

AGREEMENT

by and between

BOARD OF EDUCATION, POINT PLEASANT SCHOOLS

and

POINT PLEASANT EDUCATION ASSOCIATION

2023-2024

2024-2025

2025-2026

2026-2027

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE</u>
ARTICLE 1 RECOGNITION	1
ARTICLE 2 NEGOTIATION PROCEDURE.....	2
ARTICLE 3 GRIEVANCE PROCEDURE.....	2
ARTICLE 4 EMPLOYEE RIGHTS	6
ARTICLE 5 ASSOCIATION RIGHTS AND PRIVILEGES	8
ARTICLE 6 BOARD RIGHTS	9
ARTICLE 7 SCHOOL CALENDAR.....	9
ARTICLE 8 HOURS AND WORK DAY.....	10
ARTICLE 9 NON-TEACHING DUTIES	17
ARTICLE 10 EMPLOYMENT	18
ARTICLE 11 SALARIES.....	22
ARTICLE 12 TEACHER ASSIGNMENT	23
ARTICLE 13 TRANSFER	24
ARTICLE 14 PROMOTIONS.....	25
ARTICLE 15 EVALUATION.....	26
ARTICLE 16 FACILITIES	28
ARTICLE 17 BUS DRIVERS' EQUIPMENT	28
ARTICLE 18 EMPLOYEE-ADMINISTRATION ADVISORY COUNCIL	28
ARTICLE 19 INSTRUCTIONAL COUNCIL	29
ARTICLE 20 SICK LEAVE	30
ARTICLE 21 ABSENCE DUE TO OTHER CAUSES	31
ARTICLE 22 MATERNITY LEAVE OF ABSENCE.....	32
ARTICLE 23 EXTENDED LEAVES OF ABSENCES	34
ARTICLE 24 SUBSTITUTES FOR TEACHERS	34
ARTICLE 25 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT	34
ARTICLE 26 PROTECTION OF TEACHERS	37
ARTICLE 27 INSURANCE PROTECTION.....	37
ARTICLE 28 PERSONAL AND ACADEMIC FREEDOM.....	39
ARTICLE 29 DEDUCTION FROM SALARY	39
ARTICLE 30 TEACHER EXTRA-CURRICULAR ACTIVITIES.....	41
ARTICLE 31 WORK YEAR.....	41
ARTICLE 32 MISCELLANEOUS PROVISIONS.....	42
ARTICLE 33 RETIREMENT BENEFITS.....	43
ARTICLE 34 REPRESENTATION FEE.....	46
ARTICLE 35 SENIORITY.....	48
ARTICLE 36 DURATION OF AGREEMENT	49
APPENDIX A TEACHER SALARY GUIDES.....	51
APPENDIX B COACHES SALARY GUIDES.....	55
APPENDIX C STUDENT ACTIVITY SALARY SCHEDULE	56
APPENDIX D DRAMATIC ARTS SALARY SCHEDULE	57
APPENDIX E SECRETARIAL SALARY GUIDES.....	58
APPENDIX F PARAPROFESSIONAL SALARY GUIDES.....	60

APPENDIX G BUS DRIVER SALARY GUIDES.....	61
APPENDIX H MISCELLANEOUS SALARIES	61
APPENDIX I CONTRIBUTIONS TO INSURANCE PREMIUMS	62

ARTICLE 1

RECOGNITION

- A. The Board of Education of the Borough of Point Pleasant having received and verified a certified membership list of the Point Pleasant Education Association hereby recognizes the said Association as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for the following classes of employment.
1. All certified teaching personnel under contract, including coaches, extra-curricular personnel, and nursing personnel, secretaries, paraprofessionals, bus drivers, bus substitute/maintainer, and personnel on maternity leave.
 2. The following positions are excluded: supervisory and administrative personnel, supervisor of pupil personnel services, cafeteria employees, confidential secretaries and all other non-teaching personnel, per diem substitutes, part-time hourly employees, and employees of summer programs.
- B. Definition
1.
 - a. Unless otherwise defined, the term "member" when used hereinafter shall refer to all employees represented by the Association in the bargaining unit.
 - b. The term "teacher" shall refer to professional employees.
 - c. The term "secretary" shall refer to all clerical personnel.
 - d. The term "paraprofessional" shall refer to the following classifications:
 1. Instructional
 2. Supervisory (playground and bus)
 - e. The term "bus driver" shall refer to all bus drivers.
 - f. The term "support staff employee" shall refer to all employees under c., d., and e. above.
 2. The Point Pleasant Borough Board of Education may hereinafter be referred to as the "Board" and the Point Pleasant Education Association may hereinafter be referred to as the "Association".
 3. Any new classes of employees to be included for recognition are to be mutually discussed and agreed upon.

ARTICLE 2

NEGOTIATION PROCEDURE

- A. Upon submission of a written request for recognition and upon verification of designated membership representation, and unit determination by duly accepted methods, the Board of Education agrees to enter into collective negotiations in accordance with procedures established by N.J. Employer-Employee Relations Act as amended in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.
- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. Any mutual agreement reached shall be formally presented and voted upon by the Association at its next meeting and by the Board of Education at its next public meeting.
- C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been subjects of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in the Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any benefit to either party existing prior to its effective date.

ARTICLE 3

GRIEVANCE PROCEDURE

- A. Definition
 - 1. A grievance shall mean a complaint by an employee(s) or representative(s) of an employee(s) that there has been an alleged violation of this Agreement or an administrative decision(s) rendered thereunder; except that, the grievance procedure shall not be deemed to apply in the following instances:
 - a. A matter for which there exists in law a specific method of appeal such as the Commissioner of Education, Public Employment Relations Commission, or a court of competent jurisdiction.
 - b. A matter concerning the non-renewal or termination on notice of a non-tenured certificated personnel covered by this Agreement provided that there are no procedural defects concerning the evaluation procedure as contained in Article 15 of this Agreement.

2. An "aggrieved person" is the person or persons making the claim or the Association.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, equitable solutions of the grievances which may from time to time arise.

Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement, nor shall it set precedent unless the Association is a party to the grievance.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps of this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
3. A grievance to be considered under this procedure must be initiated by the employee within twenty-five (25) school days of its occurrence.

Grievances filed after the twenty-five (25) day period as prescribed herein shall not be processed either by the Association or the Board.

4. Level One

- a. Personnel covered by this Agreement with a grievance shall first discuss it with the building principal, either directly or through the Association's designated representative with the objective of resolving the matter informally. Bus drivers should first discuss the matter with the Supervisor of Transportation and Food Services.

- b. If the informal decision by the building principal or the Supervisor of Transportation and Food Services is unsatisfactory or not forthcoming within five (5) school days, the aggrieved will formalize the grievance in writing and submit same to the building principal or the Supervisor of Transportation and Food Services for a written decision within the time limit set forth in Level Two.
- c. The principal or Supervisor of Transportation and Food Services will render a decision in writing within ten (10) school days of receipt of the written grievance.

5. Level Two

If the aggrieved person is not satisfied with the disposition of the grievance at Level One c., or if no decision has been rendered within five (5) school days after presentation of the formal grievance, the aggrieved may, within five (5) school days of receipt of the response at Level One or, if no response has been given, within five (5) school days of the time limit for such response, refer the grievance together with all documentation, explanations and the position of the Association to the Superintendent of Schools. Such documentation shall include specific reference to the condition being grieved and the specific Article of this Agreement alleged to have been violated.

The Superintendent of Schools may at his/her discretion hold a hearing.

A written decision with the same degree of specificity shall be rendered by the Superintendent of Schools within ten (10) school days of receipt of said grievance.

6. Level Three

If the aggrieved person and the Association are not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within ten (10) school days, the Association may submit the grievance in writing to the Board of Education. The grievance, together with all documentation, explanations and the position of the Association shall be submitted to the Board of Education within five (5) school days after receipt of the decision at Level Two, or fifteen (15) school days after the grievance was presented at Level Two, whichever is sooner. A meeting shall be held, if requested, with Association representatives and a committee of the Board or the Board prior to the Board's rendering of its decision. The Board shall render a decision within thirty (30) calendar days of receipt of the grievance by the Board.

- 7. a. If the aggrieved person and the Association are not satisfied with the disposition of the grievance at Level Three, the Association may submit the grievance to arbitration within twenty-five (25) school days after the decision at Level Three.
- b. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of

arbitrators may be made to the American Arbitration Association or the New Jersey Public Employment Relations Commission by either party.

The parties shall then be bound by the rules and procedures of the American Arbitration Association or the New Jersey Public Employment Relations Commission in the selection of an arbitrator.

- c. The arbitrator so selected shall hold hearings promptly and shall issue his/her decision not later than thirty (30) school days from the date of the close of the hearings, or if oral hearings have been waived, then from the date of the final statements and proofs on the issues are submitted to him/her.

The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to render a decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement.

He/she shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement. The award in writing by the arbitrator on the merits of any grievance adjudicated within his/her jurisdiction and authority shall be final and binding on the parties.

- d. The arbitrator shall limit himself/herself to the interpretation and application of the terms of this Agreement and to the issues submitted to him/her and shall consider no other(s).
- e. The arbitrator shall be without power or authority to fashion a punitive damages award.
- f. All fees of the arbitrator, including necessary travel expenses, will be borne equally by the parties. Counsel fees, fees for transcripts and payment to witnesses will be paid by the party incurring same.

D. Rights of Aggrieved to Representation

- 1. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or any person of his/her own choosing, including a representative selected or approved by the Association. When an aggrieved is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
- 2. No reprisals or coercive influence of any kind shall be taken by either party to this Agreement or the Administration against any party in interest, any building representative, any administrator, and any member of the Association or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.
2. Decisions rendered at Level One, Part c., which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Association. Decisions rendered at arbitration shall be in accordance with the procedures set forth in that Section.
3. Forms for filing grievances, serving notices, making appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Association and the Board and be given appropriate distribution so as to facilitate operation of the grievance procedure.
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 representatives.
5. Notwithstanding the pendency of any grievance, all personnel covered by this Agreement shall continue to perform all duties and assignments.
6. Failure by the aggrieved or the Association to process a grievance in accordance with the time schedules as set forth in this Article shall constitute an abandonment of the grievance and render it null and void.

Failure by the Board or the Administration to process a grievance in accordance with the time schedules as set forth in this Article shall permit the aggrieved to proceed automatically to the next level.
7. Reliance upon or pursuit through any administrative or regulatory agency or court of proper jurisdiction to resolve an issue in dispute shall preclude the entrance of such issue into the grievance procedure as set forth in this Agreement.
8. 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.

ARTICLE 4

EMPLOYEE RIGHTS

- A. 1. The Board of Education hereby agrees that every employee has the rights and privileges conferred pursuant to the Employer-Employee Relations Act as amended. As a duly elected body exercising governmental power under authority of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by the Employer-Employee Relations Act as amended or other

laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, collective negotiations with the Board, or his/her institution of any grievance, complaint or proceeding under this Agreement.

2. Nothing contained herein shall be construed to deny or restrict any employee from such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations.
 3. Whenever any employee is required to appear before the Board of Education or any committee of the Board of Education concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of an employee shall be in accordance with N.J.S.A. Title 18A.
 4. Disciplinary interviews and reprimands of individual employees shall be conducted in private.
- B.
1. Upon request employees may review the contents of their personnel file and make copies of any part of it in the presence of the appropriate administrator.
 2. No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer to such material shall be reviewed and signed by the Superintendent or his/her designee and attached to the file copy with the express understanding that such signature in no way indicates agreement with the contents thereof.
 3. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.
 4. Any complaint regarding an employee made to any member of the administration by any parent, student, or other person shall be brought to the employee's attention in writing if considered serious by the appropriate administrator, or if it is written into the employee's personnel file, or if used as a basis for reprimanding an employee.
 5. All grades recorded on report cards and transcripts shall reflect the exact grade assigned to the student by his/her classroom teacher. In the event a grade is changed, the teacher will be notified of the original grade and the new grade in writing. The notice must also contain the signature of the administrator making the change. Grades assigned to the student by other than the classroom teacher to

whom the student is assigned (bedside, alternative school programs, etc.) will be annotated with an explanation of the source of the grade. Additionally, the teacher whose name appears on the report card as the assigned teacher will receive an explanation of the source of the grade in writing.

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association a register of employees within the recognition unit, and minutes of the Board of Education, as from time to time requested.
- B. 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, he/she shall suffer no loss in pay.
- C. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business with individual employees on school property after school hours and during school days, with the approval of the principal, provided this shall not interfere with or interrupt normal school operations.
- D. The Association, its representatives, and committees, shall meet and conduct its business on non-school time, unless otherwise approved by the Administration. The privilege of use of any part of school building facilities and rooms shall be governed by the needs of the educational program and use of the facility at the time of the request upon authority and approval of the Board of Education as delegated to the building principal or Superintendent. Any costs incurred above normal usage for maintenance, operation, or custodial care shall be borne by the Association.
- E. The Association shall recognize that school facilities, equipment, and supplies, are the property of the people in the district with legal custodial responsibility vested in the Board of Education. Legal accountability mandates that general use of school district property be upon expressed authorization by the Board of Education, or as delegated by the Board to its administrative representatives.
- F. Where available, and consistent with the educational program, and common practice, the Association shall have in each school building and bus garage the use of a bulletin board in each employee lounge and employees' dining room. In the above-listed locations where one board is available, the use shall be shared in common with the needs of the educational program, as mutually arrived at with the building principal. Copies of all material to be posted on such bulletin boards shall be given to the building principal for approval.
- G. The Association shall be permitted to use the employee mail boxes for communication with its members, for the transaction of its business, with the limitation that such use does not interfere with the primary purpose of such facility.
- H. The president of the Association, if he/she is a high school teacher, shall be assigned no more than five teaching periods with no other assignments, with one period each day left free for Association business. The president of the Association, if he/she is a middle school teacher, shall be assigned no more than six teaching periods with no other assignments, with one period each day left free for Association business. The period assigned for

Association business shall not deprive the president of a lunch period or, where possible, a preparation period. Should the president be an elementary teacher, the president shall then be exempt from non-teaching duties and whenever possible, shall be excused from a special subject period one period per day for Association business.

ARTICLE 6

BOARD RIGHTS

- A. The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject to the limitations of this Agreement, in accordance with applicable laws and regulations:
1. to direct employees of the school district;
 2. to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend, demote, discharge, or take other disciplinary action against employees for just and legitimate reason;
 3. to relieve employees from duty because of lack of work or for other legitimate reasons;
 4. to maintain efficiency of the school district operations entrusted to them;
 5. to determine the methods, means and personnel by which such operations are to be conducted; and
 6. to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited by the terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and authority under N.J.S.A. Title 18A, School Laws of New Jersey, or any other national, state, county, district, or local laws or regulations as they pertain to education.

ARTICLE 7

SCHOOL CALENDAR

The authority for establishing, adopting and approving deviation from the proposed calendar is vested in the Board of Education. The Association shall be notified of any change.

ARTICLE 8

HOURS AND WORK DAY

A. Teachers' Hours and Work Day

1. Staff members shall indicate their presence for their work day by electronic or written means according to district procedure.
2. All teachers shall be entitled to a duty free lunch period of forty minutes. On days when the school day has been restructured, the elementary lunch period shall be at least 30 minutes.
3. Professionally-related duties are covered by the contract salary and include:
 - a. Meetings under 5 below.
 - b. Student conferences and extra help.
 - c. Consultation with pupils.
 - d. Student club activities held during the regular workday.
 - e. Parental conferences held during the regular workday.
4.
 - a. Teachers may be required to remain after the end of the regular workday for the purpose of attending general staff, school faculty, departmental and committee meetings, or other professional meetings with no more than three (3) in any one month. Such meetings shall begin no later than fifteen (15) minutes after the student dismissal time and shall run for no more than forty-five (45) minutes. However, in the case of individual committee or study meetings, if the time limits exceed the forty-five (45) minutes, the limit shall be as mutually agreed upon by the participants. Meetings which take place after the regular in-school workday and which require attendance shall not be called on Fridays or on any days immediately preceding any holiday except in the event of an emergency.
 - b. Notice of the meetings in a. above shall be given to affected employees one (1) week before the meeting.

Three (3) meetings under a. may be held without such notice in cases of emergency.
 - c. Teachers may be required to attend three (3) evening events per year. Individual teacher attendance shall not exceed two and one-quarter (2 ¼) hours in length for each event. Evening events shall not run past eight thirty at night (8:30 p.m.). In no event shall teachers be required to attend both afternoon and evening conferences on the same day. Mandatory evening events will not be held during a week when the school week ends prior to Friday. Teachers will be allowed to leave at normal pupil dismissal on the days of evening events.

- d. Notice of the required events in c. above shall be made to affected employees by August 15th each year.
 - e. The provisions in a. through d. above are in addition to those contained in Article 8., A.2. and 6.
 - f. The provisions in a. through e. above are in addition to those contained in Article 8, A.2. and 6.
- 5. The notice of an agenda for any meeting, shall, insofar as is practicable, be given to the teachers involved at least two (2) days prior to the meeting. Teachers shall have the opportunity to suggest items for the agenda.
 - 6. Teacher participation in overnight or weekend trips shall be voluntary. Field trips during the school day shall, as is feasible, be planned to terminate at school within the scope of the school day. On trips on which students are given time off the following day, chaperones shall have their time adjusted too and report in fifteen (15) minutes earlier than the students. Chaperones that attend the 8th grade Washington DC trip, shall receive an extra personal day for use in that school year only. However, if the 8th grade trip is held in April, May, or June the extra personal day will be rolled over to the following school year if not used in the current school year.
 - 7. It is recognized by the parties that the principle of the normal work week cannot be interpreted literally. Nothing contained herein prohibits or limits the right of the Administration/Superintendent from assigning the extra duties normally associated with the teaching profession, and consistent with this Agreement.
 - 8. The Board may assign up to three (3) teachers per year in each building to work on such projects as the review of curriculum and instructional materials during their duty period.
 - 9.
 - a. Full-time classroom teachers shall receive a preparation period of forty (40) uninterrupted minutes per day. At the elementary schools, all full-time teachers shall receive an extra preparation period of forty (40) uninterrupted minutes every other week. At the middle school and high school, pupil contact time will not exceed 280 minutes per day.
 - b. Part-time teachers shall be compensated at their hourly rate for attending Professional Development Sessions outside their contracted day/week. Part-time teachers will not be required to attend any meetings that are not contiguous to their day.
 - 10. The school day for which teacher attendance can be required shall be no more than seven (7) hours and ten (10) minutes. The school day shall be as per present practice.

Ocean Road	--	6 hours 55 minutes
Nellie Bennett	--	6 hours 55 minutes
Memorial	--	7 hours 10 minutes
High School	--	7 hours 10 minutes

Pupil contact time – elementary level – 5 hours 35 minutes

Pupil contact time excludes morning and afternoon duty. Pupil contact time does not apply to special events, such as field days, delayed openings, half days, or field trips. On student-shortened days, teachers are required to be in attendance until the normal student dismissal time.

11. On Fridays or days preceding holidays, the staff member's day shall end at the close of the pupil's day, except for front office personnel. Staff members responsible for bus duty shall not end until students board their buses. If the staff members responsible for bus duty are held 30 minutes or more past their contracted time, they will be compensated according to Appendix H.

- a. On the day before Thanksgiving, Winter Break, Spring Break, and Memorial Day weekend the secretarial staff member's day shall end thirty (30) minutes earlier than their regular work day.

12. Summer Work Hours - Counselors and Child Study

- a. All district guidance counselors shall work two days immediately prior to the opening date of the school year and three days immediately following the last workday of the employees' school calendar. The pay rate for each of these added days shall be calculated by dividing the counselor's annual salary on the teachers' guide by the length of the teachers' work year.
- b. The Board of Education shall annually determine its needs for counseling work during the summer period and shall post its needs. The rate of pay for each counselor's summer workday shall be calculated by dividing the counselor's annual salary on the teachers' guide for the school year by the length of the teachers' work year and multiplied by 5/7ths representing that work day shall be five hours.

c. Child Study Team

Newly hired child study team members will be employed as eleven-month employees and be paid at the rate of 110%. Employees hired before 7/1/99 will have the option of selecting eleven-month contracts.

13. Athletic Trainer

The Athletic Trainer shall be paid for eleven (11) months from August 1st to June 30th. A working schedule will be established by the trainer and Superintendent or designee to address time worked.

14. Pre-School and Kindergarten Teachers

Pre-School and Kindergarten teachers will be paid their hourly rate for four (4) hours in August based on their prior fiscal year salary to attend students' summer orientation. Pre-School and Kindergarten Paraprofessionals will be paid their hourly rate for two (2) hours based on their prior fiscal year salary.

B. Office Personnel

1. All employees will work eight (8) hours per day including one (1) hour for lunch on days when school is in session.
2. Secretaries' summer work day will be six (6) hours plus one half-hour for lunch. The secretary may choose to work through their lunch and then leave one half-hour early. A secretarial schedule will be determined by the administration at each school. Each school and/or office will develop summer workday schedules for coverage.
3. Time schedule will be at the discretion of immediate administrative supervisor. Changes to an employee's working hours shall be by mutual agreement whenever possible. Beginning and ending time will be at the discretion of the Board. Compensatory time shall be earned at the discretion of the Board.

The immediate supervisor will have authority to determine and schedule a fifteen (15) minute coffee break and a one (1) hour lunch.

4. Secretaries shall not report to work in the event of a snow day.

C. Overtime for Secretaries

1. Definition

Defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, either before/after regular daily work hours; or any day other than provided in the regular work year.

- a. All overtime spent must be voluntary and mutually agreed to by the employee and immediate superior with exceptions listed below.
 - b. 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 one-half (1-1/2) times the hourly salary.
 - c. All overtime remuneration shall be at the proper rate and consistent with the Fair Labor Standards Act, 29 U.S.C. § 201.
2. Each building will be responsible for taking care of its own overtime needs whenever possible.
 - a. Overtime assignments will be posted in advance whenever possible.

- b. Overtime assignment will be made from a rotating list. Any employee who refuses an overtime assignment will be dropped to the bottom of the list.
- 3. All overtime shall be voluntary; however, in the absence of volunteers, the least senior employee in the building affected will perform the overtime, or dependent upon the skill for the task, it may be assigned by the administration to another employee according to seniority.
- 4. All overtime will be tabulated and paid monthly.
- 5. The Board reserves the right in absence of volunteers to assign overtime, least senior person preference depending upon the task.

D. Vacations – Secretaries and Bus Maintainer

- 1. The vacation entitlement for secretaries and bus maintainer shall be:

a.	After one year	five days (pro rata for less than one year)
b.	2 - 4 years	ten days
c.	5 - 9 years	twelve days
d.	10 - 13 years	fifteen days
e.	14 + years	twenty days
- 2. Vacation eligibility shall be determined at the anniversary date of employment and be credited as of July 1st.

 Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate administrative supervisor. Such approval shall not be arbitrarily withheld.

 Seniority shall apply in the selection of vacation days.

 Any holiday recognized by the Board as a legal holiday falling within a vacation period shall not be lost but shall be in addition to the regular scheduled vacation.
- 3. Vacation of all personnel changing from ten (10) months to twelve (12) months shall be determined by crediting ten (10) month service on the basis of three (3) months of said service being equivalent to two (2) months' service. Article 8, Section D., Paragraph 1. of the contract (e.g. first year twelve (12) month position-five (5) days or pro rata amount).
- 4. Employees leaving during the school year will receive pro-rated vacation time based on days worked in the year.

E. Paraprofessionals

Paraprofessionals shall have a lunch and break time established that will coincide with the instructional day.

F. Bus Drivers - Work Day and Runs

1. The work week for a full-time bus driver will consist of a thirty-one (31) hour work week in a twelve (12) hour window. Packages may be a combination of assigned regular daily runs or flex assignment runs that include home-to-school runs, shuttle runs or field trip or athletic runs which may be up to eight (8) hours per day or forty (40) hours per week. It may also include other runs that are not able to be covered by a driver who is absent; dispatch or clerical work within the transportation office; emergency assignment as a bus aide. The twelve (12) hour window will begin at the start of required pre-trip inspections. The normal work week will be from Monday to Friday. One position will include a Saturday and five weekdays. Part-time packages will also be within a twelve (12) hour window.
2. Any driver working outside their twelve (12) hour contracted window will be paid their regular rate of pay up to forty (40) hours physically worked. Any driver employed before July 1, 2008 who works outside their twelve (12) hour contracted window will receive their regularly hourly rate of pay up to forty (40) hours physically worked per week. Work beyond forty (40) hours physically worked will be paid at the rate of time-and-one-half. Sunday and holiday pay will be at the rate of time-and-one-half.
3. All bus drivers will work 180 calendar days plus one day for in-service. Any contract that extends beyond 181 will be vouchered at the full daily rate of pay.
4. When schools are closed because of inclement weather, bus drivers shall not be expected to report to work. This does not preclude vocational runs, parochial or special receiving districts, or athletic events if held.
5. Any flexible work assigned or picked by the driver that is not a regularly scheduled home-to-school shuttle run that is cancelled within 48 hours of the trip will result in the driver receiving one hour credit toward their required hours.
6. All required hours for flex drivers are picked on a rotating basis by seniority.
7. All scheduled runs should be posted and picked a minimum of two school days preceding each month.
8. All runs not previously posted shall be immediately posted and on a continued rotating schedule within each month.
9. When possible all schedules for next day need to be finalized by 4:00 p.m. on the previous day.
10. No driver can exceed their required 31 hours or packaged hours until all contracted drivers have fulfilled their required hours per the package chosen.
11. The board for all unallocated hours will be posted in the drivers' break room and updated on a daily basis, whenever possible, to reflect real time changes in the work

schedule of the drivers. All drivers should be able to check this board at any time and know their daily work schedule and total unallocated hours.

12. No driver will owe time or be docked in pay if, through no fault of their own, their contractual required hours cannot be fulfilled. If work is available which the driver refuses and they do not meet their required hours, the driver will be docked for those hours which were refused. Refusal of flex work posted without a 24-hour notice, and which another flex driver was able to fulfill without exceeding his or her contracted hours, shall not result in the driver refusing the work being docked.
13. If any full-time driver loses a permanently assigned home-to-school run from their package, they will be able to pick from available flex work (trips, shuttles, etc.) on a monthly basis or pick permanently assigned runs to drivers on an extended approved medical leave or family leave (beyond 15 consecutive work days). When the driver who lost their permanently assigned run returns from an extended leave, they may be reassigned a different run or any other flex work within the time and days assigned to the package chosen.
14. The district shall designate packages of runs for selection by drivers. Prior to the end of the third week of August, full-time drivers from the previous school year will select a package in order of seniority. When all previous year's full-time drivers have selected their packages, previous year part-time drivers shall make their selections in order of seniority.
15. Copies of each route shall be available to each driver via email and a hard copy at the Transportation office at least forty-eight (48) hours prior to the selection of runs. If a run is eliminated from a full-time driver's package after the selection in No. 14 above, the District shall replace the run(s) on or before the next November 1st or February 12, whichever first occurs after the run(s) is eliminated. It is acknowledged that such a replacement will probably reduce the assigned runs for part-time drivers. If there are no part-time drivers or if the only possible replacement runs are performed by a full-time driver, then the reduction shall be made in the assigned runs of a full-time driver.
16. RE-PICK. As long as there is no impact on bus passes issued to students, should a package become available for any reason prior to August 15, the option of a re-pick will be discussed. If a re-pick is granted, it will be available to those drivers on a seniority basis from the package in question on down.

G. Bus Drivers -- Extra Work

1.
 - a. Extra work will be any work outside the twelve (12) hour contracted window.
 - b. Any work cancelled after reporting will be paid at a minimum of two (2) hours.

- c. Any training provided during the driver's 12-hour window shall be paid based on actual training time. However, if driver training is provided on a non-work day, minimum payment of two (2) hours will be applied.
2. Saturdays, Sundays and holidays and any time schools are closed, based on calendars, will be considered extra work days, except the package that has Saturday as a regular work day. In the event that regular drivers are not available for extra work, the Board reserves the right to assign drivers in reverse order of seniority on a rotating basis. The assignment must first be attempted to be made to all drivers who choose a package that covers the day in which the extra work run has not been covered. The Board may assign extra work under this definition to part-time or substitute employees or private contractors.
3. A minimum of three hours pay regardless of actual hours spent for Saturday, Sunday and holiday call-outs shall be in effect for the length of the contract. Sunday and holiday pay rates shall be the greater of \$25.00/hour, for contract years 2020-2021 through 2022-2023, or 1.5 times their regular rate if physically worked more than 40 hours per week.
4. The bus mechanic will be required to carry a cell phone at all times. The Board shall provide the bus mechanic with a cell phone at the Board's expense for the bus mechanic's use only in connection with his duties as bus mechanic. Should she/he be called back to work for maintenance purposes, she/he shall be reimbursed at one and one-half (1 ½) times the hourly rate which she/he would receive for a normal workday. A guarantee of two hours will be paid for each call back.
5. Payment for overtime will be made on the 15th of the month for overtime worked from the 16th to the last day of the prior month and shall be paid on the last day of the month for overtime worked from 1st to the 15th of the current month.

H. Clothing Allowance

The bus mechanic will be provided a clothing allowance in the amount of six hundred dollars (\$600.00) per year. All clothing must be work-related items. Upon submission of receipts, the Board will reimburse up to the amount specified.

ARTICLE 9

NON-TEACHING DUTIES

- A. The Board and the Association acknowledge that a teacher's primary responsibility is the education of the children in his/her care.
 1. Assignment of teachers for non-teaching duties shall be on a reasonable basis.

2. Although teachers may be required to collect and transmit money to be used for educational purposes, they will not be held responsible for the loss of any money collected where the proper procedure has been followed.
3. Teachers shall not use their own vehicles to drive pupils to activities which take place away from the school building. Teachers may use school-owned vehicles voluntarily, with the advance approval of the principal. In such event, the teacher will be covered by appropriate Board of Education liability insurance. A copy of such liability insurance shall be filed with the Point Pleasant Education Association.

ARTICLE 10

EMPLOYMENT

A. Teacher Employment

1. As provided in N.J.S.A. 18A:29-9: "Whenever a person shall hereafter accept office, position or employment as a member in any school district of this state, his initial place on the salary schedule shall be at such point as may be agreed upon by the member and the employing board of education."
2. Credit for military services shall be in accordance with law.
3. The withholding of increments for inefficiency or other good cause shall be as provided in the New Jersey Statutes, Title 18A:29-14, and decisions of the Commissioner and/or courts of New Jersey interpreting the said statutes.
4. In accordance with the provisions of N.J.S.A. 18A:30-3.2, the Board of Education shall grant, not later than the end of the first year of employment, credit not to exceed thirty (30) days for accumulative sick leave days from another school district in New Jersey upon application, except that no credit shall be given if the new employee has received payment for those days from the former district.
5. Notification of all contracts shall be given to tenured and non-tenured teachers by May 15.
6. Teaching staff members separating from the district must give sixty days' notice.

Nothing in this section shall be construed to impair the right of the Board of Education to hire per diem substitutes; nor shall this section be construed to either enhance or diminish the accrual of tenure rights, if any, of short-term temporary substitutes.

B. Support Staff

1. a. After completion of ninety days of consecutive employment, no support staff employee shall be subject to a reduction in salary or hourly rate of pay except for inefficiency, incapacity, conduct unbecoming a support staff employee, or other just cause. Bus drivers are covered by separate language in E. below.

- b. During the probationary period set for the support staff employees in a. above, support staff employees shall not be covered by Article 21, A.4. or by Article 27.
- 2. The Board may withhold increments from employees as part of a progressive discipline procedure subject to the grievance procedure.
- 3. Progressive discipline shall be defined as:
 - a. Verbal warnings.
 - b. Reprimand--written or verbal.
 - c. Written notification.
 - d. Suspensions.
 - e. Discharge.
- 4. It is understood that all actions taken by any agent of the Board of Education shall be in writing and recourse of such actions shall be subject to the provisions of the grievance procedure herein.
- 5. It is understood that in a serious case of misconduct, the necessary order of the above paragraph 3. may be waived and charges brought directly to the Board. In such cases, the employee shall be notified to appear before the Board or any committee of the Board on any matter which could adversely affect the continuation of the member's employment. Each member shall be entitled to have representatives of the Association present to advise him/her and shall receive written notice of reasons for such meetings.
- 6. Following a written notice of such reasons, a hearing will be held before the Board and determination made by the Board finding that such cause does, in fact, exist and is sufficient for such discipline. Should the employee not be satisfied by the determination of the Board, at his/her request, the matter shall be subject to the grievance procedure and arbitration in the same manner and to the same extent as is provided for arbitration of grievances by the Agreement.
- 7. Support staff members separating from the district must give thirty days' notice.

C. Employment Security

- 1. The District shall notify paraprofessionals by May 15, if they are to be reemployed the following year.
- 2. Paraprofessionals whose employment is not renewed shall, upon written request, be given the reasons therefor.
- 3. A paraprofessional whose specific position has been abolished will have the right of recall should the specific position be reestablished.

D. Bus Drivers - Dismissal and Disciplinary

- 1. No bus driver shall be discharged or suspended except for just cause.

2. Bus drivers will serve a 10-month probationary period for the first year of active employment. Any driver may be dismissed during the probationary period without prior warning. Each bus driver shall receive a written evaluation from his/her immediate supervisor before the end date of their initial first year contract. The evaluation shall indicate whether they will be recommended for renewal for the next school year.
3. For any action of a bus driver that does not call for immediate dismissal or suspension, the following shall apply:
 - a. First offense: Verbal warning by the supervisor.
 - b. Second offense: Written warning by the supervisor.
 - c. Third offense: Three days suspension without pay, copy of suspension notification to the Association.
 - d. Fourth offense: Dismissal.
 - e. One (1) year of good behavior will remove second offense written-warning. Two (2) years of good behavior will remove a third offense written warning.
 - f. A driver found guilty of a moving or inspection violation as a first offense, will be placed on level 3.a. but with written warning by supervisor held in records.
 - g. A driver found guilty of a moving or inspection violation as a second offense will be placed on Level 3.b. Copy to the Association and Defensive Driver courses will be required.

E. Bus Drivers - Employment Procedures

1. Each bus driver shall be placed on his proper step of the salary schedule as of the beginning of the school year. Any bus driver employed during any part of the school year shall be paid in a pro-rated proportion on the salary guide, as per the district's practice.
2. Bus drivers shall be notified of their contractual status for the ensuing year no later than August 15. Salary determination shall be made after the contracted runs are chosen. Run and estimated hours as affecting salary shall be presented at same time. Final adjustment shall be made based on actual time experienced, where nine runs are not assigned.
3. At no time shall the Board or any agent thereof assign or direct any bus driver covered by this contract to any other duties outside of the duties appropriate to their position and consistent with their general job description.
4. Driver training shall be conducted by unit drivers and be paid at their hourly rate and may be assigned as part of the required hours. Those drivers who have driver

training experience will receive priority over other unit members and are not bound by seniority.

F. Bus Drivers - Seniority and Job Security

1. Bus drivers shall not be reduced in seniority without just cause.
2. Any bus driver reduced in seniority, suspended or terminated in position, regardless of compensation, may request and receive from the Superintendent or his/her designee reasons for such reduction not later than fifteen (15) working days following receipt of a request. Requests shall be made within fifteen (15) working days of either the effective date of reduction in rank or job classification or of the date on which the bus driver was formally notified.
3. School district seniority is defined as service by appointed bus drivers within this classification covered by this Agreement. An appointed bus driver shall lose all accumulated school district seniority only if he/she:
 - a. Resigns or is discharged for cause, irrespective of whether he/she is subsequently rehired by the school district;
 - b. Or as specified by Article 10, E.
4. Any anticipated or planned reduction in force shall not be implemented or take effect without prior notice to the Association. Following the notice, a meeting between the Board and the Association shall occur at least twenty-one (21) days prior to the effective date of such anticipated or planned reduction in force.
5. In the event that within one (1) year from the date of his/her lay-off, a vacancy occurs in the position of his/her last appointment in the department from which he/she was laid-off, a laid-off bus driver shall be entitled to recall thereto in the order of his/her department seniority.
6. Notice of recall to work shall be addressed to the bus driver's last address appearing on the records of the school district by certified mail, return receipt requested. Within two (2) weeks from receipt of such notice of recall, the bus driver shall notify the director of the department involved, in writing, whether or not he/she desires to return to the work involved in the recall. If he/she fails to reply or if he/she indicates that he/she does not desire to return to such work, he/she shall forfeit all of his/her seniority and all rights to recall. If he/she indicates that he/she desires to return to the work involved in the recall notice, then he/she shall report for such work within twenty-one (21) days from the date he/she receives the recall notice or within such period of time as is set forth in a written extension of time signed by the Superintendent or his/her designee. In the event he/she shall fail to so report to work, he/she shall forfeit all of his/her seniority and all rights to recall.
7. Seniority shall not be accumulated during the period of lay-off.

8. In the event of any planned or anticipated reduction in the number of drivers of this unit, it shall be understood that the drivers of this unit shall have seniority over the other sub-contracting agent currently under contract with the Board.
9. If a bus driver has five years of service in the district and the Board reduces his/her position from full-time to part-time, the driver will continue to receive the same benefits as full-time drivers.

ARTICLE 11

SALARIES

- A. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
 1. The Board shall offer ten-month employees the salary option of twenty equal payments during the school year, and four equal payments during the summer months.
- B. Employees may individually elect to have a portion of their monthly salary deducted from their pay under rules and regulations mandated by the state.
- C. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
- D. Final checks shall be issued on the last working day in June.
- E. The salary schedules effective during the term of this Agreement shall be affixed hereto and made a part hereof in Appendixes A, B, C, D, E, F, G and H.
- F. Employees shall receive an accounting of accumulative sick leave prior to the end of the school year.
- G. Ten (10) month employees who were in a pay status in any public school district for ninety-two (92) days in the previous year are eligible to receive an increment, and twelve (12) month employees, one hundred thirty-five (135) days.
- H. In the event that there is a salary deduction, it shall be upon the anticipated number of workdays as described in Article 31, Work Year.
- I.
 1. Coaches shall receive half of the applicable Appendix B payment according to the following schedule:

Fall activity -	October 15
Winter activity -	January 15
Spring activity -	April 15
 2. Coaches shall receive half of the applicable Appendix B payment on the pay date immediately following the season if the terms of 3. below have been met.

3. At the conclusion of the season, coaches shall:
 - a. inform the Supervisor of Athletics of any equipment and/or uniforms in the possession of students.
 - b. provide to the Supervisor of Athletics a list of students still holding said equipment/uniforms.
 - c. inform the Supervisor of Athletics verbally of his/her efforts to gain return of said equipment/uniforms.
4. Teachers on Appendix D. shall be paid on the regular pay date immediately following the last performance.
5. Checks shall be dispensed with the regular pay envelopes.
- J. Instructional paraprofessionals' salaries will be paid in twenty (20) equal semi-monthly installments. Instructional paraprofessionals' salaries will be based on a 184 day work year. Supervisory paraprofessionals' salaries will be based on a 170 day work year.
- K. Speech therapists that obtain the Certificate of Clinical Competency (CCC) from the American Speech and Hearing Association shall be reimbursed the cost of the certificate.
- L. Teachers that are BACB (Behavior Analyst Certification Board) certified shall be reimbursed the renewal cost of the certificate and/or license, if the certificate and/or license is utilized by the district.

ARTICLE 12

TEACHER ASSIGNMENT

- A. Assignment of teachers shall be made only after every effort has been made to meet the reasonable requests and desires of any teacher concerned. Teachers, other than newly-appointed and substitute teachers, will be notified in writing, five (5) school days prior to the end of the current school year, of the school to which they will be assigned, the classes or subjects they will teach, and special or unusual classes they will have. It is recognized that certain shifts in enrollment may necessitate changes subsequent to such notification, but every effort will be made to keep such changes to a minimum. When such changes must be made subsequent to such notification, a conference between the teacher and the appropriate administrator must be held within five (5) days. If, however, the assignment change takes place during the summer, said teacher shall be notified by phone, if possible; otherwise by mail, and a meeting, if requested by the teacher, shall be scheduled within ten (10) days.
- B. If a teacher is required to cover more than two (2) class periods at the request of the Administration, they shall be compensated at the rate of \$18.00 per class instruction period.
- C. High school teachers shall be assigned five (5) classes except for the following:
 1. Science teachers will be assigned four (4) classes with each class having an extended laboratory period.

2. Teachers who volunteer to teach six (6) classes [five (5) classes for a science teacher] or are assigned six (6) classes [five (5) classes for a science teacher] as dictated by student enrollment shall receive a pensionable stipend of the following for a full year course:

2023-2024 - \$4,500

2024-2025 - \$5,000

2025-2026 - \$5,500

2026-2027 - \$6,000

- a. A 6th class that is a half year course, will be compensated at half of the above stipends.
 - b. Teachers that are assigned another teacher's class(es) for an extended period of time shall be compensated with a daily prorated amount of the 6th class stipend.
 - c. For the first three (3) years of this agreement, staff members who taught a 6th class in the 2022-2023 school year will have the first right of refusal of continuing to teach a 6th class as dictated by the master schedule.
 - d. The 6th class may be fairly rotated among interested and qualified staff members with applicable experience.
- D. No teacher, except in an extenuating circumstance, who is assigned to teach six (6) classes be required to teach more than three (3) preparations (including different levels of the same track, such as AP, honors, regular, in-class support, resource, etc.). The number of teachers in the high school who are assigned six (6) classes shall be limited to twenty-seven (27), including science teachers with five (5) classes and teachers assigned a 6th class to cover another teacher's class(es) except in an emergency situation where the district can't find a qualified candidate.
- E. The 6th class pensionable stipend will be prorated when teachers are assigned a schedule that includes instructional time beyond the amount that would be typical for a high school teacher with five (5) classes (or a science teacher with four (4) classes), but less than being assigned a 6th class. For example, a teacher whose assignment includes three (3) classes without extended time and two (2) with extended time. Each class that includes extra instructional time will earn the teacher 1/5th of the pensionable stipend.

ARTICLE 13

TRANSFER

A. Teachers

1. Involuntary Transfer and Change of Assignment

During the school year changes in grade assignment in the elementary schools, changes in subject assignment in the secondary grades, and transfer between schools may be necessary. While the right to assign and transfer the teacher is the sole right of the Board, the Board will not normally assign or transfer a teacher without written notice which shall be given to the teacher within fifteen (15) calendar days in advance of such action. A teacher shall have the opportunity to discuss his/her transfer with the appropriate principals of the school(s).

2. Voluntary Transfer and Change of Assignment

Teachers interested in a change of teaching assignment shall notify the Superintendent's office no later than March 15th of each year of the specific transfer desired. This application must be renewed annually. If a teacher is being considered favorably for a transfer which he/she has requested, he/she shall be so informed in writing at least fifteen (15) calendar days in advance of such transfer. The teacher who does not desire to be considered for this specific transfer shall so notify the Administration.

B. Transfers and reassignments - Support Personnel

1. Employees who desire to transfer to another building may file a written statement of such desire with the Superintendent. Such statement shall include the school or schools to which he/she desires to be transferred, in order of preference. Such request for transfers and reassignments for the following year shall be submitted no later than March 15th.
2. As soon as they are known, the Superintendent shall post vacancies.

ARTICLE 14

PROMOTIONS

A. Promotions

1. A teacher wishing to be considered for promotion shall file a letter of intent on March 1 of each year stating the type of certification that person holds, and include a photocopy of the certificate held. This application shall be renewed annually.
2.
 - a. When a vacancy occurs, or a position is created, each teacher (paragraph 1. above) holding the appropriate certification shall be notified in writing at the time of general notification of the vacancy to the media, but no later than ten (10) calendar days prior to filling the vacancy. The teacher shall then in writing, within five (5) calendar days after receipt of notification apply for the position if he/she desires such position. If the teacher applies for a position, he/she shall be granted an interview with the appropriate committee of the Board before the position is filled unless the teacher applicant has been so interviewed during the same school year.
 - b. When a teacher has notified the Board in writing that he/she may be interested in a vacancy or new position and 1) when the teacher holds required certification; and 2) the vacancy or new position occurs between the last teacher work day and the first teacher work day (the summer), the Board shall mail a copy of the notice at least ten (10) days before the filing deadline.
3. When a vacancy of a promotional nature occurs which requires only a standard teacher certificate, a notice shall be posted in each building for five (5) school days. Any teacher interested shall apply and submit a resume listing such teacher's qualifications. Any such applicant shall be interviewed by the Superintendent.

4. When a non-certificated promotional vacancy occurs, a notice shall be posted in each building for five (5) work days. Any employee interested shall apply and submit such information as he or she deems relevant to the application.

B. Instructional Opportunities

All openings for positions which may occur, including those that are instructional, extra-curricular or promotional in nature, shall be publicized by the Superintendent in each building and on the district website for a period of five (5) days.

ARTICLE 15

EVALUATION

A. Teacher Evaluation

1. By September 15, each staff member will be supplied with a copy of the evaluative process and criteria.
2. Formal observations will be scheduled at the discretion of the evaluator with or without prior knowledge of the staff member. However, supplementary observations may be requested by the staff member/evaluator for a particular date and time or for a special lesson. Granting of observations will be at the discretion of the evaluator. No observation shall be performed clandestinely.
3. Formal observation visits shall be followed within ten (10) school days by a conference at which time the observation report will be discussed. The written evaluation will result from this conference within five (5) school days.
4. All written evaluation reports will be signed within five (5) school days after received by staff member by both the evaluator and the staff member. However, the signature of the staff member simply indicates acknowledgment of the report, not necessarily agreement with the contents of the report. No written evaluation reports shall be placed into a staff member's file until reviewed by the staff member.
5. The staff member shall have the right to submit his/her written rebuttal of such evaluation within five (5) school days following receipt of the copy, and such rebuttal shall be attached to each party's copy of the evaluation report. The staff member shall provide the number of copies needed.
6. Staff members shall be evaluated as required by the relevant statutes, administrative regulations and directives of the New Jersey Department of Education.
7. An annual written performance report shall be prepared for each staff member. This report shall include but not be limited to the elements outlined in N.J.A.C. 6A:32-4.4(e).

- a. The evaluator(s) shall hold an annual summary conference with the staff member before the written performance report is filed. The conference shall include but is not limited to the items listed in N.J.A.C. 6A:32-4.4(e).
- b. The annual written performance report and the summary conference shall be signed within five (5) working days of the interview by the evaluator(s) and staff member. The signature of the staff member simply indicates acknowledgment of the report, not necessarily agreement with the contents.
- c. The staff member may, within ten (10) school days after signing the report, enter into the record additional performance data which had not been included in the report prepared by the evaluator. Pertinent data shall be collected by the evaluator from the appropriate sources before the annual summary conference. In the event of discrepancy in the data, either the evaluator or the staff member may request additional supervisory personnel to be present.

B. Evaluation: All Support Staff Members, Except Bus Drivers

The work of support staff members will be evaluated, in writing, not less than once in each work year. The member will sign and return one copy of the evaluation report. Signature indicates that the report has been received and does not necessarily mean agreement with the contents.

C. Evaluation: Bus Drivers

1. The Board recognizes the importance of implementing a program of bus driver evaluations for the purpose of promoting individual job performance and improving services to students.
2. The goals of the Board's evaluation plan for bus drivers are to improve and reinforce the skills, attitudes and abilities which enable a bus driver to be effective in achieving assigned job goals and to identify and remediate weaknesses which prevent a bus driver from achieving the goals of assigned duties.
3. A bus driver shall have the right to see his/her evaluation reports and shall have the right to copy such reports at his/her own expense.
4. If derogatory materials or reports are to be retained for purposes other than investigation, the driver shall be shown the reports or materials and given the opportunity to file a written answer to such material. This answer will be placed along with the derogatory material or reports in the driver's file.
5. There shall be a schedule of evaluations providing for at least one evaluation each year.
6. Every evaluation shall result in a conference between the driver and his/her evaluator and shall be signed by both parties.
7. Drivers shall be evaluated by the Supervisor of Transportation and Food Services or the School Business Administrator.

8. A joint committee, consisting of an equal number of Association members and members of the administrative staff, shall be formed to investigate and prepare evaluation criteria covering the bus drivers of the school district.
 9. Evaluations are not subject to the grievance procedure.
- D. No member shall evaluate any other member.

ARTICLE 16

FACILITIES

Where practical and possible each school will have the following facilities:

- A. Space in each classroom in which each permanent based teacher may store instructional materials and supplies.
- B. A combination faculty work area-lounge. Teachers shall exercise reasonable care in maintaining the appearance and cleanliness of said lounge.
- C. A serviceable desk and chair for the teacher in each classroom.
- D. Adequate off-street parking facilities.
- E. Suitable closet space for each teacher to store coats, overshoes, and personal articles.
- F. Adequate chalkboard space in every instructional classroom.

ARTICLE 17

BUS DRIVERS' EQUIPMENT

- A. All bus drivers shall be provided with the appropriate equipment and be responsible for their care: broom, deicer, squeegee and sponge combination, window cleaner, scrub brush, sponge, soap, waste basket, odor control compound, large plastic bags, ice pack and antiseptic for insect bites.
- B. Handbook for bus drivers will be furnished by the Supervisor of Transportation and Food Services, to which each and every driver shall refer, review and familiarize themselves at the beginning of their employment and throughout their employment.

ARTICLE 18

EMPLOYEE-ADMINISTRATION ADVISORY COUNCIL

- A. The Association shall select among volunteers in the Association, a maximum of seven (7) members to serve as a Liaison Committee, which will be advisory in nature and purpose, for each school building. In addition the department heads shall be represented at these meetings by two (2) members. The committee shall meet with the principal (or the principal

and designated members of his staff) at least once a month for the duration of the school year to review and discuss discipline procedures, local school problems and practices. To the extent possible such meetings shall be held during the school day or in after school hours. The chairman will be chosen by the committee and will send minutes of its meetings to the Superintendent.

- B. The Superintendent shall be an ex-officio member of the council and receive copies of all agendas and minutes. The Superintendent will review the minutes sent to him/her and in his/her discretion, forward them or pertinent portions of them to the Board or an appropriate committee of the Board.
- C. The council shall serve in an advisory capacity and the Board shall seriously consider such recommendations but failure of the Board to place any of its recommendations in effect shall not constitute the basis for a grievance.
- D. Attendance at EAAC meetings is to be limited to members of the committee and the administrative staff. Others may be included upon prior agreement by members of the committee and the administration.

ARTICLE 19

INSTRUCTIONAL COUNCIL

An Instructional Council may be established in each school building composed of association members selected by the Association and the Administration. The Instructional Council shall elect a chairman from its own association members.

The Council shall meet monthly after school hours, or during non-instructional times, to discuss and study subjects relating to the school system.

The Council is empowered to appoint sub-committees composed of volunteers among the staff and administrators to study and report upon subjects.

All reports of the Council or its sub-committees, including their recommendations, shall be submitted in writing to all members of the Council.

Subjects of study by sub-committees shall include but not be limited to:

1. Teaching techniques
2. Evaluation of teachers
3. Development of curriculum
4. Evaluation of instructional material
5. Professional Development

Monthly minutes sent to all building members, association secretary, Superintendent and Director of Curriculum and Instruction

ARTICLE 20

SICK LEAVE

Absence Due To Personal Illness

- A. 1. In conformity with N.J.S.A. 18A:30-2, full-time employees shall be allowed ten (10) days sick leave with full pay in any school year. After ten (10) years of service within the Point Pleasant Borough school system, employees shall receive twelve (12) sick days which shall be cumulative. Sick days can be taken as half days or full days.

Effective July 1, 2020, employees that receive the eleven (11) month stipend shall be allowed eleven (11) days per year.

Twelve (12) month employees shall be allowed twelve (12) days per year beginning in the first year of employment.

2. All paraprofessionals and bus drivers shall be eligible to receive ten (10) paid sick days per year. Paraprofessionals who work 2 ½ hours a day shall not be permitted to take any sick leave less than one full sick day (which shall be 2 ½ hours in duration). After ten (10) years of service within the Point Pleasant Borough school system, employees shall receive twelve (12) sick days which shall be cumulative. The pay for the sick day shall be for the number of hours ordinarily worked per day. (For example, if an employee works two hours per day at \$5.00 per hour, the sick day pay would be \$10.00). These sick days shall be cumulative based on hours worked.
- B. Sick leave is hereby defined to mean the absence from his or her post of duty because of personal illness or injury, or because he or she has been excluded from school by the school doctor on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.
- C. Days allowed for illness will be accumulative making it possible for unused days of any year to be added to those already accumulated with no limit.
- D. When absence on sick leave exceeds five (5) successive school days, a physician's certificate covering the period of absence shall be filed in the Superintendent's office. A doctor's certificate for absences on individual days may be requested at the discretion of the Superintendent.
- E. A certificate from the following medical professional : M.D., D.O., N.P., P.A., or mental health care provider is required for any sick day taken directly before or after a holiday period. Failure to submit this certificate may result in full loss of a day's pay at the discretion of the Superintendent.
- F. When an employee's absence under the terms of this Article exceeds the annual sick leave and the accumulated sick leave, the employee may request and the Board may grant extended sick leave, on a case-by-case basis, in accordance with the terms of N.J.S.A. 18A:30-6.

ARTICLE 21

ABSENCE DUE TO OTHER CAUSES

- A. The purpose of leaves of absence is to provide time for emergency needs. Leaves of absence to conduct other business or gainful employment and not directly related to the school program are not eligible under this Agreement.
1. An employee may be allowed a total of ten (10) days' absence in any one year with full pay for death in the immediate family, with no more than five (5) days for any one occurrence. These days shall not be deducted from the accumulative sick leave. Immediate family is defined to include husband, wife, partner in a civil union, parents, sisters, brothers, sisters-in-law, brothers-in-law, sons, daughters, stepchildren, sons-in-law, daughters-in-law, parent of employee's child/children, parent of an employee's spouse or partner in a civil union, grandparents, and grandchildren. These bereavement days must be taken within a seven calendar day period from the day of death. If unusual circumstances warrant, the bereavement days may be taken within a seven day calendar period from the first day of services for the deceased, but in no instance may the five (5) days be other than contiguous.
 2. An employee or expectant parent, spouse, and/or partner who suffers a medically documented pregnancy loss may be allowed a total of five (5) days' absence in any one year with full pay for death in the immediate family for any one (1) occurrence. An employee, spouse, and/or partner who suffers a documented failed adoption may be allowed a total of five (5) days' absence in any one year with full pay for bereavement for any one (1) occurrence upon approval of the absence(s) by the Superintendent.
 3. An employee shall be granted absence of one (1) full day, for the death of an aunt, uncle, nephew, niece and cousin. This day shall not be deducted from the accumulative sick leave.
 4. In case of death of a person other than those listed above, the deduction of a substitute's pay will be made upon prior approval of the absence by the Superintendent. (For teachers)
 - a. Leave is provided for three (3) days per school year for personal emergencies or personal business. Notification for such leave shall state that the leave is being taken under the terms of Article 21 and shall be submitted not less than forty-eight (48) hours in advance except in cases of emergency. For PPEA members that have completed four (4) consecutive years of service in the Point Pleasant school district), one (1) personal day may be taken adjacent to a school break once per school year, pending approval from the Superintendent. These days must be put into the district's absence management system thirty (30) calendar days in advance. Individuals may appeal special circumstances to the Superintendent. Personal leave days not taken in any school year will be converted to sick leave at the end of the year and added to the employee's accumulated sick leave at the beginning of the next school year.
 - b. Leave is provided to bus drivers for three days per school year for bona fide business of a personal nature, which requires the employee's presence

during working hours and which cannot be attended to at any other time, provided, however, that the Superintendent approves the leave in advance. Such approved leave shall be without reduction or loss of pay.

- c. Two (2) sick days of the original allocation of sick days may be used as family illness days each school year.
 - 5. Leave for military purposes shall be in accordance with the applicable statutes. Compensation during such leave may be the difference between the commissioned officer's pay and the teacher's compensation. Arrangement shall be made whenever possible to have such leave during other than the school year.
 - 6. Other leaves of absence with pay may be granted by the Board of Education.
 - 7. For the purpose of computing sick days used, only a half day shall be deducted from the accumulated days if the absence is less than three and one-half (3-1/2) hours in duration except in those cases where school is in session for one-half (1/2) day. In those instances, a full day will be charged.
- B. Leave of Absence Without Normal Rate of Pay

A leave of absence for a period not exceeding two (2) days, other than that defined in this Agreement, and receiving prior approval by the Superintendent of Schools, shall be considered leave with full deduction of pay.

ARTICLE 22

MATERNITY LEAVE OF ABSENCE

A. Employee

- 1. An employee shall notify the Office of the Superintendent of Schools as soon as her pregnancy is medically certified and has reached twelve (12) weeks.
- 2. Maternity and bonding leave shall be per statutory requirements.
- 3. The Board shall grant extended leaves of absence without pay (beyond what is legally required) for child rearing under the following terms:
 - a. Leaves Terminating Within The School Year

Any employee seeking a leave of absence for child rearing and wishing to return to employment within a school year in which he/she commences his/her leave shall apply to the Board of Education for said leave at any time prior to birth. At the time of application, the teacher shall specify in writing the date on which he/she wishes to commence leave and the date which he/she wishes to return to work after birth.

b. Leaves Terminating Subsequent To The School Year

Any employee seeking a leave of absence for child rearing and wishing to return to employment from said leave shall apply at any time prior to birth or within thirty (30) calendar days subsequent to birth. At the time of application for an extended leave, a tenured employee shall specify the date on which he/she wishes to commence leave and the fact that he/she wishes that leave to extend beyond the school year in which that leave commences. The child rearing leave of absence shall be without pay. The employee may return to employment at the beginning of either of the two school years following the school year in which his/her leave commences. For example, if an employee begins his/her leave on March 1, 2020, the employee may return to work by the start of the 2020-2021 school year, but the employee must return to work by the start of the 2021-2022 school year. The expiration of all child rearing leaves of absence shall coincide with the beginning of the school year and the employee shall give the Board written notice of his/her intention to return by the April 1, prior to the beginning of a school year in which he/she wishes to return. The employee may terminate his/her leave at any time giving reasonable notice sixty (60) days to the Board of Education provided that the reason or condition for applying for said leave no longer exists.

4. a. Leaves of absence of any non-tenured employee shall not extend beyond the end of the contract school year in which that leave is obtained.
- b. Leave time shall not be credited toward salary; nor shall the time involved in such leave be counted toward the fulfillment of the time requirements for acquiring tenure.
- c. Prior to return to work from sick leave for medical disability, the employee shall produce a certificate from his/her physician stating that he/she is physically capable of resuming his/her duties. If the employee's and Board's physician are in disagreement, that conflict of medical opinion shall be resolved in the following manner. The Board shall request the Ocean County Medical Society to appoint an impartial third physician who shall examine the employee and these medical opinions shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.
- d. The Board and the principal assume no responsibility for reassigning employees to the same assignment.
- e. Tenured teachers legally adopting a pre-school child shall be granted a leave without pay up to a maximum of two years for child rearing purposes.
- f. An employee on leave under this section may elect to continue the medical insurance program at his/her own expense at the rate paid by the Board for full-time employees. He/she shall reimburse the Board one (1) month in advance for the duration of his/her leave.

ARTICLE 23

EXTENDED LEAVES OF ABSENCES

A leave of absence for good cause may be granted at the discretion of the Board of Education. Such leave will be without pay. The Medical Insurance Program will be continued at the employee's own expense.

ARTICLE 24

SUBSTITUTES FOR TEACHERS

The practice of using a regular teacher as a substitute is undesirable and shall not be permitted. This does not prohibit the infrequent assigning of a teacher to a class or duty because of an emergency, the sudden illness of a staff member, the pending arrival of a substitute or other good cause.

ARTICLE 25

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. Tuition Grant Payment Plan

In order to improve instruction and to assist the staff to keep abreast of current methods, procedures, and research, the Board of Education has in effect a reimbursement plan for certain approved credits, as follows: the Board shall reimburse teachers up to a maximum of nine (9) credits per year subject to approval of the Superintendent according to the following system:

Tuition reimbursement will be paid twice a year as follows:

- a. By February 28 for courses completed from July 1 - December 31; and
- b. By August 31 for courses completed January 1 - June 30.

Subject to the availability of funds as determined in the sole discretion of the Superintendent of Schools, a yearly maximum payout of \$20,000 will be made. Reimbursement shall be up to a maximum of \$170 per credit for courses pertaining to the field of education only.

Employees who are reimbursed for credits and who voluntarily leave employment by the Board shall repay the Board for the tuition reimbursement paid to the employee according the following schedule:

- One (1) year following the year in which the reimbursement payment was made to the employee: 100 percent;
- Two (2) years following the year in which the reimbursement payment was made to the employee: 75 percent.

B. Implementation

1. All courses need prior approval, and requests for reimbursement under this plan must be submitted in a timely manner as defined in 2.a. below.
- 2..
 - a. Teachers interested in reimbursement under this plan must file Form A (Notification of Intent to Enroll in Reimbursement Courses) at least fourteen (14) days prior to enrollment in the course(s). Form A serves as the form which the Superintendent shall use to determine whether to grant prior approval under the terms of this Article. Under no circumstances will tuition be reimbursed if the course has been started or completed without prior approval from the Superintendent of Schools.
 - b. In order to be eligible for reimbursement, courses must be at the graduate level and be taken at a duly authorized institution of higher education as defined in N.J.S.A. 18A:3-15.3.
 - c. After successful completion of the course(s) and no later than January 31 for payment by February 28 and July 31 for payment by August 31, respectively, the teacher shall file Form B (Request For Reimbursement). Form B shall require submission of a proof of payment for tuition and a transcript showing the grade earned in the course(s).
3. Eligibility under this plan is restricted to teachers with a permanent certificate. Credits required for certification are not eligible for reimbursement.
4. Credits eligible under this plan
 - a. cannot be cumulative or transferable from one year to the next,
 - b. are not acceptable for the in-service allotment or longevity payment,
 - c. must be taken within the preceding year, and
 - d. must be in the teacher's teaching field of assigned duties.
5. It is recommended that textbooks obtained under the above plan be donated to the library for use of the professional staff.
6. Secretaries

A minimum of one job-specific workshop shall be held annually within the district for secretaries during regularly scheduled work hours.

Payment for the cost of professional development for secretaries may be approved by the Building Principal and Superintendent of Schools subject to the availability of funds as determined in the sole discretion of the Superintendent of Schools.

Requests under this paragraph must be made through use of the district professional development form.

7. Paraprofessionals

- a. A minimum of one job-specific workshop shall be held annually within the district for paraprofessionals during regularly scheduled work hours.
- b. Payment for the cost of professional development for paraprofessionals may be approved by the Building Principal and Superintendent of Schools subject to the availability of funds as determined in the sole discretion of the Superintendent of Schools. Requests under this paragraph must be made through use of the district professional development form.
- c. On professional development days for teachers, paraprofessionals shall also receive professional development relevant to their job requirements.
- d. The District may pay the cost of training associated with the receipt of position-related certificates (RBT, ABA, ASL) if the certificate is aligned with the paraprofessional's assignment and the paraprofessional receives administrative approval to obtain training and the certificate.
- e. Paraprofessionals who may want to ascertain a certification by taking The Parapro Assessment or RBT certification may receive reimbursement for the assessment and certificate with prior approval from the Superintendent or their designee.

C. In-Service Increment

The purpose of the in-service increment is to promote the teaching efficiency of the teacher.

Effective through July 1, 2011 only, after completion of each 4, 8, 12, 16, 20, 24, and 28 years' period of continuous teaching service in the Point Pleasant Borough schools, teachers shall be eligible for a \$200 increment (up to a maximum of \$1,000 or five (5) increments) upon presentation of three (3) graduate credits obtained with the prior approval of the Superintendent of Schools and which are reasonably related to the teachers' duties in Point Pleasant. These credits may be obtained the year prior, during, or the year following the point in time in which eligibility for the in-service increment occurs. Failure to become eligible during this period results in forfeiture of that particular increment. Approved leaves of absence do not interrupt the continuity of eligibility but are not counted as far as meeting the eligibility time. The implementation of the policy to meet unusual or specialized course requirements shall be at the discretion of the Superintendent. Notification of intent to file under this eligibility shall be done by November 1 of each year. Final approval shall be made upon determination of course and program.

If three credits are used for in-service increment, up to six remaining credits can be used for reimbursement under the tuition grant payment with prior approval. No new in-service increment may be earned subsequent to July 1, 2011.

D. Professional Program Payments to Secretaries

Secretaries shall be granted a stipend for completing various certificates in the Professional Development Program:

First Certificate	(9 credits)	--	\$ 50
Second Certificate	(30 credits)	--	100
Third Certificate	(60 credits)	--	150

ARTICLE 26

PROTECTION OF TEACHERS

- A. A teacher may use reasonable force as is necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.
- B. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

ARTICLE 27

INSURANCE PROTECTION

- A. 1. The following medical insurance plan is in effect for all employees working 31 hours or more per week on a regular basis:
 - a. Only otherwise eligible employees hired prior to July 1, 2017 will be eligible to receive insurance coverage through NJ Direct 10 (or its equivalent), NJ Direct 15 (or its equivalent) or the healthcare plans required by Chapter 44 (or their respective equivalents) at any enrollment level (i.e., single, family, husband and wife, or parent and child).
 - b. Otherwise eligible employees hired after July 1, 2017 through June 30, 2020 will be eligible to receive insurance coverage through NJ Direct 15 (or its equivalent) or the healthcare plans required by Chapter 44 (or their respective equivalents) at any enrollment level (i.e., single, family, husband and wife, or parent and child).
 - c. Otherwise eligible new employees hired on or after July 1, 2020 that have three (3) or more years of credited experience, regardless of placement on the guide, shall be entitled to insurance coverage only under the healthcare plans required by chapter 44 (or their equivalents) any enrollment level (i.e., single, family, husband and wife, or parent and child) upon the date of initial hire subject to a 60 day wait period for employees not hired on September 1 per insurance carrier guidelines.
 - d. Otherwise eligible new employees hired on or after July 1, 2020 that have less than three (3) years of credited experience, regardless of placement on the guide, shall be entitled to insurance coverage only under the healthcare plans required by Chapter 44 (or their equivalents), and only at single enrollment level for the first three (3) years of their initial employment. On the first of the month, which follows the third anniversary of the hiring date, the employee may be enrolled at any enrollment level.

- e. The Association and the Board may negotiate, in the next round of negotiations for a July 1, 2027 Agreement, healthcare insurance in the event Chapter 44 expires in December 2027.
 - f. All eligible employees that receive healthcare insurance coverage from the Board will contribute towards their health, prescription, dental and vision insurance premiums according to appendix I (modified chapter 78), (as appropriate) consistent with the applicable State law and this Agreement for the appropriate level of coverage.
2. The following medical insurance plan is in effect for employees working thirty one (31) hours or more per week on a regular basis:
- a. Any plan offered as stated above in paragraph A by the New Jersey School Employees Health Benefits Program (SEHBP) or any plan equal to or better than the SEHBP.
 - b. Vision insurance- Exams and glasses every two (2) years, \$10.00 co-pay. Any full-time (28.75 hours per week) paraprofessional who has worked as a paraprofessional for the district for at least three (3) years is covered by vision insurance.
 - c. Prescription insurance shall be provided through the SEHBP or equivalent plan that is equal to or better than the SEHBP.
 - d. Switches for an employee between health plans must be made in writing on forms provided by the Business Office during open enrollment.
3. The Board will offer either the Horizon Dental Option Plan, the Horizon Dental Choice Plan or a dental plan equal to or better than the Horizon Dental Option Plan or Horizon Dental Choice Plan. The dental deductible shall be \$25/\$75.
- B. 1. An employee who is covered as a dependent under a spouse's or civil union partner's State Health Benefits Program ("SHBP")/SEHBP coverage is not eligible for insurance coverage under this Article 27. Reimbursement, which shall be provided for 2017-2018 only, cannot exceed the limit set by the State.
2. Employees shall only be eligible for insurance under Article 27.A. above if they work thirty-one (31) or more hours per week. Paraprofessionals shall be eligible for coverage under the single medical and hospitalization, dental, and prescription coverage under Article A. above after the completion of their years as follows and in accordance with open enrollment:
- 2023-2024 - fifteen (15) years
 - 2024-2025 - fourteen (14) years
 - 2025-2026 - fourteen (14) years
 - 2026-2027 - fourteen (14) years

And assigned thirty-one (31) or more hours per week.

Paraprofessionals, upon completing years of service, as stated above, at 28.75 hours per week shall be offered a 31-hour per week assignment. Paraprofessionals must

accept the 31-hour assignment to be eligible for benefits. Paraprofessionals may keep the 31-hour-per-week schedule even if they decline the insurance coverage.

- C. All new bus drivers hired after December 1, 1992, for a substitute or part-time position shall not be entitled to be enrolled at Board cost in coverage under A. and B. above.
- D. All paraprofessionals and other unit employees not eligible for Board-paid insurance under A. above, shall be eligible to buy-into this insurance under the following terms:
 - a. must be acceptable to or permitted by the carrier;
 - b. must elect to buy in from first opportunity; any gap in coverage election is a waiver of future coverage; and
 - c. must forward the premium monthly or by payroll deduction (if the result of such a deduction will not be a negative net pay amount).
- E. An IRS premium only Section 125 plan shall be maintained by the Board to permit payment of premiums for medical and life insurance on a pre-tax basis.
- F. An employee enrolled in health insurance shall contribute to the cost of the insurance premium provided for in this Article 27 in accordance with the insurance deduction chart set forth in Appendix J.

ARTICLE 28

PERSONAL AND ACADEMIC FREEDOM

- A. The Board of Education shall agree to follow the law with respect to the protection of the individuals and the pursuit of academic freedom by teachers.
- B. The personal life, outside study or other activities undertaken by employees during their non-duty hours are at the discretion of the individual. Such activities should not impair the employee's ability to carry out his/her duties effectively or violate the Board's Inappropriate Staff Conduct Policy or the Board's Code of Ethics Policy.

ARTICLE 29

DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Point Pleasant Education Association, the Ocean County Education Association, the New Jersey Education Association, or the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, rules established by the State Department of Education.

Said monies together with records of any corrections shall be transmitted to the treasurer of the Point Pleasant Education Association by the fifteenth of each month following the monthly pay period in which deductions were made. The Association treasurer shall

disburse such monies to the appropriate association or associations. Employee authorizations shall be in writing in the form set forth below:

AUTHORIZATION TO DEDUCT ASSOCIATION MEMBERSHIP DUES

NAME _____ SOCIAL SECURITY NO. _____

SCHOOL BUILDING _____ DISTRICT _____

TO: DISBURSING OFFICER _____ BOARD OF EDUCATION

I hereby request and authorize the above-name disbursing officer to deduct from my earnings an amount sufficient to provide for the payment of those membership dues as certified by the organizations indicated in equal monthly payments for all or part of the current school year and for succeeding school years. I understand that the disbursing officer will discontinue such deductions only if I file such notice of withdrawal as of the January 1 next succeeding the date on which notice of withdrawal is filed. I hereby waive all right and claim for said authorization, and relieve the governing board and all of its officers from any liability therefore.

I designate the _____ Association to receive dues and distribute according to the organization(s) indicated:

_____ Association _____

_____ County Education Association _____

New Jersey Education Association _____

National Education Association _____

- B. 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 prior to the effective date of such change.
- C. Additional authorizations for dues deductions may be received after August 1 under rules established by the State Department of Education.
- D. The filing of notice of an employee's withdrawal shall be prior to December 1 and become effective to halt deductions as of January 1 next succeeding the date on which notice of withdrawal is filed.
- E. Employees participating in the plan shall file with the Board of Education and the Mon-Oc Teachers Federal Credit Union appropriate authorization of all deductions.

ARTICLE 30

TEACHER EXTRA-CURRICULAR ACTIVITIES

- A. Extra-curricular personnel shall be compensated as set forth in Appendixes B, C and D, which are attached hereto and made a part hereof.
- B. Extra-curricular services are all those for which teachers are responsible to the Administration, and are in excess of teaching and professionally related duties.
- C. A list of all extra-curricular positions shall be posted for five (5) school days on the bulletin boards of the faculty rooms in each building so that interested teachers may apply for any position. Any teacher may request to be considered for any coaching or extra-curricular position at any time. All of these requests shall be maintained in the Superintendent's office. This office shall notify those teachers who have filed a request for the particular activity in writing when a vacancy occurs in the summer.
- D. Extra service performed upon an irregular basis and new extra-curricular activities, when approved by the Administration, shall be remunerated and the amount shall be negotiated by the Association prior to teacher participation in the activity.
- E. Notification of contractual status in salary in addition to the basic teaching contracts shall be issued not later than May 30.
- F. Fund raising for student activities shall be as approved by the Board. The advisor shall not be personally responsible for the raising of the funds but shall retain accountability for funds raised.
- G. Extra-curricular stipends shall not be split amongst staff without notification. Extra-curricular stipends shall not be split more than two (2) ways.

ARTICLE 31

WORK YEAR

- A. The teacher's work year shall not exceed one hundred eighty-four (184) days. Six (6) hours of time will be provided during contracted time for staff to complete Safe Schools training.
- B. Ten (10) month secretaries shall have a work year beginning September 1 and ending June 30 less all holidays accruing to the teachers.
- C. Twelve (12) month secretaries shall have a work year beginning July 1 and ending June 30 less all holidays accruing to the teachers.
- D.
 - 1. The school work year for bus drivers shall not exceed 181 days.
 - 2. Non-work days from September through June 30 shall be those days based on the package chosen when schools, including vocational and private schools, serviced by the district's busses are not in session for their students, except for one in-service day per year.

3. The bus mechanic will receive fourteen (14) paid holidays during the school year. However after completing seventeen (17) years of service, the bus mechanic will receive fifteen (15) paid holidays.
- E.
 1. The work year for Instructional Paraprofessionals shall not exceed 184 days.
 2. The work year for Instructional/Special Education Paraprofessionals shall not exceed 184 days.
 - F.
 1. The work year for Supervisory Paraprofessionals shall not exceed 170 days.
 2. The work year for supervisory paraprofessionals assigned as bus aides shall not exceed 180 days.

ARTICLE 32

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement during its duration shall be controlling.
- C. The Board and the Association mutually agree to adhere to the requirements of the laws concerning discrimination.
- D. Whenever any notice is required to be given by either of the parties to this Agreement to the other pursuant to the provisions of this Agreement, either party shall do so by e-mail or registered letter at the following addresses:
 1. If by Association, to the Board at Board of Education Office, Point Pleasant, New Jersey.
 2. If by Board, to the Association at Point Pleasant Borough High School, Point Pleasant, New Jersey.
- E. Teachers who are assigned to develop and/or design curriculum work will be paid \$500 for a semester's curriculum and \$1,000 for a year's curriculum. Teachers shall be paid \$25 per hour to work on a component of a curriculum outside of developing and/or designing curriculum.
- F. Voyager and Think Tank advisors will be paid an extra hour each month for planning purposes.

- G. Teachers will be paid \$25 per hour to attend professional development sessions, pre-approved by the Superintendent of schools, during the summer.
- H. The Middle School Team Leader stipend shall be \$500 per year.
- I. If the New Jersey Legislature enacts a new minimum teaching salary law during the life of this Agreement which provides funds in excess of what is required to bring teachers to the new minimum, the parties will negotiate the distribution of such funds.
- J. Children of certified staff members may attend Point Pleasant Schools tuition-free.
 - a.) Students already enrolled in the district shall be grandfathered, should the Board and the Association agree to eliminate Section -I.
 - b.) The assignment of students to a specific elementary school shall be at the discretion of the Board.
 - c.) If an active PPEA member passes away their children, if already enrolled in Point Pleasant Schools, will continue to attend tuition free if allowable according to state statutes.

ARTICLE 33

RETIREMENT BENEFITS

A. Medical Benefits

Upon retirement an employee employed in the district may elect to continue membership in the Medical Insurance Program at the group rate at the employee's own expense. Payment for participation in the program shall be made to the insurance carrier of the Board or to a designated third party administrator one month in advance. The spouse of a deceased and/or retired teacher from the district may continue this participation at his/her own cost.

B. Unused Sick Days - Teachers

It is understood that sick days transferred into this district shall be used first when illness occurs. If any days are left from another district, they may not be used for a retirement benefit.

Upon retirement a teacher shall be compensated for unused sick days accumulated in the district at a rate of .0025 x step #1 of Appendix A, BA column in the retiring year times the number of accumulated unused sick days.

To be eligible for this benefit a teacher must have taught for fifteen years in the district, and must provide no less than sixty (60) days' notice of his/her effective date of resignation for the purposes of retirement.

In order to be eligible for any payment, the employee must have 50 days of accumulated sick leave at the time of retirement. If the threshold is met, the employee shall be paid for

those 50 days under the agreed payment schedule. Days for long term illness for more than 20 consecutive days will not affect the threshold of 50.

Any staff member hired after 7/1/99 maximum compensation will be \$15,000.

C. Unused Sick Days – Secretaries, Bus Maintainer, Bus Drivers and Paraprofessionals

Severance pay shall be granted at the following rates for accumulated sick leave earned for fifteen (15) years in the district, payable upon retirement. Employee must provide no less than sixty days' notice of his/her effective date of retirement.

Secretaries/Bus Maintainer:

1st to 70 days -- 0.13% x step #1 of the retiring year Appendix E 10-Month Secretaries Salary Guide times the number of accumulated unused sick days
71st and subsequent days -- 0.15% x step #1 of the retiring year Appendix E 10-Month Secretaries Salary Guide times the number of accumulated unused sick days

Bus Drivers and Paraprofessionals:

1st to 70th day -- 0.123% x step #1 of the retiring year Appendix G Bus Drivers Salary Guide times the number of accumulated unused sick days
71st and subsequent days -- 0.151% x step #1 of the retiring year Appendix G Bus Drivers Salary Guide times the number of accumulated unused sick days

1. Sick leave must be earned in the district.
2. Must have fifteen (15) years service in the district as a minimum.
3. Intention is a retirement (not vesting, not changing jobs, etc.).
4. Does not include any sabbaticals.

If an early retirement should occur prior to fifteen (15) years of service in the district, severance sick leave pay shall be granted at the above rates, less twenty (20%) percent per year. In order to be eligible for any payment, the employee must have 50 days of accumulated sick leave at the time of retirement. If the threshold is met, the employee shall be paid for those 50 days under the agreed payment scheduled. Days for long term illness for more than 20 consecutive days will not affect the threshold of 50.

- D. Eligible employees will participate in the Final Pay Arrangement in accordance with the Board's current Section 403(b) Plan to have all sick and vacation pay owed upon retirement to be paid to the employees as non-elective contributions within 30 days from the date of retirement. The amount owed will be paid into a Tax Sheltered Annuity as approved in the Section 403(b) Plan.
- E. The payment provided in paragraphs B. and C. above will be paid to the estate of any employee who would otherwise be qualified for this benefit and who dies while in the service of the district.
- F. In order to be eligible for any payment, the employee must have 50 days of accumulated sick leave at the time of retirement. If the threshold is met, the employee shall be paid for those 50 days under the agreed payment scheduled. Days for long term illness for more than 20 consecutive days will not affect the threshold of 50.

ARTICLE 34

REPRESENTATION FEE

A. Collection and Purpose of Fee

If an employee does not become a member of the Association during any member year, (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for the membership year unless the employee withdraws authorization for payroll deduction of the representation fee in accordance with the law or, in the case of a new employee who begins his/her employment in a position covered by the Agreement, does not authorize payroll deduction for payment of the representation fee

B. Amount of Fee

1. Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, and assessment charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to 85% of that amount who have not withdrawn authorization for payroll deduction of the representation fee in accordance with the law, or nonmember new employees who have been hired in positions covered by this Agreement and have authorized deduction from their salaries to pay the representation fee, will be equal to 85% of that amount.

2. Legal Maximum

In order adequately to offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, and assessments charged by the Association to its own members, and the representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.

3. Deduction and Transmission of Fee

a. Notification

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year and who have not withdrawn in accordance with the law, or in the case of new employees hired in positions covered by this Agreement, have provided in accordance with the law, authorization for the payroll deduction of the representation fee. The Board will deduct from the salaries of such employees, in accordance with paragraph b. below, the full

amount of the representation fee and promptly will transmit the amount so deducted to the Association.

b. Payroll Deduction Schedule

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to said employees on the aforesaid list during the remainder of the membership year in question. The deduction will begin with the first paycheck paid.

- 1) ten (10) days after receipt of the aforesaid list by the Board; or
- 2) thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a nonbargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

4. Termination of Employment

If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation 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 membership year in question.

5. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation 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.

6. Changes

The Association will notify the Board in writing of any changes in the list provided for in paragraph 1. above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

7. New Employees

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

8. 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.

ARTICLE 35

SENIORITY

Secretaries

1. Seniority applies only in a reduction-in-force among tenured secretaries.
2. A seniority list shall be based upon the employee's first day of employment and shall be calculated by months. "Months" is defined as being in a pay status for at least one day in any given month. Under that condition, an employee shall be credited with one month seniority.
3. With respect to ten month employees, each full ten months of service, as defined above, shall equal twelve months of service for seniority purposes. Each month in excess of a full ten month period equals one month for seniority purposes; however, no secretary may earn more than twelve months seniority credit in any calendar year.
4. In the event of staff reduction, lay off shall start at the bottom of the seniority list.
5. In all cases the secretary making a claim on a position must possess the skills and necessary qualifications to perform the duties of the position claimed.
6. Any personnel covered by this Article shall be given thirty (30) days' notice before any lay off occurs.
7. Any anticipated or planned reduction-in-force shall not be implemented or take effect without sixty (60) days prior notice to the Association. Following the notice, the Association may request a meeting with the Board which meeting must be called at least thirty (30) days prior to the effective date of the reduction-in-force.
8. Any person reduced under the provisions of this agreement shall be placed upon a re-call list for one year from the date of separation. If there is a secretarial vacancy in the unit, the most senior secretary on the re-call list, who meets the terms of paragraph five above, shall be placed in that position.

Paraprofessionals

1. Seniority applies only in a reduction in force among paraprofessionals with ten years of experience.

2. A seniority list shall be based upon the employee's first day of employment and shall be calculated by months. Month is defined as being in a pay status for at least one day in any given month. Under that condition, an employee shall be credited with one-month seniority. Substitute time shall not be credited toward seniority.
3. For the purpose of seniority to be used in a reduction in force, paraprofessionals shall fall into two categories:

Category 1 – Instructional
Category 2 – Supervisory
4. In the event of staff reduction, lay off shall start at the bottom of the seniority list within a category. Seniority in one category does not give the paraprofessional any credit or rights in the other category.
5. In all cases, the paraprofessional making a claim on a position must possess the skills and necessary qualifications to perform the duties of the claimed position.
6. Any personnel covered by this Article shall be given thirty (30) days' notice before any lay off occurs. Any anticipated or planned reduction-in-force shall not be implemented or take effect without prior notice to the Association.
7. Any person reduced under the provisions of this Agreement shall be placed upon a recall list for one year from the date of separation. If there is a paraprofessional vacancy in the unit, the most senior paraprofessional on the recall list, who meets the terms of paragraph five above, shall be placed in that position.

ARTICLE 36

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2027. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

**POINT PLEASANT
BOARD OF EDUCATION**

CHERYL SALWAY
President

**POINT PLEASANT
EDUCATION ASSOCIATION**

JENNIFER MCMANUS
President

Attest:

STEVEN CORSO
Business Administrator/Board Secretary

Attest:

CHRISTA ANDREWS
Vice President

APPENDIX A
TEACHER SALARY GUIDES
2023-2024

Step	BA	BA+30	MA	MA+30
1	57,281	58,181	58,981	59,581
2-3	57,781	58,681	59,481	60,081
4-5	58,531	59,431	60,231	60,831
6	59,531	60,431	61,231	61,831
7	60,731	61,631	62,431	63,031
8	61,931	62,831	63,631	64,231
9-10	63,131	64,031	64,831	65,431
11	64,331	65,231	66,031	66,631
12	65,631	66,531	67,331	67,931
13	67,031	67,931	68,731	69,331
14	68,731	69,631	70,431	71,031
15	70,531	71,431	72,231	72,831
16	72,531	73,431	74,231	74,831
17	74,531	75,431	76,231	76,831
18	76,531	77,431	78,231	78,831
19	78,631	79,531	80,331	80,931
20	80,731	81,631	82,431	83,031
21	82,931	83,831	84,631	85,231
22	85,231	86,131	86,931	87,531
23	87,706	88,606	89,406	90,006
24	90,181	91,081	91,881	92,481
OFF				94,821

APPENDIX A
TEACHER SALARY GUIDES
2024-2025

Step	BA	BA+30	MA	MA+30
1-2	59,096	60,196	60,996	61,596
3-4	59,596	60,696	61,496	62,096
5-6	60,596	61,696	62,496	63,096
7	61,796	62,896	63,696	64,296
8	62,996	64,096	64,896	65,496
9	64,196	65,296	66,096	66,696
10-11	65,396	66,496	67,296	67,896
12	66,696	67,796	68,596	69,196
13	68,096	69,196	69,996	70,596
14	69,796	70,896	71,696	72,296
15	71,596	72,696	73,496	74,096
16	73,596	74,696	75,496	76,096
17	75,596	76,696	77,496	78,096
18	77,596	78,696	79,496	80,096
19	79,696	80,796	81,596	82,196
20	81,796	82,896	83,696	84,296
21	83,996	85,096	85,896	86,496
22	86,296	87,396	88,196	88,796
23	88,756	89,856	90,656	91,256
24	91,231	92,331	93,131	93,731
OFF				95,871

APPENDIX A
TEACHER SALARY GUIDES
2025-2026

Step	BA	BA+30	MA	MA+30
1	60,556	61,956	62,756	63,556
2-3	61,056	62,456	63,256	64,056
4-5	61,756	63,156	63,956	64,756
6-7	62,956	64,356	65,156	65,956
8	64,156	65,556	66,356	67,156
9	65,356	66,756	67,556	68,356
10	66,556	67,956	68,756	69,556
11-12	67,856	69,256	70,056	70,856
13	69,306	70,706	71,506	72,306
14	71,006	72,406	73,206	74,006
15	72,806	74,206	75,006	75,806
16	74,806	76,206	77,006	77,806
17	76,806	78,206	79,006	79,806
18	78,806	80,206	81,006	81,806
19	80,906	82,306	83,106	83,906
20	83,006	84,406	85,206	86,006
21	85,206	86,606	87,406	88,206
22	87,506	88,906	89,706	90,506
23	89,956	91,356	92,156	92,956
24	92,431	93,831	94,631	95,431
OFF				97,071

APPENDIX A
TEACHER SALARY GUIDES
2026-2027

Step	BA	BA+30	MA	MA+30
1-2	63,231	65,031	65,831	66,731
3-4	63,931	65,731	66,531	67,431
5-6	64,731	66,531	67,331	68,231
7-8	65,731	67,531	68,331	69,231
9	66,831	68,631	69,431	70,331
10	68,031	69,831	70,631	71,531
11	69,331	71,131	71,931	72,831
12-13	70,731	72,531	73,331	74,231
14	72,431	74,231	75,031	75,931
15	74,231	76,031	76,831	77,731
16	76,231	78,031	78,831	79,731
17	78,231	80,031	80,831	81,731
18	80,231	82,031	82,831	83,731
19	82,331	84,131	84,931	85,831
20	84,531	86,331	87,131	88,031
21	86,731	88,531	89,331	90,231
22	89,031	90,831	91,631	92,531
23	91,481	93,281	94,081	94,981
24	93,931	95,731	96,531	97,431
OFF				98,571

APPENDIX B
COACHES SALARY GUIDES

Coaches	2023-2024	2024-2025	2025-2026	2026-2027
Head Cheer	\$4,238.71	\$4,338.71	\$4,438.71	\$4,538.71
Asst Cheer	\$2,646.90	\$2,771.90	\$2,896.90	\$3,021.90
Head Football	\$8,936.09	\$9,036.09	\$9,136.09	\$9,261.09
Asst. Football	\$4,729.01	\$5,104.01	\$5,479.01	\$5,854.01
Head Field Hockey	\$6,391.13	\$6,521.13	\$6,641.13	\$6,761.13
Asst. Field Hockey	\$3,778.52	\$4,028.52	\$4,303.52	\$4,578.52
MS Field Hockey	\$3,578.52	\$3,628.52	\$3,703.52	\$3,778.52
Head Lacrosse	\$6,391.13	\$6,521.13	\$6,641.13	\$6,761.13
Asst. Lacrosse	\$3,778.52	\$4,028.52	\$4,303.52	\$4,578.52
Head Soccer	\$7,405.40	\$7,435.40	\$7,465.40	\$7,495.40
Asst. Soccer	\$3,778.52	\$4,028.52	\$4,303.52	\$4,578.52
MS Soccer	\$3,578.52	\$3,628.52	\$3,703.52	\$3,778.52
Head Cross Country	\$5,246.86	\$5,346.86	\$5,446.86	\$5,546.86
Asst. Cross Country	\$2,859.14	\$2,959.14	\$3,084.14	\$3,209.14
MS. Cross Country	\$2,809.14	\$2,859.14	\$2,934.14	\$3,009.14
Tennis	\$4,344.83	\$4,444.83	\$4,544.83	\$4,644.83
Gymnastics	\$3,920.35	\$4,020.35	\$4,180.35	\$4,280.35
Head Wrestling	\$7,850.00	\$8,000.00	\$8,200.00	\$8,441.82
Asst. Wrestling	\$4,150.00	\$4,500.00	\$4,840.00	\$5,180.00
MS Wrestling	\$3,870.25	\$3,920.25	\$3,995.25	\$4,070.25
Head Basketball	\$8,936.09	\$9,036.09	\$9,136.09	\$9,261.09
Asst. Basketball	\$4,150.00	\$4,500.00	\$4,840.00	\$5,180.00
MS Basketball	\$3,870.25	\$3,920.25	\$3,995.25	\$4,070.25
Bowling	\$3,814.23	\$3,914.23	\$4,014.23	\$4,114.23
Head Swim	\$5,441.04	\$5,541.04	\$5,741.04	\$5,941.04
Asst. Swim	\$3,486.68	\$3,736.68	\$4,011.68	\$4,286.68
Head Winter Track	\$4,344.83	\$4,444.83	\$4,544.83	\$4,644.83
Asst. Winter Track	\$2,796.90	\$3,046.90	\$3,321.90	\$3,596.90
Head Golf	\$4,344.83	\$4,444.83	\$4,544.83	\$4,644.83
Asst. Golf	\$2,593.84	\$2,693.84	\$2,793.84	\$2,893.84
Head Baseball/Softball	\$6,391.13	\$6,521.13	\$6,641.13	\$6,761.13
Asst. Baseball/Softball	\$3,778.52	\$4,028.52	\$4,303.52	\$4,578.52
MS Baseball/Softball	\$3,578.52	\$3,628.52	\$3,678.52	\$3,728.52
Head Track	\$6,391.13	\$6,521.13	\$6,641.13	\$6,761.13
Asst. Track	\$3,778.52	\$4,028.52	\$4,303.52	\$4,578.52
MS Track	\$3,578.52	\$3,628.52	\$3,678.52	\$3,728.52

APPENDIX C
STUDENT ACTIVITIES SALARY SCHEDULE

High School Advisors	2023-2024	2024-2025	2025-2026	2026-2027
Audio Visual**	\$4,470.07	\$4,537.12	\$4,582.49	\$4,651.23
Band Director**	\$9,046.68	\$9,106.02	\$9,197.08	\$9,285.87
Assistant Band Dir**	\$6,491.61	\$6,588.98	\$6,654.87	\$6,720.87
Color Guard**	\$5,654.91	\$5,739.73	\$5,797.13	\$5,831.13
Student Council	\$5,224.06	\$5,302.42	\$5,355.45	\$5,435.78
Yearbook	\$4,577.78	\$4,646.45	\$4,692.91	\$4,763.31
Vocal Music/Show Choir	\$4,900.93	\$4,974.44	\$5,024.19	\$5,099.55
Honor Society	\$3,662.23	\$3,717.17	\$3,754.34	\$3,810.65
Senior Class	\$5,224.06	\$5,314.13	\$5,367.27	\$5,461.27
Junior Class	\$4,577.78	\$4,646.45	\$4,692.91	\$4,763.31
Sophomore Class	\$3,608.38	\$3,662.50	\$3,699.13	\$3,754.61
Freshman Class	\$2,908.24	\$2,951.86	\$2,981.38	\$3,026.10
Key Club	\$2,908.24	\$2,951.86	\$2,981.38	\$3,026.10
Interact Club	\$2,908.24	\$2,951.86	\$2,981.38	\$3,026.10
LEO Club	\$2,908.24	\$2,951.86	\$2,981.38	\$3,026.10
FBLA	\$2,908.24	\$2,951.86	\$2,981.38	\$3,026.10
Quiz Bowl	\$2,585.10	\$2,623.88	\$2,650.12	\$2,689.87
Art Club	\$2,423.54	\$2,459.89	\$2,484.49	\$2,527.74
Math Club	\$2,423.54	\$2,459.89	\$2,484.49	\$2,521.76
Chess Club	\$2,585.10	\$2,623.88	\$2,650.12	\$2,689.87
Literary Magazine	\$2,369.68	\$2,405.23	\$2,429.28	\$2,465.72
Newspaper	\$2,800.53	\$2,842.54	\$2,870.96	\$2,914.02
Forensics	\$2,585.10	\$2,623.88	\$2,650.12	\$2,689.87
Project Graduation Liaison	\$4,055.38	\$4,116.21	\$4,157.37	\$4,219.74
Surf Club Advisor	\$3,769.94	\$3,826.49	\$3,864.76	\$3,922.73
Asst. Surf Club Advisor	\$2,182.25	\$2,214.98	\$2,237.13	\$2,270.69
Special Olympics	\$2,423.23	\$2,459.58	\$2,487.38	\$2,524.62
Detention	\$4,081.32	\$4,142.53	\$4,183.96	\$4,246.72
Middle School Advisors				
8th Gr Advisor	\$4,146.93	\$4,209.14	\$4,251.23	\$4,315.00
Audio Visual	\$4,146.93	\$4,209.14	\$4,251.23	\$4,315.00
Chorus	\$4,308.52	\$4,373.14	\$4,416.88	\$4,483.12
National Junior Honor Society	\$2,638.96	\$2,678.54	\$2,705.32	\$2,745.90
Student Council	\$3,177.52	\$3,225.18	\$3,257.43	\$3,306.29
Yearbook	\$4,093.08	\$4,154.48	\$4,196.04	\$4,258.98
7/8th Band Dir**	\$7,324.45	\$7,374.45	\$7,448.20	\$7,509.92
6th Band Dir	\$4,739.36	\$4,810.45	\$4,858.55	\$4,931.43
Math Club	\$2,261.97	\$2,295.90	\$2,318.86	\$2,353.64
Student Ambassador Advisor	\$1,669.54	\$1,694.59	\$1,711.53	\$1,737.21

Elementary School Advisors				
Academic Bowl	\$2,638.96	\$2,678.54	\$2,705.33	\$2,745.91
Band	\$7,324.45	\$7,374.45	\$7,448.20	\$7,494.99

** Summer Work involved

Band Director stipend includes Competition Band

APPENDIX D
DRAMATIC ARTS SALARY SCHEDULE

Dramatic Arts - Drama/Comedy	2023-2024	2024-2025	2025-2026	2026-2027
Director	\$3,950.88	\$4,029.90	\$4,160.50	\$4,243.71
Assistant Director	\$2,976.69	\$3,036.22	\$3,096.94	\$3,158.88
Instrumental Music	\$3,950.88	\$4,029.90	\$4,110.49	\$4,192.70
Technical Director	\$2,435.47	\$2,484.18	\$2,533.87	\$2,584.54
Set Design	\$2,435.47	\$2,484.18	\$2,533.87	\$2,584.54
Costumes and Make-up	\$2,218.98	\$2,263.36	\$2,308.64	\$2,354.80
Ticket Sales	\$1,298.92	\$1,324.90	\$1,351.40	\$1,378.42
Choreographer	\$2,597.84	\$2,649.79	\$2,702.79	\$2,756.85
Dramatic Arts - Musical				
Director	\$5,033.31	\$5,133.98	\$5,286.66	\$5,392.39
Assistant Director	\$3,626.15	\$3,698.67	\$3,779.64	\$3,855.24
Instrumental Music	\$4,383.85	\$4,471.52	\$4,560.96	\$4,652.17
Set Design	\$2,435.47	\$2,484.18	\$2,533.87	\$2,584.54
Costumes and Make-up	\$2,218.98	\$2,263.36	\$2,308.64	\$2,354.80
Ticket Sales	\$1,298.92	\$1,324.90	\$1,351.40	\$1,378.42
Choreographer	\$2,597.84	\$2,649.79	\$2,702.79	\$2,756.85
Vocal Music	\$4,383.85	\$4,471.52	\$4,560.96	\$4,652.17
Technical Director	\$2,327.23	\$2,373.78	\$2,421.25	\$2,469.68

APPENDIX E
SECRETARIAL SALARY GUIDES

2023-2024

Step	10 Month	12 Month
1-2	\$34,608	\$41,530
3	\$35,108	\$42,130
4	\$35,608	\$42,730
5	\$36,158	\$43,390
6	\$36,708	\$44,050
7	\$37,458	\$44,950
8	\$38,258	\$45,910
9	\$39,258	\$47,110
10	\$40,258	\$48,310
11	\$41,358	\$49,630
12	\$42,558	\$51,070
13	\$43,758	\$52,510
14	\$45,033	\$53,499

2024-2025

Step	10 Month	12 Month
1	\$35,678	\$42,814
2-3	\$36,178	\$43,414
4	\$36,678	\$44,014
5	\$37,228	\$44,674
6	\$37,778	\$45,334
7	\$38,528	\$46,234
8	\$39,328	\$47,194
9	\$40,228	\$48,274
10	\$41,228	\$49,474
11	\$42,328	\$50,794
12	\$43,528	\$52,234
13	\$44,758	\$53,710
14	\$46,033	\$54,917

2025-2026

Step	10 Month	12 Month
1-2	\$37,233	\$44,680
3-4	\$37,683	\$45,220
5	\$38,233	\$45,880
6	\$38,833	\$46,600
7	\$39,583	\$47,500
8	\$40,383	\$48,460
9	\$41,383	\$49,660
10	\$42,383	\$50,860
11	\$43,483	\$52,180
12	\$44,683	\$53,620
13	\$45,883	\$55,060
14	\$47,108	\$56,530

2026-2027

Step	10 Month	12 Month
1	\$39,048	\$46,858
2-3	\$39,498	\$47,398
4-5	\$39,998	\$47,998
6	\$40,498	\$48,598
7	\$41,248	\$49,498
8	\$42,048	\$50,458
9	\$43,048	\$51,658
10	\$44,048	\$52,858
11	\$45,048	\$54,058
12	\$46,148	\$55,378
13	\$47,248	\$56,698
14	\$48,348	\$58,018

1. In-service payments will be added after completion of seven (7), ten (10) and fifteen (15) years as follows:

Completion of 7 years, but less than 10 years	\$300.00
Completion of 10 years, but less than 15 years	\$500.00
Completion of 15 years	\$700.00

2. Employees carrying out work oversight responsibilities and coordination connected to the Secretary to the Principal in the High School, Nellie Bennett School, Memorial Middle School and Ocean Road School shall receive an annual stipend of two thousand dollars (\$2,000.00).

APPENDIX F
PARAPROFESSIONALS SALARY GUIDES

2023-2024			2024-2025		
	Instructional	Supervisory		Instructional	Supervisory
Step	Paras	Paras	Step	Paras	Paras
1	\$16.00		1	\$16.39	
2	\$16.36		2	\$16.59	\$15.60
3	\$16.72	\$15.50	3	\$17.04	\$15.70
4	\$17.22	\$15.62	4	\$17.54	\$15.94
5	\$17.72	\$16.12	5	\$18.04	\$16.44
6	\$18.22	\$16.62	6	\$18.54	\$16.94
7	\$18.72	\$17.12	7	\$19.04	\$17.44
8	\$19.15	\$17.55	8	\$19.54	\$17.94
9	\$19.65	\$18.05	9	\$20.04	\$18.44
10	\$20.20	\$18.60	10	\$20.59	\$18.99
11	\$20.85	\$19.25	11	\$21.17	\$19.57
12	\$21.50	\$19.90	12	\$21.77	\$20.17
13	\$22.10	\$20.50	13	\$22.41	\$20.81
14	\$22.70	\$21.10	14	\$23.06	\$21.46
15	\$23.25	\$21.65	15	\$23.61	\$22.01
16	\$23.81	\$22.21	16	\$24.16	\$22.56

2025-2026			2026-2027		
	Instructional	Supervisory		Instructional	Supervisory
Step	Paras	Paras	Step	Paras	Paras
1	\$16.87	\$15.57	1	\$17.43	\$15.83
2	\$17.07	\$15.77	2	\$17.63	\$16.03
3	\$17.27	\$15.92	3	\$17.83	\$16.23
4	\$17.77	\$16.17	4	\$18.03	\$16.43
5	\$18.27	\$16.67	5	\$18.52	\$16.92
6	\$18.77	\$17.17	6	\$19.02	\$17.42
7	\$19.27	\$17.67	7	\$19.52	\$17.92
8	\$19.77	\$18.17	8	\$20.02	\$18.42
9	\$20.29	\$18.69	9	\$20.53	\$18.93
10	\$20.86	\$19.26	10	\$21.08	\$19.48
11	\$21.46	\$19.86	11	\$21.68	\$20.08
12	\$22.06	\$20.46	12	\$22.28	\$20.68
13	\$22.71	\$21.11	13	\$22.93	\$21.33
14	\$23.36	\$21.76	14	\$23.58	\$21.98
15	\$24.01	\$22.41	15	\$24.23	\$22.63
16	\$24.56	\$22.96	16	\$24.88	\$23.28

APPENDIX G
BUS DRIVER SALARY GUIDES

Step	2023-2024	Step	2024-2025	Step	2025-2026	Step	2026-2027
1-3	\$23,000	1	\$23,405	1-2	\$24,290	1	\$24,875
4	\$23,400	2-4	\$23,805	3-5	\$24,690	2-3	\$25,275
5	\$23,905	5	\$24,205	6	\$25,190	4-6	\$25,675
6	\$24,605	6	\$24,905	7	\$25,880	7	\$26,175
7	\$25,305	7	\$25,605	8	\$26,580	8	\$26,875
8	\$26,005	8	\$26,305	9	\$27,280	9	\$27,575
9	\$26,705	9	\$27,005	10	\$27,980	10	\$28,275
10	\$27,405	10	\$27,705	11	\$28,680	11	\$28,975
11	\$28,105	11	\$28,405	12	\$29,380	12	\$29,700
12	\$28,855	12	\$29,105	13	\$30,080	13	\$30,425
13	\$29,655	13	\$29,855	14	\$30,780	14	\$31,150
14	\$30,480	14	\$30,630	15	\$31,580	15	\$31,880
15	\$31,380	15	\$31,480				

APPENDIX H
MISCELLANEOUS SALARIES

POSITION

2023-2027

PM Detention Supervisor

\$4,021

Voyager/Think Tank

\$48.53/hr.

Weight Trainer

\$30.20/hr.

Teachers Beyond Contracted Day

\$45.00/hr.

Nurses - Overnight Trips

\$200.00/night

Nurses – Extended School Year

\$34.00/hour

Anti-Bullying Specialist

\$2,000

Girls Wrestling Events

\$500/event, max \$2,500/season

Position	2023-2024	2024-2025	2025-2026	2026-2027
Bus Mechanic	\$94,450	\$97,992	\$101,667	\$105,429

APPENDIX I
CONTRIBUTIONS TO INSURANCE PREMIUMS

PPEA Insurance Deduction Chart

Salary	Single	M/SP	P/C	Family
0-19,999	3.50%	2.00%	3.00%	2.00%
20,000-29,999	4.50%	3.00%	4.00%	3.00%
30,000-39,999	8.25%	6.00%	6.00%	5.00%
40,000-49,999	11.00%	7.50%	7.50%	8.00%
50,000-59,999	20.00%	15.00%	14.00%	12.00%
60,000-69,999	25.00%	20.00%	20.00%	16.50%
70,000-79,999	30.00%	25.00%	25.00%	22.50%
80,000-89,999	30.00%	27.00%	28.00%	25.00%
90,000 +	30.00%	27.00%	28.00%	27.00%