

AGREEMENT

between

THE BOARD OF EDUCATION

and

THE DENVILLE EDUCATION ASSOCIATION

DENVILLE TOWNSHIP

MORRIS COUNTY, NEW JERSEY

Effective

July 1, 2023

Through

June 30, 2027

TABLE OF CONTENTS

PAGE

PREAMBLE.....	1
PART A – GENERAL.....	2
ARTICLE 1.....	2
NEGOTIATION OF A SUCCESSOR AGREEMENT.....	2
ARTICLE 2.....	2
RECOGNITION.....	2
ARTICLE 3.....	3
ASSOCIATION RIGHTS AND PRIVILEGES.....	3
ARTICLE 4.....	4
REPRESENTATION FEE.....	4
ARTICLE 5.....	5
MANAGEMENT RIGHTS CLAUSE.....	5
ARTICLE 6.....	5
GRIEVANCE PROCEDURE.....	5
ARTICLE 7.....	7
SICK LEAVE.....	7
ARTICLE 8.....	8
PERSONAL LEAVES OF ABSENCE.....	8
ARTICLE 9.....	9
BEREAVEMENT LEAVE.....	9
ARTICLE 10.....	9
JURY DUTY.....	9
ARTICLE 11.....	9

PERSONNEL RECORDS.....	9
ARTICLE 12.....	10
TRAVEL EXPENSES.....	10
ARTICLE 13.....	10
NONDISCRIMINATION.....	10
ARTICLE 14.....	10
SEPARABILITY.....	10
ARTICLE 15.....	10
COMPLIANCE BETWEEN INDIVIDUAL CONTRACT AND MASTER AGREEMENT.....	10
ARTICLE 16.....	11
MODIFICATION AND AMENDMENT.....	11
ARTICLE 17.....	11
DISTRIBUTION OF THE AGREEMENT.....	11
ARTICLE 18.....	11
DURATION OF AGREEMENT.....	11
PART B - ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS.....	12
ARTICLE 19.....	12
WORK YEAR.....	12
ARTICLE 20.....	12
WORK DAY.....	12
ARTICLE 21.....	15
SIGN IN/SIGN OUT.....	15
ARTICLE 22.....	16
MEETINGS.....	16
ARTICLE 23.....	16

MINIMUM DAY.....	16
ARTICLE 24.....	17
PARENT/TEACHER CONFERENCES.....	17
ARTICLE 25.....	17
LUNCHROOM, PLAYGROUND AND BUS DUTIES.....	17
ARTICLE 26.....	18
SALARIES AND SALARY GUIDES.....	18
ARTICLE 27.....	19
ADDITIONAL COMPENSATION.....	19
ARTICLE 28.....	22
EXTRACURRICULAR GUIDE.....	22
ARTICLE 29.....	23
MATERNITY AND/OR CHILD REARING LEAVE.....	23
ARTICLE 30.....	24
SABBATICAL LEAVE.....	24
ARTICLE 31.....	25
SEVERANCE BENEFITS.....	25
ARTICLE 32.....	26
INSURANCE PROTECTION.....	26
ARTICLE 33.....	27
TUITION REIMBURSEMENT.....	27
ARTICLE 34.....	28
PROFESSIONAL GROWTH.....	28
ARTICLE 35.....	29
IN-SERVICE PAYMENT.....	29
ARTICLE 36.....	29

NON-RESIDENT TEACHER TUITION.....	29
ARTICLE 37.....	30
ASSIGNMENT AND TRANSFER.....	30
ARTICLE 38.....	30
TEACHER EVALUATION.....	30
ARTICLE 39.....	30
TEACHER EVALUATION PROCEDURES.....	30
ARTICLE 40.....	32
WITHHOLDING AN INCREMENT.....	32
ARTICLE 41.....	32
NONRENEWAL OF A NONTENURED TEACHING STAFF MEMBER.....	32
ARTICLE 42.....	33
MENTORING.....	33
PART C – ARTICLES APPLICABLE TO NON-CERTIFIED STAFF MEMBERS.....	34
ARTICLE 43.....	34
MISCELLANEOUS PROVISIONS.....	34
ARTICLE 44.....	36
EMPLOYMENT PROCEDURES.....	36
ARTICLE 45.....	37
WORK YEAR.....	37
ARTICLE 46.....	43
STIPENDS.....	43
ARTICLE 47.....	44
HEALTH BENEFITS.....	44
ARTICLE 48.....	45
SEVERANCE BENEFITS.....	45

ARTICLE 49.....	46
DRIVER PROCEDURES.....	46
ARTICLE 50.....	47
TUITION REIMBURSEMENT.....	47
ARTICLE 51.....	47
EXTENDED SCHOOL YEAR.....	47
ARTICLE 52.....	47
EVALUATION.....	47
ARTICLE 53.....	48
NON-CERTIFICATED STAFF LONGEVITY.....	48
APPENDICES.....	50
APPENDIX A.....	50
TEACHER SALARY GUIDES.....	50
APPENDIX B.....	55
NON-RESIDENT TEACHER TUITION AGREEMENT.....	55
APPENDIX C.....	57
EXTRACURRICULAR GUIDE.....	57
APPENDIX C.1.....	58
EXTRACURRICULAR GUIDE.....	58
APPENDIX D.....	59
SECRETARY SALARY GUIDES.....	59
APPENDIX E.....	60
LUNCH/BUS AIDES SALARY GUIDES.....	60
APPENDIX F.....	62
INSTRUCTIONAL AND LIBRARY AIDES SALARY GUIDES.....	62
APPENDIX G.....	63

DRIVER SALARY GUIDES.....	63
APPENDIX H.....	64
CUSTODIAN SALARY GUIDES.....	64
APPENDIX I.....	65
MECHANICS SALARY GUIDES.....	65
APPENDIX J.....	66
TECHNOLOGY SALARY GUIDES.....	66
APPENDIX K.....	67
CERTIFICATION OF MAKEUP FOR.....	67
MISSED IN-SERVICE WORKSHOPS FOR SUPPORT STAFF.....	67
ADDENDUM TO MEMORANDUM OF AGREEMENT.....	68

PREAMBLE

This Agreement entered into this the 3rd day of August 2023 by and between the Board of Education of the Township of Denville in the County of Morris, New Jersey, hereinafter called the "Board", and the Denville Education Association of the Township of Denville, County of Morris, New Jersey, hereinafter called the "Association."

PART A
GENERAL

PART A – GENERAL

ARTICLE 1

NEGOTIATION OF A SUCCESSOR AGREEMENT

1.1 The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974 and such amendments to said laws as may be enacted. The parties agree that the Board shall provide the Association with a scattergram representing placement within the guide for all teaching staff members as of December 31 of the final year of the contract. The parties shall make a good faith effort to begin negotiations by December 31 of the final year of the contract.

SALARY GUIDES AND SUCCESSOR SALARY GUIDES

1.2 Salary guides for the term of this contract shall be drafted and agreed upon by both parties. All increases shall be inclusive of increment. It is agreed that if the parties have not negotiated a successor agreement on or before June 30, 2027, all employees shall remain at the step and salary they received for the 2026-2027 school year until the successor guides are ratified by the Board and the Association. The parties also agree that the development of the successor salary guides shall be resolved during that phase of negotiations.

1.3 Employees returning to work from leave must work 50% of the contractual work year set forth in Article 45 in order to be eligible for increment movement on the salary guide, if applicable.

ARTICLE 2

RECOGNITION

2.1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all certificated and non-certificated personnel paid on a salaried basis and included on the salary guides attached herein.

Excluded from the above-unit are the administration, to mean, Principals, Superintendent of Schools, Assistant Principals, Director of Curriculum, Director of Instruction, Business Administrator, Director of Special Services, Manager of Technology, any other administrator who is responsible for evaluations and observations, the administrative assistant to the

PART A
GENERAL

Superintendent, administrative assistant to the business administrator, manager of technology, transportation coordinator, maintenance specialist, accounts payable bookkeeper, and payroll bookkeeper.

2.2 Unless otherwise indicated, the term "teaching staff member" when used hereinafter in this Agreement, shall refer to all certificated employees represented by the Association in the negotiating unit as above defined.

2.3 References to male gender shall include female gender or non-binary.

ARTICLE 3

ASSOCIATION RIGHTS AND PRIVILEGES

3.1 The Association shall be permitted the use of school mail facilities and mailboxes for Association business, at appropriate times, with the knowledge of the building administrator, provided it does not interfere with the regular operation of the schools.

3.2 The Association shall be permitted the use of school facilities at appropriate times, provided that this shall not interfere with normal school operations and upon notification and approval of the building administrator.

3.3 Whenever any member of the Executive Committee or its designees are required to be absent from school in order to participate in any Association legal proceedings in which they are a direct party litigant or subpoenaed, said employee shall suffer no loss of pay, nor shall that employee be required to use "personal leave" for such purposes.

3.4 The Association President shall be granted a total of four (4) days per year for Association business. The days may be taken in half-day increments. In the event of an emergency, the Association President may request more time to be approved by the Superintendent of Schools. Such request shall not be unreasonably withheld. In the event, there is more than one (1) Association President, the four (4) days can be divided how they deem appropriate.

PART A
GENERAL

ARTICLE 4

REPRESENTATION FEE

4.1 Upon receipt of written authorization from the Association, the Board shall deduct a representation fee from the wages of each employee who is not a member of the Association and shall remit the moneys collected to the Association once each month, not later than the 15th of the month. The representation fee to be paid by non-members will be no more than eighty-five (85%) of that amount.

4.2 The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will commence thirty (30) days after the employee begins his/her employment in a position represented by the Association. The Board agrees to promptly transmit the amount so deducted to the Association.

4.3 If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said teacher during the membership year in question and promptly forward same to the Association.

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

4.5 The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5(2)(c) and (3) (L.1979, c.477), and the membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the Board shall immediately cease making said deductions. The Association shall provide evidence of the existence of this system to the Board and to all non-Association members before any deductions are made.

4.6 The Association will notify the Board in writing of any changes in the list provided for in Paragraph 4.1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board received said notice.

4.7 The Association shall indemnify and save the Board harmless from any claims or expenses raised against it pursuant to the Board fulfilling its contractual obligations in accordance with the terms of this Article.

4.8 The Association agrees that any moneys collected under provisions for Agency Fee shall

PART A
GENERAL

be held in a special account by the Board until such time as legal questions currently under consideration are decided.

ARTICLE 5

MANAGEMENT RIGHTS CLAUSE

5 The Board reserves to itself sole jurisdiction and authority, except as limited by the terms and conditions of this agreement; (a) to direct employees of the school district; (b) to hire, promote, transfer, assign and retain employees in positions in the school district and to suspend, demote, discharge or take disciplinary action against employees for just cause; (c) to relieve employees from duty because of lack of work or other legitimate reasons; (d) to efficiently direct school and district operations; (e) to direct the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to accomplish the mission of the school district.

ARTICLE 6

GRIEVANCE PROCEDURE

6.1 An Association member shall have the right to appeal the application of terms and conditions of employment which are in violation of the contract and administrative decisions involving the terms and conditions of employment. With respect to his/her personal grievances, he/she shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his/her appeal. He/she shall have the right to present his own appeal or designate a representative of the Denville Education Association or another person of his/her own choosing to appear with him/her or for him/her at any step in his/her appeal.

6.2 A. Any employee who has a grievance shall discuss it first with his/her principal (or immediate supervisor or department head, if applicable) in an attempt to resolve the matter informally at that level. Such discussions must take place within thirty (30) calendar days of alleged occurrence.

6.3 B. The principal shall informally respond to the employee within seven (7) calendar days of the discussion. If the matter is not resolved to the satisfaction of the employee, he/she shall set forth his/her complaint in writing to the principal (or immediate supervisor or department head, if applicable) within seven (7) calendar days. Any written grievance must be submitted on the grievance form attached hereto as Exhibit E. The principal (or immediate supervisor or department head, if applicable) shall communicate his/her decision to the employee

PART A
GENERAL

in writing within seven (7) calendar days of receipt of the written complaint.

6.4 C. The employee may appeal the principal's (or immediate supervisor or department head, if applicable) decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing and must set forth the grounds upon which the grievance is based. The written appeal must be presented within twenty (20) calendar days of the completion of 6.2.B. The Superintendent shall request a report on the grievance from the principal, shall confer with the concerned parties and, upon request, with employees or principal separately. He/she shall attempt to resolve the matter as quickly as possible but within a period not to exceed ten (10) calendar days. The Superintendent shall communicate his decision in writing, along with supporting reasons, to the employee and the principal (or immediate supervisor or department head, if applicable).

6.5 D. If the grievance is not resolved to the employee's satisfaction, he/she may request a review by the Board of Education. The request shall be submitted in writing within twenty (20) calendar days of the completion of 6.2.C. through the Superintendent of Schools who shall attach all related papers and forward the request to the Board of Education. The Board, or committee thereof, shall review the grievance, hold a hearing with the employee if requested, and render a decision in writing within thirty (30) calendar days.

6.6 E. 1) If the aggrieved person is not satisfied with the disposition of his/her grievance by the Board of Education or if no decision has been rendered within thirty (30) school days after the grievance was delivered to the Board, he/she may, within five (5) school days after a decision by the Board or thirty-one (31) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit its grievance to the Public Employee Relations Commission (P.E.R.C.). If the Association determines that the grievance is meritorious, it may submit the grievance to P.E.R.C. within thirty (30) school days after receipt of a request by the aggrieved person.

2) Within ten (10) calendar days after such written notice of submission to P.E.R.C., the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to P.E.R.C. by either party. The parties shall then be bound by the rules and procedures of P.E.R.C.

3) The arbitrator's decision shall be in writing and shall be submitted to the Board and Association and shall be final and binding on the parties.

4) In the event that arbitrability of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest either with the arbitrator regarding matters of procedural arbitrability or the courts regarding matters of substantive arbitrability.

PART A
GENERAL

5) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

6) The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to nor subtract anything from the agreement between the parties.

F. If any period specified in the terms of school days should occur at the end of the school year, the period will extend into the following school year for any unexpired school days in that step of the grievance procedure. In the event that calendar days include holidays or other events that interrupt the school year, the grievance shall be put on hold and the grievance process shall resume when school is in session.

ARTICLE 7

SICK LEAVE

7.1 Sick days are to be used only in the case of personal illness or disability of the employee. Sick leave for teaching staff members is to be granted as per N.J.S.A. 18A:30-2. Sick leave for teaching staff members shall be 10 school days with pay in any full school year (Sick days for teaching staff members hired after September will be pro-rated), commencing with the first day of employment.

All non-certificated employees shall be entitled to an annual sick day allowance as follows:

10 Month employees – 10 days

12 Month employees – 12 days

Sick leave shall be pro-rated for non-teaching staff employees hired after July 1 or after the start of the school year. Unused sick leave is accumulative without limit.

7.2 Certificated employees on sick leave through a school holiday will be paid for that holiday whether or not they possess sick leave to cover the days preceding or following that holiday.

7.3 When absence due to illness exceeds the annual sick leave and the accumulated sick leave for teaching staff members, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the

PART A
GENERAL

employment of a substitute if none is employed, for such a length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 of the annual salary.

When a non-certificated employee is on sick leave beyond his/her allotted number of days with pay, the deductions from his/her pay will be in the amount of 1/200th (10-month employees) and 1/240th (12 month employees) of his/her annual salary per day.

ARTICLE 8

PERSONAL LEAVES OF ABSENCE

8.1 Personal days shall be granted to attend to matters of emergency personal business which cannot be attended to outside the working day. Personal days may also be used in case of family illness. Employees are expected to request advance permission from their supervisor.

Employees shall be granted up to four (4) personal days per year with pay when requested in writing. If more than two (2) consecutive personal days are requested, the employee must provide a valid reason.

8.2 The Board of Education may, at its discretion, authorize leave in excess of these days for good cause.

8.3 Misuse of personal business leave may be grounds for disciplinary action. Personal business leave may be taken on the day before or after a school holiday or vacation only with reason given and upon the approval of the Superintendent or his/her designee. The Superintendent's decision shall be final and binding and not subject to the grievance or arbitration procedures contained in Article 6 of this Agreement.

8.4 For teaching staff members, unused personal days shall convert to sick days at the end of the school year and accumulate as provided in Article 7 or, in the alternative, teaching staff members may request to be compensated for unused personal days at the end of the school year, which compensation shall be equivalent to the current rate of pay for substitutes. Alternatively, unused personal days may accumulate and be used as family illness days. Personal days converted to family illness days may not be submitted for reimbursement at retirement.

8.5 For non-certificated employees, unused personal days will convert to sick leave or family illness days. Employee shall indicate option for unused personal days by the end of the contract year. Personal days converted to family illness days may not be submitted for reimbursement at retirement.

PART A
GENERAL

ARTICLE 9

BEREAVEMENT LEAVE

9 In the case of death in the immediate family during the school session, board employees shall be allowed five (5) school days leave of absence without deduction of pay. This leave is exclusive of sick allowance statutorily intended for personal illness only, pursuant to 18A:30-1 et.al. (Immediate family refers to husband, wife, mother, father, child, sister, brother (and their spouse or domestic/civil partner), grandparents, grandchildren, of employee or spouse or a family member or domestic/civil partner living in the employee's household.) Immediate family includes step-relative.

In case of death of a relative of second degree, a leave of absence of two (2) days will be allowed without deduction of pay. (Relative of second degree refers to uncle, aunt, niece, nephew, cousin or other in-law.

ARTICLE 10

JURY DUTY

10 Any employee who is called and reports to jury duty shall be paid by the Board of Education at his/her daily rate of pay, for every day the employee is required to be away from the job for the reason of serving on the said jury.

ARTICLE 11

PERSONNEL RECORDS

11.1 Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this Agreement. Personnel records may be inspected by the Board of Education and by school administrators to the extent that such inspection is required in the performance of the inspector's duties. An employee may inspect his or her personnel file provided that the employee reviews the record in the presence of the administrator designated to maintain the file; and makes no alteration or addition to the file nor removes any material from it.

11.2 No material derogatory to an employee's conduct, service, character or personality shall be entered into an employee's personnel file without the employee's knowledge of its inclusion. The employee shall indicate his or her knowledge by signing the same.

PART A
GENERAL

ARTICLE 12

TRAVEL EXPENSES

12 The validity of payments for job related travel expenses shall be determined by the Superintendent. The use of a personal vehicle shall be considered a legitimate job expense if travel is among schools to which the employee is assigned. Use of a personal vehicle for approved school purpose is reimbursable to the employee at the rate established by the Office of Management and Budget. All employees who are reimbursed for job related travel must have copies of their driver's license and certificate of insurance on file in the business office.

ARTICLE 13

NONDISCRIMINATION

13 The Board and the Association agree that there shall be no discrimination, and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.

ARTICLE 14

SEPARABILITY

14 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 of applications shall continue in full force and effect.

ARTICLE 15

COMPLIANCE BETWEEN INDIVIDUAL CONTRACT AND MASTER AGREEMENT

PART A
GENERAL

15 Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling; provided, however, that nothing contained in this paragraph shall be interpreted to limit the Board's right to determine initial placement on the salary schedule pursuant to N.J.S.A. 18A:29-9.

ARTICLE 16

MODIFICATION AND AMENDMENT

16 This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by the parties. Copies of the Agreement will no longer be printed, but will be distributed electronically. The Association shall bear the responsibility of distributing the contract to all current unit members. The Board shall present the contract to all employees hired after the initial distribution.

ARTICLE 17

DISTRIBUTION OF THE AGREEMENT

17 When this Agreement is signed and copies are made, copies will be distributed electronically.

ARTICLE 18

DURATION OF AGREEMENT

18 This Agreement shall be effective July 1, 2023, and shall continue in effect until June 30, 2027.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

**PART B - ARTICLES APPLICABLE TO CERTIFICATED
STAFF MEMBERS**

ARTICLE 19

WORK YEAR

19 The work year for all teaching staff members shall be a maximum of 183 days, consisting of 180 days of school sessions as recognized by the State of New Jersey, one (1) day of orientation and two (2) staff development workdays per year. The staff development days shall be equal to a regular workday with a one (1) hour lunch and one (1) fifteen (15) minute break. There shall be no other District meetings scheduled on staff development days. The staff development work days shall be scheduled by the Board in conjunction with the school calendar; however, these days shall not be scheduled during the winter, mid-winter or spring recesses.

ARTICLE 20

WORK DAY

20.1 The work day for teaching staff members in the elementary schools shall commence ten (10) minutes prior to the beginning of the official work day and end twelve (12) minutes after the official school closing time. During the official work day, the elementary teaching staff members shall work seven (7) hours and fifteen (15) minutes per day, with one preparation period and lunch equal to one full instructional period of at least forty (40) continuous minutes when possible. If common planning time cannot be given due to scheduling conflicts, a preparation period will be given in lieu of common planning time. Elementary teaching staff will be provided one common planning period per week of at least forty (40) minutes.

a) Part time employees shall have their schedule defined prior to the start of the school year to include hours worked on delayed openings, minimum days, and early dismissals. The Board shall provide Association Members thirty (30) days' notice of any scheduling changes.

b) All staff hired after July 1, 2020 must work a minimum of thirty (30) hours per week or the minimum allowed by state and/or federal law to be eligible for health

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

benefits. Conflicts a preparation period will be given in lieu of common planning time.

20.2 The work day for teaching staff members in the Valleyview Middle School shall commence ten (10) minutes prior to the beginning of the official work day and end twelve (12) minutes after the official school closing time. During the official work day, Valleyview middle school teaching staff members shall work seven (7) hours and fifteen (15) minutes per day with a daily lunch and eight (8) preparation periods, one (1) team meeting, and one (1) collaborative time per week equal to one full instructional period of a least forty (40) continuous minutes.

a) Part time employees shall have their schedule defined prior to the start of the school year to include hours worked on delayed openings, minimum days, and early dismissals. The Board shall provide Association Members thirty (30) days' notice of any scheduling changes.

b) All staff hired after July 1, 2020 must work a minimum of thirty (30) hours per week or the minimum allowed by state and/or federal law to be eligible for health benefits. All current staff are not affected by this change.

20.3 The work day for non-instructional professional staff shall not be less than seven (7) hours nor greater than eight (8) hours, inclusive of a duty free lunch period. The length of the work day depends upon the needs of their assignments and recognizes the need for flexibility in scheduling with these professional positions.

20.4 Some teachers may be required to work a flexible schedule. In those cases, the deviation may not exceed one hour before or after the regular workday set forth elsewhere in Article 20 of this Agreement. A teacher working a flexible schedule will work the same number of hours as otherwise required, continuously, with no breaks other than those called for in this Article. Teachers working a flexible schedule are not required to attend after-school meetings when such meetings conflict with their schedules or do not coincide with their workday. Under such circumstances the teacher must review the meeting minutes within a reasonable time after the minutes become available. Teachers on a flexible schedule will not be assigned a homeroom class.

20.5 Flexible time may be available on an annual basis to teachers with the following assignments:

ESL;
Reading Specialist;
Early Connections;
Basic Skills;
Gifted and Talented (ExPO);
Instrumental Music;
Child Study Team;

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

Art;
Choral Music;
Science;
Computer;
Library;
Physical Education;
World Languages

Teachers for these assignments will be selected from volunteers based upon their job assignment. The Association shall be notified of staff members on a flexible schedule. Participation in flexible scheduling shall depend upon the needs of the District as well as the interest and availability of the teacher each year.

If no volunteers are available, the Board shall assign a teacher to the position. If a teacher is involuntarily assigned, the position may be reposted the next school year to seek out other volunteers if the assigned teacher does not wish to remain in the position.

20.6 Teaching staff members whose assignments as substitutes result in loss of their preparation time shall be compensated at the “one rate hourly rate” as defined herein. If less than one (1) hour of preparation time is lost, compensation shall be prorated.

20.7 Any teacher directed to teach an additional period or time beyond the contractual work day shall be paid as follows: The time worked shall be computed as a mathematical proportion to a standard class period which is understood to be 1/6 of the annualized salary. It is understood that the teacher will complete the class preparation or other duties normally performed during any preparation period. Any compensation paid to a teacher for additional teaching time shall be considered as regular payroll and subject to the same pension obligations as that teacher’s regular annual salary.

20.8 Teaching staff members required to work prior to or after the contractual work year set forth in Article 19 shall be compensated at a rate equal to 1/183 of his/her yearly salary for each day worked.

20.8.a Any approved classroom teaching staff member who participates in a summer orientation session (i.e. Kindergarten, Pre-School orientations, ETC) will be paid a total of six (6) hours for the event at the staff member’s contractual hourly rate (Ex. Annual Salary/183/7.25x6).

20.9 Teaching staff members hired as part-time employees may be asked to work hours beyond their contractual time if requested by building administration. All staff members hired with part-time status will be compensated at their per diem hourly rate (per diem rate calculated on an hourly basis) for any pre-approved time worked outside of their regularly scheduled work day. These occurrences shall be:

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

Back to School Night
Evening Conferences
Afternoon Conferences
Full Staff In-Service Days
Full Staff In-Service Minimum Days

20.10 Team meetings at Valleyview Middle School shall be required (once a week) unless the Team determines to schedule additional meetings.

ARTICLE 21

SIGN IN/SIGN OUT

21 Recognizing that family and personal emergencies may require immediate contact with members of the staff, the following procedures have been established:

- A. Each morning, employees shall indicate their arrival at work utilizing the established procedures in the building.
- B. If an employee leaves the building for lunch or at another time for any reason approved by his/her immediate supervisor, he/she will utilize the established procedures in the building.
- C. At the end of the day, employees will indicate their departure utilizing the established procedures in the building.
- D. In the event that an employee shall have a scheduled conference after school with a parent, and the parent fails to arrive at the scheduled time, upon departure, the teaching staff member shall utilize the established procedures in the building.
- E. On minimum days for students, as defined by applicable State Board of Education regulations, and on those days provided for parent/teacher conferences, employees shall follow these same procedures for their established work day.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

ARTICLE 22

MEETINGS

22.1 Teachers shall attend up to eighteen (18) after school faculty meetings to be scheduled by the administration on Mondays during the school year, not to exceed two (2) per month. One of these meetings can be rescheduled due to inclement weather. These meetings shall be forty-five (45) minutes in length. The third Monday of each month shall be reserved for DEA meetings. Up to four (4) of these meetings per year may be Superintendent's Meetings. A schedule of the faculty meetings will be made available to teachers in the first week of the school year. An agenda will be distributed in advance of each meeting.

22.2 Instructional Team Leaders shall meet two (2) times per month with the Building Administrator outside of the regular school day and not on other designated meeting days in Article 22.1. The maximum time for each meeting shall be one (1) hour.

ARTICLE 23

MINIMUM DAY

23 Teaching staff members shall have a minimum day, as defined by the applicable State Board of Education regulations, on the following days:

- A. The day before Thanksgiving,
- B. The last day before winter recess,
- C. The last two (2) days of the school year, provided teaching staff members have completed all of their year-end responsibilities, and
- D. As provided in Article 24, "Parent/Teacher Conferences."
- E. Any day taken on early dismissal day for staff will be charged as a full day.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

ARTICLE 24

PARENT/TEACHER CONFERENCES

24.1 Teaching staff members shall attend one (1) Back-to-School Night per year not to exceed two and a half (2.5) hours. Teaching staff will also be required to work two (2) evening conferences and may be required to work one (1) additional event per year without additional compensation.

Three (3) minimum days for parent/teacher conference sessions shall be scheduled in the fall and three (3) in the spring. These days shall occur on dates and times deemed appropriate by the Board, holding one (1) conference block in the afternoon and the other holding two (2) conference blocks one (1) in the afternoon and one (1) in the evening. The third minimum day may become a floating minimum day for staff to be scheduled within a reasonable time period by the Board based on the calendar needs. This day will be defined when the yearly calendar is set by the Board. Evening conferences will occur from 6:00pm until 8:20pm.

ARTICLE 25

LUNCHROOM, PLAYGROUND AND BUS DUTIES

25 A. Teaching staff members may be called upon to supervise lunchroom and playground areas and/or AM/PM duty (PM duties after the teacher's work day). Teaching staff members shall be assigned from a list of volunteers. If no volunteers are available, the Board shall establish a rotating roster and make assignments on the basis thereof. No staff member shall be selected more than once until all staff members have been called upon. Teaching staff members will not be compensated for AM duty. Teachers working AM duty will have a mutually agreeable flexible schedule with the immediate supervisor. A teacher working a flexible schedule will work the same number of hours as otherwise required, continuously, with no breaks other than those called for in this article. The rate of compensation for lunchroom/playground duty and PM duty shall be forty-one dollars and twenty-one cents (\$41.21) per hour in 2023-24 and \$42.59 per hour in subsequent years.

B. These duties will be posted and advertised and implemented on an as-needed basis.

C. If the teaching staff members supervise the aforementioned duties for less than one (1) hour, compensation shall be prorated.

D. Time sheets will be turned in by the last day of the month to payroll to be paid on the 15th of the following month.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

E. In the event the bus does not arrive within one-half hour, the teacher will contact the Building Administrator.

F. During the last seven (7) minutes at the end of the school day, no staff member shall be assigned more than two duty assignments per five day week.

ARTICLE 26

SALARIES AND SALARY GUIDES

26.1 When a payday falls on or during a school holiday, vacation or weekend, teaching staff members shall receive their paychecks on the last previous working day.

26.2 Teaching staff members shall receive their final paychecks on the last working day in June.

26.3 The salary guides shall have the following increases during the term of this Agreement:

Year 1: 3%	effective	7/1/2023
Year 2: 3.35%	effective	7/1/2024
Year 3: 3.45%	effective	7/1/2025
Year 4: 3.45%	effective	7/1/2026

All increases and rates are inclusive of increment. The salaries of all teaching staff members covered by this Agreement are set forth in Appendix A which is attached hereto and made a part hereof.

26.4 Eligibility for guide advancement to the next step requires that the employee begin work no later than February 1st of the previous year.

26.5 Staff returning to work from leave must work 50% of the contractual work year set forth in Article 19 in order to be eligible for increment movement on the salary guide, if applicable.

26.6 A “one rate hourly rate” is to be prorated for all hourly work. Any position presently paid at a higher rate will freeze at that rate until the one rate exceeds it. For each year of the contract the “one rate” hourly rate will be computed. This rate will be published on each year’s salary guide page in Appendix A of this agreement.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

26.7 All Association Members are to provide one (1) years notice for movement on the salary guide. Horizontal advancement on the salary guide will occur once per school year on September 1.

ARTICLE 27

ADDITIONAL COMPENSATION

27.1 Stipends for the Head Nurse shall be paid as follows:

	2023-2024	24/25, 25/26, 26/27
one year	\$2,532.00	\$2,617
two years	\$2,745	\$2,837
three years	\$2,953	\$3,052
four years or more (maximum)	\$3,163	\$3,269

27.2 Teaching staff members who are specifically requested by the Administration to make presentations at official Board of Education meetings shall be compensated at the following “one rate hourly rate” per meeting:

2023-24	\$41.21
2024-25	\$42.59
2025-26	\$42.59
2026-27	\$42.59

27.3 Teaching staff members who agree to make presentations to parents outside the regular school day shall be compensated at the “one rate hourly rate” identified in Article 26, inclusive of preparation and presentation time.

Teaching staff members shall be reimbursed for the cost of materials, provided they have prior approval of the Superintendent or his/her designee.

27.4 Teaching staff members who provide bedside or home instruction shall be compensated at \$50.00 per hour in 2023-24 and \$51.68 in subsequent years.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

27.5 Teaching staff members performing curriculum work during the school year after school hours only and during the summer shall be compensated at the “one rate hourly rate” identified in Article 26.

27.6 Teaching staff members who supervise after-school detention, homework center, open library, or the FLEX program at Valleyview Middle School shall be compensated at the “one rate hourly rate” identified in Article 26.

27.7 Teaching staff members who teach after school or before school test prep academies shall be compensated at the “one rate hourly rate”. They shall be paid one hour of prep for every two hours of instruction.

27.8 The stipend for the Instructional Team Leaders, Encore Team Leaders, and TSS team members shall be as follows:

2023-2024 School year:	\$1,799.00
2024-2025 School year:	\$1,859.27
2025-2026 School year:	\$1,859.27
2026-2027 School year:	\$1,859.27

27.9 The Teachers Teaching Teachers shall be compensated for a minimum of four (4) hours of preparation time and two (2) hours of instruction at the rate of \$63.36 per hour for 2023-24 and \$65.48 per hour in subsequent years.

27.10

A. Teachers escorting students on overnight field trips shall be compensated at the following rates:

2023-2024 School year:	\$131.00 per night
2024-2025 School year:	\$135.39 per night
2025-2026 School year:	\$135.39 per night
2026-2027 School year:	\$135.39 per night

B. Teachers returning to chaperone an evening activity shall be compensated at a rate of \$35.00 per event in 2023-24 and \$37.16 per event for subsequent years after they have worked the required evening events in accordance with Article 24.1.

27.11 Teachers attending mandated Child Study Team meetings/IEP meetings before or after the school day or during a preparation period will be compensated at the “one rate hourly rate” identified in Article 26.

27.12

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

A. An Extended Year Summer Program has been established in Denville under the mandates of the state special education code. The hours of the program will be determined under the direction of the Denville Board of Education, Special Services Department and in compliance with student Individual Educational Plan needs. Teachers shall be paid as follows:

2023-2024 School Year: \$48.98
2024-2025 School Year: \$50.62
2025-2026 School Year: \$50.62
2026-2027 School Year: \$50.62

Teachers will be hired for the entire Extended Year Program, whenever possible for the continuity of the program and student needs.

B. Teachers shall be issued paychecks on the normal pay dates of the district. The final paycheck shall be issued on August 30th. Separate funds shall be made available in a timely manner to provide classroom supplies for this program.

C. Notice of hiring for these positions shall be posted in each of the school buildings as soon as the summer school program needs are determined by the Child Study Team director but no later than April 30th. Hiring priority shall be given to teaching staff currently employed in the district.

27.13

A. A ten-month staff member regularly assigned to additional duties between the end of one school year and the beginning of the next as a Guidance Counselor/Scheduler shall be paid their additional per diem salary as added compensation for the extra duties of the position. In lieu of compensation, the staff member may opt to take up to five (5) days as compensatory time.

B. Should the staff member no longer be assigned the additional duties, the compensation for the extra work will be discontinued and he/she shall only be entitled to his/her appropriate guide salary as provided in the Appendix of this agreement. It is agreed and understood that such a reduction of salary is solely because the extra duties shall be eliminated and it need not be accomplished as a reduction of salary under the provision of N.J.S.A. 18A:6-10.

27.14 When room changes are required to be made on a non-work day, teaching staff members shall be compensated for a full day of work as defined by Article 20 as follows:

2023-2024 School year: \$226.37
2024-2025 School year: \$233.95
2025-2026 School year: \$233.95
2026-2027 School year: \$233.95

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

ARTICLE 28

EXTRACURRICULAR GUIDE

28.1 Extracurricular assignments shall be performed and/or conducted outside the regular school day, except for those activities which by nature cannot be performed outside the regular school day.

28.2 The salaries of all teaching staff members covered by the extracurricular guide are set forth in Appendix C which is attached hereto and made a part thereto.

28.3 If any extracurricular duties are assigned, they shall be added to the extracurricular guide and the stipend will be agreed upon mutually by the Board and the Association.

28.4 A. All extracurricular positions shall be posted annually in accordance with the following procedure: A notice shall be posted in each school. A copy of said notice shall be given to the Association at the time of posting. The qualifications for the position, its duties, and the rate of compensation as set forth in Appendix C shall be clearly set forth in the posting notification. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent, or designee, within the time limit specified in the notice.

B. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified out-of-district person who is the holder of an appropriate New Jersey teaching certificate.

C. If after having made every effort, the Board is unable to employ a qualified person in accordance with the procedure set forth above, the Board may assign a qualified teaching staff member from within the district.

D. A letter of resignation must be submitted by any teaching staff member who chooses to give up their extra-curricular responsibilities. In such a case, the procedure set forth above shall be followed to hire a replacement.

E. Teachers changing coaching/advising assignments maintain steps previously acquired providing they stay in the same column.

F. All extracurricular stipends will be increased by 3.35% in the second year (2024-25) of the contract.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

ARTICLE 29

MATERNITY AND/OR CHILD REARING LEAVE

29 The Board of Education will grant a leave of absence for child rearing to teaching staff members, according to statute, under the following condition:

A. A teaching staff member who is pregnant will file with the Superintendent not later than three (3) months before the expected birth of the child, an application for maternity leave, together with a physician's certificate setting forth the date of the expected birth as well as the date the employee expects to return to work.

B. Upon recommendation of the Superintendent and approval by the Board, requested child rearing leave will commence on the date specified by the employee or the date of birth or adoption, whichever is first.

C. All extended maternity and child rearing leaves shall be up to a maximum of two and a half (2 ½) years. The school year of birth after February 1st plus two additional years shall be the maximum. For teaching staff members hired on or after July 1, 2015, extended maternity and child rearing leaves shall be a maximum of twelve (12) months after disability and FMLA. Requests for leave must be made annually. Five months before the scheduled date of return, notification of return or a request for an extension must be received by the Board. If such request is not made it will be deemed that the employee has resigned. Re-entry points will be decided based on continuity of instruction. Every reasonable effort will be made to notify teachers of their schedule ten (10) days prior to their return. Teaching staff members who experience a change of life event while on leave may petition the superintendent for early return or extension. The superintendent will accommodate if possible pending Board approval.

D. If evaluations of the teaching staff member indicate that he/she is not performing his/her duties, the Board may require a physical examination and have the teaching staff member's physician consult with the school medical officer.

E. The Board may grant a teaching staff member's request to rescind an approved child rearing leave for extenuating circumstances as may be determined by the Board in each individual case.

F. Teaching staff members adopting a child will be entitled to child rearing leave in accordance with the terms and conditions of this provision.

G. The terms of this provision shall apply to both male and female teaching staff members, but in no event shall more than one (1) employee from the same household be entitled to child rearing leave under this provision.

PART B
ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

ARTICLE 30

SABBATICAL LEAVE

30.1 Sabbatical Leave may be recommended by the Superintendent on an individual teaching staff member requirement basis. The recommendation will be submitted by the Superintendent to the Board of Education in writing, setting forth the reasons for the recommendations and justifying such leave by reason of benefits to be derived by the school system.

30.2 Sabbatical Leave shall be granted subject to the following conditions:

A. If there are sufficient qualified applicants, sabbatical leave shall be granted to no more than one (1) teaching staff member per district per school year.

B. Priority shall be as follows:

1. Length of active service in Denville

2. All things being equal, the Superintendent of Schools shall make the final decision based on the benefits to be derived from the program that the applicant pursues.

C. Requests for Sabbatical Leaves must be received by the Superintendent in writing in such form as may be mutually agreed upon by the Superintendent and the Denville Education Association, no later than November 1, and action must be taken on all such requests no later than February 1 of the school year preceding the school year for which the Sabbatical Leave is requested.

D. The teaching staff member must file an application containing:

1. Description of course(s) to be taken;

2. Statement of how these courses will contribute to or benefit the school system;

3. Statements of long-range professional objectives.

E. The teaching staff member has completed at least seven (7) full school years of active service in the Denville School district.

30.3 A teaching staff member on Sabbatical Leave for one full year shall be paid by the Board at fifty percent (50%) of the salary rate which he would have received if he had remained on

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

active duty, if said leave is for full time study.

30.4 A teaching staff member on Sabbatical Leave who has completed ten (10) years of service in the Denville School District shall be paid by the Board at seventy-five percent (75%) of the salary rate which he would have received if he had remained on active duty, if said leave is for full time study.

30.5 Upon return from Sabbatical Leave, a teaching staff member shall be placed on the salary schedule at the level which he should have achieved had he remained actively employed in the system during the period of his absence.

30.6 While on Sabbatical Leave, the teaching staff member shall not be paid for any courses he or she may pursue or any other expenses. The teaching staff member is entitled to insurance benefits; however, there will be no accumulation of unused sick days which might be credited if not granted sabbatical.

30.7 Teaching staff members will remain in the employ of the Board for two (2) school years after return from sabbatical or salary paid during sabbatical shall be reimbursable to the Board.

ARTICLE 31

SEVERANCE BENEFITS

31.1 Legal retirement shall be determined by pension eligibility as recognized by T.P.A.F.

31.2 Effective July 1, 2007, upon legal retirement, teaching staff members shall be compensated at the rate of \$66 per day for any unused sick leave up to one hundred sixty-five days (165) accumulated while in the employ of the Denville Township Board of Education. If a retirement eligible staff member provides the district with 150 days' notice prior to retirement the rate for sick day cash out is increased to \$75 per day, to a maximum of one hundred sixty-five (165) days.

31.3 Payment of severance benefits shall be made to the estate of any teaching staff member who dies while in service, and who would otherwise have been eligible to receive such benefits.

PART B
ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

ARTICLE 32

INSURANCE PROTECTION

32.1 The Employee Health Insurance Benefit shall be as follows:

A. Health benefits coverage shall be provided through the School Employees' Health Benefits Plan ("SEHBP") at the Direct 15 level of coverage. Employees must contribute to their health benefits coverage in accordance with New Jersey law (Ch. 78, P.L. 2011). An employee may select the Direct 10 level of coverage or another level of coverage that is more expensive than the Direct 15 level of coverage and pay 100% of the difference between the Direct 15 level of coverage and the more expensive level of coverage.

B. A Prescription Plan shall be provided, covering both employee and his/her eligible dependents, with a co-payment as follows: one-time payment for mail-in prescriptions, ten (\$10) co-pay for generic and fifteen (\$15) dollars co-pay for name brand prescription medications.

C. Effective with the 1989-1990 school year, the Board shall provide a three party dental insurance plan equal to or better than the New Jersey Dental Service Program I-A providing the following benefits:

Co-Payment Preventive & Diagnostic	100%
Remaining Basic Benefits	80%
Crowns, Inlays and Gold Restorations	50%
Prosthodontic Benefits	50%

The maximum amount payable by the carrier for the above dental services provided an eligible patient in any calendar year is \$1,500

Co-Payment Orthodontic Coverage	50%
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Orthodontic Benefits are subject to a \$1,000 maximum per case which is separate from the \$1,500 maximum mentioned applicable to Basic and Prosthodontic Benefits.

32.2 \$25.00 deductible per patient per calendar year which is not applicable to Preventive and Diagnostic Service.

32.3 Effective July 1, 2002, the maximum amount that the Board shall be required to contribute toward the premiums of the dental insurance program shall be \$48,816.40; any premium in excess of that amount shall be borne by the employees participating in the dental insurance program. Beginning July 1, 2004, the Board will pay, per employee, the amount equal to the amount it paid in 2003-04 per employee who elected dental.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

32.4 Carrier Changes - In the event the Board anticipates a change of insurance carrier(s), the Association shall be provided with at least sixty (60) days advance notification or a period of time mutually agreeable to the Board and the Association (from date of reception of insurance contracts) to enable it to analyze both plans to determine whether the new plans are substantially equivalent to the current plan. The Board shall provide the Association with all necessary information, including but not limited to, complete copies of both insurance contracts.

32.5 The Board shall reimburse the regular district portion benefits for COBRA for any new staff member who has a waiting period up to sixty (60) days.

ARTICLE 33

TUITION REIMBURSEMENT

33.1 To provide additional growth in a major field of study and thereby benefit the school district, the Board of Education will reimburse all full time employees for tuition costs of courses taken only for a course or degree related to the employee's current or future job responsibilities, pursuant to N.J.S.A. 18A:6-8.5.

33.2 Approval of the Principal and Superintendent shall be required prior to course registration. If approval is denied, the employee may appeal to the Board.

33.3 Tuition reimbursement shall be authorized upon presentation of the receipt for payment of a course to the Superintendent.

33.4 Maximum of nine (9) credit hours at the prevailing State College Rate (Rutgers University).

33.5 The institution must be a duly authorized institution of higher education as defined by N.J.S.A. 18A:3-15.3.

33.6 If on April first, the Superintendent determines that funds remain in the tuition budget, he shall advise all personnel of the availability and may authorize the waiver of stipulation four (4) above until the budget line is exhausted.

33.7 The employee will reimburse the Board of Education in the event that:

A. The course is not fully completed for credit points, or a grade of "B" or better is not earned in the course or a "pass" is not received in a course evaluated on a pass/fail basis; or

B. The employee does not remain in the school district for at least one school year, if recommended for re-employment, following completion of said course(s).

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

33.8 Application for course approval shall be presented to the Superintendent no later than one (1) month prior to the start of the semester in which the course(s) are to be taken.

33.9 To be eligible for tuition reimbursement, teaching staff members must have been employed by the Board for two (2) full school years. If funds are remaining, teaching staff members who have successfully completed their first year may submit for reimbursement of up to one class.

33.10 Tuition reimbursement shall be capped at \$50,000.00 per year for both certificated and non-certificated staff combined. Money will be divided into two (2) equal portions of twenty-five thousand dollars (\$25,000.00) each to coincide with the course approval dates of July 1-December 31 (session 1) and January 1-June 30 (session 2). Any remaining funds in the first session will carry over to the second session.

33.11 Tuition reimbursement for certifications/licenses to retain/acquire Medicaid eligibility shall be granted with prior approval of the Superintendent.

ARTICLE 34

PROFESSIONAL GROWTH

34.1 The Board of Education recognizes the value to professional staff members and to the school district of the participation of teaching staff members in visitations, professional meetings and conferences at the local, state, national, and regional levels. Such meetings may promote professional competence by providing leadership opportunities for staff members, by enabling staff members to learn of professional developments, and by affording opportunities for the appraisal of programs and practices that may be implemented in this district. The Board shall budget for attendance at professional conferences by staff members under their supervision.

34.2 All requests for attendance at professional meetings or conferences must be made through the principal. Requests must be made on a form provided by the Superintendent and must include the estimated costs of attendance. The Superintendent is authorized to approve any such request for attendance of not more than one (1) day's duration. Any request for attendance at a professional conference exceeding one (1) day requiring overnight lodging or costs must be approved by the Superintendent and the Board. Approval granted in accordance with the policy shall be without loss of pay, sick leave, or personal leave.

34.3 No reimbursement shall be made for attendance at professional conferences without submission to the Business Office of a copy of the approved request and documentary evidence of expenses incurred. The staff member who attends an overnight conference shall submit either

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

a verbal or written report of the conference, as determined in consultation with the principal, within one (1) week of the conclusion of the conference.

ARTICLE 35

IN-SERVICE PAYMENT

35.1 Teaching staff members shall receive monetary compensation for every four (4) hours of in-service workshop attended as follows:

2023-2024	\$81.96
2024-2025	\$84.71
2025-2026	\$84.71
2026-2027	\$84.71

In-service payment shall only be paid during the year in which a teaching staff member satisfied the four (4) hours of in-service workshop requirement and shall not be earned on a prorated basis.

35.2 In-service workshops shall be scheduled outside the regular work day and are not otherwise scheduled as part of the regular school calendar workshops.

35.3 All staff may be responsible for complying with mandatory compliance programs through online training on their own time. Completion of such online training will not exceed four (4) hours. Mandatory online training must be completed prior to the first day of school for students each year.

ARTICLE 36

NON-RESIDENT TEACHER TUITION

36.1 Whenever any non-resident teaching staff member enrolls his/her child (children) in the Denville Township Public Schools, all tuition costs shall be reduced by fifty percent (50%) for the child (children) enrolled, regardless of the residency of the teaching staff member.

36.2 Any non-resident teaching staff member who wishes to enroll his/her child (children) in the Denville Township Public Schools shall do so in accordance with the terms and conditions set forth in the Tuition Agreement presently in effect in the Denville Township School District

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

which appears in this Agreement as Appendix B.

ARTICLE 37

ASSIGNMENT AND TRANSFER

37.1 All teaching staff members are otherwise subject to assignment or transfer at the direction of the Board of Education upon recommendation of the Superintendent of Schools. The following factors shall be considered in transfers or assignments:

A. When vacancies exist, teaching staff members shall be notified in writing and a copy shall be provided to the Association, so that they may apply for same.

B. When transfers are to be made, persons involved shall be interviewed by the Superintendent or his designee and the reasons for transfer shall be reviewed.

ARTICLE 38

TEACHER EVALUATION

38.1 The final determination of the evaluation form utilized shall be made by the Board.

ARTICLE 39

TEACHER EVALUATION PROCEDURES

39.1 Observations and evaluation shall be uniformly applied among the three (3) schools to tenured and non-tenured teaching staff members in accordance with State statutes, regulations and Board Policy.

39.2 Teaching staff members shall be informed of the identity of their observers/evaluators.

39.3 Observations shall take place at reasonable intervals prior to the preparation of an evaluation.

39.4 Teaching staff members shall have the right to respond in writing to

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

observation/evaluation reports presented at the observation/evaluation conference. Where deficiencies are noted in an observation or evaluation, appropriate time and assistance for remediation shall be given prior to re-evaluation of those deficiencies.

39.5 Observation/evaluation reports shall be maintained in a teaching staff member's central office personnel file.

39.6 The official evaluation form shall be completed by the building principals, assistant principal and/or by a member of the Central Office administration.

39.7 a) Non-tenured teaching staff members shall uniformly participate in a mid-year summative conference. The conference shall occur at a mutually convenient time for the teaching staff member and evaluator provided that it occurs within ten (10) school days after receipt of the summative evaluation report. If such conference does not occur within this ten (10) day period, the conference shall be scheduled by the evaluator.

b) The annual summative conference shall occur at a mutually convenient time for teaching staff member and evaluator provided that it occurs within ten (10) school days after receipt of the final summative evaluation report. If such conference does not occur within this ten (10) day period, the conference shall be scheduled by the evaluator.

39.8 Within ten (10) school days of an observation, a copy of the written evaluation shall be given to the teaching staff member and a conference will be held between the evaluator and the teaching staff member.

39.9 A copy of the signed official written evaluation and the teaching staff member's additional comments, if any, shall be placed in the teaching staff member's Central Office Personnel file.

39.10 Professional Improvement/Development Plans shall be based on an individual's job description and evaluation and shall serve as a guide to assist each staff member and the Denville Schools, as a whole, to foster the highest levels of professional excellence. Furthermore, they shall provide a focus for district wide professional development efforts.

39.11 A Professional Improvement Plan will be developed jointly between the teaching staff member and the evaluator at the time of the Year End Summary Conference. It shall include a written statement of suggested activities mutually agreed upon by the teaching staff member and the evaluator in the Year End Evaluation.

39.12 A corrective action plan shall be developed when necessary to correct observed deficiencies. It shall include the following:

A. Performance objectives, including clearly stated criteria and expected outcomes.

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

- B. Timeliness for implementation of corrective measures.
- C. A clear understanding of the responsibilities of the teaching staff member, supervisor and district regarding time, space, materials, and activities connected to the implementation of the plan.
- D. Nothing contained in this provision shall be construed to limit the performance objectives and/or criteria which may be included in the Professional Improvement Plan by the Board as required by N.J.A.C. 6:3-1.19 and 6:3-1.21.
- E. Derogatory notations should be part of the teaching staff member's file only if he/she is aware of them and has an opportunity to write his/her reactions.
- F. Every effort shall be made to coordinate observations between departments/schools where individuals are shared.

ARTICLE 40

WITHHOLDING AN INCREMENT

40 Teaching staff members whose work fails to show evidence of continued professional improvement and development and whose work does not receive the recommendation of approval by the Superintendent to the Board of Education will not be granted normal increments or adjustments. Prior to voting on a recommendation to withhold a salary increment the Board shall offer the teaching staff member the right to a hearing before this Board or a committee thereof. The Board shall within ten (10) days of withholding an increment give written notice of such action, together with the reasons therefore, to the teaching staff member concerned.

ARTICLE 41

NONRENEWAL OF A NONTENURED TEACHING STAFF MEMBER

41.1 The Board shall meet in accordance with the law each year to consider the renewal and nonrenewal of contracts for nontenured teaching staff members and to determine those teaching staff members who will not be reemployed. Each teaching staff member whose reemployment will be discussed at such a private meeting will be so notified in order that he/she may request discussion at a public meeting.

41.2 The Board shall notify each nontenured teaching staff member to whom reemployment will not be offered of such nonrenewal in writing in accordance with the law. Any teaching staff

PART B

ARTICLES APPLICABLE TO CERTIFICATED STAFF MEMBERS

member whose contract has not been renewed by the Board may apply in writing to the Board within fifteen days of notification for the reasons of nonrenewal. The Board will provide a written statement of reasons within thirty (30) days of the receipt of any such request. The Board will also provide any nonrenewed teaching staff member with an opportunity to meet informally with the Board of Education, provided that a request for such an appearance is received within ten (10) days after the teaching staff member receives the statement of reasons provided by the Board.

ARTICLE 42

MENTORING

42 Pursuant to applicable law, if funding is received from the State, the district will pay that amount for mentoring of First Year Teachers. Monies will be paid directly to the mentor at two pay periods per year in December and June. This shall continue each year as long as funding continues.

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

**PART C – ARTICLES APPLICABLE TO
NON-CERTIFIED STAFF MEMBERS**

ARTICLE 43

MISCELLANEOUS PROVISIONS

43.1 Motor Vehicle Violations/Stipend

All transportation employees (including mechanics and mechanic's helpers) must inform the Superintendent or other designee within twenty-four (24) hours of any conviction involving a motor vehicle for which 6 points or more has accrued (single incident or aggregate) under any state driver license point revocation system. Each driver and full time mechanic (with CDL and passenger endorsement) will be awarded a stipend upon completion of a point- free year (July 1 -June 30) of driving. Qualified drivers shall receive the stipend no later than October 1st immediately after the end of the school year.

- 2023-24 \$1000.00
- 2024-25 \$1033.50
- 2025-26 \$1033.50
- 2026-27 \$1033.50

43.2 License Renewal

All mechanics, mechanic's helpers and drivers must have a current, valid bus driver's license. The Board shall reimburse each driver for his/her license renewal fee. Instructional aides will be reimbursed for his/her substitute certificate or his/her teaching certificate.

43.3 Physical Examinations

A. Drivers over the age of seventy-five (75) shall undergo physicals two (2) times per year in accordance with new regulations.

B. Each transportation employee (including mechanic and mechanic helpers) will receive, without charge, a physical examination from the school physician every year. If the employee chooses, the employee may have the physical examination performed by his/her personal physician, utilizing the examination form provided by the Board. The maximum reimbursement by the Board is one hundred and twenty-five dollars (\$125.00) per physical. The maximum

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

reimbursement by the Board is one hundred and twenty-five dollars (\$125.00) semi-annually for those drivers over the age of seventy-five (75). Either party can request a second opinion at the party's own expense.

43.4. Black Seal License

A. All custodians must possess a Black Seal License. Any training required to obtain the license shall be done on the employee's own time and not during the workday. However, employees who work during the evening shall be provided release time provided they make up the time in the same week. The Board shall pay for the training. If an employee fails the Black Seal License examination, the Board will provide tutoring to the employee to assist with the second examination. Once the employee passes the examination the Board shall pay for the license. Any custodial employee who fails the Black Seal License examination on two attempts, or whose Black Seal License is forfeited or revoked may be terminated with just cause. New hires are required to receive their Black Seal within one year of hire date.

B. The Board will reimburse employees for the cost of the renewal of Association Members Black Seal License.

43.5 In-Service Training and Other Professional Development

A. All employees may be required to attend in-service training sessions during their regular work year at the Board's discretion. The sessions may be done in hourly increments not to exceed eight (8) hours per year. If the Board requests an employee to be trained more than these eight (8) hours, outside of the regular work day, the employee shall be paid the minimum wage in accordance with the law.

The employees may be excused from this training due to personal or professional reasons but are required to review/make-up the materials and content within two weeks of returning to work. Every effort will be made to complete the training during regular working hours. Appendix K is the form which must be completed to verify review of missed in-service training. Employees will receive notification of training dates/times at least two weeks in advance. The Board or its designee will receive notification of exclusion from attendance at least one week in advance except in cases of emergency. At the beginning of each school year, the Board shall notify the Association of what in-service professional days non-certificated staff are required to attend. The Board shall provide Association Members thirty (30) days' notice of any changes during the school year.

B. The Board shall pay the full cost of registrations, fees, tuition, materials, and/or other reasonable expenses incurred by the employee in connection with any courses, workshops, seminars, conferences, in-service training sessions or other such sessions provided that these activities are directly related to the employee's current position. Courses or other activities that would qualify an employee for another position are not reimbursable. All requests for attendance

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

at courses, workshops, seminars, conferences, in-service training sessions or other such sessions must be made through the principal or immediate supervisor of the employee. Requests must be made on a form provided by the district and must include estimated costs of attendance. No reimbursement or other compensation will be made if prior approval was not granted. Requests for reimbursement must include documentary evidence of the expenses incurred. The total amount available for the entire unit for reimbursement under this paragraph in any year shall not exceed \$5,000.00 (Maximum tuition reimbursement for all certificated and non-certificated staff is set at \$50,000 as per Article 33.10 and Article 50.1) All employees will be subject to travel regulations mandated by the New Jersey Department of Education.

C. All staff may be responsible for complying with mandatory compliance programs through online training on their own time. Completion of such online training will not exceed four (4) hours. Completion date of such training shall be within the days of the scheduled work year.

43.6. Clothing

One spring-weight and one winter-weight jacket will be provided to each custodian, maintenance person, and mechanic. In year one of employment, both jackets will be provided and in subsequent years, spring and winter jackets will alternate annually. Used jackets shall be returned to the Board following their useful life or at termination of employment. The Board shall provide five (5) shirts and two (2) sweatshirts to each custodian and maintenance person per school year. The Board shall reimburse each custodian for the purchase of pants and/or shoes up to a total clothing allowance of one hundred dollars (\$100) per year.

43.7 Evening Chaperones

Support Staff employees returning to chaperone evening activities shall be compensated at the same rate as teacher chaperones are paid (or would be paid) for the same event.

ARTICLE 44

EMPLOYMENT PROCEDURES

44.1 Resignation and Termination

A. An employee being terminated from his/her position shall be given twenty-one (21) days' notice by the Board except for cause, in which case termination will be immediate upon notification except as otherwise authorized or required by law.

B. Earned vacation shall be paid according to the proportion of time worked to the contract year.

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

44.2 Notification

Every effort shall be made to notify employees of their contract and salary status for the ensuing year no later than May 31.

44.3 Subcontracting

The Board shall discuss matters of subcontracting with the Association and its representatives at least 60 days prior to formal Board action. However, the decision to subcontract remains a nonnegotiable managerial prerogative.

44.4 Non-Renewal

Non-renewal of any non-certificated employee shall be subject to the provisions of the applicable statute and/or regulation.

ARTICLE 45

WORK YEAR

45.1 The work year of all employees shall be separately defined for each category of employee.

1. Secretaries

a. 10 month

The work year shall be 192 days, which shall include five (5) days before the school year begins and five (5) days after the school year ends.

b. 12 month

(i) **School Secretary** —(approximately 218 days) the work year shall extend from July 1 to June 30, excluding when schools are closed for Winter Vacation in December-January, the Spring Vacation in March-April, and twenty (20) days in July-August, unless otherwise agreed upon by immediate supervisor. All Secretaries shall receive two (2) days off per year for teachers' convention. Any school secretary who works days beyond his/her contractual number of work days shall be paid his/her per diem salary (1/220- School Secretary) or may elect an equal number of comp days in lieu of additional salary as mutually agreed upon by the employee and his/her supervisor.

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

(ii) **District-Wide Support Staff** (240 days) - the work year shall extend from July 1 to June 30, excluding when schools are closed for winter vacation in December/January.

c. Any school secretary who works days beyond his/her contractual number of work days shall be paid his/her per diem salary (1/220- School Secretary) or may elect an equal number of comp days in lieu of additional salary as mutually agreed upon by the employee and his/her supervisor.

2. Aides

The work year for instructional aides shall be 182 days, including two days before students report for school. The work year for all other aides shall coincide with the school year calendar. All Instructional Aides are required to attend two (2) in-service days on the minimum days throughout the year already designated for in-service on the school calendar.

a. Aides may be required to attend one (1) school event per year compensated at a rate of thirty-five (\$35) per event in 2023-24 and \$36.17 per event in subsequent years. The event will be mutually agreed upon with their building-administrator.

3. Drivers/Bus Aides

The work year shall be 181 days. The work year shall begin one day prior to the first day of school for students to allow for orientation meetings, online training, and dry route runs (add to yearly pay on salary guide).

4. Custodial and Maintenance Employees

The work year shall be from July 1 to June 30.

5. Mechanics

The work year shall be from July 1 to June 30.

6. Network Technician/Support Specialist and Network Engineer

The work year shall be from July 1 to June 30.

45.2. Vacations

Vacation days are earned by 12 month employees only. Vacation days shall be used the year of work for which they were earned and are not accumulative. Requests to carry over vacation days must be approved in writing by the Superintendent; provided, however, that in no

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

case shall more than five (5) vacation days be carried over. The most senior employees' request will be granted first provided requests are made by May 1. After May 1, requests will be considered on a first come first serve basis.

Vacation schedule for 12-month Employees (Except School Secretaries)

Following years 1, 2, 3:	10 days
Years 4 through 10:	15 days
11+ years:	20 days

Vacation days will be pro-rated when employment begins after July 1. Requests for vacation days must be approved by the employee's immediate supervisor at least five (5) work days prior to the requested date(s). Summer vacation must be arranged to meet the needs of the district.

Custodial/Maintenance employees and mechanics who are entitled to fifteen (15) days or more in any year shall be required to use at least five (5) days during the period from September 1 to June 30 and the remainder from July 1 to August 31.

Custodial and maintenance employees and mechanics shall be required to take vacation when school is not in session (during the summer vacation or school vacation periods). In order to have a vacation outside of those times, the employee must have administrative approval. Denial of such a request cannot be grieved.

All twelve (12) month employees (including school secretaries) have the option of working and cashing in up to five (5) vacation days, at their per diem rate. Any employee hired after July 1, 2016 shall not be able to cash in vacation days.

45.3 Holidays

Ten month employees shall be entitled to ten (10) holidays listed on the school calendar. Twelve month employees shall be entitled to four (4) floating holidays plus the ten (10) holidays listed on the school calendar, for a total of fourteen (14) holidays. When a holiday falls on a weekend, all employees shall be entitled to a holiday on the day which is designated by the state as the observed holiday or employees will be entitled to an additional floating holiday, as determined by the Board. The Board shall annually notify employees at the time the school calendar is finalized as to the days scheduled for school holidays. Floating holidays shall be scheduled upon seeking the prior approval of the Superintendent.

45.4. Work Day

Part time employees shall have their schedule defined prior to the start of the

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

school year to include hours worked on delayed openings, minimum days, and early dismissals. The Board shall provide Association Members thirty (30) days' notice of any scheduling changes. if conditions permit.

1. Secretaries

All employees shall work an eight (8) hour day inclusive of a one-hour lunch and one fifteen (15) minute duty free break. Whenever schools are closed before the end of the school day due to inclement weather, all school secretaries and district-wide support staff can depart after the last student departs. Whenever schools are closed for the day due to inclement weather, secretaries will be advised as to the need for them to report to work. If advised not to report to work, they will not need to make up the day.

2. Mechanics

The work day shall be eight (8) hours inclusive of a one (1) hour lunch.

3. Custodial and Maintenance Employees

The work day shall be eight (8) hours inclusive of a one (1) hour lunch period. The lunch period shall be mutually established by the school principal and the custodian. A custodian who has used a portion of his/her lunch period to deal with an emergency shall resume his/her lunch after he/she has dealt with the emergency.

The Board can establish a work schedule for night custodians to work Monday through Thursday nights and Saturdays during the day. This new work schedule will be available for employees hired after July 1, 2016. Current employees shall have the right to select this schedule (if made available) over new hires.

a. On Call: Employees required to be "on call" on Saturdays, Sundays and holidays need to be notified in writing no later than 8 hours prior to reporting time. They shall be paid \$80.00 per five (5) hour shift. Employees "on call" shall be available to work during this period. If called to work, they shall be paid in accordance with Article 45.8.

b. Call Back: Employees called back to work shall be paid in accordance with Article 45.8. They shall receive no less than two (2) hours pay.

4. Aides

a. Instructional Aides

Beginning July 1, 2015, full time instructional aides shall have a consistent and continuous work day that shall be seven (7) hours fifteen minutes in length, inclusive of lunch

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

period conforming to the school schedule, and a fifteen (15) minute duty-free break. The fifteen (15) minute duty-free break for instructional aides shall not be taken unless there is coverage for student(s) affected. In this case, the instructional aide will receive one-quarter (1/4th) hour pay for each occurrence. On minimum days the instructional aide's day shall be the length of the students' day plus twenty (20) minutes before and ten (10) minutes after school hours. Instructional aide outdoor duty shall be assigned equitably and evenly, by the Board or its designee.

b. Part Time Instructional Aides

The number of hours in the work day shall be assigned by the building principal depending on the needs and schedules of each building.

c. Lunchroom/Playground Aides

The number of hours in the work day shall be assigned by the building principal depending on the needs and lunch/playground schedules of each building.

d. Breaks

When the work day of a part-time instructional aide is longer than four (4) hours it shall include a fifteen (15) minute paid break.

5. Bus Drivers

a. All drivers are part-time employees. The work day of drivers will be determined by the time required to travel the assigned routes, including start-up, refueling and return of buses. Additional routes or field trips will be compensated at the established rate for time required.

b. All drivers shall return buses to the garage at the conclusion of each shift, i.e. AM, PM, Mid- Day except that buses may be brought to other locations within Denville Township between shifts. Buses that require servicing, fueling, or any other maintenance as identified by the mechanic must be returned to the garage between shifts. Buses shall not be brought to locations outside Denville Township without the permission of Superintendent of Schools or their designee.

c. Bus routes of teaching staff members may not interfere with the district and the contractual expectations of teaching staff members.

d. When annual routes have been established, drivers with satisfactory performance records will be given the first opportunity, based on seniority, to choose routes.

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

e. Extra Duty Routes: Drivers may complete Extra Duty Request Forms to indicate their specific interest in driving extra routes. The transportation coordinator will then assign extra duty routes to employees with satisfactory performance records on a rotating basis based on seniority when not time sensitive or in the case of a last minute emergency. A copy of extra-duty assignments will be posted at the bus garage at the end of each month. When a driver next in rotation has a contracted route which conflicts with the extra duty driving assignment, the driver shall not be passed over and placed at the end of the rotation list. Instead, said driver shall receive the next available assignment which does not conflict with said driver's contracted work. Drivers who accept a field trip run and cannot fulfill obligation will return the field trip run back to the Transportation Coordinator for re-assignment in rotation.

f. When transportation staff need assistance, the work shall be assigned to bus drivers on a rotating basis based on seniority when not time sensitive or in the case of a last minute emergency. Payment for this work shall be twenty-four dollars and twenty-five cents (\$24.25) per hour with a one (1) hour minimum.

g. Any report of accidents, on duty, of members of the transportation department shall become part of their personnel file.

h. Drivers who are requested to appear in court outside of the work day and do so will be compensated at the rate of twenty-five dollars (\$25.00) per hour with a one (1) hour minimum.

6. Network Technician/Support Specialist and Network Engineer

a. The workday shall be eight (8) hours inclusive of a one (1) hour lunch period and a fifteen (15) minute break. The lunch period shall be mutually established by the Department Head and the Technician and Engineer.

7. Sign in/Sign Out

All employees will sign in and out each day using the process that has been established throughout the district which may include scanning ID badges. The Board shall install a time clock for custodial/maintenance employees and mechanics. When such employees clock out for lunch, that time period is unassigned time.

8. Overtime

All overtime should be approved by district administration prior to being worked. In the case of an emergency, special consideration will be given for circumstances involved with student safety and building management. Overtime shall be paid as follows:

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

All hours worked in excess of forty (40) hours of working time in any week shall be compensated at one and one-half times such employee's regular hourly wage for each hour of working time in excess of forty (40) hours in any week. (Sick, family illness and bereavement leave shall count as hours worked.) Work on Sundays shall be compensated at double the employee's regular hourly wage.

In addition, the following positions will receive overtime for the following times and at the following rates.

Custodial and Maintenance Employees, Network Technician/Support Specialist and Network Engineer/Secretaries.

All hours worked on Saturday shall be compensated at one and one-half times the employee's regular hourly rate. All hours worked on Sunday and School Holidays shall be paid at a rate of double the employee's regular rate.

ARTICLE 46

STIPENDS

46.1 All custodial/maintenance employees who are in possession of a Black Seal license prior to the school year shall receive a stipend of \$750.00 per school year. Increase black seal stipend to \$1,000 incrementally in year 2 by \$125 and in year 3 by \$125.

46.2 Head Custodians shall receive a stipend of \$2,550.00 per school year to be paid in a manner that is pensionable. These stipends are depicted on the present salary guides. Increase stipend by 3.35% in year 2 of the contract.

46.3 The Head Mechanic shall receive a stipend of \$3,570.00 per school year to be paid in a manner that is pensionable. These stipends are depicted on the present salary guides. Increase stipend by 3.35% in year 2 of the contract.

46.4 Maintenance mechanics who hold an HVAC, electrical or plumbing license or have five (5) years of documented success in one of these specified fields shall receive a stipend of \$4,590.00 per school year. Increase stipend by 3.35% in year 2 of the contract.

46.5 The maintenance salary guide will be maintained above the custodian salary guide in the amount of \$4,080.00. Increase stipend by 3.35% in year 2 of the contract.

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

ARTICLE 47

HEALTH BENEFITS

47.1 All qualifying employees will receive their medical insurance coverage through the State Employee Health Benefits Plan (SEHBP) at the Direct 15 level of coverage. Employees must contribute to their health benefits coverage in accordance with New Jersey law (Ch. 78, P.L. 2011). An employee may select the Direct 10 level of coverage or another level of coverage that is more expensive than the Direct 15 level of coverage and pay 100% of the difference between the Direct 15 level of coverage and the more expensive level of coverage.

47.2 All employees hired on or after July 1, 2020, shall be required to work a minimum of thirty (30) hours per week to qualify for health insurance coverage (medical, prescription, and/or dental) as provided in this Agreement.

Any current employee as of June 30, 2020, who does not presently qualify for health insurance coverage (medical, prescription, and/or dental) because he/she works less than twenty-five (25) hours per week, will be afforded the opportunity to work up to thirty (30) hours per week, but shall not be entitled to health insurance coverage (medical, prescription, and/or dental) unless he/she works a minimum of thirty (30) hours per week.

Those specific employees who, as of June 30, 2020, work more than twenty-five (25) hours per week, but less than thirty (30) hours per week, and presently qualify for and receive health insurance coverage (medical, prescription, and/or dental), or a health benefits waiver, will continue to be eligible for same based on his/her current weekly work hours.

47.3 Hospitalization, Medical Surgical and Major Medical Insurance, as agreed upon, will be through the School Employee Health Benefits Plan (SEHBP) or equivalent. The Board shall fund all employees and eligible dependent(s), major medical deductibles to a maximum of \$200.00 annually per employee and \$200.00 for dependents. The maximum the Board shall be required to pay annually for any employee and his/her dependents is \$400.00. Documentation of major medical expenses shall not be required as a condition of payment of said deductibles. All existing support staff receiving the annual stipend for prescription reimbursement shall be grandfathered in to receive such stipend. All new support staff as of July 1, 2020, shall not be entitled to receive the annual stipend for prescription reimbursement.

47.4 Carrier Changes

In the event the Board anticipates a change of insurance carrier(s), the Association shall be provided with at least sixty (60) days advance notification or a period of time mutually agreeable to the Board and the Association (from date of reception of insurance contracts) to enable it to analyze both plans to determine whether the new plans are substantially equivalent to the current

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

plan. The Board shall provide the Association with all necessary information, including but not limited to, complete copies of both insurance contracts.

47.5 Coverage

The Board shall provide a three (3) party dental insurance plan providing the following benefits:

Co-Payment Preventive and Diagnostic	100%
Remaining Basic Benefits	80%
Crowns, Inlays, and Gold Restorations	50%
Prosthodontics Benefits	50%

(The maximum amount payable by the carrier for the above dental service provided an eligible patient in any calendar year is \$1,500.00)

Co-Payment Orthodontic Coverage	50%
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Orthodontic Benefits are subject to a \$1,000.00 maximum per case which is separate from the \$1,500.00 maximum mentioned applicable to Basic and Prosthodontics Benefits. (\$25.00 deductible per patient per calendar year which is not applicable to Preventative and Diagnostic Service.)

Should the premiums for family or dependent coverage increase above the level for the 1990-1991 school year, the increase in costs therefore shall be paid by the employees. The maximum annual premium that the Board shall pay for any coverage(s) (including family and dependent coverage) is \$395.00 per employee. Any cost in excess of that amount shall be borne by the staff members who receive the benefits through an appropriate payroll deduction.

47.6 Effective January 1, 2020, employees may contribute up to two thousand seven hundred fifty (\$2,750) of pre-tax dollars into Flex 125 Medical Reimbursement Account or current mandated federal limit if lower.

ARTICLE 48

SEVERANCE BENEFITS

Reimbursement of accumulated sick days will be at the rate of \$25.00 a day or one (1) day's pay for every two (2) days accumulated whichever is greater, to a maximum payment of \$8,000.00 upon actual age-service retirement after 25 years of service in the Denville Township School District or actual age-service retirement as defined by Public Employee Retirement System (PERS) or upon a reduction in force if the employee has worked in the district for more than ten

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

years. A day's pay shall be defined as 1/200th of the annual salary for 10 month employees and 1/240th of the annual salary for 12 month employees.

ARTICLE 49

DRIVER PROCEDURES

49.1 Initial Assignment to Route:

1. Management shall prepare route packages with the driving time of each as even as possible. The most senior driver makes the first choice of these packages, the next senior is allotted second choice and the process continues to the least senior who has the last pick subject to evaluative concerns, availability and the Board's prerogative to transfer and reassign drivers in the best interest of the school district.

2. A driver's seniority starts with the date of hire to a morning, afternoon and/or Preschool (mid- day) route. Routes that require longer hours will be assigned in seniority order and will be an AM/PM package. A driver performing one (1) AM or PM route will be compensated for two (2) hours and fifteen (15) minutes of work. A driver performing both an AM and PM route will be compensated for four (4) hours and thirty (30) minutes of work.

3. Routes shall be selected in seniority order based on AM/PM, PK, extra duty.

4. Every effort will be made to assign routes between August 10 and August 15.

49.2 Late Runs, Sports Runs, Field Trips

The hourly rate for driving before 6 PM, Saturdays, extra runs, and garage duty shall be twenty-four dollars and twenty-five cents (\$24.25). The hourly rate for Sunday and school holiday driving shall be forty-five dollars and eighteen cents (\$45.18) per hour. The minimum pay shall be for two hours.

49.3

Increase hourly rate for ESY to \$30.00 in year 2 of the contract.

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

ARTICLE 50

TUITION REIMBURSEMENT

50.1 To provide additional growth in a major field of study and thereby benefit the school district, the Board of Education will reimburse the employee for tuition costs of courses taken subject to the following conditions:

a. Approval of the Superintendent shall be required prior to course registration. Application for course approval shall be presented to the Superintendent not later than one (1) month prior to the start of courses(s) to be taken.

b. Tuition reimbursement shall be authorized upon presentation of the receipt for payment of a course to the Superintendent and proof of a passing grade of "B" or better.

c. Tuition reimbursement shall be capped at \$50,000.00 per year for both certified and non-certified staff combined.

ARTICLE 51

EXTENDED SCHOOL YEAR

51.1 An Extended Year Summer Program has been established in Denville under the mandates of the State Special Education Code. The hours of the program will be determined under the direction of the Denville Board of Education, Special Services Department and in compliance with student Individual Education Plan needs. Salaries for summer school work for instructional aides and bus aides who work the extended year program shall be:

- 2023-24: \$20.02 per hour
- 2024-25: \$22.00 per hour
- 2025-26: \$22.00 per hour
- 2026-27: \$22.00 per hour

51.2 Instructional aides will be employed for the entire Extended Year Program whenever possible for the continuity of the program and student needs.

51.3 All Extended School Year Program employees (except bus drivers) need to let the Director of Special Services know as soon as possible if they are unable to work all of the days contracted for. Pay dates for the ESY will be July 15, August 15, and August 31 with 1/3 of total contracted

PART C

ARTICLES APPLICABLE TO NON-CERTIFICATED STAFF MEMBERS

amount to be paid at each time (except for drivers). Any days absent from the program will be deducted in the August 15 and August 31 paychecks.

51.4 Drivers working the ESY program will fill out time sheets. Time sheets received prior to July 31st will be processed in the August 15th payroll. Time sheets received prior to August 15th will be processed in the August 31st payroll. Any other time sheets must be received by August 31st and will be processed in the September 15th payroll.

51.5 Notice of hiring for these positions shall be posted in each of the school buildings as soon as the summer school program needs are determined by the Child Study Team director but no later than May 15th. Hiring priority shall be given to instructional aides currently employed in the district. Currently employed bus drivers in the district shall be given priority in hiring for bus routes that serve the Extended Year Summer Program.

ARTICLE 52

EVALUATION

52 All employees will receive at least one (1) written evaluation annually.

ARTICLE 53

Longevity- non-certificated staff

53. This article begins in the 2024-25 school year. Each support staff member who has attained the requisite years of service shall receive a stipend as noted. Years of service for longevity stipend purposes is defined as the number of years of service an individual has completed in the employ of the Denville Board of Education as of June 30 preceding the commencement of the school year in which the longevity stipend is to be paid. Time spent on sabbatical or other leave of absence shall not count towards service for the longevity stipend. After 15 years, support staff shall receive \$500 each year.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon, on this ____ day of _____ 2023.

DENVILLE BOARD OF EDUCATION

By: _____
Secretary

By: _____
Dino Cappello
President

Dated: _____

Dated: _____

DENVILLE EDUCATION ASSOCIATION

By: _____
Secretary

By: _____
President

Dated: _____

Dated: _____

APPENDICES

APPENDIX A

TEACHER SALARY GUIDES

YEAR 1 2023-2024

Step	BA	BA+30	MA	MA+30	PHD
1-2	56,240	58,240	61,540	63,640	65,690
3-4	56,490	58,490	61,790	63,890	65,940
5-8	57,020	59,020	62,320	64,420	66,470
9	58,270	60,270	63,570	65,670	67,720
10	59,770	61,770	65,070	67,170	69,220
11	61,520	63,520	66,820	68,920	70,970
12	63,420	65,420	68,720	70,820	72,870
13	65,345	67,345	70,645	72,745	74,795
14	67,745	69,745	73,045	75,145	77,195
14a	70,300	72,300	75,600	77,700	79,750
15	73,355	75,355	78,655	80,755	82,805
15a	76,910	78,910	82,210	84,310	86,360
16	80,965	82,965	86,265	88,365	90,415
17	85,520	87,520	90,820	92,920	94,970
18	90,575	92,575	95,875	97,975	100,025
19	92,825	94,825	98,125	100,225	102,275

TEACHER SALARY GUIDES

YEAR 2 2024-2025

Step	BA	BA+30	MA	MA+30	PHD
1	58,385	60,385	63,685	65,785	67,835
2-3	58,635	60,635	63,935	66,035	68,085
4-5	58,885	60,885	64,185	66,285	68,335
6-9	59,415	61,415	64,715	66,815	68,865
10	60,665	62,665	65,965	68,065	70,115
11	62,165	64,165	67,465	69,565	71,615
12	63,915	65,915	69,215	71,315	73,365
13	65,835	67,835	71,135	73,235	75,285
14	67,865	69,865	73,165	75,265	77,315
15	70,400	72,400	75,700	77,800	79,850
15a	73,435	75,435	78,735	80,835	82,885
16	76,970	78,970	82,270	84,370	86,420
16a	81,005	83,005	86,305	88,405	90,455
17	85,540	87,540	90,840	92,940	94,990
18	90,575	92,575	95,875	97,975	100,025
19	93,575	95,575	98,875	100,975	103,025

TEACHER SALARY GUIDES

YEAR 3 2025-2026

Step	BA	BA+30	MA	MA+30	PHD
1-2	59,665	61,665	64,965	67,065	69,115
3-4	60,165	62,165	65,465	67,565	69,615
5-6	60,415	62,415	65,715	67,815	69,865
7-10	61,825	63,825	67,125	69,225	71,275
11	63,410	65,410	68,710	70,810	72,860
12	65,095	67,095	70,395	72,495	74,545
13	66,880	68,880	72,180	74,280	76,330
14	68,765	70,765	74,065	76,165	78,215
15	71,150	73,150	76,450	78,550	80,600
16	74,035	76,035	79,335	81,435	83,485
16a	77,420	79,420	82,720	84,820	86,870
17	81,305	83,305	86,605	88,705	90,755
17a	85,690	87,690	90,990	93,090	95,140
18	90,575	92,575	95,875	97,975	100,025
19	94,325	96,325	99,625	101,725	103,775

TEACHER SALARY GUIDES

YEAR 4 2026-2027

Step	BA	BA+30	MA	MA+30	PHD
1	61,075	63,075	66,375	68,475	70,525
2-3	61,575	63,575	66,875	68,975	71,025
4-5	62,075	64,075	67,375	69,475	71,525
6-7	62,575	64,575	67,875	69,975	72,025
8-11	64,275	66,275	69,575	71,675	73,725
12	66,205	68,205	71,505	73,605	75,655
13	68,235	70,235	73,535	75,635	77,685
14	70,365	72,365	75,665	77,765	79,815
15	72,995	74,995	78,295	80,395	82,445
16	75,925	77,925	81,225	83,325	85,375
17	79,155	81,155	84,455	86,555	88,605
17a	82,685	84,685	87,985	90,085	92,135
18	86,515	88,515	91,815	93,915	95,965
18a	90,645	92,645	95,945	98,045	100,095
19	95,075	97,075	100,375	102,475	104,525

GUIDE MOVEMENT CHART

BASE YEAR	YEAR 1	YEAR 2	YEAR 3	YEAR 4
2022-23	2023-24	2024-25	2025-26	2026-27
Step	Step	Step	Step	Step
				1
		1	1-2	2-3
1	1-2	2-3	3-4	4-5
2-3	3-4	4-5	5-6	6-7
4-7	5-8	6-9	7-10	8-11
8	9	10	11	12
9	10	11	12	13
10	11	12	13	14
11	12	13	14	15
12	13	14	15	16
13	14	15	16	17
13a	14a	15a	16a	17a
14	15	16	17	18
14a	15a	16a	17a	18a
15	16	17	18	19
16	17	18	19	19
17	18	19	19	19
18	19	19	19	19
19	19	19	19	19

Read across to find placement on next year's guide

APPENDIX B

NON-RESIDENT TEACHER TUITION AGREEMENT

WHEREAS, the Board of Education of the Township of Denville (hereinafter referred to as the "Board") operates a kindergarten through eighth grade school district for students who are domiciled in the Township of Denville or are otherwise eligible for a free public school education in accordance with N.J.S.A. 18A:38-1;

WHEREAS, the Board has authorized the Superintendent of Schools to interview students who are not domiciled in the Township of Denville but are interested in enrolling in the Denville Public School District where there exists space in the grade or classes in question;

WHEREAS, _____ (student) is desirous of enrolling in the School of the Denville Public School District for the _____ school year; and

WHEREAS, the Board is willing to enroll said student in the Denville Public School District, provided the student pays the tuition set forth in this Agreement and complies with all of the rules and regulations of the school in which he/she is enrolled, the Denville Board of Education and the State Board of Education, and the laws of the State of New Jersey.

IT IS, THEREFORE, agreed by the parties that the following paragraphs shall constitute the terms and conditions of this Tuition Agreement:

1. The Board hereby agrees to enroll _____ (student) in the _____ School of the Denville Public School District for the school year and allow the student to attend classes associated with his/her level and participate in all activities of the school.

2. _____ (parent(s) names), the parent(s) of _____ (student), hereby agree to pay the Board the sum of \$ _____ as tuition for the privilege of allowing their child to attend classes in the Denville Public School District for the _____ school year.

3. The sum of \$ _____ shall be paid to the Board Secretary as a deposit upon the signing of this Agreement. The balance of the tuition shall be paid in two equal installments. The first payment shall be paid to the Board Secretary no later than September 1, and the second payment shall be paid no later than January 1. In the event of late enrollment, tuition shall be prorated in accordance with the number of days remaining in the school year. Failure to make timely payments pursuant thereto shall result in the immediate exclusion of the student from the Denville Public School District. Non-resident employees of the Denville School system who enroll their children in the Denville public schools may elect to pay the tuition in ten (10) monthly payroll deductions.

4. The student hereby agrees and the parent(s) hereby agree to ensure that their child complies with the rules and regulations of the school in which he/she is enrolled, the Denville Board of Education, the State Board of Education, and the laws of the State of New Jersey. Failure to comply with the foregoing laws, rules and regulations shall result in the imposition of disciplinary action which may include the exclusion of the student from the Denville Public school District.

5. The parties hereto recognize that the student does not have the right to enroll in the Denville Public School District. Enrollment is a privilege which may be revoked by the Board at any time. Should the student be excluded from the Denville Public School District, the parent(s) shall immediately enroll their child in the school district in which they are domiciled or another public or private school.

6. If the parent(s) of _____ (student) do not pay the tuition due under Paragraph 3 when it is due, _____ (student) shall be excluded. If excluded for nonpayment of tuition, the parent(s) of _____ (student) must also pay all costs, including reasonable attorney fees, related to the collection of any monies owed to the Board.

7. Nothing contained in this Agreement shall be construed to obligate the Board to renew this Tuition Agreement in any subsequent school year.

WITNESS:

PARENT/GUARDIAN

PARENT/GUARDIAN

CHILD (ADULT PUPIL)

Dated:

WITNESS:

BOARD OF EDUCATION OF
THE TOWNSHIP OF DENVILLE

Board Secretary

Superintendent of Schools

APPENDIX C

EXTRACURRICULAR GUIDE

The salaries of all teachers covered by the extra-curricular guide are set forth in the following schedule:

	A	A	B	B
2023-2027	23-24	24-25 to 26-27	23-24	24-25 to 26-27
1 year	\$1,777.00	\$1,839.20	\$2,489.00	\$2,576.12
2 years	\$2,013.00	\$2,083.46	\$2,961.00	\$3,064.64
3 years	\$2,247.00	\$2,325.65	\$3,431.00	\$3,551.09
4 years or more (maximum)	\$2,489.00	\$2,576.12	\$4,256.00	\$4,404.96

** Rates reflect a one time 3.35% increase in year two of the contract.*

For the purpose of the Extra-Curricular Guide, the following activities shall be categorized as follows:

Extra-Curricular Activities

A

Club Advisor *(to be announced)

Yearbook

Student Council

School Newspaper

Literary Magazine

Mathematics

Art

Technology

Science

Computer

K-Club

B

Chorus

Director:

Interscholastic/

Intramural Athletic Program

Band (4-5)

Band (6-8)

Baseball

Basketball

Soccer

Softball

Cheerleading

Boys Cross Country

Girls Cross Country

Safety Patrol
 Builders Club
 Elementary Math Club
 Forensics
 Environmental Club
 Student Technology Club
 Assistant Coach

School Play/Musical
 Wrestling

APPENDIX C.1

STIPENDS/HOURLY RATES

Position	Stipend/Rate-2023-24	24-25 to 26-27
Battle of the Books	\$600.00	\$620.00
District Sustainability Coordinator	\$3,090.00	\$3,194.00
School Sustainability Coordinator	\$1,030.00	\$1,065.00
SCIP Teams	\$969.00	\$1,001.46
Homelessness Liaison	\$41.21/ hr	\$42.59/ hr
Staff Member in Charge (Annex)	\$6000.00	\$6,201.00
TSS Coordinator	\$41.21/ hr	\$42.59/ hr
Substitute Coordinator	\$8000.00	\$8268.00
Mentor Coordinator	\$41.21/hr	\$42.59/hr
Workshop Support Teams	\$41.21/ hr	\$42.59/ hr
Heritage Committee	\$41.21/ hr	\$42.59/ hr
Enrichment Coordinator	Percentage of fees collected	Percentage of fees collected
Enrichment Staff	Percentage of fees collected	Percentage of fees collected

APPENDIX D

SECRETARY SALARY GUIDES

YEAR 1		
2023-2024		
Step	12 Month	Dist. Wide
1	57,685	68,085
2	58,440	68,840
3	59,195	69,595
4	59,950	70,350
5-8	60,705	71,105
9	61,460	71,860
10	62,215	72,615
11	62,970	73,370
12	63,730	74,130
13	64,485	74,885
14	65,240	75,640

YEAR 2		
2024-2025		
Step	12 Month	Dist. Wide
1	59,075	69,475
2	59,825	70,225
3	60,575	70,975
4	61,325	71,725
5	62,075	72,475
6-9	62,825	73,225
10	63,575	73,975
11	64,325	74,725
12	65,075	75,475
13	65,825	76,225
14	66,570	76,970

YEAR 3		
2025-2026		
Step	12 Month	Dist. Wide
1	60,545	70,945
2	61,300	71,700
3	62,055	72,455
4	62,810	73,210
5	63,565	73,965
6	64,320	74,720
7-10	65,075	75,475
11	65,830	76,230
12	66,585	76,985
13	67,340	77,740
14	68,095	78,495

YEAR 4		
2026-2027		
Step	12 Month	Dist. Wide
1	62,450	72,850
2	63,205	73,605
3	63,960	74,360
4	64,715	75,115
5	65,470	75,870
6	66,225	76,625
7	66,980	77,380
8-11	67,735	78,135
12	68,490	78,890
13	69,245	79,645
14	70,000	80,400

APPENDIX E

LUNCH/BUS AIDES SALARY GUIDES

YEAR 1		YEAR 2		YEAR 3		YEAR 4	
2023 - 2024		2024 - 2025		2025 - 2026		2026 - 2027	
Step	Salary	Step	Salary	Step	Salary	Step	Salary
	Hourly		Hourly		Hourly		Hourly
1	16.94	1	17.40	1	17.82	1	18.36
2	17.04	2	17.55	2	18.02	2	18.59
3	17.14	3	17.70	3	18.22	3	18.82
4	17.24	4	17.85	4	18.42	4	19.05
5	17.39	5	18.00	5	18.62	5	19.28
6	17.77	6	18.15	6	18.82	6	19.51
7	18.16	7	18.55	7	19.02	7	19.74
8-11	18.56	8	18.95	8	19.41	8	19.97
12	18.96	9-12	19.35	9	19.80	9	20.37
13	19.36	13	19.75	10	20.20	10	20.77

APPENDIX F

INSTRUCTIONAL AND LIBRARY AIDES SALARY GUIDES

YEAR 1			
2023 - 2024			
Step	Aides	Teach Cert	ABA Cert
1	24,840	25,040	25,140
2	25,040	25,240	25,340
3	25,240	25,440	25,540
4	25,440	25,640	25,740
5	25,740	25,940	26,040
6	26,180	26,380	26,480
7	26,740	26,940	27,040
8-11	27,420	27,620	27,720
12	28,195	28,395	28,495
13	29,055	29,255	29,355
OG	30,040	30,240	30,340

YEAR 2			
2024 - 2025			
Step	Aides	Teach Cert	ABA Cert
1	25,450	25,650	25,750
2	25,650	25,850	25,950
3	25,850	26,050	26,150
4	26,050	26,250	26,350
5	26,350	26,550	26,650
6	26,790	26,990	27,090
7	27,350	27,550	27,650
8	28,030	28,230	28,330
9-12	28,805	29,005	29,105
13	29,665	29,865	29,965
OG	30,650	30,850	30,950

YEAR 3			
2025 - 2026			
Step	Aides	Teach Cert	ABA Cert
1	26,155	26,355	26,455
2	26,355	26,555	26,655
3	26,555	26,755	26,855
4	26,755	26,955	27,055
5	27,055	27,255	27,355
6	27,495	27,695	27,795
7	28,055	28,255	28,355
8	28,735	28,935	29,035
9	29,510	29,710	29,810
10	30,370	30,570	30,670
OG	31,355	31,555	31,655

YEAR 4			
2026 - 2027			
Step	Aides	Teach Cert	ABA Cert
1	27,035	27,235	27,335
2	27,235	27,435	27,535
3	27,435	27,635	27,735
4	27,635	27,835	27,935
5	27,935	28,135	28,235
6	28,375	28,575	28,675
7	28,935	29,135	29,235
8	29,615	29,815	29,915
9	30,390	30,590	30,690
10	31,250	31,450	31,550
OG	32,235	32,435	32,535

APPENDIX F CONT.

INSTRUCTIONAL AND LIBRARY AIDES SALARY GUIDES

In order to be eligible for the ABA Cert column, the instructional aide must meet the following criteria:

(1) The instructional aide is assigned to a position with the district requiring ABA techniques as defined in the approved ABA Instructional/Personal Aide Job Description; and

(2) The instructional aide must have one of the following areas from the Behavior Analyst Certification Board (BACB): RBT, BCaBA or BCBA

or

The instructional aide has completed 40 hours towards the Registered Behavior Technician (RBT) certification

****library aides are not eligible for the certification columns**

Documentation of the certification must be provided to the Board for your personnel file

Instructional aides will receive extra pay only on the highest certification column for which they are qualified

APPENDIX G

DRIVER SALARY GUIDES

YEAR 1			
2023 - 2024			
Step	KD	AM	PM
1	7,525	10,535	10,535
2-3	7,575	10,605	10,605
4-5	7,625	10,675	10,675
6	7,680	10,750	10,750
7	7,835	10,970	10,970
8-11	8,065	11,290	11,290
12	8,390	11,745	11,745
13	8,785	12,300	12,300
OG3	9,995	16,185	16,185

YEAR 2			
2024 - 2025			
Step	KD	AM	PM
1	7,710	10,795	10,795
2	7,760	10,865	10,865
3-4	7,810	10,935	10,935
5-6	7,870	11,020	11,020
7	8,020	11,230	11,230
8	8,250	11,550	11,550
9-12	8,575	12,005	12,005
13	8,965	12,550	12,550
OG3	10,175	16,435	16,435

YEAR 3			
2025 - 2026			
Step	KD	AM	PM
1	7,930	11,100	11,100
2	7,980	11,170	11,170
3	8,030	11,240	11,240
4-5	8,080	11,310	11,310
6-7	8,240	11,535	11,535
8	8,460	11,845	11,845
9	8,775	12,285	12,285
10	9,170	12,840	12,840
OG3	10,380	16,725	16,725

YEAR 4			
2026 - 2027			
Step	KD	AM	PM
1	8,330	11,660	11,660
2	8,380	11,730	11,730
3	8,430	11,800	11,800
4	8,480	11,870	11,870
5-6	8,530	11,939	11,939
7-8	8,725	12,215	12,215
9	9,030	12,640	12,640
10	9,425	13,195	13,195
OG3	10,635	17,080	17,080

APPENDIX H

CUSTODIAN SALARY GUIDES

YEAR 1			
2023 - 2024			
Step	Cust	Head Cust	Maint
1	44,040	46,590	48,120
2	45,120	47,670	49,200
3	46,225	48,775	50,305
4	47,360	49,910	51,440
5	48,520	51,070	52,600
6	49,710	52,260	53,790
7	50,930	53,480	55,010
8-11	52,180	54,730	56,260
12	53,460	56,010	57,540
13	54,775	57,325	58,855
14	56,120	58,670	60,200
15	57,500	60,050	61,580

YEAR 2			
2024 - 2025			
Step	Cust	Head Cust	Maint
1	45,225	47,860	49,442
2	46,305	48,940	50,522
3	47,410	50,045	51,627
4	48,545	51,180	52,762
5	49,705	52,340	53,922
6	50,895	53,530	55,112
7	52,115	54,750	56,332
8	53,365	56,000	57,582
9-12	54,640	57,275	58,857
13	55,950	58,585	60,167
14	57,295	59,930	61,512
15	58,675	61,310	62,892

YEAR 3			
2025 - 2026			
Step	Cust	Head Cust	Maint
1	46,570	49,205	50,787
2	47,650	50,285	51,867
3	48,755	51,390	52,972
4	49,890	52,525	54,107
5	51,050	53,685	55,267
6	52,240	54,875	56,457
7	53,460	56,095	57,677
8	54,710	57,345	58,927
9	55,985	58,620	60,202
10-13	57,295	59,930	61,512
14	58,640	61,275	62,857
15	60,020	62,655	64,237

YEAR 4			
2026 - 2027			
Step	Cust	Head Cust	Maint
1	48,240	50,875	52,457
2	49,320	51,955	53,537
3	50,425	53,060	54,642
4	51,560	54,195	55,777
5	52,720	55,355	56,937
6	53,910	56,545	58,127
7	55,130	57,765	59,347
8	56,380	59,015	60,597
9	57,660	60,295	61,877
10	58,975	61,610	63,192
11-14	60,320	62,955	64,537
15	61,700	64,335	65,917

APPENDIX I

MECHANICS SALARY GUIDES

YEAR 1		
2023 - 2024		
Step	Mech	Head Mech
1	74,355	77,925
2	75,455	79,025
3	76,555	80,125
4	77,655	81,225
5	78,755	82,325
6	79,855	83,425
7	80,955	84,525
8-11	82,055	85,625
12	83,155	86,725
13	85,155	88,725

YEAR 2		
2024 - 2025		
Step	Mech	Head Mech
1	76,090	79,780
2	77,190	80,880
3	78,290	81,980
4	79,390	83,080
5	80,490	84,180
6	81,590	85,280
7	82,690	86,380
8	83,790	87,480
9-12	84,890	88,580
13	86,890	90,580

YEAR 3		
2025 - 2026		
Step	Mech	Head Mech
1	78,085	81,775
2	79,185	82,875
3	80,285	83,975
4	81,385	85,075
5	82,485	86,175
6	83,585	87,275
7	84,685	88,375
8	85,785	89,475
9	86,885	90,575
10	88,885	92,575

YEAR 4		
2026 - 2027		
Step	Mech	Head Mech
1	80,575	84,265
2	81,675	85,365
3	82,775	86,465
4	83,875	87,565
5	84,975	88,665
6	86,075	89,765
7	87,175	90,865
8	88,275	91,965
9	89,375	93,065
10	91,375	95,065

APPENDIX J

TECHNOLOGY SALARY GUIDES

YEAR 1		
2023 - 2024		
Step	Tech	Net Eg
1	79,660	83,230
2	80,910	84,480
3	82,160	85,730
4	83,410	86,980
5-8	84,660	88,230
9	85,910	89,480
10	87,160	90,730
11	88,410	91,980
12	89,660	93,230
13	90,910	94,480

YEAR 2		
2024 - 2025		
Step	Tech	Net Eg
1	81,515	85,085
2	82,765	86,335
3	84,015	87,585
4	85,265	88,835
5	86,515	90,085
6-9	87,765	91,335
10	89,015	92,585
11	90,265	93,835
12	91,515	95,085
13	92,765	96,335

YEAR 3		
2025 - 2026		
Step	Tech	Net Eg
1	83,645	87,215
2	84,895	88,465
3	86,145	89,715
4	87,395	90,965
5	88,645	92,215
6	89,895	93,465
7-10	91,145	94,715
11	92,395	95,965
12	93,645	97,215
13	94,895	98,465

YEAR 4		
2026 - 2027		
Step	Tech	Net Eg
1	86,300	89,870
2	87,550	91,120
3	88,800	92,370
4	90,050	93,620
5	91,300	94,870
6	92,550	96,120
7	93,800	97,370
8-11	95,050	98,620
12	96,300	99,870
13	97,550	101,120

APPENDIX K

DENVILLE TOWNSHIP SCHOOLS

CERTIFICATION OF MAKEUP FOR

MISSED IN-SERVICE WORKSHOPS FOR SUPPORT STAFF

When a Support Staff member has missed a required workshop, they are to:

- Meet with their Supervisor/Principal within two weeks of returning to work
- Review the training materials/handouts
- Employee signs below to indicate receipt of handouts

This to verify that_____has received the required training
(Name)
that he/she missed on_____about_____
(Date) (Subject Matter)

(Employee Signature)
(Supervisor's Signature)

Date:

Send to Board Office for insertion in Employee's Personnel File

ADDENDUM TO MEMORANDUM OF AGREEMENT

Denville Board of Education

- and -

Denville Education Association

Letter of Understanding

The Denville Board of Education and the Denville Education Association understand the need, on a limited scope, to provide outside coverage for dismissal in all three schools. These teachers will not serve as "traffic cops" but will assist in an orderly dismissal procedure. The Board of Education does not intend that this practice become widespread within the district. As such, this position alone (one in each building) will be compensated as an extra duty and will be compensated as such. The position will be posted in each building. If there is more than one volunteer in each building a rotation schedule shall be established. It is understood that should this practice need to be amended, the Board of Education and the Denville Education Association will convene a committee to review the implementation of the practice within the district.

In witness whereof the parties have affixed their signatures:

FOR THE BOARD

FOR THE ASSOCIATION

Witness

Witness

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president, attested by its secretary and its corporate seal to be placed hereon, on this 3rd day of August 2023.

DENVILLE BOARD OF EDUCATION

By: [Signature]
Secretary

By: [Signature]
Dino Cappello
President

Dated: 8/3/2023

Dated: 8/3/2023

DENVILLE EDUCATION ASSOCIATION

By: [Signature]
Secretary

By: [Signature]
President

Dated: 8/8/2023

Dated: 8/8/2023