

AN
AGREEMENT

between

The Guttenberg Board of Education

and

The Guttenberg Education Association

July 1, 2022 - June 30, 2025

Table of Contents

● Preamble	1
● Article I-Recognition and Definitions	1-2
○ Association definition	
○ Bargaining unit	
● Article II-Fair Practices	2
○ Discrimination	
○ Union anti-discrimination	
● Article III-Administration of Contract	2
○ Association Activities during work hours	
○ Availability of records for negotiations purposes	
● Article IV-Dues Deduction and Agency Shop Agreement	2-3
○ Dues	
● Article V-Negotiations Procedure	3
○ Negotiations rights	
○ Negotiation representatives	
○ Re-opening the contract	
● Article VI-Grievance Procedure	4-6
○ Definition of a grievance	
○ Grievance procedure	
○ Grievance appeal process	
○ Arbitration	
○ Grievance provisions	
● Article VII-Work Hours, Assignments, Workloads	6-12
○ Work hours-(reporting times, lunch times, professional development times)	
○ Line duty	
○ Paraprofessional line duty and work hours	
○ Classroom aides work hours	
○ Parent-Teacher conference day/night	
○ Meet the Teacher Night	
○ Association meetings	
○ Class size	
○ Preparation time	
○ Length of school year	
○ Monitoring an event	
○ Faculty meetings	
○ Extra help/tutorial	
○ One session days	

- Secretary work day/year/holidays
 - Custodian work day/year/overtime
 - 12 month employee holidays
 - Vacations
 - Lay-offs
 - Custodian tenure
 - 12 month CST, Nurse, Guidance Counselor positions

- **Article VIII-Certified Staff Member Facilities and Supplies** 12-13
 - Instructional space and materials
 - Faculty lounge
 - Parking
 - Closet space

- **Article IX-Certified Staff Member Salaries** 13-14
 - Pay period
 - Pay days
 - Tax sheltered annuities
 - Disability insurance
 - 12 month pay
 - Extra-curricular pay
 - Mentoring

- **Article X-Paraprofessionals, ABA Aides, and Aides Salaries** 14
 - Work hours per week
 - Tenure
 - Extended school year
 - Part-time aides and special education aides work hours
 - Part-time aides and special education aides pay periods

- **Article XI-Association Rights and Privileges** 14-15
 - Association right to financial reports and public records
 - Association use of building
 - Association bulletin board

- **Article XII-Personal Days** 15-16
 - Definition
 - Accumulation
 - Part-time employees

- **Article XIII-Absences and Sick Leave** 16-18
 - Sick days
 - Excess absences
 - Death of immediate family
 - Contagious illnesses
 - Visiting schools/conferences

○ Family care upon birth of baby ○ Missed Preparation periods ○ Perfect Attendance	
● Article XIV-Leaves of Absence Without Pay ○ Maternity leave ○ Armed forces leave	18-19
● Article XV-Sabbatical leave ○ Sabbatical leave (definition, eligibility, length, timeline)	19-20
● Article XVI-Protection of Employees ○ Assault ○ Work related injuries	20
● Article XVII-Health Insurance ○ Plans and contributions ○ Prescription plan ○ Dental plan ○ Eyeglass reimbursement ○ Part-time employees ○ Employees (hired after June 30, 2010) ○ Employees hired after July 1, 2021 ○ Waiving coverage ○ Opting out of health coverage ○ Restoring coverage ○ Life status change ○ Health savings account ○ Open enrollment ○ Board right to change carriers	21-23
● Article XVIII-Positions ○ Posting of positions	23
● Article XIX-Home Instruction ○ Rate of pay ○ Payment ○ Assignment of positions ○ Nurse rate of pay ○ ABA paraprofessional home programming rate	23-24
● Article XX-Master/Doctoral Degree Tuition Reimbursement ○ Tuition reimbursement ○ Credits and timeline ○ Online courses ○ Custodian and secretary reimbursement	24

• Article XXI-Terminal Leave Pay	25
○ Full time sick day payout upon death/retirement	
• Article XXII-Employee Rights	25-27
○ Notice of meeting/discipline	
○ Criticism	
○ Complaints made about an employee	
○ Representation	
○ Personal file	
• Article XXIII-Statutory Savings Clause	27
• Article XXIV-Board's Rights	27-28
○ Legal rights	
○ Unfit dress	
○ Board Rights	
○ Witnesses	
• Appendix A	29-31
○ Certified salary guide	
• Appendix B	32
○ Longevity	
○ Post Graduate Credits stipend	
• Appendix C	33
○ Extra Curricular Positions and Salaries	
• Appendix D	34
○ Paraprofessional salary guide	
○ Paraprofessional longevity	
○ Part time aide salary guide	
○ Part time special education aide salary guide	
○ Secretaries salary guide	
○ Custodians salary guide	
• Appendix E	35
○ Behaviorist salary guide	
• Appendix F	35
○ Vacation days for 12 month employees	

PREAMBLE

THIS AGREEMENT effective July 1, 2022, by and between the Guttenberg Board of Education, hereinafter known as the Board, and the Guttenberg Education Association, hereinafter known as the Association, represents the complete and final understanding on all bargainable issues which were or could have been the subject of the negotiations between the parties.

WITNESSETH THAT,

WHEREAS, the Board and the Association acknowledges as their common goal is to provide the finest educational opportunities for the children of the Guttenberg School District, and

WHEREAS, the Board and the Association have undertaken negotiations in good faith for the purpose of agreeing to the terms and conditions of employment and grievance procedure,

NOW, THEREFORE, in consideration of the mutual agreements herein below set forth, the parties agree as follows:

ARTICLE I

RECOGNITION AND DEFINITIONS

- A. The Board recognizes the Association as the sole and exclusive bargaining agent for all full and part-time employees of the Board in the bargaining unit. Part-time instructional employees shall be defined as certified staff members working less than 29.75 hours per school week. Part-time non-instructional employees shall be defined as those working less than 29.75 hours per work week.
- B. The bargaining unit shall consist of those employees of the Board who are classroom teachers, special subject teachers, librarians, nurses, guidance counselors, paraprofessionals, part time aides, part time special education aides, custodians, secretaries, and any other certified staff member who is employed under a regular contract with the Board. Per diem substitute teachers are excluded from this bargaining unit.
- C. The term "unit" shall mean all members of the bargaining unit.
- D. The term "employees" shall mean all members of the bargaining unit.

- E. Use of “they/them” shall be used as a gender-neutral term throughout the contract. In the event that the masculine noun or pronoun or relative words are used, the usage shall be deemed to include feminine and gender-neutral forms.

ARTICLE II

FAIR PRACTICES

- A. The Board agrees to continue its policy of not discriminating against any employee on the basis of race, color, creed, national origin, sex, marital status, domicile, membership or participation, or Association with the legal activities of any employee organization.
- B. The Association agrees to continue to admit in accordance with its constitution all members of the Unit and those eligible to be members of the Unit without discrimination on the basis of race, creed, color, national origin, sex, or marital status, domicile, and not to discriminate against and to represent equally and without favor or prejudice all members of the Unit and those eligible to be members of the Unit without regard to membership or participation in any employee organization.

ARTICLE III

ADMINISTRATION OF CONTRACT

- A. No employee shall engage in Association activities during work time, except that Association officers shall be permitted to engage in mutually scheduled negotiation sessions with the Board, or its designated representatives, if such are held on school time, with no loss in regular pay.
- B. The Board and the bargaining agent shall make available, upon written request to each other any available public information, statistics, or records which are relevant to negotiations.

ARTICLE IV

DUES DEDUCTION AND AGENCY SHOP AGREEMENT

- A. The Board agrees to continue its practice of deducting monthly Association membership dues from the pay of those employees who are members of the Association. The amounts of these deductions shall be certified to the Board by the Association. The aggregate deductions of all employees shall be remitted to the Association in accordance with

current practice.

- B. The Board agrees to continue to deduct any agency fees in accordance with Chapter 477 of the Laws of 1979, with a representation fee for non-members to the maximum permitted by State law. In exchange for the implementation of said agency fees, the Association hereby agrees to hold the Board harmless against any and all claims, suits, or other liability which may occur as a result of the implementation of this agency provision.

ARTICLE V

NEGOTIATIONS PROCEDURE

- A. The Board and the Association agree to enter into negotiations over a successor Agreement in accordance with the rules and regulations of the Public Employment Relations Commission (PERC). Each party shall be free to propose and negotiate with regard to all appropriate subjects, which it desires to place before the other for consideration. Any Agreement negotiated shall incorporate all the rights and obligations assumed by each party, and reflect the complete and final understanding on all bargainable issues which were, or could have been, brought to the bargaining table. Such Agreement shall apply to all members of the negotiating unit and the employer, shall be reduced to writing, and after ratification by the Association and the Employer, shall be signed by all parties.
- B. Neither party in any negotiations shall have control over the selection of the negotiation representatives of the other party. The parties mutually agree that their representatives shall be granted all the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations, consistent with their status as representatives of their Principals, and subject to ratification by their Principals. During its term, this Agreement shall not be modified in whole or in part by the parties, except by mutual agreement to re-open for negotiations and by a written amendment duly executed by both parties.

ARTICLE VI

GRIEVANCE PROCEDURE

A. **DEFINITION:** Any difference or dispute between the Board and the Unit relating to the terms of this Agreement, its interpretation, application or enforcement, administrative decisions, or Board policies affecting the terms and conditions of employment existing as of September 1, 1986, shall be subject to the following procedures which shall be resorted to as the sole means of obtaining adjustment of disputes; which shall hereinafter be referred to as a, "grievance." As used in this paragraph the term, "Unit" shall include:

1. An individual employee who is a member of the Unit, or
2. A group of employees who are members of the Unit having the same grievance,
or
3. The Guttenberg Education Association

B. **PROCEDURES:** An employee and an Association representative (if the employee so desires),

1. The employee shall first discuss the problem with the Principal or Superintendent of Schools. If the employee does not wish to be represented by the Association, they may be accompanied by another representative of their own choice. If the matter is not satisfactorily adjusted within two (2) school days, the employee shall submit a written grievance within ten (10) school days, thereafter, to the Principal or Superintendent of Schools.
2. The Principal or Superintendent of Schools may request a meeting with the employee and representative prior to making their decision, but, in any event, must render their decision, in writing, with copies to the employee and the Association, within ten (10) school days after the of the submission of the grievance to the employee.
3. If the employee is dissatisfied with said decision, or if no decision is rendered within said time limit, the employee and the Association may construe the failure of the Principal or Superintendent of Schools, to act as a denial of the grievance. The employee may, within ten (10) school days, appeal in writing to the Board of

Education, provided that the grievance involves a violation stating and expressing of the specific and express terms of this agreement only. No other grievances shall be permitted to proceed beyond step 2. The Board shall consider those grievances at their next regular meeting, unless said regular meeting occurs within five school days of the receipt of such appeal, in which case, the grievance shall be heard at the subsequent event, it shall consider the grievance at the following regular meeting of the Board. The Board It shall render their a decision, in writing, to the employee and the Association within five (5) days of such consideration. In the event that the Board fails to render their a decision within the five (5) day limit prescribed herein, the employee and the Association may construe the failure of the Board to act as a denial of the grievance.

C. ARBITRATION:

1. In the event that a dispute or difference shall not have been settled and is not precluded under the procedures above, the Association may appeal the matter to arbitration by making a written application to the Public Employment Relations Commission (PERC) within ten (10) school days of the Board's decision, requesting that an arbitrator be appointed to hear and determine the outcome of said grievance. The parties may agree upon any other arbitrator. The arbitrator so appointed shall have full power to hear and determine the grievance and the arbitrator's decision shall be final and binding upon the parties.
2. It is agreed by the parties that the arbitrator may not change, modify, alter, suggest, add to, or subtract from the provisions of this agreement. No dispute arising out of any questions pertaining to the renewal of this Agreement shall be subject to the arbitration provisions of this agreement.
3. The arbitrator shall have the power to make appropriate compensatory awards.
4. No provisions of this contract, which are stated as a matter of policy, shall be subject to arbitration.
5. The arbitrator is bound by applicable law and regulations.

D. GENERAL PROVISIONS:

1. Any grievance, as defined above, not presented for disposition through the grievance procedures described above within fifteen (15) school days of the occurrence of the condition giving rise thereto, shall thereafter be considered acceptance by the employee of the decision rendered and such decision shall thereafter be binding upon the employee and the Association. The time limits specified at any step may be extended in any particular instance by written agreement between the Board and the Association.
2. Hearings held under the procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses entitled to be present to attend. When such hearings are during school hours all employees who are required to be present at the hearings, shall be excused with pay for that purpose.
3. The Association shall have the right to initiate a grievance or appeal from the disposition of a grievance of an employee at any step of this procedure.
4. If a grievance arises or is processed during summer recess, "school days" as used in this contract shall be defined as workdays (Monday through Friday, minus legal holidays).

ARTICLE VII

WORK HOURS, ASSIGNMENTS, WORKLOADS

- A. Certified staff members shall report to work and be in their classroom no later than 8:20 am, with homeroom instruction beginning at 8:25 am and classroom instruction commencing at 8:30 am, unless assigned line duty. The last period of instruction shall end at 3:14 pm and students shall be dismissed from 3:14 pm to 3:20 pm. Certified staff members are permitted to leave the building at 3:20 pm. Certified staff members shall have a daily duty-free lunch period of at least 40 minutes duration. On Fridays, or on days preceding holidays or vacations, the certified staff members' day shall end at the close of the pupils' day unless certified staff members are required to stay to meet with and receive parents. If there is school on Election Day, classroom instruction shall be from 8:25 am to 12:39 pm, with no lunch served on the half day. Professional Development shall be between 1:10 pm to 4:00 pm. The administration/BOE reserves the

right to hold professional development on Election Day for either full day if school is not in session or if school is in session from 1:30-4:00 pm. This shall not add any additional days to the calendar. A second Professional Development day for certified staff members, paraprofessionals, and teacher's aides will be scheduled by the Principal or Superintendent where classroom instruction shall be from 8:25 am to 12:39 pm, with lunch being from 12:50 pm to 1:30 pm. Professional Development shall take place between 1:30 pm and 4:00 pm. Professional Learning Communities (PLC) will be a maximum of 30 minutes once a week during the certified staff member's prep periods.

1. Certified staff members shall be assigned line duty each school day which shall begin at 8:10 am and end at 8:24 am. This duty shall be assigned on a rotating basis shared by all the certified staff members in the district. Certified staff members shall complete 15 days of line duty per year.
 2. Salaried paraprofessionals who are assigned door duty, shall be in the building by 8:15 am and permitted to leave at 3:20 pm. Paraprofessionals shall have a 45-minute duty-free lunch. Paraprofessionals may be assigned to morning line duty or door duty by the building principal. All other teacher aides shall be in the building by 8:15 am. and permitted to leave at 3:10 pm. and shall have a sixty (60) minute duty free lunch.
 3. Hourly classroom aides will not exceed 29.75 hours, and will receive a one-hour lunch period.
- B. There shall be one Parent-Teacher Conference Day scheduled between 1:30 pm and 4:00 pm.
- C. There shall be one Parent-Teacher Night. This shall run from 6:00 pm to 7:30 pm. The Friday of the week of Parent-Teacher night shall be a 12:39 pm dismissal for students, a 12:50 pm dismissal for certified staff members, and a 12:40 pm dismissal for paraprofessionals/teacher's aides. In the event a parent is unable to attend during the scheduled evening hours, the teacher will accommodate and schedule a time that the parents can attend.

- D. In September of each school year, there shall be a one hour "Meet the Teacher Night" that shall run no later than 7:30 pm. The Friday of the week of "Meet the Teacher Night" shall be a 12:39 pm dismissal for students, a 12:50 pm dismissal for certified staff members, and a 12:40 pm. dismissal for paraprofessionals/teacher's aides.
- E. Whenever a representative of the Association or any certified staff member is scheduled by the parties to participate in negotiations, grievance proceedings, conferences, or meetings, during working hours, they shall suffer no loss of pay for such participation.
- F. The Board will attempt to continue to move toward attainment of an ultimate goal of allocating twenty-five (25) pupils per class.
- G. All certified staff members shall be guaranteed preparation time of no less than 200 minutes per week. There shall be no more than two preparation periods or no more than 40 minutes of preparation time per day. All certified staff members shall receive at least one preparation period a day, otherwise they shall be compensated for a missed prep period. Prep time shall be assigned equitably.
- H. The school year for certified staff members and paraprofessionals/teacher's aides shall be 183 days. Prior to the first day of class for students, a full day Professional Development Day shall be scheduled for the staff. One day in September shall be an orientation day. A minimum of two (2) half-day Professional Development Days shall be in-service workshop days from 1:30 pm to 4:00 pm during the school year. The content of the in-service workshops shall be developed by the district's local "Professional Development Committee" as established by the Development of Education, N.J.A.C. 6:11-13. The attendance at the full day workshop day in September shall provide for five (5) continuing education hours and the two (2) half-day Professional Development Days shall provide for three (3) continuing education hours and shall count towards satisfying the teacher's obligation under N.J.A.C. 6:11-13. Time spent as a member of the committee working on the workshop shall count toward that individual's obligation, provided said time is consistent and meets the requirements of N.J.A.C. 6:11-13 and deemed acceptable by the Department of Education. Paraprofessionals in-service workshop attendance shall be at the discretion of the administration.

1. Each certified staff member shall monitor, or participate in, after school or

evening student events for three (3) hours per school year without additional compensation. Certified staff members will be given the opportunity to elect said assignment, on a seniority basis from a list provided by the administration.

- I. There shall be up to sixteen (16) Monday meetings that shall run from 3:20 pm - 3:50 pm with the exception of five (5) Monday meetings/in-service days per year, which shall run from 3:20 pm to 4:15 pm. No meetings shall be scheduled before a holiday or on a Friday.
- J. Certified staff members shall not refuse to provide extra help for students, when appropriate, and shall provide the same either before school begins or after school, as required or requested. Tutorial time shall be thirty (30) minutes one day per week either 7:50 am - 8:20 am or 3:20 pm - 3:50 pm. Tutorial day and time shall be at the option of the teacher.
- K. There shall be a one session day before major holidays (Thanksgiving, Holiday Recess, and Spring Recess). Time for one-session days shall remain at the discretion of the Superintendent provided it does not extend beyond 12:50 pm. Student dismissal shall not be later than 12:39 pm. On these days only, the duty-free lunch period shall be reduced to thirty (30) minutes. The Superintendent, in consultation with the Association, may move these one-session days to alternate days.
- L. Secretaries shall work five (5) days per week, Monday to Friday, seven (7) consecutive hours per day, exclusive of a one (1) hour lunch. Starting times may be staggered between the hours of 7:30 am and 9:00 am.
- M. Secretaries shall work (12) months and be entitled to their allotted vacation time based on their years of service, exclusive of the student calendar. Secretaries shall follow the school calendar for school closures commencing on the first student school day and ending on the last student school day.
- N. Secretaries shall be entitled to all paid holidays as listed below in Section (s) and to a paid vacation according to the schedule in Section (r) below.
- O. Custodians shall work five (5) days per week, Monday to Friday, eight (8) consecutive

hours per day, which shall include a one hour lunch. Custodians hired after September 1, 1998, may be placed on a Sunday-to-Thursday or Saturday-to-Wednesday shift at the discretion of the Board. The custodians shall rotate every month to remove the garbage from the school building on Sundays and place the same on the curb. If necessary, on days of Board meetings during the summer, the custodians shall adjust their workday on a rotating basis and work to the conclusion of the Board of Education meeting. This shall be in lieu of the regular work day. Saturday overtime shall be assigned on a rotating basis.

P. Custodians shall work twelve (12) months and shall be entitled to all paid holidays including, but not limited to, those listed in Section (s) and to a paid vacation according to the schedule in Section (r) below.

Q. Overtime shall be paid to custodians and secretaries for:

1. Snow removal on non-regular work days.
2. Custodians shall take any compensatory days earned in lieu of overtime only when students are not in session.

R. Each twelve (12) month employee shall be entitled to a paid vacation according to the following schedule:

Years of Service	Vacation
0-4	10 days
5-14	15 days
Over 14	20 days

1. If a holiday falls during the vacation period, an employee so affected shall receive an additional vacation day for each holiday.
2. All employees shall receive their vacation pay check, if possible, prior to their vacation.
3. Vacation days for part-time employees who do not work a full work week shall be prorated.
4. Vacation days for new hires shall be prorated during the first year of employment and accumulated monthly.

S. Each twelve-month custodial employee shall follow the certified staff member holiday

calendar schedule which shall include: Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day; New Year's Eve, New Year's Day, President's Day, Good Friday, and Memorial Day with the exception of recess breaks (e.g., winter recess, Spring Break recess).

- T. In the event of layoffs of twelve (12) month employees, said employees shall be laid off in reverse order of seniority within their work category. They shall retain call back rights for thirteen consecutive calendar months from the date of lay off.
- U. Custodians, when first hired, shall serve a 180 day probationary period. If, at the conclusion of said 180 day period the employee is to be retained, then the employee shall be offered a one (1) year contract. If, at the conclusion of the first year they are to be retained, then they shall be offered a second one (1) year contract. If, at the conclusion of the second one (1) year contract they are to be retained, then they shall be offered a 185 day contract. If, at the conclusion of the 185 days they are to be retained, then the employee shall be granted tenure with all rights, benefits and emoluments of other tenured employees. Seniority for custodians shall be counted from the date of initial hire, that is at the beginning of the probationary period. All custodians on probation and during subsequent contracts shall be placed on the proper step of the salary guide and will be entitled to all contractual benefits.
- V. The parties agree to establish 12-month CST, Nurse, and Guidance Counselor positions. In February of any given school year, the Administration shall determine the number of 10-month and 12-month CST, Nurse, and Guidance Counselor positions it shall need for the following year. If there is an increase in number from the previous year, the administration shall survey the CST, Nurses, and Guidance Counselors to seek which 10-month unit members wish to move to a 12-month contract for the following year. If more individuals wish to hold 12-month positions than the number available, selections shall be made by seniority. If there is a tie for seniority, the tie shall be broken by the administration. Once an individual has moved to a 12-month position, they shall remain as a 12-month employee until they choose to move back to a 10-month position for the following year, with notice provided to the administration in February of the previous year.
 - 1. Members granted a 12-month contract shall be allotted (3) three weeks vacation

after July 1st for the upcoming school year. Two (2) weeks of the vacation time must be taken during the summer months (July 1-August 15). The additional (1) one week may be taken during the school year with two weeks prior approval by the Principal and the Superintendent. No more than one unit member may be granted vacation time during the same period of time, if students are present, if those unit members serve in the same capacity. Twelve-month employees shall be paid in 24 equal installments beginning on July 1st. Their salary shall be recalculated based on their 10-month salary and an additional 2 months shall be then added to determine their 12-month salary, the negotiated salary increase shall be calculated into their 10-month salary prior to the recalculation of their new 12 month salary. However, if the employee returns to a 10 month position the following year, the employee shall return to the equivalent step on the 10-month salary guide.

2. Blackout days shall apply for the 12-month employees, in which they shall not be permitted to take vacation time during the last week of June and from August 15 through the first student day, with the exception of Labor Day and/or if the entire 12-month staff is granted a day off.

ARTICLE VIII

CERTIFIED STAFF MEMBER FACILITIES AND SUPPLIES

- A. The Board agrees to provide each certified staff member with space within their instructional area in which the certified staff member may store their instructional material and supplies.
- B. The Board shall provide faculty members with a faculty lounge. Certified staff members shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge. The lounge shall be regularly maintained by the school's custodial staff.
- C. The Board shall make every effort to provide free and adequate off-street paved parking for staff members. The Board will not be responsible for vandalism, damage caused by other vehicles, damage caused by occupants of the school yard, damages caused by broken glass or other debris, or the acts of third parties. The custodial staff will, to the

best of their ability, keep the areas designated as parking areas clean of all broken glass, debris, and ice and snow.

- D. The Board shall provide suitable closet space for each certified staff member for the storage of coats, boots, and other personal articles.

ARTICLE IX

CERTIFIED STAFF MEMBER SALARIES

- A. Each employee employed on a ten-month basis shall be paid in twenty (20) equal semi-monthly installments on or before the 15th and 30th day of the month, prior to lunch hour.
- B. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paycheck on the last previous working day whenever possible, unless notified otherwise.
- C. Each certified staff member shall receive their final pay on the last working day in June.
- D. A voluntary program of tax-sheltered annuities shall be adopted by the Board.
- E. Employees may individually elect to have disability insurance premiums, U.S. Saving Bonds, or Hudson County School Employees Federal Credit Union contributions deducted from their salaries.
- F. The district shall provide a summer savings plan. Upon receiving a contract for the following school year, a unit member shall have the option to choose to be paid in 20 equal installments over 10 months, OR to have summer savings, in which monies shall be held for the employee and distributed to them prior to June 30. If they choose the summer savings option, payment shall be as follows: Twenty-Four (24) equal paychecks. Twenty (20) of these paychecks shall be distributed equally from September-June. The last four (4) paychecks shall be distributed in one paycheck, on the last day of school in addition to the employees regular payroll check. This one lump sum check, equaling the four remaining checks for the year shall only include deductions for taxes. No unit member shall not be permitted to change their summer saving election/status after they return their employment agreement on or before June 1st of any given school year.

- G. All twelve-month employees shall be paid in twenty-four equal installments on or before the 15th and 30th day of the month, prior to lunch hour.
- H. For certified staff member longevity, see Appendix B. For support staff longevity, see Appendix D.
- I. For any extra-curricular activities, except as listed in Appendix C of this contract, the hourly rate of compensation for certified staff members shall be: \$55.00 per hour.
- J. Certified staff members acting as mentors shall receive annual stipends of \$550 per standard provisional teacher, and \$1,000 per alternate route trainee, or whatever amount is provided to the Board per apprentice teacher by the State of New Jersey. Absent state funding, provisional teachers shall pay the above stipends (or the difference between the above stipends and state funding) directly to their mentors.

ARTICLE X

PARAPROFESSIONALS, ABA AIDES AND AIDES SALARIES

- A. A full-time paraprofessional shall be defined as a paraprofessional working in excess of thirty-three (33) hours per week.
- B. All full-time paraprofessionals hired after July 1, 2008 shall hold a non-tenured 10 month position.
- C. At the option of the Superintendent and the Board of Education, the Special Education paraprofessionals shall work the extended school year program at an hourly rate as per Appendix D.
- D. Part-time Aides and Special Education Aides shall from 8:15 am to 3:10 pm, which shall include a one-hour duty free lunch.
- E. Part-time Aides and Special Education Aides shall be paid in regular intervals twice per month in the same manner as certificated staff. Salary guides are shown in Appendix D.

ARTICLE XI

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to furnish to the Association, upon written request, all available

information concerning the financial resources of the district, which are public records, including: annual financial reports and audits, register of certified personnel, agendas and minutes of all board meetings , census data, names and addresses of all certified staff members, and other such other information that shall enable the Association to develop programs on behalf of the certified staff members.

- B. With regard to information required to process a grievance, the Association shall present a written request setting forth the precise information so required. The Board shall make every reasonable effort to comply with said request, subject to a written waiver provided by the bargaining unit member for access to their personnel record.
- C. USE OF SCHOOL BUILDINGS: The Association and its representatives shall be permitted to use the school buildings at reasonable hours, provided that adequate advanced notice is given to the Principal or Superintendent of schools, and further provided that the facilities are available for use at the times so requested.
- D. BULLETIN BOARD: The Association shall have the right to use the bulletin board in the faculty lounge for any and all materials pertinent to Association matters.

ARTICLE XII

PERSONAL DAYS

- A. All unit members shall be allowed a total of four (4) absences per year for emergency and non-emergency personal reasons.
 - 1. Two (2) of these personal days may be taken as emergency personal days (EPD) without prior approval from the administration.
 - 2. The other two (2) personal days (PD) shall require three (3) days prior written notice of said absence. Personal day usage immediately before or after a school holiday shall require the Superintendent's prior approval.
 - 3. No deduction of salary shall be made for the personal day absence mentioned herein.
 - 4. Unused Personal Days or Emergency Personal Days shall be accumulative (rolled over to the following school year) as sick days.

5. Part Time Employees that work 25 hours or more per week shall be eligible for personal time as above, with one day equal to the number of hours they work in any given day. (Ex. 6 hour day= 6 hours of personal time.)

ARTICLE XIII

ABSENCES and SICK LEAVE

- A. All ten-month unit members shall be entitled to ten (10) sick days during each school year. All twelve-month employees shall be entitled to twelve (12) sick days per year.
- B. Regularly employed part-time employees shall be eligible for ten (10) sick days, with one day equal to the number of hours they work in any given day. (Ex. 6-hour day= 6 hours of sick time.)
- C. All unit members shall have the ability to view their up-to-date accumulated leave through an electronic tracking system. All unused sick days shall be accumulated from year-to-year with no maximum limit. For 12-month employees, sick leave shall accrue from July 1st, and shall be prorated during the first year of employment.
- D. Any secretary or custodian absent for ten consecutive workdays shall be required, at the Board's discretion, to submit to an independent medical exam scheduled by the Board substantiating their illness and the prognosis for recovery before salary shall be forthcoming. All costs for this independent medical exam shall be borne by the Board.
- E. If the absence of a tenured unit member due to personal illness exceeds their accumulated sick leave, the Board may, at its discretion, agree to provide the unit member with more personal illness days and/or their full salary less the full amount of a substitute's pay in accordance with State law. Any further payment of salary shall be at the discretion of the Board. The daily rate of substitute pay to be deducted from the salary of unit members who are not classroom teachers shall be determined by the Board in each individual case.
- F. No deduction shall be made in a unit member's salary for the following absences:
1. Death in the immediate family. Up to five (5) consecutive calendar days, commencing with the day following the day of bereavement, shall be granted for a death in the immediate family. Additional days may be granted at the sole discretion of the Superintendent or designee if necessary due to extenuating

circumstances. Immediate family is defined as parent, spouse, sibling, child, parent-in-law, sibling-in-law, child-in-law, grandparent, grandchild, or any relative who makes their home with the unit member. In case of death of a relative other than those defined above, an absence of two days will be allowed without loss of salary.

2. Unit members who are absent due to illness from contagious disease (such as measles, mumps, chicken pox) contracted while serving in the school shall suffer, upon presentation of a doctor's certificate, no loss of pay or sick days.
3. Each certified staff member shall be entitled to, and the Board shall fund, one (1) day per school year for the purpose of visiting other schools and attending meetings or conferences of an educational nature, provided the leave is approved by the Principal or Superintendent of Schools. The time period may be extended upon approval of the Board.
4. Five (5) days leave of absence without loss of pay may be granted to a non-birth parent to provide family care upon the birth of a baby.

F. The Board agrees to continue its existing policy of compensating unit members who serve as substitutes during preparation periods:

335 minutes / 8 periods = one sick day

In the event no substitute is assigned, certified staff members who serve as substitutes shall serve on an equitable rotating basis.

G. A staff member will have the option of collecting the substitute's pay or a sick day, when the staff member accumulates 335 minutes or 8 periods. All staff members shall, prior to the end of the school year, notify the office of their selection of method of payment. There will be no compensation for missed preparation periods on Field Trip days, during pre and post evaluation conferences or on professional workshop days. If any other meeting is for fifteen minutes or less, there shall be no compensation, and both administrator(s) and staff member(s) will sign-off at the conclusion of said meeting. There will be no other meetings scheduled during the day for which an individual will miss preparation time or they shall be compensated unless the meeting is initiated by that individual.

- H. Any employee who demonstrates perfect attendance in any given school year, from Sept. 1st through the last day of school, shall be given a stipend of \$500, payable no later than July 15. This excludes the following days: jury duty, bereavement days, as defined in this agreement, emergency personal days; personal days for ONLY the following reasons: closing of a home and/or legal proceedings of a non-criminal nature. Documentation must be provided in advance or within three (3) working days following their return to work.

ARTICLE XIV

LEAVES OF ABSENCE WITHOUT PAY

A. MATERNITY/CHILD-REARING LEAVE

1. Maternity leave shall consist of 60 calendar days or 40 workdays before and/or after delivery of the child. During this period accumulated paid sick leave may be used. In the event that the employee does not have adequate accumulated sick leave to take during this period, leave may be taken under the provisions of the Federal Family Medical Leave Act without loss of health benefits.
2. Beyond the use of sick days or Federal family leave above, an employee is eligible for up to twelve (12) weeks of leave under the provisions of the New Jersey Family Leave Act without loss of health benefits.
3. Following the leave outlined in 1. and 2. above, child-rearing leave without pay shall be granted upon request for the balance of that contract year and one additional contract year. An employee returning from this leave must return at the beginning of a marking period, unless specifically approved by the Superintendent.
4. If an employee is on a maternity/child rearing leave with a scheduled return date and wishes to return early or extend that leave, they may do so by informing the Superintendent with notice of at least 60 calendar days, except in the case of a documented medical emergency for the child or parent. Any such extension shall be granted only once and shall not extend the total leave beyond the limits outlined above.

5. Following the completion of ninety (90) paid instructional days, certified staff members shall be given full credit for one (1) year's service toward the next increment step the following year.

- B. **ARMED FORCES LEAVE**- Any unit member under tenure who may enlist or be conscripted into the Armed Forces of the United States for service or training, shall make application for military leave. They shall be reinstated to this position in the system with full credit including annual increment under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position. The application for reinstatement shall be made within a reasonable time after discharge or release from military service and no later than ninety (90) days after release or discharge.
- C. All unit members returning from leaves of absence without pay, with the exception of those entering the armed forces, will return to the system on the next step of the appropriate salary guide above the one on which they were granted their leave with no loss of seniority.

ARTICLE XV

SABBATICAL LEAVE

- A. A leave of absence for the purpose of study may be granted by the Board in its discretion to any member of the teaching staff who has performed continuous and satisfactory service in the public school of Guttenberg for a period of nine (9) years, the nature and scope of the study must be approved by the Superintendent of Schools and the Board of Education.
- B. A certified staff member to whom this leave of absence is granted shall be eligible for full salary guide credit as if on active duty.
- C. A leave of absence for study granted under this rule shall be for a period of one (1) year, and the certified staff member shall receive as compensation one half (1/2) of their monthly salary during the continuance of such leave. Application for leave of absence for study shall be presented to the Superintendent of Schools at least four (4) months before the beginning of the desired leave. The applicant shall sign a contract to serve in the

public school of Guttenberg for at least three (3) years after expiration of the leave. The Superintendent shall report these applications, with recommendations, to the Board at its next meeting.

- D. The Board of Education shall require all certified staff members, to whom leave of absences are granted for study, under these rules to carry out fully all the details of the program of study presented in the application for leave, and refrain from engaging in any remunerative occupation during the continuance of the leave of absence. Tuition grants, scholarship, grants in-aid, federal grants or stipends, etc. shall not be considered as remuneration. Certified staff members on leave for study shall present to the Superintendent of Schools, at such time, as they may require certificates signed by proper authorities, of the beginning, continuance, and completion of the course of study chosen.
- E. For its own protection and the protection of the school system, the Board will, in any case of violation, terminate the leave of absence and will regard such violation as evidence of conduct unbecoming a teacher, within the purview of the Tenure of Office Act.
- F. In addition to the above procedures, unit members found in violation of this agree to reimburse the Board for all salary paid during the sabbatical.

ARTICLE XV

PROTECTION OF EMPLOYEES

- A. Employees shall immediately report cases of assault suffered by them in connection with their employment to their Principal or Superintendent of Schools or other immediate superior.
- B. The Board shall give full support including legal and other assistance for any assault upon the employee while acting in the discharge of their duties and will assist in every way possible to help the employee obtain reimbursement for the reasonable costs of any clothing or any other personal property damaged or destroyed as a result of said assault, providing it is determined by the arbitrator and/or a court of competent jurisdiction, as applicable, that such injury or legal proceeding was not the fault of the employee.
- C. When an absence arises out of said assault or injury, the employee shall be entitled to full salary and other benefits for a period of up to one calendar year as per N.J.S.A., 18A.

ARTICLE XVI

HEALTH INSURANCE

- A. The Board shall make available to Association members hired before June 30, 2010, and their family coverage under the New Jersey School Employees Health Benefits Plan 10 and New Jersey School Employees Health Benefits Plan 15 or its equivalent, including Rider J, Major Medical as well as a Prescription Plan, Dental Plan . Employees will contribute to health insurance premiums in accordance with Chapter 78, P.L. 2011. Health contributions for all staff members in SEHBP Direct 10 or Direct 15 Tier 4 shall remain frozen at the 2018-2019 levels through December 31, 2022. As of January 1, 2023 employees in Direct10 or Direct15 shall return to the full Chapter 78 contribution levels. Employees enrolled in the New Jersey Educators Health Plan or Garden State Health Plan shall be subject to contributions as per PL 2020, Ch. 44.
- B. The prescription plan shall be provided as per the School Employees Health Benefits Plan (SEHBP) in effect on July 1, 2022. The Dental Plan Maximum shall increase from \$1000 to \$2000.
- C. The Board shall provide a total of \$150 each year, per employee and each eligible family member (as defined in the State Health Benefit Plan), towards the cost of an eye exam, glasses, and/or contact lenses. Employees shall be reimbursed for these costs within 30 days of submission of these bills. All full-time employees are eligible for eyeglass reimbursement, regardless of if they participate in the health insurance package offered by the District.
- D. Part-time employees shall not be eligible for board-paid health insurance, dental, or optical coverage.
- E. Employees beginning their employment in the school district after June 30, 2010 and their family shall be afforded health benefit coverage through the New Jersey School Employees Health Benefit Plan 15 or its equivalent including Rider J, Major Medical, Prescription Plan, Dental Plan and Optical Plan. The unit member shall have the option to secure coverage through the New Jersey Health Benefit Plan 10, provided the unit member pays the difference in the premium coverage between New Jersey Health Benefit Plan 10 and New Jersey Health Benefit Plan 15, which shall be secured through payroll

deduction. Each unit member shall contribute the greater of 1.5% of their salary or the required percentage of healthcare premium based upon the attached sliding scale chart from the New Jersey Public Employee Health Benefits Reform Legislation marked as Exhibit A towards health benefits costs. Health contributions for all staff members in SEHBP Direct 10 or Direct 15 Tier 4 shall remain frozen at the 2018-2019 levels through December 31, 2022. As of January 1, 2023 employees in Direct10 or Direct15 shall return to the full Chapter 78 contribution levels. Employees enrolled in the New Jersey Educators Health Plan or Garden State Health Plan shall be subject to contributions as per PL 2020, Ch. 44.

- F. Any eligible employee hired after July 1, 2021 shall only be entitled to New Jersey Educators Health Plan through the School Employee Health Benefit Plan (SEHBP) and shall be subject to contributions as per PL 2020, Ch. 44.
- G. Each employee who has health benefits coverage through their spouse, may waive their major medical and prescription health benefits coverage through the district and shall, in return, receive the lesser of 25% of the cost of coverage or the sum of \$5,000.00 payable in two installments on December 1st and May 1st of the year in which the employee has opted out, subject to all appropriate deductions provided said spouse is not receiving health benefits through the New Jersey State Health Benefits Plan. Employees who have New Jersey health benefits coverage through their spouse are not eligible to be enrolled in the New Jersey health benefits program. This payment is not to be considered a salary payment and as such, is not pensionable.
- H. An employee who chooses to waive their health benefit coverage shall request such, in writing, no later than September 1st of the year preceding the upcoming fiscal year in which the waiver shall begin and must provide proof of other health insurance coverage through their spouse before they can opt out. The waiver must remain in effect for the entire fiscal year that the employee has opted out.
- I. An employee who has waived their medical benefit coverage will be allowed to restore such coverage on an immediate basis, if the employee submits proof of a life status change (e.g., unemployment or death of spouse, divorce or legal separation). Other than life status changes, an employee who has waived coverage will not be permitted to

re-enroll in the plan until the open enrollment period.

- J. If as a result of a life status change, an employee revokes the waiver prior to the end of the year in which they opted out, the employee's reimbursement shall be prorated based upon the period of time not covered by the district's benefit plan.
- K. Health Savings Account - The Board and the Association have agreed to set up a Flexible Spending Account commencing on or before January 15, 2012 which will allow employees to deduct pre-tax monies from their salaries which shall be placed into an account to be utilized for health benefits. If required, the Board and Association will pay fifty (50%) percent towards the startup costs not to exceed \$1,000.00 each. Each individual participating in the Flexible Spending Account shall be responsible for the cost to maintain and administer their account. Whatever savings the District incurs with respect to social security tax payments resulting from an employee in the Flexible Spending Account, shall be applied equally for all participating members towards the monthly service charges.
- L. If a State plan is selected, open enrollment shall begin October 1st with a start date of January 1st. If a State plan is not selected, the start date would depend upon that company's plan and enrollment.
- M. The District reserves the right to change carriers for any benefits plan as long as the coverage is equal to or better than existing coverage.

ARTICLE XVII

POSITIONS

- A. Posting for any promotional position shall be made at least ten days prior to the appointment. Any employee applying for the promotional position shall be interviewed by the Board or its designee prior to the appointment.

ARTICLE XVIII

HOME INSTRUCTION

- A. Certified staff members who are assigned to home tutoring shall be paid Fifty-Five (\$55.00) Dollars per hour.

- B. Payment for services rendered shall be in a separate payroll check.
- C. Assignments are to be made on a rotating basis if there are no volunteers.
- D. Assignments are to be made by the Superintendent. Home instruction assignments shall be based on teacher certifications when possible. A teacher with the relevant certification for a particular assignment shall have preference for the position.
- E. The school nurse shall be reimbursed at the rate of twenty dollars (\$20.00) per hour for time spent in court, relating to school business, before or after school hours.
- F. The hourly rate for ABA paraprofessionals performing home programming services for special needs children shall be \$25.00 per hour. The Para-Professional performing ABA home programming shall have direct contact with the student and parent and be responsible for implementing discrete trial, data collection and applied behavior analysis, weekly progress notes and summary progress statements. Both sides acknowledge and agree that the job description and duties may be further defined.

ARTICLE XIX

MASTER/DOCTORAL DEGREE TUITION REIMBURSEMENT

- A. The Board agrees to reimburse fifty percent (50%) of the tenured certified staff member's cost for a pre-approved graduate level course leading to a Masters Degree or Doctoral Degree directly related to their current position in the Guttenberg School district. In no event, shall the Board expend more than \$20,000 in any school year towards tuition reimbursement for the entire staff. In order to be eligible for reimbursement, the certified staff member must successfully complete the course. Successful completion of the course shall be defined as a "B" or better. If a certified staff member leaves the district within two (2) years of completing the course, they shall reimburse the district for the cost of the course.
- B. Tuition reimbursement shall be available to all tenured staff. A certified staff member may secure reimbursement for a maximum of nine (9) credits per school year. In the event there is insufficient funding to meet the requests for tuition reimbursement, the same shall be allocated based upon seniority. All requests for Fall courses shall be

submitted on or before June 30"; all requests for Spring courses shall be submitted on or before October 1st ; and all requests for Summer courses shall be submitted on or before February 1st.

- C. Online courses will be approved for tuition reimbursement only upon the Superintendent's determination that the course work is equivalent to an "in-residence" program. The criteria for this determination will include the accreditation agency of the accredited program and the Superintendent's assessment of the course outline and work accredited to the student. The Superintendent's decision shall be uniformly applied to all staff members and shall be final and not subject to the grievance procedure or arbitration. All schools set forth on the attached appendix mutually agreed to by the Superintendent and Association are also deemed acceptable.
- D. Any custodian or secretary who takes a class, workshop or any other program which serves to improve their skills within their job description shall be reimbursed by the Board for all tuition costs. Said class or workshop shall be subject to Board approval.

ARTICLE XX

TERMINAL LEAVE PAY

- A. Upon death or retirement from the Guttenberg School District any full-time unit member, who is vested in the New Jersey Teachers' Pension and Annuity Fund or Public Employee Retirement System shall receive one-half (1/2) of a day's pay, which shall be equal to one-two hundredth (1/200) of the minimum salary on their respective salary guide.
- B. Eligible employees shall be entitled to payment for up to two hundred (200) accumulated sick days. The payout shall not exceed Fifteen Thousand Dollars (\$15,000)
- C. All part time employees are excluded.

ARTICLE XXI

EMPLOYEE RIGHTS

- A. No employee shall be disciplined, reprimanded, reduced in rank or compensation, or

deprived of any professional advantage without just cause except as otherwise provided by statute. Any such action asserted by the Board, its agent or representative, shall be subject to the grievance procedure herein set forth unless jurisdiction is preempted by statute.

- B. Whenever any employee is required to appear before the Principal or Superintendent of Schools, Board, or any committee or member thereof, concerning any matter which would adversely affect the continuation of that employee's office, position, or employment or the salary or any increments pertaining thereto, then said employee shall be given three (3) school days prior written notice of the reasons for such meeting(s) or interview(s). Three (3) school days prior written notice is not required if the subject of the meeting is of an urgent nature and/or necessitates immediate action. The employee shall be entitled to have a representative of their own choosing present to advise him at all such meetings and/or interviews.
- C. Any criticism or questioning by a supervisor, administrator, or Board member as to an employee's performance and/or a teacher's instructional methodology shall be made in confidence and not in the presence of students, parents, peers, or other public gatherings.
- D. Any complaint regarding an employee made to any member of the Administration by any parent, student, or other person, which does or may influence the evaluation of the employee shall be processed in the following manner:
 - 1. The Principal or Superintendent of Schools shall meet with the employee to apprise the employee of the full nature of the complaint and shall attempt to resolve the matter informally.
 - 2. The employee shall have the right to be represented at any and all such meetings or conferences involving the complaint.
- E. There shall be one personnel file for each bargaining unit member.
- F. Bargaining unit members shall be permitted to review their personnel file with *three (3)* business day's notice to the appropriate administrator, they shall be furnished with a single copy of each item requested from the file and shall pay the cost of the same as prescribed by District policy. The review may not interfere with and/or interrupt the

employee's responsibilities and/or assignments. Authorized representatives of the Association may also examine personnel files with written authorization from the unit member and shall be furnished with a single copy of each requested item in the personnel file and shall pay the cost of the same as prescribed by District policy.

ARTICLE XXII

STATUTORY SAVINGS CLAUSE

- A. Nothing contained herein shall be construed to deny or restrict to either party to this agreement such rights as it may have under the laws of the State of New Jersey or other applicable laws or regulations.

ARTICLE XXIII

BOARD'S RIGHTS

- A. The Board, on its behalf, hereby retains and reserves unto itself all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the Laws of the Constitution of the State of New Jersey and the United States, including all Laws, Rules and Regulations of the State Department of Education and the Commissioner of Education of the State of New Jersey, and the provisions of this agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities.
- B. If in the opinion of the Principal or Superintendent, a custodian or secretary arrives to work unsuitably dressed, the Principal or Superintendent may request a meeting with said employee to discuss their attire.
- C. Any decision of the Superintendent may be appealed to the Board of Education.
- D. Any disciplinary action shall be subject to the grievance procedure. An Association Representative shall be present at all meetings.

IN WITNESS WHEREOF the parties hereto have 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 here on this 1st day of July, 2022.

For the Board

Robert Costa
Robert Martinez
Dr. Michelle Rose

For the Association:

Erin M. Moneys
Kathryn Trapplet
Paxana Cerabona

**APPENDIX A:
CERTIFIED SALARY GUIDE**

<i>2022-2023..... Year 1</i>								
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	57,031	57,781	58,331	61,531	61,831	62,331	62,931	63,331
2	57,331	58,081	58,631	61,831	62,131	62,631	63,231	63,631
3	57,681	58,431	58,981	62,181	62,481	62,981	63,581	63,981
4	58,031	58,781	59,331	62,531	62,831	63,331	63,931	64,331
5	58,381	59,131	59,681	62,881	63,181	63,681	64,281	64,681
6	59,581	60,331	60,881	64,081	64,381	64,881	65,481	65,881
7-8	61,281	62,031	62,581	65,781	66,081	66,581	67,181	67,581
9-10	62,981	63,731	64,281	67,481	67,781	68,281	68,881	69,281
11	64,781	65,531	66,081	69,281	69,581	70,081	70,681	71,081
12	66,581	67,331	67,881	71,081	71,381	71,881	72,481	72,881
13	68,381	69,131	69,681	72,881	73,181	73,681	74,281	74,681
14	70,181	70,931	71,481	74,681	74,981	75,481	76,081	76,481
15	72,681	73,431	73,981	77,181	77,481	77,981	78,581	78,981
16	75,481	76,231	76,781	79,981	80,281	80,781	81,381	81,781
17	78,281	79,031	79,581	82,781	83,081	83,581	84,181	84,581
18	81,506	82,256	82,806	86,006	86,306	86,806	87,406	87,806
19	84,870	85,620	86,170	89,370	89,670	90,170	90,770	91,170
20	86,938	87,688	88,238	91,438	91,738	92,238	92,838	93,238

2023-2024..... Year 2								
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	58,331	59,081	59,631	62,831	63,131	63,631	64,231	64,631
2	58,631	59,381	59,931	63,131	63,431	63,931	64,531	64,931
3	58,981	59,731	60,281	63,481	63,781	64,281	64,881	65,281
4	59,331	60,081	60,631	63,831	64,131	64,631	65,231	65,631
5	59,681	60,431	60,981	64,181	64,481	64,981	65,581	65,981
6	60,881	61,631	62,181	65,381	65,681	66,181	66,781	67,181
7	62,581	63,331	63,881	67,081	67,381	67,881	68,481	68,881
8-9	64,281	65,031	65,581	68,781	69,081	69,581	70,181	70,581
10-11	65,931	66,681	67,231	70,431	70,731	71,231	71,831	72,231
12	67,381	68,131	68,681	71,881	72,181	72,681	73,281	73,681
13	69,181	69,931	70,481	73,681	73,981	74,481	75,081	75,481
14	70,956	71,706	72,256	75,456	75,756	76,256	76,856	77,256
15	73,431	74,181	74,731	77,931	78,231	78,731	79,331	79,731
16	75,481	76,231	76,781	79,981	80,281	80,781	81,381	81,781
17	78,281	79,031	79,581	82,781	83,081	83,581	84,181	84,581
18	81,506	82,256	82,806	86,006	86,306	86,806	87,406	87,806
19	84,870	85,620	86,170	89,370	89,670	90,170	90,770	91,170
20	86,938	87,688	88,238	91,438	91,738	92,238	92,838	93,238

2024-2025.....Year 3								
Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	DOC
1	60,031	60,781	61,331	64,531	64,831	65,331	65,931	66,331
2	60,331	61,081	61,631	64,831	65,131	65,631	66,231	66,631
3	60,681	61,431	61,981	65,181	65,481	65,981	66,581	66,981
4	61,031	61,781	62,331	65,531	65,831	66,331	66,931	67,331
5	61,381	62,131	62,681	65,881	66,181	66,681	67,281	67,681
6	61,596	62,346	62,896	66,096	66,396	66,896	67,496	67,896
7	62,781	63,531	64,081	67,281	67,581	68,081	68,681	69,081
8	64,731	65,481	66,031	69,231	69,531	70,031	70,631	71,031
9-10	66,381	67,131	67,681	70,881	71,181	71,681	72,281	72,681
11-12	68,181	68,931	69,481	72,681	72,981	73,481	74,081	74,481
13	70,081	70,831	71,381	74,581	74,881	75,381	75,981	76,381
14	71,856	72,606	73,156	76,356	76,656	77,156	77,756	78,156
15	74,331	75,081	75,631	78,831	79,131	79,631	80,231	80,631
16	76,381	77,131	77,681	80,881	81,181	81,681	82,281	82,681
17	79,181	79,931	80,481	83,681	83,981	84,481	85,081	85,481
18	82,406	83,156	83,706	86,906	87,206	87,706	88,306	88,706
19	85,770	86,520	87,070	90,270	90,570	91,070	91,670	92,070
20	87,838	88,588	89,138	92,338	92,638	93,138	93,738	94,138

APPENDIX B

CERTIFIED LONGEVITY DIFFERENTIALS

LONGEVITY

15-18 years	\$800
19-24 years	\$3000
25-29 years	\$3200
30-34 years	\$3400
35+ years	\$4100

POST GRADUATE CREDITS

(All amounts calculated above the BA column)

BA+15	\$750
BA+30	\$1300
MA	\$4500
MA+15	\$4800
MA+30	\$5300
MA+45/2 nd MA	\$5900
PhD or EdD	\$6300

A unit member who obtains graduate credits before September 1st of any given year, shall have their salary increased on September 1st.. In the event that the credits or degree is obtained after September 1st of any given year, the salary shall be increased on February 1st of the following year, if accompanied by a transcript or official documentation (transcript) indicating successful completion of said courses.

APPENDIX C
CERTIFIED EXTRA-CURRICULAR POSITIONS AND SALARY

Position	Requirements	Stipend
Boys Basketball(2)	Games and practices	\$1800 each (2)
Intramural Sports (maximum of 6 staff members)	Minimum of 20 practices per season	\$1000 each (6)
Running Club	Minimum 16 meetings; one track meet with North Bergen in the Spring	\$800
Yearbook	Minimum of 30 meetings per year	\$1700
Cheerleading (2)	Games and practices	\$1800 each (2)
Girls' Basketball (2)	Games and practices	\$1800 each (2)
Literacy Magazine/Creative Writing (2)	Minimum 16 meetings	\$800 each (2)
Student Council (2)	Minimum 22 meetings	\$1200 each (2)
8 th Grade Advisor	Minimum 22 meetings	\$1200
Art Club	Minimum 16 meetings	\$800
Breakfast Monitor	Daily	\$20 per day
Comic Book Club	Minimum 16 meetings	\$800
Morning Detention	Tuesday-Thursday	\$975
After School Detention	Tuesday-Friday	\$2600
Saturday Detention	Saturdays	\$200 per day
Webmaster	Maintain website, including summer maintenance	\$1600
Chorus/Instrumental	\$800 for 16 practices \$800 for 2 performances <i>Must meet both requirements for full stipend</i>	\$1600
Chess Club	Minimum 16 meetings	\$800
STEM Club	Minimum 16 meetings	\$800
Title One Coordinator (2)	\$800 each	\$800 each (2)
Multicultural Club	Minimum 16 meetings	\$800
This is Us	Minimum 16 meetings	\$800
Junior National Honor Society (2)	- Minimum 16 meetings - Attendance at JNH program	\$800 each (2)
Saturday Title I Coordinator	Saturday, Must attend Saturday program	\$800
Team Leader (by subject area and/or grade level)	- Up to 4 after school obligations per month, - Summer responsibilities may be required	\$1200
SEL Coordinator	Plans SEL related programs, minimum of 16 after/evening school meetings	\$2000
ALK News	Minimum 6 shows per year	\$800
Board Game Club (Grades 1-3)	- Minimum 16 meetings - Club should end at 4:00 pm - Staff member(s) must wait for parents to pick up students	\$850 each

Appendix D

FULL TIME PARA			PART TIME		PART TIME SP ED AIDES		CUSTODIANS		SECRETARIES	
YEAR 1 2022-23			YEAR 1 2022-23		YEAR 1 2022-23		YEAR 1 2022-23		YEAR 1 2022-23	
Step	FT Para		Step	PT Aides	Step	PT Sp Ed Aides	Step	Custodian	Step	Secretaries
1	27,761		1	21,218	1	21,857	1	31,771	1	35,400
2	28,511		2	21,968	2	22,607	2	32,521	2	36,800
3	29,261		3	22,718	3	23,357	3	33,271	3	38,600
4	30,011		4	23,468	4	24,107	4	34,021	4	40,000
5	30,761		5	24,218	5	24,857	5	35,521	5	41,400
6	31,511		6	24,968	6	25,607	6	36,271	6	42,800
7	32,261		7	25,718	7	26,357	7	37,021	7	44,200
8	33,043		8	26,468	8	27,107	8	37,771	8	45,600
									9	47,500
									10	49,200
YEAR 3 2024-25			YEAR 3 2024-25		YEAR 3 2024-25		YEAR 3 2024-25		YEAR 3 2024-25	
Step	FT Para		Step	PT Aides	Step	PT Sp Ed Aides	Step	Custodian	Step	Secretaries
1	28,637		1	21,251	1	21,910	1	32,741	1	37,206
2	29,387		2	22,001	2	22,660	2	33,391	2	38,206
3	30,137		3	22,751	3	23,410	3	34,041	3	39,206
4	30,887		4	23,501	4	24,160	4	34,691	4	40,606
5	31,637		5	24,251	5	24,910	5	35,366	5	42,006
6	32,387		6	25,001	6	25,660	6	36,066	6	43,406
7	33,137		7	25,751	7	26,410	7	36,791	7	44,806
8	33,887		8	26,501	8	27,160	8	37,541	8	46,406
									9	48,106
									10	49,806
YEAR 3 2024-25			YEAR 3 2024-25		YEAR 3 2024-25		YEAR 3 2024-25		YEAR 3 2024-25	
Step	FT Para		Step	PT Aides	Step	PT Sp Ed Aides	Step	Custodian	Step	Secretaries
1	29,528		1	21,311	1	21,992	1	33,930	1	38,345
2	30,278		2	22,061	2	22,742	2	34,605	2	39,345
3	31,028		3	22,811	3	23,492	3	35,280	3	40,345
4	31,778		4	23,561	4	24,242	4	35,955	4	41,345
5	32,528		5	24,311	5	24,992	5	36,655	5	42,745
6	33,278		6	25,061	6	25,742	6	37,380	6	44,145
7	34,028		7	25,811	7	26,492	7	38,105	7	45,545
8	34,778		8	26,561	8	27,242	8	38,855	8	47,145
									9	48,845
									10	50,545

LONGEVITY

10-11 Years of Service \$200
 12-13 Years of Service \$400
 14-15 Years of Service \$600
 Over 15 Years of Service \$800

Extended program
 hourly rate for Special
 Education Aides, PT
 Aides, Paraprofessionals
 shall be:

\$18.85

for the duration of the
 contract.

APPENDIX E

Behaviorist:

Minimum salary shall not be less than \$42,500.00. Behaviorists shall receive an increase of \$2500 immediately and a 4% increase in each of the three years of this agreement. This position is eligible for tenure.

APPENDIX F

Each twelve (12) month employee shall be entitled to a paid vacation according to the following schedule:

<u>Years of Service</u>	<u>Vacation</u>
0-4	10 days
5-14	15 days
Over 14	20 days