

AGREEMENTS BETWEEN
BOARD OF EDUCATION
OF
THE MORRIS SCHOOL DISTRICT
AND
THE EDUCATION ASSOCIATION OF MORRIS
FOR THE YEARS

JULY 1, 2022 THROUGH JUNE 30, 2026

T.E.A.M.

The Education Association of Morris

736 Speedwell Avenue, Suite 4

Morris Plains, NJ 07950

Phone: 973-683-9020

Fax: 973-683-9019

OFFICERS

	School Phone	Home Phone
President - Deirdre Falk	2200 x 8050	973-626-4344
1st Vice President - Michelle Propfe	2200 x 8050	201-240-5864
2nd Vice President - Liz Ostendorp	2000 x 2116	973-713-4537
Secretary - Allison Unger	2200 x 8050	862-266-5101
Treasurer - Judy Enderley	2200 x 8050	973-960-3281
Adm. Asst. - Lei-Han Hong	7960 x 6207	917-545-7039
Adm. Asst. – Chris Kenny	2000 x 3213	908-797-8728

NJEA—NEA UNISERV FIELD OFFICE

601 Jefferson Road

Parsippany, NJ07054

973-515-0101

Field Representative.....Vicki Walsh

NJEA

New Jersey Education Association

180 W. State Street

Trenton, NJ08607-1211

609-599-4561

TABLE OF CONTENTS

PART I -- GENERAL

ARTICLE	PAGE
1 Agreement.....	1
2 Recognition	2
3 Negotiations	4
4 Grievance Procedure	7
5 Leaves of Absence	14
6 Site Based Management.....	23
7 Association Privileges, Responsibilities and Membership.....	23
8 Health Benefits	26
9 Compensatory Pay at Retirement	31
10 Deductions from Pay	33
11 Miscellaneous Provisions	35
12 Separability and Savings	36
13 Disciplinary Action	36
14 Employee Rights	37

PART II--CERTIFICATED STAFF

15 Compensation	38
16 Working Conditions	51
17 Vacancies	62
18 Performance	65
19 Boards and Committees	66

PART III — NON-CERTIFICATED STAFF

20 Transportation	66
21 Custodial/Maintenance Employees/Transportation Mechanics.....	70
22 Security Personnel	74
23 Teacher Assistants/Individual Special Care Assistants	75
24 Computer Technicians	77
25 Secretaries	79
26 Performance and Assignment	83
27 Compensation	85
28 Duration of Agreement	90

PART IV — GUIDES

Teacher Salary Guides.....	93-94
Teacher Assistant Guides	95-96
Secretary Guides.....	97-98

PART 1 -- GENERAL

ARTICLE 1

AGREEMENT

THIS AGREEMENT is between the BOARD OF EDUCATION OF THE MORRIS SCHOOL DISTRICT (hereinafter called the "Morris Board") and The EDUCATION ASSOCIATION OF MORRIS (hereinafter called the "Association").

WITNESSETH:

WHEREAS, the Morris Board has an obligation, pursuant to N.J.S.A. 34:13A-1 et seq., to negotiate with the Association as the duly recognized majority representative of the personnel employed by the Morris Board, with respect to the terms and conditions of employment and grievance procedures, and

WHEREAS, The Morris Board and the Association have reached certain understandings in regard to the negotiation procedure to be followed, matters affecting terms and conditions of employment and individual grievance procedures;

NOW, THEREFORE, the Morris Board and the Association, in consideration of the following mutual covenants, do hereby agree as follows:

ARTICLE 2
RECOGNITION

- A. The Morris Board hereby recognizes the Association as the majority representative for collective negotiations for the 2022-2023, 2023-2024, 2024-2025 and 2025-2026 school years, concerning the terms and conditions of employment of all full and part-time certificated personnel, custodial, maintenance, groundskeepers, security, transportation employees, summer bus drivers, teacher assistants, individual special care assistants, lunchroom/playground aides, secretaries and clerical employees, media center technical assistant, student healthcare specialist, computer technicians, educational computer specialist(s), courier, Community School office manager, and Assistant Behavioral Specialists.
- B. Personnel not represented by the Association are: Superintendent of Schools, School Business Administrator/Board Secretary, Assistant School Business Administrator/Assistant Board Secretary, Certificated Directors, Manager of Human Resources, Principals, Vice Principals, Certificated Supervisors; Director of Facilities, Assistant to the Director of Facilities, Director of Technology, Assistant Director of Technology, Supervisor of Transportation, Dispatcher, Assistant Dispatcher, Transportation Foreperson, Building Custodial Forepersons, Safety/Security Foreperson, Administrative Assistant(s) to the Superintendent, Administrative Assistant to the School Business Administrator/Board Secretary, Accountant, Business Analyst, Payroll/Benefits Supervisor, Attendance Officer, Data Specialist, confidential secretaries, probationary employees, CABAS trainees, employees not receiving a contract, including summer employees except those in the Recognition Clause,

and other employees responsible for supervision and/or evaluation of personnel.

- C. Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer to all unit members represented by the Association in the negotiating unit above defined. References to male employees shall include female employees.
- D. Upon request, the Association shall file adequate proof with the Secretary of the Morris Board that the Association continues to represent a majority of the said personnel as their duly designated or elected collective negotiation representative.

ARTICLE 3
NEGOTIATIONS

- A. The Morris Board and the Association agree to enter into collective negotiations in accordance with N.J.S.A. 34:13A-1 et seq. in a good faith effort to reach agreement. For purposes of representing the Morris Board in such negotiations, the Morris Board shall designate at least two permanent negotiation representatives for the purpose of negotiating the contract. The Morris Board shall, however, be permitted to designate such additional representatives, or appoint substitutes for these two permanently designated representatives, for any particular negotiating session.

- B. The Association shall designate not more than five permanent negotiating representatives for the purpose of negotiating the contract. The Association shall be permitted to designate such additional representatives, or appoint substitutes for its five permanently designated representatives, for any particular negotiating session.

- C. The Board and the Association agree that their respective representatives of these collective negotiation meetings shall have an obligation and duty to:
 - 1. Identify the problems concerning the terms and conditions of employment insofar as employees are concerned;

2. Gather facts that contribute to a complete understanding of these problems;
 3. Exchange and discuss proposals for the solution of such problems;
 4. Review the administration of negotiated agreements and resolve such problems as may develop there under and which are not properly subject to established grievance machinery;
 5. Consider proposed amendments and supplements to this Agreement;
 6. Consider proposed amendments and supplements to the individual grievance procedure established by the Board;
 7. Strive to achieve agreement on all matters under negotiation, which agreement shall, without delay, be reduced to writing, attested to as to accuracy by the Presidents of the Board and the Association, or their duly authorized designees, and submitted to the membership of the Association and the entire Board for approval.
- D. Any mutually acceptable proposal submitted to the membership of the Association and the entire Board and approved by a majority of each organization shall be formalized as a written amendment, or as a supplement to this Agreement, and signed by the duly authorized officers of the Morris Board and the Association. Both the Morris Board and

the Association reserve final authority to ratify or reject any tentative Agreement reached by the negotiation committees.

- E. For purposes of future negotiations, the scattergrams and base figures shall be calculated as of October 15 of the last year of the contract prior to commencement of negotiations.

ARTICLE 4
GRIEVANCE PROCEDURE

A. Purpose

The purpose of this procedure is to reduce employer-employee conflict, and to secure, at the lowest possible administrative level, equitable solutions to the problems which may arise concerning the terms and conditions of a unit member's employment. Every effort shall be made to settle the grievance with the employee's immediate supervisor. All grievances shall be given prompt attention and consideration. Ample opportunity for discussion shall be allowed at all administrative levels.

B. Definitions

1. "Grievance", as used herein, shall mean a claim by an employee that there has been an improper or unjust administrative decision, application, interpretation, or violation of a policy or agreement, including the application or interpretation of the terms of this Agreement, affecting the terms and conditions of employment. Such claim must be filed within 30 days of the alleged incident.

2. "Employee" shall mean any person employed in the categories listed in the Recognition clause, but excluding all those listed as being excluded from the bargaining unit.

3. "Day" means calendar day.

4. If a person is not directly responsible to a Principal, the term "Principal" will be taken to mean "immediate supervisor".

C. Grievance Procedure

1. An aggrieved employee shall verbally notify his immediate supervisor. They shall discuss the problem in good faith with the object of resolving the matter informally.
2. If an agreeable solution is not forthcoming, the aggrieved employee may submit a written grievance to the immediate supervisor. The immediate supervisor shall offer a written response within five days.
3. If the employee is still aggrieved, he may, within five days of receipt of response, or in the absence of a response, within ten days from the date of submission of written grievance to the immediate supervisor, whichever is sooner, submit the written grievance, along with the immediate supervisor's response, to the Superintendent of Schools. The Superintendent shall, within ten days, conduct discussions with the parties concerned and shall recommend a settlement in writing.
4. If the employee finds the Superintendent's recommendation to be unsatisfactory, the grievance can, within five days of receipt of response, or in the absence of a recommendation, within 15 days from the date of submission of written grievance to the Superintendent, whichever is sooner, be submitted to the Morris Board in writing. The

Morris Board shall, within 30 days, conduct discussions with all parties concerned and submit a written decision.

5. Except where grievance involves negotiated terms or conditions of employment forming part of this Collective Bargaining Agreement, and in regard to which all details are set forth in full herein, the written decision of the Morris Board shall in any event be final and binding for all concerned, and shall not be subject to the arbitration procedure set forth below where the grievance involves:

- a. The failure or refusal of the Board to renew a contract of a non-tenured teacher.
- b. Matters where a specific method of review is prescribed by statute, or by any rule or regulation of the State Commissioner of Education or State Board of Education, including, but not by way of limitation, the right to a review and a hearing under the Tenured Employee Hearing Law (N.J.S.A. 18A:6-10, et seq.) and the right to review pursuant to N.J.S.A. 18A:9-14 in cases involving the withholding of increments.
- c. Matters where the Board is without authority to act.
- d. Reduction in the number of persons holding particular offices, positions, or employment with the Board.

e. Transfer of a teacher from one school to another, one grade to another, or one position to another.

f. Fulfillment of vacancies occurring in offices, positions, or employments with the Board.

g. Those matters negotiated and reduced to writing as part of this Agreement, and with respect to which the Board is expressly vested with unrestricted authority to make the final decision.

6. Past Practice Clause:

Unless specifically provided in this contract, all terms and conditions of employment in effect prior to the effective date of this agreement shall remain in full force and effect and shall not be eliminated or reduced unless they fail to meet the following criteria:

- a. Clarity: the existence of the practice can be proven
- b. Longevity: the practice must be long-standing
- c. Consistency: the same circumstances occur regularly, not randomly
- d. Repetition: occurs frequently
- e. Mutuality and acceptability: both parties know and accept the practice

7. If the grievance involves the interpretation and application of any term or condition of employment which has been negotiated and in regard to which all details are set forth in full in the Agreement (excluding, therefore, all items listed above as possible subjects for review by the Advisory Board of Administrative Procedures, as well as all policies not set forth in full above but adopted by reference), and provided the grievance does not involve any matter described in Section C.5 above, if the aggrieved party is dissatisfied with the written determination of the Board, he may, within five days of receipt of such determination, request in writing that the Association's Executive Committee pursue an impartial settlement by arbitration.
8. If the Association's Executive Committee finds the grievance to be worthy of further consideration, it will, within five days, so notify the Board. Whereupon the Association may petition the American Arbitration Association for the appointment of an arbitrator in accordance with the rules and regulations of said Association. The decision of the arbitrator shall be final and binding upon all parties insofar as it is consistent with prevailing law. Costs of arbitration shall be borne by the Board and the Association.

D. General Provisions

1. Nothing in this procedure will abridge the right of an employee or school official to attempt to resolve a grievance directly and informally.

2. All deadlines provided in this procedure may be extended by mutual written agreement only.
3. The aggrieved party and/or his representative shall have the right to be present at all discussions conducted at any step of the procedure.
4. Any party of interest may be accompanied or represented at all stages of this grievance procedure by a person of his own choosing. The grievant must be present at all steps of the grievance process.
5. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.
6. The parties involved in a grievance procedure may mutually waive, in writing, any step of this procedure in order to expedite such grievance in the next step.
7. All meetings and hearings under this procedure shall be conducted in private.
8. All documents, communications and records dealing with the processing of a grievance file shall not be kept in the personnel file of any of the participants.

9. No grievance settlement may amend the terms and conditions of employment agreed by the Morris Board and the Association. If either party considers such change to be necessary, the agreed upon negotiation procedure must be followed.
10. Copies of all written exchanges between the aggrieved and school officials shall be transmitted to the Association President at the request of the aggrieved party.
11. Failure of the grievant(s) to appeal to the next level within the times specified shall bar further appeal with respect to the particular grievance then under consideration.
12. To entitle an aggrieved party to have his grievance processed, the grievant shall be required to follow the administrative decision, directive or Board policy which is the basis for the grievance, until such grievance is properly decided in accordance with this procedure.

ARTICLE 5
LEAVES OF ABSENCE

A. Sick Leave

1. Employee Illness

An employee steadily employed, or under tenure, is entitled to leave of absence with pay for personal disability due to illness or injury, or other cause specified in N.J.S.A. 18A:30-1, for:

- a. ten (10) days in each school year.
- b. as many additional days as the employee shall then have to his credit in unused sick leave which has accumulated from prior years as required by law (N.J.S.A. 18A:30-3).

2. Any employee who is absent from his post of duty as a result of a personal injury caused by an accident arising out of, and in the course of his employment, shall be paid full salary for the period of such absence, for up to one calendar year, without having such absence charged to the annual sick leave or the accumulated sick leave. Salary payments made pursuant hereby shall be made for absence during the waiting period and during the period the employee received, or was eligible to receive, a temporary disability benefit under workers' compensation law. Any amount of salary

so paid to the employee shall be reduced by the amount of any workers' compensation award made for temporary disability (N.J.S.A. 18A:30-2.1).

3 . Employees shall be given a written accounting of accumulated sick leave days annually.

4 . Part-time employees shall be entitled to 10 sick days per year.

B. Extended Sick Leave

Any employee who has exhausted his current and accumulated sick leave may be granted extended leave of absence with partial pay for personal disability due to illness or injury, or other cause specified in N.J.S.A. 18A:30-1 for the remainder of any school year in which such extended leave begins. "PARTIAL PAY" shall be one-half the employee's normal salary. The decision of the Board on whether or not to grant extended sick leave will be final.

C. Personal Leave

An employee shall be entitled to a personal leave of absence with pay for not more than a total of six (6) days in each school year. Any unused personal days, up to a maximum of five (5), shall be applied to the employee's accumulated sick leave account.

1. Personal leave may be taken because of need arising from one or more of the following:

a. Severe illness of a spouse/domestic partner, ancestor, spouse's/domestic partner's ancestor, descendant,

spouse's/domestic partner's descendant, or any relative living in the household.

b. Marriage of the employee or a member of the immediate family.

c. Such personal leave may also be granted for other compelling just cause.

2. An employee shall be entitled to take one (1) personal day without giving any reason to his or her supervisor.

3. Notification of taking Personal Leave

a. Notification does not constitute a request for permission.

b. Where the employee can give prior notice of personal leave, the employee shall notify his or her supervisor as far in advance as possible.

c. Where the employee must take emergency personal leave for which the employee cannot give prior notice, the employee shall use the same procedure as reporting absence because of illness.

4. Personal leave shall not be taken to extend vacation.

5. Unused personal days will be converted to unused sick days at the end of each school year in the following manner: Up to 5 unused personal days may be combined with up to 10 unused sick days to a maximum of 15 days accumulated per year.
6. Part-time employees shall be entitled to 6 personal days per year.

D. Death in Family

In addition to personal leave, an employee is entitled to leave of absence with pay for the following reasons:

1. In the case of a death in the immediate family of an employee or the spouse/domestic partner of an employee, the employee shall be allowed up to three (3) school days for each occurrence. Immediate family is defined as: father, mother, guardians, wife, husband, domestic partner, child, sister, brother, grandparents, grandchildren, or anyone else living in the employee's household. An additional five (5) days may be granted with permission of the immediate supervisor for good cause.
2. In the case of the death of other family members, an absence of two (2) days shall be allowed without loss of pay.

E. Professional Leave

An employee may be granted leave of absence with pay to attend a meeting or convention, or to engage in other temporary activity related to the employee's work, where it appears that the interests of the school district will be served to its advantage.

F. Sabbatical Leave

Definition

The word "teacher" shall be considered as including all certificated personnel.

1. Any teacher who has completed seven or more years of continuous, full-time service in the Morris School District may, upon recommendation of the Superintendent, be granted leave of absence by the Board for one full year for advanced study or travel combined with study. After each subsequent period of seven or more years of such service, a further leave of advanced study or travel combined with study may be granted.

2. Applications for sabbatical leave are to be submitted no later than October 1 of the school year prior to the school year during which requested sabbatical leave is to be taken. Such application shall be made upon a regular blank form furnished by the Board and shall indicate a program to be followed by the teacher during the period of leave.

3. Applicants shall agree to abide by all conditions set by the Board to govern such leaves of absence.

4. As a condition to such leave, the teacher shall be deemed to have agreed, by acceptance of such leave, to continue in the service of the Morris School District for a period of at least two years after the expiration of the leave of absence. Voluntarily failing to so continue service, the teacher shall repay to the Board the full salary received while on leave.

5. A teacher granted sabbatical leave to engage in full-time study toward an advanced degree shall receive 75% of the salary he would be entitled to receive if not on leave. Full-time study means matriculation in an advanced degree program of a fully accredited advance degree granting institution for a full academic year. A teacher may also be granted sabbatical leave to engage in academic work and study related to his area of specialization combined with travel. If granted sabbatical leave for such purpose, or if engaged in a program of study less than full time, the teacher shall receive 50% of the salary he would be entitled to receive if not on leave. Salary payments for teachers on sabbatical leave shall be made in accordance with the schedule for payment of salaries in the school year, and all regular deductions for salaries, including pension fund deductions and others authorized by the teacher, shall be made.

6. In passing upon applications for such leave, the Board shall be guided by established guidelines and its appraisal of the resulting benefits to the school system, and such leave will be granted only where the Board is satisfied that the loss of the applicant's services for the period of the leave, together with the financial cost, will be more than offset, in terms of value to the school system, by the benefits to the school system reasonable to be anticipated from the granting of the application. Among other factors arising from this standard, due consideration will be given to a reasonable distribution of sabbatical leaves among the personnel of the several buildings and departments.

7. Teachers on such leave may not associate for compensation with any person, persons or organizations during the school year

unless the Board shall approve such association as beneficial to this school system, and only then upon conditions prescribed by it.

8. Teachers on such leave shall provide regular written reports as may be required.

9. Teachers on such leave will be considered in the employ of the Morris Board, and the time spent shall count as regular service toward retirement and for consideration in regard to salary adjustments.

10. Such leave of absence shall be without prejudice to the teacher's tenure rights.

11. Teachers whose applications for such leave have been denied shall receive written notification of specific reasons for denial.

G. Maternity Leave

An employee who is pregnant shall be entitled to a leave of absence for that period of time during which the employee, because of pregnancy, is physically unable to discharge her duties.

1. Upon request, an employee who is pregnant shall be entitled to a leave of absence without pay following the disability period related to the pregnancy, which leave shall commence immediately following the disability period and shall end on June 30 of the school year in which the leave related to the pregnancy begins.

2. A request for maternity leave shall be made in writing to the Superintendent at least 60 calendar days prior to the date that the leave is to become effective, and shall include the estimated date that the employee intends to return to work.
3. Eligibility to receive pay during the period of disability due to pregnancy shall be determined on the same basis as such eligibility is determined due to any other disability.

H. Childrearing Leave

In addition to leave under Section G above, an employee shall be entitled to a leave without pay for childrearing as follows:

1. The childrearing leave shall commence immediately following the leave provided under Section G above or, in the case of adoption, at a time as close to the arrival of the child as is possible.
2. The total duration of a leave without pay under Section G and H combined shall be no more than twenty-four (24) calendar months. If the twenty-four (24) month period ends in July or August, the employee shall return to work on the first scheduled work day in September.
3. The childrearing leave shall terminate on August 31 or at the end of the first semester of the school year.
4. The employee shall indicate the planned date for return to work at the time of application for the leave. Changes to the planned date of return can be made by the employee, subject to the provisions of subparagraphs H.2. and H.5.

5. Application for a childcare leave under Section H, or for a modification in the date for return to work, shall be made not less than forty (40) school days prior to the commencement of the leave or the original planned date of return to work. Exceptions to this forty (40) school days' notice requirement may be granted due to emergent circumstance for good cause shown and at the sole discretion of the administration.

6. Leave under the Federal Family and Medical Leave Act and the New Jersey Family Leave Act shall run concurrent with leave granted under Section G or H of this Article.

7. In no event shall childcare leave under this section be granted to a non-tenured teacher, except as such rights exist under the Federal Family and Medical Leave Act and the New Jersey Family Leave Act.

I. Other Leaves of Absence

Other leaves of absence may be granted with or without pay if the same is authorized or validated by the Board.

ARTICLE 6
SITE BASED MANAGEMENT

Teachers may participate in a site based management program if one is established by the Board. Such participation shall be on a voluntary basis and without additional compensation.

ARTICLE 7

ASSOCIATION PRIVILEGES, RESPONSIBILITIES AND MEMBERSHIP

A. Association Responsibilities

The Association shall be responsible for acquainting its members with the provisions of this Agreement, and shall be responsible for the adherence to the provisions of the Agreement by its members.

B. Association Identification

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

C. Use of School Buildings

The Association and its representatives shall have the right to use the school buildings at all reasonable hours for meetings, if available, provided such meetings do not interfere with school programs and activities, or prevent any teacher from carrying out his duties. The Principal of the building in question shall be notified in advance of the time and place of all such meetings. No approval shall be required.

D. Bulletin Boards

The Association shall have, for official use in each school building, the exclusive use of a bulletin board in each faculty lounge and teachers' dining room. The Association shall be assigned adequate space on the bulletin board in the central office for Association notices. The location of the Association bulletin boards in each room shall be mutually designated. Copies of all materials to be posted on such bulletin

boards shall be given to the building Principal, but no approval shall be required.

E. Mail Facilities and Mail Boxes

The Association shall have the right to use interschool mail facilities and school mail boxes as it deems necessary and without the approval of building Principals or other members of the administration.

F. Office Space

The Association shall be provided, without cost to it, with adequate office space in the building at a location and of a description to be mutually agreed upon. The Association shall be allowed to install a telephone in said office at its own expense.

G. Released Time for Meetings

Whenever any representative of the Association participates during working hours in negotiations, grievance proceedings, or meetings with the Board, s/he shall suffer no loss in pay, provided, however, every effort shall be made to schedule such proceedings and meetings so that they do not interfere with the school program and school activities or the performance by employees of duties in regard thereto.

H. Leave for Association President

In accordance with the professional leave policy, the Board shall grant leave to the President and/or members of the Association negotiating team to conduct Association business. The Association President shall also have a duty free schedule, when possible, and be scheduled for a prep period at the end of the school day to permit a smoother transition to association meetings.

I. New Teachers Meeting

An Association representative shall be permitted to speak to new teachers at the orientation meeting at the beginning of the school year.

J. Teacher Rights and Protection in Representation

Pursuant to N.J.S.A. 34:13A-1 et seq. the Board hereby agrees that every employee of the Board shall have the right to organize, join and support the Association and its affiliates for the purpose of engaging in collective governmental power under the laws of the State of New Jersey. The Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any right conferred by N.J.S.A. 34:13A-1 et seq. or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement, or otherwise with respect to any terms or conditions of employment.

- K. The Board agrees to allow one (1) support staff representative released time, without loss of pay, of up to five days, depending on travel requirements, to attend the annual convention of the National Education Association (NEA), and to release two (2) Association officers for two days each, without loss of pay, if employed during the summer to attend the summer workshop of the New Jersey Education Association. This shall not include bus drivers who are hired to work during July and/or August.

- L. The Board shall notify the Association on a monthly basis of the following:
 - 1. New hires including name, position, salary, and assignment location.
 - 2. Transfers, including names, position, and location.

ARTICLE 8
HEALTH BENEFITS

During the agreement, July 1, 2022 through June 30, 2026, contributions will be made according to the present legislation known as P.L. 2011 C 78. In the event a new successor agreement has not been reached by June 30, 2026, the parties agree that the contributions will continue until such time as a successor agreement is reached.

- A. The Board shall make available to all employees health care insurance coverage as provided by the School Employee Health Benefits Plan (SEHBP).
- B.
 - 1. All eligible employees shall have the right to select any of the plans offered by the SEHBP regardless of the date of hire.
 - 2. If the Board determines to leave SEHBP, it must provide the same level of benefits as listed in the SEHBP at the time of the decision to leave the Plan as required by law. The level of benefits existing at that time shall become the new benefit level.

C. All employees who are eligible to select medical insurance coverage as outlined in the contract may choose to waive this coverage for a calendar year (January 1-December 31). All applications for this waiver must be submitted with proof of alternate coverage. They shall receive an annual stipend as outlined below:

- If waived prior to 5/21/2010, employee is eligible for Family coverage, 33% of Direct 15 premium. If hired after 5/21/2010, employee is eligible for Family coverage, 25% of Direct 15 premium with a maximum of \$5,000.
- If waived prior to 5/21/2010, employee is eligible for Husband/Wife coverage, 33% of Direct 15 premium. If hired after 5/21/2010, employee is eligible for Husband/Wife coverage, 25% of Direct 15 premium with a maximum of \$5,000.
- If waived prior to 5/21/2010, employee is eligible for Parent/Child(ren), 33% of Direct 15 premium. If hired after 5/21/2010, employee is eligible for Parent/Children coverage, 25% of Direct 15 premium with a maximum of \$5,000.
- If waived prior to 5/21/2010, employee is eligible for Single coverage, 33% of Direct 15 premium. If hired after 5/21/2010, employee is eligible for Single coverage, 25% of Direct 15 premium with a maximum of \$5,000.

The premium rates will be those in effect on January 1st of each year in which the 'opt-out' occurs.

Notification of the insurance waiver by the employee to the School Business Administrator must be made no less than 30 days prior to the waiver period. This notification requirement shall begin July 1, 2011 for the initial period ending December 31, 2011. After July 1, 2008,

notification must be made no less than 30 days prior to the 1st of the month of the employee's requested opt-out date. The cash option shall be prorated for this period.

The premium rates will be those in effect on January 1st of each year in which the 'opt-out' occurs. "Opt-out" not available if both member and spouse/domestic partner are covered under NJSHB.

Thereafter, the waiver period is for a full calendar year effective January 1 of each year.

This stipend, which is taxable but not pensionable, will be paid in two equal installments. Each installment shall be paid at the conclusion of each six month period: June 25 and January 10.

Re-enrollment may occur unconditionally during the open enrollment period to be effective January 1. An employee can re-enroll in the health plan immediately if he/she submits proof of a life status change (e.g., unemployment, death or disability of a spouse; divorce or legal separation; activation to full-time military status; or a material change in the status of the spouse's insurance coverage.)

For 12-month employees hired after July 1 and for 10-month employees hired after September 1, waivers will be pro-rated in the first year of employment.

- D. The Board shall request the carrier to provide each employee with a description of the health care insurance coverage provided under this Article.

E. Dental Coverage

1. The dental plan will continue in effect and will maintain the same level of benefits currently provided except that the \$1000 maximum shall increase to \$1200.

2. The plan shall incorporate a total annual deductible of \$25/\$50 applicable to all expenses. The employee shall meet the \$25 deductible. Eligible dependents shall jointly meet the remaining \$25 deductible to satisfy the total annual deductible of \$25/\$50.

3. Employee contributions will be calculated as follows: Employees who select single coverage will pay the full cost of the premium up to the cap. Employees who opt for 2-party or full family coverage will pay the cost of dependent coverage up to the cap; the Board will pay the cost for the employee. Annual employee contributions shall be capped as follows:

	<u>Delta Dental</u>	<u>Deltacare HMO</u>
Single:	\$324	\$179
2-Party:	\$333	\$163
Family:	\$794	\$418

4. Non-certificated staff shall not contribute to the premiums, nor shall any certificated staff not paid on the teachers' salary guides. The Board will pay 100% of the premium cost for these employees and their dependents.

- F. Employees shall be entitled to a physical examination once every other year at a cost to the Board not to exceed \$150.00 after payment by the medical insurance coverage provided above.
- G. Personnel employed on a regular basis and working a minimum of 25 hours per week shall be entitled to all of the above insurance benefits except for those currently employed prior to present legislation known as P.L. 2011 C78. .

ARTICLE 9

COMPENSATORY PAY AT RETIREMENT

A. Compensatory Pay

1. Compensatory pay at time of retirement for persons retiring under T.P.A.F. and P.E.R.S. shall be calculated on the basis of 1/200 contract salary at the time of retirement. Entitlement shall be limited to 33-1/3% of a maximum of 10 days per year sick leave less any sick days taken during the period covered.
2. a. Commencing with the 1999-2000 school year, the entitlement for 10-month employees shall receive ten (10) sick days per year, less sick days used, plus up to three (3) unused personal days for a maximum of up to thirteen (13) days per year to be applied toward their retirement bank. All 11-month and 12-month employees shall receive fifteen (15) days (ten (10) sick days and five (5) unused personal days) per year, less sick days used, which may be applied toward their retirement bank.

b. For all employees who accrued sick days between July 1, 1989 and June 30, 1999, the entitlement for ten-month employees shall be thirteen (13) sick days per year, less sick days used. All eleven and twelve-month employees shall receive fifteen (15) days (thirteen sick days and two unused personal days) per year, less sick days used, which may be applied toward their retirement bank.

c. All employees who accrued sick days prior to 1989-90 in the district shall receive for each prior year of service one (1) day if a ten-month employee, or one and one-half (1-1/2) days per year if an eleven or twelve-month employee, for calculation for retirement. These days will be added to the number of days to which the employee is entitled after the computation of unused accumulated sick days.

3. a. PUSL (Payment for Unused Sick Leave) will be capped at either \$7500 or the amount accumulated as of June 30, 1999, whichever is higher. Employees who retire effective June 30th of a given calendar year shall have the option to spread any PUSL payment over the current and next calendar year in any proportion. Retirement at any other time will have PUSL paid in the school year in which the retirement takes effect. Beginning with the 2016-2017 school year, PUSL payment will be increased by \$750 in the event a teacher who retires effective June 30th of a given year submits his/her letter of resignation for the purposes of retirement to the Board, and the letter of resignation is received by the Board, by February 1st of that year.

b. By "effective date of retirement", the parties mean the first day of the month following the last day on which the employee is on the payroll of the Morris School District. For employees retiring at the end of a school year, the effective date of retirement will be the July 1st immediately following that school year.

c. Notwithstanding all of the above, employees who lose their employment in the district because of subcontracting shall be eligible

for payment for unused sick leave, subject to the maximum payments outlined above, but without regard to whether or not they are retiring under T.P.A.F. or P.E.R.S.

d. If the New Jersey State Law allows for payment for unused sick leave to be placed in a tax sheltered account for retirees, the District shall establish such an account.

B. Death Benefit

Employees who would otherwise be eligible for compensatory pay at retirement, but who do not retire from the employ of the District because of death, shall have payment for any eligibility for compensation under this Article made to their estate.

ARTICLE 10

DEDUCTIONS FROM PAY

A. Representation Fee

The parties to the Agreement hereby adopt in full Chapter 477 P.L. 1979. Said adoption pertains solely to the unit represented by The Education Association of Morris. The Board agrees to implement payroll deduction as is presently operative in the district and will include the collection and transmittal of this fee pursuant to the present procedure. The Association agrees to notify the Board of the amount of the representation fee to be collected for each listed non-member of the Association. Said fee shall be no more than the maximum permitted by law. The provision for collection and transmittal of the fee shall be governed by Chapter 233, P.L. 1969 (N.J.S.A. 52:14-15.9E). Board compliance

with this procedure shall release the Board from any further liabilities, and the Board shall not be a party to any litigation resulting from individual challenge to this Agreement. The Association will notify the Board that a proper demand and return system is in place.

B. Payment Plan and Deductions for Payments to Visions Credit Union

1. The Board agrees to deduct and withhold for each payroll period, from such compensation as may be due to any employee, such sum as may have been specifically authorized in writing by said employee, and pay overall amounts so deducted to the Visions Credit Union.

2. An employee may withdraw written authorization at any time by filing 30 calendar days written notice with the Secretary of the Board. No employee shall be required to participate in this program.

C. The Board will bear the cost to establish and maintain a Section 125 Flexible Spending Account. The Board and the Association will jointly develop the guidelines that will govern the way in which the plan is administered.

ARTICLE 11
MISCELLANEOUS PROVISIONS

A. Printing Agreement

The Board agrees to pay one-fourth (1/4) of the cost of printing the contract and shall receive 100 copies.

B. Support Staff

There shall be an advisory board comprised of selected support staff employees.

C. Twenty-Four Payment Pay Plan

Full-time employees under contract for a ten-month work year may elect to receive compensation in 24 payments per twelve-month year. Notification must be made to the Business Office in writing prior to May 1 preceding the contract year for which compensation in 24 payments is requested. Election of this pay plan may not be revoked for the payment year. Request to revoke in a subsequent year may be made in writing to the Business Office prior to May 1 proceeding the contract year for which the change in compensation payment is requested. Annual withholding amounts for employees electing the 24 payment plan will be deducted during the September-June pay period. It is agreed that the Business Office shall notify employees of this optional pay plan and the requirements for participation.

D. Call-In System for Non-Certificated Employees

The parties agree to establish a committee to work towards the implementation of a tape call-in system for non-certificated employees.

ARTICLE 12
SEPARABILITY AND SAVINGS

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

ARTICLE 13
DISCIPLINARY ACTION

A. The Board shall have the right to take disciplinary action for good and just cause. Disciplinary action may include but is not limited to:

1. Verbal reprimand
2. Written reprimand
3. Suspension
4. Fine
5. Demotion
6. Withholding of increment where taken for disciplinary reasons rather than educational proficiency reasons
7. Termination and/or non-renewal of non-certificated staff who is not tenured, where permitted by law.

Disciplinary actions will not include the non-renewal of a non-tenured teacher.

- B. The Board agrees to utilize the concepts of progressive discipline in its application of this Article, consistent with the circumstances surrounding the infraction and the disciplinary history of the employee.
- C. Administration of discipline shall be discussed jointly in confidence and not in the presence of students, parents, or others outside the school system.

ARTICLE 14 EMPLOYEE RIGHTS

- A. No material derogatory to an employee's conduct, service, character, or personality shall be placed in the employee's personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by offering his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents therein. The employee shall also have the right to submit a written answer to such material, and the employee's answer shall be attached to the file copy.

PART II - CERTIFICATED STAFF

ARTICLE 15

COMPENSATION

A. Salary Guide for Teachers

The Board and the Association agree that the attached salary guides shall become effective July 1, 2022, July 1, 2023, July 1, 2024, and July 1, 2025.

B. Extra Pay for Extra Services

The value of 1/140th throughout this collective bargaining agreement shall not exceed a maximum of \$65.

1.a. The salaries for teachers employed at their regular or similar professional jobs beyond the regular school year will be on a basis of 1/140 per hour of their monthly salary, up to 7/140 per each day worked, unless the rate exceeds the maximum allowed or required by an outside funding source, in which case that rate shall be paid.

b. The current stipend system shall be based on all prior years of service teaching summer school:

1. Summer 2022:

First through sixth year: \$40 per hour. Seventh and more years: \$45 per hour.

2. Summer 2023:

First through sixth year: \$40 per hour. Seventh and more years: \$45per hour.

3. Summer 2024:

First through sixth year; \$40per hour. Seventh and more years; \$45 per hour.

4. Summer 2025:

First through sixth year; \$40 per hour. Seventh and more years; \$45 per hour.

c. Teachers who attend in-service Programs beyond the school day and/or school year shall be paid \$25.00 per hour per session. If the program meets the state requirements for continuing education units, the teachers who attend will receive continuing education credit. Teachers may request of the Superintendent, and be granted, the right to waive the \$25.00 per hour in exchange for being excused from a district-scheduled in-service day.

Teachers who attend in-service Programs, whether during or beyond the school day, shall be required to briefly explain to colleagues, during a contracted after school meeting, what they learned at the Program. Teachers will not be compensated for providing this brief explanation of the Program to colleagues.

d. Teachers who conduct in-service training during a contracted day or outside of the school day will be compensated at a rate of \$100 (flat fee) or 1/140th per hour for the duration of the presentation (the greater of the two amounts shall be given).

Any preparation that is engaged in outside of the school day in order to conduct the in-service, shall be compensated at a rate of \$100 (flat fee) or 1/140th per hour, whichever is greater; provided, however, that the amount of time spent in preparation shall not exceed the number of hours of the in-service training itself.

e. Whenever possible, certificated staff, who are being transferred, will be notified no later than June 10th. Transfers of certificated staff, when involuntary and for a change in building, will receive a \$100 stipend and half a day of release time to pack their supplies and materials.

f. Teachers who write or review curriculum during the summer recess period shall be compensated a stipend of \$1,000. Teachers who write, revise and/or upload curriculum to the district's online platform during the school year or outside of the school day will receive either release time or be compensated at a rate of \$50.00 per hour.

g. Teachers working on grant programs which are privately funded shall be paid at the rate of 1/140 as per the current status, and teachers working on grant programs which are government funded shall be paid at the rate set by the grant.

Child Study Team members shall be compensated a stipend of \$350 per completed evaluation conducted during the summer recess period. Staff asked to participate in an IEP meeting during the summer shall be compensated 1/140th.

At the high school, any certificated staff member volunteering to supervise a lunch shall be compensated \$20 per fifty minute lunch period.

2. Teachers who perform extra assignments for which extra compensation is now received under current Board policy shall continue to receive extra compensation for such assignments at a salary and under the conditions to be determined by the nature of the assignment, by the responsibility associated with the position, and to be negotiated between the Board and the Association.

3. Teacher participation in extra-curricular activities which extend beyond the regularly scheduled in-school day shall be voluntary and shall be jointly established by the Board and Advisory Board for Administrative Procedures and a representative committee, and administered by the superintendent.

4. The total cost, breadth, content and relative importance of these activities shall be subject to Board approval.

5. The per-point value for existing activities shall be \$429 for the duration of the 2022-2026 contract.

6. Salaries for existing Head Coaches and Assistant Coaches shall be as follows:

a. Longevity points will not increase in value for the duration of this contract.

7. Salaries for newly hired Head Coaches and Assistant Coaches shall be as follows:

a. New hires may be given credit on the new guide for years of experience in their sport. Initial placement shall be as agreed between the Superintendent and the new hire.

b. See Appendix _____

8. Salaries for existing extra pay positions and Club Advisors shall be as follows:

a. See Appendix _____

d. Extra pay positions and Club Advisors who move into a new position will not be grandfathered into the new position; rather, they will move to the guide for new hires.

10. All state funding earmarked as compensation for the mentoring of an individual teacher pending certification (a mentee) shall be directly forwarded to the mentor teacher of that mentee. A mentor can have a maximum of two mentees per school year. The classroom schedules of the mentor and the mentee, whenever possible, shall be created so that appropriate observations can take place.

In the absence of state funding, the mentee shall pay to the Board the designated amount (\$550 for provisional, \$1000 for alternate route) or other such amounts as designated by the NJ State Department of Education, and the Board shall remit that same amount to the mentor.

If only a portion of the funding for the purpose of mentoring is provided by the state, the mentee shall pay the difference using the procedure outlined herein.

C. Payment

Employees shall be paid semi-monthly on the 10th and 25th days of each month in the school year. If school is not in session on a pay day, payment shall be made on the last scheduled work day prior to said pay day.

D. Other Salary Guide Provisions for Certificated Personnel

1. The starting salary of a teacher new to the system shall be determined by negotiation between the teacher and the Board.

2. Full year credit will be given to a candidate who has a partial year of experience of 100 work days or more, or a regular school year. No credit on the salary guide will be given where a candidate has a partial year experience of less than 100 work days.

3. The starting salary of a teacher new to the system is to be translated into a guide position based on years of credited experience and training level. No teacher new to the system shall be placed on a guide position higher than those teachers already employed in the system with similar credited experience and training.

4. After initial placement on the guide position, movement along the guide from the position to maximum shall be in terms of annual increments, based on each year of successful service in the Morris School District. To be eligible for a normal increment, a teacher must have been under contract to the Board during the previous year for at least 100 work days. No half steps will be granted. Successful service shall be determined by satisfactory yearly evaluation of the teacher by the Principal. If the yearly evaluation is unsatisfactory, an increment

may be withheld upon recommendation by the Superintendent and approved by the Board. A copy of the evaluation guide shall be available to the Association. The teacher evaluation shall be in writing, reviewed by the Superintendent, and presented to the Board at the time of the annual salary review.

5. Salary adjustments for change of level of professional preparation will be recognized only if intent to seek such an adjustment is claimed and declared by November 15 of the preceding year, with a final report of status in the form of a letter from the employee filed by August 31 of the school year, followed by an official transcript no later than January 1 of the school year.

6. After initial placement on the salary guide, graduate credit approval will require that graduate courses taken shall be in the assigned teaching field, or part of a matriculated program for a higher degree. In all cases, courses and programs must be approved by the Superintendent. The Superintendent shall consider approving courses which are part of a matriculated program or those taken beyond the Masters Degree which will enhance the teacher's educational performance and perspective.

7. To qualify for placement on the MA column of the guide, a conferred Bachelor Degree plus completion of thirty semester hours in graduate courses beyond the Bachelor Degree, or a conferred Masters Degree is required. No salary advancement beyond this column will be granted until a conferred Masters Degree is held. Graduate Course credits applied for advancement beyond the MA column must be taken subsequent to the attainment of a Masters Degree.

Salary guide columns designated as "+10" and "+20" shall not apply to newly hired teachers effective 1988-89 school year. Further, for those employees hired during and after the 1988-89 school year, an earned doctorate will be required for the "DOC" salary guide column. A conferred Masters Degree shall be required for placement on the "MA" salary guide column. Advanced salary guide credit is to be based only on prior approved accredited graduate courses. A G.P.A. of 3.0 shall be required for those teachers moving from MA to MA+30 on the new guide structure. Teachers in the employ of the Board in 1987-88 shall have the option of remaining on the old salary guide or converting to the new guide. This selection is not reversible.

E. Tuition Reimbursement

A tuition reimbursement plan for payment of tuition costs for Superintendent-approved graduate courses payable after successful completion (a grade of "B" or better) of each course shall be made available to certificated staff, Assistant Behavioral Specialists and Teacher Assistants with the exception of teachers who elected to remain on the "old salary guide columns" in place during the 1987-1989 contract year.

Effective July 1, 2011, district tuition reimbursement will be capped at \$175,000 for all eligible employees per contract year (July 1 – June 30). Monies not spent for courses taken from July 1 through December 31 will be added to the amount available for the January 1 to June 30 period, not to exceed \$175,000. Payment is to be based on the cost of course credit tuition only, and

shall not exceed average New Jersey State College tuition rates. Total tuition reimbursement funds (\$175,000) will be allocated equally, \$87,500 (summer and fall semesters) and \$87,500 (winter and spring semesters) and distributed, as described below, among those qualifying for tuition reimbursement.

Effective July 1, 2018, certificated staff, Assistant Behavioral Specialists and Teacher Assistants eligible for tuition reimbursement who have met all tuition reimbursement requirements and deadlines will be reimbursed based on a percentage sharing arrangement. Forty three thousand seven hundred fifty dollars will be allocated for each semester, (summer, fall, winter, spring). The \$43,750 will be divided by the actual tuition reimbursement requests for that semester to determine the percentage sharing amount up to a maximum of 100% of the average New Jersey State College tuition rate.

Eligible staff members enrolled in graduate level classes where the tuition rate is less than the average New Jersey State College tuition rate will receive a percentage of their actual tuition costs. Eligible staff members enrolled in graduate level classes where the tuition rate is greater than the average New Jersey College tuition rate will receive a percentage of the average New Jersey State College tuition costs.

Certificated staff members who are tenured as of September 2 are entitled to receive allowable rates of reimbursement for the equivalent of three (3) full semester graduate courses (up to 9 graduate credits) each contract year. All non-tenured certificated staff

members are entitled to receive allowable rates of reimbursement for the equivalent of one (1) full semester graduate course (up to 3 graduate credits) per contract year.

Assistant Behavioral Specialists and Teacher Assistants are entitled to receive allowable rates of reimbursement for the equivalent of one (1) full semester graduate course (up to 3 graduate credits) per contract year.

Language regarding distribution dates for reimbursement will be mutually developed.

- F. Staff Assistants and Unit/Team Leaders
Staff assistants and Unit/Team Leaders shall be paid in accordance with the following schedule:

STAFF ASSISTANTS & UNIT LEADERS

# Of Teachers	2022-2023	2023-2024	2024-2025	2025-2026
6 or less	\$3,135	\$3,235	\$3,235	\$3,235
7 – 18	\$5,408	\$5,508	\$5,508	\$5,508
19 +	\$7,315	\$7,415	\$7,415	\$7,415

Staff Assistants and Unit Leaders shall follow the regular 184-day calendar and carry a full teaching assignment.

Program and Subject Area Coordinators shall be paid a stipend according to the following schedule:

PROGRAM/SUBJECT AREA COORDINATORS

Of Teachers Stipend

6 or less	\$3135
7-18	\$4702
19+	\$6270

Program/Subject Area Coordinators shall follow the regular 184-day calendar and receive one block each day for articulation and planning meetings; data collection, analysis, and reporting; technical assistance for teachers, and other duties and responsibilities as required.

Helping teachers shall work a 190-day schedule and carry a full teaching assignment. They shall be paid an annual stipend of \$7729 for the years 2022-2026.

G. Field Trips

For required participation in field trips entailing the supervision of pupils which extend beyond the teacher in-school day and overnight and non-school trips, teachers shall be compensated as follows:

1. for time beyond the normal in-school work day, at the rate of 1/140 of their monthly salary per hour, up to 7/140 for that day.
2. for overnight trips, at the rate of \$150.00 per night.

H. Summer School Coordinators (including ESL) shall be paid a stipend of \$2250 per year.

I. PreK-5 / Elementary

Staff who participate on state-mandated committees such as SciP, Wellness and Culture/Climate committees will be provided release time. Release time may be

in the form of one Monday meeting or a 4th evening commitment not to include Back to School Night or conferences, at the discretion and approval of the building principal or designee. Staff that participates on more than one committee will receive release time from one commitment.

K-5 Elementary

Staff appointed to case manage on the I&RS Team will receive an annual stipend of \$750 as their responsibilities extend outside of their workday.

ARTICLE 16

WORKING CONDITIONS

A. Employee Assignment

1. Each employee shall be given written notice of his salary schedule, tentative class, and/or subject assignment, room assignment, and/or work assignment, for the forthcoming year not later than June 1 of the preceding school year. A list of said schedule and assignments shall be simultaneously sent to the Association.
2. Teachers shall NOT be required to:
 - a. work in the High School Attendance office;
 - b. ride the school bus, or monitor school bus stops off school ground;
 - c. supervise their assigned children on the playgrounds, except during their recess in the elementary schools

d. supervise children in the cafeterias during their lunch periods.

3. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as substitute. Volunteers and assigned teachers shall be paid at the rate of 1/140 per hour of their monthly salary for each hour worked. Such coverage shall be arranged by the Principal of the school in question and shall be distributed as equitably as possible among the teachers in said school.

a. Whenever a teacher is assigned to cover a class for a period of time that will require the teacher to develop lesson plans, provide instruction, develop assessment tools, and/or grade tests, the teacher shall be paid, in addition to 1/140th for each lost preparation period, a daily stipend of \$39.

B. Teacher Work Year

1. Teachers employed under a ten-month contract shall not be required to work in excess of 184 days.

a. Three of these days shall be used for teacher in-service programs. The programs shall meet the state requirements for continuing education hours.

- b. The in-service programs shall be 7 hours in duration beginning at 8:00 A.M. and concluding by 3:00 P.M. There shall be one hour designated for lunch.
- c. One of these days shall be the opening day for teachers.
- d. 180 days shall be student days. The last three days shall be the minimum length required by the state.
- e. Teachers new to the system may be required to attend one additional day of orientation.
- f. Preschool/Elementary Schools

Four (4) student days will be shortened to four (4) hours and twenty (20) minutes, two in the fall and two in the spring. On each of these shortened student days, teachers shall have lunch during the regularly scheduled day and a 30-minute break immediately following the end of the school day. At the parent's request, there will be a virtual option. Teachers are expected to facilitate both virtual and face-to-face conferences in their school building.

 - Two of the aforementioned shortened days, one in the fall, one in the spring will take place in lieu of a Monday meeting. These staff days shall end at the normal end time of such meetings.

- The remaining two (2) days will occur in the same week. The 30-minute break shall be immediately followed by four (4) hours of parent conferences.
- Days identified for these meetings will apply District wide.

Middle School/High School

Students will have 4 shortened days, four (4) hours and twenty (20) minutes. Two (2) days will be designated for parent conferences and two (2) days for professional development. Teachers will have a 30-minute lunch immediately following the end of the student day, followed by (4) hours of parent conferences on two of these days. The professional development days will be scheduled in lieu of a Monday meeting and should end at the regularly scheduled Monday meeting time. Days identified for these meetings will apply District wide.

2. 1.1 and 12-month contracts shall be discontinued as of July 1, 1983, except for those certificated staff whose compensation was based on 1.1 or 12-month contract in 1982-83. Certificated staff employed on a 1.1 or 12-month contract may be scheduled to work additional hours or days during the academic year in lieu of equivalent time during the summer period.
3. 1.1 contracts require 200 work days. Salary shall be 1.1 times the appropriate salary guide step.

4. 12-month contracts shall consist of all normal work days, except earned vacation days and district holidays. Salaries shall be 1.2 times the appropriate salary guide step.

5. Vacations for 12-month certificated staff shall be determined as follows:

1-2 years of service	11 days
3-4 years of service	16 days
5 or more years of service	22 days

Vacation days shall accrue beginning with the first year of employment on a 12-month contract.

6. Beginning with the 2015-2016 school year, the Athletic Trainers are 1.1 FTE's and are required to be on duty 207 days per year.

- Athletic Trainers will earn .64 vacation days per month of employment up to a maximum of (7) vacation days which shall be utilized no later than the subsequent contract year.
- Every effort will be made by the Athletic Trainers to schedule these vacation days between "athletic seasons" and during other times when athletic teams are not in season.
- There shall be no carry-over permitted of unused vacation days.
- The request for approval of vacation days must be submitted to the Athletic Director and the building principal

as far in advance as reasonably possible to ensure adequate coverage for athletic events.

7. Occupational Therapists hired beginning with the 2014-2015 school year shall be placed on the appropriate step of the teacher's salary guide and shall work 184 days and the same hours as teachers.

C. Arrival and Dismissal Times and Other Conditions of Employment

1. Preschool and Elementary and Middle School teachers shall be required to be at their assigned posts 15 minutes earlier than the time that arriving pupils are officially considered tardy, and shall not be required to remain more than 10 minutes after the end of their last regularly scheduled assignment.

2. All employees shall be required to "sign-in" and "sign out" at the beginning and end of the day, including if they leave for breaks.

The new "sign in" and "sign out" procedures shall be similar throughout the District and will be implemented on or about September 2022.

3. During the day, teachers may leave the building during preparation periods, but must "clock out" and "clock in" by hours and minutes, showing the reason for their absence.

D. Preparation Time and Work Schedule

Preparation time is provided to teachers so they may engage in educational activities directed toward the furtherance of the district's educational goals and programs as well as other necessary tasks. This may include occasional meetings

with administrators and supervisors as part of the formal observation and evaluation process.

For safety and security reasons, teachers who leave the building during preparation periods are required to sign out, with the date and time, and sign back in upon returning to the building.

1. Preschool/Elementary Teachers

a. Preschool/Elementary teachers shall be granted 200 minutes preparation time each five-day work week in 40-minute daily periods. In addition, home room teachers shall be granted an additional 40 minute preparation period, for a total of 280 minutes, each six day cycle.

b. Teachers shall not routinely be assigned during the aforesaid time in excess of 200 minutes to playground supervision, clerical work, or the school stockroom. If a teacher is required to cover another teacher's assigned class during preparation time, said teacher shall be paid at the rate of 1/140 of his monthly salary for each hour worked. Preschool/Elementary teachers assigned a "push in support" period in place of an excess preparation period(s) will not be required to fill out any paperwork associated with this assignment.

2. Middle School Teachers

Middle School teachers shall be guaranteed at least one preparation period per day.

a. Teachers shall have no more than six teaching assignment periods and one special assignment

period.

- b. Special assignment periods shall not require preparation and shall not be subject to classroom observation procedure in the district's teacher evaluation process.
- c. Middle school teachers shall have no more than four (4) meetings (i.e. Team, PLC, etc.) per week during the school day.
- d. Middle school teachers will lead discussions and facilitate the ExSel (Exploring Social Emotional Learning) program once every two weeks in addition to their one daily special assignment period. Teachers will not be responsible for the planning of the the ExSel (Exploring Social Emotional Learning) program and will not be subject to the formal classroom observation procedures while facilitating this program.

3. High School Provisions

The Board agrees that the High School Provisions shall be:

- a. Work Day - The in-school work day for High School teachers shall be from ten minutes prior to the scheduled arrival of pupils for first period to ten minutes after the last period of the school day, inclusive of a duty-free lunch period equal in time to the student lunch period.

b. Teacher Work Cycle - Teachers whose assignments require that they be in school for more than seven hours times the number of days in the cycle shall be paid at the rate of 1/140 per hour of their monthly salary for each hour worked in excess of seven times the number of days in the cycle. The teacher's work cycle shall include part (a) of High School Provisions.

c. Additional Assignments

(1) In addition to their regular teaching assignments, teachers may be assigned a homeroom or related duty and one period of supervision each day.

(2) Teachers assigned teaching duties over and above their regular teaching assignments shall be assigned no other duties.

(3) Teachers assigned teaching duties less than a regular teaching assignment may be assigned additional extra duties.

(4) Nurses, librarians, guidance counselors and all other teachers whose assignment requires that they continuously cover a particular post or function shall be assigned no additional duties.

(5) In the assignment of additional duties, every effort shall be made to insure equity of time and assignment.

E. Certificated Support Staff Work Cycle

1. The normal work day for certificated support staff shall be seven hours. The Board may regularly schedule varying start and end time for the work day of individual certificated support staff. Individual preferences will be considered in the development of work schedules.

Nurses who, at the request of the building principal or his/her designee, do not receive a lunch break due to the need to provide emergency treatment to a student experiencing a serious medical emergency may submit a timesheet to be reimbursed for the loss of a lunch period.

F. After School Meetings

1. After school meetings shall be held only on Mondays.

2. At the preschool/elementary and middle school, meetings shall be limited to three per month not to exceed one hour in length. However, during 3 months per year, one of the three meetings may extend to 1.5 hours.

3. At the high schools, the Board may schedule four one-hour meetings per month. During three months, one of the monthly meetings may extend to 1.5 hours. When this occurs, the number of monthly meetings shall be limited to three.

4. Prior to November 1 of a given school year, the Board will provide at least two weeks' notice of any meeting scheduled to exceed one hour in length. After November 1 of a given school year, the Board

will provide at least one month notice of any meetings scheduled to exceed one hour in length.

G. Evening Meetings

Teachers may be required to attend no more than four (4) evening assignments or meetings each school year without additional compensation. Two of the evening meetings shall be with parents and each meeting shall not exceed two hours in length. Staff required to attend additional meetings shall be compensated at the rate of 1/140 of their monthly salary per hour for each meeting they attend.

H. Class Size

The Board shall make every effort to maintain class size consistent with good educational standards and practices.

ARTICLE 17

VACANCIES

A. A complete listing of all vacancies within the school system shall be published periodically throughout the year. Upon application to the appropriate supervisor, teachers qualified to fill the vacancies within the system will be granted an interview.

B. Extra Pay Positions

All extra pay positions proposed in the district, and all other positions which are open to teachers, as well as others, shall be posted prior to May 15. A copy of the list of positions shall be forwarded to the

Association within ten days of posting. Any teacher may apply within ten days of the posting. Each applicant shall be given consideration.

C. Signing Bonus/Recruitment

During this contract period, 2022-2026, the Board may pay a "signing bonus" to new teachers hired to teach math, science, foreign languages, computer sciences, or any discipline that becomes hard to fill.

The amount of the "signing bonus" will be determined by the Board based on recommendations of the Human Resources Director and the Superintendent. Before the HRD makes recommendations to the Superintendent, the data and process will be shared with TEAM.

The amount of the "signing bonus" shall not exceed \$5000. Any amount over \$1000 will be paid in two equal installments - the first upon the signing of the contract and the second upon completion of 4 months of employment.

The Board may choose to give new hires credit for years of experience outside of education. When this is contemplated, the following factors will be considered:

- a. degree and years of graduate study
- b. years of related work experiences

During this contract period and when the district is experiencing difficulty in attracting qualified applicants, the Board may also choose to pay a "signing bonus" to new support staff, i.e., bus drivers, custodians, grounds people, security, secretarial, etc. who accept employment. This shall be \$500 payable after a 60 day probationary period, and

\$500 upon the completion of 4 months of employment. As with certificated staff, the data and process used will be shared with TEAM.

D. Finder's Fee

The Board may offer a "finder's bonus" to TEAM employees who refer candidates who accept offers of employment with the district for hard to fill teaching or support staff positions. These bonuses will also be confirmed by the Board based upon recommendations of HRD who will have consulted with TEAM. The "finder's bonus" shall be 1% of the new hire's entry salary and will be paid at the end of the new hire's 60th day.

All certificated and non-certificated employees will be eligible to receive a "finder's fee", for recommending candidates who subsequently become employees of the district. When the Board is unable to secure candidates for the positions indicated, discussions shall be held between the HRD and TEAM leadership immediately and an announcement pertaining to the finder's fee will be disseminated to staff.

To be eligible for the finder's fee, an employee must:

- have been employed by the district for not less than one year
- submit the name(s) of prospective candidate(s) within (time) of the said announcement
- provide a signed and dated recommendation form for each candidate

When the HRD receives recommendations, there will be an immediate review of applications to determine if the recommended candidate has already applied for a position in the district. If an application or resume is on file, the recommendation will be considered null. The submitter will be immediately contacted to be informed that his/her

recommendation is not eligible for the fee should the applicant be hired. If, however, the candidate's application has not been received, the name of the recommended candidate and the employee's will be placed on file for future reference should the applicant be hired.

In the event a TEAM employee refers a candidate to the position of bus driver, the employee shall receive a minimum \$500 finder's fee. This payment will be paid upon successful completion of training and probationary period.

In cases where the same candidate is recommended by two or more employees, the employee whose recommendation which is received first will receive the finder's fee if the applicant is hired by the district. This will be determined by the stamp date procedure used in human resources.

ARTICLE 18

PERFORMANCE

A. Teacher Evaluation

The Board and the Association agree that there shall be an established procedure for the evaluation of teachers' services. Such procedures shall be adopted only after thorough review and consideration of proposals of evaluation developed by the Advisory Board for Administrative Procedures. All teachers shall receive a copy of this procedure in September of each school year.

B. Use of Certificated Teachers, Etc.

In order to assure that pupils are taught by a teacher working within his area of competence, a teacher shall be assigned to teach in areas for which he holds a standard teaching certificate issued by the New Jersey State Board of Examiners, or in areas where he is working toward certification. These provisions do not apply to substitute teachers.

C. Non-Tenure Re-Contracting

Any non-tenured teacher who is not to be rehired may request a copy of his or her written evaluation.

ARTICLE 19
BOARDS AND COMMITTEES

A. Advisory Board

The Board and the Association agree that there shall be an Advisory Board for Administrative Procedures and the District Education Advisory Committee (DEAC).

B. Curriculum Council

The Board and the Association may have representation on the Curriculum Council.

PART III--NON-CERTIFICATED STAFF

ARTICLE 20
TRANSPORTATION

A. Work Year

. The work year for transportation employees shall be all days that Morris School District students are scheduled to be present in school. When a driver's daily package includes non-district schools, the MSD calendar will be utilized. On days when MSD is open and the other district is closed, the driver shall perform such additional work as assigned by their Supervisor for the time equivalent to their other district-run. On days when MSD is closed the time worked for the other school district shall be paid as extra work.

B. Work Day

1. The workday for transportation employees shall be individually contracted by the BOE.
2. Bus drivers are to be guaranteed a minimum of four hours of regular assigned work.
3. As soon as the routes have been established, each driver will be informed of the specific number of hours during which he/she is required to drive. Adjustments to drivers contracted home-to-school hours will be made by November 1 of the school year.
4. If there is a reduction in hours to a drivers' assigned route due to changes or discontinuation, the drivers' compensation will not be reduced. Management has the right to assign the driver any extra work or other duties with the regular workday to make up for this time. The driver shall perform any extra work or other transportation related duties assigned. These assignments shall not be paid as extra work.

C. Extra Assignments - all assignments that are in addition to a driver's regular work day and/or work year as well as summer employment.

1. Extra assignments shall be no less than two consecutive hours except when an extra assignment is between AM/PM school routes or is contiguous with school routes.
2. Extra assignments shall be offered on a rotating basis established by TEAM and the BOE. Regular driver rotation shall be exhausted before utilizing non-contracted drivers.

3. Establish a weekend rotation separate from the week rotation.

D. Overtime

1. Transportation employees who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour worked in excess of 40 hours.
2. Reduce the rotation to 60 hours over 90 days.
3. The overtime rotation list may be reviewed, at least monthly, between the Head AR for the transportation department and the Dispatcher.

E. Special Fees

All transportation employees are to submit satisfactory proof of physical qualifications for bus driving duties as required. The Board will pay the cost of required physical examination if performed by the Board physician, or up to \$25.00 if performed by the employee's physician, to be reimbursed to the employee upon submission of physician's report and bill. The Board will pay all fees related to obtaining or maintaining required driver licenses.

F. Uniforms

Bus drivers will be provided with appropriate jackets as needed.

G. In-service

1. Employees who attend District in-service departmental programs will be paid their hourly rate. The date of this in-service training will be provided to the employee on the last day of the previous school year or when he/she is hired.

2. When the interests of the School District will be served, transportation employees shall be encouraged to attend staff development programs outside the District, as well as programs offered by the District, throughout the year. Such training must be approved by the Supervisor in advance and will be compensated by released time or at the employee's hourly rate. The Supervisor will make every attempt to maintain equitability when considering all such requests.

H Vo-Tech and Late Runs

Vo-tech and 4:00 p.m. late runs shall be added to driver packages by the transportation supervisor prior to drivers selecting route packages. Drivers will be credited one-half (1/2) hour per day for a 4:00 p.m. late run. Any time beyond a driver's daily contracted hours will be placed as extra time on their time sheet for compensation. In calculating the 1/2 hour inclusion for the drivers' contracted hours, the calculation shall be based on the number of times the late run was performed for the previous school year.

ARTICLE 21

CUSTODIAL/MAINTENANCE EMPLOYEES/TRANSPORTATION MECHANICS

A. Work Year

The work year shall be as established by the district calendar, inclusive of all work days of the period December 26 and 31 each year. Christmas and New Year holidays shall be as current practice.

B. Work Day

The workday shall be eight hours, exclusive of a scheduled one-half hour duty-free meal period.

C. Break Periods

The Board shall provide two scheduled break periods of 15 minutes during each regular work shift and a clean-up period of 15 minutes at the end of each work shift.

D. Overtime

1. Employees who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour, worked in excess of 40 hours.

2. Employees assigned to work on Sundays and holidays shall be compensated at the rate of two times their regular hourly rate of pay for each hour or fraction of an hour worked on these days.

All overtime shall be assigned on a rotating basis within a building or department. The rotation roster shall be established on the basis of seniority. An employee shall have the option to refuse overtime work, except in those instances in which the Board requires that custodial work be performed and the rotation roster produced insufficient staff for the required work. Employees refusing overtime work shall be placed at the end of the rotation roster.

3. A custodian put in charge to replace a building foreperson, in excess of 10 work days shall be compensated an extra \$50.00 per day.

4. Day Time MHS Custodial Coverage:

Will be covered by either a floater or sub. If none is available, it will remain unfilled.

Night Crew MHS Custodial Coverage:

Up to two (2) shifts uncovered - First covered by subs or floater. If left unfilled, assign extra work to other night crew members and they pull back on their schedule to cover the work in the same time frame.

Three (3) or more shifts uncovered - First offer OT to staff on Building Custodial Rotation. If left uncovered utilize the Maintenance and Grounds OT Rotation list.

E. Licensing

The Board of Education shall pay all fees related to training for the licensing of any employees desiring to obtain or maintain licenses to perform their required duties as permitted by law. Reimbursement will be made once the following criteria have been met:

- a. Successful completion of the course(s) along with documentation to support course(s) fees and license fees
- b. License has been submitted to the Director of Facilities

F. Security

Custodial employees shall not leave the premises of their work assignment during their work shift without notifying their immediate supervisor. Employees required to secure a building shall be given adequate time to do so within their shift.

G. Substitutes

In the event a custodial employee is absent, a substitute shall be provided, or adjustment made in work assignment or schedule of other employees, as may be required to provide coverage for the absence. In the event that the work of the absent employee is assigned to other employees to be performed in addition to other regular duties, those employees shall be eligible for overtime pay in accordance with paragraph D of this Article.

H. Recall Pay

Custodial/maintenance employees recalled to work after the completion of their regular work shift shall receive a minimum of four hours pay.

I. Vacation Allowance

After one full year of service, full-time custodial/maintenance employees/transportation mechanics shall be entitled to annual paid vacation as follows:

1 - 3 full years of service	10 days
4 - 10 full years of service	15 days
11 full years of service & over	20 days

J. Holidays

Holidays for employees shall be 13 days per year, with up to one additional day for a Board-designated holiday that does not fall within a school vacation period. The one additional day shall be a floating day. Employees required to work on a holiday in excess of those designated in the custodial/maintenance school calendar shall receive regular pay, but shall be granted an alternate holiday day, the date for which is to be subject to the supervisor's approval for each employee.

K. Conventions and NJEA Summer Workshop

One representative of the district group of custodians, and one representative of the district group of maintenance employees shall be permitted to attend the annual NJEA convention without loss of pay.

L. Clothing Allowance

1. All mechanics, custodial and maintenance employees shall, after completion of the probationary period, be provided annually the following work clothes: three pair of trousers, three long-sleeve shirts, two short-sleeve shirts, and an allowance of \$150.00 for approved work shoes.
2. Appropriate work jackets will be provided for all custodial, maintenance, mechanic, and courier.
3. Clothing provided shall be required attire for each work shift.
4. The Board shall be responsible for the cleaning of uniforms of mechanics, custodial, and maintenance employees only

when regular or "special" tasks involve "special" cleaning agents and/or when DEP cautions are required.

ARTICLE 22
SECURITY PERSONNEL

A. Work Year

The work year for Security Staff shall be 184 days, 180 school days and 4 PD days.

B. Work Day

The workday for security personnel shall be eight hours, inclusive of a duty-free lunch period for each of the 184 days, regardless of the school session

C. Overtime

Security personnel who are required to work more than 40 hours in any work week shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour worked in excess of 40 hours.

1. Security personnel will be paid double time on Sundays and holidays. Overtime assignments shall be on a rotating basis.
2. Security personnel shall be paid at the holiday rate in the event they work on New Year's Eve.

D. Communicators

The Board shall provide each security employee with a communicator.

E. Professional Development

Security personnel shall attend security training classes provided by the Board, with four (4) PD days included in the base pay of security staff. Any additional days, employees shall be compensated at their regular rate of pay while attending these courses.

F. Uniforms

Security guards will be provided with appropriate clothing as needed that shall be required attire for each work shift.

G. Evaluations

The Board and the Association agree that there shall be an established procedure for the evaluation of security personnel. Such procedures shall be adopted only after thorough review and consideration of proposals of evaluation developed by the Advisory Board for Administrative Procedures. Security personnel shall be evaluated at least one time per year.

ARTICLE 23

TEACHER ASSISTANTS/

INDIVIDUAL SPECIAL CARE ASSISTANTS/

ASSISTANT BEHAVIOR SPECIALISTS

A.

The work year for teacher assistants and individual special care assistants shall be all days that students are scheduled to be present in school. The work year for Assistant Behavior Specialists shall be 184 days per year, the same hours per day as certified staff.

B. Work Day

The work days and duty-free lunch for teacher assistants, individual special care assistants and assistant behavior specialists shall be the same as that established for classroom teachers. Teacher assistants and Assistant Behavior Specialists are not required to attend Monday meetings or evening conferences.

C. Break Periods

Part-time teacher assistants, part-time individual special care assistants and part-time assistant behavior specialists shall be entitled to one 15-minute break depending on scheduling needs.

Full-time teacher assistants, individual special care assistants and assistant behavior specialists shall be entitled to two 15-minute breaks or one 30-minute break depending on scheduling needs.

D. Delayed Openings

Part-time teacher assistants, part-time individual special care assistants and part-time assistant behavior specialists will report at the delayed opening time and their assignment will finish at their regular time.

E. Individual Special Care Assistant Salary

The salary for an Individual Special Care Assistant shall be based upon their placement on the teacher assistant salary guide plus \$1000.

The Minimum Base salaries for Assistant Behavior Specialists' shall increase by the increment % for each year of the 2022-2026 Contract.

The amounts shall be as follows:

2022-2023 - \$24.00

2023-2024 - \$24.82

2024-2025 - \$25.66

2025-2026 - \$26.53

F. Reduction in Individual Special Care Assistant Work Force

In the event of a reduction, the Individual Special Care Assistant will maintain seniority as a teacher assistant if applicable.

ARTICLE 24

COMPUTER TECHNICIANS

A. Work Year

The work year for the computer technicians shall be the district calendar.

B. Work Day

The work day for the computer technicians shall be eight hours, inclusive of a duty-free lunch period.

C. Overtime

The computer technicians who are required to work more than 40 hours in any workweek shall be compensated at the rate of one and one-half their regular hourly rate for each hour or fraction of an hour worked in excess of 40 hours.

D. Vacation Allowance

The computer technicians on 12-month contracts shall receive vacation days according to the following entitlement schedule:

1 - 2 years of service

11 days

3 - 4 years of service	16 days
5 or more years of service	22 days

The scheduling of vacation time shall be with the approval of the Board.

E. In-service

1. The computer technicians who attend district training programs beyond the usual work day will be compensated at their established rate. The date(s) of such in-service training will be provided to the employee at least 10 days before the scheduled activity.

2. When the interests of the School District will be served, the computer technicians shall be encouraged to attend staff development programs outside the District. Such training must be approved by their supervisor in advance and will be compensated by released time or at the employee's hourly rate. The supervisor will make every attempt to maintain equitability when considering all such requests.

G. Additional Training

The Board shall reimburse the computer technicians for fees related to training towards those certifications required by the employees in the performance of their duties. Such training must be approved in advance by the Superintendent.

ARTICLE 25
SECRETARIES

A. Work Year

Employees hired on a 12-month contract shall work all weekdays, except earned vacation days and district holidays, or compensatory days in lieu of work performed on district holidays. Employees on a 10-month contract (i.e., employed from September 1 through June 30) shall have 197 work days. Upon agreement between the individual employee and the appropriate administrator, 10-month employees may work any portion of the required 197 work days between July 1st and August 31st. Part-time employees (i.e., employees working less than the normal work week of 35 hours) must work the number of work days required of a 10 or 12-month employee.

B. Work Day

Seven (7) hours shall constitute a full work day exclusive of a one-hour lunch. Employees shall observe such hours as are assigned to them by the staff member to whom they are assigned.

C. Secretarial Job Descriptions

Secretarial employees may obtain copies of job descriptions for their particular jobs upon request.

D. Secretarial Vacations

1. Secretaries on 10-month contract earn no paid vacation.
2. Secretaries on 12-month contract shall receive vacation days according to the following entitlement schedule:

From date of employment to completion of 4-full school years

(0 – 48 months)

(The first year is prorated based on employee's start date. Vacation accrual will be granted on the first day of July each year.) 10 days

From start of 5-full school years to completion of 10-full school years

(49 – 120 months) 15 days

Completion of 11-full school years or more (132 months or more)

20 days

The first year is prorated based on employee's start date. Vacations will be granted on the first day of July each year.

3. In cases of secretaries transferred from 10-month contract to a 12-month contract, years employed in 10-month contract positions shall be credited as years of service in determining vacation entitlement.

4. Vacation entitlement for secretaries in first year of employment in the district shall be pro-rated from date of employment through June 30 of the first contract period. Subsequently, vacation entitlement shall accrue on a July 1 to June 30 year basis.

5. All Elementary School, Classification IV secretaries will be moved to Classification V effective July 1, 2011, which will equal a total increase of \$25,000 salaries in salaries for such employees.

E. Reduction in Secretarial Work Force

In the event of a reduction in secretarial work force, an employee whose position is eliminated shall be permitted to displace a secretarial employee with less seniority in the affected job classification. Should

there be no employee in the affected job classification, the employee shall be permitted to displace an employee of less seniority, as determined by the Board, in a lower secretarial job classification, provided that the employee choosing to displace another has previously held the lower job classification being claimed. An employee displaced by the employee whose position was eliminated by the reduction in force may in turn choose to displace an employee of lower seniority in a lower job classification, provided that the employee choosing to displace another has previously held the lower job classification being claimed.

F. Salary Guide Provision for Secretaries

1. Initial placement of an employee new to the system shall be based upon an evaluation of experience and training, and by negotiation between the employee and the administration, and as recommended to the Board for approval.

2. Promotion or Transfers-Initial placement of an employee in another classification due to promotion or transfer shall be determined by lateral movement on the negotiated guide.

3. After initial placement on a guide position, movement along the guide from the position to maximum shall be in terms of annual increments, based on each year of successful service in the Morris School District.

3. The placement of all 10-month employees on the guide shall be made on the same basis as if they had been 12-month employees, and their salaries shall be 86% of 12-month salaries for a position of the same classification at the same guide step. Cut-off dates for salary guide movement for first-year employees are to be as follows:

12-month secretary	January 1st
10-month secretary	February 1st

G. In-service

1. Secretaries who attend district training programs beyond the usual workday will be compensated at their established rate. The date(s) of such in-service training will be provided to the employee at least 10 days before the scheduled activity.

2. When the interests of the School District will be served, secretaries shall be encouraged to attend staff development programs outside the District. Such training must be approved by their

supervisor in advance and will be compensated by released time or at the employee's hourly rate. The supervisor will make every attempt to maintain equitability when considering all such requests.

ARTICLE 26
PERFORMANCE AND ASSIGNMENT

- A. Transfer or Reassignment
Notice of an involuntary transfer for reassignment of non-certificated personnel shall be given to the personnel involved as soon as practical.
- B. Employee Evaluation
Non-certificated personnel shall be evaluated one or more times each contract year, of which one shall be the annual evaluation. The Board retains the right to deny or withhold a salary adjustment for unsatisfactory performance. Evaluation shall be made by the employee's immediate supervisor. At the time of the annual evaluation, there shall be a conference between the employee and the supervisor. The employee shall receive a written report of evaluation of this conference.
- C. Employment Seniority (non-cert.)
1. In the event of a reduction in force in the following classifications:
Assistant Behavioral Specialist(s)
Community School office Manager
Computer technician(s)
Courier
Custodial employees

Educational Computer Specialist(s)
Individual Special Care Assistant(s)
Groundskeepers
LR/PG Aides
Maintenance employees
Occupational Therapist(s) *
Security personnel
Student healthcare specialist
Teacher Assistants
Transportation employees

* Occupational Therapists hired beginning with the 2012-2013 school year shall be placed on the appropriate step of the teacher's salary guide and shall work 184 days and the same hours as teachers.

Employees shall be laid off in the inverse order of seniority.

Employees shall exercise their total employment seniority in their classification to replace a less senior employee.

2. In the event a vacancy occurs after a reduction in force, laid-off employees shall be entitled to recall in the order of seniority.

D. Upon successful completion of probationary period, seniority, longevity, and time for accrual of vacation entitlement for non-certificated unit employees shall be calculated from first day of employment.

ARTICLE 27
COMPENSATION

A. Salaries

The Board and TEAM agree to a four year contract covering July 1, 2022 through June 30, 2026. Base salary increases, inclusive of increment, for all recognized groups within the "Agreements Between the Board of Education of the Morris School District and The Education Association of Morris" will be as follows:

1. Custodians: Personnel shall receive the following increases in each year:

- 2022-2023: Salary shall increase by 3.4% each year over the prior year's base.
- 2023-2024: Salary shall increase by 3.4% each year over the prior year's base.
- 2024-2025: Salary shall increase by 3.4% each year over the prior year's base.
- 2025-2026: Salary shall increase by 3.4% each year over the prior year's base.
- Day/Night Foreperson/Black Seal \$975 stipend
- Assistant Foreperson \$975 stipend

2. Maintenance/Transportation Mechanics: Personnel shall receive the following increases in each year:

- 2022-2023: Salary shall increase by 3.4% each year over the prior year's base.
- 2023-2024: Salary shall increase by 3.4% each year over the prior year's base.

- 2024-2025: Salary shall increase by 3.4% each year over the prior year's base.
- 2025-2026: Salary shall increase by 3.4% each year over the prior year's base.

Groundskeepers/Courier: Personnel shall receive the following increases in each year:

- 2022-2023: Salary shall increase by 3.4% each year over the prior year's base.
- 2023-2024: Salary shall increase by 3.4% each year over the prior year's base.
- 2024-2025: Salary shall increase by 3.4% each year over the prior year's base.
- 2025-2026: Salary shall increase by 3.4% each year over the prior year's base.

- Boiler Fireman/Black Seal \$975 stipend
- Electrical \$975 stipend
- Plumbing \$975 stipend

3. Salaries shall increase by the following percentages each year over the prior year's base for: Security, Computer Technicians, Bus Aides, Lunchroom/Playground Aides, Transportation employees, Community School office manager, Occupational Therapist(s)*, Media Center Technical Assistant(s), Student Healthcare Specialist, Assistant Behavioral Specialists, and Educational Computer Specialist(s):

2022-2023	3.4%
2023-2024	3.4%
2024-2025	3.4%
2025-2026	3.4 %

Occupational Therapists hired beginning with the 2012-2013 school year shall be placed on the appropriate step of the teacher's salary guide and shall work 184 days and the same hours as teachers.

4. The salary ranges below shall be utilized solely for the initial placement of new hires. Following the school year of initial hire, employees shall receive salary increases as per above.

Category	Minimum	Maximum
Assistant Behavioral Specialist (hired prior to May 7, 2018) 75% of step 1 of the teachers' guide.		
Assistant Behavioral Specialist (hired after May 7, 2018)	\$24.00 /hr	\$35.00/hr
Bus Aides	\$16.00/hr	\$24.00/hr
Computer Technician	\$45,000/yr	\$70,000/yr
Courier, Custodian, Groundskeepers	\$35,000/yr	\$52,000/yr
Maintenance, Transportation Mechanic	\$35,000/yr	\$75,000/yr
Lunchroom/Playground Aides	\$16.00/hr	\$24.00/hr
Security Monitor	\$35,000/yr	\$45,000/yr
Transportation - Bus Driver	\$30.00/hr	\$38.00/hr

B. Support Staff

1. Service increments of \$375.00 over base salary after 5 years of service, \$700 over base salary after 10 years of service, and \$925 over base salary after 15 years of service shall be paid to secretarial, custodial, teacher assistants (beginning 1993-94), individual special care assistants, groundskeepers, maintenance, computer technician,

educational computer specialist, assistant behavioral specialist, Community School office manager, courier, security personnel and student health care specialist.

2. Transportation courier and high school cafeteria custodian are to be eligible for longevity payments, pro-rated as may be required.

3. Lunchroom/Playground aides shall be eligible for one-quarter service increment amounts as apply to custodians.

4. Teacher assistants' years of service in the district as of July 1, 1985, shall be recognized in determining eligibility for service increments. However, payments shall not be made retroactive prior to July 1, 1985.

5. Media center technical assistant's years of service in the district shall be recognized in determining eligibility for service increments. They shall work the same days per year and hours per day as teacher assistants.

6. Occupational therapists shall work 195 days per year and the same hours per day as teachers. Occupational Therapists hired beginning with the 2014-2015 school year shall be placed on the appropriate step of the teacher's salary guide and shall work 184 days and the same hours per day as teachers.

7. Community School office manager's years of service in the district shall be recognized in determining eligibility for service increments. They shall work the same number of days per year and hours per day as twelve month secretaries. Vacations shall be the same as twelve-month secretaries.

8. Courier's years of service in the district shall be recognized in determining eligibility for service increments. They shall work the same

number of days per year and hours per day as twelve-month custodians.

9. Assistant Behavioral Specialists' years of service shall be recognized in determining eligibility for service increments. They shall work 184 days per year, and the same hours per day as certificated support staff.

C. K-12 Teacher Assistants

Teacher Assistants on Columns C or D prior to June 30, 2002, will remain on those designations. All others, including new hires, will be placed or remain on Columns A or B.

Teacher Assistants and Assistant Behavioral Specialists shall utilize the teacher call-in service to report absence.

Part IV
Article 28
Duration of Agreement

Signature Page will go here.

Sidebar and Memorandum of Understanding Addendum to TEAM Contract 2022-2026
Clubs / Stipends

This Agreement is entered into this _____ day of _____ 2022 between the Board of Education of the Morris School District ("Board") and The Education Association of Morris ("TEAM") (collectively the "Parties").

WHEREAS, the parties had agreed to continue negotiations related to realignment and salary increases for clubs and stipends.

THEREFORE BE IT RESOLVED, effective September 1, 2022 the following shall be made part of the Final TEAM contract for the period July 1, 2022 through June 30, 2026:

- 1) Stipend and Club Increase in Year 2 of Contract instead of Year 1 so that we can use the extra year to fund the Tier Values.
- 2) Establish the following Tier for Clubs:

Tier 1: ● Meets daily for the length of a season AND/OR meets for the length of the school-year ● Consistently requires nights and weekends ● Coordinates with outside vendors and/or venues (including transportation) for length of season/year ● Incorporates all requirements in Tiers 2-3
Tier 2: ● Coordinates and plans public-facing event/events or public-facing work ● Abides by standards set forth by a national/outside organization ● Advisor's administrative responsibilities exceed student contact time ● Incorporates all requirements in Tiers 3
Tier 3: ● Requires work outside of school hours (at least once per month) ● Minimum of 1 meeting per month ● Maintains at least 10 active members ● Meets during the contractual work day
Notes: 1. Tier 3 is the baseline. Higher tiers must meet the criteria of the tiers below <i>in addition</i> to specific requirements mentioned for that tier. 2. Co-Advisors share the Tier Value

3) Year 1 (22-23) - Everyone stays flat.

4) Year 2 (23-24) Tier Value:

1	5,400
2	3,000
3	2,000

5) Year 3 (24-25) Tier Value

1	5,800
2	3,300
3	2,100

6) Move the Following to Stipends (do not follow Tier above):

Class Advisor - Senior Advisor
Class Advisor - Junior Advisor
Class Advisor - Sophomore Co-Advisor
Class Advisor - Sophomore Co-Advisor
Class Advisor - Freshman Co-Advisor
Class Advisor - Freshman Co-Advisor
Cobbonian Advisor
NJ Science League Co-Advisor
NJ Science League Co-Advisor
NJ Science League Co-Advisor
NJ Science League Co-Advisor
Key Club Advisor
Prime Time MHS Advisor
Production Printing
STEM Academy Coordinator
Student Finance Dir. of Accts. - Administration
Student Finance Dir. of Accts. - Athletics
Treasurer
Literary Advisor

7) Grandfather the following Clubs only:

All In Club Advisor - only while covered by Grant, then follows Tier.
Drama Tech Asst - Fall
Drama Asst - Spring
Primetime
Literacy Advisor

8) The following Stipends will get increases, all others stay flat:

	<u>Year 2</u>	<u>Year 3</u>
Cobbonian Advisor	7,338.00	7,438.00
Production Printing	7,008.00	7,108.00
Helping Teacher	8,000.00	8,500.00
Class Advisor	3,719.00	3,819.00
Student Finance/Treasurer	3,719.00	3,819.00

9) The full list of stipends and their values are available on the shared doc, under the Tab "Final Stipends", attached. In addition, the starting Tier for each club is attached.

Coach Salary Guide Appendix

Group	Sports	Positions	Year 1: 2022-2023	Year 3: 2024-2025
1MHS	Football	Head	9,099	9,342
		Asst	6,370	6,613
2MHS	Basketball, Wrestling, Baseball, Softball, Ice Hockey, Soccer,	Head	7,708	7,951
		Asst	5,935	6,178
3MHS	Field Hockey, Winter & Spring Track, Fencing, Volleyball,	Head	6,856	7,099
		Asst	5,622	5,865
4MHS	Tennis, Golf, Cheerleading, Bowling	Head	5,982	6,225
		Asst	5,145	5,388
MHS	Flag Football	Head	4,000	4,243
MHS	Unified Sports	Head	2,000	2,243
2FMS	Baseball, Softball, Basketball, Lacrosse, Soccer, Wrestling	Head	3,994	4,237
		Asst	2,198	2,441
3FMS	Cross Country, Field Hockey, Track, Cheerleading	Head	3,684	3,927
		Asst	1,996	2,239
FMS	Unified Track	Head	750	993

YEAR 1
2022-23 The E.A. of Morris

Salary Guide				
<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1-2	59,050	62,650	65,550	68,750
3-4	59,800	63,400	66,300	69,500
5-6	61,015	64,615	67,515	70,715
7	62,265	65,865	68,765	71,965
8	63,515	67,115	70,015	73,215
9	64,765	68,365	71,265	74,465
10	66,015	69,615	72,515	75,715
11	67,265	70,865	73,765	76,965
12	69,765	73,365	76,265	79,465
13	72,165	75,765	78,665	81,865
14	74,690	78,290	81,190	84,390
15	77,215	80,815	83,715	86,915
16	79,740	83,340	86,240	89,440
17	82,265	85,865	88,765	91,965
18	84,790	88,390	91,290	94,490
19	87,315	90,915	93,815	97,015
20	89,840	93,440	96,340	99,540
21	92,365	95,965	98,865	102,065
22	94,890	98,490	101,390	104,590
23	97,415	101,015	103,915	107,115
24	99,940	103,540	106,440	109,640
25	102,465	106,065	108,965	112,165

YEAR 2
2023-24 The E.A. of Morris

Salary Guide				
<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	60,535	64,135	67,035	70,235
2-3	61,235	64,835	67,735	70,935
4-5	62,450	66,050	68,950	72,150
6-7	63,665	67,265	70,165	73,365
8	64,875	68,475	71,375	74,575
9	66,085	69,685	72,585	75,785
10	67,295	70,895	73,795	76,995
11	68,505	72,105	75,005	78,205
12	70,995	74,595	77,495	80,695
13	73,485	77,085	79,985	83,185
14	75,975	79,575	82,475	85,675
15	78,465	82,065	84,965	88,165
16	80,955	84,555	87,455	90,655
17	83,445	87,045	89,945	93,145
18	85,935	89,535	92,435	95,635
19	88,425	92,025	94,925	98,125
20	90,915	94,515	97,415	100,615
21	93,405	97,005	99,905	103,105
22	95,895	99,495	102,395	105,595
23	98,385	101,985	104,885	108,085
24	100,875	104,475	107,375	110,575
25	103,365	106,965	109,865	113,065

YEAR 3
2024-25 The E.A. of Morris

Salary Guide				
<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1-2	62,835	66,435	69,335	72,535
3-4	63,835	67,435	70,335	73,535
5-6	64,880	68,480	71,380	74,580
7-8	65,930	69,530	72,430	75,630
9	66,990	70,590	73,490	76,690
10	68,065	71,665	74,565	77,765
11	70,485	74,085	76,985	80,185
12	72,905	76,505	79,405	82,605
13	75,325	78,925	81,825	85,025
14	77,745	81,345	84,245	87,445
15	80,165	83,765	86,665	89,865
16	82,585	86,185	89,085	92,285
17	85,005	88,605	91,505	94,705
18	87,425	91,025	93,925	97,125
19	89,845	93,445	96,345	99,545
20	92,265	95,865	98,765	101,965
21	94,685	98,285	101,185	104,385
22	97,105	100,705	103,605	106,805
23	99,525	103,125	106,025	109,225
24	101,945	105,545	108,445	111,645
25	104,365	107,965	110,865	114,065

Year 4
2025-26 The E.A. of Morris

Salary Guide				
<u>Step</u>	<u>BA</u>	<u>MA</u>	<u>MA+30</u>	<u>PHD</u>
1	64,425	68,025	70,925	74,125
2-3	65,425	69,025	71,925	75,125
4-5	66,425	70,025	72,925	76,125
6-7	67,475	71,075	73,975	77,175
8-9	68,535	72,135	75,035	78,235
10	69,615	73,215	76,115	79,315
11	72,015	75,615	78,515	81,715
12	74,415	78,015	80,915	84,115
13	76,815	80,415	83,315	86,515
14	79,215	82,815	85,715	88,915
15	81,615	85,215	88,115	91,315
16	84,015	87,615	90,515	93,715
17	86,415	90,015	92,915	96,115
18	88,815	92,415	95,315	98,515
19	91,215	94,815	97,715	100,915
20	93,615	97,215	100,115	103,315
21	96,015	99,615	102,515	105,715
22	98,415	102,015	104,915	108,115
23	100,815	104,415	107,315	110,515
24	103,215	106,815	109,715	112,915
25	105,615	109,215	112,115	115,315

YEAR 1
2022-23 *The E.A. of Morris TAs*

Salary Guide			
<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>
1	24,621	25,876	25,876
2	24,947	26,202	26,202
3	25,276	26,531	26,531
4	25,608	26,863	26,863
5	25,765	27,020	27,020
6	25,965	27,220	27,220
7	26,165	27,420	27,420
8	26,365	27,620	27,620
9	26,565	27,820	27,820
10	26,965	28,220	28,220
11	27,465	28,720	28,720
12	27,965	29,220	29,220
13	28,465	29,720	29,720
14	29,315	30,570	30,570
15	30,265	31,520	31,520
16	31,165	32,420	32,420
17	32,165	33,420	33,420
18	33,365	34,620	34,620
19	34,565	35,820	35,820
20	35,765	37,020	37,020
21	37,165	38,420	38,420
22	38,165	39,420	39,420
23	40,125	41,380	41,380
24	41,925	43,180	43,180
Y	43,371	44,626	44,626
Z	44,173	45,428	45,428

YEAR 2
2023-24 *The E.A. of Morris TAs*

Salary Guide			
<u>Step</u>	<u>A</u>	<u>B</u>	<u>C</u>
1	25,496	26,751	26,751
2	25,822	27,077	27,077
3	26,151	27,406	27,406
4	26,483	27,738	27,738
5	26,640	27,895	27,895
6	26,840	28,095	28,095
7	27,040	28,295	28,295
8	27,240	28,495	28,495
9	27,440	28,695	28,695
10	27,840	29,095	29,095
11	28,340	29,595	29,595
12	28,840	30,095	30,095
13	29,340	30,595	30,595
14	30,190	31,445	31,445
15	31,140	32,395	32,395
16	32,040	33,295	33,295
17	33,040	34,295	34,295
18	34,240	35,495	35,495
19	35,440	36,695	36,695
20	36,640	37,895	37,895
21	38,040	39,295	39,295
22	39,040	40,295	40,295
23	41,000	42,255	42,255
24	42,800	44,055	44,055
Y	44,246	45,501	45,501
Z	45,048	46,303	46,303

YEAR 3**2024-25****The E.A. of Morris TAs****Salary Guide****Step****A****B****C****1**

26,436

27,691

27,691

2

26,762

28,017

28,017

3

27,091

28,346

28,346

4

27,423

28,678

28,678

5

27,580

28,835

28,835

6

27,780

29,035

29,035

7

27,980

29,235

29,235

8

28,180

29,435

29,435

9

28,380

29,635

29,635

10

28,780

30,035

30,035

11

29,280

30,535

30,535

12

29,780

31,035

31,035

13

30,280

31,535

31,535

14

31,130

32,385

32,385

15

32,080

33,335

33,335

16

32,980

34,235

34,235

17

33,980

35,235

35,235

18

35,180

36,435

36,435

19

36,380

37,635

37,635

20

37,580

38,835

38,835

21

38,980

40,235

40,235

22

39,980

41,235

41,235

23

41,940

43,195

43,195

24

43,740

44,995

44,995

Y

45,186

46,441

46,441

Z

45,988

47,243

47,243

Year 4**2025-26****The E.A. of Morris TAs****Salary Guide****Step****A****B****C****1**

27,411

28,666

28,666

2

27,737

28,992

28,992

3

28,066

29,321

29,321

4

28,398

29,653

29,653

5

28,555

29,810

29,810

6

28,755

30,010

30,010

7

28,955

30,210

30,210

8

29,155

30,410

30,410

9

29,355

30,610

30,610

10

29,755

31,010

31,010

11

30,255

31,510

31,510

12

30,755

32,010

32,010

13

31,255

32,510

32,510

14

32,105

33,360

33,360

15

33,055

34,310

34,310

16

33,955

35,210

35,210

17

34,955

36,210

36,210

18

36,155

37,410

37,410

19

37,355

38,610

38,610

20

38,555

39,810

39,810

21

39,955

41,210

41,210

22

40,955

42,210

42,210

23

42,915

44,170

44,170

24

44,715

45,970

45,970

Y

46,161

47,416

47,416

95**Z**

46,963

48,218

48,218

YEAR 1
2022-23 The E.A. of Morris Secretary

Salary Guide					
<u>Step</u>	<u>1</u>	<u>3-12 mos</u>	<u>4-12 mos</u>	<u>5-12 mos</u>	<u>6</u>
1-2	29,870	41,820	43,310	46,000	51,265
3	30,220	42,310	43,820	46,540	51,865
4	30,570	42,800	44,325	47,080	52,465
5	31,435	44,010	45,580	48,410	53,950
6	32,310	45,235	46,850	49,755	55,450
7	33,185	46,460	48,120	51,350	56,950
8	34,060	47,685	49,385	53,020	58,455
9	34,935	48,910	50,655	54,090	59,955
10	35,810	50,135	51,925	55,160	61,455
11	36,685	51,360	53,195	56,950	62,960
12	37,560	52,585	54,460	57,840	64,460
13	38,435	53,810	55,730	59,190	65,960
14	39,310	55,035	57,000	60,535	67,465
15	40,185	56,260	58,270	61,885	68,965
16	41,060	57,485	59,535	63,230	70,465
17	41,935	58,710	60,805	64,580	71,970
18	42,810	59,935	62,075	65,925	73,470
19	43,685	61,160	63,345	67,275	74,970
20	44,560	62,385	64,610	68,620	76,475
21	45,435	63,610	65,880	69,970	77,975
22	46,310	64,835	67,150	71,315	79,475

YEAR 2
2023-24 The E.A. of Morris Secretary

Salary Guide					
<u>Step</u>	<u>1</u>	<u>3-12 mos</u>	<u>4-12 mos</u>	<u>5-12 mos</u>	<u>6</u>
1	30,495	42,695	44,220	46,960	52,450
2-3	30,845	43,185	44,725	47,500	53,055
4	31,195	43,675	45,235	48,040	53,655
5	32,045	44,865	46,465	49,350	55,115
6	32,910	46,075	47,720	50,680	56,605
7	33,785	47,300	48,990	52,030	58,110
8	34,660	48,525	50,255	53,375	59,615
9	35,535	49,750	51,525	54,725	61,120
10	36,410	50,975	52,795	56,070	62,625
11	37,285	52,200	54,065	57,420	64,130
12	38,160	53,425	55,330	58,765	65,635
13	39,035	54,650	56,600	60,115	67,140
14	39,910	55,875	57,870	61,460	68,645
15	40,785	57,100	59,140	62,810	70,150
16	41,660	58,325	60,405	64,155	71,655
17	42,535	59,550	61,675	65,505	73,160
18	43,410	60,775	62,945	66,850	74,665
19	44,285	62,000	64,215	68,200	76,170
20	45,160	63,225	65,480	69,545	77,675
21	46,035	64,450	66,750	70,895	79,180
22	46,910	65,675	68,020	72,240	80,685

YEAR 3
2024-25 The E.A. of Morris Secretary

Salary Guide					
<u>Step</u>	<u>1</u>	<u>3-12 mos</u>	<u>4-12 mos</u>	<u>5-12 mos</u>	<u>6</u>
1-2	32,275	45,185	46,800	49,865	55,675
3-4	32,625	45,675	47,305	50,405	56,280
5	32,975	46,165	47,815	50,945	56,880
6	33,675	47,145	48,830	52,030	58,090
7	34,375	48,125	49,845	53,110	59,295
8	35,075	49,105	50,860	54,190	60,505
9	35,940	50,315	52,115	55,525	61,995
10	36,830	51,560	53,405	56,900	63,530
11	37,720	52,810	54,695	58,275	65,065
12	38,610	54,055	55,985	59,650	66,600
13	39,500	55,300	57,275	61,030	68,140
14	40,390	56,545	58,565	62,405	69,675
15	41,280	57,790	59,855	63,780	71,210
16	42,170	59,040	61,145	65,155	72,745
17	43,060	60,285	62,435	66,530	74,280
18	43,950	61,530	63,730	67,905	75,815
19	44,840	62,775	65,020	69,280	77,350
20	45,730	64,020	66,310	70,655	78,885
21	46,620	65,270	67,600	72,030	80,420
22	47,510	66,515	68,890	73,405	81,955

Year 4
2025-26 The E.A. of Morris Secretary

Salary Guide					
<u>Step</u>	<u>1</u>	<u>3-12 mos</u>	<u>4-12 mos</u>	<u>5-12 mos</u>	<u>6</u>
1	32,950	46,130	47,780	51,075	57,005
2-3	33,300	46,620	48,285	51,615	57,610
4-5	33,650	47,110	48,795	52,160	58,215
6	34,350	48,090	49,810	53,245	59,425
7	35,050	49,070	50,825	54,330	60,635
8	35,750	50,050	51,840	55,415	61,850
9	36,590	51,225	53,055	56,715	63,300
10	37,480	52,470	54,345	58,095	64,840
11	38,370	53,720	55,635	59,475	66,380
12	39,260	54,965	56,925	60,855	67,920
13	40,150	56,210	58,220	62,235	69,460
14	41,040	57,455	59,510	63,610	71,000
15	41,930	58,700	60,800	64,990	72,540
16	42,820	59,950	62,090	66,370	74,080
17	43,710	61,195	63,380	67,750	75,620
18	44,600	62,440	64,670	69,130	77,160
19	45,490	63,685	65,960	70,510	78,700
20	46,380	64,930	67,250	71,890	80,235
21	47,270	66,180	68,540	73,270	81,775
22	48,160	67,425	69,830	74,650	83,315

