

AGREEMENT

Between the

BOARD OF EDUCATION
OF THE BOROUGH OF ROSELLE
IN THE COUNTY OF UNION

And the

ROSELLE EDUCATION ASSOCIATION
As Majority Representative
Of Certain Public Employees
In Accordance with N.J.S.A. 34:13A-1
(L. 1968, Ch. 303)
As Amended

JULY 1, 2021, through JUNE 30, 2024

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PREAMBLE

THIS AGREEMENT is entered into this 19th day of October, 2021 by and between the BOARD OF EDUCATION OF THE BOROUGH OF ROSELLE (hereafter the "Board"), and the ROSELLE EDUCATION ASSOCIATION (hereafter the "Association"). WITNESSETH:

WHEREAS, the Board has an obligation, pursuant to the New Jersey Employer-Employee Relations Act, to negotiate with the Association as the representative of employees hereafter designated with respect to their terms and conditions of employment; and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement; be it RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all personnel, whether under contract or on leave, employed by the Board, including:

1. Attendance Officer
2. Clerks
3. Coaches
4. Custodians
5. Secretaries
6. Information Technology Technicians
7. Paraprofessionals
8. Learning Disabilities Teacher Consultants (“LDTC”)
9. Maintenance Personnel
10. Media Specialists
11. Nurses
12. Psychologists
13. ROTC Instructors
14. School Counselors
15. School Social Workers
16. Security Guards
17. Speech Therapists
18. Teachers
19. Occupational Therapists

but excluding:

1. Personnel on a per diem basis, or hourly basis, or any other employee whose duties, all or in part, are of an administrative and/or supervisory nature
2. Payroll Coordinator
3. Executive Secretary (Secretary to the Superintendent, Secretary to the Board Secretary)
4. Executive Assistant to the Assistant Superintendent
5. Confidential Personnel Secretary
6. District Directors
7. District Supervisors
8. Facility Manager
9. Principals
10. SBA/Board Secretary
11. Superintendent and Assistant Superintendents
12. Vice Principals
13. Assistant Superintendent of Human Resources, Benefits, Labor & AAO
14. Subject supervisors and/or Department chairpersons that evaluate staff, discipline staff or effectuate recommendations.
15. Office of Special Projects, Assistant
16. Purchasing Specialists
17. Accounts Payable Specialists

B. All certificated and non-certificated personnel represented herein by the Association shall, unless otherwise indicated, hereafter be generally referred to as employees.

ARTICLE II
NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiation over a Successor Agreement in accordance with Chapter 303, Public Laws 1968, as amended, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. The Board and the Association, no later than January 15th of the year in which this Agreement expires shall present a complete set of proposals, including requests for salary and working conditions. This deadline may be extended by mutual consent of the parties.

B. Any agreement so negotiated and ratified by the parties shall apply to all employees in the unit as specified in Article 1, shall be reduced to writing, shall be signed and approved by the Association, and shall be signed and adopted by the Board.

C. 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.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. A "grievance" is a claim by an employee or the Association based upon the interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting an employee or a group of employees.

2. An "aggrieved person" is the person or persons making the claim.

3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. Pursuant to Chapter 269, P.L. 1989, if applicable, all disciplinary grievances shall terminate in binding arbitration.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to grievances which may from time to time arise from claimed violations of this Agreement. Both parties agree that these proceedings shall be kept as informal and confidential, as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the rights of any employee having a grievance or complaint to discuss the matter informally with any appropriate member of the administration and having the grievance or complaint adjusted without intervention of the Association, provided the adjustment is not inconsistent with terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Any employee who has a complaint shall within twenty (20) school days of the occurrence of the act or knowledge of the condition which is the subject of the complaint, discuss it first with his immediate superior in an attempt to resolve the matter informally at that level.

2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing to the principal or other immediate superior. The principal shall communicate his decision to the employee in writing within five (5) school days of the written complaint.

3. If, following the determination of the principal, the matter is not resolved to the satisfaction of the employee, he may set forth his complaint in writing, including the specific contract provision alleged to be violated and the specific relief sought, to the Superintendent or designee within five (5) school days of the determination by the principal.

4. The Superintendent or designee shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days from the receipt of the written complaint from the employee following step three (3) listed above. The Superintendent or designee shall communicate his decision in writing to the employee, to the Association, and to the principal or other immediate superior.

5. Any complaint not resolved to the satisfaction of the employee after review by the Superintendent or designee may, at the discretion of the employee, be submitted for a review by the Board. The complaint shall be in writing, including the specific contract provision alleged to be violated and the specific relief sought, and shall be submitted within five (5) school days after receipt of the Superintendent or designee's decision.

6. The Board, or a committee thereof, may review the grievance and shall, at the option of the Board, hold a hearing with the employee grievant and render a decision in writing and

forward copies thereof to the grievant and to the Association within thirty (30) calendar days of the next Board meeting if during the summer after receipt of the appeal or, if a hearing is granted, within twenty (20) calendar days of the date of the hearing.

7. Notwithstanding any provision of this Agreement, the following shall not be considered grievances under this procedure beyond the level of the Board:

- a. The failure to retain a non-tenure teacher,
- b. Matters where a specific method of review is prescribed by law, or by any rule or regulation of the State Commissioner of Education or the State Board of Education; and
- c. The adoption, revision, amendment, or revocation of Board policies, other than those policies or matters affecting the terms and conditions of employment, shall be within the sole province of the Board. Those matters concerning the terms and conditions of employment are grievance and not included in this exception.

8. If the matter is not settled after action by the Board, it may be referred to the Association for consideration. The Association shall make a determination within five (5) school days, notifying the employee, in writing, of that determination.

- a. If the Association determines that the complaint has or may have merit, it may recommend that the same be submitted to arbitration, notifying the employee and the Board, in writing, of that determination.
- b. If the Association determines that the complaint is without merit, it will so advise the employee, in writing, and a copy of its findings shall be sent to the Board.

9. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within twenty (20) school days after receipt of the decision of the

Board.

- a. Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission in the selection of an arbitrator.
- b. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act which is prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory, except that it shall be binding in those cases where the grievance involves an alleged contractual violation only.
- c. The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room, shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

- d. The parties direct the Arbitrator to decide, as a preliminary question, whether he has jurisdiction to hear and decide the matter in dispute. The arbitrator shall have no authority to add to or subtract from the Agreement. The Arbitrator shall be bound by the applicable laws of the State of New Jersey and the laws of the United States and decisions of the courts of the State of New Jersey and the courts of the United States. The arbitrator must address only the issue submitted to arbitration and shall not have the authority to determine any other issues not so submitted, nor shall the Arbitrator render observations or declare opinions which are not essential in reaching a determination.
- e. Each grievance shall proceed separately through the process to arbitration unless mutually agreed to by the parties.

10. In the event a grievance is not processed to the next step within the agreed upon time limits as set forth in the contract, then the grievance shall be deemed to have been resolved at the previous step; in the event the Board of Education fails to respond to any grievance at any step within the agreed upon time limits, the grievance shall be deemed to have been denied and the Association has a right to proceed to the next step in the grievance procedure. Timelines may be extended by mutual agreement in writing.

11. All steps in the grievance procedure shall require the Association to include the entire documentation submitted at each and every step below, both the submission or submissions by the Association and response or responses from the Board representatives. Failure to produce such documentation shall not be grounds for denial of the grievance by itself.

D. Rights of Employees to Representation

1. Any aggrieved person may be represented at all stages of the grievance procedure by themselves or, at their option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

2. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, the Association, or any other participant in the grievance procedure by reason of such participation.

E. Miscellaneous

1. Pending determination of a grievance or in any dispute between employees and the Board, the grievant and all employees shall continue to perform their duties under the direction of the Superintendent or designee until the grievance is settled and/or decided.

2. All documents, communication, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3. All meetings and hearings under this procedure shall not be conducted in public, and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

4. In the event a grievance cannot be resolved by the end of the school year, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter as is feasible.

5. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievances in writing, using the procedure in C.3, to the

Superintendent or designee, or Principal, as appropriate, directly, and the processing of such grievance shall be commenced at that level.

6. All grievances of paraprofessionals shall end at the Board level, except those pursuant to Chapter 269, P.L. 1989, if applicable.

ARTICLE IV

EMPLOYEE RIGHTS

A. Pursuant to Chapter 303, the Board hereby agrees that every employee of 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 concerted activities for mutual aid and protection, or to refrain from any of these activities. As a duly selected 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 Chapter 303 or other laws of New Jersey and the United States; that it shall not discriminate against any teacher or other employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, his participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any teacher or employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be in addition to those provided elsewhere.

C. No employee or teacher shall be disciplined, reprimanded, or reduced in compensation without stating the reasons therefore. Any such action asserted by the Board, or an agent or representative thereof, shall be subject to the grievance procedure herein set forth except for those cases that must proceed before the Public Employment Relations Commission or the Commissioner.

D. Whenever any employee or teacher is required to appear before the Superintendent or designee, Board or any committee, member representative or agent thereof, concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment,

or the salary or any increments pertaining thereto, then he 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 to advise him and represent him during such meeting or interview.

E. After three (3) years of uninterrupted, continuous service, each custodial employee who is to be reappointed shall be appointed for an unfixed term so as to provide the tenure protection available to such employees under the provisions of Chapter 137, Public Laws of 1960 (N.J.S.A. 18A:17-3 and N.J.S.A. 18A:17-4).

F. Anyone, other than central administration, the building principal, director, or supervisor, requesting to see an employee's personnel file shall be required to affix his signature and date to the front of said file.

G. An employee shall receive a copy of any letters of warning and reprimand, evaluation and observation, correspondence and reports, and letters of complaint from the public which result in a recommendation which may adversely affect the individual's employment status.

H. No later than September 30th of each contract year, the Board shall provide each employee with an accounting of the employee's available sick leave days, the terms of the insurance coverage and the names of the insurance carriers.

I. In the event of a reduction in force, all educational support professionals shall be entitled to seniority within their respective category of employment based on the initial date of hire within the District. And all other factors being substantially equal, length of employment in the District will be the deciding factor in layoff/recall. Grievances on layoff/recall decisions may be appealed to the Board of Education, but may not proceed to arbitration.

ARTICLE V

RIGHTS AND PRIVILEGES

A. Association Rights and Privileges

1. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available public information concerning the financial resources of the district, together with information which may be necessary for the Association to process any grievance or complaint.

2. The Association and its representatives may request the use of school buildings at reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and the place of all such meetings.

3. The Association may request the use of school equipment and facilities, including computers, photocopier machines, other duplicating equipment, calculating machines, and all types of audio-visual 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.

4. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and teachers' dining room. Any material posted on the bulletin board shall be initialed by an Association Representative, a member of the Executive Committee or Association President. Copies of all materials to be posted on such bulletin boards shall be given to the building principal.

5. The Association may request the use of school mailboxes.

6. The Board shall, with the knowledge and approval of the building principal and/or supervisor concerned, allow up to ten (10) days per year of release time to the President and/or Vice President of the Association. Such release time, if granted, shall be used only for Association business. Before any such time is authorized, the President of the Association shall give at least five

(5) days' notice to the building principal and/or supervisor.

B. Board Rights and Privileges

1. The Association recognizes that the Board retains all rights, privileges, and responsibilities conferred upon it by the laws of the State of New Jersey and the United States and under the Constitutions of New Jersey and the United States, including the right to manage the schools. The Association further recognizes that the Board may not by agreement delegate authority and responsibility which, by law, are imposed upon and lodged with the Board exclusively nor be bound by this Agreement in matters that are non-negotiable and impermissibly intrude into areas of the managerial prerogative.

2. The Board retains the right to hire, assign, promote, and direct employees covered by this Agreement and to take disciplinary action against said employees (up to and including discharge); and furthermore, to direct school operations, to determine educational policy, and to do all things necessary and proper to accomplish the mission of the school district.

3. This Agreement represents the full and complete understanding on all matters which were or could have been the subject of negotiations. Neither party, during the term of this Agreement, shall be required to negotiate with respect to any item that was or could have been the subject of negotiations.

ARTICLE VI

EMPLOYEE WORK YEAR

A. The work year for teachers shall contain a maximum of one hundred eighty-six (186) days. The Board reserves the right to add one pupil contact (1) day so long as the work year does not exceed 186 days which shall include:

One Hundred Eighty-Two (182) student days;

One (1) day prior to the opening day for students;

Three (3) full-days for in-service workshops/professional development to be mutually planned by a Committee of the Association and Central Office Administration.

Three (3) one-half (1/2) days for in-service workshops/professional development to be mutually planned by a Committee of the Association and Central Office Administration.

B. Extended Work Year Teachers

1. An extended year teacher shall work an additional thirty (30) days to the regular work year.

2. An extended year teacher's salary shall be determined by dividing their appropriate step on the salary guide by 200 and multiplied by 30 and the result is to be added to their regular salary for pension purposes.

3. Extended year teachers will be paid on the 15th and 30th of each month.

4. Extended year teachers may utilize sick and personal days during the additional thirty (30) days.

5. Extended year teachers and paraprofessionals shall be granted an additional 1.5 sick days per year which shall be cumulative up to the limit contained in Title 18A.

C. Two (2) full days and two (2) one-half (1/2) days for a minimum of fifteen (15) State hours of implemented by the District's Professional Development Committee and approved by the County Professional Development Board. On full days, the program will begin at 8:30 a.m. and end at 3:15

p.m. with a 45 minute lunch period. On the one-half (1/2) day, the program will begin at 1:30 p.m. and end at 3:00 p.m.

D. Paraprofessionals shall work one hundred eighty-five (185) days per year for the life of the contract. If the last workday is the same day as the last work day for the teachers, the paraprofessionals shall be able to leave when the teachers leave, provided the paraprofessionals' work is completed.

E. Once the employee calendar for any year is adopted by the Board, changes shall be made only after prior written notification is given to the Association concerning said proposed change, except in cases of emergency.

ARTICLE VII

EMPLOYEE HOURS AND WORKING LOAD

A. Teachers

1. As professionals, teachers are required to devote to their assignments the time necessary to meet their responsibilities. For reasons of safety and security, all employees shall be required to "clock in/out" at the start and end of the workday and during their duty-free lunch period, if the employee leaves the building.

2. Teachers and paraprofessionals shall have a daily duty-free lunch period of at least thirty (30) minutes. Teachers shall give prior notification to the office before leaving the building during lunch.

3. Any faculty member of instrumental music departments who is required or requested to participate in an official capacity in any activity other than the regular football session with the marching band shall receive monetary compensation at the rate of \$65.29 effective from July 1, 2021 through June 30, 2024 and increased to \$66.59 effective July 1, 2024 through to end of the contract. Prior approval is required from the Board.

4. Any teacher, other than athletic coaches, whose presence is required for student eligibility, on a non-school day, in a regional or state competition shall be compensated at the rate of \$65.29 effective from July 1, 2021 through June 30, 2024 and increased to \$66.59 effective July 1, 2021 through to end of the contract. Prior approval is required from the Board.

5. Any performing arts teacher, defined as: vocal music teacher, instrumental music teacher, dance teacher, and/or drama teacher. in the Pre-K, Elementary, Middle and Junior High School whose presence is required to conduct students during evening or weekend performances shall be compensated at the rate of \$55.12 effective from July 1, 2021 through June 30, 2024 and increased to \$56.22 effective July 1, 2021 through to end of the contract with prior approval of the principal.

6. There shall be two (2) evening conferences "system-wide" with parents for student progress reports (in addition to presently scheduled "Open House(s)") from 7:00 to 9:00 p.m. Said two (2) evening conference days shall be one-half (1/2) days for teachers. "Open Houses may be scheduled from approximately 7:00 p.m. to 9:00 p.m. (but shall not start earlier than 6:30 p.m.).

7. Teachers shall not leave the building during a preparation period without permission of an administrator and may only leave for school related business or an emergency.

8. Teachers assigned to the High School shall work a seven (7) hour and five (5) minute day including lunch.

9. Pre-K, Elementary, Middle and Junior High School teachers shall work a six (6) hour and forty (40) minute workday including lunch.

10. Teacher preparation time is defined as time for a teacher to plan or prepare for instructional classes and/or related tasks to student learning. This includes, but is not limited to, grading papers, preparing report cards, parent conferences, and any meetings relevant to student performance. Teachers at the high school assigned a sixth period shall be compensated 1/1200 of their annual salary per day for the duration of the assignment.

11. Staff required to present at PDs shall be eligible for monetary compensation at their hourly rate for up to 1.5 times the length of their presentation for preparation of the PD (i.e. if the presentation is 1 hour, staff may be compensated for up to 1.5 hours at their hourly rate). Compensation under this section shall be subject to the approval of the Assistant Superintendent of Curriculum, Instruction, and Equity and/or designee.

B. Secretaries

1. The regular workday shall begin at 8:00 a.m. and shall end at 4:00 p.m., inclusive of a one hour lunch, on all days when school is in session.

2. (a) Overtime shall be paid at the rate of straight time after thirty-five (35) hours up to forty (40) hours and at the rate of time-and-one-half for more than forty (40) hours. Overtime shall be first approved by the Building Principal or Immediate Supervisor and confirmed by Central Office Administration.

(b) All hours worked on Sundays and, or National Holidays shall be authorized by the Board and/or Superintendent or Assistant Superintendent and shall be paid at the rate of double time.

3. Any Pre-K through Twelfth (12th) grade secretary who is required to keep one (1) or more official New Jersey School Registers shall be compensated in accordance with Schedule I. Said work is to be done in school, but outside of regular school hours.

4. Secretary Vacation

(a) Each secretary employed on or subsequent to July 1, 1978, and covered by this Agreement, shall be entitled to a vacation with pay at the annual rate of pay such secretary is receiving at the time such vacation is actually taken:

Length of Uninterrupted Service to July 1	Vacation Time
Six (6) months or more, but less than one (1) year	One Week
One (1) year or more, but less than two (2) years	Two Weeks
Two (2) years or more, but less than three (3) years	Two Weeks, One Day
Three (3) years or more, but less than four (4) years	Two Weeks, Two Days
Four (4) years or more, but less than five (5) years	Two Weeks, Three Days

Five (5) years or more, but less than six (6) years	Three Weeks
Six (6) years or more, but less than seven (7) years	Three Weeks, One Day
Seven (7) years or more, but less than eight (8) years	Three Weeks, Two Days
Eight (8) years or more, but less than nine (9) years	Three Weeks, Three Days
Nine (9) years or more, but less than ten (10) years	Three Weeks Four Days
Ten (10) years or more	Four Weeks
Twenty (20) years or more	Five Weeks

(b) During the school year, all secretaries shall follow the school calendar in the same manner as the teaching staff.

(c) Secretaries upon leaving the employ of the Board shall not receive compensation for unused vacation days unless specifically directed in writing, by the Board and/or Superintendent or Board Secretary, to forego the use of vacation time and receive compensation in the best interests of the district.

(d) Any ten (10) month clerk who becomes a twelve (12) month secretary shall receive vacation time in accordance with that person's years of service in the district as set forth in Article VII, (B)(4)(a) and (b) and (C)(4)(a). Vacations shall be prorated the first year, if a full year is not worked.

5. During the Winter and Spring recesses, the Superintendent shall have the privilege of designating one (1) secretary, employed regularly at the Board's central administration building. In

making such designation, the Superintendent shall first designate the least senior secretary and, thereafter, shall make designations in reverse order of seniority, on a rotating basis.

6. In the discretion of the Superintendent, those secretaries may be designated to work during such recess periods in exchange for time off on other days.

C. Custodians

1. (a) The regular work week shall be forty (40) hours. All hours worked over forty (40) hours in any week shall be authorized by the Board and/or the Superintendent or School Business Administrator and paid at the rate of time and one-half pursuant to the Fair Labor Standards Act. The standard custodial shift shall be 7:00 a.m. to 4:00 p.m. Any custodian that works a shift other than the standard shift will receive a shift differential payment pursuant to the contract. During the months of July and August, the workday shall be from 7:00 a.m. to 3:30 p.m., which shall include a thirty (30) minute lunch. All overtime must be approved by the Superintendent and/or School Business Administrator prior to work being performed, except in cases of emergencies, during which the appropriate supervisor will be contacted.

(b) All hours worked on Sundays and/or National Holidays shall be authorized by the Board and/or the Superintendent or School Business Administrator and shall be paid at the rate of double time.

2. All overtime shall be allocated on a rotating basis within the building custodial staff by the Board and/or Superintendent or Assistant Superintendent, subject to skills required for the particular job to be done and, if it is not practical to utilize the staff, then said work shall be allocated to other Board custodial employees on a fair and equitable distribution basis throughout the system.

3. There shall be an additional pay differential paid to night workers-those working the 3:00 p.m. to 11:00 p.m. shift receive \$662.74 effective from July 1, 2021 through June 30, 2024 and increased to \$675.99 effective July 1, 2021 through to end of the contract. Those individuals working the 1:00

p.m. to 9:00 p.m. shift receives \$430.73 effective from July 1, 2021 through June 30, 2024 and increased to \$439.34 effective July 1, 2021 through to end of the contract.

4. Each custodian covered by this Agreement shall be entitled to the following vacation with pay, at the time such vacation is actually taken:

a.

Length of Uninterrupted Service to July 1	Vacation Time
Six (6) months or more, but less than one (1) year	One Week
One (1) year or more, but less than two (2) years	Two Weeks
Two (2) years or more, but less than three (3) years	Two Weeks, One Day
Three (3) years or more, but less than four (4) years	Two Weeks, Two Days
Four (4) years or more, but less than five (5) years	Two Weeks, Three Days
Five (5) years or more, but less than six (6) years	Three Weeks
Six (6) years or more, but less than seven (7) years	Three Weeks, One Day
Seven (7) years or more, but less than eight (8) years	Three Weeks, Two Days
Eight (8) years or more, but less than nine (9) years	Three Weeks, Three Days
Nine (9) years or more, but less than ten (10) years	Three Weeks Four Days
Ten (10) years or more	Four Weeks
Twenty (20) years or more	Five Weeks

- b. All custodial employees shall be entitled to fifteen (15) paid holidays to be determined by the School Business Administrator of the Board after discussion with the representative of the custodial employees, which holidays may include, in addition to the usual holidays, Christmas Eve Day and New Year's Eve Day.
- c. No custodian upon leaving the employ of the Board shall be entitled to receive any compensation for unused vacation days unless that custodian had been specifically directed in writing by the Board and/or Superintendent or Board Secretary to forego the use and taking of those unused vacation days.

5. The Board shall supply to each custodian each year the following: three (3) pairs of pants, three (3) winter shirts, three (3) summer shirts, and one (1) pair of work boots. Outside gear (spring jack, winter coat, rain suit, and rubber boots) shall be supplied as needed by the BOE.

6. Custodians who are required to perform the duties of a head custodian because of the absence of the head custodian, for reasons other than vacation, shall be compensated for such time on column "C" of the Custodial/Maintenance Salary Guide. Custodians performing these duties shall have a Black Seal license.

7. If the position is filled, the head custodian at Abraham Clark High School shall receive a stipend of \$574.30 effective from July 1, 2021 through June 30, 2024 and increased to \$585.79 effective July 1, 2021 through to end of the contract.

8. Custodians who must return to work when not on a shift, or continuous to a shift, shall be guaranteed two hours minimum call back time. At the Board's direction, the Board may retain the employee for the duration of the minimum guarantee.

9. Custodial employees who hold New Jersey trade licenses - electricians and plumbers - shall receive a stipend of \$574.30 effective from July 1, 2021 through June 30, 2024 and increased to \$585.79 effective July 1, 2021 through to end of the contract. for each license held if the license is required

and /or necessary to perform their job duties.

10. If the Board considers subcontracting of custodial or maintenance positions which results in loss of employment for a unit member, the Association shall have the right to make a presentation to the Board concerning alternatives to subcontracting.

D. Security Guards

1. The regular workday shall be seven (7) hours, exclusive of the lunch period. The Board may implement a daily staggered work shift not to exceed seven (7) hours per day. In the absence of volunteers and for those security guards hired after July 1, 1991, seniority will determine who will be assigned to a staggered work shift. Those assigned to this shift shall be paid a differential of \$210.16 effective from July 1, 2021 through June 30, 2024 and increased to \$214.36 effective July 1, 2021 through to end of the contract.

2. Security guards will be given a duty-free thirty (30) minute lunch period daily, between the hours of 11:00 a.m. and 1:00 p.m. If a duty assignment reduces the thirty (30) minute lunch period, same shall be compensated pursuant to Section 4 herein.

3. The normal work year for security guards shall be one hundred eighty-three (183) days. These days shall coincide with and be scheduled during the teachers' calendar. The first workday shall be the day prior to the opening day for students. If students have early dismissal, security guards shall remain for their seven (7) hour day if teachers remain for in-service training. Up to three (3) additional days may be scheduled within the said calendar. Payment for additional days shall be at the employee's per diem rate. Security guards shall receive one fifteen (15) minute break during which they must remain in the school building.

4. (a) All overtime shall be authorized by the Board and/or the Superintendent or Assistant Superintendent. Hours worked over thirty-five (35) shall be paid on a prorated hourly basis. Hours worked over forty (40) shall be paid at time and one-half ($\frac{1}{2}$) on a prorated hourly basis.

(b) All hours worked on Sundays and/or National Holidays shall be authorized by the Board

and/or the Superintendent or Assistant Superintendent and shall be paid at the rate of double time.

5. The Board shall supply the following to each security guard per year, as well as replacements as needed:

- 5 pants
- 5 shirts
- 2 sweaters
- 1 blazer
- 1 outer jacket as needed

6. Security guards employed July 1, 1986 and thereafter shall, after completing a probationary period of three (3) years and one (1) day, not lose their position for other than just cause. Security guards currently employed who complete a probationary period of two (2) years and one (1) day commencing July 1, 1986 shall not lose their position for other than just cause.

7. In the event of a Reduction in Force (RIF), seniority will be considered as a factor if the security guard(s) evaluations are satisfactory.

8. All overtime shall be offered on a rotating basis according to seniority beginning with the most senior security guard.

E. Information Technology Technicians

1. Information Technology Technicians shall be required to work from 8:00 AM to 4:00 PM, including a one (1) hour duty-free lunch period, on any day that school is in session. During July and August, the workday shall be one hour less.

2. Overtime shall be at a straight time rate after thirty-five (35) hours up to forty (40) hours and at the rate of time and one-half (1 ½) for all hours beyond forty. All overtime shall be authorized by the Board and/or Superintendent or the Business Administrator.

3. All Information Technology Technicians covered by this Agreement shall be entitled to vacation with pay at the annual rate of pay such Information Technology Technician is receiving at the time such vacation is actually taken:

Length of Uninterrupted Service to July 1	Vacation Time
Six (6) months or more, but less than one (1) year	One Week
One (1) year or more, but less than two (2) years	Two Weeks
Two (2) years or more, but less than three (3) years	Two Weeks, One Day
Three (3) years or more, but less than four (4) years	Two Weeks, Two Days
Four (4) years or more, but less than five (5) years	Two Weeks, Three Days
Five (5) years or more, but less than six (6) years	Three Weeks
Six (6) years or more, but less than seven (7) years	Three Weeks, One Day
Seven (7) years or more, but less than eight (8) years	Three Weeks, Two Days
Eight (8) years or more, but less than nine (9) years	Three Weeks, Three Days
Nine (9) years or more, but less than ten (10) years	Three Weeks Four Days
Ten (10) years or more	Four Weeks
Twenty (20) years or more	Five Weeks

4. If the Board considers subcontracting of Information Technology Technician positions which results in loss of employment for a unit member, the Association shall have the right to make a presentation to the Board concerning alternatives to subcontracting.

5. In the event that an Information Technology Technician is directed to report to work outside of his/her regularly assigned shift (excluding any time immediately before or after his/her regularly assigned shift), the employee shall be guaranteed two hours minimum call back time. At the Board's discretion, the Board may retain the employee for the duration of the minimum guarantee.

F. Paraprofessionals

1. Paraprofessionals shall have a duty-free lunch period equal to teachers.
2. Paraprofessionals shall be provided with written updates of staff meetings.

ARTICLE VIII
PROHIBITED DUTIES

A. Non-Teaching Duties

1. The Board and Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

- a. No teacher shall be required to drive students to activities which take place away from the school building.
- b. No teacher shall be required to lift, pack, unpack, or transfer books or equipment not pertaining to his class or activities. In the event of a change of classroom, no teacher will be required to lift or move equipment, packaged, or bulky materials.
- c. No teacher shall be required to assist in the preparation or serving of food.
- d. No performing arts teacher shall be expected to or be required to arrange chairs, music stands, risers, or miscellaneous equipment prior to or after rehearsal and performances, but may volunteer to do so. No staff member with the exception of custodians and maintenance shall be directed to climb ladders in order to decorate bulletin boards or climb ladders for any reason, but may volunteer to do so.

B. Non-Secretarial Duties

- 1. No secretary shall be required to lift, unpack, or distribute school supplies, books, or equipment without adequate assistance.
- 2. No secretary shall be required to assist in the preparation or serving of food or monitoring of any school lunch program which might be instituted in her school.
- 3. No secretary shall be obligated or expected to be the sole and only individual on duty in any school building at any time.

ARTICLE IX

SALARIES

A. The teachers and nurses' salary guide (Schedule A), which is made a part hereof and is attached hereto, shall be in full force and effect.

1. Each teacher shall be placed on his proper step of the salary schedule when employed in accordance with Section 2 below.

2. The Board and/or Superintendent reserves to itself discretion for credit upon initial employment to be given employees on the salary schedule. Additional full credit, not to exceed four (4) years for military service or alternative civilian service required by the selective service system, shall be given.

B. The secretaries salary guide (Schedule B), which is made a part hereof and is attached hereto, shall be in full force and effect.

C. The custodial salary guide (Schedule C), which is made a part hereof and is attached hereto, shall be in full force and effect. Effective July 1, 2019, a new position called "Custodial/Maintenance/Grounds/Utility Personnel" shall be created. The title shall be:

1. Paid and placed on the "Custodial A Salary Guide," unless the employee possesses a Black Seal Certification, in which case they will be paid and placed on the "Custodial B Salary Guide."

2. Custodial/ Maintenance/ Grounds/ Utility employees are eligible for all other emoluments of employment (sick days, vacation days, and the like) contained in the Agreement.

D. Part-Time Staff (regardless of title): Effective July 1, 2019, the hourly rate of pay for part-time personnel hired on or after July 1, 2019, shall be calculated based on 11200th of Step 1 of the applicable salary guide divided by seven (7) hours. Part-time staff shall be eligible for prorated sick leave. There shall be no step movement for part-time staff.

1. Custodians hired by the Board after July 1, 1979 shall acquire a Black Seal license within

one year of the date of employment unless given a written extension or

exemption by the School Business Administrator. During this time, the custodian shall be paid on Column "A" of the time salary guide. Upon acquisition of the Black Seal license and notification to the Business Office, the custodian shall be moved to Column "B" of the salary guide, effective the first day of the month following the custodian's submission of proof of the receipt of a Black Seal license to the Business office, at the same step he had been on in Column "A," unless due an increment, in which case the increment will be received on Column "B."

E. Pay Schedules

1. Employees paid on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
2. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.
3. Tenth month employees may individually elect to have ten percent (10.0%) of their monthly salary deducted from their pay. These funds shall be paid to the employee or his estate upon the employee's death on the final day in June (or upon termination of employment, if earlier), pursuant to N.J.S.A. 18A:29-3 and under procedures developed by the business office.
4. When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
5. Ten-month employees shall receive their final checks and the pay schedule for the following year on the last working day in June.
6. Stipends listed as "Miscellaneous Stipends" are to be paid per person, per year. In the event that more than one employee is appointed for a stipend position, the stipend shall be divided among those individuals appointed.
7. The Board shall make available the direct deposit of any employee's paycheck into any

account authorized by the employee under procedures developed by the Business Office.

F. Withholding of Increments

The Board reserves the right to withhold any salary increase from any member of the negotiating unit upon recommendation from the Superintendent and with the approval of the Board. This provision shall be subject to the grievance procedure, up through advisory arbitration.

G. Teachers of Special Education classes employed prior to July 1, 1978, shall continue to receive their salaries plus a stipend of \$ 290.52 effective from July 1, 2021 through June 30, 2024 and increased to \$296.33 effective July 1, 2021 through to end of the contract. Special Education teachers employed after July 1, 1978, shall receive a stipend of \$ 248.01 effective from July 1, 2021 through June 30, 2024 and increased to \$ 252.97 effective July 1, 2021 through to end of the contract, which shall be part of their base pay only if they are required to be in attendance with their students during the lunch period.

H. The security guard's salary guide (Schedule D), which is made a part hereof and is attached hereto, shall be in full force and effect.

I. The paraprofessional salary guide (Schedule E), which is made a part hereof and is attached hereto, shall be in full force and effect.

J. The IT Technicians salary guide (Schedule K), which is made a part hereof and is attached hereto; shall be in full force and effect.

K. The hourly rate for all full-time certificated staff present is \$ 35.59 effective from July 1, 2021 through June 30, 2024 and increased to \$ 36.30 effective July 1, 2021 through to end of the contract.

L. ROTC Instructors appointed to the position on or after November 1, 2021 shall not be paid according to any REA salary guide and shall not be eligible for or receive any negotiated wage adjustment or increase bargained by the Board and the REA. Rather, ROTC Instructors' compensation shall be expressly limited to the Minimum Instructor Pay ("MIP") based on the DFAS current year Military Pay

Tables, until such time as the MIP is less than the top step of the REA BA guide. Once the

MIP is less than the top step of the BA guide, ROTC Instructors shall then be eligible for guide advancement according to the parties' usual and customary practice.

M. Upon the expiration of this Agreement, all salary increments shall remain frozen until a successor Agreement is executed.

ARTICLE X

EMPLOYEE ASSIGNMENT

A. All certificated employees shall be given written notice of their salary, building and room assignments, tentative class schedules, and/or subject assignments for the forthcoming year, not later than the last day of school, whenever feasible, and subject to reasonable change as determined by the needs of this system. This section is not applicable to paraprofessionals.

B. In the event that changes in such schedules, class and/or subject assignments, or room assignments, are proposed after the last day of school, any employees affected shall be notified in writing. This section is not applicable to paraprofessionals.

C. Employees who may be required to use their own automobiles in the performance of their duties or in fulfilling the requirement to attend out-of-system training sessions or workshops, and employees who are assigned to more than one school per day, shall be reimbursed for all such travel at the current rate per mile in accordance with the State of New Jersey Department of Treasury, Office of Management and Budget Circulars for all driving done between arrival at the first location at the beginning of their work day, and their last assignment that day, and proper supporting documentation shall be submitted to the Board office. If the Department of Treasury/OMB reverts to allowing the IRS rate for reimbursement of mileage driven, then the IRS rate so specified shall apply. No reimbursement shall be allowed for driving from school to a place to have lunch or to go home. Requests for reimbursement shall be filed in accordance with the Board Policy.

D. When a regular substitute is not available for a classroom, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a regular teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall

be paid at \$29.01 effective from July 1, 2021 through June 30, 2024 and increased to \$29.59 effective July 1, 2021 through to end of the contract.

1. Payment shall be made upon the initial coverage and every subsequent coverage during the school year.

2. Teachers who are required to cover a class, when their class is scheduled to be under the direction of the computer teacher, will qualify for the class coverage reimbursement, as set forth above, for as long as the program exists.

E. Lunch/cafeteria duty shall be an assignable duty as any other duty within the District. Such assignment(s) is (are) not subject to additional compensation or any limitation thereon. However, no employee will be deprived of their duty-free lunch period. The District will make reasonable effort to rotate such lunch/cafeteria duties in successive years wherever possible. If a teacher volunteers for lunch duty in lieu of duty-free lunch, he/she shall be paid \$34.21 effective from July 1, 2021 through June 30, 2024 and increased to \$34.89 effective July 1, 2021 through to end of the contract. If an aide is assigned to the same, they shall receive the same rate above.

F. When classes are split, in kindergarten through 4th Grade, and teachers assume the responsibility of supervising five (5) or more students beyond their assigned amount, they shall receive a flat payment of Forty Dollars (\$40.00) per day.

ARTICLE XI
VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Whenever a position becomes available, the vacancy shall be posted in all school buildings ten (10) school days after the Superintendent receives notice from the employee, unless the Board decides to abolish or not fill the position or after the Board has approved the creation of a new or additional position.

B. Employees who desire a change in position, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent, not later than March 1st. In the event that a position becomes available after March 1st, employees wishing to transfer shall notify the Superintendent in writing of the desire to transfer. If school is in session, such notice to the Superintendent shall be in writing within five (5) working days of the posting. If school is not in sessions, such notice to the Superintendent shall be in writing within ten (10) calendar days of the posting. In an emergency, these notification periods shall not interfere with the Board's right to fill the vacancy.

C. After the closing of the school year until the commencement of the succeeding school year, the District shall provide to the Association President copies of all job postings via email or copies shall be available to the Association President at the Board Offices.

D. This article does not apply to paraprofessionals

ARTICLE XII
INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice of an involuntary transfer or reassignment shall be given to the employee thirty (30) days prior to the transfer, except in cases of emergency or unavoidable change in circumstance. This provision is not applicable to paraprofessionals.

B. An involuntary transfer or reassignment of an employee shall be made only after a meeting between the employee involved and the administrator, at which time the employee shall be notified of the reason therefore. The employee may, at his option, have an Association representative present at such a meeting.

ARTICLE XIII

EDUCATIONAL IMPROVEMENT

A. The Association agrees that its teacher-members will cooperate and participate in a reasonable number of after-school activities as demonstrated by past practice, such as PTA and PTO meetings and student dances. Additionally, the Association agrees that its teacher-members will cooperate and participate in scheduling needed conferences with parents who are unable to be present for such conferences in the course of the normal school day.

B. The Association agrees that its teacher-members will make themselves available for a meeting outside of normal school hours, for the purpose of such parental conferences as noted above, such meetings to be scheduled and arranged on an individual school basis by mutual agreement between the individual building principal and his staff.

C. Exclusive of the 4th Monday of the month, the Association agrees that all its teacher members will attend two (2) after-school meetings per month. Teacher-members further agree to participate in curriculum development as required. The REA holds its monthly meeting on the 4th Monday of the Month.

1. Such meetings shall begin no later than ten (10) minutes after last student dismissal and shall run for no more than sixty (60) minutes.
2. An Association representative may speak after any regular staff meeting.

D. The Association agrees that its teacher-members will attend three (3) full days and three (3) one-half (1/2) days of in-service professional development programs/workshops of reasonable duration as scheduled by the Superintendent of Schools. Secretary-members shall participate in at least one in-service program of their own as scheduled by the Superintendent of Schools.

E. When teachers are requested to supervise students at a night function, the number of teachers in attendance should be in ratio of one (1) teacher for every thirty (30) students in attendance. This supervision shall be requested on a rotational basis.

F. For staff, the Board agrees to pay the cost of tuition at the New Jersey State College resident rate for up to-twelve (12) credits per year, provided that the teacher remains employed with the District for two additional school years from the date the reimbursement is received, in accordance with the following.

1. That courses are relevant to assignment; or
2. That courses are for an additional certification; or
3. That courses are in a matriculated Masters, Doctorate, or other degree program.
4. That reimbursement for tuition will start at the beginning of the fourth year of employment.
5. The Board shall cap tuition reimbursement as follows:

<u>School Year</u>	<u>Tuition Replacement Available</u>
2021-2022	\$82,846.00
2022-2023	\$85,346.00
2023-2024	\$87,846.00
2024-2025	\$90,346.00

6. The course work must receive prior approval from the Superintendent of Schools.

Course approval must be obtained fifteen (15) days prior to the beginning of the course. If the approved course is canceled, an equivalent course may be substituted upon the approval of the Superintendent prior to the commencement of the substituted course. In order to be eligible for reimbursement, the courses must be taken at an accredited, degree-granting institution of higher learning and the participant must receive a grade of "B" or better for credits toward an advanced degree. Course work approved and taken for which traditional grades are not given shall be evaluated to the extent practicable on the same basis. Payment will be made when official transcripts of completed course work are presented to the Superintendent of Schools.

a. The following documents must be submitted before payment can be made.

1. Completed signed purchase order that indicates the course number and title, period taken, number of credits and the actual cost of tuition
2. Signed Voucher
3. Copy of receipt for tuition payment
4. Copy of signed course approval form, previously approved by the Superintendent
5. Official transcript of completed coursework

b. Switching Courses- If the approved course is canceled, an equivalent course or within the matriculated area may be submitted upon obtaining the approval of the Superintendent within 5 days of the substituted course.

7. Repayment. In the event that a teacher leaves the District within two (2) years after receiving reimbursement from the District for tuition, the teacher shall reimburse the District the pro rata share of such reimbursement. Such reimbursement may be made from the employee's last paycheck or any other means upon which the employee and the Business Administrator agree. This section shall not apply to any teacher who is involuntarily terminated from the District.

8. For non-teachers, the course work must relate to a particular skill and trade for which the employee is currently employed or must relate to another position in the district as well as the requirements specified in Section 6 above.

G. The Board agrees to provide a pool (cap) of up to two thousand two hundred and seven dollars (\$2,207.00) per year for paraprofessionals for courses/workshops that are approved by the Superintendent or designee.

H. To be placed on the MA or MA+30 tracks, a teacher must notify the Superintendent in writing by February 15th of the preceding fiscal year that he plans to complete work to entitle him to be moved in the coming year. Reclassification and salary adjustments shall take effect in either

September or February following the successful completion of courses and receipt of official transcripts to the Superintendent's office. Prior approval by the Superintendent of graduate courses in other than a degree program relating to one's professional employment is required as a condition to be eligible for placement on the MA level. Eligibility for the MA + 30 placement requires an earned Masters' degree plus thirty (30) credits previously approved for such use by the Superintendent, as above.

I. In accordance with N.J.A.C. 6A:9-15.2 and 15.3, the Board shall establish a Professional Development Committee.

J. All vacancies for mentoring positions shall be posted as the District is aware of its needs. The posting shall include the qualifications for the position.

K. The District shall attempt to schedule a common planning period for the novice and the mentor.

L. Newly hired employees with a first day of employment beginning on, or after, February 1 of a given year shall not be eligible to move up a step on their respective salary guide the following school year.

ARTICLE XIV
SICK LEAVE

A. All persons holding any full-time, position, or employment with the Roselle Public Schools who are under contract to the Board prior to January 1, 1985 shall be allowed sick leave with full pay for fifteen (15) school days in any school year. All part-time paraprofessionals shall receive six (6) sick days per year, or the amount earned under the N.J.S.A. 34:11D-1, whichever is greater. Any unused sick leave days of the first twelve (12) sick days may be accumulated to be used for additional sick leave as needed in subsequent years. Any person holding any full-time office, position, or employment with the Roselle Public Schools whose contract effective date is on or after January 1, 1985 shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave for these persons shall also be accumulated to be used for additional sick leave as needed in subsequent years. All paraprofessionals shall receive twelve (12) sick days per year.

B. Any employee who has exhausted his accumulated sick leave may apply to the Board for additional sick leave based on his salary, less the cost of a substitute's per diem, for each day of leave. (See N.J.S.A. 18A:30-6)

C. A physician's note shall be required for absences of three (3) consecutive days or longer, or anytime sick leave abuse is suspected. In any unusual case of sick leave, the Board may require a physician's certificate to be filed with the Superintendent. This includes sick leave caused by illness, injury, or quarantine.

D. Up to three (3) days of the sick leave referred to in this Article may be used for family illness; these three (3) days to come from the first twelve (12). Family illness is defined as illness in the immediate family that is spouse, domestic partner, civil union partner, children, father, mother, parents-in-law, and any other member of the immediate household. Only

employees who

have obtained a New Jersey Certificate of Domestic Partnership or have entered into a civil union shall be eligible for such benefits.

E. When absence exceeds the annual and/or accumulated sick leave, a deduction will be made on the basis of a day's salary for each sick day. A day's salary is defined at 1/200th of the annual salary for a ten-month employee, and 1/260th of the annual salary for a twelve-month employee.

F. When an absence is found to be contrary to the provisions of the leave policy, the deduction of pay shall be based on the formula above. Three (3) days absence without notification of the school authorities constitutes a breach of contract. Any person so charged with breach of contract shall have the right to show evidence of a lack of ability to notify proper authorities. Such evidence, if substantiated, may result in the waiver of the breach of contract and reinstatement immediately, or as soon as is convenient. In the event of such absences caused by illness as defined above, annual and accumulated sick leave may be credited towards such absence.

G. Upon retirement for service and age from a State administered Pension Fund, an employee will receive one (1) day's pay for each four (4) days of accumulated sick leave. The amount that teaching staff members may receive shall not exceed \$10,215.44.

The amount that secretarial /clerical employees, custodial/maintenance employees, IT Technicians and security guards may receive may not exceed \$8,264.18.

The amount that paraprofessionals may receive shall not exceed \$4,132.09. Deferred retirement vesting is not retirement under this provision.

H. Security guards, paraprofessionals, and IT Technicians shall be allowed sick leave with full pay for twelve (12) school days in any school year. Any unused sick leave may be

accumulated to be used for additional sick leave as needed in subsequent years.

ARTICLE XV
TEMPORARY LEAVES OF ABSENCES

A. The Board will approve temporary leaves of absence with pay for all employees under the following circumstances:

1. Three (3) days per year may be utilized for personal business.

Paraprofessionals shall receive two (2) personal business days per year. All planned personal day requests must be requested on AESOP at least forty-eight (48) hours in advance, such approval not to be unreasonably withheld. Additionally, all approved requests must be entered into AESOP. Employee shall provide documentation for taking emergency personal leave within three (3) days of returning from emergency personal leave.

2. Any unused personal business days may be accumulated to be used for additional sick leave as needed in subsequent years.

3. For a death in the immediate family during the individual's work year, up to five (5) school days will be granted as leave with pay. Immediate family is defined as mother, father, sister, brother, children, son-in-law, daughter-in-law, spouse, grandparents, grandchildren, and parents-in-law. In the event of the death of a teacher or student in the Roselle School District, the principal of said teacher or student may grant to an appropriate number of teachers sufficient time off to attend the funeral. Up to three (3) school days will be granted as leave with pay in the case of a death during the individual's work year of brother-in-law, sister-in-law, or any other member of the immediate household. These aforementioned days shall be used consecutively within the school year except in extenuating circumstances. In such case, a written request stating the reasons for the extenuating circumstances must be submitted by the employee to the Superintendent for approval. One (1) school day will be granted as leave with pay for general bereavement. All requests for bereavement leave must be submitted with proof of bereavement such as an obituary, memory card,

or mass card. Where such proof is not available, employees may submit a certification as proof of bereavement to the Director of Human Resources, Benefits & Labor Relations.

4. Other leaves of absence with pay may be granted by the Board for good reason, including legal proceedings.

B. Leaves taken pursuant to Section A above may be in addition to any sick leave to which the employee is entitled.

C. Paid leave will run concurrently with NJFLA and/or FMLA.

D. Requests for vacation must be submitted ten (10) workdays prior to the intended vacation period. All vacation requests must be submitted on AESOP ten (10) workdays prior to the intended vacation period and shall be approved prior to the beginning of the vacation period. Such approval shall not be unreasonably withheld.

No vacation period shall be permitted during the first two (2) weeks of the student school year, nor the last two (2) weeks of the student school year, unless approved by the Director of Human Resources, Benefits & Labor Relations.

Employees eligible for vacation may carry over up to ten (10) days. In the event of extraordinary circumstances, employees shall seek the approval of the Superintendent, or their designee, to carry over additional vacation days, in excess of ten (10). All carried over days must be utilized by June 30th of the following year in which the vacation time was attained.

All vacation requests must be submitted electronically in AESOP .

ARTICLE XVI
EXTENDED LEAVES OF ABSENCE

A. The Board will approve extended leaves of absence without pay under the following circumstances:

1. Except where payment is required by law, military leaves required by involuntary assignments due to duty with the Armed Forces, including National Guard and Reserve units during the school year, will be granted, provided other arrangements cannot be made for such temporary service during school vacation.

B. Maternity Leave

1. The Board shall grant maternity/sick leave for the period of actual disability associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for illness or medical disability. The pregnant employee will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability concurrent with New Jersey Family Leave Act or Federal Family Medical Leave Act.

2. Any pregnant employee who does not elect to take a child-rearing leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.

3. The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which an administrator has assigned her.

4. In the event of any question as the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the attending physician.

5. No employee shall be required to neither leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after

childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

6. The pregnant employee shall be treated as any other employee.

7. The Board has the right to remove any pregnant employee from her daily duties on the following criterion:

- (a) Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist, if, (1) the pregnant employee fails to produce a physician's certificate that she is medically able to continue working; or (2) the Board's physician concludes she is unable to continue in the role of an employee.

C. Child Rearing

The Board of Education shall grant child-rearing leave without pay in accordance with the following procedure:

1. All initial applications, and applications for extensions or reductions of child-rearing leave, shall be made in writing to the Superintendent.

2. Any employee intending to apply for child-rearing leave shall advise the superintendent of the fact of her pregnancy and/or of his prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The employee shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.

3. The request for child-rearing leave shall specify the date when the employee wishes to leave to commence and terminate.

4. Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced. The Board shall grant an additional year of leave upon the request of an eligible employee provided such request is made in writing to the superintendent by June P. If the procedure is not followed the Board will retain the sole discretion to deny the extension. An eligible employee is an employee who is under tenure or who has received a tenure contract. An eligible employee on child-rearing leave shall notify the Board in writing of the intention to return to the District by May 1st of the school year preceding the school year in which the employee wishes to return to the District.

5. An employee returning on the first day of the school year in September from child-rearing leave shall be placed in his previously held position if available and administratively feasible.

6. Any employee who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

7. No employee on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of his competence.

8. Time spent on child-rearing leave of absence shall not count towards salary guide placement, experience, seniority, sick leave accumulation, etc.

9. Any ten (10) month employee who accepts child-rearing leave after January 31st in any given year is given credit on the salary guide for a full year upon returning to the district. Any twelve (12) month employee who accepts child-rearing leave after January P in any given year is given credit on the salary guide for a full year upon returning to the district.

10. The child-rearing leave period shall not be counted for tenure purposes or seniority purposes, except in accordance with law or state regulation.

11. Paraprofessionals shall only be entitled to the provisions of the Family Leave Act, twelve (12) weeks within a twenty-four (24) month period.

D. Adoption: Any employee adopting a child shall receive a leave similar to child-rearing leave which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill the requirements of the adoption.

E. Other leaves of absence without pay may be granted by the Board for good reason.

F. All extensions or renewal of leaves shall be applied for in writing and answered within five (5) days of the Board meeting following the receipt of the request.

G. The Board agrees to implement FMLA/NJLA/NJFLIA as required by law.

ARTICLE XVII
SABBATICAL LEAVES

A. A sabbatical leave may be granted to a teacher by the Board, for study in the teacher's area of educational certification or for other reasons of value to the school system, subject to the following conditions:

1. Request for sabbatical leave must be received by the Superintendent in writing, in such form as may be mutually agreed upon by the Association and the Superintendent no later than February 1st, and action must be taken on all such requests no later than April 15th of the school year preceding the school year for which the sabbatical leave is requested.

2. Sabbatical leave for study: The following criteria shall be satisfied in order to be eligible for said leave:

(a) Possess a teaching certificate;

(b) Employed satisfactorily for a minimum of seven (7) years

in the district; and

(c) Submit a planned program of study.

3. Any leave granted under this Article shall be with compensation for a period of not to be less than six (6) months nor more than one (1) year. Compensation for sabbaticals shall be one-half (1/2) of the scheduled salary which the teacher would have received, had such leave not been granted.

4. The grantee of such leave shall be required to contract to serve the system for three (3) years after the expiration or termination of the sabbatical leave and shall be paid the scheduled salary that he would have received had he not had a sabbatical leave. This salary placement, however, is to be granted only after a statement of the work pursued by the grantee at college has been submitted to and approved by the Superintendent of Schools.

5. The following activities will be considered appropriate:

- (a) Formal Graduate Study: A minimum of sixteen (16) points or credits per semester in the individual's own field of work or closely related field; and
- (b) Writing of a Doctoral Thesis.

6. A maximum of two people of the professional staff may be on sabbatical leave at any one time. First consideration will be given to those sabbatical leave plans which involved the greatest benefit to the school system. A secondary consideration will be the seniority of the staff members applying for leaves. The Board shall approve all sabbatical leaves.

ARTICLE XVIII
PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

A. In the event of any disorder or disruption in the regular school program, the Association may request to meet with the Board and/or administrators immediately to develop mutually acceptable programs to guarantee the safety of students, board employees, and property.

B.

1. The Board shall give full support, including limited legal and other assistance for any unprovoked assault upon the employee while on school property, or engaged in authorized school business.

2. When absence arises out of or from such assault or injury, the employee shall be entitled to full salary and other benefits as provided by law (N.J.S.A. 18A:30-2.1) for the period of such absence, but shall not forfeit any sick leave or personal leave. The Board shall reimburse any employee for the reasonable cost of medical, surgical, or hospital services incurred as time result of any injury sustained as the direct results of an assault by a student while in the course of his employment, and provided such costs exceed the coverage afforded by any plan or insurance offered by the Board to its employee, including hospital, surgical and medical insurance and workers' compensation coverage. Should such a situation exist, the Board shall be notified immediately by said employee and shall refrain from entering any course of treatment, except in an emergency, without Board approval. Payments to be made under this section shall not take effect until it is shown to the Board's satisfaction that recovery cannot be made by the employee from the student perpetrating the assault.

C.

1. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

2. Such notification shall be immediately forwarded to the Superintendent, who may comply with any reasonable request from the employee for information in the possession of the Superintendent relating to the incident or the persons involved, and may act in appropriate ways as liaison between the teacher, the police, and the courts.

D. The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed while the employee was acting in the discharge of his duties within the scope of his employment.

E. Any employee of the Board shall be protected against civil and/or criminal action by all pertinent statutes as stated in N.J.S.A. 18A:16-6.1 and N.J.S.A. 18A:16-6.

ARTICLE XIX
INSURANCE PROTECTION

A. For employees hired before July 1, 2019, subject to Chapter 78 contributions, the Board agrees that it will provide individual and full family health-care insurance coverage for all employees of the Board whose regular assignments exceed twenty (20) hours per week, through the current coverage in effect at the time of the adoption of the current collective bargaining agreement.

B. For employees hired on or after July 1, 2019, subject to Chapter 78 contributions, the Board agrees that it will provide individual and full family health-care insurance coverage for all employees of the Board whose regular assignments exceed twenty-five (25) hours per week, through the current coverage in effect at the time of the adoption of the current collective bargaining agreement.

C. All new staff shall receive health insurance consistent with Chapter 44, P.L. 2020, as may be amended.

D. The Dental Plan premium shall be capped at the rate in effect on June 30, 1996. The Board shall request the carrier to provide to each employee a description of the health-care insurance coverage provided under this Article, no later than the beginning of each school year, which shall include a clear description of conditions and limits of coverage, as listed above.

E. The insurance referred to in this Article shall be available to all employees, where applicable, who are represented by the Association, except teachers on leave of absence without pay. All eligibility for insurance shall be in accordance with the terms of the policies issued and responsibility of the Board shall be no greater than the terms of such policies of insurance as issued or applied. For the period of time covered by this Agreement, the Board shall not take steps to reduce the coverage provided by the above referred to insurance program. Employees on a leave of absence shall be responsible for paying the Chapter 78 contribution amount for health-care

insurance.

F. The Board reserves the right to change insurance carriers, provided that such insurance coverage is equal to or better than that provided by the above insurance coverage. The Board will furnish the Association with reasonable notification of the change and information relative to the coverage under the new insurance carrier.

G. Effective July 1, 2019, the lowest costing Prescription Plan offered to ALL Employees (current and newly hired staff), shall be the \$15 Generic/\$25 Brand RX Plan. Any employees currently in the \$4/\$7 RX Plan, or the \$10/\$20 RX Plan shall be moved to the aforementioned \$15/\$25 RX Plan. Any employee currently enrolled in, or wishing to maintain the \$20/\$40 RX Plan shall be eligible to do so.

	2017-2021
Mail Order 90 day supply	\$15 generic, \$25 brand name
Generic	\$15.00 per prescription
Brand Name	\$25.00 per prescription

H. All employees hired after August 15, 1996 shall be entitled to DPP family coverage at Board expense for the first three (3) years. Thereafter, these employees will be entitled to family coverage in DPP at Board cost.

I. Employee Contribution: All employees shall be required to contribute the amounts established by P.L. 2011, Chapter 78 toward payment of premiums of any health or dental insurance coverage provided by the District for the duration of this Agreement. The Board shall withhold such contribution from the pay, salary or other compensation paid to the employee. Such contribution shall be made on a pretax basis. The Board established a qualified Chapter 125 plan in order to effectuate said pretax savings.

J. Each school year, upon presentation of proof of other coverage, an employee may elect to waive medical coverage. An employee who declines medical coverage shall be eligible for a maximum opt-out payment of 25% of the amount saved by the employer because of the waiver of

coverage or \$5,000, whichever is the lower amount. Those employees who waive coverage shall be eligible to re-enroll upon submission of proof that coverage has been lost within sixty (60) days of the loss of coverage. If notice is provided within the sixty (60) days, coverage will be retroactive to the date of loss. If the sixty (60) day time limit has passed, the employee must wait until the next open enrollment period to reenroll. All employees requesting re-enrollment shall be required to return a prorated portion of the opt-out payment to the Board prior to re-enrollment.

K. Auto Insurance Deductible

1. Any employee required to use their own vehicle to transport tools, equipment supplies from the building to building or between job sites or bank deposits as directed by the administrator, that has their vehicle damages in an accident not due to willful negligence will have their insurance deductible paid by the Board up to \$500.00 per occurrence. In order to receive reimbursement under this provision, the affected employee must submit to the School Business Administrator proof of payment of the insurance deductible paid.

2. No employee shall be required to transport a student from one location to another unless another employee is present in the same vehicle and has been authorized to do so by the school administrator.

ARTICLE XX
DEDUCTION FROM SALARY

A.

1. The Board agrees to deduct from the salaries of its teachers, dues for the Roselle Education Association, a unified association with its affiliates as said teachers individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 N.J.S.A. 52:14-15.9(e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

2. The Board agrees to deduct from the salaries of its non-certificated employees, dues for the Roselle Education Association, solely as a local, or associate member dues in the NJEA or the NEA, or any one or any combination of such association as said non-certificated employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:16-35.9(e)) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Roselle Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse such monies to the appropriate association or associations.

3. Each of the associates named above shall certify at least annually to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such

change.

4. The Board shall make available to interested employees a tax-sheltered Annuity Plan which provides the Federal Income Tax treatments prescribed by Section 403(b) of the U.S. Internal Revenue Code of 1954 as amended by Public Law 87-370. Said plan shall be designated by the Association and be consistent with the controlling New Jersey statute.
5. The Board agrees to deduct from the salaries of employees covered by this Agreement (Article I Recognition) who choose not to become Association members, a representative fee equal to eight-five percent (85% of regular membership dues, fees, and assessments. The procedures to be used in administering the collection of the representative fee shall be in conformance with N.J.S.A. 34:13A-5.5, et seq. (Chapter 477 of the Laws of 1979). The Association agrees to save harmless the Board from any liability resulting from improper deductions based on information provided to the Board by the Association.
6. The Board shall utilize its best efforts to pay retro pay within ninety (90) days of full ratification of the CBA by the Association and the Board. Monthly updates on the progress toward calculating/issuing retro pay shall be provided to the President of the Association.

ARTICLE XXI
MISCELLANEOUS PROVISIONS

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

B. This Agreement constitutes Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein, and given them full force and effect as Board policy.

C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement, as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any employee benefit existing prior to its effective date.

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

E. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

After a format has been agreed to by both parties hereto, this Agreement shall be printed within ninety (90) days after the Agreement is signed. The expense of time printing of this Agreement shall be

shared equally by the parties hereto. A copy of the Agreement shall be presented to all employees now employed or hereafter employed by the Board.

G. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement either party shall do so by electronic mail, regular mail, fax or registered letter at the following addresses:

1. If by the Association, to the Board Secretary or Superintendent at:

710 Locust Street
Roselle, NJ 07203
Fax : (908) 298-3353
Current Board Secretary [e-mail: ajuskiewicz@roselleschools.org](mailto:ajuskiewicz@roselleschools.org)
Current Superintendent [e-mail: nfisher@roselleschools.org](mailto:nfisher@roselleschools.org)

2. If by the Board, to the Association

at: Current President's home address

H. The Board recognizes that the employee has a right to his own personal mode of lifestyle, and such shall not be a concern of the Board unless it affects or influences the proper performance of duties or the operation of the school district, except as otherwise provided in this Agreement by law.

ARTICLE XXII EXTRA- CURRICULAR

A. Definition

Extra-curricular activities include those activities which are beyond the scope of the teacher's assignment and not specified as part of the teaching and duty assignments scheduled in the regular work day, work week, or work year as defined in this Agreement. Said extracurricular activities and the compensation for same are set forth and attached hereto.

B. Newly Created Position

The Association shall be notified of the creation of any new positions and the compensation shall be negotiated.

C. Procedures

1. All vacancies in extra-curricular positions shall be posted in each school, and online on the District website, for ten (10) days, unless unusual circumstances dictate that the positions be filled prior to the expiration of the ten (10) day period, which unusual circumstances shall be communicated to the REA President. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their application in writing to the appropriate administrator within the time limit specified in the notice, and the appropriate administrator shall acknowledge promptly in writing the receipt of all such applications.

2. The qualifications for the position, its duties, and the rate of compensation, if known, shall be clearly set forth.

3. All qualified teachers shall be given adequate opportunity to make application and all such applications shall be considered. Each teacher applicant shall be notified as to the filling of said position

4. If the procedure set forth above fails to produce a qualified applicant from within the district, the Board shall make every effort to employ a qualified applicant outside of the district who is the holder of an appropriate New Jersey Teaching Certificate.

5. If, after having made every effort, the Board is unable to employ a qualified person in accordance with the procedures set forth in Sections C. I and C.4 above, the Board may assign a qualified teaching staff member from within the district.

ARTICLE XXIII
EVALUATION PROCEDURE

A. Evaluations shall be performed in accordance with the law (TeachNJ and NJAchieve) and the guidelines duly adopted by the DEAC. Employees may grieve procedural violation of the DEAC guidelines in effect at the time of the alleged violation pursuant to the provisions of Article III.

B. All formal observation of the work performance of an employee, for the purpose of the annual evaluation process, shall be conducted openly and with full knowledge of the employee by properly certified and authorized personnel.

C. A post conference and a written evaluation shall be given with ten (10) working days following the formal observation.

D. If there is a disagreement with the evaluation, the employee shall then have fifteen (15) calendar days to submit a response.

E. No employee shall be required to sign a blank or incomplete evaluation form.

F. All finalized evaluation reports must be signed by the employee. Said signature does not necessarily convey agreement with the report, only that the employee has seen and reviewed the report.

G. Evaluations of all employees holding non certificated positions shall occur twice per school year, with the first evaluation coming in or around January, and the second occurring in or around May.

ARTICLE XXIV
PART-TIME TEACHER EMPLOYEES

A. "Part-time" teacher shall be defined as any certificated teaching staff member working less than twenty (20) hours per week.

B. Each part-time teacher shall receive as sick leave time, two (2) times the total number of hours employed during a normal work week. Any unused sick leave time shall be cumulative.

C. Each part-time teacher shall receive two (2) times the total number of hours employed during a normal work week divided by four (4) as personal leave hours. Any unused personal leave hours shall accumulate as sick leave in subsequent years.

D. Part-time teachers shall be paid according to a prorated amount of the appropriate step on the applicable guide (Schedule A) (effective for the 2019/20 school year through the end of the contract).

ARTICLE XXV
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2024, subject to the Association's right to negotiate over a successor agreement, as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless it is extended in writing.

B. **IN WITNESS WHEREOF**, the parties have caused this Agreement to be signed by their respective Presidents, attested to by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

ROSELLE EDUCATION ASSOCIATION

By: _____
President

Date

**BOARD OF EDUCATION
OF THE BOROUGH OF ROSELLE**

By: _____
President

Date

SCHEDULE A
ROSELLE TEACHERS SALARY GUIDES
2021 – 2022

Salary Guide Step	BA	MA	MA+30
1	55,526	60,026	66,829
2	56,526	61,026	67,829
3	57,526	62,026	68,829
4	58,626	63,126	69,929
5	59,726	64,226	71,029
6	60,826	65,326	72,129
7	62,026	66,526	73,329
8	63,326	67,826	74,629
9	64,626	69,126	75,929
10	65,926	70,426	77,229
11	67,226	71,726	78,529
12	69,026	73,526	80,329
13	71,026	75,526	81,929
14	73,026	77,526	83,429
15	75,026	79,526	85,529
16	77,126	81,626	87,629
17	79,226	83,726	89,729
18	81,326	85,826	92,429
19	83,526	88,026	94,729
20	85,726	90,226	97,029
21	87,726	92,226	99,829
OG1	80,449	-	102,176
OG2	95,539	-	-
OG3	98,420	-	-

SCHEDULE A
ROSELLE TEACHERS SALARY GUIDES
2022 – 2023

Salary Guide Step	BA	MA	MA+30
1	56,836	61,336	68,836
2	57,586	62,086	69,586
3	58,336	62,836	70,336
4	59,436	63,936	71,436
5	60,536	65,036	72,536
6	61,636	66,136	73,636
7	62,836	67,336	74,836
8	64,136	68,636	76,136
9	65,436	69,936	77,436
10	66,736	71,236	78,736
11	68,036	72,536	80,036
12	69,836	74,336	81,836
13	71,836	76,336	83,836
14	73,836	78,336	85,836
15	75,836	80,336	87,836
16	77,936	82,436	89,936
17	80,036	84,536	92,036
18	82,136	86,636	94,136
19	84,336	88,836	96,336
20	86,536	91,036	98,536
21	88,926	93,426	101,029
OG1	81,649	-	103,376
OG2	96,739	-	-
OG3	99,620	-	-

SCHEDULE A
ROSELLE TEACHERS SALARY GUIDES
2023 – 2024

Salary Guide Step	BA	MA	MA+30
1	57,828	62,328	69,828
2	58,578	63,078	70,578
3	59,328	63,828	71,328
4	60,078	64,578	72,078
5	61,278	65,778	73,278
6	62,478	66,978	74,478
7	63,678	68,178	75,678
8	64,978	69,478	76,978
9	66,278	70,778	78,278
10	67,578	72,078	79,578
11	68,878	73,378	80,878
12	70,678	75,178	82,678
13	72,678	77,178	84,678
14	74,678	79,178	86,678
15	76,778	81,278	88,778
16	78,878	83,378	90,878
17	80,978	85,478	92,978
18	83,178	87,678	95,178
19	85,478	89,978	97,478
20	87,778	92,278	99,778
21	90,126	94,626	102,229
OG1	82,849	-	104,576
OG2	97,939	-	-
OG3	100,820	-	-

SCHEDULE B
ROSELLE SECRETARIES
SALARY GUIDES
2021-2022

Salary Guide Step	SEC
0	37,616
1	38,001
2	38,405
3	38,827
4	39,267
5	39,727
6	40,248
7	40,712
8	41,171
9	41,559
10	42,573
11	43,366
12	44,818
13	46,320
14	47,872
15	49,482
16	51,375
17	52,993
OG-F	66,953

Secretaries move one step each school year if on a number until they reach the highest number.

Those on a LETTER step stay on the same letter.

SCHEDULE B
ROSELLE SECRETARIES
SALARY GUIDES
2022-2023

Salary Guide Step	SEC
0	38,166
1	38,551
2	38,955
3	39,377
4	39,817
5	40,277
6	40,798
7	41,262
8	41,721
9	42,109
10	43,123
11	43,916
12	45,368
13	46,870
14	48,422
15	50,032
16	51,925
17	53,543
OG-F	67,503

Secretaries move one step each school year if on a number until they reach the highest number.

Those on a LETTER step stay on the same letter.

SCHEDULE B
ROSELLE SECRETARIES
SALARY GUIDES
2023-2024

Salary Guide Step	SEC
0	38,701
1	39,086
2	39,490
3	39,912
4	40,352
5	40,812
6	41,333
7	41,797
8	42,256
9	42,644
10	43,658
11	44,451
12	45,903
13	47,405
14	48,957
15	50,567
16	52,460
17	54,078
OG-F	68,038

Secretaries move one step each school year if on a number until they reach the highest number.

Those on a LETTER step stay on the same letter.

SCHEDULE C
ROSELLE CUSTODIAN/MAINTENANCE SALARY GUIDE
2021-2022

Salary Guide Step	D	C	B	A
0	44,467	42,909	39,359	37,763
1	44,842	43,284	39,733	38,137
2	45,387	43,829	40,279	38,682
3	45,845	44,287	40,737	39,140
4	46,270	44,712	41,162	39,565
5	46,519	44,960	41,410	39,813
6	47,030	45,461	41,874	40,337
7	47,590	46,020	42,343	40,885
8	48,307	46,722	42,908	41,709
9	49,091	47,488	44,614	42,514
10	49,896	48,272	46,572	43,334
11	50,718	49,072	48,526	44,651
12	52,250	51,143	50,310	46,377
13	54,167	53,025	52,158	48,076
14	55,629	54,444	53,541	49,354
15	57,262	56,030	54,995	50,695
16	59,230	57,857	56,718	52,512
17	61,206	59,403	58,422	53,869
X	62,567	60,716	59,710	55,036
W	63,348	61,497	60,490	55,816
V	64,356	62,505	61,499	56,825
U	65,396	63,545	62,538	57,864
T	65,915	64,064	63,058	58,384

S	66,408	64,557	63,550	58,876
R	66,778	64,927	63,920	59,246
Q	67,938	66,089	64,838	60,382
P	68,195	66,367	64,904	60,729
O	68,380	66,647	64,823	60,928
N	69,971	68,198	65,202	61,551
M	70,337	68,432	65,968	62,318
L	70,356	68,579	66,247	62,635
K	70,419	68,709	66,508	62,938
J	70,701	68,956	66,987	63,447
I	71,130	69,408	67,446	63,929
H	71,241	69,540	67,599	64,120
G	72,410	70,724	68,036	64,568
F	74,211	72,526	69,254	65,585
E	76,012	74,322	70,481	66,794
D	77,805	76,127	71,701	68,006
C	78,120	76,432	71,987	68,282
B	78,328	77,281	72,783	69,033

Custodial / Maintenance move one step each school year if on a number until they reach the highest number. Those on a LETTER step stay on the same letter

SCHEDULE C
ROSELLE CUSTODIAN/MAINTENANCE SALARY GUIDE
2022-2023

Salary Guide Step	D	C	B	A
0	45,548	43,990	40,440	38,844
1	45,923	44,365	40,814	39,218
2	46,468	44,910	41,360	39,763
3	46,926	45,368	41,818	40,221
4	47,351	45,793	42,243	40,646
5	47,600	46,041	42,491	40,894
6	48,111	46,542	42,955	41,418
7	48,671	47,101	43,424	41,966
8	49,388	47,803	43,989	42,790
9	50,172	48,569	45,695	43,595
10	50,977	49,353	47,653	44,415
11	51,799	50,153	49,607	45,732
12	53,331	52,224	51,391	47,458
13	55,248	54,106	53,239	49,157
14	56,710	55,525	54,622	50,435
15	58,343	57,111	56,076	51,776
16	60,311	58,938	57,799	53,593
17	62,287	60,484	59,503	54,950
X	63,648	61,797	60,791	56,117
W	64,429	62,578	61,571	56,897
V	65,437	63,586	62,580	57,906
U	66,477	64,626	63,619	58,945
T	66,996	65,145	64,139	59,465

S	67,489	65,638	64,631	59,957
R	67,859	66,008	65,001	60,327
Q	69,019	67,170	65,919	61,463
P	69,276	67,448	65,985	61,810
O	69,461	67,728	65,904	62,009
N	71,052	69,279	66,283	62,632
M	71,418	69,513	67,049	63,399
L	71,437	69,660	67,328	63,716
K	71,500	69,790	67,589	64,019
J	71,782	70,037	68,068	64,528
I	72,211	70,489	68,527	65,010
H	72,322	70,621	68,680	65,201
G	73,491	71,805	69,117	65,649
F	75,292	73,607	70,335	66,666
E	77,093	75,403	71,562	67,875
D	78,886	77,208	72,782	69,087
C	79,201	77,513	73,068	69,363
B	79,409	78,362	73,864	70,114

Custodial / Maintenance move one step each school year if on a number until they reach the highest number. Those on a LETTER step stay on the same letter.

SCHEDULE C

ROSELLE CUSTODIAN/MAINTENANCE SALARY GUIDE

2023-2024

Salary Guide Step	D	C	B	A
0	46,583	45,025	41,475	39,879
1	46,958	45,400	41,849	40,253
2	47,503	45,945	42,395	40,798
3	47,961	46,403	42,853	41,256
4	48,386	46,828	43,278	41,681
5	48,635	47,076	43,526	41,929
6	49,146	47,577	43,990	42,453
7	49,706	48,136	44,459	43,001
8	50,423	48,838	45,024	43,825
9	51,207	49,604	46,730	44,630
10	52,012	50,388	48,688	45,450
11	52,834	51,188	50,642	46,767
12	54,366	53,259	52,426	48,493
13	56,283	55,141	54,274	50,192
14	57,745	56,560	55,657	51,470
15	59,378	58,146	57,111	52,811
16	61,346	59,973	58,834	54,628
17	63,322	61,519	60,538	55,985
X	64,683	62,832	61,826	57,152
W	65,464	63,613	62,606	57,932
V	66,472	64,621	63,615	58,941
U	67,512	65,661	64,654	59,980

T	68,031	66,180	65,174	60,500
S	68,524	66,673	65,666	60,992
R	68,894	67,043	66,036	61,362
Q	70,054	68,205	66,954	62,498
P	70,311	68,483	67,020	62,845
O	70,496	68,763	66,939	63,044
N	72,087	70,314	67,318	63,667
M	72,453	70,548	68,084	64,434
L	72,472	70,695	68,363	64,751
K	72,535	70,825	68,624	65,054
J	72,817	71,072	69,103	65,563
I	73,246	71,524	69,562	66,045
H	73,357	71,656	69,715	66,236
G	74,526	72,840	70,152	66,684
F	76,327	74,642	71,370	67,701
E	78,128	76,438	72,597	68,910
D	79,921	78,243	73,817	70,122
C	80,236	78,548	74,103	70,398
B	80,444	79,397	74,899	71,149

Custodial / Maintenance move one step each school year if on a number until they reach the highest number. Those on a LETTER step stay on the same letter.

**SCHEDULE D
ROSELLE SECURITY
SALARY GUIDE
2021-2022**

Salary Guide Step	Security
1	23,095
2	23,364
3	23,644
4	23,935
5	24,239
6	24,588
7	24,958
8	25,374
9	25,820
10	26,521
W	27,274
V	27,374
U	27,579
T	28,643
S	29,081
R	29,450
Q	30,148
P	30,562
O	31,290
N	32,753
M	34,449

L	36,319
K	37,677
J	39,196
I	39,859
H	41,110
G	42,251
F	44,344
E	47,035
D	49,063
C	50,798
B	53,567

Security Guards move one step each school year.

**SCHEDULE D
ROSELLE SECURITY
SALARY GUIDE
2022-2023**

Salary Guide Step	Security
1	23,455
2	23,724
3	24,004
4	24,295
5	24,599
6	24,948
7	25,318
8	25,734
9	26,180
10	26,881
W	27,634
V	27,734
U	27,939
T	29,003
S	29,441
R	29,810
Q	30,508
P	30,922
O	31,650
N	33,113
M	34,809

L	36,679
K	38,037
J	39,556
I	40,219
H	41,470
G	42,611
F	44,704
E	47,395
D	49,423
C	51,158
B	53,927

Security Guards move one step each school year.

**SCHEDULE D
ROSELLE SECURITY
SALARY GUIDE
2023-2024**

Salary Guide Step	Security
1	23,716
2	23,985
3	24,265
4	24,556
5	24,860
6	25,209
7	25,579
8	25,995
9	26,441
10	27,142
W	27,895
V	27,995
U	28,200
T	29,264
S	29,702
R	30,071
Q	30,769
P	31,183
O	31,911
N	33,374
M	35,070

L	36,940
K	38,298
J	39,817
I	40,480
H	41,731
G	42,872
F	44,965
E	47,656
D	49,684
C	51,419
B	54,188

Security Guards move one step each school year.

SCHEDULE E
ROSELLE PARAPROFESSIONALS
SALARY GUIDES

2021-2022

Salary Guide Step	W/60	WO/60
1	38,785	28,127
2	38,785	28,127
3	38,785	28,127
4	38,785	28,127
5	38,785	28,127
6	38,785	28,127
7	39,427	28,771
8	39,427	28,771
9	39,427	28,771
10	39,427	28,771
11	39,427	28,771
12	39,427	28,771
13	40,072	29,415

Paraprofessionals move one step each year.

SCHEDULE E
ROSELLE PARAPROFESSIONALS
SALARY GUIDES
2022-2023

Salary Guide Step	W/60	WO/60
1	39,970	29,312
2	39,970	29,312
3	39,970	29,312
4	39,970	29,312
5	39,970	29,312
6	39,970	29,312
7	40,612	29,956
8	40,612	29,956
9	40,612	29,956
10	40,612	29,956
11	40,612	29,956
12	40,612	29,956
13	41,257	30,600

Paraprofessionals move one step each year.

**SCHEDULE E
ROSELLE PARAPROFESSIONALS
SALARY GUIDES**

2023-2024

Salary Guide Step	W/60	WO/60
1	41,208	30,550
2	41,208	30,550
3	41,208	30,550
4	41,208	30,550
5	41,208	30,550
6	41,208	30,550
7	41,850	31,194
8	41,850	31,194
9	41,850	31,194
10	41,850	31,194
11	41,850	31,194
12	41,850	31,194
13	42,495	31,838

Paraprofessionals move one step each year.

SCHEDULE F
ROTC, IT, and LEAD IT
2021-2022

Salary Guide Step	ROTC 1	ROTC 2	IT	Lead IT
	111,398	126,219	63,491	114,200

SCHEDULE F
ROTC, IT, and LEAD IT
2022-2023

Salary Guide Step	ROTC 1	ROTC 2	IT	Lead IT
	114,388	129,209	66,481	117,190

SCHEDULE F
ROTC, IT, and LEAD
IT 2023-2024

Salary Guide Step	ROTC 1	ROTC 2	IT	Lead IT
	117,388	132,209	69,481	120,190

**SCHEDULE G
CLERKS
SALARY GUIDES
2021-2022**

Salary Guide Step	10 Month	12 Month
0	28,453	35,433
1	28,817	35,818
2	29,198	36,220
3	29,596	36,640
4	30,011	37,079
5	30,444	37,538
6	31,005	38,109
7	31,559	38,795
8	32,321	39,647
9	33,275	40,859
10	34,253	42,109
11	35,269	42,826
12	36,312	43,601
13	37,392	44,299
14	38,506	45,069
15	39,662	46,465
16	41,019	48,103
17	41,903	49,138
T	43,750	51,235
S	44,094	51,579
R	44,501	51,986
Q	44,954	52,561
P	45,122	52,733
O	45,453	53,003

N	46,056	53,432
M	46,536	54,024
L	46,959	54,549
K	47,395	55,084
J	47,706	55,457
I	48,150	56,007
H	48,606	56,569
G	49,056	57,117
F	49,947	58,185
E	50,847	59,127
D	51,732	59,475
C	52,600	61,442

Clerks move one step each school year.

**SCHEDULE G
CLERKS
SALARY GUIDES
2022-2023**

Salary Guide Step	10 Month	12 Month
0	28,464	35,444
1	28,828	35,829
2	29,209	36,231
3	29,607	36,651
4	30,022	37,090
5	30,455	37,549
6	31,016	38,120
7	31,570	38,806
8	32,332	39,658
9	33,286	40,870
10	34,264	42,120
11	35,280	42,837
12	36,323	43,612
13	37,403	44,310
14	38,517	45,080
15	39,673	46,476
16	41,030	48,114
17	41,914	49,149
T	43,761	51,246
S	44,105	51,590
R	44,512	51,997
Q	44,965	52,572
P	45,133	52,744
O	45,464	53,014
N	46,067	53,443

M	46,547	54,035
L	46,970	54,560
K	47,406	55,095
J	47,717	55,468
I	48,161	56,018
H	48,617	56,580
G	49,067	57,128
F	49,958	58,196
E	50,858	59,138
D	51,743	59,486
C	52,611	61,453

Clerks move one step each school year.

**SCHEDULE G
CLERKS
SALARY GUIDES
2023-2024**

Salary Guide Step	10 Month	12 Month
0	28,464	35,444
1	28,828	35,829
2	29,209	36,231
3	29,607	36,651
4	30,022	37,090
5	30,455	37,549
6	31,016	38,120
7	31,570	38,806
8	32,332	39,658
9	33,286	40,870
10	34,264	42,120
11	35,280	42,837
12	36,323	43,612
13	37,403	44,310
14	38,517	45,080
15	39,673	46,476
16	41,030	48,114
17	41,914	49,149
T	43,761	51,246
S	44,105	51,590
R	44,512	51,997
Q	44,965	52,572
P	45,133	52,744
O	45,464	53,014
N	46,067	53,443

M	46,547	54,035
L	46,970	54,560
K	47,406	55,095
J	47,717	55,468
I	48,161	56,018
H	48,617	56,580
G	49,067	57,128
F	49,958	58,196
E	50,858	59,138
D	51,743	59,486
C	52,611	61,453

Clerks move one step each school year.

SCHEDULE H
ATTENDANCE OFFICER
SALARY GUIDES
2021 -2024

Step	2021-2022	2022-2023	2023-2024
1	52,567	54,361	56,158
2	54,439	56,297	58,158
3	56,311	58,233	60,158
4	58,183	60,169	62,158
5	60,055	62,105	64,158
6	61,928	64,041	66,158
7	63,800	65,977	68,158
8	65,672	67,913	70,158
9	67,544	69,849	72,158
10	69,416	71,785	74,158
11	71,288	73,721	76,158
12	73,160	75,657	78,158
13	75,032	77,593	80,158
14	76,904	79,529	82,158
15	78,777	81,465	84,158
16	80,649	83,401	86,158

**SCHEDULE I
STIPEND FOR ATHLETIC COACHES**

2021-2024

Job Title	Stipend
Football Head Coach	\$11,060
Assistant Head Coach	\$283
Football Assistant Coach	\$7,293
Football 8th Grade Head Coach	\$4,581
Football Assistant 8 th Grade Head Coach	\$4,218
Basketball Head Coach	\$10,798
Basketball Assistant Coach	\$6,794
Basketball 8 th Grade Head Coach	\$4,921
Soccer Head Coach	\$7,845
Soccer Assistant Coach	\$5,931
Soccer 8 th Grade Coach	\$4,037
Cross Country/Tennis/Winter Track/ Bowling/Volleyball/ Golf Head Coach	\$5,829
Cross Country/Tennis/Winter Track/ Bowling/Volleyball/ Golf Assistant Coach	\$4,382
Baseball/Softball/Spring Track Head Coach	\$8,308
Baseball/Softball/Spring Track Assistant Coach	\$6,443

Baseball/Softball/Spring Track 8 th Grade Coach	\$4,603
Cross Country/Tennis/Winter Track/Bowling/Volleyball/Golf 8 th Grade Coach	\$2,560

SCHEDULE J

STIPENDS FOR NON-ATHLETIC COACHES

2021-2024

	2021 - 2024
Marching Band	\$7,615
Marching Band Assistant	\$2,938
Color Guard	\$6,250
Cheerleaders (per season)	\$3,014
Athletic Trainer (per season)	\$7,308

**SCHEDULE K
MISCELLANEOUS STIPENDS**

2021 – 2024

	2021 -2024
Teacher/Coor. G&T	\$9,534
Faculty Manager	\$2,374
Treasure of School Accounts	\$2,374
Newspaper Advisor	\$1,994
Yearbook Advisor	\$3,281
High School Class Advisor	\$813
Middle School Student Council	\$773
M.S. National Jr. Honor Society	\$773
Teen Arts Advisor	\$542
National Honor Society	\$774
Grade Level Cluster Chair	\$636
M.S. Yearbook Advisor	\$773
Public Relations	\$867
Literary Magazine	\$1,623
Security Team Leader	\$2,321
District Website Data Entry	\$2,785
Substitute Teacher Caller	\$2,860
Lunchroom Duty Coor. Step 1	\$2,263
	\$2,487
Concert (Vocal/Instrumental/Dance/Drama)	\$3,747
Elem/M.S./J.H. Registers	\$3,304
Manager of Business Accounts	\$6,519
District Maintenance Foreman	\$10,521
District Custodial Foreman	\$11,562

Head Teachers	\$3,304
High School Office Manager	\$6,519
Theatre Arts Advisor	\$542
Teacher Coordinator	\$3,402
Student Systems Info. Manager	\$7,738
Medicaid Coordinator	\$7,738
BSI Coordinator	\$10,291
H.S. Student Council	\$773
Elem/MS/JH Performing Arts defined as: <i>vocal music teacher, instrumental music teacher, dance teacher, and/or drama teacher</i>	\$1,370
Coordinator for CST	\$1,370
VEDS Data Coordinator	\$500.00

