

**AGREEMENT**

**Between**

**BRADLEY BEACH BOARD OF EDUCATION**

**and**

**Bradley Beach Education Association**

**2022-2023**

**2023-2024**

**2024-2025**

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## **PREAMBLE**

This Agreement, entered into this 23 day of August 2022, by and between the BOARD OF EDUCATION OF THE BOROUGH OF BRADLEY BEACH, Bradley Beach, New Jersey, hereinafter called the "Board," and the BRADLEY BEACH EDUCATION ASSOCIATION, hereinafter called the "Association."

## **Article I – Recognition**

The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning grievance procedures and the terms and conditions of employment for all persons included in the units described below:

Certified Teachers  
Certified Nurses  
Certified Special Classroom Teachers  
Certified Child Study Team

Unless otherwise indicated, the term "teacher," when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiating unit as above defined, and references to male teachers shall include female teachers.

## **Article II – Negotiations Procedure for Successor Agreement**

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1974. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

### **Article III – Grievance Procedure**

#### **A. Definitions**

(1) A grievance is a claim based upon an event or condition which adversely affects the welfare or working conditions of a teacher or group of teachers. A grievance may be either:

- a. a “binding arbitrable grievance” which is a claim based upon an alleged violation of the terms and conditions of this Agreement, or
- b. a “non-binding arbitrable grievance” which is any grievance other than a binding arbitrable grievance.

(2) An aggrieved person is the person or persons making the claim.

#### **B. Purpose**

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

C. A grievance to be considered under the procedure must be initiated by the aggrieved person or persons within thirty (30) calendar days following its occurrence. However, in the event a grievance is filed at such time that it cannot be processed through all steps in 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 an aggrieved person, the time limit 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 possible.

D. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved teacher to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step.

E. It is understood that teachers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been determined.

F. Any aggrieved person may be represented at all steps of the grievance procedure by himself or, at his option by a representative selected or approved by the Association.

G. When a teacher is not represented by the Association in the processing of a grievance, the Association shall, at the time of submission of the grievance to the Superintendent, or at any later level, be notified that the grievance is in process, have the right to be present and present its position in writing at all hearing sessions held concerning the grievance, and shall receive a copy of all decisions rendered. A copy of the Superintendent's written decision made in response to a written grievance shall be given to the Association immediately.

H. The Board and the Association shall assure the individual freedom from restraint, interference, coercion, discrimination or reprisal in presenting his appeal with respect to his personal grievance.

I. No reprisals of any kind shall be taken against any member of the unit solely because he or she has filed a grievance in an attempt to enforce any provisions of this Agreement.

J. 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.

K. 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 heretofore referred to in this article.

L. Procedure

(1) Any teacher who has a grievance shall discuss it first with the Superintendent in an attempt to resolve the matter informally at that level.

(2) If as a result of the discussion, the matter is not resolved to the satisfaction of the teacher, he, no later than seven (7) school days following the discussion shall set forth his grievance in writing to the Superintendent specifying:

- (a) the nature of the grievance;
- (b) the nature and extent of the injury, loss or inconvenience;
- (c) the results of previous discussions;
- (d) his dissatisfaction with decisions previously rendered.

The Superintendent shall communicate his decision to the teacher in writing within seven (7) school days or receipt of the written grievance.

(3) If the grievance is not resolved to the teacher's satisfaction, he, no later than seven (7) school days after receipt of the Superintendent's decision, may request a

review by the Board. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request to the Board.

The Board, or a committee thereof, shall review the grievance and shall hold a hearing with the teacher and render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board. The thirty (30) day extension shall not be unreasonably denied by the Association.

(4) Should the Association be dissatisfied with the decision on the grievance rendered by the Board, it may, by a written dated notice to the Board, not later than ten (10) school days following the rendering of the Board's decision refer the grievance to binding arbitration, if said grievance is embraced within the definition of A.(1)(a), or in the alternative, to non-binding arbitration if the grievance is embraced within the definition of A.(1)(b) of this Article.

Within ten (10) school days following the reference to arbitration, either party shall have the right to apply to the New Jersey Public Employment Relations Commission (PERC) to appoint the arbitrator. Upon such application, the appointment of the arbitrator shall be governed by the rules established by the Public Employment Relations Commission.

The arbitrator shall issue his decision not later than thirty (30) days from the date of the closing of the hearings, or if oral hearings have been waived, then from the date of transmittal of the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The arbitrator shall limit his decisions strictly to the application and interpretation of the provisions of this Agreement and shall be without authority to make any decision:

- (a) contrary to or inconsistent with, or modifying or varying in any way, the terms of this Agreement, or applicable law or rules or regulations having the force and effect of law.
- (b) limiting or interfering in any way with the powers, duties and responsibilities of the Board under applicable law, and rules and regulations having the force and effect of law.

The arbitrator's fee shall be shared equally by the parties to the dispute.

The filing or pendency of any grievance under the provisions of this Article shall in no way operate to impede, delay or interfere with the right of the Board to take the action complained of.

The Association shall have the right to grieve in the same manner as an individual whenever its complaint is based upon a wrong suffered by the members of the unit as a whole.

#### **Article IV – School Calendar and Length of School Year**

Prior to March 1 of each school year, the Association representatives may make recommendations to the Superintendent concerning the school calendar. Final determination of the school calendar and the length of the school year shall rest with the Board.

The length of the school year shall be 187 days which includes two (2) emergency closing days. The total number of days that teachers are required to be present is 185. If two (2) emergency closing days are not used, they will be deducted from the calendar at the end of the school year or used to extend the Memorial Day weekend. Columbus Day, Martin Luther King Day and Presidents Day are school holidays and the Friday during Back to School Week will be scheduled as a half a day. The date of Back to School Night will be at the discretion of the administration. Every attempt will be made by the administration not to schedule Back to School Night or the first day of school on a religious holiday. Unless observing a religious holiday, no professional staff member shall be permitted the use of a personal day during the evening session scheduled during Back to School Week. Teachers shall return from 6:00 – 8:00 PM for Back to School Night.

The Wednesday before Thanksgiving and the day before the December winter break, and the day before spring break shall be half days. On these days employees shall be able to leave with the students. Spring break shall have a minimum duration of six (6) workdays. The superintendent/principal will consult with the association before making a recommendation to the board. The final decision will be made by the board.

#### **Article V – Non – Teaching Duties**

A. The Board and the Association agree as follows:

- (1) Supervision of playground and general supervision will be provided by teachers.

#### **Article VI – Sick Leave**

As of September 1<sup>st</sup> of each school year, all teachers employed shall be entitled to ten (10) sick leave days each school year as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.

At the commencement of each school year, there shall be added to the unused sick leave accumulation of each teacher, a number of additional sick leave allowance days which were earned during the immediately prior school year, based on the following:

The sum of unused personal days and only one (1) unused family illness day may be carried over and added to the accumulated sick leave. Sick leave may not be used during an approved Family Illness leave. However, the total number of unused sick, personal, and family illness days carried over shall not exceed fifteen (15) in any one year.

## **Article VII – Temporary Leaves of Absence**

A. As of the beginning of the school year, teachers shall be entitled to the following temporary, non accumulative leaves of absence, with full pay each school year:

1. Four (4) days leave of absence for personal reasons such as but not limited to legal, observance of religious holidays, business, household or family matters which require absence during school hours. Application to the Superintendent for personal leave shall be made at least three (3) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave other than that he is taking it under this section. No personal leave shall be granted immediately prior to or subsequent to school holiday. Personal leave shall not be used during the first three days of school and the last three day of the school year. The superintendent shall have sole discretion to approve personal leave during the first three days of the school year and the last three day of the school year because of an emergency or in extenuating circumstances. The superintendent shall have sole discretion to approve personal leave before or after a school holiday because of an emergency or in extenuating circumstances. Use of three or more consecutive personal days shall be approved at the discretion of the superintendent.

2. Time necessary for appearance in any legal proceedings connected with the teacher's employment or with the school system, if the teacher is required by law to attend, or any court subpoena. This provision shall not apply to absences resulting from an employee's processing of his personal worker's compensation claim or the pursuit of legal action against the Board of Education or its employees. The latter absence shall be without pay.

3. Up to five (5) days total per school calendar year in the event of serious illness of a teacher's spouse, child, father, mother, parent-in-law, brother, sister, sister-or brother-in-law, grandparent, step-grandparent, stepparent and stepchildren of the family, or other related members of the immediate household. Teachers shall be granted five (5) bereavement days of a teacher's spouse, child, father, mother, mother-in-law, father-in-law, brother, sister, son-in-law, daughter-in-law, grandparents, aunt and uncle or other related members of the household. Teachers may be granted one (1) bereavement day for a relative who is not a member of the household. In the event of death of a teacher or student in the Bradley Beach School District, the Superintendent or immediate superior or said teacher or student shall grant to an appropriate number of teachers sufficient time off to attend the funeral. Bereavement leave must be used immediately following the

death except in special circumstances as approved by the superintendent. No reasonable request will be denied.

4. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on the days when school is not in session. A teacher shall be paid his regular pay in addition to any pay which he may receive from the United States or the State Government. Leaves of absence for active duty for training shall not exceed ninety (90) days in the aggregate in any one year, as provided in Revised Statue 38A: 4-4. All claims arising under this paragraph shall be applied for, in writing, within thirty (30) days following the teacher's return from duty. The teacher shall be required to notify the Board of his intention to return to employment with the Board no later than thirty (30) days prior to his termination from duty with the United States or State government.

### **Article VIII – Extended Leaves of Absence**

A. The Board agrees that up to one (1) tenure teacher designated by the Association shall, on request, be granted a leave of absence without pay or benefits for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates. This leave requires sixty (60) days notice or at the discretion of the Board of Education.

B. A leave of absence without pay or benefits of up to one (1) year shall be granted to any tenure teacher who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship. This leave requires sixty (60) days notice or at the discretion of the Board of Education.

C. Military leave without pay or benefits shall be granted to any teacher who is inducted or enlists in any branch of the Armed Forces of the United States for the period of such induction or initial enlistment, or any tenure teacher whose spouse is so inducted or who enlists to join him for the period of special training and preparations for duty overseas in combat zones. This leave requires sixty (60) days notice or at the discretion of the Board of Education.

D. A leave of absence without pay or benefits of up to one (1) year shall be granted to a tenure teacher for the purpose of caring for a sick member of the teacher's immediate family, spouse, children, parents, or any relatives provided any of the foregoing is a member of the teacher's immediate household. This leave requires sixty (60) days notice or at the discretion of the Board of Education.

E. Upon return from leave granted pursuant to paragraphs B or C of this Article, a teacher shall be considered as if he were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he would have achieved if

he had not been absent, provided, however, that time spent on such leave shall not receive towards the fulfillment of the time for acquiring tenure. Teachers shall not count increment credit for time spent on a leave granted pursuant to Section D of this Article nor shall such time count toward fulfillment of the time requirement for acquiring tenure.

F. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave, credits towards sabbatical eligibility, shall be restored to him upon his return, and the teacher will be assigned to an equivalent position consistent with his/her certification. All leaves under this Article or extensions or renewals of such leaves shall be applied for and granted in writing.

### **Article IX – Maternity Leave**

#### **A. Maternity Leave - General**

1. No teacher shall be discriminated against in violation of law for reasons of pregnancy.

2. No practice involving the removal of a tenure or non-tenure teacher shall exist for reasons solely based on the fact of pregnancy or a specific number of months of pregnancy.

3. No tenured teacher shall be removed from her regular teaching duties during her pregnancy nor shall a non-tenure teacher be removed from her regular teaching duties during those months of her pregnancy which occur during a school year for which she has signed a contract for employment. However, a teacher, tenured or non-tenured, who is pregnant may be removed from her teaching duties for any one of the following bases:

##### **(a) Performance**

Where performance has substantially declined from that which existed immediately prior to her pregnancy.

##### **(b) Physical Capacity**

Where her physical condition or capacity is such that her health would be impaired if she were to continue her teaching duties. The physical incapacity of the teacher shall be deemed to exist only if:

(1) The pregnant teacher failed to produce a certificate from her physician that she is medically able to continue her teaching, or

(2) The Board of Education's physician and the teacher's physician agree that she cannot continue teaching, or

(3) In cases of differences of medical opinion, an expert physician chosen with the approval of all parties shall examine the teacher and render a medical opinion regarding the capacity of the teacher.

(c) Just Cause

Just cause for any reasons of "just cause" as provided in N.J.S.A. 18A.

4. The Board of Education need not grant or extend the leave of absence of a non-tenured teacher beyond the end of the school year in which that leave is obtained, nor shall the provision of this section be construed to require the Board of Education to grant salary increment credit for the time involved in a pregnancy leave, nor to require that pregnancy leave time be counted toward the fulfillment of the time recognition for acquiring tenure; however, all benefits other than salary and tenure credit to which teachers are entitled upon return of any extended leave of absence shall be granted to a teacher returning from pregnancy leave of absence.

5. No tenure or non-tenure teacher shall be barred from returning to work after birth of her child solely on the ground that there has not lapsed a sufficient period of time between the birth and the desired date of return. Nothing contained in this Section shall be construed to preclude the Board from requiring a teacher to provide a certificate from her physician establishing physical capacity in agreement with the Board of Education's physician.

B. Maternity Leaves Terminating Within School Year

Any tenured or non-tenured teacher seeking a leave of absence for pregnancy and wishing to return within the same school year shall apply for said leave at a time prior to giving birth. At the time of such application, the teacher shall specify, in writing, the date on which the leave is to commence and the month during which she wishes to return to work after giving birth. Such leave request shall be granted by the Board. Following such approval and prior to the date of the commencement of the granted leave, the date of return may be further extended or reduced within the school year in which the leave is commenced. Such extension or reduction shall be allowed at the discretion of the Board provided such leave or reduction does not substantially interfere with the administration of the school.

C. Leaves Terminating Subsequent to the School Year

Any tenured teacher seeking a leave of absence for pregnancy and wishing to return to employment subsequent to the school year in which the leave commences, shall apply at any time prior to giving birth, and at the time of such application, the teacher shall specify the date on which she wishes to commence leave and the fact that she wishes certain leave to extend beyond the school year. This leave request shall be granted by the Board and the teacher may return to employment at the beginning of any of the two (2) years following the school year in which her leave commences. The Board may require that said teacher return only at the beginning of the school year and that such return be preceded by notice at least six (6) months prior to the September return. The term of such leave may be temporarily reduced to allow the teacher to return to employment during the school year in which said leave commenced, provided that application for the same is made and approved by the Board prior to giving birth, and provided that such return does not substantially interfere with the administration of the school. Board of Education refusal in this case would not preclude the possibility of this teacher then applying to return during any school year subsequent to the one in which her leave commences, but in accordance with time limits as previously describe in this Section.

#### **Article X – Educational Leave**

- A. Full Time teachers shall be eligible to apply for educational leave after completion of seven (7) consecutive full school years of employment in the Bradley Beach School District.
- B. An educational leave may be granted for the pursuit of any graduate degree if that degree and proposed graduate course of study is approved by the Board of Education. The requirement for an educational leave will be fifteen (15) graduate credits per semester and a grade average of (B) or better.
- C. The Superintendent may recommend for Board approval not more than one of the eligible teachers for educational leave each year.
- D. Requests for educational leave must be submitted to the Superintendent in writing in such form as may be required 6 months prior to the inception of the leave. A plan of study is to be submitted with the application.
- E. The term of the educational leave shall be for one (1) full academic year or (1) half academic year and shall coincide with the regular school year.
- F. Teachers awarded a full year educational leave shall be compensated at the rate of one-half (1/2) their annual salary. Teachers awarded a half year education leave shall be compensated at their full salary.
- G. All awards under the “Educational Leave Program” are contingent

upon the professional staff member's written agreement to return to employment with the Bradley Beach School District for at least two (2) full school years immediately following completion of the educational leave.

H. Upon return from the educational leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the school system during the period of his absence.

I. Any changes in study plans must receive prior written approval of the Superintendent.

J. The professional staff member on the educational leave shall be required to file written reports with the Superintendent of Schools every ninety (90) days.

#### **Article XI – Professional Development and Educational Improvement**

A. Represented employees working a contractual basis of no less than half-time on or before February 1, shall be eligible to receive reimbursement to defray the costs of approved college course credits in accordance with law. Teachers receiving tuition reimbursement are required to remain in the employ of the district for one year after receiving said reimbursement. Said reimbursement shall not exceed six hundred dollars (\$600.00) per credit after completion of one year of successful teaching and a commitment to remain in the district for one (1) year. Courses must be at the graduate level or approved by the superintendent. Courses must be approved by the Superintendent before the course is taken. Proof of successful completion of the course shall be submitted to the Superintendent before payment can be made. A semester is defined as fall, spring or summer terms. Reimbursement in any contractual year shall not exceed twelve (12) credits. A grade of (B) or better is required for reimbursement.

#### **B. Professional Development**

1. The Board shall provide twelve thousand dollars (\$12,000) per academic year which shall be used toward teacher professional development/workshops that take place outside of the district. This money shall be in addition to the above college course allotment and professional improvement plan/in district in-service professional development currently sponsored by the Board. These courses or workshops should address the goals and objectives detailed within the Professional Development Plan (PDP) which is accomplished during a yearly conference conducted with each teacher and the appropriate member of the administration. In addition, the district will pay fees for required tests for highly qualified certification. The Superintendent must agree in advance to each of the above courses or workshops to be eligible for reimbursement. The Superintendent shall not arbitrarily deny any professional development request

2. Time will be provided during scheduled in-service days, faculty meetings, or other professional time but excluding prep time for teachers to complete mandatory on-line training.

### **Article XII – Retirement**

At the time of retirement from the Bradley Beach School system, the Board agrees to reimburse each retiree who has acquired twenty (20) or more years of service in the Bradley Beach School District, the sum of One Hundred Dollars (\$100.00) per day for every day of unused accumulated sick leave. The maximum amount payable under this Article shall be limited, however, to twelve thousand (\$12,000.00) dollars.

Notice of retirement by any and all teachers shall be given no later than January 15<sup>th</sup> of each year. If notice is not given by that date, the unused accumulated sick leave shall not be paid until July 1 of the following school budget year.

### **Article XIII – Salaries**

A. The salaries of all teachers covered by this Agreement are set forth in Schedules “A,” “B” and “C,” which are attached hereto and made a part hereof:

- B. 1. (a) Teachers employed on ten-month (10) basis shall be paid in twenty (20) equal semi-monthly installments.
- (b) Teachers also have the option to be paid in twenty-four (24) equal installments, provided that the option applies for the entire year once initiated.
2. The schedule of payments shall be on the 15<sup>th</sup> and 30<sup>th</sup> of each month.

C. Teachers shall receive their final checks on the last working day in June, after final check-out by the school Superintendent.

D. When a payday falls on or during a school holiday, vacation or weekend, an effort shall be made to pay teachers their paychecks on the last previous working day. This is subject to receipt from the bank.

E. Teachers who accompany students on the Washington trip shall be paid beyond their regular salary, one hundred fifty dollars (\$150.00) for each of two nights, for a total of three hundred dollars (\$300.00)

F. Effective July 1, 2007 anyone hired at a recognized level of experience shall be placed at the same step as someone in the District with the same years of credited

experience. However, in areas requiring specialized certification (for example speech therapist, social worker, psychologist, and LDTC) the Superintendent may grant additional salary credit for work related experience. Said additional credit may not exceed placement on the salary guide above step 10.

G. Monies deducted from employees' paychecks from First Financial Federal Credit Union shall be deposited twice per month from each paycheck on the day before pay day.

H. Employees hired effective 9/1/2013 will be eligible for placement on the salary guide on in the following salary columns: BA, MA, or MA+30.

#### **Article XIV – Insurance Protection**

A. Medical Insurance Coverage

1. The Board shall pay that portion of the cost of medical benefits including major medical coverage minus the employee contribution required by law, (Chapter 78) for employee and family coverage.
2. Beginning the 1998-1999 school year, during the first three years of employment in the Bradley Beach School District, staff members shall receive 100% coverage for employee only. The employee shall be provided the option to pay the difference for full family coverage at their own cost. Once an employee has achieved three years of employment in the Bradley Beach School District, they will receive coverage, at the Board's expense, for employee and family. All employees hired prior to the 1998-1999 school year shall be grandfathered from this employee only coverage.
3. All teachers will receive Point of Service coverage with the option to pay the difference for another available plan.
4. Effective July 1, 2010 employees who decline medical coverage will receive 25% of the cost of the benefit they are eligible for or \$5,000, whichever is lower.

The Board of Education shall provide full family coverage for dental and prescription coverage, minus the employee contribution required by law, after three years of employment in the Bradley Beach School District. During the first three years of employment in the district employees will receive single coverage only. The maximum amount of the board's contribution for the dental plan premium shall not exceed three thousand dollars (\$3,000.00) per teacher per year. Any further changes in coverage shall be negotiated for a level of benefits equal to or better than the existing coverage.

B. The employee may elect whether he or she desires to have the health,

dental and prescription coverage set out in this Article; provided such election is permitted by statutes, New Jersey Administrative Code and rules and regulations of the insurance carrier issuing the aforementioned coverage.

C. In the event an employee elects to forego the health, dental and prescription coverage, the employee shall so notify the employer in writing no later than September 15 of each year.

D. Should any new employee elect not to enroll for said coverage or any present employee elect to forego said coverage, then and in that event, re-enrollment in any of the insurance programs aforementioned shall be subject to the statutes, New Jersey Administrative Code and the rules and regulations of the insurance carriers in question.

### **Article XV-Teaching Hours and Teaching Load**

All teachers shall be guaranteed one uninterrupted prep period each full day. All teachers will receive a forty minute duty free lunch. Any other period within a Teacher's workday shall be used for meetings, duties and class coverage as needed. Teachers who have less than five prep periods in a week because of additional class coverage assignments will be compensated at \$45 dollars per hour for the lost prep period. The teacher day is defined as six hours and forty five minutes. The teacher day, as defined, will begin five minutes before the student day and end ten minutes after students are dismissed. Teachers working part of the day will begin five minutes before their scheduled class assignment and may leave after their last scheduled assignment. Teachers will be informed of their grade and classroom assignment by June 30<sup>th</sup> and class rosters will be made available by August 15<sup>th</sup> subject to change because of unanticipated circumstances.

The Board, through its Superintendent, will make every attempt to secure substitutes for absent teachers.

Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster.

Faculty meetings shall commence at or before 3:20 p.m., but shall not be longer than forty (40) minutes in duration.

Teachers may be required to remain after the end of the regular workday four (4) days each month, or (1) day each week without additional compensation, for an additional time period of 40 minutes beyond 3:20 pm. This shall be for purpose of attending faculty or other professional meetings.

### **Article XVI – Board’s Rights**

The Board of Education has and hereby retains all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, including but not limited to:

- (a) the selection and hiring of any and all persons who are to be employed by the Board of Education. The retention or dismissal, promotion or demotion and transfer of any person so employed shall be within the discretion of the Board of Education.
- (b) managing and administering of the school system, its property and its facilities.
- (c) the establishing, continuing and changing of courses of study including special programs and the providing for an athletic program.
- (d) the deciding upon and implementing of means and methods of instruction, selection of textbooks and other teaching materials, and the use of all teaching aids.
- (e) the determining of class size and schedules, the hours of instruction, and the duties, responsibilities, and assignments of teachers.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board of Education, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement.

Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

### **Article XVII – Discharge and Reduction in Rank**

No teacher shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or given any adverse evaluation of his professional services without just cause. The Board of Education and the Bradley Beach Education Association agree to abide by all state laws concerning a reduction in force (RIF) of all employees.

### **Article XVIII – Agency Fee**

That all persons hired by the District on or after July 1, 2007 shall be required to pay an agency fee to the BBEA. That those current employees of the District who are not dues paying members of the BBEA are excluded from any requirement that they join the BBEA or pay an Eighty-Five percent (85%) Agency Fee.

Should any such excluded individual hereinafter join the BBEA, or pay an Agency Fee their exclusion from paying an Agency Fee shall be ended and they can no longer be excluded from the Agency Fee requirements.

#### Purpose of the Fee

If an employee does not become a member of the Association during any membership 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 that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

#### Amount of Fee/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, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.

#### Deduction and Transmission of Fee/Notification

On or about the 15th of September of each year the Board will submit to the Association a list of all employees in the bargaining unit. On or about October 1 of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representation fee.

#### Payroll Deduction Schedule

The Board will deduct from the salaries of the employees referred to in this article the full amount of the yearly representation fee in equal installments beginning with the first paycheck in October.

#### Termination of Employment

If an employee who is required to pay a representative fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under the 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.

#### Mechanics

Except as otherwise provided in this Article, the mechanics for the transmission of such fees to the Association will as nearly as possible be the same as those used for the transmission of regular membership dues to the Association.

#### Changes

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

#### 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. The Board will also notify the Association of any change in status of an employee regarding leave of absence, return from leave, retirement, resignation, separation from employment, and death. No retro beyond the date of hire.

#### Indemnification and Save Harmless Provision

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of an action taken by the Board in complying with the provisions of this Article provided that:

- (a) The Board gives the Association notice in writing of any claim, demand suit or other form of liability in regard to which it will seek to implement this paragraph.

#### Exception

It is expressly understood that paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

### **Article XIX – Miscellaneous Provisions**

A. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

B. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the agreement is signed, and then it shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

C. Teachers shall be notified of their contract status for the ensuing year no later than the date required by statute, provided negotiations have been completed between the Association and the Board.

D. The Association and its representatives shall be able to use the school building at all reasonable hours for meetings. The Superintendent shall be notified in advance of the time and place of all meetings.

E. The Board shall provide the Association with a copy of all revisions and additions to policy.

F. The Board shall provide the Association with an official set of minutes following their adoption.

G. The parties agree that on or before the first week in October, a representative of the Association shall meet with a Board-designated employee to compile a current roster of all employees covered under the contract including length of service within the District, total teaching experience, and individual salaries.

H. The Board shall provide to the Association access to all members and potential members of the negotiations units.

I. Access to Negotiations Unit Members

Access to members of the Association and potential members (negotiations unit members) shall include, but not be limited to the following:

1. The [Association] shall have the right to meet with individual employees on the premises of the school during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues.
2. The [Association] shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on workplace premises and to use district buildings and facilities to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of the Bradley Beach Education Association, and internal union matters involving the governance or business of the exclusive representative employee organization.
3. The Bradley Beach Education Association shall have the right to meet with newly hired employees, without charge to the pay or leave time of the employees within thirty (30) calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings. Meeting duration time is up to 120 minutes, in no cases less than 30 minutes, with final

duration of time needed to be determined by the Bradley Beach Education Association.

4. Within ten (10) calendar days from the date of hire of any employee, [the board/college] shall provide the following contact information to the Bradley Beach Education Association in an Excel file format or similar delimited style file format that has manipulability and has been agreed to by the [Association]. It shall include: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the board, date of hire, and work email address and any personal email address on file with the board.
  5. Beginning on January 1, 2019 and every one hundred and twenty (120) calendar days thereafter, the [board/college] shall provide the Bradley Beach Education Association, in an Excel file or similar delimited style format that has manipulability agreed to by the Bradley Beach Education Association, the following information for all employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the board.
  6. The home addresses, phone numbers, email addresses, date of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective members, and non-members, are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.) The [board/college] shall not disclose employee information, except as outlined in section (e) above.
  7. The Bradley Beach Education Association shall have the right to use the email systems of the [board/college] to communicate regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union. Such communications shall be considered confidential.
- J. Union Protection
1. The Board and/or its agents, members of the administration, shall not encourage negotiation unit members to resign or relinquish membership in the Association and shall not encourage negotiations unit members to revoke authorization of the deduction of fees to the Association or its unified affiliates.
  2. The Board and/or its agents, members of the administration, shall not encourage or discourage an employee from joining or assisting the Association.
- K. Membership Withdraw

1. Should a negotiations unit member notify the Board or its agents that they wish to resign or relinquish membership in the Association, the Board shall require the member to submit a dues termination form and provide a copy of same to the Association's president or his/her designee within five (5) calendar days of receiving the form the unit member. Negotiations unit members may only resign or relinquish their membership or terminate dues deductions during the ten (10) calendar days following each anniversary date of the employee's employment. A withdrawal shall take effect on the thirtieth (30th) calendar day after the anniversary date.
- L. Definition
  1. The Parties agree that the date of hire shall be defined as the first day of work in the then current district for any negotiations unit member. This shall include any new employee orientation day(s) required by the Board.
- M. Enforcement
  1. This article shall be enforceable through the parties' grievance procedure, which shall include binding arbitration as outlined in the Workplace Democracy Act of 2018.
- O. Release Time
  1. The Board shall release, without loss of pay, an Association Representative(s) and/or designee(s) designated by the Association President and permit him/her/them to visit any work station for the purposes of meeting with newly hired employees, to investigate working conditions, employee complaints or problems, or for any other purposes relating to terms and conditions of employment.

#### **Article XX – Savings Clause**

Should any provision hereof, or the application of any such provision to any person or circumstances, be rendered or declared invalid by reason of existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, or by any order of any administrative agency, State or Federal, the remainder of this Agreement, or the application of any such provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby.

#### **Article XXI – Evaluation Procedures**

Teacher evaluations shall be conducted in accordance with the revised regulations being development consistent with the Teach Effectiveness and Accountability for the Children of New Jersey Act (TEACH-NJ)

##### **A. Frequency**

Teacher evaluations shall be conducted in accordance with the revised regulations being developed consistent with the Teach Effectiveness and Accountability for the Children of New Jersey Act, (TEACH-NJ)

Except in cases of emergency, more than one observation shall not occur on the same day, nor except in cases of emergency shall a second observation occur prior to an evaluation conference being held on the prior observation.

A SCIP will be established in accordance with the law to ensure that the mentoring regulations and local mentoring plan are followed. The committee shall also identify professional development opportunities for all instructional staff. The final determination concerning staff evaluation procedures will be made by the Superintendent. The teacher member of the SCIP committee will not evaluate staff.

B. Open Observation

All observation of the work performance of a teacher shall be conducted openly.

C. Evaluation Copies

Prior to preparing a written evaluation of a classroom observation, the evaluator will meet with the teacher to discuss the lesson observed. The evaluator will prepare a written report of the observation and will share this report with the teacher prior to the conference to discuss the written report. The report shall not be submitted to the central office or be placed in the teacher's file prior to this conference. No teacher shall be required to sign a blank or incomplete evaluation form.

D. Evaluation Conferences

Evaluation conferences shall be in accordance with the law.

E. Right to Representation

Since it is not the function of the observation and evaluation process to discipline a teacher, representation shall not be permitted.

F. Personnel Records

A teacher shall have the right, upon request, to review the contents of his or her personnel file and, at his or her expense, obtain a copy of any documents contained therein

G. Separate Personnel File

Although the Board agrees to protect the confidentiality of personal

references, academic credentials and other similar documents, it shall not establish, exclusive of those hereinbefore mentioned, any separate personnel file which is not available for the teacher's inspection.

#### **Article XXII – Longevity**

For teachers employed previous to June 30, 2010 (those teachers who are included in the approved scattergram dated January 27, 2010) longevity payments will be based upon certified teaching experiences in both the Bradley Beach School District and other public school districts. For teachers employed after July 1, 2010, longevity payments will be based only upon certified teaching experiences in the Bradley Beach School District.

A. The longevity payment for each employee completing fifteen (15) or more years of teaching experience in the Bradley Beach School District will be \$200.00.

B. The longevity payment for each employee completing twenty (20) or more years of teaching experience in the Bradley Beach School District will be \$1,000.00.

C. The longevity payment for each employee completing twenty-five (25) or more years of teaching experience in the Bradley Beach School District will be \$1,500.00.

D. The longevity payment for each employee at the completion of thirty (30) or more of teaching experience in the Bradley Beach School District will be \$1,000.00.

E. Longevity payments will be cumulative and permanently added to the base salary and qualify for pension purposes.

F. It is understood and agreed that no teacher can qualify for this longevity adjustment more than once.

#### **Article XXIII – Conferences**

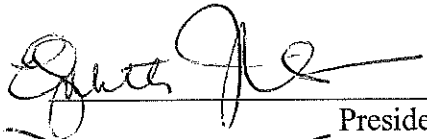
There will be established by the administration three (3) parent/teacher conferences, two (2) in the fall and one (1) in the spring. An early dismissal schedule will be utilized on the day of each parent/teacher conference. The fall conferences will consist of one (1) night conference and one (1) afternoon conference. The one (1) night conference will fall on the Monday before Thanksgiving. Teachers will be permitted to leave at the end of the early dismissal schedule and they will return from 6:00 - 8:30 PM for the one (1) night conference. The one (1) afternoon conference will fall on the Tuesday before Thanksgiving. Teachers will remain at school at the conclusion of the early dismissal schedule and conduct conferences from 1:00 - 3:30 PM. The spring conference will consist of one (1) night conference. Teachers will be permitted to leave at the end of the early dismissal schedule and they will return from 6:00 - 8:30 PM for the one (1) night conference. Scheduling of the date(s) of spring conference will be at the discretion of administration.

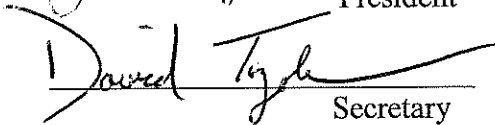
**Article XXIV – Duration of Agreement**

This Agreement shall be binding and effective as of the 1<sup>st</sup> day of July 2022, and continue in full force and effect until midnight June 30, 2025.

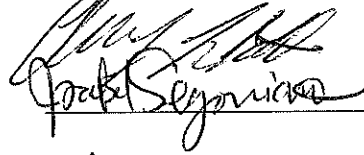
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon this 23 day of August, 2022.

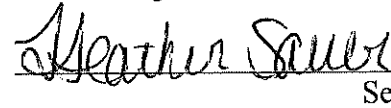
BRADLEY BEACH BOARD OF  
EDUCATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

BRADLEY BEACH EDUCATION  
ASSOCIATION

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**Schedule "A" - Salary Guide 2022-2023**

**2022-2023  
Year 1      Bradley  
                 Beach**

| <b>Salary<br/>Guide<br/>Step</b> | <b>BA</b> | <b>BA+15</b> | <b>MA/BA+30</b> | <b>MA+15</b> | <b>MA+30</b> |
|----------------------------------|-----------|--------------|-----------------|--------------|--------------|
| <b>0</b>                         | 54,200    | 55,550       | 56,900          | 58,250       | 59,600       |
| <b>1</b>                         | 54,700    | 56,050       | 57,400          | 58,750       | 60,100       |
| <b>2</b>                         | 55,700    | 57,050       | 58,400          | 59,750       | 61,100       |
| <b>3</b>                         | 56,900    | 58,250       | 59,600          | 60,950       | 62,300       |
| <b>4</b>                         | 58,400    | 59,750       | 61,100          | 62,450       | 63,800       |
| <b>5</b>                         | 60,500    | 61,850       | 63,200          | 64,550       | 65,900       |
| <b>6</b>                         | 62,800    | 64,150       | 65,500          | 66,850       | 68,200       |
| <b>7</b>                         | 65,200    | 66,550       | 67,900          | 69,250       | 70,600       |
| <b>8</b>                         | 67,700    | 69,050       | 70,400          | 71,750       | 73,100       |
| <b>9</b>                         | 70,400    | 71,750       | 73,100          | 74,450       | 75,800       |
| <b>10</b>                        | 73,200    | 74,550       | 75,900          | 77,250       | 78,600       |
| <b>11</b>                        | 76,100    | 77,450       | 78,800          | 80,150       | 81,500       |
| <b>12</b>                        | 79,600    | 80,950       | 82,300          | 83,650       | 85,000       |
| <b>13</b>                        | 83,200    | 84,550       | 85,900          | 87,250       | 88,600       |
| <b>14</b>                        | 86,700    | 88,050       | 89,400          | 90,750       | 92,100       |
| <b>15</b>                        | 90,150    | 91,500       | 92,850          | 94,200       | 95,550       |

Longevity:    15 years = \$ 200  
                    20 years = \$1,000  
                    25 years = \$1,500  
                    30 years = \$1,000

**Schedule "B" - Salary Guide 2023-2024**

**2023-2024  
Year 2**

**Bradley  
Beach**

| <b>Salary<br/>Guide<br/>Step</b> | <b>BA</b> | <b>BA+15</b> | <b>MA/BA+30</b> | <b>MA+15</b> | <b>MA+30</b> |
|----------------------------------|-----------|--------------|-----------------|--------------|--------------|
| <b>1</b>                         | 55,125    | 56,475       | 57,825          | 59,175       | 60,525       |
| <b>2</b>                         | 56,125    | 57,475       | 58,825          | 60,175       | 61,525       |
| <b>3</b>                         | 57,325    | 58,675       | 60,025          | 61,375       | 62,725       |
| <b>4</b>                         | 58,825    | 60,175       | 61,525          | 62,875       | 64,225       |
| <b>5</b>                         | 60,925    | 62,275       | 63,625          | 64,975       | 66,325       |
| <b>6</b>                         | 63,225    | 64,575       | 65,925          | 67,275       | 68,625       |
| <b>7</b>                         | 65,625    | 66,975       | 68,325          | 69,675       | 71,025       |
| <b>8</b>                         | 68,125    | 69,475       | 70,825          | 72,175       | 73,525       |
| <b>9</b>                         | 70,825    | 72,175       | 73,525          | 74,875       | 76,225       |
| <b>10</b>                        | 73,625    | 74,975       | 76,325          | 77,675       | 79,025       |
| <b>11</b>                        | 76,725    | 78,075       | 79,425          | 80,775       | 82,125       |
| <b>12</b>                        | 80,225    | 81,575       | 82,925          | 84,275       | 85,625       |
| <b>13</b>                        | 83,825    | 85,175       | 86,525          | 87,875       | 89,225       |
| <b>14</b>                        | 87,425    | 88,775       | 90,125          | 91,475       | 92,825       |
| <b>15</b>                        | 91,025    | 92,375       | 93,725          | 95,075       | 96,425       |

Longevity:    15 years = \$ 200  
                     20 years = \$1,000  
                     25 years = \$1,500  
                     30 years = \$1,000

**Schedule "C" - Salary Guide 2024-2025**

**2024-2025  
Year 3**

**Bradley  
Beach**

| <b>Salary<br/>Guide<br/>Step</b> | <b>BA</b> | <b>BA+15</b> | <b>MA/BA+30</b> | <b>MA+15</b> | <b>MA+30</b> |
|----------------------------------|-----------|--------------|-----------------|--------------|--------------|
| <b>1</b>                         | 55,550    | 56,900       | 58,250          | 59,600       | 60,950       |
| <b>2</b>                         | 56,550    | 57,900       | 59,250          | 60,600       | 61,950       |
| <b>3</b>                         | 57,750    | 59,100       | 60,450          | 61,800       | 63,150       |
| <b>4</b>                         | 59,250    | 60,600       | 61,950          | 63,300       | 64,650       |
| <b>5</b>                         | 61,350    | 62,700       | 64,050          | 65,400       | 66,750       |
| <b>6</b>                         | 63,650    | 65,000       | 66,350          | 67,700       | 69,050       |
| <b>7</b>                         | 66,050    | 67,400       | 68,750          | 70,100       | 71,450       |
| <b>8</b>                         | 68,550    | 69,900       | 71,250          | 72,600       | 73,950       |
| <b>9</b>                         | 71,250    | 72,600       | 73,950          | 75,300       | 76,650       |
| <b>10</b>                        | 74,050    | 75,400       | 76,750          | 78,100       | 79,450       |
| <b>11</b>                        | 77,250    | 78,600       | 79,950          | 81,300       | 82,650       |
| <b>12</b>                        | 80,850    | 82,200       | 83,550          | 84,900       | 86,250       |
| <b>13</b>                        | 84,450    | 85,800       | 87,150          | 88,500       | 89,850       |
| <b>14</b>                        | 88,050    | 89,400       | 90,750          | 92,100       | 93,450       |
| <b>15</b>                        | 91,650    | 93,000       | 94,350          | 95,700       | 97,050       |

Longevity:    15 years = \$ 200  
                     20 years = \$1,000  
                     25 years = \$1,500  
                     30 years = \$1,000

### Schedule "D" - Special Contracts

Hourly rates \$45.00 per hour.

All co-curricular positions included in Schedule D shall be offered first to the certified staff members covered by this Agreement.

Any co-curricular or extracurricular positions not contained in the list of contracted positions in Schedule D shall be submitted to the Board for approval, posted and compensated at the hourly rate listed on Schedule D.

Employees holding the following positions shall be paid in accordance with the following:

|                                                     | 2022-2023 |  | 2023-2024 |  | 2024-2025 |
|-----------------------------------------------------|-----------|--|-----------|--|-----------|
|                                                     |           |  |           |  |           |
| Boys Baseball                                       | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Girls Softball                                      | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Boys Basketball                                     | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Girls Basketball                                    | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Boys Soccer                                         | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Girls Soccer                                        | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Cheerleaders Advisor                                | \$ 3,576  |  | \$ 3,703  |  | \$ 3,834  |
| Musical Director                                    | \$ 3,206  |  | \$ 3,320  |  | \$ 3,438  |
| Athletic Director                                   | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Computer Club                                       | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Environmental Club                                  | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Safety Patrol Director                              | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Student Government                                  | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Public Realtions<br>Officer/Newspaper/Career<br>Day | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Yearbook Advisor                                    | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Drama Club                                          | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| 8th Grade Trip Advisor                              | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| D.J.                                                | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |
| Webmaster                                           | \$ 2,795  |  | \$ 2,894  |  | \$ 2,997  |

**ADDENDUM**  
**Bradley Beach Education Association**  
**Remapped Salary Guide Steps, 2022-2025**

| 2021-2022<br>Guide Step | remaps to | 2022-2025<br>Guide Steps |
|-------------------------|-----------|--------------------------|
| 1-3                     | →         | 0*                       |
| 4-5                     | →         | 1                        |
| 6-7                     | →         | 2                        |
| 8                       | →         | 3                        |
| 9                       | →         | 4                        |
| 10                      | →         | 5                        |
| 11                      | →         | 6                        |
| 12                      | →         | 7                        |
| 13                      | →         | 8                        |
| 14-15                   | →         | 9                        |
| 16-17                   | →         | 10                       |
| 18-19                   | →         | 11                       |
| 20                      | →         | 12                       |
| 21                      | →         | 13                       |
| 22                      | →         | 14                       |
| 23                      | →         | 15                       |

*\*Year 2022-2023 only.* Beginning in the contractual year 2023-2024 *et seq.*, salary guide step 0 shall be eliminated.

**Note:** Pursuant to **Article XIII, Paragraph F:** "...anyone hired at a recognized level of experience shall be placed at the same step as someone in the District with the same years of credited experience. However, in areas requiring specialized certification (for example, speech therapist, social worker, psychologist, and LDTC) the Superintendent may grant additional salary credit for work related experience. Said additional credit may not exceed placement on the salary guide above step 10."