

***Agreement Between
The Metuchen Board of Education
And
Metuchen Education Association***

July 1, 2023

through

June 30, 2026

TABLE OF CONTENTS

	<u>Page</u>
1 RECOGNITION	2
2 BOARD RIGHTS	3
3 TEACHER RIGHTS	3
4 PROCEDURES FOR NEGOTIATIONS OF SUCCESSOR AGREEMENT	4
5 INSTRUCTIONAL COUNCIL	5
6 GRIEVANCE PROCEDURE	6
7 ARBITRATION	8
8 TEACHER EVALUATION	9
9 LEAVES OF ABSENCE	9
10 INSURANCE	13
11 FUNDS FOR PROFESSIONAL IMPROVEMENT	14
12 BOARD PREROGATIVES	16
13 ASSOCIATION RIGHTS	16
14 SALARY PROVISION	17
15 DEDUCTION FROM SALARY	18
16 NON-TEACHING DUTIES	18
17 PERSONAL AND ACADEMIC FREEDOM	19
18 NOTIFICATION OF ASSIGNMENTS	19
19 TRANSFERS AND PROMOTIONS	20
20 PROFESSIONAL DEVELOPMENT	20
21 TUITION REIMBURSEMENT	21
22 SCHOOL CALENDAR	21
23 SCHOOL DAY	22
24 JUDICIAL AND/OR ADMINISTRATIVE RULINGS	27
25 SEPARABILITY	27
26 REPRESENTATION FEE	27
27 DURATION	27
 Schedule A - Salary Guide	 28-30
Schedule B - Athletic Coaches Compensation	31-33
Schedule C - Co-Curricular Advisors Compensation	34-36
Schedule D - Club Advisors Compensation	37
Schedule E – Misc. Financial	38
Signature Page	39
Appendix A- Family Illness Form	40

PREAMBLE

The Board of Education of Metuchen, New Jersey, and their employees, and the Metuchen Education Association do hereby agree that Boards of Education and their teachers have an obligation to the public to ensure optimum performance by the educational institutions in which they serve. In order to fulfill their obligations, both must assert their full and continuing efforts to achieve the highest possible educational standards. This makes desirable the establishment and maintenance of conditions of service and of professional performance on the part of the staff which meet professional standards and which will attract and keep a high quality staff and promote professional excellence.

ARTICLE 1

RECOGNITION

A. The Metuchen Board of Education (hereinafter referred to as the Board) recognizes the Metuchen Education Association (hereinafter referred to as the Association) as the exclusive and sole representative for collective negotiations concerning:

1. the terms and conditions of employment for the following positions:

- classroom teachers; school counselors; nurses; learning disability teacher consultants; reading teachers; special education teachers; speech therapists; social workers; administrative assistants; librarians; student assistance counselors; substance awareness coordinators; athletic trainers; and psychologists.

2. extra compensation for the following positions:

- coaches and advisors to co-curricular activities.

The terms teacher or employee when used hereinafter shall refer to all professional personnel as defined above.

B. Excluded from the bargaining unit (both 1 and 2 above) are the following positions: superintendent; assistant superintendent(s); director of student personnel services; principals, vice-principals; assistant principals; counseling supervisors; guidance directors; psychiatrists; supervisors; director of curriculum; summer school teachers; the extra stipend for the head librarian & head nurse; adult school director; business administrator; athletic director; and all others not specifically included or designated in 1 or 2 above.

ARTICLE 2

BOARD RIGHTS

The Board on its own behalf and on behalf of the electors of the district hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and any other responsibilities conferred upon and vested in it by statutes and the Constitution of New Jersey and of the United States, including the right:

1. To the executive management and administrative control of the school system and its properties and facilities, to maintain the efficiency of the school district operations entrusted to the Board, and to determine the methods, means, and personnel by which such operations are to be conducted.
2. To hire all employees, determine their qualifications, conditions for continued employment, dismissal, demotion, promotion, transfer, or to take whatever disciplinary action that may be required.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the United States.

Nothing contained in this Agreement shall be construed to limit or restrict the Board of Education in its right to seek and obtain any judicial relief it may be entitled to have under law.

ARTICLE 3

TEACHER RIGHTS

A. Rights to Representation

Pursuant to NJSA 34:13-1 et seq., the Board hereby agrees that every teacher on the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other lawful concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees: that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by NJSA 34:13A-1 et seq., or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of membership or non membership in the Association and its affiliates; collective negotiations with the Board or institution of any grievance, complaint or

proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Discipline or Reprimand

No teacher shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

C. Meeting or Interview

Whenever any teacher is required to appear before the Superintendent or the Board concerning any matter which could adversely affect the continuation of that teacher in office, position or employment, or the salary or any increments pertaining thereto, then the teacher shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present for advice and representation during such meeting or interview.

D. Association Identification

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

E. Statutory Saving Clause

Nothing contained in this agreement shall be construed to deny or restrict any employee rights that he/she may have under New Jersey statutes, regulations of the Commissioner of Education, or applicable laws and regulations.

ARTICLE 4

PROCEDURES FOR NEGOTIATIONS OF SUCCESSOR AGREEMENT

A. Notification Date

The parties agree to enter into collective negotiations over a successor Agreement in accordance with NJSA 34:13A-1 et. seq., in a good faith effort to reach agreement on all matters concerning the terms and conditions of teachers' employment. If either party desires to modify, change or amend this agreement, he shall notify the other party of such changes in accordance with the applicable rules and regulations of the Public Employment Relations Commission. If such notification is not given by either party, this Agreement shall remain in full force and effect for periods of one year. Any agreement so negotiated shall apply to all teachers, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board and be ratified by the Association membership.

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. The relationship of the parties is fully and exclusively set forth by this Agreement and by no other means, oral or written.

ARTICLE 5

INSTRUCTIONAL COUNCIL

A. Purpose

In order to provide a positive means whereby members of the staff may participate in educational decision-making and in order to foster desirable changes in method, technique, curriculum and other aspects of the total school program, an Instructional Council is to be established as describe in the following sections. Items for deliberation may be proposed for discussion by members of the teaching staff, by the administration, and by the Board. The Superintendent shall advise the Council whenever studies pertaining to the instructional program or operation of the school system have been proposed. Where appropriate, the Superintendent may request participation in the study by the Council.

B. Membership

The council shall consist of members of the professional staff (other than administrators) to be appointed by the Association as follows: Three from the High School, three from Edgar, three from Campbell, one from Moss, the Director of Student Personnel Services; the Director of Curriculum; and one Principal to be appointed by the Superintendent. In addition, the Superintendent and the Association President shall be members ex-officio of the Council.

For the purpose of providing background information for the disposition of a specific item the Council shall have the power to expand its membership or to call in professional advisors, parents, students or other persons.

Term of appointment and election of officers shall be determined by the Council.

Instructional Council shall deal with curriculum and the instructional process. Meetings shall be every other month.

An Advisory Council consisting of Instructional Council members and the building principal shall be established at each of the schools to meet about building issues and concerns. Meetings shall alternate every other month with Instructional Council meetings.

C. Clerical Assistance

Secretarial and clerical assistance shall be provided for the Council by the Board where practicable.

D. Exclusions

Matters to be brought before the Instructional Council will not include those defined as salary and fringe benefits, items subject to grievance procedure, or those dealing with personal matters. The Council shall have no authority to make policy, alter existing policy, or in any way depart from established policy, or in any way depart from established administrative or Board regulations, nor shall it have authority to make commitments for expenditures of funds.

E. Reports

The Board will consider all written recommendations submitted by the Council including minority reports. The Council will be advised by the Superintendent of the disposition of all such recommendations.

ARTICLE 6

GRIEVANCE PROCEDURE

A. Definitions

A "grievance" shall mean a complaint by a teacher (1) that there has been as to the grievant a violation, misinterpretation or inequitable application of any provisions of the Agreement, or (2) that the teacher has been treated unfairly or inequitably by reason of any act or condition which is contrary to established policy or practice governing or affecting teachers, except that the term "grievance" shall not apply to any matter as to which (a) a method of review is required either by law or by any rule or regulation of the State Commissioner of Education having the force and effect of law, or (b) the Board of Education is without legal authority to act, or (c) a complaint of a non-tenure teacher which arises by reason of not being re-employed.

B. Grievances shall be settled and determined according to the procedures described below. Grievances shall be submitted at the lowest appropriate level. The purpose of the procedure is to secure, at the lowest appropriate level, equitable solutions to the problems which may affect teachers. All grievances shall be submitted and processed using a form mutually agreed upon by the Board and the Association. Therefore, all such submissions and replies shall be in writing after the initial attempt at settlement under Step 1.

Step 1 Building Principal or Director of Special Services. A Teacher with a grievance shall first discuss it with his Building Principal or Director of Special Services, as appropriate, within ten (10) working days of the occurrence. If a satisfactory settlement is not reached, the grievance shall be reduced to writing

within five (5) working days after the Principal's/Director's decision and resubmitted to the Building Principal/Director. If a satisfactory settlement still is not reached with ten (10) working days after its submission, the matter may then be submitted under Step 2.

Step 2 Superintendent. The teacher or the Chairperson of the Grievance Committee shall refer the grievance to the Superintendent of Schools within ten (10) working days after the disposition at Step 1. The Superintendent shall render a decision within ten (10) working days after receipt of said grievance. If a satisfactory settlement is not reached, the matter may then be referred to Step 3.

Step 3 Board of Education. The teacher or the Chairperson of the Grievance Committee shall refer it to the Board within ten (10) working days. The Board shall render its decision within thirty-one (31) working days from the receipt of said grievance.

Any grievance not settled in accordance with the above procedures may be submitted by either party to arbitration as described in Article 7.

C. Representation

An aggrieved teacher may be represented at all stages of the Grievance Procedure by a representative selected or approved by the Association of the teacher's choosing, when reasonably possible.

In any event, after the grievance is submitted in writing, the Association shall have the right to be present at all stages of the Grievance Procedure to protect its interest in the contract.

D. Limitation

A grievance must be presented under the Grievance Procedures described herein within ten (10) working days of the occurrence of the condition giving rise to the grievance or from the time when the teacher can reasonably be expected to be aware of the grievance. Otherwise, if action is taken at a later date, it shall be considered that there is no grievance under this Agreement.

Should any appeal from the disposition of a grievance by a representative of the administration not be taken by the Association or the teacher within the time limits set forth in B of this Article, then the grievance shall be considered settled and any further action under the Grievance Procedure shall be forever barred.

Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

E. Group Grievances

A grievance affecting a group of teachers may be submitted in writing at the lowest appropriate level. Such a grievance defined by A may be processed in accordance with B. Said grievance must be signed by one of the aggrieved or by the Association President, but a listing of all names of the aggrieved shall be shown on the grievance.

ARTICLE 7

ARBITRATION

A. Intent

It is the intent of the parties to this Agreement that the arbitration procedure herein shall serve as a means for the peaceable settlement of grievances that may arise between them which are not settled under Article 6. If a request for arbitration is made by either party, the rules and procedures of the Public Employees Relations Commission (PERC) shall govern except as otherwise provided herein.

B. Arbitrator's Recommendations

The recommendations of the arbitrator shall be final and binding on grievances processed as a violation, misinterpretation or inequitable application of any of the provisions of the Agreement per Article 6, A (1) and shall be only advisory for all grievances processed per Article 6, A (2) except as otherwise required by law.

C. Appeal Procedure

If a grievance is not satisfactorily settled under Article 6 B, Step 3, it may be submitted to arbitration by the Association at its discretion, provided notice in writing of the intent to do so is given to the Board within five (5) working days of the decision under Article 6 B, Step 3.

D. Selection of Arbitrator

After giving notice of intent to arbitrate as provided in C above, the Association must, within ten (10) working days thereafter, submit its request to the Public Employment Relations Commission for the appointment of an arbitrator in accordance with its rules and procedures. Failure to comply with the provisions of the Article shall make the decision of the Board final and conclusive on said grievance unless the time limits herein provided for are extended by mutual agreement.

E. Single Arbitration

Each grievance will be arbitrated separately except those of a similar nature pursuant to mutual agreement.

F. Arbitrator's Jurisdiction

The arbitrator shall be limited to the issues submitted and shall consider nothing else. Further, the arbitrator can add nothing to nor subtract anything from the Agreement between the parties or any applicable policy of the Board.

G. Presentation of Evidence

The parties affected shall be afforded a full opportunity to present any evidence, written or oral, which may be pertinent to the matter in dispute.

H. Arbitration Expenses

The fees and expenses of the arbitrator and the cost of the hearing room, if any, shall be borne equally by both parties. Any other expenses shall be paid by the party incurring same.

ARTICLE 8

TEACHER EVALUATION

The Board and the Association will comply with TEACH NJ in conducting all observations and evaluations.

ARTICLE 9

LEAVES OF ABSENCE

A. Sick Leave

Employees shall be entitled to ten (10) days leave per year for personal illness which are cumulative; and twenty (20) days leave per year for personal illness, which are non-cumulative. The non-cumulative sick leave days may be used when the employee has used all accumulated sick leave days. The employee may request the Board to pay said employee each day's salary less the pay of a substitute in accordance with the provisions of NJSA 18A:30-6. The decision as to whether such request will be granted and the extent of any such grant shall be at the sole discretion of the Superintendent.

The Superintendent may require an employee to present a doctor's statement or proof of illness for any sick leave of absence.

Employees will be notified by October 1 of each year of the amount of unused cumulative sick leave.

Teachers shall be given a separate accounting of their tiered days by October 1st of each year.

B. Sick Leave Bank

A sick bank has been put into place with the language and rules determined by a committee composed of an equal number of Board and Association appointees:

- a. The purpose of the sick bank is to enable an active member of the sick bank to draw, as needed, accrued sick leave days previously donated voluntarily by the employees of the Board for the purpose of covering employees with catastrophic/debilitating injuries or illness after they have exhausted all of their accumulated leave.
- b. The provisions of the Sick Leave Bank will be governed by N.J.S.A 18A:30-10 and N.J.S.A 18A:30-13.
- c. An active member of the sick bank shall be entitled to one (1) sick day through the bank for every five (5) days donated.

C. Terminal Leave

- a. Teachers who retire during the term of this contract shall receive \$35 per day for all unused sick days and personal business days accumulated prior to June 30, 1993. For all such days accumulated July 1, 1993 or later, teachers shall be compensated \$45 per day. From July 1, 2001 sick and personal days will be paid at \$50 per day. Payments will be made in like amounts to a teacher's estate for those who die in active service.

For employees age 55 or older with an amount due to them for accumulated sick and personal days that is \$5,000 or greater, the payment will be made to the employee's 403(b) account. This will be an Employer Contribution. This payment will be made within ninety (90) days of the employee's retirement.

- b. Sick days and personal business days used by a member beyond those provided under Article 9 shall first be charged against those accumulated prior to July 1, 1993.

D. Military Leave

The Board will comply with all federal and state laws regarding military leave.

E. Urgent Personal Business

A teacher shall be granted three (3) days leave per school year for urgent personal business matters. Unused personal leave days shall be accumulated up to a maximum of ten (10) days. Teachers will provide a reason for their absence at the time of the request if the request is for more than 3 consecutive days. The

Superintendent shall determine in his/her discretion whether to grant or deny a request for personal days exceeding three (3) consecutive days up to a maximum of five (5) consecutive days. The Superintendent will either deny or approve the fourth consecutive day or the fourth and fifth consecutive days. The Superintendent will also have the discretion to grant unpaid leave in lieu of personal days for the fourth or fourth and fifth consecutive days.

The Association agrees that no member will be permitted under the contract to put in a request for personal days exceeding five consecutive days.

(3) The Superintendent will provide a reason for all denials and for unpaid leave determinations.

(4) Any review of the Superintendent's discretionary determination regarding the fourth or fourth and fifth consecutive personal days shall be limited to a determination as to whether the Superintendent's reasoning was arbitrary and capricious.

No personal days of absence shall be allowed when such days are taken during the first day immediately preceding or the first day immediately following a regularly scheduled school recess or vacation without sufficient reason presented to the Superintendent for determination.

Any unused personal business days above ten (10) shall be added to the individual's unused sick leave.

F. Emergency Leave

Emergency leave not to exceed a total of five (5) days per occurrence with pay will be granted by the Superintendent for the following reasons:

1. Serious illness in the immediate family. Immediate family shall mean spouse, partner in a civil union, child, mother, father, brother, sister, mother-in-law, father-in-law, daughter-in-law, son-in-law grandparent, grandchild, or a relative who lives within the household of the staff member. "Serious illness" for the purpose of this section means an illness, injury, impairment, or physical or mental condition which requires overnight care in a hospital, hospice, or residential medical care facility. All serious illness days shall be capped at a total of twelve (12) days annually.

2. Death in the immediate family. Immediate family shall mean spouse, partner in a civil union, child, grandchild, son/daughter-in-law, parent, parent-in-law, grandparent, brother, sister, or a relative who lives within the staff member's household. The absence may immediately precede, include, or immediately follow the death or day of the funeral of a member of the immediate family or any other reasonable time as approved by the Superintendent.

3. Absence due to death in non-immediate family. Non-immediate family shall mean niece, nephew, aunt, uncle, cousin, brother-in-law, sister-in-law, not living in the household of the staff member. The absence may precede the funeral or follow the death of a member of the family. Absence in this case shall be allowed, with pay, for the day of the funeral. In the event that travel is needed to attend the funeral, two additional emergency leave days may be granted by the superintendent.

4. Court Order. Absence from school by reason of a subpoena or legal process issued by any court shall be allowed, with pay, provided 1) the staff member is representing the school district, or 2) serving as a witness.

G. Child Care Leave

An employee may choose to use accumulated sick leave days for a period of disability associated with a pregnancy. The presumed period of disability is one month before and one month after delivery. A doctor's written statement will be required for approval of a longer period of disability.

The Board of Education shall grant a leave of absence for child care reasons to a tenured member upon written request which demonstrates a need or compelling reason.

Similarly, a non-tenured member may be granted child care leave at the discretion of the Superintendent. The non-tenured member's child care leave period shall not be counted for tenure purposes.

A teacher on child care leave has the option of taking an additional school year of leave beyond the year the leave commenced as an extension of the initial leave; however, successive child care leaves must be separated by at least one full calendar year of service.

H. Insurance Benefits

Employees taking an unpaid leave of absence pursuant to the New Jersey Family Leave Act, N.J.S.A. 34:11b-1 et seq. and/or the Federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq. will be entitled to continued health care benefits as required by law.

I. Family Illness Days

Employees are entitled to two (2) Family Illness Days per school year. Family Illness Days are defined as an absence from an employee's post of duty due to the need to care for and/or assist an immediate family member (including, and not expanding beyond those persons identified in Article 9(F)(1), with an illness or injury, as defined in N.J.S.A. 18A:30-1.

Employees may carry over a maximum of two (2) Family Illness Days per school year with a maximum of 4 family illness days available at any given time.

All employees who use a Family Illness Day shall provide the Superintendent with a Physician's Certification on the first day they return to work. In the event they are unable to obtain a Physician's Certification, they must complete the Certification annexed hereto as Appendix A.

ARTICLE 10

INSURANCE

The coverage for teachers who choose the NJEHP or GHSP health insurance plan will be governed by NJEHP guidelines set by the State of New Jersey and subject to Ch. 44 contributions.

The Board shall offer healthcare insurance, dental insurance, prescription plan, and vision insurance to all eligible employees and their dependents with the employee contributing in the amount established below and the Board paying the remainder.

Employees' health benefits contributions shall be the greater of the following:

1. 1.5% of their annual salary OR
2. The fully phased in c. 78 contribution rate OR
3. Employee contributions as indicated below.

Full time Non-Tenured Employees may choose single, parent/child, spouse/party to civil union, or family coverage subject to the fully phased in c. 78 contribution rate.

Full time Tenured Employees may choose single, parent/child, spouse/party to civil union, or family coverage subject to the fully phased in c. 78 contribution rate.

Part-time - Non Tenured employees who work 25 hours or more may choose single, parent/child, spouse/party to civil union or family coverage subject to their contributions in proportion to the balance of their FTE work time, or the fully phased in c. 78. contribution rate, whichever is higher.

Part-time Tenured Employees who work 25 hours or more may choose single, parent/child, spouse/party to civil union or family coverage subject to their contributions in proportion to the balance of their FTE work time, or the fully phased in c. 78. contribution rate, whichever is higher.

Dental benefits paid by the Board shall be \$2,000 per person in the family per year. There will be a \$100 per individual and \$200 per family annual deductible, with a maximum limit of \$2,000 in benefits per person, per calendar year, with orthodontia limited to \$750 per person lifetime. Subject to the provisions listed above, the Board will provide dental insurance coverage for employees and eligible

dependents. Coverage will be provided according to the current Schedule of Benefits included in the policy.

The Board shall pay \$100 per person in the family for eyeglasses per year and for one eye exam per person in the family per year. A child care flexible spending account may be established by the employee.

The Board retains the right to change medical and prescription insurance carriers as long as the coverage provided is equal or better than the State's School Employees Health Benefits Program ("SEHBP") at the time of the change, encompassing the full slate of SEHBP offerings. The Board shall further have the right, at its discretion, to move from the SEHBP to a private insurance plan which is equal or better than the SEHBP plan without further discussions with the Association. The Board retains the right to change dental and / or vision insurance carriers as long as the coverage is equal or better than what is currently in this agreement.

Except as provided in Article 9, Leave of Absence, Section H, Insurance benefits, members of the bargaining unit on an approved leave of absence without pay, at their option, may continue their health benefits with all premiums to be paid by the member through COBRA, provided said procedure is allowed by the insurance carrier.

ARTICLE 11

FUNDS FOR PROFESSIONAL IMPROVEMENT

A. Funds for Professional Improvement (FFPI)

The sum of \$66,525 shall be made available for the 2023-2024 school year, \$67,856 for the 2024-2025 school year and \$69,213 for the 2025-2026 school year for the purpose of selected in-service educational programs, financing the costs incidental to a teacher visitation program and/or financing, in whole or in part, any other program, project, or effort which, in the opinion of the Superintendent and the Association's designee, advances the goal of improving instruction.

FFPI funds may be used to finance the costs of a workshop held in-district, during an in-service day or school break. When FFPI funds are used in this way, the costs will be divided equally among the staff members who attend the workshop. This per-member amount will be applied to each member's FFPI account. The number of members attending a workshop and the per-member cost will be finalized one week prior to the workshop. After that date, a member cannot withdraw from the workshop.

FFPI funds used to finance the costs of an in-district workshop must meet these conditions:

1. The workshop will be suggested by teachers.

2. The FFPI committee and administration will have to approve the workshop.
3. On an in-service day, all staff members will have workshop choices that are not funded by FFPI.
4. A staff member will know, prior to committing to attend a workshop, the cost of attendance.

Substitutes will be paid in the following sequence per occurrence:

Day 1 - Board of Education pays cost of substitute.

Day 2 & 3- FFPI pays cost of substitute.

More than 3 days - Staff member pays cost of substitute.

When a teacher receives approval for field trips or out of school activities with students, those days shall not be counted as professional days.

When a teacher is required by a supervisor to work in-district during a working school day, the day shall not be counted as a professional day.

Funds For Professional Improvement (FFPI) shall not be used for writing curriculum. Funds may be used for enriching the existing curriculum.

FFPI funds shall be used for teacher initiated professional development.

B. Application

Any teacher or group of teachers shall be eligible to apply for funds to be used as described above. Application shall be made by proposal on prescribed form in sufficient time for the following procedures to be completed:

1. The applicant shall present the proposal to his/her building principal or direct administrative supervisor who will recommend for or against approval.
2. All proposals then shall be presented to the FFPI Committee for review and recommendation and then to the Superintendent.
3. The final determination of whether or not the grant shall be awarded, and in what amount, will be made by the Superintendent. The Superintendent will ensure that a FFPI request is aligned with a staff member's professional responsibilities. In considering requests to attend out-of-state events, the Superintendent will consider whether a comparable event is available in New Jersey.

C. Payment/Reimbursement

Staff members must submit completed reimbursement paperwork within 60 school days of attendance of conference or else waive the right to reimbursement. A staff member may use up to \$1,000 of FFPI funds per school year.

FFPI payment/reimbursement shall be within 45 days of submission of completed paperwork.

D. Unused Funds

Unused funds shall accumulate for utilization in each successive contract year unless the parties agree to the contrary. A copy of the FFPI account records shall be sent to the MEA President on June 30th each year.

ARTICLE 12

BOARD PREROGATIVES

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement in accordance with applicable laws and regulations, (a) to direct teachers of the school district, (b) to hire, promote, transfer, assign, and retain teachers in positions within the school district, and for just cause to suspend, demote, discharge, or take other disciplinary action against teacher, (c) to relieve teachers from duties because of lack of work or for other legitimate reasons, (d) to maintain the efficiency of the school district operations entrusted to them, (e) to determine the methods, means and personnel by which such operations are to be conducted, and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.

Notwithstanding the above, the Board will not replace an existing full-time position with two or more part time positions unless there is a substantive change in assignment.

ARTICLE 13

ASSOCIATION RIGHTS

A. Association Business

Association officers and committee may perform Association business during the school day provided, however, that such business shall not take place during, or infringe upon, the assigned duty of any staff member. Association meetings may be conducted on school premises provided authorization is obtained from appropriate administrative officers.

B. Bulletin Boards

Posters or announcements pertaining to Association affairs will not be posted on bulletin boards, or in any area accessible to the public or the students, unless such have first been approved by the appropriate administrative officer. The Association shall have in each school building the exclusive use of a bulletin board in each

faculty room. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.

C. School Facilities

The Association shall have the right to use school facilities and equipment at reasonable times when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof.

D. Visitation Procedure

Association state and national representatives will first report to the principal before visiting the school or meeting with individual teachers during normal school hours, provided it does not interfere with the professional responsibilities of the staff.

E. Information

The Board agrees to furnish to the Association, in response to reasonable requests, and consistent with state and federal law, available information concerning the educational programs and the financial resources of the district.

F. Association's Released Time

The Board shall provide the Association President with five (5) individual teacher days of released time annually to conduct Association business as needed, and the President shall not be assigned a duty period during the term of office. All attempts shall be made to schedule the release and preparation time at the end of the day.

ARTICLE 14

SALARY PROVISION

A. Salary

The salary guide and provisions applicable to all persons covered by this Agreement are set forth in Schedule A which is annexed hereto and made a part hereof.

We want to maintain the ability to remain competitive with the county and state so that we may attract top level staff members. Concerning new hires, up to a full credit may be granted for prior teaching and related service. A maximum of four (4) years credit will be granted for military service. Salaries shall increase over the life of this contract as follows:

Effective July 1, 2023 – 3.90 % inclusive of step, increment, instructional and non-instructional stipends and longevity.

Effective July 1, 2024 – 3.90 % inclusive of step, increment, instructional and non-instructional stipends and longevity.

Effective July 1, 2025 – 3.70 % inclusive of step, increment, instructional and non-instructional stipends and longevity.

B. Extra Compensation

Extra compensation for athletic coaches, co-curricular advisors, and club advisors shall be stated in Schedule B, Schedule C, and Schedule D set forth in the Addendum to this Agreement (“Addendum”).

Coaches shall receive an evaluation within 15 school days of the end of each coaching season. Coaches who are not being rehired shall be notified within 15 school days of the end of each coaching season.

Coaches who are not planning to return or who do not wish to be considered for a particular coaching position must inform the Athletic Director within 15 school days of their evaluation.

If there are extenuating circumstances the matter may be taken under advisement.

Teachers assigned to provide home instruction to students above and beyond the normal work day shall be compensated at the rate set forth in Schedule E per hour of home instruction actually provided.

C. Eligibility Requirements

Service increments and/or adjustments are not automatic and may be withheld by the Board for inefficiency or other just cause.

ARTICLE 15

DEDUCTION FROM SALARY

The Board agrees to make deductions from salaries in compliance with NJSA 52:14-15.9 and under rules established by the State Board of Education.

ARTICLE 16

NON-TEACHING DUTIES

The practice of asking teachers to give up their preparation period to cover absent teacher assignment is to be discouraged.

All teachers will be assured a duty free lunch period of the same duration as is afforded the students.

Teachers shall never drive students, unless they first receive written authorization from both the students’ parent/guardian and the superintendent of schools. Reimbursement shall be at the IRS rate in effect at the beginning of the school year.

In addition, teachers who do not transport students but use their vehicles for authorized activities shall be reimbursed at the IRS rate.

Class coverage compensation when regular substitutes are not available shall be at the rate of \$42.00 for the 2023-2024 school year; \$43.00 for the 2024-2025 school year; and \$44.00 for the 2025-2026 school year. When class coverage is required for teachers assigned a duty due to a school activity, compensation will be at the same rate. The administration will make every effort to distribute the class coverages equally.

Compensation for coverage of double period classes shall be pro-rated per period.

Members who chaperone overnight student trips, and who do not otherwise receive compensation for such a student activity, shall receive a stipend of \$100 for each overnight. Members who chaperone the Edgar overnight camping trip shall receive a stipend of \$150 for each overnight.

On the last half-day of school each school year, staff who have completed all of their requirements and have their end of the year paperwork signed by their principal, may leave one hour after the dismissal time of the students with the approval of the principal.

ARTICLE 17

PERSONAL AND ACADEMIC FREEDOM

A. Purpose

The Board and the Association agree that academic freedom is essential to the fulfillment of the purposes of the Metuchen School District, and they acknowledge the fundamental need to protect teachers from unwarranted censorship or restraint.

B. Personal Life of Teacher

The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly assigned functions during the work day.

ARTICLE 18

NOTIFICATION OF ASSIGNMENTS

Every reasonable effort will be made to notify all teaching staff members of their tentative teaching assignments for the following school year by June 15.

ARTICLE 19

TRANSFERS AND PROMOTIONS

The staff will be notified, in writing or via email, of all vacancies occurring during the school year. At the close of the school year, those persons desirous of being considered for positions which may occur while school is in recess for the summer shall so notify the Superintendent, in writing, of the position or positions for which they would like to be considered. If openings occur while school is in recess for the summer, the Superintendent shall notify, in writing, those persons who expressed an interest in the open position or positions.

Notice of a transfer or reassignment must comply with N.J.S.A. 18A:27-4.1 and shall be given as soon as practicable, and, except in cases resulting from illness, death or resignation, no later than June 15th if at all possible. Individuals who are reassigned or transferred building to building shall be given one additional personal day in order to compensate for setting up a classroom during a summer month. A time sheet shall be submitted to the receiving principal.

ARTICLE 20

PROFESSIONAL DEVELOPMENT

The Board has an ongoing goal to provide a program of staff development including self-evaluation, workshops, visitations, graduate study, in-service activities, etc. The Board and the administration welcome suggestions for such activities from all members of the district staff, including the Instructional Council.

A Professional Development Committee, comprised of a professional representative from each school, appointed by the Association President, and two administrators, appointed by the Superintendent, will be created in order to develop and recommend to the Director of Curriculum in-service training programs. The final decision on programs shall be that of the administration.

The local Professional Development Committee shall meet during scheduled school days and may be given release time once a month with prior approval of the Superintendent of Schools.

The District will provide a minimum of 15 hours of in-service that would satisfy the state requirement for the Professional Development hours. The Board will agree not to schedule in-service over President's weekend. If the February in-service day is needed as an emergency make-up day, the rescheduled in-service day will be added to the calendar in June. Professional Development must be applicable to your teaching assignment and must be approved by the Superintendent.

ARTICLE 21

TUITION REIMBURSEMENT

Tenured and non-tenured teachers enrolled in approved graduate courses will be eligible for reimbursement in a school year for the cost of up to \$2,622 for the 2023-2024 school year, \$2,701 for the 2024-2025 school year, and \$2,782 for the 2025-2026 school year. Total amount per year for tuition reimbursement shall not exceed \$70,000. Any unused tuition reimbursement funds from prior years of the current contract will be rolled over to subsequent years, up to a maximum of \$80,000. Teachers who intend to enroll in other courses may apply for approval for reimbursements to the Superintendent of Schools in advance of registration.

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

Mentors for alternate route teachers shall receive \$1,000 for the academic school year.

Mentors for provisional teachers shall receive \$550 for the academic school year.

All fees connected with the mentoring program and all licensing costs shall be paid by the Board. Because of the need for the mentor and the mentee to observe one another and to plan certain lessons together, appropriate released time will be provided both teachers by the district for this purpose. The time will be exclusive of scheduled prep time and shall be within student contact time.

A teacher who has been asked by the Principal to unofficially mentor a new teacher shall be paid at the hourly rate as described in schedule E, for a maximum of six (6) hours as compensation for his/her time. A log of the hours shall be recorded and submitted.

ARTICLE 22

SCHOOL CALENDAR

With the exception of the Athletic Trainer, the total number of work days for ten month employees shall be 185 days. All days in excess of 181 will be allocated for professional development. Any staff member working past the contract time of 185 days in performing his/her regular assignment and/or professional responsibilities will be paid at the per diem rate. The per diem rate is defined as the annual contract amount divided by 185. the hourly rate is the per diem rate divided by 6.

A proposed three-year school calendar shall be developed by the Superintendent with Board approval. The calendars will comprise the period covered by this Agreement. The administration shall designate three make-up days on the school

calendars which will become scheduled workdays, if necessary, to make-up for days when school is closed due to unforeseen circumstances. In the event the calendar is modified due to unforeseen circumstances, any staff member who is missing any of those three days shall be docked a day's pay for each day. After the first three make-up days, any staff member missing the additional make-up days shall be charged with a personal day.

ARTICLE 23

SCHOOL DAY

The Association and the Board mutually agree that the retention of quality employees and the preservation and enhancement of the existing educational program are primary goals of the school district. The Association and the Board also agree that the achievement of each of these goals may be facilitated through the adoption of flexible working arrangements.

A. Teacher Instructional/Contact Time

1. Instructional time is time spent teaching. A standard teaching assignment at Edgar Middle School and Metuchen High School shall be 235 instructional minutes at Edgar Middle School and 225 instructional minutes at Metuchen High School, with one duty period and at least one preparation period. A teacher can be assigned an additional period of instruction in lieu of the duty period and will receive a stipend for that additional period of instruction. Instruction time at Campbell Elementary School shall be 260 instructional minutes.
2. Homeroom is contact time with students that will include the responsibilities of attendance, lunch count and distribution of papers. At Edgar Middle School and Metuchen High School the regular homeroom schedule shall not exceed 10 minutes.
3. Kindergarten Instructional Time:

Morning kindergarten shall be two (2) hours and fifty-five (55) minutes in duration and afternoon kindergarten instructional time shall be two (2) hours and fifty-five (55) minutes in duration.

Kindergarten classroom teachers who teach morning and afternoon kindergarten shall be compensated an additional \$8,400 for the 2023-2024 school year, \$8,727 for the 2024-2025 school year, and \$9,050 for the 2025-2026 school year. This extra compensation shall be added to the base pay only during the year in which the kindergarten classroom teacher teaches morning and afternoon kindergarten. Additional compensation shall not be paid to teachers who teach special subjects to kindergarten students, such as art, physical education, music, speech, and the like.

In the event there is any further reorganization, any change in instructional time must be negotiated with the Association.

B. Extra Teaching Assignments

Staff shall be compensated for each instructional period assigned above the five instructional periods as follows: \$8,400 for the 2023-2024 school year, \$8,727 for the 2024-2025 school year, and \$9,050 for the 2025-2026 school year. Compensation shall be added to the base pay only during the year in which such additional instruction is assigned.

Staff shall be compensated for each non-instructional period assigned above the five instructional periods as follows: \$6,750 for the 2023-2024 school year, \$7,013 for the 2024-2025 school year, and \$7,272 for the 2025-2026 school year. Compensation shall be added to the base pay only during the year in which such additional non-instructional assignment is made.

Staff will be asked for volunteers first.

C. Zero Periods

The Superintendent of Schools will assign teachers to a Zero Period in lieu of another class assignment. Staff will be asked for volunteers first. If a staff member is assigned a zero and the last period class or duty on the same day, the staff member will be paid at the rate for class coverage for that one additional class provided that (i) administration assigns a second duty or a class coverage to that staff member during that day at no additional payment, if needed, and (ii) the staff member does not opt-out of covering the additional class or duty. If the administration does not assign a second duty or a class coverage, the staff member will be paid the rate for class coverage for that day regardless. If the staff member opts not to cover an additional class or duty, then they will not be paid the class coverage rate for that day.

D. Teacher Planning Time

Teachers at Moss School shall have at least a daily 30-minute planning/preparation period per session. All reasonable efforts shall be made not to split the preparation period.

Teachers at Campbell School shall have at least a 40-minute planning/preparation period daily. All reasonable efforts shall be made not to split the preparation period.

Teachers at Edgar Middle School shall have at least one planning/preparation period equal to a teaching period. All reasonable efforts shall be made not to split a preparation period.

Teachers at Metuchen High School shall have at least one preparation period equal to a teaching period. All reasonable efforts shall be made not to split a preparation period.

E. Meetings

1. Faculty Meetings

Faculty meetings must begin within 15 minutes of student dismissal unless an emergency exists.

2. Other Meetings

There may be additional meetings for the purpose of working on curriculum or articulation at the discretion of the administration. Meetings may be held before or after school.

3. Meeting Time

All mandatory meetings referenced above shall last no more than two hours total in any given month. No one meeting shall last more than one hour.

4. New Teacher Meetings

Meeting time referenced in Paragraph 3, shall not apply to new teacher meetings. First year teachers may have up to ten (10) district-wide new teacher meetings that shall last no longer than one hour. Second and third year teachers may have up to five (5) district-wide meetings that shall last no longer than one hour.

F. Parent Conferences

Teachers will be provided early release time for evening conferences equal to the scheduled conference time. There will be no more than two (2) evening conferences per year for grades K - 8 and no more than one (1) evening per year at the high school. Preschool and kindergarten teachers may be given comp time in lieu of early release time.

During teacher conferences if a teacher has filled his/her allotted conference times, he/she can request release time from the principal to complete the conference. A substitute can be provided at the discretion of the principal.

At the elementary and middle schools, at the discretion of each teacher, one (1) evening conference may be conducted virtually from the staff members' homes, which shall replace one of the existing conferences. The staff members shall be required to: use a common background selected by the principal; wear proper attire

as governed by Board policy; and conduct the virtual conference with parents in a confidential setting free from any and all disruptions. Staff members shall provide their own access to a reliable internet connection and WiFi, at no cost to the Board.

G. Night Meetings

If the Superintendent, Principal and/or Director of Special Services determine that it is necessary for a Child Study Team member, a Substance Awareness Coordinator, or a Guidance Counselor to meet with parents/guardians in the evening, the Principal will coordinate a mutually agreed upon time to do so. The staff member will receive comp time for this arrangement. The staff member will be asked to attend no more than 4 night meetings per year.

H. Course/Class Preparations

Every effort shall be made to limit teachers in grades 5-12 to no more than three (3) preparations, unless requested by a staff member. A person assigned/requesting five (5) preparations shall have a second preparation period in lieu of a duty period.

Every effort shall be made not to give new teachers an extra teaching assignment.

I. Part-Time Staff

A part-time teacher is defined as one who is employed on a regular basis for the school year, but for less than the full school day or week.

Part-time teachers shall receive pro-rated salary based on the Teachers Salary guide.

Part-time teachers who teach three (3) classes or 15 periods per week will also have preparation time of 30 minutes per day.

Every effort shall be made to have a part-time teacher teach consecutive periods.

J. Shared Staff

1. Staff who travel between school buildings shall not have a duty.
2. Staff shared between buildings shall have the same release time for conferences as non-traveling staff members. Substitutes should be provided at the other school.
3. Staff shared between buildings shall attend faculty meetings at the building where they end the teaching day.
4. Shared staff shall have one back to school night. Staff who attend more than one back to school night because of assignments shall be compensated at their hourly rate.

K. Comp Time

1. By mutual agreement between the individual employee and the administration, employees may assume a "flexible work daily schedule" in which an employee's student contact time may begin before or extend beyond the normal "school day" for a particular school building. However, total daily student contact shall not exceed prior practice. The employee's school day shall be continuous.
2. The Association and the Board agree that request for consideration of alternative working arrangements outlined in Paragraph 1 above shall not be arbitrary and capricious but will be made only for sound reasons. As with all working conditions, the provisions of this Article are subject to the provisions of Article 6-Grievance Procedure, and Article 7-Arbitration.
3. Either the individual employee who wishes to be considered for a flexible working schedule or the administration may initiate the request for an individual to work according to a flexible schedule. In either case, the request should be submitted in writing no later than May 15 for the following school year.
4. The Association shall be notified of any such request, whether initiated by the administration or the individual, within five days of such request being made.

L. Athletic Trainer

In exchange for the non-instructional stipend, the athletic trainer is responsible for attending athletics after-school, holiday breaks, summer athletics and weekend activities, including all the time necessary to establish the training program for student athletes, during in-season and post-season conditioning programs, interscholastic athletic events and practice sessions, and any other duties within the scope of his/her employment and certification as may be assigned subject to the parameters set forth herein.

The athletic trainer shall only be responsible for attending NJSIAA athletic events, cheerleading and flag football events. The Athletic Director, or his / her designee, shall provide the athletic trainer with at least 1-weeks' notice for scheduling the athletic trainer's work day, with the exception of weather, emergency, playoff qualifying, or tournament advancement situations which can be scheduled with less notice. During school holiday/breaks, the Athletic Director, or his / her designee, shall provide at least 30 days' notice for scheduling the athletic trainer's work day with the exception of weather, emergency, playoff qualifying, or tournament advancement situations which can be scheduled with less notice. The athletic trainer can be required to work up to four (4) Sundays during the year without additional compensation. If athletic trainer is required to work seven (7) days in a row, the athletic trainer will receive a day off with pay the following week. The

athletic trainer will not be assigned any teaching duties without additional compensation. The athletic trainer is responsible for attending all NJSIAA event within their 10-month contract period only (typically August through May pursuant to the NJSIAA schedule). The athletic trainer will be notified about their start date at least 30 days prior to their reporting date. The athletic trainer's work year will end 10 months after the start date. Parties recognize the 10 months will not align with school year calendar. The athletic trainer will not be responsible for attending overnight athletic trips/tournaments. The athletic trainer's workday shall be continuous.

ARTICLE 24

JUDICIAL AND/OR ADMINISTRATIVE RULINGS

It is understood by all parties that, under the rulings of the courts of New Jersey, District Court, PERC, Arbitrations and the State Commissioner of Education, the Board is forbidden to waive any rights or powers granted it by law.

ARTICLE 25

SEPARABILITY

If any provision of this Agreement is or shall at any time be contrary to law, the balance of the Agreement shall remain in full force and effect.

ARTICLE 26

REPRESENTATION FEE

Prior to November 1 of each academic year the Association may elect to assess all contracted employees covered by this Agreement, who are not members of the Association, a representation fee for services rendered by the Association, at the maximum level permitted by law. Such a fee shall be deducted from salary and transmitted to the Association in the same manner as are dues of Association members.

ARTICLE 27

DURATION

This Agreement shall remain in full force and effect from July 1, 2023 through June 30, 2026. Passage of any legislation which affect the agreed salary schedules automatically will reopen negotiations for salary schedules only.

SCHEDULE A
TEACHERS SALARY GUIDE
2023-2024

Teachers Salary 2023-2024 Steps	Group 1 BA	Group 2 BA+30	Group 3 MA	Group 4 MA+30	Group 5 DOCT
A	\$55775	\$57169	\$58564	\$59958	\$61353
B	\$56275	\$57682	\$59089	\$60496	\$61903
C	\$56775	\$58194	\$59614	\$61033	\$62453
D	\$57275	\$58707	\$60139	\$61571	\$63003
E	\$58000	\$59450	\$60900	\$62350	\$63800
F	\$59000	\$60475	\$61950	\$63425	\$64900
G	\$60200	\$61705	\$63210	\$64715	\$66220
H	\$64000	\$65600	\$67200	\$68800	\$70400
I	\$68275	\$69982	\$71689	\$73396	\$75103
J	\$72675	\$74492	\$76309	\$78126	\$79943
K	\$76925	\$78848	\$80771	\$82694	\$84618
L	\$81500	\$83538	\$85575	\$87613	\$89650
M	\$86500	\$88663	\$90825	\$92988	\$95150
N	\$91525	\$93813	\$96101	\$98389	\$100678

Teachers will be paid above the appropriate step on the base salary guide for academic degrees at the following rate:

Bachelor's Plus 30 credits = 2.5%
Master's = 5%
Master's plus 30 credits = 7.5%
Doctorate = 10%

Teachers who have completed at least one year of service at the top of the guide will be paid above the combined total of their appropriate guide salary, and degree premium at the following rate for completed full years of service in the district.

5 Years - 2.00%
10 Years - 2.50%
15 Years - 3.00%
20 Years - 4.50%
25 Years - 5.00%
30 Years - 5.50%

**SCHEDULE A
TEACHERS SALARY GUIDE
2024-2025**

Teachers Salary 2024-2025 Steps	Group 1 BA	Group 2 BA+30	Group 3 MA	Group 4 MA+30	Group 5 DOCT
A	\$57675	\$59117	\$60559	\$62001	\$63443
B	\$58175	\$59629	\$61084	\$62538	\$63993
C	\$58675	\$60142	\$61609	\$63076	\$64543
D	\$59175	\$60654	\$62134	\$63613	\$65093
E	\$59675	\$61167	\$62659	\$64151	\$65643
F	\$60675	\$62192	\$63709	\$65226	\$66743
G	\$61675	\$63217	\$64759	\$66301	\$67843
H	\$64500	\$66113	\$67725	\$69338	\$70950
I	\$68800	\$70520	\$72240	\$73960	\$75680
J	\$73100	\$74928	\$76755	\$78583	\$80410
K	\$77700	\$79643	\$81585	\$83528	\$85470
L	\$82500	\$84563	\$86625	\$88688	\$90750
M	\$87500	\$89688	\$91875	\$94063	\$96250
N	\$92575	\$94889	\$97204	\$99518	\$101833

Teachers will be paid above the appropriate step on the base salary guide for academic degrees at the following rate:

Bachelor's Plus 30 credits = 2.5%
 Master's = 5%
 Master's plus 30 credits = 7.5%
 Doctorate = 10%

Teachers who have completed at least one year of service at the top of the guide will be paid above the combined total of their appropriate guide salary, and degree premium at the following rate for completed full years of service in the district.

5 Years - 2.00%
 10 Years - 2.50%
 15 Years - 3.00%
 20 Years - 4.50%
 25 Years - 5.00%
 30 Years - 5.50%

**SCHEDULE A
TEACHERS SALARY GUIDE
2025-2026**

Teachers Salary 2025-2026 Steps	Group 1 BA	Group 2 BA+30	Group 3 MA	Group 4 MA+30	Group 5 DOCT
A	\$61000	\$62525	\$64050	\$65575	\$67100
B	\$61250	\$62781	\$64313	\$65844	\$67375
C	\$61500	\$63038	\$64575	\$66113	\$67650
D	\$62000	\$63550	\$65100	\$66650	\$68200
E	\$62500	\$64063	\$65625	\$67188	\$68750
F	\$63000	\$64575	\$66150	\$67725	\$69300
G	\$63500	\$65088	\$66675	\$68263	\$69850
H	\$64725	\$66343	\$67961	\$69579	\$71198
I	\$68825	\$70546	\$72266	\$73987	\$75708
J	\$73300	\$75133	\$76965	\$78798	\$80630
K	\$78000	\$79950	\$81900	\$83850	\$85800
L	\$83000	\$85075	\$87150	\$89225	\$91300
M	\$88450	\$90661	\$92873	\$95084	\$97295
N	\$93750	\$96094	\$98438	\$100781	\$103125

Teachers will be paid above the appropriate step on the base salary guide for academic degrees at the following rate:

Bachelor's Plus 30 credits = 2.5%
Master's = 5%
Master's plus 30 credits = 7.5%
Doctorate = 10%

Teachers who have completed at least one year of service at the top of the guide will be paid above the combined total of their appropriate guide salary, and degree premium at the following rate for completed full years of service in the district.

5 Years - 2.00%
10 Years - 2.50%
15 Years - 3.00%
20 Years - 4.50%
25 Years - 5.00%
30 Years - 5.50%

**SCHEDULE B
SALARY GUIDE ATHLETICS
2023-2024**

		Step 1	Step 2	Step 3
Football	Head	12160	12352	12542
	1 st Assistant	8052	8243	8434
	Assistant	7672	7863	8052
Basketball	Head	10107	10299	10490
	JV	7002	7194	7385
	Freshman	6953	7145	7338
Track	Head	9581	9772	9964
	Assistant	6430	6622	6812
	Winter	8243	8434	8626
	XC	7863	8052	8243
Wrestling	Head	9869	10059	10250
	Assistant	6669	6859	7049
Soccer	Head	9485	9676	9869
	Assistant	6476	6669	6859
	Freshman	5999	6191	6382
Baseball	Head	9581	9772	9964
	Assistant	6524	6717	6907
	Freshman	5999	6191	6382
Golf	Head	7098	7289	7479
	Assistant	4492	4612	4733
Tennis	Head	7479	7672	7863
	Assistant	5086	5217	5347
Field Hockey	Head	9676	9869	10059
	Assistant	6764	6953	7145
	Freshman	6000	6191	6382
Softball	Head	9581	9772	9964
	JV	6524	6717	6907
	Freshman	5999	6191	6382
Swimming	Head	8578	8770	8961
	Assistant	6670	6858	7049
Cheerleading	Head	3743	3817	3892
	Assistant	3369	3435	3503
Interscholastic Middle School Sports			3627	

**SCHEDULE B
SALARY GUIDE ATHLETICS
2024-2025**

		Step 1	Step 2	Step 3
Football	Head	12403	12599	12793
	1 st Assistant	8213	8407	8603
	Assistant	7826	8020	8213
Basketball	Head	10310	10505	10700
	JV	7143	7338	7532
	Freshman	7092	7288	7485
Track	Head	9773	9967	10163
	Assistant	6558	6754	6948
	Winter	8407	8603	8799
	XC	8020	8213	8407
Wrestling	Head	10066	10261	10455
	Assistant	6803	6996	7190
Soccer	Head	9675	9869	10066
	Assistant	6606	6803	6996
	Freshman	6119	6315	6509
Baseball	Head	9773	9967	10163
	Assistant	6655	6852	7045
	Freshman	6119	6315	6509
Golf	Head	7240	7435	7629
	Assistant	4582	4705	4827
Tennis	Head	7629	7826	8020
	Assistant	5188	5322	5454
Field Hockey	Head	9869	10066	10261
	Assistant	6899	7092	7288
	Freshman	6120	6315	6510
Softball	Head	9773	9967	10163
	JV	6655	6852	7045
	Freshman	6119	6315	6509
Swimming	Head	8750	8945	9140
	Assistant	6803	6996	7190
Cheerleading	Head	3818	3893	3970
	Assistant	3436	3504	3573
Interscholastic				
Middle				
School Sports			3700	

**SCHEDULE B
SALARY GUIDE ATHLETICS
2025-2026**

		Step 1	Step 2	Step 3
Football	Head	12651	12851	13049
	1 st Assistant	8377	8576	8775
	Assistant	7982	8181	8377
Basketball	Head	10516	10715	10914
	JV	7285	7485	7683
	Freshman	7234	7434	7635
Track	Head	9968	10167	10366
	Assistant	6689	6889	7087
	Winter	8576	8775	8975
	XC	8181	8377	8576
Wrestling	Head	10268	10466	10664
	Assistant	6939	7136	7334
Soccer	Head	9869	10067	10268
	Assistant	6738	6939	7136
	Freshman	6242	6441	6640
Baseball	Head	9968	10167	10366
	Assistant	6788	6989	7186
	Freshman	6242	6441	6640
Golf	Head	7385	7583	7782
	Assistant	4674	4799	4924
Tennis	Head	7782	7982	8181
	Assistant	5291	5428	5563
Field Hockey	Head	10067	10268	10466
	Assistant	7037	7234	7434
	Freshman	6242	6442	6640
Softball	Head	9968	10167	10366
	JV	6788	6989	7186
	Freshman	6242	6441	6640
Swimming	Head	8925	9124	9323
	Assistant	6939	7136	7334
Cheerleading	Head	3895	3971	4050
	Assistant	3505	3574	3644
Interscholastic Middle School Sports			3774	

SCHEDULE C
CO-CURRICULAR SALARY GUIDE
2023-2024

	Step 1	Step 2	Step 3
Marching Band Director	10830	11044	11262
Assistant Marching Band Director	5415	5522	5631
Color Guard Director	4895	4992	5090
Guard Instructor	1083	1104	1126
Marching Band Percussion Instructor	1083	1104	1126
Jazz Band Director (Competing)	2166	2209	2252
Jazz Band Director (Non Competing)	1083	1105	1126
Indoor Winds Director	1083	1105	1126
Indoor Winds Assistant Director	542	552	563
Indoor Percussion Instructor 1	542	552	563
Indoor Percussion Instructor 2	542	552	563
Strings Ensemble Director	2708	2761	2815
Blue Letter	5571	5760	5950
Bulldog's Bark	5571	5760	5950
Blue Letter & Bulldogs Bark Business	3469	3659	3850
Chorus/Choral Club	5090	5191	5293
Dramatics	7289	7479	7672
Fall Play	5188	5379	5571
Mock Trial/Model Congress	2466	2656	2847
National Honor Society	2466	2656	2847
Student Council	4902	5092	5283
Treasurer/Student Funds	7327	7519	7711
Senior Class Advisor	3995	4185	4376
Junior Class Advisor	3086	3275	3469
Sophomore Class Advisor	2178	2370	2560
Freshman Class Advisor	1702	1893	2082
Intramurals (5-8)	2744	2941	3145

SCHEDULE C
CO-CURRICULAR SALARY GUIDE
2024-2025

	Step 1	Step 2	Step 3
Marching Band Director	11047	11265	11487
Assistant Marching Band Director	5523	5632	5743
Color Guard Director	4993	5092	5192
Guard Instructor	1105	1126	1149
Marching Band Percussion Instructor	1105	1126	1149
Jazz Band Director (Competing)	2209	2253	2297
Jazz Band Director (Non Competing)	1105	1127	1149
Indoor Winds Director	1105	1127	1149
Indoor Winds Assistant Director	553	563	574
Indoor Percussion Instructor 1	553	563	574
Indoor Percussion Instructor 2	553	563	574
Strings Ensemble Director	2762	2816	2872
Blue Letter	5682	5875	6069
Bulldog's Bark	5682	5875	6069
Blue Letter & Bulldogs Bark Business	3538	3732	3927
Chorus/Choral Club	5192	5294	5399
Dramatics	7435	7629	7826
Fall Play	5292	5486	5682
Mock Trial/Model Congress	2515	2709	2903
National Honor Society	2515	2709	2903
Student Council	5000	5194	5388
Treasurer/Student Funds	7474	7670	7865
Senior Class Advisor	4075	4269	4463
Junior Class Advisor	3148	3341	3538
Sophomore Class Advisor	2221	2417	2611
Freshman Class Advisor	1736	1931	2124
Intramurals (5-8)	2799	3000	3208

SCHEDULE C
CO-CURRICULAR SALARY GUIDE
2025-2026

	Step 1	Step 2	Step 3
Marching Band Director	11268	11490	11717
Assistant Marching Band Director	5634	5745	5858
Color Guard Director	5093	5193	5296
Guard Instructor	1127	1149	1172
Marching Band Percussion Instructor	1127	1149	1172
Jazz Band Director (Competing)	2254	2298	2343
Jazz Band Director (Non Competing)	1127	1149	1172
Indoor Winds Director	1127	1149	1172
Indoor Winds Assistant Director	564	574	586
Indoor Percussion Instructor 1	564	574	586
Indoor Percussion Instructor 2	564	574	586
Strings Ensemble Director	2817	2872	2929
Blue Letter	5796	5992	6191
Bulldog's Bark	5796	5992	6191
Blue Letter & Bulldogs Bark Business	3609	3807	4005
Chorus/Choral Club Director	5296	5400	5507
Dramatics	7583	7782	7982
Fall Play	5398	5596	5796
Mock Trial/Model Congress	2565	2763	2962
National Honor Society	2565	2763	2962
Student Council	5100	5298	5496
Treasurer/Student Funds	7624	7823	8023
Senior Class Advisor	4156	4354	4552
Junior Class Advisor	3211	3408	3609
Sophomore Class Advisor	2266	2465	2664
Freshman Class Advisor	1771	1969	2166
Intramurals (5-8)	2855	3060	3272

SCHEDULE D
CLUB SALARY GUIDE
2023/2024 to 2025/2026

Club	Minimum Number of Meetings	2023-2024	2024-2025	2025-2026
A Club	16	1168	1192	1215
B Club	20	1349	1376	1404
C Club	24	1580	1611	1644
D Club (Edgar)		2053	2094	2136
Student Council		3181	3245	3309
Edgar Drama Club		3180	3244	3309
Edgar Music Director		3180	3244	3309

SCHEDULE E
Misc. Financial
2023/2024 to 2025/2026

	2023-2024	2024-2025	2025-2026
Class Coverage	42	43	44
Home Instruction (per hour)	60	61	62
Hourly Rate	49	50	51
6 th Period Instructional Stipend A	8400	8727	9050
6 th Period Non-Instructional Stipend B	6750	7013	7272
Technology / Administrative Stipend	7400	7688	7973
FFPI	66525	67856	69213
Tuition Reimbursement	2622	2701	2782

Event staff working after school hours shall be paid \$55 per event.

Staff members providing weight room supervision after school hours shall be paid \$30 per hour.

To work beyond the typical year, which is defined as 6.5 hours a day for 185 days, the Athletic Trainer will be paid the non-instructional stipend of \$6,750 for only Year 1 (2023-2024) and \$7,013 for only Year 2 of this contract (2024-2025). This stipend shall be re-evaluated and negotiated between the parties before the 2025-2026 school year. It shall be adjusted, or eliminated, based on the hours worked in Years 1 & 2 (2023-2025).

APPENDIX A

FAMILY ILLNESS DAY SELF-CERTIFICATION OF ABSENCE

EMPLOYEE NAME:

NAME/RELATIONSHIP OF FAMILY MEMBER:

DATE OF FAMILY MEMBER'S ILLNESS:

DESCRIPTION OF FAMILY MEMBER'S ILLNESS:

I completed the herein Certification of my own free will and volition and have had the opportunity to review the statements/representations made within. I certify and/or affirm, under penalty of applicable law, that the aforementioned statements/representations are truthful and accurate. I further certify that the "Family Member" identified by me above is, in fact, a "Family Member" as set forth in the collectively bargained agreement. I am aware and acknowledge that if any of the foregoing statements by me are willfully false, I am subject to disciplinary action.

Dated:

Metuchen Education Association

By: Michele Leach
Michele Leach, President

Date 8/21/23

Witness:

By: [Signature]

Date 8/21/23

Metuchen Board of Education

By: [Signature]
Jonathan Lifton, President

Date 8/22/23

Attest:

By: [Signature]
Michael Harvier
Business Administrator/
Board Secretary

Date 8/22/23