASSISTANT employee shall inform the school office of their leaving and their re-entry into the building

ARTICLE 13

OVERTIME

FACILITY AND SECRETARIAL/ADMINISTRATIVE ASSISTANT EMPLOYEES

- A. Overtime Defined
1. FACILITY Employees
Defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, after forty (40) hours in any calendar week, eight (8) hours in any day other than provided in the regular work year. In addition, for those employees who are scheduled to work a forty (40) hour work week, they shall receive overtime payment for time spent on assigned duties carried out either before or after regular daily work hours.
 2. SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
The full time work week consists of obligated time of 40 hours with an hour per day for lunch. Any hours beyond 40 hours of obligated time will be paid at a time and half. All overtime will be approved by the Superintendent.

All overtime will be rounded to the nearest quarter hour at the end of each pay period. This will be remunerated at the rate of one and a half (1 ½) the hourly salary. Overtime shall be paid at the end of each month.
- B. Weekends and holidays are to be paid to SECRETARIAL/ADMINISTRATIVE ASSISTANT employees at two and one-half (2 ½) times the hourly rate.
- C. 1. All overtime shall be offered to full-time Facility employees.
2. a. In order to implement the provisions of C1. above, employees shall indicate their availability for overtime assignment for the following week on Friday. Forms shall be available at each time card location. Assignment of voluntary overtime shall be made from the completed forms or verbal communication.
 - b. If overtime is needed, the District will contact an employee who has indicated overtime availability for that shift. In the event that the contacted employee is

then unavailable, the District will contact a second employee on that day's list. In the event of the failure of the second contacted employee to work the overtime, the District may employ a substitute. In addition, if there is no employee available, the District may employ a substitute.

- c. In the event of overtime necessitated by consecutive days of employee absence or position vacancy (such as week-long assignment needs), the District is not required to select an assigned employee on a daily basis but may assign any employee who is available for the entire period needed.
 - d. The District will make a reasonable effort to equalize overtime assignment. The parties realize that factors such as employee availability can markedly affect overtime (assignment amounts.)
 - e. The Board agrees to post a list of overtime assignments monthly. This list will contain the dates and amounts of overtime and the name of the assigned Facility employee.
3. The provisions of C. 1. and C. 2. do not include call outs listed in D. 1. below or snow removal.
 4. If the designated supervisor does not receive notice of the absence of a night shift employee by 12 noon or of the absence of a day shift employee by 6 a.m., the Board may employ a substitute rather than following the provisions of C.1. and C.2. above.
 5. Assignments to overtime under C.1. and C.2. shall only be made to employees who can perform the tasks assigned.
 6. In the event that no volunteers are available, under C.2., above, the Superintendent or his designee will have the right to assign overtime on a rotating basis from a pool of Facility employees, with the understanding that seniority shall prevail.

D. Call Time and Overtime

1. FACILITY Employees

When a Facility employee is required to come to work at a time when he is not scheduled and when his extra work time is not immediately adjacent to a regular workday, the Facility employee shall be guaranteed at least two (2) hours pay. One half (1/2) hour of this period is to cover travel time. If the time worked on a regular day meets the overtime definition in A. then the Facility employee shall be paid for such eligible time at overtime rates.

E. No overtime will be paid unless it is approved in advance by the employee's immediate supervisor, or the Business Administrator/Board Secretary, Assistant Business Administrator/Board Secretary or the Superintendent.

F. Section D. above does not apply to part-time Facility employees.

ARTICLE 14
SHORT-TERM LEAVES OF ABSENCES

A. Sick Leave - Teachers and Staff

1. Amount

- a. All employees shall be entitled to one (1) sick day per contract month as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- b. Employees hired after the beginning of the work year (after July 1 for twelve (12) month employees and after September 1 for ten (10) month employees) shall receive, at the time of employment, sick leave prorated in an amount equal to the number of months remaining in the work year. If the employee begins employment during the course of a month, he or she shall receive sick leave for a full month of employment.
- c. Establish a sick leave bank in district according to NJSA 18A:30.10-11
- d. The Sick Leave Bank will be operated by Trustees made up of three (3) Association and three (3) Board member representatives. No days may be drawn from the bank unless authorized by the Trustees and approved by the Board.
- e. Any Association member may voluntarily join the Bank who is willing to contribute two (2) of his/her personal sick days to the Bank during the enrollment period to be determined by the Trustees from time to time when the Trustees determine the Bank so requires. Said enrollment period shall be from September 1 to September 30 of any school year. New Association members must apply within thirty (30) days of initial employment.
- f. Participation withdrawal from the Bank may be at any time after donation. Said individual may not withdraw his/her donated sick days. Withdrawal must be done in writing.
- g. Individuals may withdraw Bank days from the Bank only after all personal sick days have been used and withdrawal is authorized by the Trustees of the Association and approved by the Board.
- h. Application for Bank days may be made only when an individual is affected by a catastrophic illness or accident determined by medical certification. Application will be made to the Trustees.
- i. Beginning each school year, an individual unable to return to active duty who is entitled to annual sick leave must draw from his/her annual sick leave accumulation before reapplying to the Bank.
- j. At the end of the school year, any unused sick days remaining in the Bank will be carried over to the next year.
- k. If, in the judgment of the Trustees, the employee qualifies, the Trustees shall submit the request to the Board of Education. If the Board agrees with the Trustees,

the Board will arrange payment to the employee. If the Board rejects the request, the Board will notify the Trustees of the Bank.

- l. A contributor will be entitled to withdraw up to sixty (60) Bank days in a school year at which time an individual may reapply. N.J.S.A. 18:30-6 will apply when Sick Leave Bank days have been exhausted.
 - m. Should the Bank be dissolved, each contributing member will receive an equal amount, or fraction thereof, of the remaining Sick Leave Bank days not to exceed the original amount each individual contributed.
 - n. The parties acknowledge that the decision of the
 - o. Board shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the grievance procedure of the Agreement.
 - p. The cost of the substitute or the estimated cost of the substitute shall be deducted from each additional sick day granted. A day's salary is defined as 1/200th of the annual salary.
 - q. The Board and the Association shall maintain a current accounting of the Bank, to include members who have joined, sick leave days utilized and sick leave days on deposit in the Bank. A joint accounting will take place in June of each year.
2. Definition of "DAY"
A sick leave day shall be equal to an employee's work day.
 3. Certification of Illness
N.J.S.A. 18A:30-4
Physician's certificate required for leave.
In case of sick leave claimed, the board of education may require a physician's certificate to be filed with the secretary to the board of education in order to obtain sick leave.
 4. Call in Procedures
An employee who will be absent shall follow established reporting procedures sufficiently early in the evening prior, or the day of absence to facilitate the suitable substitute.
 5. On-the-Job Injuries
All injuries incurred while performing school duties must be reported to the designated person as soon as possible.
 6. Sick Leave Accounting
Employees shall be given a written accounting of accumulated sick leave days not later than September 30th of each school year.
 7. Accumulated Sick Leave Payment
 - a. Teachers
 - (1) If an employee with at least twelve (12) years of service to Spotswood in a pay status retires, they shall be compensated for this accumulated sick leave at the rate of \$65.00 per day up to a \$11,000 maximum for 2017-2022 (entire term of contract) only upon retirement.

- b. FACILITY Employees
 - (1) On separation/termination of employee, employees will be reimbursed at one-half (1/2) of their prevailing rate not to exceed \$22.00 for the number of sick days. Upon retirement employees will be reimbursed at one-half (1/2) of their prevailing rate of pay not to exceed \$36.00 for 2017-2022 (entire term of contract) for the number of unused sick days.
- c. SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
 - (1) An employee who has completed fifteen (15) years of continuous service in a full-time position(s) in the District shall be paid for all of her/his accumulated sick leave days. The SECRETARIAL/ADMINISTRATIVE ASSISTANT rate shall be \$22.00 per day upon separation/ termination. Upon retirement the employee will be reimbursed \$36.00 for 2017-2022 (entire term of contract) per day for the number of unused sick days. "Continuous service" is defined as meaning that voluntary breaks in service by the employee void time worked before the break from counting towards the fifteen (15) years. Approved leaves of absence do not constitute a break but also those periods do not count towards the "continuous service" requirement.
 - (2) Paraprofessionals who have completed 5 years shall be paid for all accumulated days at the rate of \$12 per day upon separation/termination and \$19 per day upon retirement.
 - (3) Time spent in PART TIME SECRETARIAL/ADMINISTRATIVE ASSISTANT employee positions are those which require performance of duties less than full time and up to twenty-nine (29) hours per week.
- d. Retirement

"Retirement" is defined as applying for, qualifying for and receiving a Teachers Pension Annuity Fund or Public Employees Retirement System pension payment.
- e. Estate Payment

Payment for accumulated sick leave may only be made at the time of retirement and may not be made to the estate or beneficiaries in the event of death prior to retirement.

B. Personal Leave

1. Amounts

- a. Teachers/Secretaries/Facilities/Paraprofessionals

Three (3) days of absence with full pay for personal, legal, business, household, or family matters which require absence during school hours. If employees so choose, they may request in writing for a maximum of two (2) unused personal days to be carried

over to the following school year for a maximum of five (5) personal days in any given year. The employee may convert personal days to sick days as stated in Article 14B.6a (1-2). Employees may take up to three personal days consecutively in any given year. At the Superintendent's discretion ONLY, five consecutive days may be approved.

b. Prorated for New Employees

1. Ten-month Employees

Employees hired on or after January 1 shall be credited with one (1) day of such leave.

Employees hired on or after April 1 shall be credited with zero days of such leave.

2. Application Procedures

a. Submission to the Superintendent of schools for personal leave shall be made at least forty eight (48) hours before taking such leave and the applicant for such leave shall not be required to state the reason for such leave. In the case of emergencies, the forty-eight (48) hour notice may be waived but reason must be stated.

b. The Employee must submit his/her written application to the Superintendent before the close of business at least two (2) full days before the day is to be taken. For example, an employee seeking a personal leave day on a Friday must make the submission before the close of business on the preceding Tuesday. Submission via inter-office mail or hand delivery to Superintendent's office constitutes submission.

3. Limits on Number of Employees Using Personal Leave

a. Teachers

On any particular day, up to six (6) (three (3) per day for High School and Memorial School and three (3) per day for Appleby and Schoenly School staffs combined) employees in the district will be permitted to take personal leave with no additional approval.

If the number of employees requesting personal leave exceeds six (6) on any particular day, the additional requests may be granted at the discretion of the Superintendent. An employee shall be notified on the day of the request whether he/she shall have to wait for the decision of the Superintendent.

4. "Surrounding Holiday" Use

Personal days will not be taken the day prior to or the day immediately after holidays, unless written cause is provided in advance and approved by the Superintendent. A pattern of sick leave or personal day usage prior to the day before or the day immediately after holidays will be subject to review by the Superintendent. In the event a pattern of such usage exists, the Superintendent may compel medical documentation from the employee.

5. Use on an In-service Day
Personal days under B. 1. a. through d. above may not be used on an in-service day. The Superintendent may allow such a day be used when in his/her opinion there is an emergency warranting such use.
6. Payment For Unused Personal Leave/Conversion to Sick Leave
 - a. Teachers
 - (1) A. Each employee will receive \$90 per day for each unused personal day.
 - B. For employees who work less than a full day, they will be paid at a prorated substitute pay.
 - b. Classroom Paraprofessionals
Unused personal leave shall be compensated at seventy percent (70%) of the employee's hourly rate times the hours worked per day times the unused personal days or said days shall be converted to accumulated sick leave at the conclusion of the school year at the option of the employee.
 - c. Secretarial and Custodial Employees
Unused personal leave days for each year shall be compensated at the rate of fifty dollars (\$50.00) per day or said days shall be converted to accumulated sick leave at the conclusion of the school year at the option of the employee.

7. Conversion to Sick Leave

- a. Teachers/Secretaries/Facilities/Paraprofessionals
 - (1) If employees so choose, they may request in writing for their unused personal days to be transferred into cumulative sick days.
- C. Legal Proceedings
Time necessary, with full pay, for appearances in any legal proceeding connected with the employee's employment or with the school system.
- D. Jury duty payment shall be at the regular rate, less compensated fees for jury duty.
- E. Association Leave
Up to two (2) days each year without pay for two (2) representatives of the Association to attend conferences and conventions of the State and national affiliated organizations (NJEA, NEA, MCEA), or one day at each of two (2) of the named organizations. This leave will not be deducted from personal leave days.
- F. NJEA Convention
Each SECRETARIAL/ADMINISTRATIVE ASSISTANT/PARAPROFESSIONAL employee, shall be given the time necessary to attend the N.J.E.A. convention without any loss in pay or other employee advantage consistent with 18A:31-2.
- G. Military Service
Time necessary up to two (2) weeks, for teachers called into military active duty of any unit of the United States Reserves or

the National Guard, provided such obligations cannot be fulfilled on days when school is not in session. The employee shall be paid his/her regular pay in addition to any pay which he/she receives from the State or Federal Government.

H. Bereavement Leave

1. Employees may be absent from school without loss of pay for a period not to exceed five (5) consecutive work days within the ten (10) calendar day period immediately following a death in the immediate family. The immediate family is construed to mean parents, spouse, spouse's parents, children, sister or brother, or other members of the household at the discretion of the Superintendent.
2. Employees may be absent from school without loss of pay for a period not to exceed three (3) consecutive work days within the seven (7) calendar day period immediately following the death of a near relative. A near relative shall be construed to mean a salaried employee's son-in-law, daughter-in-law, brother-in-law, sister-in-law grandmother, grandfather, or spouse's grandparents, or other members at the discretion of the Superintendent.
3. Employees may be absent from school without loss of pay for a period not to exceed one (1) work day within the ten (10) calendar day period immediately following a death of an aunt or an uncle.

ARTICLE 15

HOLIDAY AND VACATIONS

FACILITIES AND SECRETARIAL EMPLOYEES

A. Holidays

1. Amounts - Secretaries

- a. Twelve-month employees in the Board office shall be entitled to sixteen (16) paid holidays plus paid vacation as noted below.
- b. All other ten month secretarial employees shall be entitled to all school calendar holidays.

2. Amounts - Facilities

- a. There shall be sixteen (16) holidays.
- b. The following days will be holidays for full-time and regularly scheduled part-time facility employees:

New Year's Eve
New Year's Day
Easter Monday
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving
Christmas Eve
Christmas Day

- c. To meet the total of sixteen (16) holidays, there shall be five (5) floating holidays which shall be scheduled in writing by the Board each year.

B. Vacations - Twelve Month Facilities and Secretarial Employees

1. Amounts - Facilities

Full-time and regularly scheduled employees shall be eligible for vacations on the following schedule of service in the district:

1 year through 3 years	-	12 days
3 years through 8 years	-	15 days
Over 8 years	-	20 days

2. Amounts - Secretarial Employees

Full-time and regularly scheduled secretarial employees shall be eligible for vacations on the following schedule of service in the district:

1 year through 3 years	-	12 days
3 years through 7 years	-	15 days
Over 7 years	-	20 days

- 3. Vacation time prior to one (1) year of service shall be granted on the basis of one (1) day for each accredited month worked.

4. Eligibility When Moving From Ten-Month to Twelve-Month Position - Facilities and Secretarial Employees

For the purposes of determining vacation eligibility, an employee promoted from a ten (10) month position to a twelve (12) month position shall receive prorated service credit.

C. Vacation - Miscellaneous

1. Vacation Eligibility

Vacation eligibility shall be determined as of July 1 of each year.

2. Scheduling of Vacations

Vacation times shall be scheduled to coordinate with work schedules and shall be subject to the approval of the immediate supervisor and Superintendent. Such approval shall not be unreasonably withheld.

3. Vacation Pay

Pay will be given to employees prior to vacation when a pay day falls during their vacation.

- 4. Twelve-month secretaries will be permitted to take vacation during the school year subject to the approval of the Supervisor and the Superintendent. No more than two consecutive weeks at a time will be permitted. The denial of such a vacation request shall not be subject to the grievance procedure.

- 5. Facilities employees shall receive no credit for vacation if their separation occurs within the probationary period as defined in Article 2, F.

ARTICLE 16
LONG-TERM LEAVES OF ABSENCE

A. Unpaid Leave

A leave of absence without pay in excess of FMLA guidelines may be granted at the discretion of the Board.

B. Disability Leave

1. Any employee who anticipates undergoing a state of disability such as but not limited to surgery, hospital confinement, medical treatment or pregnancy, may apply for a leave of absence based upon said anticipated disability in accordance with provisions hereinafter set forth.
2. All employees anticipating a state of disability shall notify the Superintendent of the condition expected to result in disability as soon as the condition which may result in disability is known.
3. No employee shall be removed from the employee's duties except upon one of the following:
 - (a) The Board has found that the person is unable or unwilling to perform all normal duties as normally assigned to said employee.
 - (b) The employee is found to be medically unable to continue his/her duties by her/his own physician and the Board's physician or, where these physicians disagree, by a physician jointly selected by the two (2) doctors. The opinion of the selected physician on medical capacity shall be final and binding.
4. The employee requesting a leave under the provisions of Paragraph B. shall specify in writing the date on which he or she wishes to commence said leave and the date on which he or she wishes to return to employment following recovery from said disability.
5. The employee requesting leave under Paragraph B. must produce a statement from his or her physician stating that the employee is or will be disabled pursuant to Section B. 1. The statement must include anticipated commencement and termination dates for said disability.
6. The Board may request that its physician, or a physician of its choosing, confer with the employee's physician. The Board may require the employee to be examined by its own physician if recommended by the Board's physician after said conference. Said examination will be at the Board's expense.
7. In all cases where there is a dispute or difference of opinion between the employee's physician and the Board's physician, the two doctors will select a third, and the parties will be governed by the opinion of the third physician. Should the doctors not agree on the third doctor, he or she will be selected by the County Medical Society. The expense of the third physician will be shared by the parties.
8. Where disability leave is requested to commence during the first month of a school year, such leave must commence at the start of that school year.

9. If the provisions of the foregoing sections have been met, the Board shall grant an unpaid leave of absence to an employee up to the balance of the year which concludes on June 30.
10. The employee may seek an additional unpaid leave of absence of one (1) full school year or less by making application to the Superintendent no later than April 15. The Application shall include the employee's statement as to the period of additional unpaid leave required, not to exceed one (1) additional school year. It must be accompanied by a physician's statement pursuant to B.5. During the period of actual disability, an employee granted an unpaid leave of absence may use accumulated sick leave pursuant to the provisions of N.J.S.A. 18A:30-1 et. seq.
11. The Board will have the right to evaluate each request on a case by case situation.
12. A statement from a physician certifying that the employee is physically able to return to duty shall be furnished to the Board before the person is permitted to return from disability leave.
13. The provisions of B. shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence to any non-tenured employee beyond the end of the school year in which the leave is obtained.
14. Except as provided above, no employee shall be barred from returning to duty after the birth of the person's child solely on the ground that there has not been a specified time lapse between the birth and the employee's desired date of return.
15. Any pregnant employee will be deemed eligible for sick leave to the extent allowable or to utilize accumulated sick leave twenty (20) working days prior to the expected date of birth (whichever date last occurs) and shall continue until twenty (20) working days or one (1) month after the birth of a child (whichever date first occurs).
16. If an employee shall file a certificate from her physician that she is disabled beyond the times stated in B.14. as a consequence of an abnormal pregnancy or birth, she shall be paid sick leave for the period of time she is so disabled.

C. Child-Rearing Leave

1. FACILITY Employees

- (a) Child-rearing leave may be for a period of up to one (1) year immediately following the birth of the child, but at the Board's option, may be extended to the beginning of the school year or semester next following its anticipated expiration date.
- (b) Any employee on a child-rearing leave shall inform the Superintendent in writing by April 15th concerning her/his intention to return or not return to work on the anticipated return date. In the absence of such notice, it shall be assumed that the employee will not return.

2. Teachers and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
 - (a) Tenured Employees

Child-rearing leave shall be granted to tenured employees for the balance of the school year (concluding June 30) in which the child is born and for one (1) additional school year. The tenured employee shall state whether he or she desires a leave solely for the balance of the school year in which the child is born or for an additional school year.
 - (b) Non-tenured Employees

Child-rearing leave shall be granted to non-tenured employees for the balance of the school year (concluding June 30) in which the child is born. The provisions of b. shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence of any non-tenured employee beyond the end of the school year in which the leave is obtained.
 - (c) "Child" Defined

For the purposes of 2.a. child shall be defined as a child less than four (4) years of age. A child shall not have a chronological age exceeding three (3) years and six (6) months, at the time when the employee shall begin his/her child-rearing leave of absence.
 - (d) An employee on child-rearing leave may be a substitute in the Spotswood Schools.
 - (e) Any teacher on a child-rearing leave shall inform the Superintendent in writing at least one hundred fifty (150) days prior to the scheduled date of return to work concerning her/his intention to return to work on that date.

In the absence of such notice, it shall be assumed that the employee will not return. Any secretary on a child-rearing leave shall inform the Superintendent in writing at least sixty (60) days prior to the scheduled date of return to work concerning her/his intention to return on that date. In the absence of such notice, it shall be assumed that the employee will not return.
3. Application for Child-Rearing Leave

Application for child-rearing leave shall be made by the employee to the Superintendent at least four (4) months prior to the anticipated birth of the child.
4. Early Return from Child-Rearing Leave

Nothing herein shall prevent the employee and the Board from agreeing that an employee may return sooner than the leave termination date granted if such earlier return is administratively convenient to the Board.
5. Adoptions

Any employee adopting a child shall be granted a child-rearing leave in conformity with the provisions of C.1.a./C.1.b or C.2.a./C.2.b. as relevant, which shall commence upon the date such employee obtains custody of the child. Since such date of custody cannot be predicted in all cases, notices shall be

given to the Superintendent at least sixty (60) days prior to the anticipated date of custody if possible and, if not, as soon as practicable. An extension of child-rearing leave to tenured employees may be made under the provisions of C.1. or C.2.

6. In the event of the death of a newborn child within thirty (30) days of delivery or failure to come to successful term, a SECRETARIAL/ADMINISTRATIVE ASSISTANT or Facility employee who has been granted or is on a child-rearing leave of absence under C.1. or C.2. above shall be permitted to return to work thirty (30) days after the event. Teaching staff members shall be permitted to return to work sixty (60) days after the event if seniority rules permit and if there are ninety (90) or more days left in the school calendar. Return would be to an appropriate full or part-time position.
- D. The Board agrees that up to one (1) employee designated by the Association may, upon request, be granted a leave of absence without pay for up to two (2) years for the purposes of engaging in activities of the Association or its affiliates.
- E. Sabbatical Leaves - Teachers
A sabbatical leave may be granted to an employee for one full school year by the Board for study (provided such study is in an accredited institution of higher learning) or for travel or for other reasons of value to the school system, subject to the following conditions:
1. That denial of a sabbatical leave by the Board shall not be subject to the Grievance Procedure.
 2. If there are sufficient qualified applicants, sabbatical leaves may be granted to a maximum of two employees at any one time.
 3. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than December 1 and action must be taken on all such requests no later than February 1 of the school year prior to the year for which the sabbatical leave is requested.
 4. The employee must have completed at least seven years (7) of service in the Spotswood Public Schools
 5. An employee on sabbatical leave may be paid by the Board up to fifty percent (50%) of the salary rate which he/she would have received if he/she had remained on active duty if said leave is for study and up to twenty-five percent (25%) if for travel or other reason.
 6. Upon return from a sabbatical leave, the employee shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his absence.
 7. Upon return from sabbatical leave, the employee will guarantee to stay in the school system for a minimum of two years. If the employee should decide not to stay for the two year period, such employee must reimburse the Board for the gross salary received during his/her sabbatical. This repayment may be waived at the discretion of the Board. Method of repayment would be decided upon by mutual agreement between the employee and the Board.

- F. A leave of absence without pay of up to two (2) years may be granted to any tenured teacher who joins the Peace Corps, VISTA. National Teacher Corps, or serves as an exchange teacher or overseas teacher, and if a full-time participant in either of such programs, or accepts a Fulbright Scholarship.
- G. A teacher on tenure may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.
- H. Military Leave - Teachers
 - 1. Military leave without pay shall be granted to any tenured employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment.
 - 2. Leave without pay may be granted to a tenured employee whose spouse is inducted or enlists in any branch of the Armed Forces of the United States.
- I. Other Leaves - Teachers
Other leaves of absence, with or without pay, may be granted by the Board for good reason or, in the case of emergency leave, by the Superintendent.
- J. Upon Return - Teachers
Upon return from leave granted pursuant to Sections F., G. and H. of this Article, a teacher shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent provided, however, that time spent on said leave shall not count toward fulfillment of the time requirements for acquiring tenure. See Article 29,B.3.(b) for limitations on military credit.
- K. Miscellaneous - All Leave
All applications for leaves, extensions or renewals of leaves, shall be in writing. Replies to all applications, et cetera, shall also be in writing.
- L. It is herewith understood that, under no circumstances, shall the refusal of a leave under Sections, A., C.2. (non-tenured), D., F., G., and H.2. constitute cause for grievance. Sections 14 and 15 of B. are grievable by all employees.
- M. Any employee returning from unpaid leaves under this Article shall have accumulated sick leave restored upon return. In addition, relevant insurances shall be restored effective the first work day if the employee completes appropriate forms at least sixty (60) days before his/her return.

ARTICLE 17

EMPLOYEE ASSIGNMENT

- A. Notification
 - 1. Teachers and FACILITY Employees
Teachers and Facility employees shall receive their contract and salary status in writing for the ensuing year, no later than May 15.
 - 2. SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
SECRETARIAL/ADMINISTRATIVE ASSISTANT employees shall be notified of the contract and salary status for the ensuing year no later than May 31.

B. Assignments - Teachers

1. The Board shall not assign any non-certificated personnel to teach children and administer tests.
2. Student teachers, interns and junior practicum students shall not be assigned to any teacher except in accordance with written Board policy.
3. Non-teaching duties as related to Lunchroom and Playground Chaperones shall be stipulated in written Board policy.
4. Class and/or subject assignments, building assignments and room assignments for the forthcoming year, if possible, will be given not later than June 15. In the event that changes in such schedules, class and/or room assignment are made after June 15, the employee shall be notified as soon as possible in writing.
5. Every effort shall be made to keep to a minimum the number of changes in teaching stations.
6. The Board shall make a reasonable effort to avoid the assignment of a classroom teacher which involves more than one location per day.

C. Assignment FACILITY and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

1. The Board shall provide written notice to employees affected by a change in assignment for the next work year as follows:

Secretaries (12 months)	-	by June 15
Secretaries (10 months)	-	by August 1
Custodians	-	by June 30
2. In the event that changes in such assignment are made after the listed date, the employee shall be notified in writing as soon as possible.

ARTICLE 18
VACANCIES

A. Posting

All vacancies in the system shall be posted on each staff bulletin board, **on NJHire, Applitrack** and on the district's web site in the staff section in accordance with the following procedure:

1. Teachers

A notice shall be posted in each school indicating the position that is open and the final dates for filing applications. A copy of said notice may be requested by the Association at the time of posting. Employees who desire to apply for such specific vacancies must submit their applications in writing to the Superintendent within the time limit specified on the notice. The Superintendent shall acknowledge the receipt of the application in writing. The notice will be posted for 10 days except under extreme circumstances as determined by the Superintendent who shall advise the President of the Association.

2. FACILITY, Paraprofessionals and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
A notice shall be posted in all school buildings as far in advance as practicable, ordinarily at least ten (10) school days before the final date when applications must be submitted. In the event of an emergency situation, no less than five (5) days notice shall be given.
 3. Employees who desire to apply for vacancies which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent, together with the position or positions for which they desire to apply, and an address where they can be reached during the summer. The Superintendent shall notify such employees of any vacancy in a position for which they desire to apply.
- B. Filling of Vacancies
1. Teachers
All qualified teachers shall be given an opportunity to make application and shall be given consideration in the filling of these positions. The Board agrees to give consideration to the professional background and attainments of the applicant as well as other relevant factors. It is understood and agreed that all decisions regarding any transfers and reassignments will ultimately be with the Superintendent of Schools and the Board of Education.
 2. FACILITY and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
Advancement of Facility and SECRETARIAL/ADMINISTRATIVE ASSISTANT employees desiring reclassification shall be based upon qualifications and seniority. Consideration for advancement from one classification to the next classification shall be afforded to these employees when vacancies occur. The Superintendent shall make the decision after giving due consideration to the employees request and the needs of the district.
 3. Paraprofessional Employees subjected to a Reduction in Force shall be given first consideration for rehire if said abilities meet the district/individual needs.
- C. Miscellaneous - SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees
1. When two or more SECRETARIAL/ADMINISTRATIVE ASSISTANT applicants within the system are finalists for a given position and are equally qualified, the applicant with seniority shall be recommended for appointment.
 2. A secretary transferred to a position in a higher salary category shall be placed on the same experience level held in the former position.
- D. Miscellaneous - FACILITY Employees
The Facility employee will be given a thirty (30) day period to acquire such skills and proficiencies as are required in the next higher or lower classification and the employee has demonstrated capability in performing duties specified in the requirements of the higher or lower classification. The Superintendent shall make the decision after giving due consideration to the employee's request and the needs of the district.

ARTICLE 19
TRANSFERS AND REASSIGNMENTS

A. Involuntary

1. Teachers

- (a) No teaching vacancy shall be filled by means of involuntary transfer or reassignment if, in the judgment of the Superintendent, there is a volunteer of equal qualification available to fill the position
- (b) Notice of an involuntary transfer or reassignment shall be given in writing to teachers as soon as practicable and, except in cases of emergency, no later than June 15.
- (c) An involuntary transfer or reassignment shall be made only after the teacher has been notified of the reason by the Superintendent. In the event that a teacher objects to the transfer or reassignment, upon the request of the teacher the Superintendent shall meet with him. The teacher may, at his option, have an Association representative present at such meeting.
- (d) Those teachers being involuntarily transferred or reassigned shall be placed only in a position that is in the scope of his/her certification, which does not involve a reduction in total compensation.
- (e) Teachers being involuntarily transferred or reassigned from their present assignment shall be given consideration over those seeking voluntary transfer or reassignment.

2. FACILITY and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

(a) Use of Voluntary Request

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position as determined by the Superintendent.

(b) Notice

(1) FACILITY Employees

Notice of an involuntary transfer or reassignment shall be given to Facility employees as soon as practicable and, except in cases of emergency, not later than June 30.

(2) Tenured SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

Tenured SECRETARIAL/ADMINISTRATIVE ASSISTANT employees will be notified of a change in their status by the Administration in writing.

(3) PARAPROFESSIONAL Employees

PARAPROFESSIONAL employees will be notified of a transfer or reassignment by July 31 of each year.

B. Voluntary - Teachers

1. The Superintendent shall notify all teachers of vacancies for the following year by June 1st. A notice of transfer or reassignment shall be made to teachers as soon as practicable and no later than August 15.
2. The wishes of the individual teacher may be honored when there is a vacancy and to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system, as determined by the Superintendent of Schools.

C. Voluntary - All Employees

Employees who desire a change in grade and/or subject assignment or position or who desire to transfer to another building may file a written statement of such desire with the Superintendent and the building principals. Such statements shall include the grade and/or subject to which the teacher desires to be assigned or the position to which the employee desires to be assigned and the school or schools to which he/she desires to be transferred, in order of preference.

ARTICLE 20
EVALUATION

A. Teachers

1. Non-tenured Teachers

- (a) Non-tenured teachers shall be observed by their immediate supervisors, principal, superintendent, assistant superintendent, and/or department chair three times, (one announced and two unannounced) each school year, to be followed in each instance by a written evaluation report. A follow-up conference between the teacher and the evaluator must be held for the purpose of identifying any deficiencies and extending assistance for their remediation and the improvement of instruction.
- (b) The non-tenured teacher shall have the right to attach to the written evaluation his/her remarks and reaction within ten (10) days following the conference.

2. Tenured Teachers

Tenured teachers shall have the right to attach to the written evaluation his/her remarks and reaction to such report. Tenured teachers shall be observed by their immediate supervisors, principal, superintendent, assistant superintendent, assistant principal, director and/or department chair two times (one announced and one unannounced) each school year, to be followed in each instance by a written evaluation report. A follow-up conference between the teacher and the evaluator must be held.

3. All Teachers

- (a) A teacher shall be evaluated only by persons certified by the New Jersey State Board of Examiners, to supervise instruction, or by others otherwise permitted by NJSA 18-A and shall comply with NJAC 6A:10-2.1.
- (b) Conferences following observations shall be held with the teacher within fifteen (15) school days of the observation. Such conferences are intended to review pertinent factors relating to the strengths and weaknesses of the teacher's performance. In each of the areas where deficiencies are indicated, the administrators shall offer their assistance for correction and the improvement of instruction.
- (c) A teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form. Complaints against teachers must be handled according to the procedure as written in Board of Education policy.

B. FACILITY Employees

1. Frequency

FACILITY employees shall be evaluated by their designated evaluators at least once in each school year, to be followed in each instance by a written evaluation report. If requested by the employee, there shall be a conference between the Facility employee and his/her designated evaluator for the purpose of identifying any deficiencies and extending assistance for their remediation. Such evaluation in each instance shall consist of at least one (1) observation of at least fifteen (15) minutes.

- 2. A Facility employee shall be given a copy of any visit or evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the Facility employee's file or otherwise acted upon without prior conference with the Facility employee. No Facility employee shall be required to sign a blank or incomplete evaluation form.

C. SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

1. Frequency

- (a) All non-tenured SECRETARIAL/ADMINISTRATIVE ASSISTANT employees shall be evaluated by supervisory personnel at

least once a year. The evaluation shall be reviewed with each SECRETARIAL/ADMINISTRATIVE ASSISTANT employee and a copy placed in the SECRETARIAL/ADMINISTRATIVE ASSISTANT employee's file.

(b) Tenured SECRETARIAL/ADMINISTRATIVE ASSISTANT employees shall be evaluated at least once a year as above.

2. Formal evaluation performed for the purpose of recommendations for retention or improvement shall be conducted only by administrators and/or immediate supervisors.

3. A SECRETARIAL/ADMINISTRATIVE ASSISTANT employee shall be given a copy of any evaluation report prepared by the evaluator before any conference to discuss it. Evaluation reports shall be submitted to the Superintendent and placed in the personnel file after the SECRETARIAL/ADMINISTRATIVE ASSISTANT employee has reviewed the report. The SECRETARIAL/ADMINISTRATIVE ASSISTANT employee shall be required to sign only the completed evaluation form. Signature does not indicate agreement or disagreement.

D. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

E. Final evaluation of an employee upon termination of his/her employment shall be concluded prior to severance. After severance of an employee, documents and/or other material may be placed in the personnel file of an employee. Prior to such placement, the Administration shall provide a copy of said material to the former employee's last known address. The former employee may file a statement under Article 23, B. within fifteen (15) calendar days of receipt of the copy.

ARTICLE 21

PERSONNEL RECORDS

A. An employee shall have the right, upon request, to review the contents of his/her personnel file. An employee shall be entitled to have a representative of the Association accompany him/her during such review. Such review must take place in the presence of the Superintendent or his/her designee. It is understood that the employee may or may not be granted instant access to his personnel file, depending upon business previously scheduled in the Superintendent's office. If instant access is not possible, the employee shall receive a definite appointment from the Superintendent or his/her designee to review the employee's file.

B. The employee shall have the right to submit a written statement concerning material and items in his/her file. This statement shall be reviewed by the Superintendent or his/her designee and attached to this appropriate material.

- C. The employee shall acknowledge that he/she has had access to material in his/her file by affixing his/her signature, date and time of examination of said file.
- D. Although the Board agrees to protect confidentiality of personal references and other similar documents, it shall not establish any personnel file which is not available for the employee's inspection.
- E.
 - 1. Nothing shall be placed in an employee's personnel file without the employee's knowledge. An employee shall be asked to sign a statement that he/she has seen such material but his/her refusal to sign such a statement will not prohibit placement of the materials in the file.
 - 2. No evaluation, correspondence, or other material making reference to an employee's competence or actions shall be placed in the personnel file without the employee's knowledge and right to attach their written comments.

ARTICLE 22
NON-TEACHING DUTIES

A. Intent

Teacher duty periods shall be confined to student supervisory items, including safety and health issues.

B. Application

- 1. Teachers shall not be required to collect money from students during any school day. Conversely, no teachers should take it upon themselves to exact any money from students for the purposes of class activities or projects, unless specifically approved by the Superintendent.
- 2. It is understood that the teachers may be asked to relay money or a check, such as for student insurance, to the school office in sealed envelopes or containers. It is expressly understood that in such instances the teacher shall not have to count the money of the individual student or the class tally as a whole.

ARTICLE 23
REPORTING OF ASSAULTS

- A.
 - 1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or immediate supervisor.
 - 2. Upon receiving this report, the principal or immediate supervisor shall notify the Superintendent who may comply with any reasonable request from the employee's counsel for information in the possession of the Superintendent of Schools relating to the incident or the persons involved.

- a. The Board shall give full support, including legal assistance, for any assaults upon an employee, while acting in the discharge of his/her duty.
 - b. When absence arises out of, or from such assaults, or injury, the employee shall be entitled to full salary and any other benefits for the period of absence, but shall not forfeit any sick leave or personal leave. The length of such an absence shall be determined on the advice of a medical doctor designated by the Board, and paid by the Board, in order that the employee may qualify for the benefits and considerations specified herein.
 - c. The parties agree that assaults which occur between District employees are not covered by 2.
3. Although the Board shall designate and pay the medical doctor certifying the length of such an absence, said doctor shall not provide any professional advice or treatment to the employee.

ARTICLE 24

PROTECTION OF TEACHERS AND STUDENTS

A. Reasonable Force

As specified in 18A:6-1, a teacher may, within the scope of his employment use and apply such amount of force as is reasonable and necessary; to quell a disturbance threatening physical injury to others; obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self defense; and for the protection of persons and property.

B. Medical

The Board shall reimburse teacher for the cost of medical, surgical or hospital services incurred as a result of any injury sustained in the course of his employment, while enforcing or applying an Article or provision of this Agreement or acting under the directive of the teacher's immediate supervisor or the Board of Education. Such benefits shall be paid from the Board's workmen's compensation policy.

ARTICLE 25

PROTECTION OF SECRETARIAL/ADMINISTRATIVE ASSISTANT EMPLOYEES AND PROPERTY

- A. SECRETARIAL/ADMINISTRATIVE ASSISTANT employees shall not be required to work under unsafe or hazardous conditions. Such conditions shall be referred immediately to the building principal for appropriate action.

- B. The Board shall give full support including legal and other assistance under the following entitlements:
 - 1. 18A:30-2.1 (Payment of Sick Leave for Service Connected Disability)
 - 2. 18A: 16-6. (Indemnity of Officers and Employees Against Civil Actions)
 - 3. 18A: 16-6.1 (Indemnity of Officers and Employees in Certain Criminal Actions)

ARTICLE 26
SUBSTITUTES

- A. Employees shall use AESOP any day before or as close to 6:00 a.m. as possible on the date of absence to report unavailability
- B. The Board shall provide substitutes for all personnel represented by this Agreement, including "special teachers" and nurses on such days as such approved substitutes are available except for those noted below. Guidance counselors, social worker, speech therapist, and the LDTC are not covered by the above provision.

ARTICLE 27
REIMBURSEMENT FOR DAMAGE

- A. Reimbursement for Personal Property Damage
 - 1. An employee shall be reimbursed within the limits of C. below by the Board's insurance company or by the Board for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by an employee while employee was acting in the discharge of his/her duties within the scope of his employment. Each item for which compensation is requested must be reported to the building principal or immediate supervisor within three (3) days of the assault. This time limit must be met unless the employee is incapable of filing such report as a result of the assault.
 - 2. An employee shall also be reimbursed within the limits of C. below for malicious damage done to his/her passenger vehicle parked on Board of Education property, while that employee is required to be present on Board property, as a function of his/her position as an employee. Reimbursement shall only be made for damage not covered by the employee's personal insurance carrier.
 - 3. The clothing or personal property damaged or destroyed shall have been of such a character that would be considered common to the daily exercise of the employee's assignment.

- B. In order for an employee to be eligible for reimbursement under A. above, he/she must do the following:
1. Immediately, upon learning of the damage, inform the principal.
 2. Allow the principal to make a visual inspection of the damage.
 3. Obtain and present to the Business Administrator copies of repair estimates.
 4. Provide to the Business Administrator certification that said damage has been repaired and the cost of that repair.
 5. Complete required sections of the district and state vandalism report.
 6. Inform the Business Administrator of the terms of the employee's car insurance provisions.
 7. Provide the Business Administrator with a copy of the local police report.
- C. Payments under A.1, and A.2 above shall be limited to \$500 per occurrence. Total Board liability under A. and B. above shall be limited to \$4,000 during the term of this Contract.

ARTICLE 28 **FACILITIES**

A. Facilities

In each operating school of the district, staff facilities shall be made available to employees for the purposes of preparation, reflection, socialization and eating. Any member of the staff of the Spotswood Public Schools may use these facilities.

- B. 1. Copies shall be available exclusive for each teacher's use, of all texts used in the course he/she is to teach.
2. A whiteboard shall be available in classrooms.
- C. Employees shall have freedom of access during the regular school hours to all areas designated for the staff. Access to school facilities during non-school hours may be permitted under special circumstances by the appropriate administrator.

ARTICLE 29 **SALARY AND SALARY PROCEDURES**

A. Salary Guides

Salary guides for those employees so covered are contained in Appendixes A.1 through D.2 attached.

B. Salary-Provisions - Teachers

1. New teachers will be placed on the step which is commensurate with the employee's experience within the terms of Sections 3.a, 3.b, 3.c and 3.d. below.
2. Guide Credit
 - a. Teaching experience: Upon initial employment applicants may be placed on the guide at a step according to state regulations unless there are extenuating circumstances. In those cases, ECS approval will be sought prior to board approval.
All of the above is at the discretion of the Board, and this provision is valid only for the periods covered under this agreement.
 - b. Credit for military experience shall be given in the following manner.
 - (1) Credit for military experience shall not exceed four (4) years on the guide.
 - (2) Military experience shall be included with previous teaching experience so that the total of both will not exceed the maximum step on the salary guide.
 - c. A teacher may be given credit not to exceed two (2) years for Peace Corps, VISTA, or National Teacher Corps work and time spent on a Fulbright Scholarship upon initial employment. Refusal of such credit shall not be subject to the grievance procedure after the teacher is employed. Such credit, if given, shall be included with previous teaching experience and military experience.
 - d. In no case, may a teacher be placed higher than the top step of the guide.
 - e. (1) Teachers with previous experience in the Spotswood Public Schools shall, upon returning to the system, receive full credit on the salary schedule for all outside teaching experience and military experience up to the maximum set forth in Sections B.3.a. and B.3.b. To receive credit for a full year's teaching experience, a teacher must have taught at least one hundred (100) days in a duly accredited school.

(2) Teachers who leave Spotswood for Peace Corps, VISTA, or National Teacher Corps work, or to spend time on a Fulbright Scholarship shall, upon returning to Spotswood, receive up to two years credit for this work. Such teachers who have not been engaged in other teaching or the other activities indicated above shall, upon returning to the district, be restored to the next position on the salary schedule above that at which they left.

3. Miscellaneous

- a. At the discretion of the Superintendent, all previously accumulated sick leave days may be restored to returning teachers who have previously taught in Spotswood. This is not subject to the grievance procedure.

- c. Each teacher who is on the salary guide shall be placed on his/her proper step of the salary schedule at the beginning of each school year.

- d. Employees may advance from one column to the next on either September 1 or on February 1. In order to make such movement, the employee shall provide the Superintendent with all necessary information by August 15 or January 15, respectively.

- e. In order to be eligible for an increment, a full-time or daily-employed part-time teacher must have worked and/or been on approved paid leaves of absence under the terms of this contract for ninety-three (93) or more days during the contract year. In the case of a full-time teacher who is employed less than five (5) days per week an increment shall be granted on the September 1 following the completion of the 93rd day of employment. For example such an employee who works three days per week would work about 110 days in a year and be eligible for an increment the following September 1. A teacher who works two days a week would work only about 74 days and, while not eligible for an increment the following September 1, would qualify for an increment at the end of the second year, if continuously employed. (74 days x 2 years = 148). Only days worked after September 1, 1984 qualify such teachers for an increment. If there are days over and above the required 93 days at the time an increment is granted to such an employee, the excess time earned in that year will not count towards the next increment.

C. FACILITY and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees Procedure for Withholding Employment or Adjustment Increments

Employment or adjustment increments may be withheld in whole or in part for inefficiency or other just cause related to the performance of duties.

- D. A new SECRETARIAL/ADMINISTRATIVE ASSISTANT employee shall be defined as an employee who has had no prior experience whatsoever in the Spotswood School system. However, the Board shall determine salary after equating the type of experience in preceding positions with the requirements of the position in the school system.

E. Increments - FACILITY and SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

1. For a Facility or SECRETARIAL/ADMINISTRATIVE ASSISTANT employee to be considered for an increment, she/he shall be in a pay status for one-half (1/2) the scheduled work days in the contract year.
2. Effective with the 1993-1994 year, part-time custodians who meet the terms of Article 29, shall move across the guide.

F. Pay Procedures

1. Employees will be paid twice monthly, on the 15th and the last day of the month. If the 15th or the last day of the month falls on a weekend or on a holiday, the employee will be paid on the working day preceding the weekend or holiday.
2. All employees will be paid on the 15th and the last day of the month all year, including December and also for the final check in June.
3. Regularly scheduled employees employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments. However, they shall have the option to be enrolled in a Summer Savings Program. Those employees who enroll in the Summer Savings Program will have 10% of their payroll withheld and deposited into a depository institution. These funds will be made available to the employee during the summer months.
4. Regularly scheduled employees employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
5. Year-long stipends shall be paid in two equal installments.
6. There shall be a direct deposit system for paychecks under the following terms:
 - a. Direct deposit will be in effect as long as the Spotswood School District bank which handles payroll can accommodate such an approach. Effective July 1, 2014, Spotswood Schools passed a resolution for mandatory direct deposit for all staff as per NJ A-720; P.L. 2012, c. 28)
 - b. Direct deposit will only be made to employees' banks which are equipped.
 - c. There will be one sign-up period each year for all employees. New employees may sign up upon employment with a starting date as soon as the request can be accommodated.

- d. The Association understands that direct deposit may require earlier District cutoffs of payroll, overtime, etc. and that some payments and changes may be delayed to another pay period.
- e. The Association understands that a direct deposit system does not guarantee that money will be immediately available to an employee on the pay date. Availability of monies depends upon bank rules. The Board is not responsible for any delays not in its control.

ARTICLE 30
MISCELLANEOUS COMPENSATION

A. Teachers

1. Co-Curricular Compensation

- a. Co-curricular compensation is set forth in guides contained in Appendix E. attached.
- b. The Board does not view the involuntary assignment of extra-curricular activities as a desirable practice. While circumstances may require such an approach on a case-by-case basis, the Board strongly prefers voluntary assignment.
- c. Every effort will be made to fill all new or vacant coaching and extra pay positions with qualified personnel who are members of the teaching staff.
- d. The Board and the Association agree that extra-curricular activities are educationally worthwhile.
- e. Initial placement on the appropriate guide is within the discretion of the Board. Such decisions are not subject to arbitration.
- f. The Board shall inform the Association in writing upon an appointment to any of the following positions of the name of the appointee, the step upon which he or she was placed and the rationale for such placement.
- g. Experience as an assistant coach in a sport or as Assistant Band Director shall be credited on a two for one basis toward the head coach guide in the sport or the Band Director guide.
- h. On Appendix E.1 and Appendix E.2 Level I represents zero (0) through four (4) years' experience. Level II represents more than four (4) years of experience.

2. Special Stipends for LDTC and Social Workers:

The LDTC and social worker shall, in addition to the correct step placement on the guide, receive a stipend annually to compensate for related duties. The stipend shall be \$4,850.

3. Payment for Transportation

Teachers who are required to use their own automobiles in the performance of their duties shall be reimbursed for such travel at the rate per board policy which is in compliance with OMB circulars at a rate authorized by the Annual State Appropriations Act.

4. In-service Presenter

A session will be defined as half day blocks. Each day consists of two sessions. Each session to be paid at \$75 per session. Any session less than 2 hours will be prorated compensation accordingly.

5. Home Instruction

Teachers who provide home instruction shall be paid, \$46.00 for 2017-2022 per hour.

6. Curriculum Writing

Teachers who, at the request of their supervisor or principal subject to the approval of the Superintendent, work during the summer on teaching related matters that include but are not limited to curriculum writing shall be paid as follows: For the 2014/2015 school year \$31 per hour. Beginning September 2015: \$40.00 per hour.

7. Summer Child Study Team Work

Summer Child Study Team evaluation work will be based on need to complete mandated services. The required evaluative services shall be posted and applicants with the proper certification may apply. The Assistant Superintendent will make recommendations to the Superintendent based on need and work performance. All staff employed under the contract shall receive preferential consideration for summer Child Study Team work.

B. FACILITY Employees

1. Night Work

Night work compensation shall be over the step on which the employee's salary is based. It shall be prorated on a twelve (12) month basis. The annual compensation shall be and \$1,750.

2. Each full-time and regularly scheduled part-time employee will be provided with uniforms, safety shoes and associated work clothes annually at Board expense not to exceed \$500. Purchases of uniforms and shoes must be through a board

approved provider, and approved by either the Supervisor of Buildings and Grounds or the Business Administrator. The Board will make raingear available in each building. Uniforms must be worn.

3. Newly-hired Facility employees shall receive the allowance for uniforms and shoes under 2 above upon completion of the ninety (90) day probationary period. Thereafter, allowances shall be paid on the anniversary, date of the 91st day of employment.

C. SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

1. Those SECRETARIAL/ADMINISTRATIVE ASSISTANT employee, with the exception of paraprofessionals, who currently receive longevity, will continue to do so through the life of this contract. Those who are currently receiving longevity shall receive a longevity stipend of \$477 for the contract period.
2. a. Those paraprofessional who currently receive longevity, will continue to do so for the life of this contract. Longevity payment shall be \$.50 per hour.
b. Paraprofessionals who may be required to perform duties in classrooms that teach self-help skills (ex. Toileting) or students who exhibit significant behaviors that require behaviorist oversight shall receive a stipend of \$.50 per hour.
3. There will be no additional staff to receive longevity payments as of July 1, 2011.
4. A para-professional will be excused on various early release days throughout the school year with that time being made up at after school meetings, in service workshops, etc. Building Administrators will be responsible for tracking hours in conjunction with Special Services Director.
5. Registered Behavior Technicians (RBT) shall receive a stipend in the amount of \$5,000 in year 1. Effective July 1, 2018, the stipend shall be \$5,500 for the duration of the contract. The stipend will be paid in 20 equal installments with their regular pay.

- D. When employees, except for those covered by A.3 above, use personal vehicles for authorized Board business on an incidental basis they shall be reimbursed at the OMB circular rate authorized by the Annual State Appropriations Act.

ARTICLE 31
HEALTH INSURANCE

A. Health/Hospitalization Insurance

1. The Board shall provide health insurance, major medical coverage, prescription (provided through major medical) and dental to all eligible employees and their families. Eligibility is

defined as those employees who work 30 hours or more per week during the length of this contract.

2. For all employees working during the length of this contract, the Board plan will be administered by the District Carrier of choice provided there is full discussion with the SEA prior to naming a change in the carrier.

3. Eligible employees will make contributions towards their health/dental insurance during the length of this contract as follows:

a. All employees will contribute the percentage of premium based on the Health Benefits Reform Under Chapter 78, P.L. 2011, using the NJ State contribution tables for the life of this contract.

b. The state contribution tables can be found at <http://www.nj.gov/treasury/pensions/reform-hb-qa.shtml>

4. All contributions will be via payroll deduction and pre-tax in an approved Chapter 125 plan.

B. Miscellaneous

1. Should the Board decide to change insurance carriers, it shall do so under the following stipulations:

a. Financial benefit of the new carrier, or carriers, shall be no less than under the present carrier.

b. Financial benefits of the new carrier, or carriers, shall include benefit payments to be paid by the carrier directly to the medical service (hospital, doctor, laboratory, et cetera).

c. Any change in the carrier, or carriers must first be discussed with the Association.

2. The Board shall provide to each employee a description of the health care insurance coverage provided under this section, no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage as listed above.

3. An employee may opt out of the medical benefits program at any time during the year upon completion of the medical benefits waiver form (this form can be obtained from the Business Office) and submission of this form and a copy of the employee's current medical insurance card.

There will be NO medical deduction taken when opting out. As a result of a "life change" (birth, death, divorce, loss of primary medical benefits) an employee will have the opportunity to enter the medical plan provided by the board and will then contribute according to above.

ARTICLE 32
TUITION REIMBURSEMENT

A. Teachers

1. The Board shall pay the full cost of tuition and other reasonable expenses incurred in connection with any course, workshop, seminars, conferences, in-service training sessions or other such sessions which a presently certified employee is required by the Administration to take. This does not cover courses necessary for certification.

2. Tuition Reimbursement for Professional Development

The purpose of the Section shall be to encourage teachers to enhance their instructional skills and competencies. A teacher will be reimbursed for 100% of tuition fees, not exceeding a maximum of \$3,300 providing:

a. Application for approval of courses is made in writing to the Superintendent before such course work is undertaken;

b. The courses are undertaken not to produce a maximum credential for any position,

c. The course(s) must relate directly to the teacher's present assignment and certification and is (are) deemed to be of potential benefit to the district;

d. Reimbursement for approved courses will be authorized when the teacher presents a transcript indicating a minimum performance standard of "B" or its equivalent;

e. The Superintendent's decision on all such applications is discretionary and non-grievable;

f. There will be a set fund of \$55,000 for tuition reimbursement. These monies would be available on a first come, first served basis and be available to teachers after their first year in the district.

B. SECRETARIAL/ADMINISTRATIVE ASSISTANT Employees

Tuition reimbursement will be implemented for SECRETARIAL/ADMINISTRATIVE ASSISTANT employees at the sum of \$400 per year. Course reimbursement will be provided SECRETARIAL/ADMINISTRATIVE ASSISTANT employees as it directly relates to professional duties and is (are) deemed to be of potential benefit to the District. Prior approval must be secured before payment shall be authorized. The Superintendent's decision is discretionary and non-grievable.

C. FACILITY Employees

Tuition reimbursement will be implemented for Facility employees at the sum of \$400 per year. Course reimbursement will be provided Facility employees as it directly relates to professional duties and is (are) deemed to be of potential benefit to the District. Prior approval must be secured before payment shall be authorized. The Superintendent's decision is discretionary and non-grievable. Education money to be pooled among unit members and be used efficiently for things such as CDL physicals, license renewals, permit tests, and schooling. No reimbursement when pool is depleted.

ARTICLE 33
DEDUCTIONS FROM SALARY

A. Association Payroll Dues Deduction

1. The Board agree: upon proper individual written authorization made to the disbursing officer designated by the Board, to deduct from the salary of such individuals dues for the Spotswood Education Association, the Middlesex County Education Association, the New Jersey Education Association, and the National Education Association. Such deductions shall be made in compliance with N. J. S. 52:14-15.9 (e) and, the regulations promulgated by the State Department of Education.
2. All monies so deducted shall be paid over to any one such Association as shall certify to the Board, in writing, that it shall assume full responsibility and liability for disbursing all monies due to each of the other Associations in a timely manner. Such collection Association shall agree to indemnify and hold harmless the Board from any errors, omissions, failures, mistakes or loss resulting from such Association's collection of monies due to itself and the other Associations.
3. The disbursing officer of the Board shall pay over all monies collected to the collecting Association by the 15th day of the month following the month in which the deduction is made.
4. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice of such change at least forty (40) days prior to the effective date of such change.
5. Additional authorizations for dues deduction may be received after August 1 under rules established by the State Department of Education.
6. Any written authorization for the deduction of dues may be withdrawn by an individual employee at any time filing a

written notice of the withdrawal with the disbursing officer designated by the Board. The filing of the notice of withdrawal shall be effective to halt deductions as of the January 1st or July 1st next succeeding the date on which the notice of withdrawal is filed.

B. There shall be an agency fee system under the following terms:

1. Determination of Fee

Prior to the beginning of each academic year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for the academic year. The agency fee to be paid by non-members will be determined by the Association in accordance with the law.

2. Deduction and Transmission of Fee

a. Notification

Once during each academic year the Association will submit to the Board a list of those employees who have not become members of the Association for the then current academic year. The Board will deduct from the salaries of such employees, in accordance with b. below. Substitutes are excluded from the agency fee obligation.

b. Payroll Deduction Schedule

The Board will deduct the agency fee from the paychecks paid to each employee on the aforesaid list during the remainder of the academic year in question. Newly-employed unit members shall not be required to pay the agency fee for the first thirty (30) days of employment.

c. Termination of Employment

If any employee terminates his or her employment with the Board before the Association has received the full amount of the agency fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the academic year in question.

d. Employees who leave during the work year whether they voluntarily pay dues or are agency fee payers shall be treated identically with regard to the payment of dues/fees. Upon termination of employment, the disbursing officer shall deduct any remaining amount owed under the terms of statute for the current work year.

e. Mechanics

The mechanics for the deduction of agency fees and the transmission of such fees to the Association will, as

nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

3. Indemnification

The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.

- C. Employees may participate in the Southern Middlesex County Teacher Federal Credit Union pursuant to the Credit Union's rules.

ARTICLE 34
MENTORING

- A. The teacher, by definition, and known as mentor teacher, shall be paid in accordance with the state guidelines, and this said stipend shall be in addition to the mentor teacher's salary as provided in the salary guide. In the event the State discontinues funding of the mentoring program, it will be the responsibility of the teacher being mentored to pay the stipend directly to the mentor teacher (s).
- B. In the event that the mentoring process is conducted by an entire department at the secondary level or an entire grade level at the elementary schools, all members will share equally in the mentoring stipend.
- C. Administrators will, under no circumstances, ask teachers to comment upon or evaluate, formally or informally, the mentoring candidate.

ARTICLE 35
I&RS

Regulations adopted by the Spotswood Board of Education in April 2008, shall define the scope, limitations, procedures, and membership of the I&RS Committees

ARTICLE 36
MISCELLANEOUS PROVISIONS

A. General

1. The Superintendent shall make available an electronic district personnel directory on a secure portal on the web site for staff only annually which shall be available to each staff

member. Said directory shall list each staff member, address, available telephone number and district assignment.

2. Each party shall equally share the cost of reproducing this Agreement. This Agreement shall be given to all employees covered by this Agreement.
3. 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 of the Agreement shall continue in full force and effect.
4. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision of this Agreement, either party shall do so at file following address:
 - a. If by Association, to the Board at
Administrative Offices
105 Summerhill Road
Spotswood, N.J. 08884
 - b. If by the Board to Association at the school address of the Association President.

B. Teachers

Except as this Agreement provides, all sections of this Agreement applicable at the beginning of this Agreement, shall remain in force for the full duration of said Agreement. Unless otherwise indicated, nothing in this Agreement shall be interpreted to eliminate from any teacher benefits or reduce or detract any teacher benefits existing within this Agreement and provided by statute.

C. FACILITY Employees

1. Snow Days: At the discretion of the Superintendent, any Facility employee not reporting to work will lose a day's pay.
2. The Board will schedule an in-service day for Facility employees.
3. All buildings will be equipped with an appropriate number of lockers for full time Facility employees.

ARTICLE 37

DURATION

A. The provisions of this Agreement shall become effective on July 1, 2017, and shall continue and remain in full force and effect until June 30, 2022.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this _____ day of _____, _____.

FOR THE ASSOCIATION:

FOR THE BOARD:

President

President

Secretary

Secretary

Salary Guide - 2017-2022
Teachers - BA

STEP	2017-18	2018-19	2019-20	2020-21	2021-22
1	46,000	47,000	48,000	49,000	50,000
2	46,830	48,000	49,000	50,000	51,000
3	48,330	48,910	50,000	51,000	52,000
4	50,330	50,160	51,140	52,000	53,000
5	52,830	52,260	52,090	53,120	54,000
6	55,830	55,260	54,525	54,475	55,450
7	58,330	57,810	57,240	56,605	57,005
8	60,030	60,160	59,740	59,220	58,935
9	62,330	61,960	62,090	61,570	61,050
10	64,830	64,310	63,890	63,920	63,400
11	67,580	67,060	66,330	65,820	65,650
12	70,080	69,560	68,990	68,460	68,150
13	72,780	72,260	71,530	71,020	70,290
14	74,280	74,610	74,290	74,360	73,950
15	77,030	77,210	77,040	77,620	77,620
16	79,780	80,260	80,540	81,370	81,450
17	82,140	82,880	83,520	84,435	84,475
18	84,500	85,500	86,500	87,500	88,500

**Salary Guide - 2017-2022
Teachers - BA+15**

STEP	2017-18	2018-19	2019-20	2020-21	2021-22
1	46,500	47,500	48,500	49,500	50,500
2	47,330	48,500	49,500	50,500	51,500
3	48,830	49,410	50,500	51,500	52,500
4	50,830	50,660	51,640	52,500	53,500
5	53,330	52,760	52,590	53,620	54,500
6	56,330	55,760	55,025	54,975	55,950
7	58,830	58,310	57,740	57,105	57,505
8	60,530	60,660	60,240	59,720	59,435
9	62,830	62,460	62,590	62,070	61,550
10	65,330	64,810	64,390	64,420	63,900
11	68,080	67,560	66,830	66,320	66,150
12	70,580	70,060	69,490	68,960	68,650
13	73,280	72,760	72,030	71,520	70,790
14	74,780	75,110	74,790	74,860	74,450
15	77,530	77,710	77,540	78,120	78,120
16	80,280	80,760	81,040	81,870	81,950
17	82,640	83,380	84,020	84,935	84,975
18	85,000	86,000	87,000	88,000	89,000

**Salary Guide - 2017-2022
Teachers - MA**

STEP	2017-18	2018-19	2019-20	2020-21	2021-22
1	47,000	48,000	49,000	50,000	51,000
2	47,830	49,000	50,000	51,000	52,000
3	49,330	49,910	51,000	52,000	53,000
4	51,330	51,160	52,140	53,000	54,000
5	53,830	53,260	53,090	54,120	55,000
6	56,830	56,260	55,525	55,475	56,450
7	59,330	58,810	58,240	57,605	58,005
8	61,030	61,160	60,740	60,220	59,935
9	63,330	62,960	63,090	62,570	62,050
10	65,830	65,310	64,890	64,920	64,400
11	68,580	68,060	67,330	66,820	66,650
12	71,080	70,560	69,990	69,460	69,150
13	73,780	73,260	72,530	72,020	71,290
14	75,280	75,610	75,290	75,360	74,950
15	78,030	78,210	78,040	78,620	78,620
16	80,780	81,260	81,540	82,370	82,450
17	83,140	83,880	84,520	85,435	85,475
18	85,500	86,500	87,500	88,500	89,500

**Salary Guide - 2017-2022
Teachers - MA+30**

STEP	2017-18	2018-19	2019-20	2020-21	2021-22
1	47,500	48,500	49,500	50,500	51,500
2	48,330	49,500	50,500	51,500	52,500
3	49,830	50,410	51,500	52,500	53,500
4	51,830	51,660	52,640	53,500	54,500
5	54,330	53,760	53,590	54,620	55,500
6	57,330	56,760	56,025	55,975	56,950
7	59,830	59,310	58,740	58,105	58,505
8	61,530	61,660	61,240	60,720	60,435
9	63,830	63,460	63,590	63,070	62,550
10	66,330	65,810	65,390	65,420	64,900
11	69,080	68,560	67,830	67,320	67,150
12	71,580	71,060	70,490	69,960	69,650
13	74,280	73,760	73,030	72,520	71,790
14	75,780	76,110	75,790	75,860	75,450
15	78,530	78,710	78,540	79,120	79,120
16	81,280	81,760	82,040	82,870	82,950
17	83,640	84,380	85,020	85,935	85,975
18	86,000	87,000	88,000	89,000	90,000

**Salary Guide - 2017-2022
Teachers - DOCTORATE**

STEP	2017-18	2018-19	2019-20	2020-21	2021-22
1	48,000	49,000	50,000	51,000	52,000
2	48,830	50,000	51,000	52,000	53,000
3	50,330	50,910	52,000	53,000	54,000
4	52,330	52,160	53,140	54,000	55,000
5	54,830	54,260	54,090	55,120	56,000
6	57,830	57,260	56,525	56,475	57,450
7	60,330	59,810	59,240	58,605	59,005
8	62,030	62,160	61,740	61,220	60,935
9	64,330	63,960	64,090	63,570	63,050
10	66,830	66,310	65,890	65,920	65,400
11	69,580	69,060	68,330	67,820	67,650
12	72,080	71,560	70,990	70,460	70,150
13	74,780	74,260	73,530	73,020	72,290
14	76,280	76,610	76,290	76,360	75,950
15	79,030	79,210	79,040	79,620	79,620
16	81,780	82,260	82,540	83,370	83,450
17	84,140	84,880	85,520	86,435	86,475
18	86,500	87,500	88,500	89,500	90,500

Facilities Staff 2017-2022						
Facility A	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	37,750
	---	---	---	---	37,500	38,975
	---	---	---	37,250	38,685	40,160
	---	---	37,000	38,397	39,832	41,307
	---	36,500	37,859	39,256	40,691	42,166
	36,500.00	37,823	39,182	40,579	42,014	43,489
	40,428.47	41,751	43,110	44,507	45,942	47,417
	44,423.65	45,747	47,106	48,503	49,938	51,413
	48,681.31	50,004	51,363	52,760	54,195	55,670
	52,029.47	53,352	54,711	56,108	57,543	59,018
Facility B	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	40,250
	---	---	---	---	40,000	41,475
	---	---	---	39,750	41,185	42,660
	---	---	39,500	40,897	42,332	43,807
	---	39,000	40,359	41,756	43,191	44,666
	39,000.00	40,323	41,682	43,079	44,514	45,989
	53,562.17	54,885	56,244	57,641	59,076	60,551
Facility C	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	40,750
	---	---	---	---	40,500	41,975
	---	---	---	40,250	41,685	43,160
	---	---	40,000	41,397	42,832	44,307
	---	39,500	40,859	42,256	43,691	45,166
	39,500.00	40,823	42,182	43,579	45,014	46,489
	42,295.03	43,618	44,977	46,374	47,809	49,284
	48,390.00	49,713	51,072	52,469	53,904	55,379
	52,619.80	53,943	55,302	56,699	58,134	59,609
	54,844.95	56,168	57,527	58,924	60,359	61,834
	55,165.12	56,488	57,847	59,244	60,679	62,154
EVERYONE MOVES HORIZONTALLY FROM YEAR TO YEAR						

Secretaries Staff Guide 2017-2022

Secretaries 10	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	36,000
	---	---	---	---	35,750	36,733
	---	---	---	35,500	36,476	37,479
	---	---	35,250	36,219	37,215	38,239
	---	35,000	35,963	36,951	37,968	39,012
	35,000	35,963	36,951	37,968	39,012	40,085
	37,631	38,666	39,729	40,822	41,944	43,098
	41,406	42,545	43,715	44,917	46,152	47,421
	42,741	43,916	45,124	46,365	47,640	48,950
	44,076	45,288	46,534	47,813	49,128	50,479
Sec Business	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	46,000
	---	---	---	---	45,750	47,008
	---	---	---	45,500	46,751	48,037
	---	---	45,250	46,494	47,773	49,087
	---	45,000	46,238	47,509	48,816	50,158
	49,280	49,280	50,635	52,028	53,459	54,929
	60,857	62,531	64,250	66,017	67,833	69,698
Admin Assist - 12	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	46,000
	---	---	---	---	45,750	47,008
	---	---	---	45,500	46,751	48,037
	---	---	45,250	46,494	47,773	49,087
	---	45,000	46,238	47,509	48,816	50,158
	49,280	50,635	52,028	53,458	54,929	56,439
	52,780	54,231	55,723	57,255	58,830	60,448
	55,424	56,948	58,514	60,123	61,777	63,476
	56,252	57,799	59,388	61,022	62,700	64,424

Admin Assist - 10	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	42,750
	---	---	---	---	42,500	43,669
	---	---	---	42,250	43,412	44,606
	---	---	42,000	43,155	44,342	45,561
	---	41,750	42,898	44,078	45,290	46,535
	41,500	42,641	43,814	45,019	46,257	47,529
	46,721	48,006	49,326	50,682	52,076	53,508
Secretaries 12	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	---	---	---	---	---	43,050
	---	---	---	---	42,800	43,977
	---	---	---	42,550	43,720	44,922
	---	---	42,300	43,463	44,658	45,887
	---	---	47,675	48,986	50,333	51,717
EVERYONE MOVES HORIZONTALLY FROM YEAR TO YEAR						

Paraprofessional Staff 2017-2022

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
	1	---	---	---	---	---	16.36
	2	---	---	---	---	16.26	16.71
	3	---	---	---	16.16	16.60	17.06
	4	---	---	16.06	16.50	16.96	17.42
	5	---	15.96	16.40	16.85	17.31	17.79
	6	15.86	16.30	16.74	17.20	17.68	18.16
2b-->	OffA	17.16	17.63	18.12	18.61	19.13	19.65
3b-->	OffB	18.49	19.00	19.52	20.06	20.61	21.18
	Off1	24.73	25.41	26.11	26.83	27.56	28.32
	Off2	25.03	25.72	26.43	27.15	27.90	28.67
	Off3	26.03	26.75	27.48	28.24	29.01	29.81
EVERYONE MOVES HORIZONTALLY FROM YEAR TO YEAR							

CO-CURRICULAR POSITIONS	2017-18		2018-19		2019-20 thru 2021-22	
	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2
Student Government Advisor	\$2,278	\$2,384	\$2,278	\$2,384	\$2,341	\$2,450
Senior Class Co-Advisors	\$2,278	\$2,384	\$2,278	\$2,384	\$2,341	\$2,450
Senior Class Co-Advisors	\$2,278	\$2,384	\$2,278	\$2,384	\$2,341	\$2,450
Junior Class Co-Advisors	\$1,710	\$1,817	\$1,710	\$1,817	\$1,757	\$1,867
Junior Class Co-Advisors	\$1,710	\$1,817	\$1,710	\$1,817	\$1,757	\$1,867
Sophomore Class Co-Advisors	\$1,498	\$1,569	\$1,498	\$1,569	\$1,539	\$1,612
Sophomore Class Co-Advisors	\$1,498	\$1,569	\$1,498	\$1,569	\$1,539	\$1,612
Freshman Class Co-Advisors	\$1,427	\$1,498	\$1,427	\$1,498	\$1,466	\$1,539
Freshman Class Co-Advisors	\$1,427	\$1,498	\$1,427	\$1,498	\$1,466	\$1,539
Yearbook Advisor	\$3,555	\$3,878	\$3,555	\$3,878	\$3,653	\$3,985
Yearbook Business Manager	\$2,136	\$2,278	\$2,136	\$2,278	\$2,195	\$2,341
National Honor Society Advisor	\$1,534	\$1,604	\$1,534	\$1,604	\$1,576	\$1,648
Newspaper Advisor	\$3,450	\$3,592	\$3,450	\$3,592	\$3,545	\$3,691
Literary Magazine Advisor	\$1,674	\$1,745	\$1,674	\$1,745	\$1,720	\$1,793
Drama Club	\$4,015	\$4,159	\$4,015	\$4,159	\$4,125	\$4,273
Ass't Drama Club	\$1,979	\$2,052	\$1,979	\$2,052	\$2,033	\$2,108
Choreographer	\$1,007	\$1,069	\$1,007	\$1,069	\$1,035	\$1,098
Music Director	\$2,880	\$3,024	\$2,880	\$3,024	\$2,959	\$3,107
Conductor	\$894	\$965	\$894	\$965	\$919	\$992
Set Construction	\$1,923	\$1,994	\$1,923	\$1,994	\$1,976	\$2,049
Chorus Advisor 9-12	\$2,000	\$2,100	\$2,000	\$2,100	\$2,055	\$2,158
Band Director	\$4,407	\$4,621	\$4,407	\$4,621	\$4,528	\$4,748
Jazz Band Director	\$2,742	\$2,952	\$2,742	\$2,952	\$2,817	\$3,033
Assistant Band Director	\$3,024	\$3,165	\$3,024	\$3,165	\$3,107	\$3,252
Equipment Manager	\$2,172	\$3,271	\$2,172	\$3,271	\$2,232	\$3,361
DECA Advisor	\$1,593	\$1,650	\$1,593	\$1,650	\$1,637	\$1,695
Science League Advisor	\$1,563	\$1,635	\$1,563	\$1,635	\$1,606	\$1,680
Math League	\$1,563	\$1,635	\$1,563	\$1,635	\$1,606	\$1,680
Academic Team Advisor	\$857	\$888	\$857	\$888	\$881	\$912
After School Detention (1/2 hr)	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Community Service Club	\$1,200	\$1,308	\$1,200	\$1,308	\$1,233	\$1,344

History Club	\$1,563	\$1,635	\$1,563	\$1,635	\$1,606	\$1,680
SADD	\$1,200	\$1,308	\$1,200	\$1,308	\$1,233	\$1,344
Science Safety Officer	\$1,604	\$1,674	\$1,604	\$1,674	\$1,648	\$1,720
Spirit Week Coordinator	\$355	\$458	\$355	\$458	\$365	\$471
Costume Manager	\$670	\$725	\$670	\$725	\$688	\$745
Drama Business Manager	\$777	\$859	\$777	\$859	\$798	\$883
Webmaster	\$9,330	\$9,330	\$9,330	\$9,330	\$9,587	\$9,587
Acellus Lab Supervision/per session	\$26.53	\$26.53	\$26.53	\$26.53	\$27.26	\$27.26
TV and RADIO Director	\$12,340	\$12,585	\$12,340	\$12,585	\$12,679	\$12,931
Film Club	\$980	\$1,018	\$980	\$1,018	\$1,007	\$1,046
Mr. Spotswood	\$860	\$876	\$860	\$876	\$884	\$900
Environmental Science Club	\$1,604	\$1,674	\$1,604	\$1,674	\$1,648	\$1,720
Music Club	\$1,544	\$1,644	\$1,544	\$1,644	\$1,586	\$1,689
International Club	\$1,604	\$1,674	\$1,604	\$1,674	\$1,648	\$1,720
Lead for Diversity	\$1,604	\$1,674	\$1,604	\$1,674	\$1,648	\$1,720
AM Supervision	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Printing Apprentice	\$5,900	\$5,900	\$5,900	\$5,900	\$6,062	\$6,062
Hack Space	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Charger Pride	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
TEAMS	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Girls Learn International	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
ATHLETICS	2017-18		2018-19		2019-20 thru 2021-22	
HIGH SCHOOL	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2
Boys Basketball Head Coach	\$7,244	\$7,610	\$7,244	\$7,610	\$7,443	\$7,819
Girls Basketball Head Coach	\$7,244	\$7,610	\$7,244	\$7,610	\$7,443	\$7,819
Boys Basketball Ass't Coach	\$4,833	\$5,089	\$4,833	\$5,089	\$4,966	\$5,229
Girls Basketball Ass't Coach	\$4,833	\$5,089	\$4,833	\$5,089	\$4,966	\$5,229
Baseball Head Coach	\$6,545	\$6,872	\$6,545	\$6,872	\$6,725	\$7,061
Baseball Ass't Coach	\$4,392	\$4,618	\$4,392	\$4,618	\$4,513	\$4,745
Softball Head Coach	\$6,545	\$6,872	\$6,545	\$6,872	\$6,725	\$7,061
Softball Ass't Coach	\$4,392	\$4,618	\$4,392	\$4,618	\$4,513	\$4,745
Head Cross Country	\$5,879	\$6,170	\$5,879	\$6,170	\$6,041	\$6,340

Ass't Cross Country	\$3,917	\$4,211	\$3,917	\$4,211	\$4,025	\$4,327
Cheerleading- Fall	\$5,393	\$5,400	\$5,393	\$5,400	\$5,541	\$5,549
Cheerleading- Winter	\$5,393	\$5,400	\$5,393	\$5,400	\$5,541	\$5,549
Ass't Cheerleading- Fall	\$3,330	\$3,418	\$3,330	\$3,418	\$3,422	\$3,512
Head Football Coach	\$7,843	\$8,428	\$7,843	\$8,428	\$8,059	\$8,660
Ass't Football	\$5,160	\$5,562	\$5,160	\$5,562	\$5,302	\$5,715
Ass't Football	\$5,160	\$5,562	\$5,160	\$5,562	\$5,302	\$5,715
Ass't Football	\$5,160	\$5,562	\$5,160	\$5,562	\$5,302	\$5,715
Ass't Football	\$5,160	\$5,562	\$5,160	\$5,562	\$5,302	\$5,715
Head Boys Soccer	\$6,545	\$6,872	\$6,545	\$6,872	\$6,725	\$7,061
Head Girls Soccer	\$6,545	\$6,872	\$6,545	\$6,872	\$6,725	\$7,061
Ass't Boys Soccer	\$4,392	\$4,618	\$4,392	\$4,618	\$4,513	\$4,745
Ass't Girls Soccer	\$4,392	\$4,618	\$4,392	\$4,618	\$4,513	\$4,745
Head Girls Tennis - Fall	\$4,997	\$5,255	\$4,997	\$5,255	\$5,134	\$5,400
Head Boys Tennis - Spring	\$4,997	\$5,255	\$4,997	\$5,255	\$5,134	\$5,400
Head Boys/Girls Winter Track	\$6,212	\$6,505	\$6,212	\$6,505	\$6,383	\$6,684
Ass't Winter Track	\$4,174	\$4,356	\$4,174	\$4,356	\$4,289	\$4,476
Ass't Winter Track	\$4,174	\$4,356	\$4,174	\$4,356	\$4,289	\$4,476
Ass't Winter Track	\$4,174	\$4,356	\$4,174	\$4,356	\$4,289	\$4,476
Head Boys/Girls Spring Track	\$6,505	\$6,832	\$6,505	\$6,832	\$6,684	\$7,020
Ass't Spring Track	\$4,396	\$4,616	\$4,396	\$4,616	\$4,517	\$4,743
Ass't Spring Track	\$4,396	\$4,616	\$4,396	\$4,616	\$4,517	\$4,743
Ass't Spring Track	\$4,396	\$4,616	\$4,396	\$4,616	\$4,517	\$4,743
Strength Coach	\$6,334	\$6,517	\$6,334	\$6,517	\$6,508	\$6,696
Head Wrestling	\$6,331	\$6,550	\$6,331	\$6,550	\$6,505	\$6,730
Ass't Wrestling	\$4,211	\$4,356	\$4,211	\$4,356	\$4,327	\$4,476
Golf	\$4,642	\$4,900	\$4,642	\$4,900	\$4,770	\$5,035

CO-CURRICULAR POSITIONS	2017-18		2018-19		2019-20 thru 2021-22	
	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2
MEMORIAL						
Student Government	\$1,631	\$1,710	\$1,631	\$1,710	\$1,676	\$1,757
Yearbook	\$1,900	\$1,992	\$1,900	\$1,992	\$1,952	\$2,047
Drama Club	\$2,202	\$2,288	\$2,202	\$2,288	\$2,263	\$2,351
Drama Club	\$2,202	\$2,288	\$2,202	\$2,288	\$2,263	\$2,351
Math League	\$1,667	\$1,748	\$1,667	\$1,748	\$1,713	\$1,796
8th Grade Advisor	\$1,553	\$1,627	\$1,553	\$1,627	\$1,596	\$1,672
Set Construction	\$315	\$328	\$315	\$328	\$324	\$337
Newspaper	\$1,886	\$1,978	\$1,886	\$1,978	\$1,938	\$2,032
Junior National Honor Society	\$1,345	\$1,410	\$1,345	\$1,410	\$1,382	\$1,449
History Club	\$1,544	\$1,644	\$1,544	\$1,644	\$1,586	\$1,689
Environmental Club	\$1,544	\$1,644	\$1,544	\$1,644	\$1,586	\$1,689
Community Cares	\$1,544	\$1,644	\$1,544	\$1,644	\$1,586	\$1,689
PM Supervision per half hr.	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
AM Supervision per half hr.	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Homework Center	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Detention	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Robotics	\$3,718	\$3,789	\$3,718	\$3,789	\$3,820	\$3,893
Science Fiction Club	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Band	\$3,000	\$3,140	\$3,000	\$3,140	\$3,083	\$3,226
Live News Broadcast	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Honors Independent Science	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Craft Club	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Computer Club	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613
Chorus Advisor 6-8	\$1,000	\$1,050	\$1,000	\$1,050	\$1,028	\$1,079
Art and Design Club	\$1,500	\$1,570	\$1,500	\$1,570	\$1,541	\$1,613

ATHLETICS	2017-18		2018-19		2019-20 thru 2021-22	
MEMORIAL SCHOOL	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2
Girls Basketball	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Boys Basketball	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Softball	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Cheerleading	\$1,921	\$2,004	\$1,921	\$2,004	\$1,974	\$2,059
Baseball	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Wrestling	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Girls Soccer	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Boys Soccer	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007
Cross Country	\$2,802	\$2,927	\$2,802	\$2,927	\$2,879	\$3,007

CO-CURRICULAR POSITIONS	2017-18		2018-19		2019-20 thru 2021-22	
	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2	LEVEL 1	LEVEL 2
Drama Club	\$2,202	\$2,288	\$2,202	\$2,288	\$2,263	\$2,351
Drama Club	\$2,202	\$2,288	\$2,202	\$2,288	\$2,263	\$2,351
Set Construction	\$352	\$357	\$352	\$357	\$362	\$367
Chorus-Appleby	\$2,202	\$2,288	\$2,202	\$2,288	\$2,263	\$2,351
Band	\$3,661	\$3,806	\$3,661	\$3,806	\$3,762	\$3,911
Safety Patrol	\$1,942	\$2,018	\$1,942	\$2,018	\$1,995	\$2,073
Science Material Coordinator	\$813	\$843	\$813	\$843	\$835	\$866
Chorus - Schoenly	\$551	\$570	\$551	\$570	\$566	\$586
Celebration of the Arts	\$551	\$570	\$551	\$570	\$566	\$586
Celebration of the Arts	\$551	\$570	\$551	\$570	\$566	\$586
Family Science	\$888	\$922	\$888	\$922	\$912	\$947
Family Science	\$888	\$922	\$888	\$922	\$912	\$947
Family Math	\$888	\$922	\$888	\$922	\$912	\$947
Family Math	\$888	\$922	\$888	\$922	\$912	\$947
Appleby Science Expo	\$560	\$581	\$560	\$581	\$575	\$597
Science Expo Asst.	\$302	\$312	\$302	\$312	\$310	\$321
Fifth Grade Class Advisor	\$299	\$309	\$299	\$309	\$307	\$317
Drama Club Business Manager	\$260	\$269	\$260	\$269	\$267	\$276
Lunchroom Monitor per half hr.	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Detention Monitor per half hr.	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Appleby Park Lot Supervision per half hr.	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Appleby A.M. Supervision per half hr.	\$19.38	\$19.38	\$19.38	\$19.38	\$19.91	\$19.91
Appleby School Store	\$1,200	\$1,250	\$1,200	\$1,250	\$1,233	\$1,284

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