

AGREEMENT BETWEEN THE
MIDDLETOWN TOWNSHIP EDUCATION
ASSOCIATION
AND THE
MIDDLETOWN TOWNSHIP BOARD OF
EDUCATION
2022-2027

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ARTICLE 1 RECOGNITION

1.1 The Board of Education agrees to and hereby does recognize the Middletown Township Education Association as the exclusive and sole representative for collective negotiations for all professional employees of the Board with the exception of administrators and supervisors pursuant to N.J.S.A. 34:13A-1 et seq. as amended.

1.2 The Board of Education of the Township of Middletown, Monmouth County, agrees to recognize the Middletown Township Education Association as the exclusive and sole bargaining agent and representative of the secretaries employed by the Board of Education, exclusive of confidential secretaries. Confidential secretaries are defined as the Secretary to the Superintendent, three Secretaries in the Department of Personnel, one secretary to the Asst. Superintendent of Student Services/Activities, one Secretary to the Business Administrator, the Secretary to the Board Secretary, and the Payroll Supervisor.

1.3 Unless otherwise indicated, the word “secretary” as used herein shall refer to all secretarial and clerical employees employed by the Middletown Township Board of Education.

ARTICLE II DURATION OF AGREEMENT

2.1 This Agreement shall remain in full force and effect for five (5) years from July 1, 2022 through June 30, 2027.

2.2 In the event of termination of this Agreement by either party, the parties agree to meet in formal negotiations not later than thirty (30) days following receipt of the notice of termination. All or part of the terminated Agreement may be extended by consent of both parties, pending negotiation of a new Agreement.

2.3 By mutual consent of the parties, this Agreement may be opened for amendment.

2.4 Any request for amendment from either party shall be in writing and shall include a summary of the amendment(s) proposed. Within thirty (30) days of receipt of such request representatives of the Board and the Association shall meet to discuss: if the Agreement should be opened as requested, and if opening is agreed, the negotiation of the proposed amendment(s) shall begin immediately.

2.5 The effective date of all amendments so negotiated shall be included in the language of the agreed Amendment, and such Amendment(s) shall remain in effect until modified, suspended, or canceled by written concurrence of both parties, or until termination of the basic Agreement.

2.6 The Board agrees to reopen negotiations on salaries and fringe benefits and permit amendments to this agreement whenever state funds have been appropriated for Current Expense spending in excess of those previously anticipated for any year covered by this agreement, provided the amount to be received from such appropriation by the Board equals or exceeds two and one half percent (2 1/2%) of the Current Expense budget for any such year.

2.7 Should legislation be enacted which substantially changes the method of financing public schools, any funds which are received by the Board from the State of New Jersey as the result of said change shall not be computed in calculating the aforementioned two and one half percent (2 1/2%), unless said monies would equal the amount referred to in Section 2.6 of this Article as computed in accord with the previous method of financing.

ARTICLE III COMPENSATION

3.1 The salaries of all employees as recognized in Article I of this Agreement are set forth in "Schedule A" which is attached hereto and is made a part hereof.

3.2 Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments: on or before the fifteenth (15th) and on or before the final day of each month. Ten month secretarial salaries shall be computed at 83.3% of twelve month secretarial salaries, exclusive of longevity. Longevity steps for secretaries shall be paid upon completion of 15, 19, and 24 years of credited educational service as provided in "Schedule A".

3.3 Employees may individually elect to participate in tax shelter annuity programs through the recognized broker, and also may elect to deposit with a teachers' service organization, through Automatic Payroll deduction. These monies shall be forwarded to a tax shelter broker, i.e., TSA programs and to a teachers' service organization for appropriate deposit to the employee's personal account.

3.4 When a payday falls on or during a school holiday, vacation, or weekend, employees will receive their paychecks on the last working day preceding such holiday, vacation, or weekend. Employees

shall receive their final paychecks and the pay schedule for the following year on the last workday of the school year.

3.5 Any employee authorized by the Board to render service for the Board beyond the regular work hours and work year as provided in Articles XVIII and XIX respectively shall be compensated at the curriculum rate as set forth in Article 19.36a, unless specified to the contrary elsewhere in the Agreement. Summer payment for grant-funded instructional programs shall be limited to the lesser of the amount provided in the grant or the amount determined by using the existing formula.

3.6 All such authorization for additional service shall be in writing indicating date of approval. Such authorization signed by any member of the Administrative/Supervisory Staff shall be understood as binding the Board to payment. It shall be the responsibility of the employee to file vouchers for such compensation. Vouchers shall be available through each assignment location. The Board shall make payment on such vouchers in twenty-five (25) days or less.

3.7 Effective retroactive to July 1, 2011, and notwithstanding any language in this Agreement to the contrary, members entitled to reimbursement for mileage for the use of their private automobiles in the course of their duties shall be reimbursed at the rate specified by the New Jersey Office of Management and Budget.

3.8 Paychecks shall be distributed in a confidential manner.

3.9 All ten-month secretaries shall be paid in twenty-one (21) equal installments, with the first check on the first work day of September and subsequent checks according to the current schedule.

3.10 Secretaries shall be paid pro rata for approved hours of work in the Summer Reading Program. The substitute secretary rate will be paid for all other posted work.

3.11 All ten (10) month employees shall be eligible for a summer payment plan provided they make the request to participate in the plan in writing and participate in the district's direct deposit program. Participants in the summer payment plan will have ten percent (10%) of their salary deducted from each bi-monthly pay. The accumulated deductions will be paid to the employees (or the employee's estate).

ARTICLE IV INSURANCE PROTECTION

4.1 It is recognized that the Board has the right to select health and dental carriers provided there is no reduction in benefits. All employees shall contribute to the cost of health care as provided by either Tier IV of P.L. 2011, c. 78 or P.L. 2020, c. 44, as appropriate depending on the plan applicable to the employee.

A. Employees hired July 1, 2020 and thereafter shall be offered the NJ Employees Health Plan (NJEHP) or the Garden State Health Plan (GSHP) as required by P.L. 2020, c. 44 (as amended by P.L. 2021, c. 163) for medical and prescription coverage. Dental coverage will be offered in compliance with the terms of this agreement. Employee contributions for the NJEHP and GSHP will be collected in accordance with P.L. 2020, c. 44 (as amended by P.L. 2021, c. 163).

B. The Board shall maintain the five “legacy” plans for medical and prescription coverage that were in place as of July 1, 2020. Employee contributions for these plans will be in compliance with Tier IV, P.L. 2011, c. 78, P.L. 2011. These plans are:

1. PPO (for employees hired before July 1, 1998)
2. POS (for employees hired before July 1, 2005)
3. Alternate POS (for employees hired before July 1, 2020)
4. Open (Direct) Access (for employees hired before July 1, 2020)
5. High Deductible Plan

Details of these plan designs are included in the Appendix.

4.2 The aggregate annual benefit maximum for dental coverage paid by the Board shall be \$2,000.00.

4.3 Prescription co-pay rates shall be ten dollars (\$10) generic, fifteen dollars (\$15) name-brand, and zero dollars (\$0) mail order. For each “legacy” plan, a mandatory generic requirement shall apply to all prescriptions, except where a generic is not available or where a proprietary (name brand) prescription drug is written by the physician.

4.4 The Board shall provide a 6-session Employee Assistance Plan program at the Board’s expense.

4.5 The Board will provide Hospitalization plus Major Medical Health Benefit coverage for an employee for one year after the effective date of their retirement.

4.6 The aforementioned insurance coverage shall become effective on the date of hire or as soon as legally permitted.

4.7 The Board agrees that should a tenured employee’s employment terminate at the end of the school year, it shall continue in force the insurance coverage provided herein for the months of July and August.

4.8 Employee contributions to the total health insurance premiums (health, dental and prescription) provided for in this Article shall be covered by a Board-approved Section 125 Plan in conformance with the Internal Revenue Service laws and regulations.

4.9 Effective July 1, 2018, the opt out payments shall be eliminated.

ARTICLE V NEGOTIATING COMMITTEES

5.1 The Board and the Association shall determine the constitution of their respective negotiating teams and shall individually and freely determine which members shall sit at the bargaining table. Both parties shall exercise the right to maintain such free determination throughout the negotiating process.

5.2 The limitations in negotiating committee membership shall not restrict either party in its use of consultants or professional negotiators who are permitted to attend meetings between the two committees. These consultants may be lay, professional, or educational.

5.3 The parties agree that neither shall exercise control over who shall serve on the negotiating committee of the other. However, the parties recognize that on occasion it may be desirable to have Board members available during negotiations.

ARTICLE VI MEETINGS

6.1 The Board negotiating committee and the Association negotiating committee agree to meet jointly on a mutually agreed upon date, which shall take place by the end of November of the last year of the agreement.

6.2 The Board negotiating committee or the Association negotiating committee may call a joint meeting of the two committees by requesting the joint meeting in written form bearing the same date the request is presented and affixing an agenda for the joint meeting to the written request.

6.3 Should the Board negotiating committee request the joint meeting, the dated written request with the agenda affixed shall be presented to the President of the Association.

6.4 Should the Association negotiating committee request the joint meeting, the dated written request with the agenda affixed shall be presented to the Superintendent of Schools.

6.5 Any joint meeting requested in the manner described above shall take place no later than fifteen (15) days following the date the request is made, exclusive of weekends and the Board designated holidays. Following each joint meeting a written summary of the agreements shall be prepared. This summary shall specifically identify each item upon which agreement has been reached.

6.6 Nothing in this Article shall preclude the two committees from agreeing in joint meeting to the time and date of the next joint meeting. Should this occur, the procedure outlined above need not be followed.

6.7 The Board, or any committee thereof, and the Association's Executive Committee, or any subcommittee thereof, upon request of either party, shall meet on mutually acceptable dates.

ARTICLE VII EXCHANGE OF INFORMATION

7.1 There shall be upon request of either committee a mutual exchange of available financial information relating to the resources of the school district and other available information that may be helpful in resolving problems of mutual concern.

7.2 The Board will also make available to the Association: Agenda of all meetings regardless of proposed formal action or not, except such information regarded as confidential under the Sunshine Law; summary of all workshop meetings; tentative line item budget; planned program budget; previous year's operating budget, subsequent to acceptance of the annual audit; description of the staff by educational attainment, experience, and regular and additional compensation.

7.3 The Board agrees to furnish information concerning planned or foreseen changes in those areas

which would affect the employees in the unit.

ARTICLE VIII GRIEVANCE PROCEDURE DEFINITIONS

8.1 A grievance shall mean an appeal of the interpretation, application, or violation of policies, agreements, and administrative decisions affecting unit members.

8.2 The following matters shall not be the basis of any grievance filed under this article:

- a. Any rule or regulation of the State Department of Education having the force and effect of law.
- b. Any rule or regulation of the State Commissioner of Education having the force and effect of law.
- c. Any matter which according to law is beyond the scope of Board authority.
- d. Any matter which according to law is exclusively within the discretion of the Board.
- e. Any matter for which a method of review is otherwise specifically provided by law.
- f. Any matter reserved for the Commissioner of Education's jurisdiction pursuant to N.J.S.A. 18A:6-9.

8.3 Grievant shall mean an employee believing to have been or to be grieved, or the Association in those instances provided for in 8.12 and 8.13 below.

8.4 Immediate Superior on the High School or Middle School level shall mean the High School or Middle School Principal, Assistant Principal, Director, or Department Supervisor where one exists. On the Elementary level, Immediate Superior shall mean the Building Principal, Assistant Building Principal, Director, or Instructional Supervisor (if the grievance involves instruction).

8.5 Principal shall mean the Building Principal or such other person duly appointed to act as principal in the principal's absence.

8.6 Superintendent shall mean the Superintendent of Schools or any Staff Assistant they may designate to work on their behalf.

PRINCIPLES:

8.7 A grievance to be considered under this procedure shall be presented by the grievant or their representative not later than fifteen (15) calendar days following its occurrence. The number of days allotted at each step of the grievance procedure is to be considered as a maximum time limit. Every attempt should be made to resolve the grievance as quickly as possible. A grievance which occurs near the end of the school year shall be presented on or before June 30th of the school year in which it occurred.

8.8 A grievant may present and process their grievance personally or through an appropriate representative. Should a grievant want to process their grievance personally or through an appropriate representative of their own choosing, they may do so; however, the majority unit shall be so notified and shall have the right to have its own representative present.

8.9 No reprisals shall be taken by the Board or Administration against any employee because they utilized the grievance procedure.

8.10 Should a grievance result from action by the Superintendent or the Board, a grievant may

present their grievance initially as provided in 8.19.

8.11 Unless mutually agreed upon between the parties, no grievance shall be processed at a time when the grievant has regularly assigned duties.

8.12 Grievances arising from actions other than those of the Immediate Superior (Administrator) or where such action is a public action of the Board may be initiated and processed with the Board as provided in 8.19.

8.13 If the alleged violation of the agreement is attributable to concerted action of the administrators in the district, or attributable to an Administrator not limited to functioning in one building, or to the office of the Superintendent, or to the Board directly, then the Association shall have the right to grieve under this Article and any and all of its provisions to seek relief from the alleged violation.

8.14 The Association's right to grieve provides for the enforcement and administration of its agreement with the Board and does not intend violation of the individual's rights under law.

PROCEDURE:

8.15 A grievant may initially discuss the matter, identified as a grievance, with their Immediate Superior in an attempt to settle the grievance informally. This is not intended to extend the time limitation as set forth in 8.7.

8.16 A grievant may file a grievance in writing by presenting the written grievance to their Immediate Supervisor and forwarding copies to the Superintendent and Grievance Chairperson. The written grievance shall indicate the interpretation, application or violation of policies, agreements or administrative decision that the grievant believes adversely affects them.

8.17 The grievant and their principal shall meet in an attempt to resolve the grievance not later than five (5) school days following the date on which it was filed.

8.18 The Principal shall communicate their decision in writing to the grievant not later than five (5) school days following their meeting. A copy of the decision shall also be forwarded, at the same time, to the Superintendent and the Middletown Township Education Association.

8.19 If the grievance has not been resolved at the initial step (Principal-Immediate Superior), the grievant may request a hearing with the Board or its representatives. The request shall clearly explain the grievance and be made in writing not later than five (5) school days following the Principal-Immediate Superior's decision, or if no such decision has been communicated, then not later than five (5) school days following the expiration of the five (5) school days period provided in 8.18. The grievance procedure for secretaries shall commence with the Board or its designee.

8.20 The grievant and the Board or its representatives shall meet in an attempt to resolve the grievance not later than ten (10) school days following the date on which the hearing was requested. The grievant may have up to three (3) representatives present when their grievance is reviewed by the Board or its representatives.

8.21 The Board shall communicate its decision in writing to the grievant not later than fifteen (15) school days following the hearing. A copy of the decision shall also be forwarded, at the same time, to the Superintendent and the Middletown Township Education Association.

8.22 Should the Association decide that based on the Board's decision the grievance is satisfactorily adjusted, then the Board's decision shall be binding on all parties.

ARTICLE IX ARBITRATION

9.1 Should the Association be dissatisfied with the decision on the grievance rendered by the Board, it may have the grievance arbitrated. No grievance shall be arbitrated if the request for arbitration is made later than ten (10) school days following the rendering of the Board's decision on the grievance. Request for arbitration shall be made in written form and forwarded to the arbitrator named herein, by certified mail-return receipt requested. A copy of said request shall be simultaneously forwarded to the Board or its representatives.

9.2 The arbitrator shall issue their 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 the transmission of the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusions on the issues submitted. The arbitrator shall limit their decision strictly to the application and interpretation of the provisions of this agreement, Board Policy, procedures, and shall be without power or authority to make any decisions contrary to, or inconsistent with, or modifying or varying in any way the terms of this agreement, Board Policy, procedures, or of applicable Law or Rules or Regulations having the force and effect of Law, and without power or authority to limit or interfere 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.

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

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

9.5 The arbitrator, in their discretion, shall have the authority to decide:

- a. Whether the allegation of a violation of the agreement is bona fide,
- b. Whether the allegation of a violation of the agreement has a basis or whether it falls within the provisions of 8.1 and 8.2 of Article VIII.
- c. Whether the grievance is arbitrable.
- d. The merits of the grievance.

9.6 Should the arbitrator find that the allegation of the violation of the agreement is not bona fide or that the grievance is without basis or that the grievance is not otherwise arbitrable then, and in that event, the Board's decision on the grievance shall be binding on the parties.

9.7 Should the contrary be found the arbitrator's decision shall be binding on the parties.

9.8 In the event that an arbitrator is required, a request for a panel of arbitrators shall be submitted to PERC.

ARTICLE X PERSONAL DAYS OF ABSENCE

10.1 Three (3) days of absence for urgent personal need or urgent personal business shall be allowed with full pay. Except in cases of emergency, application to the Superintendent through the Principal for such personal leave shall be made at least two (2) days (48 hours) prior to the commencement of such leave.

10.2 No request for personal days shall be granted for the one (1) day immediately preceding or one (1) day immediately following a regularly scheduled school holiday except that a personal day of absence may be used for religious purposes on the day immediately preceding or immediately following a regularly scheduled school holiday.

10.3 In cases of extenuating circumstances, personal leave meeting the provisions of 10.1 above, but subject to the restrictions of 10.2 shall be considered for approval.

10.4 If in the event of an emergency, such as flooding or severe weather conditions, and an employee is prevented from arriving at school, they shall, as soon as possible, follow the prescribed procedure for reporting an absence. The decision as to whether an emergency day of absence will be granted shall be at the sole discretion of the Superintendent or their designee. Such discretion shall not be exercised arbitrarily or capriciously. An approved absence shall not be charged to the employee as a personal day of absence.

10.5 Each employee's unused personal days shall be added to said employee's accumulated sick leave at the end of each school year.

10.6 Up to five (5) work days for personal business shall be considered for approval without pay one time in any school year.

10.7 Personal days with pay, and personal business days, without pay, may be combined and used consecutively to a maximum of five (5).

10.8 Secretaries shall not be required to report to work on days that schools are closed to students due to inclement weather and they shall be paid the amount they would have received had they worked on such days.

10.9 Any secretarial employee shall be granted time off with pay to attend the New Jersey Education Association Convention. Proof of attendance must be furnished.

10.10 Staff exercising their right to be absent from work on a public holiday on which a staff workday is scheduled will have the options of using a personal day, agreeing to be docked for the day, or making up such days as outlined by the building level administrators and selected by the affected staff. Make-up days will be pre-determined by January 16 of the current school year. The location shall be at the teacher's home school. Activities to be performed on all make-up days shall be any activity, which is educationally meaningful. Staff who previously chose to be docked for a day may not later than January 16 of the current school year, choose to be reimbursed for the previously docked

day, and to participate in a make-up day instead.

ARTICLE XI A TEMPORARY LEAVE OF ABSENCE PROFESSIONAL EMPLOYEES

11.1a. Professional employees shall be entitled to the following temporary, non-accumulative leaves of absence with full pay each school year, not chargeable to sick leave or personal days. Such leaves shall be in addition to any sick leave to which the employee is entitled.

11.2a. Reasonable time, in the judgment of the Superintendent, shall be granted for the purpose of visiting other schools or attending meetings or conferences of an educational nature.

11.3a. Reasonable time, in the judgment of the Superintendent, shall be granted for representatives of the Association to attend conferences and conventions of state and national affiliated organizations.

11.4a. Time necessary for appearances in any legal proceeding which arises out of or in the course of the professional employee's employment or in another legal proceeding if the professional employee is required by subpoena to attend and is not a party to a suit. If an employee is a party to a suit which does not arise out of or in the course of their employment, absence from school in that connection shall be without pay. In legal proceedings instituted by the Association against the Board, leave with pay shall be limited to one (1) Association representative and any witnesses who are subpoenaed and could reasonably be expected to testify on the specific date.

11.5a. Up to five (5) school days shall be granted in the event of death of the professional employee's spouse, child, grandchild, son-in-law, daughter-in-law, parent, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household. Such leave shall be continuous and shall commence one (1) day after the date of death. Weekends including long weekends of three (3) or four (4) days, do not count as any of the five (5) school days. During extended break such as winter, spring, summer or fall (1 week or more), the following shall apply:

- a. If the five (5) school days of bereavement leave begins before the break, but ends during the break, no additional days shall be granted after the break. Weekends do not count as any of the five (5) school days of the bereavement leave.
- b. If the death occurs at the beginning of the break, the counting of five (5) days shall begin during the break (starting the day after the death). If the five (5) days of the bereavement leave end before the break ends or on the last day of the break, no additional leave shall be granted after the break. Weekends do not count as any of the five (5) school days of bereavement leave.
- c. If the death occurs toward the end of the break, the counting of the five (5) days shall begin during the break (starting the day after the death) and any remaining days extending beyond the break shall be granted. Weekends do not count as any of the five (5) school days of bereavement leave.

11.6a. Professional employees shall be granted up to one (1) school day in the event of the death of the professional employee's friend or relative outside the professional employee's immediate family as defined in 11.5a herein. At the discretion of the Superintendent this time may be extended due to necessary travel requirements.

11.7a. In the event of the death of a professional employee or student in the Middletown Township School District, the principal or immediate superior of said professional employee or student shall grant an appropriate number of employees sufficient time off to attend the funeral. The number of employees excused shall not exceed one from each department if the excused employees are in the secondary schools or one from each grade level if the excused employees are in the elementary schools.

11.8a. Time necessary, in the judgment of the Superintendent, at the end of the school year or at the beginning of a school year shall be granted as may be required to attend summer school classes or to travel to the place where such classes are held.

11.9a. Up to five (5) school days for a tenured professional employee for the purpose of marriage, and one (1) school day for the purpose of marriage for a non-tenured professional employee shall be granted. Such marriage leave must commence within ten (10) calendar days of the actual wedding date.

11.10a. Any professional employee who is a member of the reserve forces of any branch of the military or national guard shall be entitled to leave of absence from their respective duties without loss of pay or time on all days during which they shall be engaged in active duty, active duty for training or other duty ordered by the Governor or the President of the United States; provided that leaves of absence for active duty or active duty for training shall not exceed ninety (90) days in the aggregate in any one year.

11.11a. Other leaves of absence with pay may be granted by the Board for good reason.

ARTICLE XI B LEAVES OF ABSENCE SECRETARIAL EMPLOYEES

11.1b. An employee who expects to be absent on a given day must notify that employee's immediate superior as defined in Article VIII of this agreement as soon as possible, but not later than 7:30 A.M. on the day they are to be absent. Whenever possible, the proper person should be notified the previous day. The person notified will then follow the regular procedure regarding substitutes.

11.2b. Should leave of absence for any reason be granted to an employee, it shall be necessary for such employee to notify the Central Office Administrator on or before April 1 prior to expiration of such leave that said employee intends to return to her former position. In the event the Central Office Administrator is not so notified, the Board shall have no obligation to return said employee to their employment.

11.3b. Employees with tenure may be granted special leaves for study, travel or other reasons approved by the Board. Such leave will be without pay. However, such leave may not exceed one school year and the Board reserves the right to determine the number of employees who may be granted such leave in any one year. Such leave can only be obtained once every ten years. Request for such leave must be received by the Board no later than May 1 of the year preceding the year for which

of a subpoena or summons issued by any court shall be allowed, with full pay provided the subpoena or summons is recorded with the Central Administration Office and the court action arises out of or in the course of the employee's employment. This provision shall not apply to absences resulting from any employee's processing of the employee's personal Worker's Compensation claim. Such

absences shall be without pay. In legal proceedings instituted by the Association against the Board, leave with pay shall be limited to one (1) Association representative and any witnesses who are subpoenaed and could reasonably be expected to testify on the specific date.

11.5b. Should an employee be a party to a suit which does not arise out of or in the course of their employment, absence from school in that connection shall be without pay.

11.6b. Should an employee be required to serve on jury duty, the Central Office Administrator shall be notified and said employee shall suffer no loss of pay or time while so serving.

11.7b. Military leave without pay shall be granted for a period not to exceed one year, to any employee who is inducted or enlists in any branch of the Armed Forces of the United States.

11.8b. Employees may request and shall be granted maternity leave without pay. Application for said leave shall be made in accord with the form mutually agreed to by the Board and the Association.

11.9b. In cases of stillbirth or upon recommendation of the Central Office Administrator and approval of the Board, an employee may leave at a later date or return at an earlier date than originally requested.

11.10b. No employee on maternity leave, on the basis of said leave, shall be denied the opportunity to substitute in the Middletown Township School district in their area of competence.

11.11b. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

11.12b. Upon return from leave granted pursuant to paragraphs 11.3b, 11.7b, 11.8b or 11.11b of this Article, an employee shall be considered as if the employee were actively employed by the Board during the leave and shall be placed on the salary scale at the level to have been achieved without being absent provided, however, that the time spent on leave shall not count toward the fulfillment of time requirements for attaining tenure nor shall the time earn increment credit.

11.13b. All benefits to which an employee was entitled at the time the leave of absence commenced, including accumulated sick leave and vacation time, shall be restored to the employee upon return.

11.14b. Up to five (5) school days shall be granted in the event of death of the secretarial employee's spouse, child, grandchild, son-in-law, daughter-in-law, parent, grandparent, father-in-law, mother-in-law, brother, sister, brother-in-law, sister-in-law, and any other member of the immediate household. Such leave shall be continuous and shall commence one (1) day after the date of death. Weekends including long weekends of three (3) or four (4) days, do not count as any of the five (5) school days. During extended break such as winter, spring, summer or fall (1 week or more), the following shall apply:

a. If the five (5) school days of bereavement leave begins before the break, but ends during the break, no additional days shall be granted after the break. Weekends do not count as any of the five (5) school days of the bereavement leave.

b. If the death occurs at the beginning of the break, the counting of five (5) days shall begin during the

break (starting the day after the death). If the five (5) days of the bereavement leave end before the break ends or on the last day of the break, no additional leave shall be granted after the break. Weekends do not count as any of the five (5) school days of bereavement leave.

c. If the death occurs toward the end of the break, the counting of the five (5) days shall begin during the break (starting the day after the death) and any remaining days extending beyond the break shall be granted. Weekends do not count as any of the five (5) school days of bereavement leave.

11.15b. Employees shall be granted up to one (1) work day in the event of the death of the employee's friend or relative outside the employee's immediate family as defined in 11.14b herein. At the discretion of the Central Office Administration this time may be extended due to necessary travel requirements.

11.16b. In the event of the death of a fellow employee in the Middletown Township School District, the Business Administrator shall grant an appropriate number of employees sufficient time off to attend the funeral.

11.17b. Up to five (5) work days for a tenure employee for the purpose of marriage, and one (1) work day for the purpose of marriage for a non-tenure employee shall be granted. Such marriage leave must commence within ten (10) calendar days of the actual wedding date.

11.18b. Absence for religious holidays other than those specified by law may be allowed by permission of the Central Office Administrator. If such absence is allowed, it shall be without pay. Personal days may be used for this purpose.

11.19b. All applications for Leaves of Absence, extensions, or renewals of leaves shall be made by April, whenever possible, but in any event not later than forty-five (45) days prior to the effective date of same, and all approvals shall be made not later than fourteen (14) days prior to the effective date of such leaves.

11.20b. All leaves of absence, extensions, or renewals of leaves shall be applied for and answered in writing.

11.21b. Other leaves of absence with pay may be granted by the Board for good reason.

11.22b. The Board will maintain an adequate pool of approved substitute secretaries, and all absent secretaries will be covered by a substitute starting on the first day of such absence where requested by the supervising Administrator, except that they will be covered on the third day of such absence during the months of July and August where requested by the supervising Administrator.

ARTICLE XII A HOLIDAYS—SECRETARIAL EMPLOYEES

12.1a. All employees shall observe the working calendar (12 months/10 months) as approved by the Board. The Board shall prepare such calendar in consultation with the Association.

12.2a. All holidays shall be with pay and any holiday which falls within an approved vacation for the employee shall be compensated by an additional day for vacation or by an additional day's wages in accord with the request of the employee.

ARTICLE XII B EXTENDED LEAVE OF ABSENCE PROFESSIONAL EMPLOYEES

12.1b. The Board agrees that no more than two professional employees designated by the Association shall, upon written request, be granted a leave of absence without pay for one (1) year for the purpose of engaging in activities of the Association or its affiliates.

12.2b. A leave of absence without pay for no longer than two (2) years shall be granted to any professional employee, upon written request, who joins the Peace Corps, VISTA, National Teachers Corps, or serves as an exchange or overseas teacher, and is a full time participant in either of such programs, or accepts a Fulbright Scholarship.

12.3b. A professional employee on tenure may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.

12.4b. Military leave without pay shall be granted for a period not to extend beyond four (4) years, to any professional employee who is inducted or enlists in any branch of the Armed Forces of the United States.

12.5b. Should the spouse of a professional employee who is inducted or enlists also be a professional employee within the district, the spouse will be granted leave without pay for the same period. The benefits provided for the professional employee in military service as outlined in paragraph 12.12b. of this Article shall not accrue to the spouse during the leave of absence.

12.6b. Professional employees may request and shall be granted maternity leave without pay. Application for said leave shall be made in accord with the form mutually agreed to by the Board and the Association.

12.7b. In cases of stillbirth or upon the recommendation of the Superintendent and approval of the Board a professional employee may leave at a later date, or return at an earlier date than the original request indicated.

12.8b. No professional employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Middletown Township School District in the area of certification or competence.

12.9b. A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the professional employee's immediate family. Additional leave may be granted at the discretion of the Board.

12.10b. The Board shall grant a leave of absence without pay to any professional employee to campaign for or serve in a public office, or to campaign for a candidate for public office other than himself.

12.11b. Other leaves of absence without pay may be granted by the Board for good reasons.

12.12b. Upon return from leave granted pursuant to paragraphs 12.1b., 12.2b., 12.3b., or 12.4b. of

this Article, a professional employee shall be considered as if they were actively employed by the Board during the leave and shall be placed on the salary schedule at the level they would have achieved if they had not been absent, provided, however, that time spent on said leave shall not count toward the fulfillment of the time requirements for attaining tenure. A professional employee shall not receive increment credit for time spent on leave granted pursuant to paragraphs 12.6b., 12.7b., 12.8b., 12.9b., 12.10b., 12.11b., of this Article, nor shall such time count toward the fulfillment of the time requirements for attaining tenure.

12.13b. All benefits to which a professional employee was entitled at the time their leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to them upon their return, and they shall be assigned to the same position which they held at the time the leave commenced, if available or, if not, to a substantially equivalent position. In the event the request for a leave of absence is less than for a full school year, the person shall be assigned to the same position, a substantially equivalent position, or as a permanent substitute. If the leave of absence is less than sixty (60) days, within a school year, the staff member shall return to the same position.

12.14b All applications for leaves of absence, extensions, or renewals of leaves shall be made by April 1, wherever possible but, in any event, not later than forty-five (45) days prior to the effective date of same, and all approvals shall be made not later than fourteen (14) days prior to the effective date of such leaves.”

12.15b. All leaves of absence, extensions, or renewals of leaves shall be applied for and answered in writing.

ARTICLE XIII SICK LEAVE

13.1 Each employee shall be entitled to ten (10) days of sick leave and all accumulated days from previous years as officially recorded, for personal illness or injury including visits to doctors, dentists, and other medical practitioners for the purpose of examination and/or treatment, as of the first official day of each school year whether or not they report for duty on that day. Employees hired after the beginning of the scheduled work year and/or separate from the district before the end of the scheduled work year shall receive annual sick leave pro-rated at the rate of one (1) sick day for every month or part of month for which they are employed. Unused sick leave days shall be accumulated from year to year with no maximum limit.

13.2 The Board shall grant payment for unused sick leave to a unit member who retires pursuant to the provisions of TPAF or PERS who has worked a minimum of fifteen (15) years in the district. For certificated staff, the payment is to be in the amount of \$75.00 per day to a maximum of \$11,250. For secretaries, the payment is to be in the amount of \$55.00 per day to a maximum of \$5,500. In the event that an employee dies while employed by the Board, their estate shall receive the payments for unused sick leave in accordance with the formulas set forth in this section.

13.3 Whenever a tenure employee has exhausted their present school year and accumulated sick leave, and has applied and exhausted as sick leave, all of their unused personal days of absence, and a physician certifies that because of illness or accident they are unable to return to work, they shall be permitted to remain on sick leave with full pay for a period of days not to exceed in number

the sick leave days which the employee would ordinarily accumulate during the school year next following; provided the employee's accumulated sick leave is exhausted or shall become exhausted as the result of their being absent because of illness or accident for at least seven (7) consecutive days. Any sick leave used by the employee beyond that which they have accumulated shall be chargeable against the employee's sick leave which would ordinarily accumulate in the school year next following the school year in which their sick leave was exhausted.

13.4 An employee may be allowed a maximum of five (5) school days in any one (1) year with full pay because of illness within the immediate family to be subtracted from their sick leave days.

13.5 The total number of days of sick leave that may be used by an employee in any one school year shall be the current annual sick leave allowance of ten (10) working days for those employed on a ten (10) month basis, eleven (11) working days for those employed on an eleven (11) month basis, and twelve (12) working days for those employed on a twelve (12) month basis, plus the accumulated reserve.

13.5a The Board acknowledges that the use of pre-approved professional days, field trip days, jury duty days, days donated to an approved sick leave bank for another employee, and days eligible for a statutory mandate other than sick leave days cannot and will not be the basis for any adverse action nor will such days be cited as negatively impacting instruction. The Board acknowledges members' legal and contractual rights to use sick, personal, and bereavement leave.

13.6 At the beginning of an employee's term of employment each year, and regardless of the time of beginning actual service, each employee shall have immediately available for use sick leave allowance for that year as defined in Article 13.1.

13.7 Absences on sick leave shall be charged first to the annual allowance of an employee until it is fully utilized and thereafter to the accumulated credit.

13.8 When any employee's allowable sick leave has been exhausted for the current year, due to serious illness, additional sick leave may be granted by special action of the Board. Such cases may be considered for establishing a new allowable sick leave for the following year.

13.9 In case of sick leave claimed, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board of Education in order to obtain sick leave.

13.10 When quarantine is not because of personal illness but results from illness within the employee's immediate household, the employee shall be allowed full pay, providing a certificate from the health officer of the community or from the school physician is presented and filed with the Superintendent. When the quarantine is because of personal illness, paragraph 13.1 of this article shall apply.

13.11 No employee shall lose their accumulated allowance of unused sick leave by reason of having been on leave of absence, nor shall the employee accumulate sick leave while on leave of absence.

13.12 Sick Day Bank. Effective July 1, 2008, the parties agree to establish the use of sick leave banks consistent with the following parameters:

1. Individual banks will apply to professional staff and secretarial members, with donations limited to

10 days from one employee to an individual's sick day bank per school year. Days to be donated to the bank shall be limited to the time period specified in the sick employee's doctor note (or notes if applicable), or, if no date is specified by the doctor, then 60 calendar days will be approved.

2. Members who exhaust their sick days, or will do so within a period of forty-five (45) days due to a personal chronic or catastrophic physical or emotional illness, may make a request, via the M.T.E.A., that the Board of Education permit the establishment of a sick leave bank for their benefit. The sick bank does not extend to cases of muscular, skeletal, or other mechanical conditions, injuries, or dysfunctions. Such a request must be accompanied by documentary proof of the illness from which the affected member is suffering.

3. The Board shall consider each request on a case-by-case basis, and the approval or denial of an application for a sick leave bank shall have no binding effect on the consideration of future requests. If the request is approved, individuals who are employed in professional to professional, secretarial to secretarial, or professional to secretarial may donate a number of their own accumulated sick leave to the affected member on a form prepared and approved jointly by the M.T.E.A. and the Board. A member may donate ten (10) days, provided that only whole days may be donated. Multiple donations of days by the same member are permitted.

4. Donations of sick leave will be sent to the Personnel Office, with a copy to the M.T.E.A. office. The Personnel Office will date stamp each donation, and the donated days will be deducted from the accumulated sick leave bank of the donating employee.

5. The Personnel Office will credit all donated days to the employee for whom the bank has been approved in a separate category from regular sick days. The days will be limited to the number of days set forth in Paragraph 1 above. Once an employee is cleared to return to work or is otherwise no longer within the approved sick day bank period, any additional donated days shall be returned to the donors on a last in-first out basis. All such days shall be available for use as sick days, but shall not be available for payment upon separation of service. An employee for whom a sick leave bank is approved must use all of their own sick leave, including newly conferred leave, prior to using any donated days.

ARTICLE XIV A SABBATICAL LEAVE

14.1a. Sabbatical leave shall be granted to a professional employee by the Board to meet objectives of the school district. This may include study, including study in another area of specialization, travel, and other reasons of value to the school system subject to the following conditions set forth herein.

14.2a. The professional employee shall have completed at least seven (7) full school years of service in the Middletown Township School District, and be completely and thoroughly trained and certificated for the teaching situation they now hold.

14.3a. A professional employee may not be granted a sabbatical leave more often than once every seven (7) years.

14.4a. If there are sufficient qualified applicants, sabbatical leaves shall be granted, to a minimum of

two, or one-half of the applicants, in any one school year whichever is less, at any one time.

14.5a. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may mutually be agreed upon by the Association and the Superintendent, no later than November 15th, and action must be taken to approve or disapprove not later than March 15 of the year preceding the school year for which the sabbatical leave is requested. Granting of the requested sabbatical leave shall be within the discretion of the Board, however, same shall not be arbitrarily or capriciously withheld. The request shall be accompanied by a written plan outlining how the sabbatical leave shall be used.

14.6a. A professional employee on sabbatical leave shall be paid at one-half ($1/2$) their regular salary for the duration of said leave, subject to paragraph 14.8 a. of this article. A sabbatical leave may be taken for a period of one school year or one-half ($1/2$) school year.

14.7a. Salary payments will be made on the same basis as the regular staff payroll, unless a request for payment at less frequent intervals is made. In no event shall such payment be advanced.

14.8a. When Sabbatical Leave is acquired for a National Science Foundation or other institutional grant, monies received from the foundation or institution, plus sabbatical leaves monies from the Board, shall not exceed in total amount the professional employee's full contracted salary. Should monies from all the above sources exceed the professional employee's full contracted salary, payments by the Board shall be reduced in order that the professional employee will not receive more than their full contract salary.

14.9a. Expense monies provided by a foundation or an institution while a professional employee is on sabbatical leave for a sponsored year by such foundation or institution will not be counted as salary monies.

14.10a. Full pension payment on the full contract salary must be paid by the professional employee on sabbatical leave to sustain full pension benefits.

14.11a. Upon return from sabbatical leave a professional employee shall be placed on the salary schedule at the level which they would have achieved had they remained actively employed during the period of absence.

14.12a. It is expected that any professional employee who has taken sabbatical leave will upon completion of such leave remain as a professional employee within the Middletown Township School District for a period of no less than two (2) school years. Before any sabbatical leave is granted the professional employee shall enter into a written agreement with the Board which shall provide for reimbursement to the Board should the professional employee not remain within the Middletown Township School District as a professional employee for two (2) school years following the sabbatical leave. The Board may, depending upon circumstances, waive the requirement of reimbursement or any part thereof. However, it is understood that if the professional employee were unable to continue their employment for the expected two (2) year period following a sabbatical leave due to reasons of health, they would not be required to reimburse the Board for monies paid while absent on sabbatical leave.

ARTICLE XIV B. VACATIONS FOR SECRETARIAL EMPLOYEES

14.1b. Vacations apply only to twelve (12) month employees.

14.2b. Vacations shall not be used to extend weekends and every effort shall be made to plan for a minimum of five (5) day periods.

14.3b. Vacations shall be taken during the regular vacation period between July 1 and August 30 except for extenuating circumstances. Requests for times during the school year will be given consideration by the Board or its designee. If the principal or immediate superior determines that the workload can be handled by others during a designated period during the school year, this determination shall be considered by the Board or its designee in making the decision on vacation periods.

14.4b. Paid vacation for twelve-month employees shall be:

- a. Personnel employed less than one (1) year shall receive one (1) vacation day for every two (2) calendar months worked. Should a newly employed person begin work on a day other than the first work day of the month, then the calculation of the calendar months worked shall commence on the first calendar day of the month next following the first full month of employment.
- b. At the beginning of year 2 and to the end of year 5—10 days vacation.
- c. At the beginning of year 6 and to the end of year 10—15 days vacation.
- d. At the beginning of year 11 and to the end of year 20—20 days vacation.
- e. Over twenty years employment—25 days vacation.

14.5b. Any ten (10) month employee who transfers to a twelve (12) month position shall have that employee's total work time in the district converted to a twelve (12) month per year basis and then placed on the appropriate year of the vacation schedule for twelve (12) month employees.

14.6b Termination of services

- a. In the event any said vacation time is accumulated at the time an employee's services terminate, the Board shall have the option to pay said employee her regular pay for the accumulated vacation days in lieu of vacation time.
- b. In the event the employee terminates her services without giving sixty (60) days notice, the Board shall have no obligation to pay for the unused vacation days.
- c. The aforementioned notice limitations may be reduced or waived at the discretion of the Board.

14.7b. Effective July 1, 2008, in no case shall a secretarial employee be paid for more than sixty (60) days of vacation upon separation from employment. This limitation shall not apply to any currently employed secretary who has an aggregate vacation leave bank in excess of forty (40) days as of June 30, 2008, however, any such member's right to payment for vacation time upon separation from service shall be limited to one hundred (100) days or their total accumulated amount as of June 30, 2008, whichever is greater.

ARTICLE XV DEDUCTIONS FOR DUES AND REPRESENTATION FEES

15.1 The Board agrees to deduct from the salaries of the employees, after a reasonable advance notice, dues for the Middletown Township Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15. 9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted to the Association Membership Coordinator by the 15th of each month. Official forms for withdrawal from APD for dues shall be issued by the Association only. The Board shall not issue formal Association Forms, nor accept certification of dues of the local association from any but the Association which is party to this Agreement.

15.2 REPRESENTATION FEE

A. The Board shall provide to the Association access to all members of the negotiations units. If an employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee 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. The provisions of the Article shall not apply to Association members so long as the United States Supreme Court decision in Janus v. AFSCME, 138 S. Ct. 2448 (2018) remains valid and applicable law.

B. 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 without interfering with the employees' work schedules or responsibilities 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 Association, and internal union matters involving the governance or business of the exclusive representative employee organization.
3. The 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 Association, not to exceed 120 minutes.
4. Within ten (10) calendar days from the date of hire of any employee, the Board shall provide the following contact information to the 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, 2021 and every one hundred and twenty (120) calendar days thereafter, the Board shall provide the Association, in an Excel file or similar delimited style format that has manipulability agreed to by the Association, the following information for all employees in the bargaining unit: 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.)

7. The Association shall have the right to use the email systems of the Board to communicate with bargaining unit members 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.

C. 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.

D. 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 their designee within five (5) calendar days of receiving the form from 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.

E. Definition

1. The Parties agree that the date of hire, for purposes of the Workplace Democracy Enhancement Act of 2018 (the "WDEA"), 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.

F. Enforcement

1. This article shall be enforceable through the parties grievance procedure, which shall include binding arbitration as outlined in the WDEA.

15.3 Nothing herein restricts the individual from the free exercise of rights under the Statute herein cited.

ARTICLE XVI EMPLOYEE RIGHTS

16.1 Pursuant to N.J.S.A. 34:13A-1 et seq. as amended, the Board agrees that every employee of the Board shall have the right to freely join, organize and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board agrees that it shall not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by N.J.S.A. 34:13A-1 et seq., as amended or other laws 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 their membership in the Association and its affiliates, collective negotiations with the Board, or their institution of a grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms and conditions of employment.

16.2 Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under New Jersey laws or other applicable laws or regulations. The right granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

16.3 Whenever any employee is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in their office, position, or employment or the salary or any increments pertaining thereto, then they shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a person of their own choosing present to advise and represent them during such meeting or interview.

16.4 No grade shall be changed without prior consultation with the teacher.

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

16.6 Any criticism by a supervisor, administrator, or Board member of an employee and/or their instructional methodology shall be made in private except when the safety of staff or students, other emergency circumstances, or the need for timely comment to avoid adverse consequences require. No employee shall criticize a supervisor, administrator, or Board member in the presence of students.

16.7 A secretary on tenure being involuntarily transferred or reassigned shall suffer no reduction in basic compensation.

16.8 The Board agrees to provide an area for confidential telephone calls in each building.

16.9 Official communications with MTEA members from the administration shall be made in writing and not by email or voice mail. Official communication shall be defined to mean any communication relating to formal observations or evaluations, disciplinary action, notices of renewal or nonrenewal of employment, or any formal directive to an employee.

ARTICLE XVII ASSOCIATION RIGHTS

17.1 The Board agrees to furnish to the Association the agenda and minutes of public Board meetings. The Association will be furnished by the Board with a directory of all employees containing the names and addresses of all staff members.

17.2 No representative of the Association shall suffer loss in pay for participating in mutually agreed to negotiations during school hours.

17.3 Association members shall be permitted to use school buildings at reasonable hours for meeting purposes, provided the Board Secretary is notified one day in advance of the time and place of meetings.

17.4 Members of the Association shall be permitted to use school equipment at reasonable times when such equipment is not otherwise in use, provided the Association President has requested

permission of the Board Secretary for such use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and for the repairs necessitated as a result thereof.

17.5 The Association shall have in each school building the exclusive use of a bulletin board in each faculty lounge or teacher's dining room. The Association shall also be assigned adequate space on the bulletin board in each school's central office for informational notices of the Association. The location of Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval for their posting shall be required.

17.6 The Association shall have the right to use school mailboxes. The faculty representative shall be responsible for distribution within their school building including the right to place mail in the school mailboxes.

17.7 The Association shall be permitted to install and maintain a telephone at its own expense, in a place mutually agreed upon with the Board.

17.8 The Association President shall not be assigned more than four teaching periods. Additionally the Association President and two (2) other employees whom the Association shall designate as Representatives, shall not be assigned non teaching duties. The Association President shall be allowed eighty (80) minutes release time per regular school day and the Association Vice President shall be allowed forty (40) minutes release time per regular school day. In the event of an elementary employee being designated President of the Association, the released time shall be continuous with the lunch period. The Association President shall be granted ten (10) days per academic year for Association business, which they may designate for use by any Association representative.

17.9 All building Principals will make their building's master schedule, including co-planning and other duties, available to the MTEA building representatives once said schedule is complete, but no later than August 30 each year. Principals shall have no obligation to hand-deliver or otherwise present the schedule to the MTEA. The building representatives will obtain the documents by requesting them at the main office.

ARTICLE XVIII A TEACHER WORK YEAR

18.1a. Prior to March 1st the Association representatives shall meet with the Superintendent and make their recommendations concerning the school calendar. Final determination of the school calendar as well as amendment thereof for good reason shall rest with the Board after consultation with the Association, subject to the right of the Association to seek clarification and make recommendations.

18.2a. The school calendar for the years covered by this Agreement shall be as set forth in Schedule B.

18.3a The in-school work year for professional employees employed on a ten month basis (other than new personnel who may be required to attend an additional one for orientation) shall not exceed one hundred eighty-seven (187) days.

18.4a Days lost due to emergency conditions which reduce the number of school days below one hundred eighty (180) days shall be added to the school calendar to the extent of meeting a minimum of one hundred eighty(180) days.

ARTICLE XVIII B SECRETARIAL WORK YEAR

18.1b. Twelve (12) month employees shall work the calendar adopted by the Board except as limited by other provisions of this Agreement.

18.2b. Ten (10) month employees shall work a total of 200 days between August 15 and June 30. The days shall be established with the school calendar.

18.3b. In the event the school calendar does not provide at least five (5) working days after the end of the student year and before July 1st, 10-month Principal's Secretaries shall have the option to work a sufficient number of days after June 30th to reach a total of five (5) working days from the departure of students if their work so requires. Such work shall be paid at the secretary's per diem rate.

18.4b. The Superintendent of Schools shall remind all building Principals that overtime work for building-based clerical employees can be authorized from time to time if those employees are unable to complete their assignments due to unusually high workloads or other problems. Overtime must be requested by the building Principal and approved by the Superintendent in advance. Requests for overtime authorization shall include an explanation as to the reason or reasons the overtime is needed.

ARTICLE XIX A TEACHING HOURS AND TEACHING LOAD

19.1a. All professional employees shall indicate their presence for duty by signing in and out in the manner prescribed by the superintendent each day with accommodations made for traveling teachers so that they sign in/out at each assigned school. If a professional employee is not able to sign out due to the office being closed for the evening, and thus not having access to the sign in/out document, then the employee may sign out while signing in the following day. Any professional employees who arrive after the faculty sign-in roster has been taken and collected must affix their signature and time of arrival to a separate sign-in roster, which shall be provided in each building.

19.2a. Except as provided elsewhere in this Agreement, the length of the school day, during which time the professional employee is subject to assignment by administration, shall not exceed seven (7) hours at the elementary, middle school and high schools. Teacher arrival and departure time, bus arrival and departure time, and the beginning and ending of the student day, is incorporated herein by reference and shall be approved by the Board by July of the preceding school year. Effective with the 2018-19 school year, the work day at all schools shall be seven (7) hours except on faculty meeting days. At the elementary schools, five (5) minutes will be restored to Teacher Directed Physical Education and the additional 10 minutes will be included at the beginning of the school day prior to the start of the student day to allow for collaborative planning. The daily teaching load for teachers in the middle schools shall be no more than four (4) teaching blocks of 60 minutes, one (1) professional

preparation block equal in length to one (1) teaching block and up to one (1) administrative assignment, which shall not exceed the length of one (1) teaching block. Teachers shall receive a lunch of at least 25 minutes. The administrative assignment may be, but is not limited to, tutoring small groups in a math laboratory, reading laboratory, teacher-student advisor-advisee ("advisory") time, and supervision of student self-directed learning. The additional 15 minutes will be non-direct instructional time used to implement the block schedule.

19.3a. Professional employees shall have a daily, duty-free lunch period of at least equal length to that of the students assigned to their charge.

19.4a. Every professional employee shall plan lessons and teach course content within the guidelines of the curriculum or course of study. All teachers will be required to submit lesson plans once per week. Teachers shall submit an electronic copy of the plan on the first day of the ensuing week. Professional employees shall provide substitutes with daily, weekly and/or alternate plans as needed. The obligation to provide a substitute plans beyond a period of five (5) days shall be waived in cases of absence continuing beyond five (5) days.

19.5a. The Association agrees that professional employees shall be available for extra help for students when the student requires such help. The time spent by the professional employee in providing such help need not be of an unreasonable duration, and shall be scheduled at a time mutually agreeable to the student and teacher. The Association agrees that this obligation to provide extra help is part of the professional employee's workload.

19.6a. Building based professional employees may be required to remain after the end of the regular workday, without additional compensation, for the purpose of attending building, faculty or other professional meetings no more than eleven (11) days each year, scheduled no more than three (3) days in any one (1) month. Such meetings shall begin no later than fifteen (15) minutes after student dismissal time and shall run no more than forty-five (45) minutes, except in cases of emergency involving the health and safety of students and/or professional employees. Eight (8) of the meetings shall run no more than seventy-five (75) minutes. Professional employees assigned to the high school may be required to remain after the end of the regular work day for not more than one (1) meeting per month during the year prior to the ten-year Middle States evaluation.

19.7a. Teachers may be required to attend no more than three (3) evening assignments or meetings, one of which may be for parent conferences, each school year without compensation. On the day an evening parent conference is scheduled, there shall be a student day, the length of which shall not exceed the minimum hours required for State aid. The teaching staff shall be dismissed at the end of the student day. The teacher day, including conferences, shall not exceed six hours and forty-five minutes (seven (7) hours starting July 1, 2018). Evening parent conferences shall be no longer than two hours and fifteen minutes, ending by 9:30 P.M. Elementary evening parent conferences that are scheduled shall be held the day before or day after daytime parent conferences are scheduled, except on Fridays or the day preceding a holiday. Secondary evening parent conferences that are scheduled shall be held during the month of February after report cards are issued. Parents must schedule conferences with building principals on all levels and teachers must receive the schedule one week in advance. The teacher day shall include lunch and preparation time within the student day. If no parents are scheduled to meet with a particular teacher, the teacher is not required to attend. A stipend has been provided in Schedule D-2 for evening performances by elementary specialists. The parties agree that for elementary teachers, a second evening of parent teacher

conferences per school year will satisfy the second evening assignments or meetings contemplated by Article 19.7a with the following logistical considerations: Each year, parents, will first be offered conference times on one (1) evening and two (2) conference days prior to being offered appointments on the second evening or third conference day. 4th and 5th grade teachers will collaborate with their Building Principals about whether to offer an additional evening or conference day from the onset. Once the aforementioned first conference evening appointments are filled, or once the first two (2) conference days appointments are filled, the Building Principal and teacher will collaboratively work towards scheduling unfilled parent teacher conferences. If, due to unfilled parent conference scheduling demands, a teacher is required to attend the second conference evening, it is agreed that the teacher will be dismissed after the teacher's last conference, if any, on the calendar's third parent conference day. If a teacher is required to attend the third conference day but not the second conference evening, it is agreed that the teacher will attend PLC and/or grade level articulation meetings until regular teacher dismissal time on the work day of the second conference evening. If a 4th or 5th grade teacher is required to attend both the second conference evening and the third conference day, it is agreed the teacher will be compensated at the curriculum rate for two (2) hours and fifteen (15) minutes, as provided within the CBA. The Superintendent must approve compensation for any other elementary teacher required to attend both the second conference evening and the third conference day.

19.8a. Release time for elementary parent-teacher conferences during secondary mid-term exams will be scheduled after the student day, the length of which meets the minimum requirements for State aid. There shall be a 30-minute break between the end of the student day and the first scheduled parent conference, in addition to the teacher's regularly scheduled lunch period and professional preparation period. The kindergarten day shall be 90 minutes long per session.

19.9a. Meetings which take place after the regular in-school workday and which require attendance shall not be called on Fridays or any day immediately preceding any holiday, or other day upon which teacher attendance is not required in school, except in cases of emergency.

19.10a. An Association Representative, upon request, shall be allowed to speak with the professional employees during any meeting referred to in 19.6 a. of this Article at a time mutually agreeable.

19.11a. The notice of and agenda for any meeting shall be given to the professional employees involved at least two (2) days prior to the meeting except in an emergency. Professional employees shall have the opportunity to suggest items for the agenda.

19.12a. In the event two (2) or more professional employees are assigned to teach the same subject and class within the same class period, such assignment shall constitute a full teaching period assignment for each within the meaning of this Article.

19.13a. A professional employee shall not be assigned an administrative detention or other assignment scheduled outside of the regular workday, except to administrative detention, or other administrative assignment to be completed within the regular seven hour workday. The assignment shall not deviate more than one hour from work day constraints, notice shall be given at least two weeks before the schedule change is to be implemented, and an administrator must be in the building for the duration of the scheduled assignment. A bona fide effort shall be made to seek a volunteer before making the assignment. Said adjustment, prior to implementation, shall be approved by the office of the Superintendent with notice to the Association in writing.

19.14a. Professional staff, including regular classroom teachers and special area personnel, may be assigned as substitutes without additional compensation in lieu of their administrative assignments no more than two (2) occasions in any one work week. Each such assignment in excess of the two shall be compensated at the rate of 1/1400th of the respective annual salary for each instance.

Professional preparation periods shall not be used as teaching periods. Effective July 1, 2008, teachers not attending field trips may be assigned to supervise pupils in their school and grade level not attending field trips, without additional compensation, on no more than three (3) occasions per school year.

19.15a. Professional employees participation in regular extracurricular activities which extend beyond the regularly scheduled in-school day shall be voluntary, wherever possible, and shall be compensated according to the provisions of Schedules D-1, D-2, and D-3 attached hereto and made a part hereof.

19.16a. All positions on Schedules D-1, D-2, and D-3 of this Agreement, and other positions of this type created by the Board, shall be filled by written appointment. If more than one candidate applies, those not appointed shall be notified in writing. No appointments to new positions created by the Board shall be made without prior negotiation with the Association concerning terms, conditions and salary.

19.17a. With the agreement of the Association, assignment to a teaching block in lieu of a preparation period shall be compensated at the rate of 1/1200th of the annual salary for each hour of the additional assignment. The assignment shall be voluntary. High school teachers employed prior to June 30, 2012 shall be paid a stipend of one thousand, one hundred twenty-four dollars (\$1,124) per school year. A teacher initially employed after June 30, 2012 shall receive no additional compensation for a six instruction period assignment in the high schools.

19.18a. All additional teaching assignments beyond the contractual workload as provided in 19.17 a. of this Article shall be posted in the school buildings (except in emergency) in which they occur following approval of said additional teaching assignments by the Board of Education and prior to engaging the services of a professional employee. An additional teaching assignment is voluntarily by a professional employee.

19.19a. Professional employees assigned to more than one (1) building during any one (1) school day shall not be assigned an administrative assignment during that day, and mileage shall be reimbursed as provided in Article III, Paragraph 3.8.

19.20a. A professional employee employed on a regular basis for a schedule of at least four (4) hours per day, or twenty (20) hours per week, shall be compensated pro rata on the proper step of Schedule A attached, with all the benefits accruing thereto as a regular employee under all provisions of this Agreement. Travel between buildings in any one (1) work day shall be considered integral to the total hours worked and mileage shall be reimbursed as provided in Article III, Paragraph 3.8.

19.21a. All full time professional employees shall be guaranteed a minimum of two hundred (200) minutes each week for professional preparation, scheduled no less than thirty (30) minutes each day and no more than sixty (60) minutes in any one (1) day, except as provided elsewhere in this Article. High school teachers shall be scheduled for professional preparation time and collaborative planning

time consistent with Article 19.24a and the parties' agreed-upon A/B Block Schedule, in a combined daily amount of eighty (80) minutes, for an average weekly total of no less than four hundred (400) minutes. Professional preparation time shall include but not be limited to preparation for classes, maintaining records essential to particular assigned classes, and from time to time as jointly agreed between the teacher and parent to confer concerning the educational well-being of the student. The Administration shall schedule no item for inclusion in the professional preparation time agenda for any employee without prior mutual agreement with such employee. Elementary Teachers shall receive 220 minutes of preparation time per week.

19.22a. Alternate scheduling shall be drawn to maintain the employee professional time by use of one (1) of the following two (2) methods: by shortening each period equally throughout the day, or by applying the alternate scheduling to the students' schedule, but maintaining the employee in regular scheduling.

19.23a. Any employees assigned to serve in a training capacity for in-service or working meetings as defined in 19.43 a. outside of the regular school day, where other employees are obligated only to attendance shall be compensated as per Article III, Paragraph 3.6.

19.24a. The daily teaching load for teachers in the middle schools shall be no more than four (4) teaching blocks of 60 minutes, one (1) professional preparation block equal in length to one (1) teaching block and up to one (1) administrative assignment, which shall not exceed the length of one (1) teaching block. Teachers shall receive a lunch of at least 25 minutes. The administrative assignment may be, but is not limited to, tutoring small groups in a math laboratory, reading laboratory, teacher-student advisor- advisee ("advisory") time, and supervision of student self-directed learning. A teacher employed after June 30, 1999 shall receive no additional compensation for a sixth teaching period assignment in the Middle Schools. The parties agree that the Middle School sixth teaching period assignment pay shall continue to be credited for pension purposes. The parties further agree that payment for the sixth period shall be included in each paycheck.

19.25a. A homeroom period which exceeds a duration of twenty-two (22) minutes shall be considered a teaching period within the meaning of this Article, except for a maximum of ten (10) occasions in any one (1) school year. Such extended homeroom periods shall be with prior notification to the Association through the Association representative of the building.

19.26a. Professional employees employed at the secondary level shall not be required to teach in more than two (2) department areas, and where practicable, shall not be required to sustain more than three (3) teaching preparations. A preparation, with the exception of the Industrial Arts, Home Economics and Physical Education courses, shall mean an assignment to teach within the established curriculum a particular course for which there has been developed a separate course of study for one-half year or one full year. To the extent that any professional employee is assigned four (4) or more preparations, as defined above, the professional employee shall be relieved of their administrative assignment as provided in Article 19.24a.

19.27a. A regular classroom teacher in the Middle Schools and High Schools shall not be required to change subject area teaching stations more than three (3) times in any one (1) day.

19.28a. Every effort shall be made so that secondary professional employees shall not be required to teach consecutively and continuously for more than three (3) periods nor more than four (4) periods

where double length periods are scheduled.

19.29a. Pre-k through fifth: Each professional employee assigned to an elementary school i.e., grades pre K-5, shall be provided with a minimum of two hundred (200) minutes per school week for professional preparation. Said professional preparation time to be provided said professional employee at the minimum rate of thirty (30) minutes per school day, in no event, however, to exceed sixty (60) minutes in any one day within any one school week. Scheduling within these limitations shall be solely at the local building level. Said professional preparation time provided for above shall be in addition to the thirty (30) minute duty free lunch period already afforded each professional employee assigned to an elementary school. Pursuant to the 2018 Memorandum of Agreement and article 19.2a, five (5) minutes will be restored to Teacher Directed Physical Education and the additional ten (10) minutes will be included at the beginning of the school day prior to the start of the student day to allow for collaborative planning. The first ten (10) minutes of each day shall not be applicable to professional preparation as provided herein for non-special area professional employees. The provisions of this section shall also be applicable to Kindergarten teachers as long as Kindergarten remains a full-day program.

19.30a. The workday for the professional employees designated as Special Service Personnel shall be the same as for all professional employees as provided in Article XIX, paragraph 19.2 a. herein and such employees shall be compensated as provided in Schedule A attached hereto. Reading Specialists assigned to Elementary Schools shall not be assigned more instructional time than regular Elementary Classroom Teachers.

19.31a. Notwithstanding any existing Contract language to the contrary, all certificated staff members at the Elementary, Middle School and High School levels may be assigned to administrative duties every day, equivalent in duration to classroom teachers at their respective levels. This shall not apply to certificated staff members who are relieved of duty pursuant to Article 17.8 (Association Representatives), Article 19.19a (assignment to multiple buildings), or Article 19.26a (more than three preparations). Department Coordinators may be scheduled to a maximum of one (1) period of administrative assignment per week for collaborative planning with co-teachers. Administrative Assignments at the High Schools may be assigned at any time during the student school day. With the consent of the staff member, an administrative assignment may be scheduled prior to or after the teacher workday if a commensurate adjustment is made to that teacher's workday. Administrative assignments shall not exceed the length of one teaching period as set forth in Article 19.24a, and may include collaborative planning, professional activities with the consent of the professional employee as set forth in Article 19.24a, and/or non-instructional student contact time such as the following activities:

AM and PM Detention

Hall Duty

Vocational Homeroom

Student arrival and dismissal

Coverage for Absent Colleagues pursuant to Article 19.14a

Lunch

Library and Computer Labs

Except as provided above, all certificated staff members at the High Schools shall be assigned to one administrative assignment on every school day. All certificated staff members at the High School level who are administratively assigned to co-teach with Supplementary Instruction and/or In-Class

Resource teachers shall be scheduled for one (1) period of collaborative planning per week with each such co-teacher. Administrative Assignments at the Middle Schools may be assigned at any time during the student school day. With the consent of the staff member, an administrative assignment may be scheduled prior to or after the teacher workday if a commensurate adjustment is made to that teacher's workday. Administrative assignments shall not exceed the length of one teaching period as set forth in Article 19.24a, and may include collaborative planning, professional activities with the consent of the professional employee as set forth in Article 19.24a, and/or non-instructional student contact time such as the following activities:

Student arrival and dismissal

Hall Duty

Bus Duty

Coverage for Absent Colleagues pursuant to Article 19.14a

Lunch

Library and Computer Labs

Except as provided above, all certificated staff members at the Middle Schools shall be assigned to one administrative assignment on every school day. All certificated staff members at the Middle School level who are administratively assigned to co-teach with Supplementary Instruction and/or In-Class Resource teachers shall be scheduled for one (1) period of collaborative planning per week with each such co-teacher. Administrative Assignments at the Elementary Schools may include collaborative planning, professional activities with the consent of the professional employee as set forth in Article 19.24a and/or non-instructional student contact time such as the following activities:

Student arrival and dismissal

Bus Duty

Coverage for Absent Colleagues pursuant to Article 19.14a

Lunch

Playground / Recess

Administrative Assignments at the Elementary Schools may be scheduled at any time between 8:20am and 3:15pm, except that collaborative planning may only be scheduled between 8:20am and 3:00pm. All certificated staff members assigned to Elementary Schools shall be assigned to administrative duty time every day, not to exceed fifty (50) minutes. Arrival duty, dismissal duty and teacher directed physical education shall be counted towards that total. All certificated staff members at the Elementary School level who are administratively assigned to co-teach with Supplementary Instruction and/or In-Class Resource teachers shall be scheduled for a minimum of twenty (20) minutes of collaborative planning per six-day cycle with each such co-teacher.

The above constitutes the minimum collaborative planning time for the noted certificated staff members. It is understood and agreed that all certificated staff members may be provided collaborative planning time and that those already being provided same may receive additional collaborative planning if scheduling permits. Administrative assignments within the parameters set forth herein shall be made in an essentially equal manner at all buildings at each educational level, High School, Middle School and Elementary.

19.32a. Special area personnel shall be professional employees assigned duty:

(a) in art, music, physical education, health, world language, computers or enrichment teachers at the elementary level, and/or

(b) in the instruction of students in more than one building on a regular schedule, and/or,

(c) in professional duties other than actual regular classroom instruction.

19.33a. Special area personnel functioning in more than one building shall order supplies through the office of each building in which they serve for the students in those respective buildings. This section shall not apply to those supplies and/or equipment which are normally purchased for use on a unit or district basis.

19.34a. Special area personnel assigned per paragraph 19.38 a (a) herein shall be assigned no more than six (6) teaching assignments in any one day.

19.35a. Necessary travel between buildings in any one (1) day shall relieve special area personnel from administrative assignments on that day, and mileage shall be reimbursed at the rate provided in Article III, Paragraph 3.8. When Elementary Special Area Personnel are required to travel between buildings that are more than two (2) miles apart, at least thirty (30) minutes shall be allocated for travel time.

19.36a. Professional employees assigned to additional duties such as, but not limited to, pilot, innovative, developmental, R and D, curriculum workshops, curriculum development, and curriculum meetings, after the work day or in the summer, shall be compensated at 1/1200 of the first step of the Bachelor guide. Grant funded, non-instructional assigned programs shall be limited to the lesser of the amount provided in the grant or the amount determined by using the existing formula.

19.37a. The provisions of paragraph 19.36a. apply in all cases where the duties are in addition to a regular assignment, and do not apply in cases where the duties are in lieu of a regular assignment. In the latter cases no additional compensation shall apply.

19.38a. Middle school athletic coordinators shall be released from homeroom assignments so that they may use the time to perform tasks related to the coordinator's responsibilities.

19.39a. In the event that the Board, pursuant to law, adopts a new high school schedule subsequent to the one approved per the parties' 2012 Memorandum of Agreement, the Board and Association shall reopen negotiations on contract language addressing the impact of such new schedule.

19.40a. In the event that the Superintendent of Schools makes a determination to recommend a new high school and/or middle school schedule subsequent to the implementation of the schedule approved per the parties' 2012 Memorandum of Agreement, the Superintendent shall present it to the Association no later than December 15 of the school year preceding the school year in which the new schedule would be implemented, for a review and comment before the Board takes any action on a recommendation. The Board and the Association shall each have the right to reopen contract negotiations to address specific issues raised by the new schedule.

19.41a. Pre-K and Kindergarten teachers who are assigned to student orientation during days when other teachers are not assigned student contact shall receive release time, to be scheduled by the Building Principal, for every hour of such assignment calculated by rounding up to the nearest quarter-hour block.

19.42a. Professional staff members shall participate in student Intervention and Referral Services pursuant to the District's guidelines. However, all coordination and scheduling responsibilities for the

I&RS process shall be assigned to Guidance Counselors, SAC's or administrative personnel, and shall not be the responsibility of other teachers.

19.43a. Translation Services. Professional staff members may assist in Child Study Team meetings in the role of interpreter on a volunteer basis, when requested by an Administrator. In such cases, the affected staff member will be released from their administrative duty assignment on that day. No such assignment may be made on an involuntary basis.

ARTICLE XIX B SECRETARIAL HOURS AND WORKLOAD

19.1b. The working hours of secretaries shall be: First teacher workday through last student day in June: 7.5 hours or 8 hour Workday as assigned. Following the last student day in June through the day before the first teacher workday the Secretaries' regular work day shall be reduced by one (1) Hour.

19.2b. Early dismissal shall be granted by the central office only and shall be applicable to all office personnel in the district. Individual offices shall not violate uniform dismissal time.

19.3b. Secretaries shall be given at least two (2) days advance notice of mandated training.

ARTICLE XX CLASS SIZE

On or before October 15th of each year, the Board agrees to furnish the Association a matrix of all pupil contact existent in the district.

ARTICLE XXI ADMINISTRATIVE ASSIGNMENTS

21.1 A professional employee may drive students voluntarily, provided their principal or immediate superior gives approval in advance. Compensation for such service shall be at the rate provided in Article III, Paragraph 3.8.

21.2 Throughout the duration of this Agreement, the Board shall arrange for and maintain appropriate insurance to cover all damages, losses, and expenses incurred by a professional employee against whom any action shall be brought for an act or omission arising out of the authorized use of their automobile in the performance of school duties. It is agreed that such insurance shall be non-owner excess coverage.

21.3 Cafeteria duty may be assigned no more than once every two years, unless a teacher volunteers more often. Each April volunteers will be sought for the following year. Cafeteria duty will be restricted to the length of one student lunch and no other administrative duty will be attached to it.

21.4 The Board and the Association shall jointly study differences in administrative duty assignment loads among the Elementary Schools.

ARTICLE XXII A TEACHER EMPLOYMENT

22.1a. Initial placement on the salary guide shall be at the discretion of the Board.

22.2a. Military experience may be granted up to four years and shall be combined with the total teaching experience to determine the proper step on Schedule A.

22.3a. Employees with previous experience in the Middletown Township School District, shall, upon returning to the district, be credited fully on Schedule A for all teaching experience outside the district, military experience (22.2a) or alternate civilian experience required by the Selective Service System, Peace Corps, Vista, or National Teacher Training Corps, work and time spent on a Fulbright Scholarship. Previously accumulated unused sick days which were accumulated within the Middletown Township School District shall be restored to all employees returning to the district who took leave for reasons of maternity and whose return occurs within five (5) years. In all other situations, the restoration of unused sick leave shall be at the discretion of the Superintendent.

22.4a. Credits above Bachelor degree shall be credited as provided on Schedule A with written prior approval for all employees employed while pursuing the credit, with written approval for all employees whose transcripts are submitted indicating such credits prior to employment, and in toto for employees returning to the system who gained credit while absent from employment. In each case the graduate credits must be subsequent to those required for the certification for initial employment. All degrees shall be credited as the degree, pure and simple, regardless of the number of credits required for the degree.

22.5a. Service increment on Schedule A shall only apply to employees granted tenure in accord with N.J.S. 18A.

22.6a. Industrial experience and Nursing experience outside of the field of education may be granted at the discretion of the Superintendent for employees employed and assigned primarily to industrial arts and nursing/health respectively.

22.7a. Non-tenure professional employees shall be notified of their contract and salary status for the ensuing year no later than May 15. Special contracts shall be issued no later than July 15.

22.8a. Any proposed reduction in the number of professional employees employed by the Board shall be discussed with the Association prior to final Board action.

ARTICLE XXII B SECRETARIAL EMPLOYMENT

22.1b. Upon employment an employee shall be advised of the classification and compensation the position carries.

22.2b. Before commencing work, an employee shall be provided with the necessary forms by which said employee can avail themselves of all benefits provided by the Board.

22.3b. The Board reserves the right to evaluate previous experience for placement on the salary

guide.

22.4b. Secretarial staff members shall be entitled to seniority, based upon their original date of hire without break in service, for purposes of reduction in force and recall.

CLASSIFICATIONS

CATEGORY I

- All district secretarial staff, excluding receptionist and special services who do not work district wide.
- Principals' secretaries (one per school).

CATEGORY II

- All secretaries for administrators other than district or principal (assistant principal, director, etc.)
- Elementary Main Office Secretaries
- Nurse's Secretaries
- Central Office Receptionist

ARTICLE XXIII TEACHER ASSIGNMENT

23.1 All professional employees shall be given written notice of their salary schedules, class and/or subject assignments, and their building assignments for the forthcoming year not later than August 15. Notices of change in room assignments will be made not later than the last day of August.

23.2 In the event that changes in such schedules, class and/or subject assignments, building assignments or room assignments are proposed after August 15, the Association and the professional employee affected shall be notified promptly in writing and upon the request of the professional employee, the changes shall be promptly reviewed between the Superintendent or their designee and the professional employee involved.

23.3 Professional employees who are assigned to more than one school shall be notified of changes in their schedules as soon as practicable.

23.4 Professional employees who are assigned to more than one school per day shall be reimbursed as provided in Article III, paragraph 3.8 for all driving done between their base school and any other school or schools where they are required to be present during the course of the school day.

ARTICLE XXIV VOLUNTARY TRANSFERS AND REASSIGNMENTS

24.1 Not later than June 1, the Superintendent will have posted in all school buildings and have forwarded to the President of the Association a list of known vacancies that occur for the following year.

24.2 A professional employee who desires a change in grade, subject, and/or building assignment, may submit to the Superintendent a written statement of their requests with a copy to their principal not later than June 15.

ARTICLE XXV INVOLUNTARY TRANSFERS AND REASSIGNMENTS

25.1 The Board agrees that if any professional employee is to be transferred or reassigned, other than during the regular summer vacation, the Superintendent shall, except in cases of emergency, notify them of such transfer or reassignment as soon as practicable, but no later than fifteen (15) school days prior to the effective date of the transfer or reassignment.

Should a transfer be made during the regular summer vacation, the transferee shall be notified by registered mail at their last known address.

25.2 In the event of a transfer or reassignment, the employee involved, at their option, may request a meeting with the Superintendent or their designee to discuss the transfer.

ARTICLE XXVI A TEACHER PROMOTIONS

26.1a. Promotional positions shall be those of Assistant Superintendent, Principal, Vice Principal, Supervisor, Coordinator, Athletic Director, Department Chairperson, Director, Director of Evening School and Administrative Intern.

26.2a. Promotional positions shall not include those positions listed in Schedule D with the exception of those appearing above.

26.3a. Should a vacancy occur in a promotional position during the regular school year or during the summer when school is not regularly in session, a notice of such vacancy shall be posted in each school building on the bulletin board of each faculty room and on the central office bulletin board, and a copy of such notice shall be forwarded to the President of the Association not later than twenty (20) school days following the occurrence of a vacancy. The notice shall set forth the promotional position vacated, the qualifications needed by the applicant to fill the position, the duties of the person who fills the vacated position, the compensation schedule of the vacated position, and the manner in which qualified persons can make application for the vacated position.

26.4a. All applications, in order to be considered, must be submitted in writing to the Superintendent not later than the date set forth in the notice. The Superintendent shall acknowledge all applications within three (3) days.

26.5a. A professional employee who desires to apply for a promotional position which may become vacated during the summer period when school is not regularly in session may submit their name to the Superintendent, together with the position for which they are applying, and the address where they may be reached during the summer. The Superintendent shall notify such professional employee of any such vacancy in a position for which they have applied as far in advance as practicable, ordinarily at least twenty-one (21) calendar days before the final date when applications must be submitted and in no event less than fourteen (14) calendar days before such date, except in cases of emergency.

26.6a. Announcements of appointments shall be made in the same manner as the notices of

vacancies are posted.

26.7a. All new and vacated administrative positions which occur in federal programs shall be posted in the same manner as promotional positions.

26.8a. It is understood by the Association that the foregoing procedure will not preclude the Board from filling any positions referred to with persons other than those presently on the staff of the Middletown Township School District.

ARTICLE XXVI B SECRETARIAL PROMOTIONS

26.1b. All qualified secretaries shall be given adequate opportunity to make application for positions that become available.

26.2b. All secretarial and clerical vacancies shall be posted no later than two (2) weeks following the date that the vacancy occurs or a resignation is received, and each employee within the bargaining unit shall have the opportunity to apply for and be interviewed for said vacancy. Any such interview shall occur no later than two (2) weeks following such application. All applicants for the vacant position shall be notified, within ten (10) days of the completion of the interviews, of the final decision.

ARTICLE XXVII A TEACHER EVALUATION

27.1a. All monitoring or observing of the work performance of a professional employee shall be conducted openly and with full knowledge of the professional. The use of eavesdropping, public address, audio systems, and similar surveillance devices, shall be strictly prohibited.

27.2a. Teachers shall be evaluated in accordance with NJ statute, code and the Board-approved evaluation model.

27.3a. Employees have up to ten (10) working days, after receiving a formal observation to submit a written rebuttal to the evaluator. An electronically signed copy of the signed evaluation is returned to the evaluator. The employee's signature does not imply in any way that they are in agreement with the evaluation. No employee shall be required to sign a blank or incomplete evaluation form.

27.4a. Any professional employee shall be granted the opportunity upon reasonable notice to the Superintendent to review the contents of their personnel file once annually. Such employee may, after reviewing their file, submit a written reply to any material in their file which they believe to be derogatory, which reply shall become a part of the file.

27.5a. Final evaluation of a professional employee upon termination of their employment shall be concluded prior to severance and no documents and/or material related thereto shall be placed in the personnel file of such a professional employee after severance other than in accordance with the procedure set forth in this Article.

27.6a. Employees shall have the right of representation if disputing an evaluation.

27.7a For announced observations only, members shall be notified at least 24 hours in advance if more than one observer will be present during an evaluation.

27.8a If a member has been absent for two or more consecutive work days, no evaluation may occur upon the date of return. Unannounced observations cannot occur on the day immediately following a holiday break.

ARTICLE XXVII B SECRETARIAL EVALUATIONS

27.1b. Evaluations shall be made at the completion of the ninety (90) day probationary period of secretaries by the person's immediate supervisor.

27.2b. An evaluation of all post-probationary secretaries shall be made at least once yearly by the person's immediate supervisor.

27.3b. Evaluations shall occur in accordance with Board Regulation and this Agreement.

27.4b. The employee's signature does not imply in any way that they are in agreement with the evaluation.

27.5b. No employee shall be required to sign a blank or incomplete evaluation form.

27.6b. Employees shall have the right of representation if disputing an evaluation.

ARTICLE XXVIII FAIR DISMISSAL PROCEDURE

28.1 On or before May 15th of each year, the Board shall give to each non-tenured professional employee continuously employed since the preceding September either a written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increase in salary and benefits as may be required by law or agreement between the Board and the Association, or a written notice that such employment not be offered.

28.2 Should the Board fail to give a non-tenured professional employee either an offer of contract for employment for the next succeeding year or notice that such employment shall not be offered on or before May 15th, the Board shall be deemed to have offered to that professional employee continued employment for the next succeeding year upon the terms and conditions of employment as may be required by law or agreement between the Board and the Association.

28.3 If the professional employee, tenured or non-tenured, desires to accept employment they shall notify the Board of such acceptance, in writing, preferably by May 15th but in no event later than June 1st, in which event such employment shall continue as provided for herein. If the professional employee has been on leave of absence and desires to return they shall notify the Board no later than June 1st, in which event such employment shall continue as provided for herein. If a professional employee has been on leave of absence and desires to return they shall notify the Board no later than April 30th, in which event such employment shall continue as provided for herein.

28.4 Any non-tenured professional employee who is not offered a contract of employment for the subsequent year will be permitted an interview with the Superintendent, at which interview they are permitted to have present a representative of the Association. The file of the professional employee will be available for the professional employee's perusal or perusal of the representative of the Association.

28.5 Any non-tenured professional employee employed subsequent to January 1 but no later than April 1 shall on or before June 1 receive the provisions of paragraphs 28.1 through 28.4 inclusive with the date of June 1st as provided in this Article, provided that said professional employee has been continuously employed in the District for at least sixty (60) days prior to June 1.

ARTICLE XXIX TEACHER-ADMINISTRATION LIAISON

29.1 The professional employees may select a Liaison Committee of no more than four (4) professional employees for each elementary school which shall meet with the Principal three (3) times a year unless fewer meetings are mutually agreed upon.

29.2 In the high schools and middle schools where departmentalization exists, the committee shall include no more than one (1) representative from each department.

29.3 The meetings shall be for the purpose of permitting the employee's committee to review and discuss local school problems and practices and to play an active role in recommending revision or development of building policies. Areas for consideration shall include but not be limited to such matters as curriculum, textbooks, distribution of materials and supplies, discipline, and parent visitation. These meetings shall take place immediately following the school day.

29.4 The officers of the Association may meet with the Superintendent three (3) times a year or more often if mutually agreed upon to review and discuss current school problems and practices. These meetings shall take place immediately following the school day.

ARTICLE XXX CURRICULUM CONSULTATION COMMITTEE

30.1 A Curriculum Consultation Committee shall be established annually. The Committee shall consist of the Superintendent or their designee and four (4) representatives appointed by them and five (5) representatives appointed by the Association.

30.2 The purpose of the Committee shall be to strengthen the educational program through recommendations, research, implementation and evaluation of the Board and the Association to best meet the needs of the students, the schools and the community. The Committee may consider any related matters regarding the effective operation of the Middletown Township School District.

30.3 The Committee shall be authorized to establish study committees for specific projects to allow for those who would be affected by the Committee recommendations to have an opportunity to be involved.

30.4 The Committee shall encourage the initiation of ideas and suggestions for projects by individual

professional employees, departments, grades, Association committees, Administrators, Board members, students, parents or other interested parties.

30.5 Nothing in this Article shall be interpreted to prevent the Committee from consulting such additional professional employees, administrators, professional advisors, students, parents or other persons as the members herein designated shall determine are desirable and appropriate for said purposes. Such persons shall serve without compensation and shall have no vote on the Committee.

30.6 The Committee shall establish its own rules of procedure and shall provide for a rotating chairperson who shall be responsible for the arrangement and conduct of meetings. Meetings shall normally be conducted after school hours, but, by mutual agreement of the parties, the Committee is not precluded from meeting during the school day. No member of the Committee shall be paid for participation on the Committee.

30.7 The Board agrees that within sixty (60) calendar days following receipt of recommendations from the Committee it will respond to the recommendations either by requesting additional information, indicating it will implement the recommendations, it will not implement the recommendations, or it will partially implement the recommendations.

30.8 Should the Committee be unable to recommend a solution to a problem under consideration, then either the Superintendent, their designees, or the Association designees may request a meeting with the Board in executive session provided each member of the Committee is informed of the request. The Board agrees that if such a request is granted every member of the committee will be permitted to attend the executive session.

30.9 It is understood and agreed that the Curriculum Consultation Committee will function only in an advisory capacity and should any of its conclusions or recommendations be rejected by the Board or should the Board refuse to implement any of its conclusions or recommendations, such action by the Board shall not constitute or be the basis for processing a grievance.

30.10 In addition to whatever unassigned time they may be entitled to under the terms of this Agreement, professional employees who are members of any of the Committee's sub-committees shall be provided with released time at the discretion of the Superintendent for the purpose of working on any of the Committee's projects.

ARTICLE XXXI PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

31.1 The parties recognize that professional employees must continue to review curricular content, teaching methods and materials, educational philosophy and goals, social changes and topics related to education. The parties also support the principle of continuing training of professional employees and the improvement of instruction.

31.2 To work towards the ends stated above, the Board agrees to pay full cost of tuition and other reasonable expenses incurred in connection with any courses, workshops, seminars, conferences, in-service training sessions, or other sessions a professional or secretarial employee is required to attend.

31.3 All in-service programs shall be conducted during the in-school workday if professional employee's attendance is mandatory. All such programs conducted after the professional employee's workday or during the summer shall be voluntary.

31.4 Prior to taking courses for which salary increment will be sought, the professional or secretarial employee shall complete a Course Approval Form for Professional Staff or a Course Approval Form for Secretarial Staff, as appropriate, and shall submit the form to the Superintendent for approval. Any additional courses requested subsequent to the initial request shall be resubmitted on the original form.

31.5 The Course Approval Form for Professional Staff and the Course Approval Form for Secretarial Staff, submitted by both the professional or secretarial employees, shall list appropriate spaces for the course to be taken, the college, university or institution where it is to be taken, the date of completion, the number of credits to be received and the mark attained. No more than eighteen (18) credits will be approved during the school year, with a maximum limit of nine (9) credits per semester or six (6) credits per trimester. (Note: Summer Intersession is not to be considered part of the eighteen (18) credit limitation. Mid-term Inter-session is to be considered part of the eighteen (18) credit limitation.)

31.6 The superintendent has the authority to decline approval for any course or courses which in their opinion are not relevant to the job the professional or secretarial employee is hired to perform. The superintendent or his designee shall establish criteria for the approval of courses. The M.T.E.A. shall be consulted concerning criteria. The following is the criteria for course credit approval.

a. To be approved a course must:

- i. be a graduate-level and must be approved by the accredited institution as providing academic credits eligible towards a graduate degree program, whether matriculating or non-matriculating; course from an accredited college/university or an NJDOE-approved or Board-approved workshop, course, or program;
- ii. not duplicate previous courses approved and completed, with the understanding that certain courses, such as but not limited to drug awareness or certain computer classes, may be repeated after a reasonable interval as the subject continues to evolve or where recertification requirements mandate taking such a course;
- iii. be relevant to a teachers assignment at the time of the application, including grade area, i.e., elementary, middle, high school;
- iv. increase the teachers expertise, skills or knowledge as set forth in Section 31:1. and
- v. not be a course that is designated as a "salary guide enhancement course" or continuing education," or one that is not eligible towards a graduate degree program.

b. All criteria will be applied on an individual, case-by-case basis.

c. The following timelines shall apply, however, the parties may mutually agree to waive these timelines:

- i. Request for approval must be submitted at least twenty-one (21) calendar days prior to the registration deadline;
- ii. The Board will approve or deny all applications within fourteen (14) calendar days of submission.

31.7 Approval or rejection of any course or courses by the Superintendent shall be so stated on the

Course Approval Form, a copy of which shall be returned to the professional or secretarial employee who has applied.

31.8 Salary increment shall be granted on September 1st, and/or February 1st, next following the presentation by the professional employee of an official transcript setting forth the grade attained and attesting to the fact that the course or courses have been satisfactorily completed, or, by the secretarial employee, a verification of completion.

31.9 Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

ARTICLE XXXII MENTORING ASSIGNMENTS

32.1 All vacancies for mentoring positions shall be posted as early as the District is aware of its needs. Postings shall follow existing posting procedures in the District and shall include qualifications for the position.

32.2 No employee shall be involuntarily assigned to serve as a mentor if there are qualified volunteers available. If an employee is involuntarily assigned to a mentoring position, said employee shall not be involuntarily assigned again until all other qualified employees have been assigned.

32.3 No teacher shall serve as a mentor unless they are tenured in the District.

32.4 No teacher shall serve as a mentor to more than one provisional alternate route teacher simultaneously.

32.5 Mentors shall receive a stipend of \$550.00 paid by the novice teacher. Notwithstanding the foregoing effective beginning with the 2012-2013 school year and thereafter, mentoring services for non-contracted novice teachers serving in the capacity of Replacement Teachers or Long-Term Substitutes shall be paid at the rate of five hundred fifty dollars (\$550.00) for mentorship, prorated based upon a thirty (30)-week mentorship period, with such amount to be paid by the novice teacher. The parties shall make every effort to limit such mentoring assignments to sixty (60) days, however, in no case shall such an assignment exceed ninety (90) days.

32.6 The M.T.E.A. representatives on the District Professional Development Committee shall be compensated with release time and with no more than ten (10) hours per year at the curriculum rate.

32.7 An updated and complete list of mentors by building and grade/subject area shall be provided to the District Professional Development Committee and the Association office and shall be posted in each building each time additional mentors are approved for assignment by the Board.

32.8 All openings for mentors shall be posted in the building where the opening exists. Copies shall be sent to the Association office. In addition, the Board will advertise for mentor applications twice in each year, the first time in August, which shall be included in every teacher's August 15 notification of schedule, and again in January.

32.9 Mentor participation in any formal or informal administrator evaluation of a novice teacher or in

consultation with building administration regarding the performance of a novice teacher is strictly prohibited. No mentor shall be required to prepare any paperwork which might be used in connection with the evaluation of a novice teacher.

32.10 Upon written request by the Association, a written explanation for the appointment of a mentor to a novice teacher will be provided.

32.11 Mentor teachers who are assigned to a new staff member whose full school year work schedule is the equivalent of fifty percent (50%) or more shall receive a stipend prorated at a percent equal to the new staff member's assignment; e.g. the mentor of a eighty percent (80%) new staff member shall receive eighty percent (80%) of the appropriate mentoring stipend.

32.12 Mentor teachers who are assigned to a new staff member whose full school year work schedule is less than fifty percent (50%), shall receive a stipend prorated at fifty (50%) of the appropriate mentoring stipend.

32.13 For new staff members who are employed for less than a full school year, the appropriate mentor stipend as calculated on a full year basis pursuant to 32.11 and 32.12, above may be further prorated by the appropriate portion of the school year of which the new staff member is employed, e.g., an eighty percent (80%) staff member hired effective February 1 of a school year shall have the mentor stipend calculated as eighty percent (80%) of the appropriate mentor stipend prorated for the length of employment.

ARTICLE XXXIII MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

33.1 When, in the judgment of a staff member, a student is by their behavior seriously disrupting the instructional program to the detriment of other students, the staff member may send the student from the classroom and refer them to the principal.

33.2 Within sixty (60) calendar days after the execution of this Agreement, a Joint Student Behavior Committee consisting of four (4) members appointed by the Superintendent and four (4) members appointed by the Association shall be established. The purpose of the committee shall be to develop proposals to be recommended to the Board for adoption for use by the staff member in handling disruptive students and to develop constructive programs for disruptive students whose presence in classes represents unusual problems for the regular learning process. The Committee shall dissolve following its recommendations to the Board which shall be made within four (4) months after the committee is created. In no event shall the committee dissolve prior to a response to its recommendations from the Board and in no event shall the committee's existence extend beyond the contractual period.

ARTICLE XXXIV COMPLAINT PROCEDURE

34.1 Any complaint regarding an employee made to any member of the administration by any parent, student, staff member, administrator or member of the public which does or may influence evaluation of an employee shall be promptly called to the employee's attention following the initial investigation of the complaint by the Administration or the Board.

34.2 Prior to taking any disciplinary action predicated upon a complaint by a parent, student, staff member, administrator or member of the public, the complainant shall be identified and the professional employee shall have an opportunity to respond to and/or rebut such complaint and shall be entitled to representation provided by the Association.

34.3 An employee is entitled to prior notice of, and an opportunity to respond prior to, the placement of any complaint letter in the employee's file. No such complaint letter will be placed in an employee's files until the employee has had an opportunity to provide a rebuttal. If the administration determines that it will place the complaint letter in the employee's file, it must also attach to it any response or rebuttal which may have been submitted by the employee. Said rebuttal shall remain in the file so long as the complaint letter remains in the file.

ARTICLE XXXV HOME INSTRUCTION

35.1 All professional employees seeking home instruction assignments shall make application for such assignments in writing to the Superintendent and shall state in said application the field(s) of New Jersey State Certification and the grade level of Certification.

35.2 A listing of all such applicants shall be compiled no later than October 1st of each school year and be arranged alphabetically according to subject area and grade level. Applications received subsequent to September 30th of any school year shall be added to the end of said listing with the date of receipt of said application.

35.3 Multiple assignments shall be made only on a rotational basis, except that a staff member assigned under Subsection 1 of this section shall not suffer loss of said employee's rotational position in the compiled listing.

35.4 A professional employee regularly assigned to a full teaching schedule shall be assigned no more than a maximum of ten (10) hours home instruction per calendar week.

35.5 Refusal by a professional employee of a home instruction assignment shall render said employee's rotational position on the compiled listing forfeit and the name of said professional employee shall be added to the end of the listing as of the date of said refusal. Three (3) such refusals shall effectively remove said employee's name from the listing and said name shall be replaced on the listing only upon re-application the following school year.

35.6 All applications made during the term of this Agreement shall be deemed permanent for the duration of this Agreement, except as herein noted.

35.7 All home instruction shall take place outside of the professional employee's work day-and shall be conducted at no time within the school buildings of this district.

35.8 All professional employees actively engaged in home instruction shall report to the Superintendent directly, or their designee. All reports shall be filed by the last workday of each calendar month.

35.9 Computation of hours of instruction shall be exclusive of travel time and compensation shall be made by the Board within sixty (60) days after the filing of the monthly report.

35.10 The Board shall provide each professional employee assigned home instruction a health-status statement concerning the student to be instructed. Said status statement shall be in writing and receipt of same shall be acknowledged by said professional employee in writing.

35.11 Statements of complaints originating from persons other than administrators within the system shall be subject to provisions of Article XXXIV.

35.12 Compensation for home instruction assignments shall be 1/1200 of the first step of the Bachelor's Guide.

35.13 Mileage shall be reimbursed at the rate specified in Article III, paragraph 3.8 based upon the district chart Schedule E attached.

ARTICLE XXXVI MISCELLANEOUS PROVISIONS

36.1 The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assigning, promoting, transferring, or disciplining of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status,

36.2 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 in accordance with N.J.S.A. 34:13A-5.3.

36.3 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 this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

36.4 Terms and conditions of employment for professional employees implementing any pilot experimental program approved by the Board shall be negotiated with the Association prior to implementation.

36.5 Whenever any notice is required to be given by either of the parties to this Agreement, pursuant to the provisions of this Agreement, either party shall do so by certified mail or hand delivered with a receipt at the following address:

1. If by the Association, to the Board
C/O Superintendent
834 Leonardville Road
Leonardo, New Jersey 07737
2. If by the Board, to the Association
C/O President

79 Oak Hill Road, Suite 3A
Red Bank, NJ 07701

36.6 Upon acceptance of this agreement the Association and the Board shall each designate one (1) representative to prepare a corrected copy of the agreement. The corrected copy of the agreement shall be in the hands of a printer no later than thirty (30) days following the agreement. Within fifteen (15) days of the receipt of the corrections and modifications from the printer, the Board and the employees shall receive their final modifications.

36.7 Prohibition against Reprisals.

a. No reprisals of any kind shall be taken by the Board or any of its representatives or agents against the Association or any member of the Association by reason of participation in the strike which commenced on November 29, 2001 and ended on December 7, 2001.

b. No reprisals of any kind shall be taken by the Association or any of its representatives or agents against the Board, or any representative, agent or employee of the Board because of his or her attendance at work or other actions or inaction during the aforesaid strike.

ARTICLE XXXVII SAVING CLAUSE

37.1 Should any provision hereof, or the application of any such provision to any person or circumstance, 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 as to which it is held invalid shall not be affected thereby.

ARTICLE XXXVIII AGREEMENT

38.1 This Agreement shall be effective as stated in Article II of this Agreement, subject to the Association's right to negotiate a successor agreement under the conditions provided in Article II.

38.2 In witness whereof, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their Secretaries, and their corporate seal placed thereon, all on the day and year first above written.

APPENDIX

Salary Guide Columns

Maintain the following salary guide columns and compensation:

Degree	BA	MA	2nd MA	2nd MA+30	DOC
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Salary	Per guide	BA+\$13,000	BA+\$18,000	BA+\$23,000	BA+\$27,000
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Employees Enrolled in a Program as of June 30, 2022 shall be grandfathered on their current column and be eligible to move to the next columns on the expiring guide only.

- For example, an individual on BA10 who is enrolled in a program, may proceed to BA20 upon completion of the adequate credits.
- Additional column movement requires employee to obtain the next degree as stated on the new guide.

Employees Not Enrolled in a Program as of June 30, 2022 and located in one of the columns which appear on the new guide, or those with a second Masters, or Two masters plus 30 credits, shall remain on that column, or be placed on the second Masters column, or Second masters plus 30 credits column, as appropriate. If and when an additional degree is earned, the employee would move accordingly.

Employees on columns MA45 and MA60 and not enrolled in a program as of June 30, 2022 shall remain on that column. If and when any such employee receives a second Masters, that employee will receive an additional \$2,560, added to their pensionable base salary.

Salary Guides: Certificated Staff

2021-2022											
Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	MA+45	MA+60	DOC
1	56,548	58,298	60,048	61,798	68,536	70,316	72,066	73,816	76,531	79,154	81,606
2	57,048	58,798	60,548	62,298	69,036	70,816	72,566	74,316	77,031	79,654	82,106
3	57,548	59,298	61,048	62,798	69,536	71,316	73,066	74,816	77,531	80,154	82,606
4	58,048	59,798	61,548	63,298	70,036	71,816	73,566	75,316	78,031	80,654	83,106
5	58,548	60,298	62,048	63,798	70,536	72,316	74,066	75,816	78,531	81,154	83,606
6	59,048	60,798	62,548	64,298	71,036	72,816	74,566	76,316	79,031	81,654	84,106
7	59,548	61,298	63,048	64,798	71,536	73,316	75,066	76,816	79,531	82,154	84,606
8	60,098	61,848	63,598	65,348	72,086	73,866	75,616	77,366	80,081	82,704	85,156
9	60,698	62,448	64,198	65,948	72,686	74,466	76,216	77,966	80,681	83,304	85,756
10-11	63,448	65,198	66,948	68,698	75,436	77,216	78,966	80,716	83,431	86,054	88,506
12-13	66,523	68,273	70,023	71,773	78,511	80,291	82,041	83,791	86,506	89,129	91,581
14-15	69,748	71,498	73,248	74,998	81,736	83,516	85,266	87,016	89,731	92,354	94,806
16	74,133	75,883	77,633	79,383	86,121	87,901	89,651	91,401	94,116	96,739	99,191
17	78,808	80,558	82,308	84,058	90,796	92,576	94,326	96,076	98,791	101,414	103,866

18	83,758	85,508	87,258	89,008	95,746	97,526	99,276	101,026	103,741	106,364	108,816	
19	89,033	90,783	92,533	94,283	101,021	102,801	104,551	106,301	109,016	111,639	114,091	
19a	89,033	90,783	92,533	94,283	101,021	102,801	104,551	106,301	109,016	111,639	114,091	
19b	89,033	90,783	92,533	94,283	101,021	102,801	104,551	106,301	109,016	111,639	114,091	
19c	93,033	94,783	96,533	98,283	105,021	106,801	108,551	110,301	113,016	115,639	118,091	

2022-23

Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	2nd MA	MA+45	MA+60	2MA + 30	DOC
1	57,363	59,113	60,863	62,613	70,363	71,131	72,881	74,631	75,363	77,346	79,969	80,363	84,363
2	57,763	59,513	61,263	63,013	70,763	71,531	73,281	75,031	75,763	77,746	80,369	80,763	84,763
3	58,263	60,013	61,763	63,513	71,263	72,031	73,781	75,531	76,263	78,246	80,869	81,263	85,263
4	58,763	60,513	62,263	64,013	71,763	72,531	74,281	76,031	76,763	78,746	81,369	81,763	85,763
5	59,263	61,013	62,763	64,513	72,263	73,031	74,781	76,531	77,263	79,246	81,869	82,263	86,263
6	59,763	61,513	63,263	65,013	72,763	73,531	75,281	77,031	77,763	79,746	82,369	82,763	86,763
7	60,313	62,063	63,813	65,563	73,313	74,081	75,831	77,581	78,313	80,296	82,919	83,313	87,313
8	60,888	62,638	64,388	66,138	73,888	74,656	76,406	78,156	78,888	80,871	83,494	83,888	87,888
9	61,638	63,388	65,138	66,888	74,638	75,406	77,156	78,906	79,638	81,621	84,244	84,638	88,638
10	64,383	66,133	67,883	69,633	77,383	78,151	79,901	81,651	82,383	84,366	86,989	87,383	91,383
11-12	67,483	69,233	70,983	72,733	80,483	81,251	83,001	84,751	85,483	87,466	90,089	90,483	94,483
13-14	70,758	72,508	74,258	76,008	83,758	84,526	86,276	88,026	88,758	90,741	93,364	93,758	97,758
15-16	75,158	76,908	78,658	80,408	88,158	88,926	90,676	92,426	93,158	95,141	97,764	98,158	102,158
17	79,858	81,608	83,358	85,108	92,858	93,626	95,376	97,126	97,858	99,841	102,464	102,858	106,858
18	84,833	86,583	88,333	90,083	97,833	98,601	100,351	102,101	102,833	104,816	107,439	107,833	111,833
19	90,133	91,883	93,633	95,383	103,133	103,901	105,651	107,401	108,133	110,116	112,739	113,133	117,133
19a	90,133	91,883	93,633	95,383	103,133	103,901	105,651	107,401	108,133	110,116	112,739	113,133	117,133
19b	90,133	91,883	93,633	95,383	103,133	103,901	105,651	107,401	108,133	110,116	112,739	113,133	117,133
19c	94,133	95,883	97,633	99,383	107,133	107,901	109,651	111,401	112,133	114,116	116,739	117,133	121,133

2023-24

Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	2nd MA	MA+45	MA+60	2MA + 30	DOC
1	57,983	59,733	61,483	63,233	70,983	71,751	73,501	75,251	75,983	77,966	80,589	80,983	84,983
2	58,483	60,233	61,983	63,733	71,483	72,251	74,001	75,751	76,483	78,466	81,089	81,483	85,483

3	58,983	60,733	62,483	64,233	71,983	72,751	74,501	76,251	76,983	78,966	81,589	81,983	85,983
4	59,483	61,233	62,983	64,733	72,483	73,251	75,001	76,751	77,483	79,466	82,089	82,483	86,483
5	59,983	61,733	63,483	65,233	72,983	73,751	75,501	77,251	77,983	79,966	82,589	82,983	86,983
6	60,483	62,233	63,983	65,733	73,483	74,251	76,001	77,751	78,483	80,466	83,089	83,483	87,483
7	61,058	62,808	64,558	66,308	74,058	74,826	76,576	78,326	79,058	81,041	83,664	84,058	88,058
8	61,658	63,408	65,158	66,908	74,658	75,426	77,176	78,926	79,658	81,641	84,264	84,658	88,658
9	62,658	64,408	66,158	67,908	75,658	76,426	78,176	79,926	80,658	82,641	85,264	85,658	89,658
10	65,383	67,133	68,883	70,633	78,383	79,151	80,901	82,651	83,383	85,366	87,989	88,383	92,383
11	68,483	70,233	71,983	73,733	81,483	82,251	84,001	85,751	86,483	88,466	91,089	91,483	95,483
12-13	71,883	73,633	75,383	77,133	84,883	85,651	87,401	89,151	89,883	91,866	94,489	94,883	98,883
14-15	76,283	78,033	79,783	81,533	89,283	90,051	91,801	93,551	94,283	96,266	98,889	99,283	103,283
16-17	80,983	82,733	84,483	86,233	93,983	94,751	96,501	98,251	98,983	100,966	103,589	103,983	107,983
18	85,933	87,683	89,433	91,183	98,933	99,701	101,451	103,201	103,933	105,916	108,539	108,933	112,933
19	91,233	92,983	94,733	96,483	104,233	105,001	106,751	108,501	109,233	111,216	113,839	114,233	118,233
19a	91,233	92,983	94,733	96,483	104,233	105,001	106,751	108,501	109,233	111,216	113,839	114,233	118,233
19b	91,233	92,983	94,733	96,483	104,233	105,001	106,751	108,501	109,233	111,216	113,839	114,233	118,233
19c	95,233	96,983	98,733	100,483	108,233	109,001	110,751	112,501	113,233	115,216	117,839	118,233	122,233

2024-25													
Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	2nd MA	MA+45	MA+60	2MA + 30	DOC
1	59,073	60,823	62,573	64,323	72,073	72,841	74,591	76,341	77,073	79,056	81,679	82,073	86,073
2	59,473	61,223	62,973	64,723	72,473	73,241	74,991	76,741	77,473	79,456	82,079	82,473	86,473
3	59,873	61,623	63,373	65,123	72,873	73,641	75,391	77,141	77,873	79,856	82,479	82,873	86,873
4	60,273	62,023	63,773	65,523	73,273	74,041	75,791	77,541	78,273	80,256	82,879	83,273	87,273
5	60,773	62,523	64,273	66,023	73,773	74,541	76,291	78,041	78,773	80,756	83,379	83,773	87,773
6	61,273	63,023	64,773	66,523	74,273	75,041	76,791	78,541	79,273	81,256	83,879	84,273	88,273
7	61,873	63,623	65,373	67,123	74,873	75,641	77,391	79,141	79,873	81,856	84,479	84,873	88,873
8	62,508	64,258	66,008	67,758	75,508	76,276	78,026	79,776	80,508	82,491	85,114	85,508	89,508
9	63,808	65,558	67,308	69,058	76,808	77,576	79,326	81,076	81,808	83,791	86,414	86,808	90,808
10	66,608	68,358	70,108	71,858	79,608	80,376	82,126	83,876	84,608	86,591	89,214	89,608	93,608
11	69,708	71,458	73,208	74,958	82,708	83,476	85,226	86,976	87,708	89,691	92,314	92,708	96,708
12	73,108	74,858	76,608	78,358	86,108	86,876	88,626	90,376	91,108	93,091	95,714	96,108	100,108
13-14	77,583	79,333	81,083	82,833	90,583	91,351	93,101	94,851	95,583	97,566	100,189	100,583	104,583

15-16	82,283	84,033	85,783	87,533	95,283	96,051	97,801	99,551	100,283	102,266	104,889	105,283	109,283
17-18	87,233	88,983	90,733	92,483	100,233	101,001	102,751	104,501	105,233	107,216	109,839	110,233	114,233
19	92,533	94,283	96,033	97,783	105,533	106,301	108,051	109,801	110,533	112,516	115,139	115,533	119,533
19a	92,533	94,283	96,033	97,783	105,533	106,301	108,051	109,801	110,533	112,516	115,139	115,533	119,533
19b	92,533	94,283	96,033	97,783	105,533	106,301	108,051	109,801	110,533	112,516	115,139	115,533	119,533
19c	96,533	98,283	100,033	101,783	109,533	110,301	112,051	113,801	114,533	116,516	119,139	119,533	123,533

2025-2026

[illegible]

2026-27

Step	BA	BA+10	BA+20	BA+30	MA	MA+10	MA+20	MA+30	2nd MA	MA+45	MA+60	2MA + 30	DOC
	-	-	-	-	-	-	-	-		-	-	-	-

1	60,673	62,423	64,173	65,923	73,673	74,441	76,191	77,941	78,673	80,656	83,279	83,673	87,673
2	61,073	62,823	64,573	66,323	74,073	74,841	76,591	78,341	79,073	81,056	83,679	84,073	88,073
3	61,473	63,223	64,973	66,723	74,473	75,241	76,991	78,741	79,473	81,456	84,079	84,473	88,473
4	61,873	63,623	65,373	67,123	74,873	75,641	77,391	79,141	79,873	81,856	84,479	84,873	88,873
5	62,273	64,023	65,773	67,523	75,273	76,041	77,791	79,541	80,273	82,256	84,879	85,273	89,273
6	62,773	64,523	66,273	68,023	75,773	76,541	78,291	80,041	80,773	82,756	85,379	85,773	89,773
7	63,373	65,123	66,873	68,623	76,373	77,141	78,891	80,641	81,373	83,356	85,979	86,373	90,373
8	64,233	65,983	67,733	69,483	77,233	78,001	79,751	81,501	82,233	84,216	86,839	87,233	91,233
9	65,933	67,683	69,433	71,183	78,933	79,701	81,451	83,201	83,933	85,916	88,539	88,933	92,933
10	68,733	70,483	72,233	73,983	81,733	82,501	84,251	86,001	86,733	88,716	91,339	91,733	95,733
11	71,933	73,683	75,433	77,183	84,933	85,701	87,451	89,201	89,933	91,916	94,539	94,933	98,933
12	75,533	77,283	79,033	80,783	88,533	89,301	91,051	92,801	93,533	95,516	98,139	98,533	102,533
13	80,133	81,883	83,633	85,383	93,133	93,901	95,651	97,401	98,133	100,116	102,739	103,133	107,133
14	85,033	86,783	88,533	90,283	98,033	98,801	100,551	102,301	103,033	105,016	107,639	108,033	112,033
15-16	90,133	91,883	93,633	95,383	103,133	103,901	105,651	107,401	108,133	110,116	112,739	113,133	117,133
17-18	95,533	97,283	99,033	100,783	108,533	109,301	111,051	112,801	113,533	115,516	118,139	118,533	122,533
19a	95,533	97,283	99,033	100,783	108,533	109,301	111,051	112,801	113,533	115,516	118,139	118,533	122,533
19b	95,533	97,283	99,033	100,783	108,533	109,301	111,051	112,801	113,533	115,516	118,139	118,533	122,533
19c	99,533	101,283	103,033	104,783	112,533	113,301	115,051	116,801	117,533	119,516	122,139	122,533	126,533

Salary Guides: Secretaries

2021-2022				
Salary Guide				
Step	1/10	2/10	1/12	2/12
1	40,557	37,030	48,668	44,436
2	40,757	37,222	48,908	44,666
3	40,982	37,442	49,178	44,930
4	41,207	37,663	49,448	45,196
5	41,432	37,889	49,718	45,467
6	41,682	38,141	50,018	45,769
7	41,982	38,445	50,378	46,134

8	42,307	38,778	50,768	46,534
9-10	42,707	39,186	51,248	47,023
11-12	43,207	39,691	51,848	47,629
13	43,782	40,268	52,538	48,322
14	44,782	41,427	53,738	49,712
15	46,232	43,322	55,478	51,986
16	47,832	45,497	57,398	54,596
17	50,032	48,406	60,038	58,087

LONGEVITIES:

Upon completion in District of 15 years, add \$850

Upon completion in District of 19 years, add \$925

Upon completion in District of 24 years, add \$1,025

Additional Pensionable Stipends:

Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

2022-2023

Step	1/10	2/10	1/12	2/12
1	42,242	38,715	50,690	46,458
2	42,442	38,907	50,930	46,688
3	42,692	39,152	51,230	46,982
4	42,942	39,398	51,530	47,278
5	43,192	39,649	51,830	47,579
6	43,492	39,951	52,190	47,941
7	43,792	40,255	52,550	48,306
8	44,147	40,618	52,976	48,742
9	44,547	41,026	53,456	49,231
10-11	45,047	41,531	54,056	49,837
12-13	45,622	42,108	54,746	50,530
14	46,622	43,267	55,946	51,920
15	48,032	45,122	57,638	54,146
16	49,632	47,297	59,558	56,756
17	51,532	49,906	61,838	59,887

LONGEVITIES:

Upon completion in District of 15 years, add \$850

Upon completion in District of 19 years, add \$925

Upon completion in District of 24 years, add \$1,025

Additional Pensionable Stipends:

Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

2023-2024

Step	1/10	2/10	1/12	2/12
1	43,967	40,440	52,760	48,528
2	44,167	40,632	53,000	48,758
3	44,417	40,877	53,300	49,052
4	44,667	41,123	53,600	49,348
5	44,917	41,374	53,900	49,649
6	45,217	41,676	54,260	50,011
7	45,517	41,980	54,620	50,376
8	45,872	42,343	55,046	50,812
9	46,272	42,751	55,526	51,301
10	46,772	43,256	56,126	51,907
11-12	47,347	43,833	56,816	52,600
13-14	48,347	44,992	58,016	53,990
15	49,747	46,837	59,696	56,204
16	51,347	49,012	61,616	58,814
17	53,132	51,506	63,758	61,807

LONGEVITIES:

Upon completion in District of 15 years, add \$850

Upon completion in District of 19 years, add \$925

Upon completion in District of 24 years, add \$1,025

Additional Pensionable Stipends:

Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

2024-25

Step	1/10	2/10	1/12	2/12
1	45,597	42,070	54,716	50,484
2	45,797	42,262	54,956	50,714
3	46,047	42,507	55,256	51,008

4	46,297	42,753	55,556	51,304
5	46,547	43,004	55,856	51,605
6	46,847	43,306	56,216	51,967
7	47,147	43,610	56,576	52,332
8	47,502	43,973	57,002	52,768
9	47,902	44,381	57,482	53,257
10	48,402	44,886	58,082	53,863
11	49,202	45,688	59,042	54,826
12-13	50,202	46,847	60,242	56,216
14-15	51,602	48,692	61,922	58,430
16	53,202	50,867	63,842	61,040
17	54,882	53,256	65,858	63,907

LONGEVITIES:

Upon completion in District of 15 years, add \$850

Upon completion in District of 19 years, add \$925

Upon completion in District of 24 years, add \$1,025

Additional Pensionable Stipends:

Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

2025-26

Step	1/10	2/10	1/12	2/12
1	47,257	43,730	56,708	52,476
2	47,457	43,922	56,948	52,706
3	47,657	44,117	57,188	52,940
4	47,907	44,363	57,488	53,236
5	48,157	44,614	57,788	53,537
6	48,457	44,916	58,148	53,899
7	48,757	45,220	58,508	54,264
8	49,157	45,628	58,988	54,754
9	49,557	46,036	59,468	55,243
10	50,157	46,641	60,188	55,969
11	50,987	47,473	61,184	56,968
12	51,987	48,632	62,384	58,358
13-14	53,357	50,447	64,028	60,536

15-16	54,957	52,622	65,948	63,146
17	56,657	55,031	67,988	66,037

LONGEVITIES:

Upon completion in District of 15 years, add \$850

Upon completion in District of 19 years, add \$925

Upon completion in District of 24 years, add \$1,025

Additional Pensionable Stipends:

Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

2026-27

Step	1/10	2/10	1/12	2/12
1	49,112	45,585	58,934	54,702
2	49,312	45,777	59,174	54,932
3	49,512	45,972	59,414	55,166
4	49,762	46,218	59,714	55,462
5	50,012	46,469	60,014	55,763
6	50,312	46,771	60,374	56,125
7	50,612	47,075	60,734	56,490
8	51,012	47,483	61,214	56,980
9	51,432	47,911	61,718	57,493
10	52,032	48,516	62,438	58,219
11	52,882	49,368	63,458	59,242
12	53,882	50,527	64,658	60,632
13	55,232	52,322	66,278	62,786
14-15	56,832	54,497	68,198	65,396
16	58,457	56,831	70,148	68,197

LONGEVITIES:

Upon completion in District of 15 years, add \$850

Upon completion in District of 19 years, add \$925

Upon completion in District of 24 years, add \$1,025

Additional Pensionable Stipends:

Secretarial staff members shall receive annual stipends of five hundred (\$500) for an AA degree and one thousand dollars (\$1,000) for a BA degree.

D1-D2 Guides Coaching/Special Contracts

Coaching: 2023-2025

	Step 1	Step 2	Step 3	Step 4
Group A (Football)				
Head	\$8,917	\$9,107	\$9,297	\$9,487
Asst	\$6,118	\$6,246	\$6,374	\$6,500
Frosh	\$5,659	\$5,776	\$5,894	\$6,011
Fr Asst	\$4,814	\$4,914	\$5,012	\$5,111
Group B (Basketball, Wrestling - Middle Asst in Wrestling only)				
Head	\$8,713	\$8,902	\$9,093	\$9,282
Asst	\$5,802	\$5,923	\$6,044	\$6,165
Frosh	\$5,192	\$5,300	\$5,408	\$5,516
Middle	\$4,143	\$4,234	\$4,325	\$4,417
Middle Asst	\$2,733	\$2,793	\$2,853	\$2,914
Group C (Baseball, Cross Country, Field Hockey, Gymnastics, Ice Hockey, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Swimming, Volleyball, Middle Assistant in Cross Country and Outdoor Track Only)				
Head	\$7,740	\$7,912	\$8,084	\$8,255
Asst	\$5,155	\$5,262	\$5,368	\$5,475
Frosh	\$4,654	\$4,750	\$4,845	\$4,941
Middle	\$4,022	\$4,111	\$4,199	\$4,288
Middle Asst	\$2,733	\$2,793	\$2,853	\$2,914
Group D (Tennis)				
Head	\$5,762	\$5,884	\$6,008	\$6,131
Group E (Bowling, Cheerleading, Golf)				
Head	\$4,353	\$4,440	\$4,529	\$4,617
Ch Head	\$3,173	\$3,242	\$3,312	\$3,381
Ch Asst	\$2,727	\$2,787	\$2,848	\$2,909
Ch Middle	\$2,268	\$2,319	\$2,369	\$2,418

Group F (HS Equipment Manager, MS Athletic Manager, Weight Room)

Weight Room	\$3,694	\$3,778	\$3,860	\$3,944
HS Mgr	\$7,629	\$7,804	\$7,979	\$8,153
Unified Sports Coach - High School	\$1,721	\$1,769	\$1,815	\$1,863
Middle Mgr	\$4,030	\$4,122	\$4,213	\$4,303

Group G

Girls Flag Football	\$2,134	\$2,176	\$2,219	\$2,260
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Ice Hockey Site Manager	\$150 Per game
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Special Contracts: 2023-2025

Elem School	Step 1	Step 2	Step 3	Step 4
Elem (pp)	\$554	\$567	\$578	\$590
Fitness Club	\$1,170	\$1,198	\$1,225	\$1,251
Girls in Motion	\$554	\$567	\$578	\$590
Tech Club	\$1,500	\$1,530	\$1,558	\$1,588
Yearbook	\$1,500	\$1,530	\$1,558	\$1,588

District

BSI/SRA	\$4,185	\$4,267	\$4,351	\$4,434
Head Nurse	\$8,370	\$8,534	\$8,702	\$8,868
Nurse Practioner	\$2,186	\$2,207	\$2,229	\$2,251
Pub Serv	\$4,185	\$4,267	\$4,351	\$4,434
Friendship Club	\$2,735	\$2,789	\$2,843	\$2,897
Special Olym	\$4,130	\$4,213	\$4,294	\$4,376

Middle School

Anti-Smoking	\$2,134	\$2,176	\$2,219	\$2,260
Art Show (pp)	\$554	\$567	\$578	\$590
AVA Coord	\$701	\$716	\$730	\$745
AVA pp	\$265	\$270	\$276	\$281
Band Dir	\$2,366	\$2,412	\$2,459	\$2,506

Band pc	\$559	\$571	\$582	\$593
Choral dir	\$2,366	\$2,412	\$2,459	\$2,506
Choreog pp	\$825	\$843	\$859	\$876
Chorus pc	\$559	\$571	\$582	\$593
Dept Coord	\$3,261	\$3,322	\$3,384	\$3,444
Diversity Club Advisor	\$2,134	\$2,176	\$2,219	\$2,260
Drama Director pp	\$1,978	\$2,017	\$2,056	\$2,096
E-Sports Advisor	\$2,134	\$2,176	\$2,219	\$2,260
Environ	\$2,134	\$2,176	\$2,219	\$2,260
Head Couns	\$3,261	\$3,322	\$3,384	\$3,444
I.N.S.P.I.R.E. Transition Mentor Program	\$2,134	\$2,176	\$2,219	\$2,260
Intramural Sports	\$2,134	\$2,176	\$2,219	\$2,260
Math	\$2,134	\$2,176	\$2,219	\$2,260
Music Director pp	\$1,698	\$1,731	\$1,764	\$1,798
News	\$1,773	\$1,808	\$1,843	\$1,878
Pep/Jazz Band	\$2,134	\$2,176	\$2,219	\$2,260
St Activ	\$2,134	\$2,176	\$2,219	\$2,260
St Counc	\$1,588	\$1,620	\$1,652	\$1,684
STEM	\$2,134	\$2,176	\$2,219	\$2,260
Subst Ab	\$2,134	\$2,176	\$2,219	\$2,260
Tech pp	\$822	\$837	\$854	\$869
Tech Club	\$2,134	\$2,176	\$2,219	\$2,260
Walking Club	\$2,134	\$2,176	\$2,219	\$2,260
Yearbook	\$3,632	\$3,704	\$3,775	\$3,847

High School

A Capella Chor (N)	\$4,010	\$4,089	\$4,168	\$4,249
Anti-Smoking	\$2,735	\$2,789	\$2,843	\$2,897
Art Show (pp)	\$554	\$567	\$578	\$590
Arts Acad.Culm.Exhibit Dir./Prod Vis/Fine Arts pp	\$554	\$567	\$578	\$590
Arts Acad.Culm.Perf.Dir./Prod Perf. Arts pp	\$554	\$567	\$578	\$590
Asst Band (Marching Band Asst. Director)	\$4,010	\$4,089	\$4,169	\$4,249
Asst Tech pp	\$1,374	\$1,402	\$1,429	\$1,456
Band Dir (Marching Band Director)	\$6,917	\$7,056	\$7,195	\$7,333
Band Fr (Marching Band Color Guard Dir)	\$3,177	\$3,238	\$3,301	\$3,364
BottC	\$2,365	\$2,411	\$2,458	\$2,504

Chess	\$2,735	\$2,789	\$2,843	\$2,897
ChorDir	\$6,917	\$7,056	\$7,195	\$7,333
Concert Band Director	\$4,010	\$4,089	\$4,169	\$4,249
Choreog pp	\$1,335	\$1,362	\$1,389	\$1,416
Dance	\$2,735	\$2,789	\$2,843	\$2,897
DECA	\$3,991	\$4,071	\$4,150	\$4,229
DeptCoord	\$4,185	\$4,267	\$4,351	\$4,434
Digital Publishing Advisor	\$5,869	\$6,010	\$6,151	\$6,292
Dir 3act/Fall	\$2,350	\$2,398	\$2,444	\$2,492
Dir Musical	\$2,350	\$2,398	\$2,444	\$2,492
DistEd	\$1,863	\$1,900	\$1,937	\$1,975
Diversity Club	\$2,016	\$2,056	\$2,095	\$2,135
Drama Club	\$2,735	\$2,789	\$2,843	\$2,897
Drug Prev/EHTC(S)	\$2,735	\$2,789	\$2,843	\$2,897
Drug Prev/SJ(N)	\$2,735	\$2,789	\$2,843	\$2,897
E-Sports Advisor	\$3,803	\$3,878	\$3,952	\$4,027
Environmental Club	\$2,735	\$2,789	\$2,843	\$2,897
FBL	\$3,991	\$4,071	\$4,150	\$4,229
FCCLA	\$3,991	\$4,071	\$4,150	\$4,229
Forens/MockTr	\$3,803	\$3,878	\$3,952	\$4,027
Fr/Soph CL	\$3,130	\$3,192	\$3,254	\$3,316
FrHon	\$1,335	\$1,362	\$1,389	\$1,416
Fut Educ	\$3,991	\$4,071	\$4,150	\$4,229
GerHon	\$1,335	\$1,362	\$1,389	\$1,416
GSA	\$2,735	\$2,789	\$2,843	\$2,897
Head Couns	\$4,185	\$4,267	\$4,351	\$4,434
Heroes and Cool Kids	\$1,779	\$1,807	\$1,835	\$1,863
ItHon	\$1,335	\$1,362	\$1,389	\$1,416
JrCl	\$3,130	\$3,192	\$3,254	\$3,316
LatHon	\$1,335	\$1,362	\$1,389	\$1,416
Lions Cl. Int. (Key)	\$2,735	\$2,789	\$2,843	\$2,897
Mags/Pics	\$2,016	\$2,056	\$2,095	\$2,135
Makerspace Club	\$2,735	\$2,789	\$2,843	\$2,897
Math	\$2,735	\$2,789	\$2,843	\$2,897
Model UN	\$3,803	\$3,878	\$3,952	\$4,027
Music Dir pp	\$1,934	\$1,972	\$2,012	\$2,050

MusicHon	\$1,335	\$1,362	\$1,389	\$1,416
Natl Bus Hon Soc	\$1,335	\$1,362	\$1,389	\$1,416
News	\$9,030	\$9,210	\$9,392	\$9,572
NHS	\$1,374	\$1,402	\$1,429	\$1,456
North Amba	\$1,779	\$1,807	\$1,835	\$1,863
Parades pp	\$650	\$662	\$676	\$688
Pathway - Arts Organizer	\$1,148	\$1,169	\$1,192	\$1,214
Pathway - BMAP Organizer	\$1,148	\$1,169	\$1,192	\$1,214
Pathway - GLP3 Organizer	\$1,148	\$1,169	\$1,192	\$1,214
Pathway - STEM Organizer	\$1,148	\$1,169	\$1,192	\$1,214
Pep/Jazz Band	\$3,953	\$4,051	\$4,150	\$4,249
Photo/GrDes Club	\$2,735	\$2,789	\$2,843	\$2,897
PolSci/Acad	\$3,803	\$3,878	\$3,952	\$4,027
Peer Leaders	\$1,779	\$1,807	\$1,835	\$1,863
Science	\$2,735	\$2,789	\$2,843	\$2,897
SciHon	\$1,335	\$1,362	\$1,389	\$1,416
SpHon	\$1,335	\$1,362	\$1,389	\$1,416
Sr. Intern	\$845	\$861	\$878	\$894
SrCI	\$4,866	\$4,962	\$5,058	\$5,154
StCounc/StGovt	\$3,991	\$4,071	\$4,150	\$4,229
Tech Dir pp	\$2,190	\$2,233	\$2,276	\$2,320
Tech Club	\$2,735	\$2,789	\$2,843	\$2,897
Technology Student Association	\$2,735	\$2,789	\$2,843	\$2,897
TED-ED	\$2,735	\$2,789	\$2,843	\$2,897
Thesp	\$785	\$801	\$818	\$835
TV Prod	\$2,735	\$2,789	\$2,843	\$2,897
Virt Surf Club	\$2,735	\$2,789	\$2,843	\$2,897
Volleyball Club	\$2,735	\$2,789	\$2,843	\$2,897
Yearbook	\$8,964	\$9,143	\$9,323	\$9,503

D1-D2 Guides Coaching/Special Contracts

Coaching 2025-2027

	Step 1	Step 2	Step 3	Step 4
Group A (Football)				
Head	\$9,184	\$9,380	\$9,576	\$9,772
Asst	\$6,302	\$6,433	\$6,565	\$6,695
Frosh	\$5,829	\$5,950	\$6,070	\$6,191
Fr Asst	\$4,959	\$5,062	\$5,162	\$5,264

Group B (Basketball, Wrestling - Middle Asst in Wrestling only)

Head	\$8,974	\$9,169	\$9,366	\$9,561
Asst	\$5,976	\$6,100	\$6,225	\$6,349
Frosh	\$5,348	\$5,459	\$5,570	\$5,681
Middle	\$4,267	\$4,361	\$4,455	\$4,549
Middle Asst	\$2,815	\$2,877	\$2,939	\$3,001

Group C (Baseball, Cross Country, Field Hockey, Gymnastics, Ice Hockey, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Swimming, Volleyball, Middle Assistant in Cross Country and Outdoor Track Only)

Head	\$7,973	\$8,150	\$8,327	\$8,503
Asst	\$5,310	\$5,420	\$5,529	\$5,640
Frosh	\$4,793	\$4,893	\$4,990	\$5,089
Middle	\$4,143	\$4,234	\$4,325	\$4,417
Middle Asst	\$2,815	\$2,877	\$2,939	\$3,001

Group D (Tennis)

Head	\$5,935	\$6,061	\$6,188	\$6,314
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Group E (Bowling, Cheerleading, Golf)

Head	\$4,483	\$4,574	\$4,665	\$4,756
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D1-D2 Guides Coaching/Special Contracts

Coaching 2025-2027

	Step 1	Step 2	Step 3	Step 4
Group A (Football)				
Head	\$9,184	\$9,380	\$9,576	\$9,772
Asst	\$6,302	\$6,433	\$6,565	\$6,695
Frosh	\$5,829	\$5,950	\$6,070	\$6,191
Fr Asst	\$4,959	\$5,062	\$5,162	\$5,264
Group B (Basketball, Wrestling - Middle Asst in Wrestling only)				
Head	\$8,974	\$9,169	\$9,366	\$9,561
Asst	\$5,976	\$6,100	\$6,225	\$6,349
Frosh	\$5,348	\$5,459	\$5,570	\$5,681
Middle	\$4,267	\$4,361	\$4,455	\$4,549
Middle Asst	\$2,815	\$2,877	\$2,939	\$3,001
Ch Head	\$3,269	\$3,340	\$3,412	\$3,483
Ch Asst	\$2,809	\$2,871	\$2,933	\$2,996
Ch Middle	\$2,336	\$2,388	\$2,440	\$2,491
Group F (HS Equipment Manager, MS Athletic Manager, Weight Room)				
Weight Room	\$3,804	\$3,891	\$3,976	\$4,062
HS Mgr	\$7,858	\$8,038	\$8,219	\$8,398
Unified Sports Coach - High School	\$1,773	\$1,822	\$1,869	\$1,919
Middle Mgr	\$4,151	\$4,246	\$4,339	\$4,432
Group G				
Girls Flag Football	\$2,198	\$2,242	\$2,285	\$2,328

D1-D2 Guides Coaching/Special Contracts

Coaching 2025-2027

	Step 1	Step 2	Step 3	Step 4
Group A (Football)				
Head	\$9,184	\$9,380	\$9,576	\$9,772
Asst	\$6,302	\$6,433	\$6,565	\$6,695
Frosh	\$5,829	\$5,950	\$6,070	\$6,191
Fr Asst	\$4,959	\$5,062	\$5,162	\$5,264
Group B (Basketball, Wrestling - Middle Asst in Wrestling only)				
Head	\$8,974	\$9,169	\$9,366	\$9,561
Asst	\$5,976	\$6,100	\$6,225	\$6,349
Frosh	\$5,348	\$5,459	\$5,570	\$5,681
Middle	\$4,267	\$4,361	\$4,455	\$4,549
Middle Asst	\$2,815	\$2,877	\$2,939	\$3,001
Ice Hockey Site Manager	\$155 per game			

Special Contracts: 2025-2027

Elem School	Step 1	Step 2	Step 3	Step 4
Elem (pp)	\$571	\$583	\$595	\$608
Fitness Club	\$1,205	\$1,234	\$1,261	\$1,289
Girls in Motion	\$571	\$583	\$595	\$608
Tech Club	\$1,545	\$1,575	\$1,605	\$1,636
Yearbook	\$1,545	\$1,575	\$1,605	\$1,636
District				
BSI/SRA	\$4,310	\$4,395	\$4,481	\$4,567

Head Nurse	\$8,621	\$8,790	\$8,963	\$9,134
Nurse Practioner	\$2,251	\$2,274	\$2,296	\$2,318
Pub Serv	\$4,310	\$4,395	\$4,481	\$4,567
Friendship Club	\$2,817	\$2,873	\$2,928	\$2,984
Special Olym	\$4,254	\$4,339	\$4,423	\$4,508

Middle School

Anti-Smoking	\$2,198	\$2,242	\$2,285	\$2,328
Art Show (pp)	\$571	\$583	\$595	\$608
AVA Coord	\$722	\$737	\$752	\$767
AVA pp	\$273	\$278	\$284	\$290
Band Dir	\$2,437	\$2,485	\$2,532	\$2,581
Band pc	\$576	\$588	\$599	\$611
Choral dir	\$2,437	\$2,485	\$2,532	\$2,581
Choreog pp	\$850	\$868	\$885	\$902
Chorus pc	\$576	\$588	\$599	\$611
Dept Coord	\$3,359	\$3,421	\$3,485	\$3,548
Diversity Club Advisor	\$2,198	\$2,242	\$2,285	\$2,328
Drama Director pp	\$2,037	\$2,077	\$2,118	\$2,159
E-Sports Advisor	\$2,198	\$2,242	\$2,285	\$2,328
Environ	\$2,198	\$2,242	\$2,285	\$2,328
Head Couns	\$3,359	\$3,421	\$3,485	\$3,548
I.N.S.P.I.R.E. Transition Mentor Program	\$2,198	\$2,242	\$2,285	\$2,328
Intramural Sports	\$2,198	\$2,242	\$2,285	\$2,328
Math	\$2,198	\$2,242	\$2,285	\$2,328
Music Director pp	\$1,749	\$1,783	\$1,817	\$1,852
News	\$1,826	\$1,862	\$1,898	\$1,934
Pep/Jazz Band	\$2,198	\$2,242	\$2,285	\$2,328
St Activ	\$2,198	\$2,242	\$2,285	\$2,328
St Counc	\$1,636	\$1,669	\$1,702	\$1,735
STEM	\$2,198	\$2,242	\$2,285	\$2,328
Subst Ab	\$2,198	\$2,242	\$2,285	\$2,328
Tech pp	\$847	\$863	\$879	\$895
Tech Club	\$2,198	\$2,242	\$2,285	\$2,328
Walking Club	\$2,198	\$2,242	\$2,285	\$2,328
Yearbook	\$3,741	\$3,815	\$3,888	\$3,962

High School

A Capella Chor (N)	\$4,130	\$4,212	\$4,293	\$4,376
Anti-Smoking	\$2,817	\$2,873	\$2,928	\$2,984
Art Show (pp)	\$571	\$583	\$595	\$608
Arts Acad.Culm.Exhibit Dir./Prod Vis/Fine Arts pp	\$571	\$583	\$595	\$608
Arts Acad.Culm.Perf.Dir./Prod Perf. Arts pp	\$571	\$583	\$595	\$608
Asst Band (Marching Band Asst. Director)	\$4,130	\$4,212	\$4,295	\$4,376
Asst Tech pp	\$1,415	\$1,444	\$1,471	\$1,500
Band Dir (Marching Band Director)	\$7,125	\$7,267	\$7,410	\$7,553
Band Fr (Marching Band Color Guard Dir)	\$3,272	\$3,335	\$3,400	\$3,465
BottC	\$2,436	\$2,484	\$2,531	\$2,579
Chess	\$2,817	\$2,873	\$2,928	\$2,984
ChorDir	\$7,125	\$7,267	\$7,410	\$7,553
Concert Band Director	\$4,130	\$4,212	\$4,295	\$4,376
Choreog pp	\$1,375	\$1,403	\$1,431	\$1,459
Dance	\$2,817	\$2,873	\$2,928	\$2,984
DECA	\$4,111	\$4,193	\$4,274	\$4,356
DeptCoord	\$4,310	\$4,395	\$4,481	\$4,567
Digital Publishing Advisor	\$6,045	\$6,190	\$6,336	\$6,481
Dir 3act/Fall	\$2,421	\$2,470	\$2,518	\$2,566
Dir Musical	\$2,421	\$2,470	\$2,518	\$2,566
DistEd	\$1,919	\$1,957	\$1,996	\$2,034
Diversity Club	\$2,076	\$2,118	\$2,158	\$2,199
Drama Club	\$2,817	\$2,873	\$2,928	\$2,984
Drug Prev/EHTC(S)	\$2,817	\$2,873	\$2,928	\$2,984
Drug Prev/SJ(N)	\$2,817	\$2,873	\$2,928	\$2,984
E-Sports Advisor	\$3,917	\$3,994	\$4,071	\$4,148
Environmental Club	\$2,817	\$2,873	\$2,928	\$2,984
FBL	\$4,111	\$4,193	\$4,274	\$4,356
FCCLA	\$4,111	\$4,193	\$4,274	\$4,356
Forens/MockTr	\$3,917	\$3,994	\$4,071	\$4,148
Fr/Soph CL	\$3,224	\$3,288	\$3,351	\$3,415
FrHon	\$1,375	\$1,403	\$1,431	\$1,459
Fut Educ	\$4,111	\$4,193	\$4,274	\$4,356
GerHon	\$1,375	\$1,403	\$1,431	\$1,459

GSA	\$2,817	\$2,873	\$2,928	\$2,984
Head Couns	\$4,310	\$4,395	\$4,481	\$4,567
Heroes and Cool Kids	\$1,832	\$1,861	\$1,891	\$1,919
ItHon	\$1,375	\$1,403	\$1,431	\$1,459
JrCl	\$3,224	\$3,288	\$3,351	\$3,415
LatHon	\$1,375	\$1,403	\$1,431	\$1,459
Lions Cl. Int. (Key)	\$2,817	\$2,873	\$2,928	\$2,984
Mags/Pics	\$2,076	\$2,118	\$2,158	\$2,199
Makerspace Club	\$2,817	\$2,873	\$2,928	\$2,984
Math	\$2,817	\$2,873	\$2,928	\$2,984
Model UN	\$3,917	\$3,994	\$4,071	\$4,148
Music Dir pp	\$1,992	\$2,032	\$2,072	\$2,111
MusicHon	\$1,375	\$1,403	\$1,431	\$1,459
Natl Bus Hon Soc	\$1,375	\$1,403	\$1,431	\$1,459
News	\$9,301	\$9,487	\$9,673	\$9,859
NHS	\$1,415	\$1,444	\$1,471	\$1,500
North Ambas	\$1,832	\$1,861	\$1,891	\$1,919
Parades pp	\$669	\$682	\$696	\$709
Pathway - Arts Organizer	\$1,183	\$1,204	\$1,227	\$1,251
Pathway - BMAP Organizer	\$1,183	\$1,204	\$1,227	\$1,251
Pathway - GLP3 Organizer	\$1,183	\$1,204	\$1,227	\$1,251
Pathway - STEM Organizer	\$1,183	\$1,204	\$1,227	\$1,251
Pep/Jazz Band	\$4,072	\$4,173	\$4,274	\$4,376
Photo/GrDes Club	\$2,817	\$2,873	\$2,928	\$2,984
PolSci/Acad	\$3,917	\$3,994	\$4,071	\$4,148
Peer Leaders	\$1,832	\$1,861	\$1,891	\$1,919
Science	\$2,817	\$2,873	\$2,928	\$2,984
SciHon	\$1,375	\$1,403	\$1,431	\$1,459
SpHon	\$1,375	\$1,403	\$1,431	\$1,459
Sr. Intern	\$870	\$887	\$904	\$921
SrCl	\$5,012	\$5,110	\$5,210	\$5,309
StCounc/StGovt	\$4,111	\$4,193	\$4,274	\$4,356
Tech Dir pp	\$2,255	\$2,300	\$2,345	\$2,389
Tech Club	\$2,817	\$2,873	\$2,928	\$2,984
Technology Student Association	\$2,817	\$2,873	\$2,928	\$2,984
TED-ED	\$2,817	\$2,873	\$2,928	\$2,984

Thesp	\$808	\$825	\$842	\$860
TV Prod	\$2,817	\$2,873	\$2,928	\$2,984
Virt Surf Club	\$2,817	\$2,873	\$2,928	\$2,984
Volleyball Club	\$2,817	\$2,873	\$2,928	\$2,984
Yearbook	\$9,233	\$9,418	\$9,602	\$9,788

Benefits Chart

	Aetna PPO Open Choice (old subgroup 35)		Aetna POS Managed Choice (old subgroup 05)		Aetna Alt POS Managed Choice (old subgroup 30)		Aetna Open Access Managed Choice \$10 (old subgroup 70)		High Deductible Plan (old subgroup 98)	
	MTEA hired prior to 7/1/98 ONLY / MTA A hired prior to 7/1/10 ONLY		MTEA hired prior to 7/1/05 ONLY							
AETNA MONTHLY PREMIUM EQUIVALENT: Medical and Prescription Drug										
Single		\$ 1,051.19		\$ 1,021.98		\$ 1,008.37		\$ 992.21		\$ 726.98
Parent/Child(ren)		\$ 1,845.71		\$ 1,789.32		\$ 1,764.83		\$ 1,735.76		\$ 1,280.98
2 Adult		\$ 2,178.41		\$ 2,111.81		\$ 2,083.23		\$ 2,049.35		\$ 1,488.73
Family		\$ 2,819.43		\$ 2,726.98		\$ 2,688.08		\$ 2,641.93		\$ 2,014.99
		\$ 2,819		\$ 2,727		\$ 2,688		\$ 2,642		\$ 2,015
Composite Rate Difference vs PPO				-3%		-5%		-6%		-29%
PROVIDER NETWORK	Aetna Choice POS II (Open Access) nationwide		Aetna Managed Choice POS nationwide		Aetna Managed Choice POS nationwide		Aetna Choice POS II (Open Access) nationwide		Aetna Choice POS II (Open Access) nationwide	
PRIMARY CARE PHYSICIAN	Not Required (no referrals)		REQUIRED (Referrals are required to specialists)		REQUIRED (Referrals are required to specialists)		Not Required (no referrals)		Not Required (no referrals)	
	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network	In-Network	Non-Network
Annual Deductible										
Individual	\$250 (supplemental services)	\$250	\$0	\$100	\$0	\$1,000	\$0	\$10,000		\$2,000.4
Family	\$500 (supplemental services)	\$500	\$0	\$250	\$0	\$2,000	\$0	\$20,000		\$4,000.4
Coinsurance	100% or 80%	80% 1	100%	70% 1	100%	70% 1	100%	50% 1	100%	70% 1
Annual Out of Pocket Maximum2										
Individual	\$1,050	\$1,050	\$400	\$2,000		\$4,000	\$5,000	\$15,000	\$5,000	\$10,000
Family	\$2,100	\$2,100	\$800	\$5,000		\$8,000	\$10,000	\$30,000	\$10,000	\$20,000
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Physician Office Visits (Primary Care)	\$10 Copay	80% after deductible	\$10 Copay	70% after deductible	\$10 Copay	70% after deductible	\$10 copay	50% after deductible	100% after deductible	70% after deductible
Physician Office Visits (Specialist)	\$10 Copay	80% after deductible	\$10 Copay	70% after deductible	\$10 Copay	70% after deductible	\$10 Copay	50% after deductible	100% after deductible	70% after deductible
Maternity (including pre-natal)	\$10 copay applies to 1st visit only	80% after deductible	\$10 copay applies to 1st visit only	70% after deductible	\$10 copay applies to 1st visit only	70% after deductible	\$10 copay applies to 1st visit only	50% after deductible	100% after deductible	70% after deductible
	Includes coverage for child dependents		Includes coverage for child dependents		Includes coverage for child dependents		Includes coverage for child dependents		Includes coverage for child dependents	
Allergy Testing and Treatment (an office visit copay will apply when an office visit is billed)	\$10 copay	80% after deductible	\$10 copay	70% after deductible	\$10 copay	70% after deductible	\$10 copay	50% after deductible	100% after deductible	70% after deductible

Outpatient Mental Illness/Substance Abuse/Alcohol Treatment(3)	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness	Covered as any other illness
Routine Vision Exam	Not Covered	Not Covered	\$10 copay	70% after deductible	\$10 copay	70% after deductible	\$10 copay	50% after deductible	100% after deductible	70% after deductible
Vision Hardware	Not Covered		\$100 per member every 2 years		\$100 per member every 2 years		\$100 per member every 2 years		\$100 per member every 2 years	
Prescription Drug Benefit	RETAIL: \$10 Generic/\$15 Brand; Mail Order: \$0		RETAIL: \$10 Generic/\$15 Brand; Mail Order: \$0		RETAIL: \$10 Generic/\$15 Brand; Mail Order: \$0		RETAIL: \$10 Generic/\$15 Brand; Mail Order: \$0		70% after deductible	
Child Dependent Termination age	Children covered to end of year in which they attain age 26		Children covered to end of year in which they attain age 26		Children covered to end of year in which they attain age 26		Children covered to end of year in which they attain age 26		Children covered to end of year in which they attain age 26	
Prior Authorization	Some services/procedures require Prior authorization. For a complete list, contact the Aetna customer service number at the phone number on the back of your ID Card or refer to the website at www.aetna.com									

**Comparison is for illustrative purposes only.*

1 Out of Network reimbursement is at the carrier's Reasonable and Customary fee schedule. Non-participating provider is permitted to balance bill you above the Aetna allowed amount.

2 Maximum Out of Pocket is Calendar Year. The deductible, coinsurance and copayments apply to the Maximum Out of Pocket. Balances from non-participating providers over Aetna's allowance are not eligible towards Maximum Out of Pocket.

3 Mental health conditions and Alcohol/Substance Abuse treatment are treated like any other illness and not subject to annual or lifetime mental health dollar maximums or separate mental health visit limits.

4 If you have a family contract, the entire \$4,000 family deductible must be satisfied before any payment is made under this plan, except for routine physicals (which are covered with no deductible).