

AGREEMENT

BETWEEN THE

KEANSBURG BOARD OF EDUCATION

AND THE

KEANSBURG EDUCATION ASSOCIATION

2021-2024

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DURATION OF AGREEMENT

1. THIS AGREEMENT SHALL BE EFFECTIVE AS OF JULY 1, 2021 AND SHALL CONTINUE IN EFFECT UNTIL JUNE 30, 2024. THIS AGREEMENT SHALL NOT BE EXTENDED ORALLY AND IT IS EXPRESSLY UNDERSTOOD THAT IT SHALL EXPIRE ON THE DATE INDICATED.
2. IN WITNESS THEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE SIGNED BY THEIR RESPECTIVE SECRETARIES, AND THEIR CORPORATE SEALS TO BE PLACED HEREON, ALL ON THE DAY AND YEAR WRITTEN.

KEANSBURG BOARD OF EDUCATION

President

Board Secretary

Date

Date

KEANSBURG EDUCATION ASSOCIATION

President

Secretary

Date

Date

ARTICLE I

RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all personnel whether under contract or on leave in the following classifications: teachers, nurses, guidance counselors, librarians/media specialists, social workers, learning disability specialists, school psychologists, speech pathologist, SAC, secretary/clerks, computer technicians, and paraprofessionals employed by the Board. Excluded are all other employees of the District.

Unless otherwise indicated, the word "employee" when used hereinafter in this agreement, shall refer to all employees, as set forth in Article I, represented by the Association in the negotiation unit as above defined.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

Parties agree to enter into collective negotiations on or about December 1, pursuant to Chapter 123, Public Law of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom the Association is authorized to negotiate. Such negotiations shall begin at a mutually agreeable time. Any agreement so negotiated, shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing, shall be signed by the Board and the Association, and final agreements shall be presented for acceptance or rejection by the full Board of Education at any public meeting and by the Association at a General Membership Ratification Vote.

B. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

C. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. In addition, the majority representative and designated representatives of the public employer shall meet at reasonable times and negotiate in good faith with respect to grievances and terms and conditions of employment.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

Grievance shall mean an alleged violation or dispute concerning the interpretation, application or violation of policies, agreements and administrative decisions affecting terms and conditions of employment of a member, members, or the Association.

B. Procedures

1. A grievant shall institute action under the provisions herein within fifteen (15) work days of the occurrence of the complaint. Failure to act within said fifteen (15) days shall constitute abandonment of the grievance.
2. A grievant may process his/her grievance personally or through a representative of his/her own choosing.
3. Level One - Principal or Immediate Supervisor:

A grievant shall first present his/her grievance in writing to his/her immediate supervisor. If the grievance is pursuant to an order of the Superintendent, the grievance shall be processed directly to the Superintendent level. Such writing shall be submitted during the fifteen (15) day period aforementioned and said time limit shall not be extended except by written consent of the Superintendent of Schools. The immediate supervisor and/or principal shall have five (5) work days to answer the grievance in writing.

The written grievance shall specify the following:

- a. Nature of the grievance outlining the section of the contract, administrative decision or policy that was allegedly violated.
 - b. Results of previous discussions, if any.
 - c. The basis of dissatisfaction.
 - d. Remedy sought.
4. Level Two - Superintendent:

If the grievance is not resolved to the employee's satisfaction, the employee shall submit his/her grievance in writing to the Superintendent of Schools within five (5) work days following the written response from Level I.
 5. Within fifteen (15) work days from receipt of the written grievance, the Superintendent will have the aforementioned fifteen (15) work days in which to hear the grievance at a mutually agreeable time and answer in writing unless a different time period is mutually agreed upon.

6. Level Three - Board of Education:

Should the Superintendent fail to act in accordance with the immediately preceding paragraph, or should the employee consider the determination by the Superintendent unsatisfactory, he/she may within five (5) work days after receiving the determination or failure to make the determination, appeal the grievance to the Board of Education in writing, including a written statement of dissatisfaction and copies of all previous writings.

The Board shall review the grievance with the employee present if he/she so requests. The Board shall render a decision in writing within thirty (30) calendar days following the receipt of the grievance.

7. Level Four - Arbitration:

If the Association determines the grievance is meritorious and is dissatisfied with the Board's determination, it may submit the grievance to binding arbitration with fifteen (15) work days following the determination by the Board, provided that referrals of grievances to arbitration shall be limited as follows:

The only grievances, which may be arbitrated, are those based upon an allegation that there has been violation of the express written terms of this Agreement.

The arbitrator shall only have authority to rule upon negotiable terms and conditions of employment. Any dispute as to the negotiability of an issue under the above shall be raised before PERC through a scope of negotiations proceeding.

8. Should the Association refer a grievance to arbitration, it shall be bound by the rules and regulations of the Public Employment Relations Commission in the selection of the arbitrator. The arbitrator shall conduct the hearing for the parties of interest and shall render his/her determination within thirty (30) calendar days of said hearing. The arbitrator's determination shall be final and binding upon the parties.
9. In the event of arbitration, the costs of the arbitrator's services shall be shared by the parties and each of the parties shall bear their own costs.
10. Should the grievant fail to process his/her grievance within the time limits herein set forth at any step, it shall constitute abandonment of the grievance. Should the Board or the Superintendent fail to review the grievance at any step in the process within the time limits set forth in the procedure, the grievant shall have the right to carry the grievance to the next step in the procedure.

ARTICLE IV

ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

1. The Board agrees to furnish to the Association, in response to reasonable requests made by the Association from time to time, available public information in connection with the processing of grievances, as the Board may be able to furnish to the Association.
2. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information, which may be classified as privileged and/or confidential.
3. The Board agrees to furnish to the Association on a regular basis copies of the minutes of the public meetings of the Board of Education and forward notices of meetings to the K.E.A. through inter-school e-mail, at the same time they are e-mailed to Board of Education members. During the summer months they will be e-mailed to the President's home. Copies of BOE meeting agendas delivered to KEA President 48 hours prior to BOE Meeting. KEA President is copied on all Board or Administrative Regulations, and Policies affecting terms and conditions of employment.

B. Release Time for Meetings

1. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations or grievance procedures, he/she shall suffer no loss in pay.
2. All but one (1) Secretarial/Clerical representative, from each building and two (2) from the High School, shall be permitted to attend general membership meetings, which shall not exceed six (6). No office shall be left unattended by a Secretary/Clerk. Phones must be covered at all times by a Secretary/Clerk. They shall be permitted to leave at 3:15 p.m. to attend the above-mentioned meetings. One (1) computer technician shall remain available on said meeting days.

C. Use of School Buildings

1. Whenever the Association desires to use the school buildings, or rooms/room, it shall request permission for such use from the Superintendent or his/her designee.

- D. The KEA President shall be entitled to ten (10) half days or five (5) full days or a combination of these KEA days per school year, with pay. In the event there is a co-presidency, each president shall share the above referenced release days.

ARTICLE V

EMPLOYEE RIGHTS

- A. No employee shall be reprimanded without just cause. No tenured employee shall be discharged without just cause. Such determinations would be exempt from binding arbitration if the affected employee has statutory protection under the tenure laws or alternate statutory appeal procedures. The non-renewal of a non-tenured employee shall not be subject to the grievance procedure. Such employee shall have the right, upon request, to an informal appearance before the Board of Education at which time the employee may attempt to persuade the Board to reconsider its decision to not renew the employee.
- B. No employee will be reprimanded or disciplined in front of peers or students. This shall not apply to any directives, corrections, statements or actions of an administrator made or taken in a situation threatening staff or student safety.
- C. At any time that a member is required to meet with a supervisor concerning a complaint, the member will be informed of the reason for the meeting.

ARTICLE VI

WORK HOURS AND WORK LOAD

Section I WORK DAY

A. Teacher Work Day

- 1. Teachers' normal workday shall be seven (7) hours. All half days shall be 50% of a full day, either three and one half (3.5) for seven (7) hour employees or four (4) for eight (8) hour employees

- 2. Early Dismissal

On early student dismissal days, teachers work day is five (5) hours with a duty free lunch unless a meeting or in-service program was posted on the district calendar.

- 3. Schedules

- a. High School

- 1. In a block schedule, high school teachers may have a maximum of four (4) teaching periods per day, and instructional time that shall not exceed two hundred seventy (270) minutes, with a preparation period each semester, a duty period, and a twenty-five (25) minute duty-free lunch.
 - 2. Sixty (60) minutes of preparation time shall be no less than forty-five (45) continuous minutes plus an additional fifteen (15) continuous minutes each day.

3. In a non-block schedule, High School teachers shall have a maximum of six (6) teaching periods per day, with two (2) preparation periods per day, or five (5) teaching periods, two (2) duty periods per day and one (1) preparation period per day and a twenty-five (25) minute duty-free lunch.

b. Middle School

1. In a block schedule, middle school teachers may have a maximum of four (4) teaching periods per day, and instructional time that shall not exceed two hundred seventy (270) minutes, with a preparation period, a duty period, and a thirty (30) minute duty-free lunch.
2. Sixty (60) minutes of preparation time shall be no less than forty-five (45) continuous minutes plus an additional fifteen (15) continuous minutes each day.
3. One thirty (30) minute period of preparation time per full (5 day) week of school may be used by administrative discretion for team/grade level meetings.

c. Elementary School

The Elementary Teacher workday shall consist of the following:

1. A daily duty-free lunch of thirty (30) minutes
 2. Weekly preparation time of three hundred (300) minutes which shall be scheduled within the scope of the students' day for a full (5 day) week of school. Sixty (60) minutes of daily preparation time shall be no less than forty-five (45) continuous minutes plus an additional fifteen (15) continuous minutes each day. Preschool staff shall have daily preparation time no less than thirty (30) continuous minutes each day.
 3. One thirty (30) minute period of preparation time per full (5 day) week of school may be used by administrative discretion for team/grade level meetings.
 4. Weekly instructional time of not more than thirteen hundred fifty (1350) minutes for a full (5 day) week of school, yielding an average daily instructional time of two hundred seventy (270) minutes.
 5. Weekly non-instructional time contact time of not less than two hundred fifty (250) minutes for duty assignments, activities, time before and after the student day, remediation, etc., yielding an average daily non-instructional time of fifty (50) minutes.
 6. Daily homeroom period of ten (10) minutes, for a total elementary workday of four hundred twenty (420) minutes.
4. In the event a substitute teacher is not available and the regular teachers must assume the extra classroom responsibilities, the following rates of remuneration shall

apply:

a. High School and Middle School

1. If a teacher is reassigned from his/her duty period to supervise but not teach a class: No payment.
2. If a teacher is reassigned from his/her duty period to teach a class: Hourly Rate.
3. If a teacher is reassigned from his/her preparation period to supervise or teach a class and does not have that preparation period rescheduled elsewhere in the day, the teacher shall be compensated the hourly rate

b. Elementary:

1. When a class is divided among two (2) or more staff members, the affected staff members shall divide equally the hourly rate, all of which shall be pro-rated.
 2. Reassignments for class coverage shall be remunerated at the hourly rate.
 3. There shall be no remuneration for classroom teachers when they assume additional responsibilities on those occasions when Basic Skills teachers, Resource teachers and/or Librarians (unless Librarian has primary responsibility for instruction) are absent and substitutes are not provided. When Resource teachers are present but do not "hold" their own class then the classroom teacher shall be paid an equal portion of the hourly rate per period.
5. Any field trip conducted outside the scope of the school day shall be voluntary.
6. Certified non-teaching professionals will not have any preparation periods. They may have up to a thirty (30) minute duty daily. If so, they will receive a forty-five minute lunch on those days.

B. Meetings

Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general staff, school, faculty, committee, or other professional meetings two (2) days a month. Such meetings shall begin after the student dismissal time and remain at work for one day per month lasting no longer than 60 minutes, the second meeting professional release time shall be given, and if with previous notice then in person when required. Notices of said meetings shall be posted forty-eight (48) hours in advance. Teachers are permitted to leave at the conclusion of the meeting.

C. Other Teacher Responsibilities

1. It is the responsibility of each individual teacher, as well as the Board, to provide the highest quality educational program practicable to every boy and girl in the school district.

This includes:

- a. Careful daily preparation. All preparation time shall be uninterrupted and based upon the individual school schedule (High, Middle, Elementary) and shall be subject to the following exceptions: All pre- and post- evaluation conferences pertaining to evaluations or observations shall be during teacher preparation periods.
- b. Attendance at staff meetings.
- c. Reasonable participation in activities of the school such as:
 - (1) Open houses, back-to-school night.
 - (2) P.T.A. meetings.
 - (3) Public performances of children in plays, concerts, athletic activities or other extra-curricular activities.
- d. Posting of all Grades shall be provided on the last day of the marking period.

D. "Full-time teacher" is defined to mean a teacher who works as in the preceding sections A and B of this article. Persons employed on a less than full-time basis shall have their salaries and all benefits prorated to reflect the number of hours they work per week compared to a full-time employee in the same job category. The only exception to prorated benefits applies to health insurance; employees working twenty (20) or more hours per week get the same insurance benefits as full-time employees; employees working less than twenty (20) hours per week get no health insurance benefits.

The working hours for current part-time employees shall be continuous.

E. Secretary/Clerk Work Day

1. From September 1 to June 30 the workday for all secretaries and clerks shall be an eight (8) hour day with a 45 minute lunch period and one (1) 15 minute (non-cumulative) break and one (1) 10 minute (non-cumulative) break in the a.m. or the p.m. All half days shall be 50% of a full day, 4 for 8 hour employees
2. Secretarial staff shall not be required to work during the Spring Break except in emergency circumstances as determined by the Superintendent.
3. Schedules for secretarial staff may be flexed to provide coverage in the buildings.
4. The workday for secretaries when school is not in session for students shall be 6 hours.
5. All secretaries and clerks shall be on summer hours from July 1st to August 31st, which shall 6 hours in duration with staggered building coverage be with lunch and break as above.
6. The District practice with respect to flex-time in the summer shall continue at the discretion of the Superintendent. Based upon documented emergent needs in an office, a building, or the District, flex-time may be suspended. Such suspension shall not be

grievable under the terms of this Agreement in Article III.

7. "Full-time" is defined to mean a secretary or clerk who works as in the preceding two paragraphs of this section. Persons employed on a less than full-time basis shall have their salaries and all benefits prorated to reflect the number of hours they work per week compared to a full-time employee in the same job category. The only exception to prorated benefits applies to health insurance: employees working twenty (20) or more hours per week get the same insurance benefits as full-time employees; employees working less than twenty (20) hours per week get no health insurance benefits.
8. The working hours for current part-time employees shall be continuous.
9. Educational support staff working outside of contractual hours will receive compensation in the amount equal to the negotiated incremental salary rate.
10. Inclement Weather: If a school is closed for emergency purposes so that all staff is dismissed or excused from attendance, the secretarial/clerical staff at that school will be dismissed or excused to the same extent as all other employees.

F. Paraprofessional Work Day

1. All paraprofessionals shall work seven (7) hours per day. They shall receive a thirty (30) minute duty free lunch and a fifteen (15) minute break, not to be combined, as scheduled by their supervisor. All half days shall be 50% of a full day, 3.5 hours for 7 hour employees

G. Computer Technician Work Day

1. From September 1 to June 30 the workday shall be an eight (8) hour day with a 45 minute lunch period and one (1) 15 minute (non-cumulative) break and one (1) 10 minute (non-cumulative) break in the a.m. or the p.m.
2. The workday when school is not in session for students shall be six (6) hours as scheduled with direct supervisor
3. Summer hours will be implemented from July 1st to August 31st, and shall be six (6) As scheduled with direct supervisor with a lunch break as above.
4. Schedules in 2. and 3. above shall be arranged with the Supervisor to provide coverage in the buildings..

Section II WORK YEAR

A. Teacher Work Year

1. The in-school work year for professional staff employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days. The school work year for new staff shall not exceed one hundred eighty-six (186) days. The work year for professional staff employed on a twelve (12) month basis shall not exceed two hundred forty (240) days.
2. Guidance Counselors may be required to work up to an additional five (5) days beyond the contractual work year, and shall be paid the negotiated hourly rate for teachers for such work, and the days shall be scheduled by mutual determination.

B. Secretaries/Clerks Work Year

1. The work year for Secretaries/Clerks employed on a twelve (12) month basis shall not exceed two hundred forty (240) days.
2. Secretaries/Clerks are entitled to the following paid holidays:

Independence Day (12 month only)	Martin Luther King Day
Labor Day	President's Day
Veterans Day	Good Friday
Thanksgiving Day	Spring Break
Friday after Thanksgiving	Easter Monday
Winter Vacation (Christmas Week)	Memorial Day
New Year's Day	Juneteenth

Secretaries/Clerks will have the two (2) N.J.E.A. Convention days

C. Paraprofessional Work Year

Paraprofessionals shall work 182 days. On one-session school days, paraprofessionals shall be released with the students. Paraprofessionals professional development days shall include the opening staff day for the District, and one (1) additional day where notification is provided no later than October 1st, but not later than 30 days, prior to the event. Paraprofessionals shall work on student one session days when professional staff remain for professional development, as assigned by central office.

D. Computer Technician Work Year

1. The work year for Computer Technicians employed on a twelve (12) month basis shall not exceed two hundred forty (240) days.
2. Computer Technicians shall be entitled to the same holidays as listed in B.2. above.

ARTICLE VII

POSTING PROCEDURES

A. Transfers and Reassignments

Any new or open position in the school district shall be posted in all the schools and Central Office bulletin board and a copy sent to the Association. During recess and summer months, notice shall be sent by e-mail to the Keansburg Education Association President's home e-mail address seven (7) calendar days prior to the closing date for applications to allow time to notify the membership. A position shall be posted for five (5) calendar days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to three (3) calendar days, providing the Association is advised of the emergency. For purposes of this Agreement, all extra-curricular and co-curricular positions shall be included.

B. Promotions

Any new or open promotional position shall be posted in all the schools and Central Office bulletin board and a copy sent to the Association. During recess and summer months, notice shall be sent by e-mail to the Keansburg Education Association President's or designee's home e-mail address within seven (7) calendar days prior to the closing date for applications to allow time to notify the membership. By June 15th of each school year, the Association will notify the BOE or the individual to whom postings are to be sent for the following months of July and August. This designated individual will remain the same until the next September. A position shall be posted for five (5) work days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to three (3) work days, providing the Association is advised of the emergency. For purposes of this Agreement, a promotional position is one in supervisory or administrative categories, or one that accrues a stipend above the regular salary.

C. Application Procedure

Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

D. Certification

Where the position requires specific certification, the teacher interested in applying for such position shall indicate his/her qualifications in his/her application. At the request of the Superintendent, documentation of certification may be required.

E. Filling of Vacancies

The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education and agree that it is the obligation of the Board to fill all vacancies with the best-qualified personnel.

F. For the purpose of this Article, a position shall be considered "open" when it has been vacated due to the termination, reduction in force, resignation, retirement or permanent transfer or reassignment of its incumbent. Positions that are temporarily vacated due to a long-term paid or unpaid leave shall not be subject to this Article.

In addition, teacher positions which become open after January 15 may be filled for the remainder of that school year without posting. These positions, however, will be posted before the end of that school year for staff wishing to apply for these positions for the following September.

ARTICLE VIII

EMPLOYEE OBSERVATION AND EVALUATION

- A.
1. Upon 48 hours notice an employee shall have the right to review his/her personnel file and a right to a copy of any materials therein in the presence of the Superintendent or his/her designee at a cost of one dollar per page copied.
 2. All evaluations of tenure and non-tenure personnel shall be done in accordance with N.J.A.C. Title 6:3-1.21, 6:3-1.19 and .20.
 3. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed; with the express understanding that such signature in no way indicates agreement with the contents or assents to its inclusion in his/her personnel file. The employee shall have the right to append a written reply to such materials.

B. Classroom Observations and Evaluations

All evaluations will be reduced to writing.

1. The employee shall be furnished with a copy of any evaluation within five (5) school days of the observation. The teacher shall have five (5) school days from receipt of evaluation to request a conference with the evaluator. Where both employee and evaluator agree that there may have been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.
2. When the principal is not the evaluator, no evaluation shall be submitted to him/her or any supervisor while such conference as outlined in B.1 above is pending. The employee shall have the right to dissent with any or all parts of the evaluation and to have his/her written dissent appended to the report at the time of submission to the principal or other supervisor within five (5) school days.

C. Yearly Evaluation

1. Prior to the submission of yearly evaluations to the Superintendent of Schools, the administrator or supervisor writing the annual evaluation shall hold a conference with each teacher. When both teacher and evaluator agree that there has been an oversight or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts before submission to the Superintendent. If the teacher objects to, or disagrees with statements in his/her evaluation, he/she shall be allowed ten (10) school days to append a written reply to the evaluation. In order to meet this ten (10) day reply, all evaluations, as to Section "C" of this article, will take place no later than ten (10) school days prior to the last working day in a school year for ten (10) month employees and ten (10) school days prior to the last day in June for twelve (12) month employees. The evaluation shall not be forwarded without this reply. If the teacher does not reply within the allotted time, the evaluation shall be forwarded to the Superintendent on the eleventh (11th) school day.

2. All teachers shall be required to sign completed evaluation forms, which may have attached any and all replies of said teacher, but the signing of such forms shall not be deemed to signify an approval on the part of the teacher that the teacher assents to said evaluation. Where both teacher and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.

ARTICLE IX

STAFF FACILITIES

Within budgetary appropriations and within physical limitations, suitable and adequate facilities shall be furnished for the use of employees.

The Board of Education will make every effort to provide a healthful and safe working environment pursuant to all applicable law and regulation.

ARTICLE X

SICK LEAVE

- A. The Board agrees to abide by the provisions in 18A:30, *et seq.* and shall not unreasonably deny any of the rights and privileges therein.
- B.
 1. All ten (10) month employees employed prior to September 30 of each year of this Agreement shall be entitled to ten (10) sick leave days each year as of their first day of employment whether or not they report for duty on that day. Employees employed later than September 30 of the school year shall be entitled, as of the date of their hire, to one (1) day for each full month remaining in the school year. Employees employed for limited term contracts, i.e., less than ten (10) months, shall be entitled to one (1) day per month of the contract, all such days being available as of the first day of employment.
 2. All twelve (12) month employees employed prior to July 30 of each year of this Agreement shall be entitled to twelve (12) sick leave days each year as of their first day of employment whether or not they report for duty on that day. Employees employed later than July 30 of the work year shall be entitled, as of the date of their hire, to one (1) day for each full month remaining in the work year. Employees employed for limited term contracts, i.e., less than twelve (12) months, shall be entitled to one (1) day per month of the contract, all such days being available as of the first day of employment.
- C. Part-time employees working five (5) days per week on a less than full day basis shall receive ten (10) sick days per year.

Part-time employees working less than five (5) days per week shall receive a pro rata amount of sick leave depending upon the number of days worked, e.g., one (1) day worked per week = two (2) sick days per year.
- D. An employee who resigns from the district prior to the end of a school year shall have his/her ten (10) sick leave days for the current year pro-rated after the notice of resignation at the rate of one

(1) day per full month of employment. For example: an employee submits a letter of resignation on December 1st with an effective date of February 1st. He/she, as of the date of the resignation, shall have only five (5) sick leave days available for use prior to his/her terminal date.

E. Payment for Unused Sick Leave:

Payment for unused sick leave shall be made by the Board of Education (B.O.E.) to employees who have been employed by the B.O.E. for a minimum of fifteen (15) years and have filed, with their respective retirement systems, their retirement papers with deferred vesting according to the following:

1. \$45 per day for unit members.
2. 75% accumulated sick days any age beyond 55 years of age at retirement.
3. Official and definite notice of retirement must be given to the Superintendent at least eight (8) months in advance of retirement.
4. Such payment shall be made by June 30th.

ARTICLE XI

LEAVES OF ABSENCE/VACATIONS

A. Temporary Leaves of Absence

1. Death in the Immediate Household

Employees may be granted a leave of absence, without loss of pay for death in the immediate household for a period not exceeding seven (7) consecutive calendar days, beginning with the day after the death.

Immediate family would include wife, husband, son, son-in-law, daughter, daughter-in-law, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, grandmother, grandfather, grandchildren, step family members and domestic partner. [For an employee to claim leave for a domestic partner, the employee must present the Superintendent with a copy of a State of New Jersey Certificate of Domestic Partnership.] This period may be altered due to extenuating circumstances with the approval of the Superintendent.

2. Death Other than the Immediate Household

- a. In the case of the death of a relative not mentioned in Part I, the employee may be granted one (1) working day leave of absence, without the loss of pay, to attend the funeral.
- b. In the event of the death of a close personal friend, an employee may have a day's leave, at the Superintendent's discretion, to attend the funeral and shall receive the day's pay minus substitute pay. Substitute's pay will not apply to secretaries/clerks.

- c. In the case of the death of a staff member, the following will apply:

Those requesting a partial day leave to attend the funeral will do so at the discretion of the building principal.

Those requesting a full day leave to attend the funeral cannot exceed 25% of the total district population or more than 50% from one school. (These percentages will not include partial leaves.) If those requesting such leave should exceed the percentages listed above, only those who comprised the indicated percentages will be allowed to attend. There shall be no loss of pay.

All percentages as to who will be permitted to attend the funeral will be determined by the Principal. If a situation exists (weekend, etc.) wherein the Principal cannot make such a determination then the person responsible for calling substitutes will adhere to the percentages. Every effort should be made by all parties to contact the principal.

3. Personal Leave

- a. Personal leave is defined as leave used for any reason other than recreation, rest, or recuperation, or any venture resulting in remuneration for services rendered. These days may be taken without reasons being given, upon 72 hours notice to the Superintendent, except in cases of emergency, and are not to be taken immediately before or after a holiday, except in cases of emergency. Proof of emergency is to be furnished to the Superintendent upon request. Unused personal days under this Paragraph remaining at the end of the school year shall be added to the employee's sick leave accumulation.

- b. Leave entitlements are as follows:

1. A teaching staff member or a ten (10) month employee shall have three (3) personal days available each school year.
2. Twelve (12) month employees shall have four (4) personal days available each school year.
3. Paraprofessionals shall have two (2) personal days available each school year provided that they are employed for the full term of a contract year. Paraprofessionals working less than a full year shall have their personal days pro-rated.

- B. Other Leaves – Any FLA or FMLA leave entitlements are subsumed with the leaves herein provided.

1. Maternity Leave

The Board of Education will grant a leave of absence of up to eight weeks for maternity to any regularly employed staff member in the school system who presents such a request for leave in writing to the Superintendent of Schools, including anticipated date of return. All determinations regarding maternity leave requests shall be in conformance with board policy and State Statute.

There is a presumptive period of disability of 4 weeks (20 working days) before the projected delivery date and four weeks (20 working days) after the delivery; however, the leave may be extended if medically necessary, under paragraph B4.

If the staff member elects to work during the four-week period before or after birth, she may do so.

Request for maternity leave shall be filed with the Superintendent a minimum of sixty (60) days prior to the anticipated delivery date.

2. Childcare

The Board of Education may grant a leave of absence without pay for childcare purposes to any regularly employed staff member in the school system who presents such a request for leave in writing to the Superintendent. Such leaves shall commence upon the end of the maternity disability leave in the case of the mother or upon the birth of the child in the case of the father and will be filed thirty (30) days prior to the requested commencement date. In the case of an adoption the leave shall commence upon custody of the child or sooner if required by the adoption agency, and the staff member shall file the request as soon as the staff member is approved by the adoption agency. Childcare leave shall terminate for tenured staff and the employee must return to work on the first day of any new marking period, in either the first or second school year following the commencement of the leave. Childcare leave for non-tenured staff shall terminate on September 1 following commencement of the leave. The Superintendent may permit an employee on childcare leave to return early after medical certification is received confirming that the employee is ready to return.

3. Family Care Leave

Leave without pay for one (1) full school year or for the remainder of the year in which requested for purposes of caring for a sick member of the immediate family may be granted upon request. No work for compensation or other personal benefit may be engaged in by the employee during leave under this paragraph. Should the reason for the emergency leave end because of the death, recovery, or improvement in the health of the family member necessitating the leave, the employee shall be permitted to work for compensation if his/her request to terminate the leave is rejected. Leaves are pursuant to Board Policy # 408A.

If the family member to be cared for is not sick then such leave shall commence only on September 1, January 1, or upon the first day of school upon reopening after Spring break.

4. Leave of Absence Due to Ill Health, Injury or Other Grave Emergency

An employee may be granted a leave of absence for a maximum of one (1) school year on account of personal illness, accident, or other grave emergency. Written application for such leave shall be made by the employee to the Superintendent of Schools, who shall make such investigation as may be deemed necessary to determine if the granting of such leave is in the best interest of the employee, the students, and the school district. The Superintendent shall make his recommendation to the Board of Education. Leave of absence granted under this section shall be without compensation, and the staff member shall upon his/her return to active service be placed in a position.

C. Vacations

1. 12 month teachers

Teachers employed on a twelve (12) month basis shall be entitled to twelve (12) days vacation if non-tenured and twenty (20) days if tenured.

2. Non-clerical support staff and Computer Technicians

Non-clerical support staff and Computer Technicians employed on a twelve (12) month basis shall be entitled to twelve (12) days of vacation until the completion of thirty-six (36) months of employment, after which they shall be entitled to twenty (20) days of vacation.

3. A blackout period will be enacted for use of vacation time for all employees during the last week of August and the first week in September. Exemptions can made with administrative approval/discretion for vacation use.

4. All Vacation Requests require a minimum of 72 hours in advance

3. Secretaries

a. Annual vacation for Secretaries shall be taken within the contract year at the discretion of the individual member with prior approval of the Board.

b. The vacation schedule is as follows:

	<u>12 month Employees</u>	<u>10 month Employees</u>
From 6 months to 1 year	5 working days	4 working days
From 1 year to 5 years	10 working days	8 working days
From 6 years to 10 years	15 working days	12 working days
From 11 years to 20 years	20 working days	16 working days
From 21 years to 25 years	21 working days	17 working days
From 26 years to 30 years	22 working days	18 working days
From 31 years & up	23 working days	19 working days

c. Unused vacation days may be converted to sick days at employee's request (maximum of five (5) yearly).

d. Clerk vacation days shall not be taken in days off but shall be paid in daily pay for the appropriate number of days at the end of the year.

D. Separation from Service

1. A member who dies before his/her contract period is completed shall have payment for his/her vacation days given to his/her estate.

2. A member who retires during the contract year shall receive full payment for vacation days to which he/she is entitled at the prorated rate.

ARTICLE XII

REPORTING ABSENCES AND REIMBURSEMENT REGULATIONS

A. Reporting Absences

1. When absence is necessary, all personnel must notify one of the designated persons no later than 7:00 a.m. on the day of the absence, except in case of emergency. Proof of such emergency is to be furnished upon the request of the Superintendent.

2. If an unusual situation arises, it should be promptly reported to the building principal.

3. If an illness necessitates leaving the building during the day individuals will report this to the principal who will in turn notify the Office of the Superintendent of Schools, in order that a proper replacement can be made. One-half ($\frac{1}{2}$) day of attendance shall equal three and one half (3.5) hours from the start of the regular day for teaching staff members.

B. Reimbursement Regulations

In order to avoid salary deductions because of absence, all personnel will be required to fill out properly a report of absence, which may be obtained, from the Principal or Main Office of the school.

ARTICLE XIII

SALARY GUIDE, SALARY REGULATIONS

- A. During the years 2021-2024, the Board covenants and agrees to pay to unit members salaries in accordance with the Salary Guides annexed hereto and made part hereof.
- B. The regulations covering the payment of salaries shall be made as set forth in Salary Regulations annexed hereto and made part hereof.
- C. Employees will be paid twice a month on the fifteenth (15th) and the thirtieth (30th). Where school is closed on either of those two dates, employees will be paid on the last working day.
- D. An employee may request to participate in a summer savings plan.
- E. Direct Deposit shall be mandatory.
- F. The Board of Education shall provide for same day direct deposit of paychecks to employees' Federal Bank.
- G. When school is closed on a payday for inclement weather or emergency reasons, checks will be available on the next working day that school is open.
- H.
 - 1. The hourly rate of pay for teachers working beyond the regular school day on assigned professional tasks shall be forty-one dollars (\$41.00). All payments shall be pro rated based on actual hours worked when providing instruction to students before or after the regular school day, or the regular school year; or for Guidance Counselors working before school starts or after school ends or for SLC members.
 - 2. The hourly rate for paraprofessionals working outside of the regular work day shall be \$20.
- I. Payment for an additional teaching assignment or an additional block shall be calculated and paid as follows:
 - 1. For a three (3) block teacher teaching 270 minutes, if you add:
 - a. full block [2 periods] full 6th stipend for one (1) semester
 - b. 1 period [skinny] full 6th stipend for one (1) full year, or
½ 6th stipend for one (1) semester
 - 2. For a two (2) block teacher, if you add:
 - a. full block [2 periods] no compensation [in lieu of 2 duties]
 - b. 1 period [skinny] no compensation [in lieu of 1 duty]

3. For a six (6) period teacher, if you add:
 - a. full year course [1 period] full 6th stipend for full year
 - b. ½ year course [1 period] ½ 6th stipend for ½ year
4. For a 5 period, 1 duty, 2 prep teacher, if you add:
 - a. full year course [1 period all year] see 3. above
 - b. ½ year course [1 period for ½ year] see 3. above

Any of the above stipends shall be pro-rated if service is for less than a full semester or a full year.

- J. Paraprofessionals who hold a valid and appropriate certificate and who have been approved on the District's substitute list shall be paid an additional \$20 per hour

K. Incremental Movement on the Guide

Incremental movement on any guide will be granted if more than ninety-five (95) days for ten (10) month and one hundred twenty-five (125) days for twelve (12) month employees are worked in the year the leave commences for leaves under Article XI.

ARTICLE XIV

TUITION REIMBURSEMENT AND TRAINING

- A. The Board will reimburse teachers and support staff holding a B.A. Degree, the cost of tuition pursuant to the following regulations.
1. The course must be in the employee's area of assignment and in order for reimbursement to occur, must receive prior written approval of the Superintendent. The Board will pay up to the per credit cost of courses of such type at Rutgers University School of Education. Courses must be taken through an accredited college or university.
 2. Non-Tenured staff are eligible for one (1) course per school year and tenured staff are eligible for up to three (3) courses per school year. Should the Superintendent deny approval of the third course for a tenured staff member, such denial shall not be subject to the grievance procedure herein. Courses must be taken through an accredited college or university.
- B. The Board of Education, upon the recommendation of the Superintendent may approve reimbursement for undergraduate courses taken by professional teaching staff members who are working to fulfill requirements for additional instructional certificates and or endorsements to teach in a departmentalized setting or critical needs areas, such as science, math, special education, world languages or any other areas deemed critical by the Superintendent. Computer technicians may be eligible for reimbursement under this provision provided the Superintendent approves of the educational program the employee wishes to enroll in.
- C. 1. The maximum expenditure by the Board under paragraphs A and B of this Article shall be

\$50,000 per year.

2. To receive payment, the employee must submit a transcript showing that he/she has successfully completed the course with a grade of "B" or better, and a receipt showing the actual cost. A passing grade is acceptable for a course that is only offered on a "pass/fail" basis, but if the course can be taken with a range of letter grades, it must be taken that way.
3. Reimbursements shall be made pursuant to the following schedule:
 - a. If all materials required in C.2 are received by July 15th of the following school year, reimbursements shall be made on the July bills list for courses completed from July 1st – June 30th of the previous school year.
4. The actual amount of per credit reimbursement will be determined by the aggregate amount of the cost of credits actually taken. For example: if \$75,000 worth of credits are taken, the pro-rated return on any single credit would be 66.66%.
5. Any teacher receiving tuition reimbursement under this article agrees to return to work in the Keansburg School District for the school year following receipt of the tuition reimbursement, or return to the district the amount of the reimbursement. This "return service obligation" shall not apply to a teacher who is not renewed or who is terminated as part of a reduction in force, or when this obligation has been waived at the sole discretion of the Board.

D. Any teacher receiving specialized training, at Board expense, when said training exceeds \$1,000, agrees to return to teach in Keansburg for the year following the training, or he/she will be held responsible for reimbursing the District for 100% of said training costs. A teacher who leaves the district prior to the end of the second year following said training, will be held responsible for 50% of the cost of training.

E. Only credits after achieving Masters shall count toward horizontal movement. Horizontal movement, with provided paperwork submitted as per timeline, will occur at the beginning of the calendar year and the March 15th payroll.

F. Miscellaneous

At the discretion of the Superintendent, secretaries and clerks shall be granted professional days of absence without loss of pay (i.e. workshops). Secretaries shall be permitted to bring to the Superintendent their suggestions for on-site training; decisions on actual on-site training to be offered are subject to the approval of the Superintendent.

ARTICLE XV

DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Keansburg Education Association, the Monmouth County Education Association, the New Jersey Education Association or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15 9e as

amended and under rules established by the State Department of Education. Said monies, together with the records of any corrections, shall be transmitted to the Treasurer of the Keansburg Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association shall supply to its members the proper forms authorizing such deductions.

- B. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board new authorization from its members showing the individual deduction authorizations, and the total authorizations, and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to Association the total deduction and not the individual deductions. It shall be the obligation of the Association from the total deductions to make further individual deductions authorized by the members. Withdrawal is effective January 1 and July 1 next succeeding the date of which notice of withdrawal is filed.
- C.
1. If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
 2. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.
 3. In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee will be 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.
 4. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with the Paragraph below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
 5. 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 begin with the first paycheck paid:
 - (a) 10 days after receipt of the aforesaid list by the Board; or
 - (b) 30 days after the employee begins his or her employment in a bargaining unit

position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

- (c) In compliance with the Janus Decision and WDEA on Dues Deductions and representation fees, union employees who withdraw from the union and cease paying dues upon notice to the employer during the 10 days following each anniversary date of their employment.
6. 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 employee during the membership year in question.
 7. 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.
 8. The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
 9. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.
 10. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs, and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

ARTICLE XVI

INSURANCE PROTECTION

- A. 1. The Board of Education shall provide health, dental and vision insurance that is equal to or better than the current coverage subject to the applicable contributions for employees consistent with law and the terms of this agreement. Insurance rates shall be established utilizing four (4) categories: single, family, parent/child(ren), and two adults. Employees shall contribute toward health insurance premium consistent with provisions under Chapter 44, including Employee Contributions to Health Insurance:

Paraprofessionals: 6% of premium
Secretaries: 7% of premium

Professional Staff: Family – 19% of premium
Husband/Wife, Parent/Child – 21% of premium
Single – 24% of premium

2. All employees shall be enrolled in SEHBP, Direct 15.
 3. Teaching staff hired after July 1, 2006 may elect an appropriate level of health benefits under the P.O.S. plan at Board expense, subject to the applicable contributions for employees consistent with law. The POS Plan shall have co-pays of \$15/physician, \$25/specialists, \$50/emergency room, with annual out-of-network deductibles of \$200/individual and \$500/family. Teaching staff members may buy-up to the traditional or PPO coverage through payroll deduction should they choose to do so. It is understood that the buy-up agreement is for medical benefits and family dental benefits pursuant to B. below.
 4. All secretarial employees and Computer Technicians hired after September 30, 1991 are eligible for single coverage only in the POS plan. Said employees are eligible for family coverage at Board expense effective in the first full month following the end of their first three years (thirty-six months) of employment. These employees may purchase family medical and/or family dental coverage through payroll deductions if they so choose, in accordance with the rules of the carrier. All contributions are subject to the applicable contributions for employees consistent with law.
 5. Employees with less than 20 hours of work per week receive no health insurance. As of September 30, 1991, employees who work less than 20 hours but who have benefits are grandfathered.
 6. Paraprofessionals shall be entitled to the "single" medical insurance benefits only on the same terms, as teachers.
- B. The Board will provide employee and dependents dental insurance for employees hired prior to September 30, 1991. Employees hired after that date will be provided with employee only coverage. Employees may purchase family coverage through payroll deductions if they so choose, in accordance with the rules of the carrier. They shall be eligible for family coverage at Board expense effective in the first full month following the end of their first three years (thirty-six months) of employment.
- 100% Preventative/Diagnostic
 - 100% Treatment/Therapy - \$25 deductible
 - 100% Periodontics/Oral Surgery
 - 100% Inlays/Crowns
 - 50% Prosthodontics
 - 50% Orthodontics (\$1,000 max) (5 years) per person
- Annual maximum payment of \$1,500 per person.
- There shall be a 20% cap on the premium, based on the premiums from the 1987-90 contract, for the duration of this contract. Any excess above 20% shall be absorbed by the employee based on the employee's type of coverage.
- C. The Board will continue to provide Vision Care Benefits to employees only. Employees may purchase family coverage through payroll deductions.

- D. Employees may enroll in an H.M.O. program and shall bear the cost that exceeds the cost of the coverage provided in Section A of this article.
- E. 1. To the extent permitted by law and to the extent the Board is not precluded from providing coverage for such an employee by N.J.S.A. 18A:16-14b, the Board will pay an employee fifty percent (50%) of the savings on premiums when an employee switches from Family, Two Adults, or Parent/Children coverage under Paragraph A and/or B above to either single or no coverage. If any other combination change effects a monetary premium savings, such savings will also be split 50%-50% between the Board and the employee. This program shall apply only when the employee is eligible for the more costly coverage and voluntarily waives such coverage, and shall not apply to employees whose marital or family situations have changed such that they become ineligible for the broader coverage. Employees may retract their waiver and re-enter or broaden their insurance coverage only at a period or re-entry permitted by the insurance carrier. Payments under this program shall be made at the end of the school year.
2. If the premium(s) for health insurance to the Board either will or actually increase at any time because of a decrease or lack of eligible employees opting for coverage or renewing coverage with the Board health insurance provider, then this option to employees shall cease and the last employees in reverse chronological order to exercise this option shall be denied the opportunity to participate and will accept coverage from the carrier as previously. If for any reason a lack of eligible employees apply or accept coverage from the Board's health insurance provider so as to cause or will cause an increase in premium and the number of eligible employees cannot be adjusted as stated above to cause premiums to return to, at the most, their original levels, then the Board will and does have at its absolute discretion the power and ability to discontinue this option or continue the option under terms it sees fit.
3. In order to be eligible to waive coverage as stated in this section, the employee must provide proof of alternative health coverage satisfactory to both the Board and the KEA, for the coverage being waived.
4. The Board of Education may offer family coverage to prospective new hires in critical needs areas who have four (4) or more years of experience for Non-Certified Personnel. Any offering of such will be considered by the Board on a case-by-case basis and any such offering will not constitute or be considered a practice of the Board. This provision does not apply to paraprofessionals.
5. Effective as of the 2012-13 school year, any employee that chooses to opt out of medical insurance coverage shall be paid \$5,000 or 25% of the premium cost for the coverage received, whichever is less.
- F. 1. The Board agrees to pay for health insurance 1) shall be modified to reflect, effective November 2021, no more than 28 weeks; effective July 1, 2022 no more than 20 weeks; and effective July 1, 2024 no more than 12 weeks.
2. The Board agrees to provide health, dental and vision insurance through the months of July and August for any employee whose employment ceases, effective June 30th.

ARTICLE XVII

ASSIGNMENTS

- A. All employees shall be given written notice of their salary and subject area of assignment for the forthcoming year by July 15th for those employees whose assignments have been determined by that date.
- B. In the event of changes in such assignments, the Association and the teacher affected shall be notified promptly, in writing.

ARTICLE XVIII

MISCELLANEOUS SECRETARY/CLERK PROVISIONS

A. Use of Automobile

A member shall be reimbursed at the current per mile rate, as set by the State of New Jersey if required to use his/her own automobile in the performance of their duties.

B. A seniority list will be developed for all secretaries/clerks in the case of RIF.

ARTICLE XIX

MISCELLANEOUS PARAPROFESSIONAL PROVISIONS

A. District Standards

All paraprofessionals must meet district standards for employment.

1. Paraprofessionals who hold a minimum of an A.A. degree or higher shall be eligible for reimbursement for three (3) three (3) credit undergraduate course at the Rutgers rate per year. The course must be related to their employment, their current degree, or be in education, and the paraprofessional must receive prior written approval of the course from the Superintendent and complete all required paperwork.
2. Paraprofessionals hired before July 1, 2005, who do not possess an A.A. degree and who pursue undergraduate credits may be eligible for a one time reimbursement amount of five hundred dollars (\$500) if they meet the following qualifications:
 - a. the courses must have the prior approval of the Superintendent
 - b. the course must be job related in an approved course of study for an A.A. degree
 - c. the courses must be taken at a recognized, N.C.A.T.E. approved institution of higher learning
 - d. the employee must complete a course of study and be granted an A.A. degree
3. Once the foregoing conditions have been met, the employee must submit an official copy of his/her transcript and awarded degree and the last five hundred dollars worth of bills for tuition. The Board, subsequent to a review of the submitted materials shall reimburse the employee for up to the five hundred dollar limit.
4. Any paraprofessional receiving tuition reimbursement under this article agrees to return to work in the Keansburg School District for the school year following receipt of the tuition reimbursement, or return to the district the amount of the reimbursement. This "return service obligation" shall not apply to a paraprofessional who is not renewed or who is terminated as part of a reduction in force, or when this obligation has been waived at the sole discretion of the Board of Education.
5. Paraprofessional tuition reimbursements she be included within the district cap of \$50,000

- B. Notification of paraprofessionals with respect to employment for the ensuing school year will be made by June 30th inasmuch as it is practical with the known district enrollments for the next year.
- C. In the event of a RIF of paraprofessionals and/or computer technicians, employees with more than five (5) years of service in Keansburg will be laid off in order of reverse seniority.

SALARY GUIDES

Teacher Salary Guide:

July 1, 2021 through and including June 30, 2022

Step	BA	MA	MA+30	MA+60	Tech
1	56,890	60,390	63,390	66,390	56,890
2	57,290	60,790	63,790	66,790	57,290
3	57,690	61,190	64,190	67,190	57,690
4	58,090	61,590	64,590	67,590	58,090
5	59,090	62,590	65,590	68,590	59,090
6	60,590	64,090	67,090	70,090	60,590
7	62,190	66,830	70,660	74,490	62,190
8	63,890	68,530	72,360	76,190	63,890
9	65,890	70,530	74,360	78,190	65,890
10	67,990	72,630	76,460	80,290	67,990
11	70,190	74,830	78,660	82,490	70,190
12	72,490	77,130	80,960	84,790	72,490
13	75,190	79,830	83,660	87,490	75,190
14	78,190	82,830	86,660	90,490	78,190
15	81,490	86,130	89,960	93,790	81,490
16	85,890	90,530	94,360	98,190	85,890
OG2	89,269	-	-	-	-
OG4	94,375	-	-	-	-

NOTE: Non-certified personnel [computer technicians] are paid at 12/10ths of the appropriate step of the teacher salary guide.

Teacher Salary Guide: July 1, 2022 through and including June 30, 2023

Step	BA	MA	MA+30	MA+60	Tech
1	58,190	62,190	65,190	68,190	58,190
2	58,590	62,590	65,590	68,590	58,590
3	58,990	62,990	65,990	68,990	58,990
4	59,390	63,390	66,390	69,390	59,390
5	60,390	64,390	67,390	70,390	60,390
6	61,890	65,890	68,890	71,890	61,890
7	63,490	68,130	71,960	75,790	63,490
8	65,190	69,830	73,660	77,490	65,190
9	67,190	71,830	75,660	79,490	67,190
10	69,290	73,930	77,760	81,590	69,290
11	71,490	76,130	79,960	83,790	71,490
12	73,790	78,430	82,260	86,090	73,790
13	76,490	81,130	84,960	88,790	76,490
14	79,490	84,130	87,960	91,790	79,490
15	82,790	87,430	91,260	95,090	82,790
16	87,190	91,830	95,660	99,490	87,190
OG2	90,569	-	-	-	-
OG4	95,675	-	-	-	-

NOTE: Non-certified personnel [computer technicians] are paid at 12/10ths of the appropriate step of the teacher salary guide.

Teacher Salary Guide: July 1, 2023 through and including June 30, 2024

Step	BA	MA	MA+30	MA+60	Tech
1	59,590	64,290	68,090	71,890	59,590
2	59,990	64,690	68,490	72,290	59,990
3	60,390	65,090	68,890	72,690	60,390
4	60,790	65,490	69,290	73,090	60,790
5	61,790	66,490	70,290	74,090	61,790
6	63,290	67,990	71,790	75,590	63,290
7	64,890	69,590	73,390	77,190	64,890
8	66,640	71,340	75,140	78,940	66,640
9	68,640	73,340	77,140	80,940	68,640
10	70,740	75,440	79,240	83,040	70,740
11	72,940	77,640	81,440	85,240	72,940
12	75,240	79,940	83,740	87,540	75,240
13	77,940	82,640	86,440	90,240	77,940
14	80,940	85,640	89,440	93,240	80,940
15	84,240	88,940	92,740	96,540	84,240
16	88,640	93,340	97,140	100,940	88,640
OG2	92,019	-	-	-	-
OG4	97,125	-	-	-	-

NOTE: Non-certified personnel [computer technicians] are paid at 12/10ths of the appropriate step of the teacher salary guide.

<u>ADVISOR SALARY GUIDE</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Employer specifically reserves managerial prerogative to remove as a reduction in force if position is not justified			
<u>DISTRICT</u>			
District Web Master	3,425	3,543	3,669
<u>BOLGER</u>			
6-8 Yearbook Advisor	4,114	4,256	4,407
6-8 Student Council Advisor	4,114	4,256	4,407
8th Grade Advisor	4,529	4,685	4,851
6-8 AVA Coordinator	2,983	3,086	3,195
6-8 Music Advisor	5,431	5,618	5,818
Drama Club Advisor	4,114	4,256	4,407
Junior National Honor Society	3,083	3,189	3,303
Open Gym Advisor	3,083	3,189	3,303
Chess Club	2,906	3,006	3,113
Debate Team Advisor	4,669	4,830	5,002
<u>KHS</u>			
Senior Class Advisor	4,803	4,968	5,145
Junior Class Advisor	3,946	4,082	4,227
Sophomore Class Advisor	3,753	3,882	4,020
Freshman Class Advisor	3,753	3,882	4,020
9-12 Student Council Advisor	4,477	4,632	4,796
National Honor Society Advisor	3,565	3,688	3,818
Dramatics Advisor (School Musical)	5,008	5,181	5,365
Musical Advisor (School Musical)	5,008	5,181	5,365
Band Advisor	4,466	4,620	4,784
Yearbook Advisor-Production	5,372	5,557	5,755
Yearbook Advisor-Finance	4,518	4,674	4,840
Key Club Advisor	4,065	4,205	4,355
9-12 AVA Coordinator	2,983	3,086	3,195
Science/Environmental Club Advisor	3,147	3,256	3,371
Chess Club	2,906	3,006	3,113
National Honor Society Art Advisor	3,491	3,611	3,740
GSA Club	3,271	3,384	3,504

**K.E.A./BoE
Contract****2021-2024**

Drama Club (Play) Advisor	3,454	3,573	3,700
Literary Magazine/Digital Media Advisor	3,028	3,132	3,244
Heroes & Cool Kids	2,766	2,861	2,963
World Culture Advisor	3,075	3,181	3,294
Task Force Advisor	3,075	3,181	3,294
<u>CARUSO</u>			
AVA Coordinator	2,983	3,086	3,195
AVA Coordinator	2,983	3,086	3,195
Yearbook Advisor	2,983	3,086	3,195
Yearbook Advisor	2,983	3,086	3,195
Activity Club Advisor/Student Council	2,955	3,057	3,165
Band	2,955	3,057	3,165
Chorus	2,955	3,057	3,165
Chorus-Student Facilitator	2,955	3,057	3,165

<u>ATHLETIC SALARY GUIDE</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
<u>KHS</u>			
Head Football Coach	10,560	10,925	11,312
Assistant Head Football Coach	7,939	8,213	8,505
Assistant Football Coach	7,406	7,662	7,934
Assistant Football Coach	7,406	7,662	7,934
Assistant Football Coach	7,406	7,662	7,934
Assistant Football Coach	7,406	7,662	7,934
Head Tennis Coach-Boys	6,854	7,091	7,342
Head Tennis Coach-Girls	6,854	7,091	7,342
Head Cross Country Coach-Boys	7,040	7,283	7,542
Head Cross Country Coach-Girls	7,040	7,283	7,542
Head Basketball Coach-Boys	9,326	9,648	9,991
Head Basketball Coach-Girls	9,326	9,648	9,991
Assistant Basketball Coach-Boys	6,700	6,931	7,177
Assistant Basketball Coach-Boys	6,700	6,931	7,177
Assistant Basketball Coach-Girls	6,700	6,931	7,177
Assistant Basketball Coach-Girls	6,700	6,931	7,177
Head Wrestling Coach	9,326	9,648	9,991

K.E.A./BoE Contract		2021-2024		
Assistant Wrestling Coach	6,700	6,931	7,177	
Assistant Wrestling Coach	6,700	6,931	7,177	
Head Bowling Coach-Boys	4,852	5,020	5,198	
Head Bowling Coach-Girls	4,852	5,020	5,198	
Head Cheerleading Coach-Football	4,610	4,770	4,939	
Assistant Cheerleading Coach-Basketball	3,380	3,496	3,620	
Head Cheerleading Coach-Basketball	4,610	4,770	4,939	
Head Baseball Coach	8,970	9,279	9,609	
Assistant Baseball Coach	6,719	6,951	7,197	
Assistant Baseball Coach	6,719	6,951	7,197	
Head Softball Coach	8,970	9,279	9,609	
Assistant Softball Coach	6,719	6,951	7,197	
Assistant Softball Coach	6,719	6,951	7,197	
Football Photographer	2,891	2,990	3,097	
Weight Room Monitor	3,161	3,271	3,387	
Weight Room Monitor	3,161	3,271	3,387	
Weight Room Monitor	3,161	3,271	3,387	
<u>BOLGER</u>				
Cross Country-Boys	4,983	5,154	5,337	
Cross Country-Girls	4,983	5,154	5,337	
Basketball Coach-Boys	5,791	5,990	6,203	
Basketball Coach-Girls	5,791	5,990	6,203	
Wrestling Coach	5,791	5,990	6,203	
Assitant Wrestling Coach	4,438	4,591	4,754	
Cheerleading Coach-Basketball	4,472	4,626	4,790	
Baseball Coach	5,466	5,655	5,856	
Softball Coach	5,466	5,655	5,856	
Intramural Basketball Coach-Boys	3,083	3,189	3,303	
Intramural Basketball Coach-Girls	3,083	3,189	3,303	
Intramural Coach	3,083	3,189	3,303	
Intramural Coach	3,083	3,189	3,303	
Intramural Coach	3,083	3,189	3,303	
Intramural Bowling Coach	3,083	3,189	3,303	
Intramural Dance Team Coach	3,083	3,189	3,303	
Intramural Field Hockey Coach	3,083	3,189	3,303	

Secretary Salary Guides

Step		Step		Step	
	YEAR 1 2021-2022		YEAR 2 2022-2023		YEAR 3 2023-2024
1	35,731	1	37,706	1	40,006
2	36,231	2	38,206	2	40,506
3	36,731	3	38,706	3	41,006
4	37,231	4	39,206	4	41,506
5	37,731	5	39,706	5	42,006
6-7	38,231	6	40,206	6	42,506
8	38,731	7-8	40,706	7	43,006
9	39,281	9	41,206	8-9	43,506
10	39,881	10	41,806	10	44,006
11	40,531	11	42,456	11	44,606
12	41,181	12	43,106	12	45,206
13	41,881	13	43,806	13	45,906
14	42,681	14	44,606	14	46,706
15	43,606	15	45,506	15	47,606
16	44,606	16	46,506	16	48,606
16B	46,006	16B	47,906	16B	49,956
17	47,456	17	49,356	17	51,356

Salaries for 10 month secretarial employees shall be pro-rated from the appropriate 12 month salary.

Longevity

After fifteen (15) years of service to the Keansburg School District, secretaries shall receive two hundred dollars (\$200) in longevity.

After twenty (20) years of service to the Keansburg School District, secretaries shall receive an additional three hundred dollars (\$300) in longevity. [for a total of \$500]

Longevity for 10 month secretarial employees shall be the full amount.

Paraprofessional Salary Guides2021-2022

Step	Para	AA	BA
1	25,036	25,336	25,636
2	25,136	25,436	25,736
3	25,236	25,536	25,836
4	25,561	25,861	26,161
5	26,261	26,561	26,861
6	26,961	27,261	27,561
7	27,661	27,961	28,261

2022-2023

Step	Para	AA	BA
1	25,821	26,121	26,421
2	26,021	26,321	26,621
3	26,221	26,521	26,821
4	26,571	26,871	27,171
5	27,286	27,586	27,886
6	27,986	28,286	28,586
7	28,686	28,986	29,286

2023-2024

Step	Para	AA	BA
1	27,021	27,321	27,621
2	27,221	27,521	27,821
3	27,421	27,721	28,021
4	27,671	27,971	28,271
5	28,371	28,671	28,971
6	29,071	29,371	29,671
7	29,786	30,086	30,386