

AGREEMENT

between

**BOARD OF EDUCATION OF
THE TOWN OF SECAUCUS**

and

SECAUCUS EDUCATION ASSOCIATION

for

JULY 1, 2023 – JUNE 30, 2026

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PREAMBLE

In order to effectuate the provision of Section 19 of Article 1 of the Constitution of the State of New Jersey and Chapter 123 P.L. of 1975, this Agreement is made and entered into by and between the Board of Education of the Town of Secaucus, County of Hudson, State of New Jersey (hereinafter referred to as the "BOARD"), and the Secaucus Education Association, Inc. (hereinafter referred to as "TEACHERS" or, as the case may be, "NON-CERTIFIED EMPLOYEES," or collectively, the "SEA" or "ASSOCIATION").

ARTICLE I:

RECOGNITION OF TEACHERS AND NON-CERTIFIED EMPLOYEES

A. 1. The BOARD hereby recognizes the SEA as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and non-certified personnel, whether under contract, on leave, employed, or to be employed by the BOARD, including:

- a) Teachers
- b) Nurses
- c) Media Specialists
- d) School Counselors
- e) Learning Disabilities Teacher Consultants
- f) Social Workers
- g) School Psychologists
- h) Teacher Coaches – Literacy & Mathematics
- i) Coordinators
- j) Athletic Trainer

- k) Speech Correction/Language Specialist
- l) Coordinator Substance Abuse
- m) Secretaries
- n) Custodial Staff
- o) Head Building Custodian
- p) Night Supervisor
- q) District Wide Maintenance Staff
- r) Teacher Assistants
- s) Board-Certified Behavior Analysts

but excluding:

- a) Superintendent
- b) Assistant Superintendent
- c) Principals
- d) Assistant Principals
- e) Vice Principals
- f) Directors
- g) Administrative Assistant to the Superintendent for Special Services
- h) Department Supervisors
- i) School Business Administrator
- j) Staff Accountant
- k) Human Resources Specialist

B. Unless otherwise indicated, the term “Teachers” when used hereinafter in this Agreement shall refer to all professional certified employees represented by the SEA in the negotiating unit above defined.

C. Unless otherwise indicated, the term “NON-CERTIFIED EMPLOYEES” when used hereinafter in this Agreement shall refer to all employees represented by the SEA listed in Article I, Paragraph A(m) through A(s). It is understood that the BOARD’s position is reserved namely, that regardless of job title, the confidential secretary to the Superintendent of Schools and to the Secretary of the BOARD and Secretary to the Assistant Superintendent of Schools are management and are not represented by the ASSOCIATION, and this Agreement does not recognize their right to membership in the ASSOCIATION or the ASSOCIATION’s right to represent them.

D. The term “EMPLOYEE” shall refer to all persons represented and recognized under this Agreement.

ARTICLE II:

DURATION OF AGREEMENT AND NEGOTIATION OF SUCCESSOR AGREEMENT

A. This Agreement shall be effective as of July 1, 2023 and shall continue until June 30, 2026.

B. The Parties agree to initiate negotiations over a successor agreement in accordance with the procedures set forth in Article III.

C. In the event that the BOARD shall establish an accredited summer school, the working conditions and compensation shall be negotiated with Teachers.

D. In the event that the BOARD wishes to engage in any new programs that affect changes in working conditions, the BOARD shall negotiate with employees regarding such changes in working conditions or compensation.

ARTICLE III: NEGOTIATION PROCEDURE

A. The Parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws, 1975, in a good faith effort to reach agreement on all matters concerning the terms and conditions of Teachers' employment. Such negotiations shall begin in accordance with procedures set forth by P.E.R.C. Any agreement so negotiated shall apply to all Teachers, and to all NON-CERTIFIED EMPLOYEES, be reduced to writing, be signed by the BOARD and the ASSOCIATION, and be adopted by all Parties.

B. During negotiations, the BOARD and the ASSOCIATION shall present relevant data, exchange points of view, and make proposals and counter proposals. The BOARD shall make available to the ASSOCIATION for inspection all pertinent records, data and information of the Secaucus School District (hereinafter referred to as the "District").

Each year, no later than three (3) months before the school election, the BOARD shall make available to the ASSOCIATION, preliminary budget proposals, requirements, and allocations.

C. Neither party in any negotiations shall have any control of the selection of the negotiating representatives of the other party. The Parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.

D. Representatives of the BOARD and the ASSOCIATION negotiating committee may meet at least once every two (2) months at either party's request for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the other at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss. Should a mutually acceptable amendment to the Agreement be negotiated by the Parties, it shall be reduced to writing, be signed by the BOARD and the ASSOCIATION, and be adopted by all Parties.

E. Negotiation procedures shall not be modified in whole or in part by the Parties except by an instrument in writing, duly executed by all Parties.

F. In the event the BOARD wishes to engage in any new programs that affect changes in working conditions, or that require additional compensation, the BOARD shall negotiate with the ASSOCIATION regarding such changes.

ARTICLE IV:

GRIEVANCE PROCEDURE

A. DEFINITION:

1. A "Grievance" shall mean a complaint by an EMPLOYEE or group of EMPLOYEES that there has been as to him, her, or them an event or condition which is a misinterpretation, misapplication, or a violation of this Agreement or of any established BOARD policy affecting terms and conditions of employment or of any administrative regulation affecting terms and conditions of employment. A grievance to be considered under this procedure must be initiated by the grievant within twenty (20) school days of the time that the grievant knows or should be reasonably expected to know of its occurrence. Excluded from this

definition of “grievance” are those matters, which relate to the failure to retain a non-tenure teacher.

2. As used in the above definition, the term “group of EMPLOYEES” shall mean a group of EMPLOYEES having a common grievance.

3. A “grievant” is the person or persons making the claim.

B. PROCEDURES:

1. INDIVIDUAL GRIEVANCE:

a) Any employee who has a grievance with his principal or immediate supervisor shall notify the principal or immediate superior within ten (10) school days of the event or action, which the employee alleges to have caused the grievance, or within twenty (20) school days of when he/she would reasonably be expected to know of its occurrence.

b) If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within two (2) school days of such discussion, the grievant shall set forth the grievance in writing and on the form annexed as Appendix to this Agreement, and shall submit same to the principal or immediate superior within ten (10) school days of such discussion.

c) The principal or other superior shall communicate his/her decision to the grievant and the ASSOCIATION in writing within five (5) school days after the receipt of such decision.

d) If such decision is not satisfactory to the grievant, he/she shall present his/her claim in writing to the Superintendent of Schools within five (5) school days after the receipt of such decision.

e) The Superintendent shall meet with the grievant and a representative of the ASSOCIATION within ten (10) school days after receipt of the written grievance.

f) The Superintendent shall communicate his/her decision in writing, along with supporting reasons, to the grievant and the ASSOCIATION within ten (10) school days after the meeting, and a copy shall be submitted to the principal or other superior concerned.

g) If the decision of the Superintendent is not satisfactory to the grievant and the ASSOCIATION, the grievance shall be submitted to the BOARD no later than seven (7) school days after the receipt of the Superintendent's decision.

h) The BOARD, or a committee of the BOARD consisting of no less than four (4) members, shall meet with the grievant and a representative of the ASSOCIATION within twelve (12) school days after receipt of the written grievance.

i) The BOARD shall communicate its decision in writing, along with supporting reasons, within twenty (20) school days after the meeting described in Paragraph h of this section, to the grievant and the ASSOCIATION, and a copy shall be submitted to the principal or other superior concerned.

j) If the decision of the BOARD is not satisfactory to the grievant, the grievant shall have the right to request the matter be submitted 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 five (5) school days, a request for a list of

arbitrators may be made to P.E.R.C. by either party. The Parties shall then be bound by the rules and procedures of P.E.R.C. in the selection of an arbitrator.

k) The arbitrator's decision shall be in writing and shall set forth his or her findings of facts, reasonings, 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, prohibited by law, or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted in writing to the BOARD and the ASSOCIATION and shall be final and binding on all Parties.

l) The costs for the services of an 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.

m) Pending final determination of the grievance, nothing in this Article in any way shall serve to eliminate the responsibility of any EMPLOYEE, including the grievant, to observe all assignments and applicable rules and regulations of the BOARD.

n) Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Time periods contained in the grievance procedure may be extended by mutual agreement of the Parties in writing.

2. GROUP GRIEVANCE:

a) A group grievance follows the same basic procedure. However, if a group grievance involves the personnel of more than one school, the grievance shall be instituted at the Superintendent's level.

b) A grievance based upon action of the Superintendent or the BOARD shall be initiated at the Superintendent's level.

c) Members of the BOARD and those administrators and supervisors involved in or affected by the action complained of shall be deemed persons having a direct interest in the arbitration for the purpose of attendance at any hearing held under the grievance procedure.

3. MISCELLANEOUS:

a) In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, 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 is practicable.

ARTICLE V:

RIGHTS AND PRIVILEGES

A. TEACHERS AND NON-CERTIFIED EMPLOYEES:

1. The BOARD agrees to make available to the ASSOCIATION in response to reasonable requests from time to time, all available information concerning the financial resources of the District, including but not limited to: annual financial reports and audits, tentative budgetary requirements, agenda and minutes of all BOARD meetings, census data, names and addresses of all Teachers, together with information which may be necessary for the ASSOCIATION to process any grievance or complaint.

2. The information developed by the BOARD or the ASSOCIATION respectively for their own use in the prosecution or refutation of the grievance or complaint shall not be available to the other party unless waiver of this provision is mutually agreed upon by all Parties.

3. The ASSOCIATION shall have the privilege to use school facilities and equipment, including intranet, computers and related peripherals, copy machines and all types of audiovisual equipment, other than during school hours, providing same are not in use. The ASSOCIATION shall pay for the reasonable cost of all materials and supplies incidental to such use and also be responsible for the care and/or return of such equipment.

4. The ASSOCIATION shall have, in each school building, the use of a bulletin board in each facility lounge or Teachers' room.

5. The ASSOCIATION shall have the privilege of using the interschool mail and interschool telephone facilities and school mailboxes and computers as it deems necessary and without the approval of building principals or other members of the administration for official ASSOCIATION business.

6. The BOARD shall grant, with pay, reasonable time necessary for the President of the SEA or his/her designated representative, to attend N.J.E.A. sponsored meetings which are held during normal school hours.

7. The President of the SEA shall have the right to leave his or her building immediately upon the regular dismissal of his or her students for the purpose of attending to SEA business. He/she shall notify the school office prior to leaving the building.

B. BOARD:

The BOARD, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States, including all laws, rules and regulations of the State Department of Education and the Commissioner of Education of the State of New Jersey and the provisions of this Agreement shall be construed in the light of the management prerogatives vested in the BOARD by the foregoing legal authorities.

C. POSITION OPENINGS:

All openings including promotions, vacancies, and newly created positions shall be made known to the ASSOCIATION in writing by the Superintendent of Schools.

ARTICLE VI:

IN-SCHOOL TEACHER DAY

A. As professionals, Teachers are expected to devote to their assignments the time necessary to meet their responsibilities. The BOARD shall issue to each Teacher a personal swipe card, used to enter and exit the school buildings at doors designated by the BOARD or its designee. Each teacher shall swipe his or her own card whenever entering or exiting the school building.

B. The in-school teacher day shall begin seven (7) minutes before the student day begins and end no later than seven (7) minutes after the student day closes except those days when students are dismissed earlier than the normal closing time, specifically to enable Teachers to participate in some professional development activity. On the last day of the school week, Teachers will be dismissed with the students unless there is an emergency circumstance related

to public health, security, or a State of Emergency warranting the District or building administration to require Teachers' attendance for a reasonable time after the student day. Before requiring such attendance, the administration shall use its best efforts to confer with ASSOCIATION leadership to consult on the subject of the meeting, the emergent need to hold such a meeting, scheduling, and any other pertinent matters.

C. Except as clarified in Article VI (2) d, e, and f, the in-school teacher day shall not exceed seven (7) hours, including all assignments and a duty-free lunch period as follows:

1. **ELEMENTARY SCHOOLS:**

A fifty (50) minute duty free lunch period shall be provided for all Teachers concurrent with the students' lunch periods, provided, however, that any teacher serving as Lunch Hour Supervisor on a half-time basis shall be entitled to a duty-free lunch period for one-half of the lunch period. Any teacher serving as Lunch Hour Supervisor on a half period basis shall be entitled to a duty-free lunch period for one-half of the lunch period.

2. **SECAUCUS HIGH SCHOOL/SECAUCUS MIDDLE SCHOOL:**

a) High School and middle school Teachers shall be provided with a duty-free lunch period equal to the length of a regular class period, but no less than forty (40) minutes. Lunch shall be no earlier than 10:30 a.m. and no later than 12:30 p.m.

b) If, on a given day, an administrator is unable to secure aides or other appropriate persons to supervise during the lunch period, and if, on such day the administrator has exhausted all possible alternatives in the given situation, the administrator shall direct a teacher to assume such duties, according to the following procedures:

c) Teachers shall be assigned within their own building on a rotating basis, and no teacher shall serve more than one (1) day at a time. Except as expressly provided

otherwise hereinabove, nothing in this provision shall be construed as a forfeiture of the duty-free lunch period.

d) In order to fulfill the requirements of the educational program for multiply disabled children, their Teachers shall supervise the lunch period, and the after lunch recreation period for their students, with a teacher aide, or aides, provided at the discretion of the Superintendent of Schools. Teachers' lunch may be outside the lunch period set forth in C.2.a above. Teachers of these classes will be relieved from classroom duty for fifteen (15) consecutive minutes, at a reasonable time, during each day to attend to personal needs.

e) Media Specialists at Secaucus high school and middle school shall not be required to work more than a seven (7) hour day which shall include a forty-two (42) minute duty-free lunch period. However, the Media Specialist's day will not necessarily be concurrent with the Teachers' day. Media Specialists may be required to begin the workday not more than fifteen (15) minutes before the teacher day or end the workday no later than one (1) hour after the dismissal of the last class. Media Specialists shall be permitted to attend all ASSOCIATION meetings.

f) Teachers may be required to remain after the regular work day without additional compensation for the purpose of attending building, faculty or other professional meetings. Except in cases of an emergency, these meetings shall include the following:

1. Twelve (12) faculty meetings per year.
2. Parent/Faculty conferences.
3. Six (6) committee or departmental meetings per year held after the normal school day.

4. Teachers shall be required to attend no more than one (1) back-to-school night and one (1) evening parent conference per school year. Shared time teacher shall be assigned at the discretion of the principals.

g) Effective on July 1, 2014, there shall be one (1) full professional development day. The agenda shall be determined by the Superintendent in consultation with the ScIP in each school.

h) TUTORIAL TIME:

One day per week, Teachers shall be required to provide a thirty (30) minute block of time for the purpose of providing extra help for their students.

This time shall be scheduled by the teacher either thirty (30) minutes before the start of the students' day or thirty (30) minutes at the end of the students' day. The time and the day shall be at the discretion of the teacher.

ARTICLE VII:

TEACHING HOURS AND TEACHING LOAD

A. The daily teaching load in the high school and middle school will not exceed six (6) teaching periods under a nine (9) period day. In the event it becomes necessary to assign six (6) teaching periods to any teacher, he or she shall not be assigned a duty period.

B. Middle and high school Teachers shall not be required to teach more than four (4) consecutive periods, nor more than two (2) consecutive classes when double periods are used, unless by mutual agreement between the teacher and the administration.

C. Middle and high school Teachers shall not be required to teach more than two (2) department areas, nor have more than a total of three (3) teaching preparations, unless by mutual agreement between the teacher and the administration.

D. Middle and high school Teachers shall not be required to change subject area teaching stations more than three (3) times during the school day unless by mutual agreement between the teacher and the administration. "Period" means a regular single period as determined by the school schedule.

E. Family Consumer Science Teachers shall be permitted to purchase materials during their preparation period.

F. At the high school and middle school levels, the following will be in effect;

1. Preparation Time. High school and middle school Teachers shall be assigned one (1) preparation period per day. Each preparation period shall be the length of a regular class period but not less than forty (40) minutes.

2. Lunch Period. High school and middle school Teachers shall be provided with a duty-free lunch period equal to the length of a regular class period, but no less than forty (40) minutes. Lunch shall be no earlier than 10:30 a.m. and no later than 12:30 p.m.

3. Duty Period. High school and middle school Teachers shall be assigned no more than five (5) pupil contact duty periods each week. Each pupil contact duty period shall be the length of a regular class period.

4. Every effort will be made to assign AP Teachers to teach five (5) periods and require no duties, whenever possible.

5. High School and Middle School Teachers may be assigned to homeroom which shall be prior to the first period of the daily schedule, provided the assignment does not exceed the teachers' contractual workday.

G. All elementary school Teachers shall be provided with at least one (1) preparation period per day.

All elementary Teachers shall be provided with a duty free lunch period, no less than fifty (50) minutes. Lunch shall be no earlier than 11:00 a.m. and no later than 1:00 p.m.

H. All Teachers are required to maintain a web page for their class and/or subject matter taught. The page will be on a website as provided by the BOARD. Each teacher's web page will include the following items:

1. Classroom procedures and requirements
2. Daily homework assignments
3. Tutorial time and day
4. Project due dates

I. Any teacher assigned/required to cover a class during their only preparation period for the day shall be compensated Thirty-Five Dollars (\$35), except as listed below.

1. Teachers required to attend I&RS, IEP, and 504 meetings during their preparation period shall not be compensated until after the fifth (5) missed preparation period.
2. Teachers required to attend I&RS, IEP, and 504 meetings during their preparation period of less than ten (10) minutes in duration shall not be compensated.

J. Elementary Teachers who must take in another class will be compensated Thirty-Five Dollars (\$35) for the day.

K. An annual list for class coverage of teachers and counselors shall be created each September 1st and assignments shall be made on a rotational basis.

L. Accurate record keeping of said coverage is the responsibility of both the building principal and the teacher.

ARTICLE VIII:

IN-SCHOOL WORK YEAR—TEACHERS

A. The in-school work year of Teachers employed on a ten (10) month basis shall not exceed one hundred eighty-three (183) days. Upon initial employment, Teachers shall be required to attend an additional five (5) days of orientation. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.

B. Teachers eligible to be employed on the basis of an eleven (11) month salary may include, but are not necessarily restricted to the following categories:

1. Learning Disabilities Teacher/Consultant
2. Social Worker
3. Cooperative Office Education Coordinator
4. Cooperative Industrial Education Coordinator
5. Distributive Education Coordinator
6. School Psychologist

The schedule for the additional month shall cover two (2) consecutive weeks (ten (10) work days), after the regular school year closes, and two (2) consecutive weeks (ten (10) work days), before the new school year begins. This schedule may be varied at the request of the teacher, as the need occurs, with prior approval by the Superintendent of Schools, or his or her designated representative, but shall not exceed twenty (20) working days in the period between the end of one school year and the beginning of the next school year.

C. Teachers to be employed shall be notified on or before May 31 of their anticipated assignment for the next school year. The BOARD shall notify teachers of their schedules no

later than July 15 and shall furnish their class lists and access to student IEPs no later than August 15, the class list subject to change based on student enrollment.

D. Summer employment of Teachers will be posted as required by the BOARD. Summer employment of the personnel listed above shall be compensated at the rate of Forty Dollars (\$40) per hour. Any teacher working as an aide during the summer shall be paid 80% of their hourly rate.

E. The teacher's school year shall begin the second day after Labor Day. Within the limitations established in this section, the BOARD shall have the right to establish and alter the school calendar as necessary.

F. GUIDANCE COUNSELORS shall be required to work five (5) mandatory days during either the week before school opens in the fall or the week after school closes in the summer, as assigned by the Superintendent of Schools, or his or her designated representative. GUIDANCE COUNSELORS shall not be required to work on the Tuesday after Labor Day and will be paid a prorated salary for the additional days they are required to work each year. A day's salary shall be defined as 1/200 of the employee's annual salary. GUIDANCE COUNSELORS may be required to work five (5) additional days in the summer, with prior approval of the Superintendent of Schools, or his or her designated representative.

G. CST members and Speech Therapists, during the summer months shall be required to work an additional five (5) days and may be required to work another five (5) days. Their schedule may be varied at the request of the Director of Special Services. CST members and Speech Therapists shall be paid a prorated salary for the ten (10) additional days worked. A day's salary shall be defined as 1/200 of the employee's annual salary. The five (5) mandatory days shall be paid over the 10-month period from September to June and shall be included in the

employee's base pay and shall be pensionable. The five (5) additional days shall be paid as additional compensation and shall not be pensionable.

H. With the approval of the Superintendent or his or her designee, nurses in the elementary schools may begin work up to two (2) days before the start of the school year, and shall be paid 1/200 of their annual salary for each such day or a prorated amount for any partial day worked.

ARTICLE IX:

SALARY GUIDE—TEACHERS

A. The BOARD agrees to use the schedules as set forth in Appendices I – III, which are attached hereto and made a part hereof as guides for Teachers for the 2023-2026 school years.

B. NOTES:

1. All Teachers will be placed on guide effective July 1, 2023, such compensation shall be considered base pay.

2. Child Study Team Stipend: A stipend of One Thousand Five Hundred Dollars (\$1,500) shall be paid to the following C.S.T. members: Social Worker, Learning Consultant, and Psychologist. Part-time C.S.T. members shall be paid on a pro rata basis.

3. Any teacher electing to take on an additional assignment to write lesson plans, create and post assignments on Google Classroom, and mark assignments/ assessments for a class beyond their full schedule, as per the current Agreement, shall be paid an annual prorated stipend of Eight Thousand Five Hundred Dollars (\$8,500), per period. Any teacher electing to teach an additional class with all associated responsibilities of teaching, grading, testing, etc. beyond their full schedules shall be paid an annual prorated stipend of Ten Thousand Five

Hundred Dollars (\$10,500) per period. All teachers shall be notified of any such openings via email and given the opportunity to express their interest in an opening within the department. Interested candidates will be selected first based on the certification in the subject/grade level, second on the available pool at the school needing coverage, and third based on availability in their schedule to cover the class.

4. A maximum of four (4) years credit shall be given at the time of initial employment for previous experience in the Military. New hires shall not be given credit for service for salary guide purposes beyond current ASSOCIATION members with equal service within the District.

a) "Teaching experience" shall mean full-time employment in an accredited school while holding a standard teaching certificate. "Non-teaching" during the four (4) consecutive years prior to employment in Secaucus shall exist unless the teacher had teaching experience as defined above during said period.

5. The term "service" as defined by the BOARD and the ASSOCIATION shall constitute any service accumulated by a teacher in the Secaucus School System.

6. A committee comprising of an equal number of Board and Association members shall be established during the 2023-2024 school year to review and make recommendations regarding the hiring restrictions contained in this Article, which if agreed upon by the parties, shall be included in an Addendum to this Agreement.

7. Additional compensation shall be paid as follows:

a) Effective July 1, 1997, longevity for professional staff shall be grandfathered. Professional staff hired after July 1, 1997, shall not be eligible for longevity payments.

A new longevity service guide shall be implemented for all staff who are grandfathered. The new longevity is as follows:

Longevity Service Guide – July 1, 2023 to June 30, 2026

Increment No.	Years of Service	Annual Compensation
1 st	2020-23 18-20	\$1,420.00
2 nd	2020-23 21-25	\$ 600.00
3 rd	2020-23 26-30	\$ 600.00
4 th	2020-23 31 and over	\$ 600.00

NOTE: Longevity payments start after completion of 17th year of service.

b) It is understood and agreed that for all Teachers who began initial service in the Secaucus longevity service, credit shall be given only for service attained in the Secaucus Public Schools.

8. Subject to the restrictions contained in Article IX(B)(3), Teachers with previous teaching experience in the District shall, upon returning to the system, receive full credit on the salary schedule for all military experience up to a maximum of four (4) years.

9. In order to receive the B.A. plus 15, B.A. plus 30, M.A., M.A. plus 15, 26th year benefits, or a Doctorate degree, the teacher must notify the Superintendent of Schools on or before January 15 of the prior school year. The written notice must stipulate that all requirements will be completed before the start of the succeeding school year. An official transcript of the completed graduate work, or a stipulating letter from the educational institution, must also be forwarded to the Superintendent of Schools before the start of the school year. The teacher must be awarded the M.A. degree during the school year following the completion of the necessary requirements or revert to the B.A. plus 30 scale until such time as the degree is

awarded. In the event that the teacher shall fail to meet the requirements for the next guide level for the above mentioned benefits, then the BOARD will be reimbursed by the teacher for any overpayment due to failure of the teacher to submit proof of completion of all requirements for any guide level. Such reimbursements shall be in the form of salary adjustments for the school year in which such benefit was received.

10. Any teacher starting a graduate program and/or taking additional graduate courses must first receive approval, from the Superintendent of Schools, of the area in which said graduate level work will be completed; this approval must be secured *before* beginning the work. Failure to do so will result in these credits not counting towards the teacher's next academic increment level. If a teacher's request is denied by the Superintendent, the teacher shall have the right to appeal to the BOARD.

11. A teacher on the B.A. plus 15 level must receive from the Superintendent of Schools approval of the area which B.A. plus 30 level work will be completed before beginning the work.

12. In order to qualify for increments and adjustments every teacher must hold and maintain a valid approved teaching certificate from the New Jersey Department of Education.

13. The BOARD may withhold for inefficiency or other good cause the employment increment, or the adjustment, or both, of any member in any year by a majority vote of all members of the BOARD. It shall be the duty of the BOARD within ten (10) days, to give written notice of such action, together with the reasons thereof, to the member concerned. The member may appeal from such action to the Commissioner under the rules prescribed by the Commissioner. The Commissioner shall consider such appeal and shall either affirm the action

of the BOARD, or direct that the increment or increments be paid. The Commissioner may designate an Assistant Commissioner to act for him in his place with his powers on such appeals. It shall not be mandatory upon the BOARD to pay any such denied increment in any future year as an adjustment increment. (according to N.J.S.A. 18A:29-14).

14. The BOARD agrees to award each employee who has had perfect attendance during the school year the amount of Two Hundred Dollars (\$200) on February 15th for 5-months of perfect attendance and Two Hundred Dollars (\$200) on September 15th for 5-months of perfect attendance.

a) The term “perfect attendance” means that the employee has been in attendance for the entire school year and that he or she has not utilized a sick day, a personal business day, or a serious family illness day during the year. Bereavement days, professional days, convention days, field trips, and days spent on business for the BOARD shall not be counted as grounds for ineligibility.

15. All 10-MONTH EMPLOYEES shall have the option to be paid during the summer months. Those 10-MONTH EMPLOYEES who choose to be paid during the months of July and August shall have one-tenth ($1/10^{\text{th}}$) or ten percent (10%) of their monthly salary deducted from September through June. This ten percent (10%) shall then be paid to them during July and August.

ARTICLE X:

SALARY—NON-CERTIFIED EMPLOYEES

A. The BOARD agrees to use the Schedules set forth in Appendix V which are attached hereto and made a part hereof as a guide for the 2023-2026 school years.

B. STIPENDS

1. Custodial employees will be paid in accordance with salary guide correspondence to Job Classification Level indicated for each employee.
2. Head Building Custodians of the elementary schools shall receive Two Thousand Five Hundred Dollars (\$2,500) over their step on custodial maintenance guide.
3. Head Building Custodian of high school shall receive Two Thousand Nine Hundred Dollars (\$2,900) over their step on custodial maintenance guide.
4. Night Supervisor shall receive One Thousand Eight Hundred Dollars (\$1,800) in addition to any other stipends, i.e. Head Custodian elementary school, etc.
5. For Custodians employed on or after July 1, 2014, the BOARD shall pay an annual stipend of Six Hundred Fifty Dollars (\$650) to Custodians who attain a Black Seal License after making and receiving approval in writing by the Superintendent or his designee to enroll in the course or program leading to the acquisition of the license.

C. LONGEVITY – All personnel hired on or before June 30, 2017, shall receive longevity service increments according to the following guide. Longevity shall be eliminated in its entirety for all personnel hired after June 30, 2017. An approved leave of absence for maternity leave or illness shall not constitute a break in service for purposes of calculating years of service in the position; provided, however, an employee shall only receive credit for a year of service if he/she actually works at least six (6) months in a school year or is otherwise on a paid leave of absence for said period.

LONGEVITY SERVICE GUIDE – JULY 1, 2023– JUNE 30, 2026

<u>Increment No.</u>	<u>Years of Service in the Position</u>	<u>Annual Compensation</u> <u>2023-2026</u>
1 st	Commencing with 11 years of service in the position	\$400.00
2 nd	Commencing with 15 years of service in the position	\$875.00
3 rd	Commencing with 21 years of service in the position	\$1,400.00
4 th	Commencing with 26 years of service in the position	\$1,975.00
5 th	Commencing with 31 years of service	\$2,600.00

ARTICLE XI:

EMPLOYMENT SCHEDULING OF NON-CERTIFIED EMPLOYEES

A. SCHEDULE OF EMPLOYMENT:

1. The regular work schedule for all NON-CERTIFIED EMPLOYEES shall be five (5) days per week, on a twelve (12) month per year basis unless hereinafter otherwise provided.

2. An employee hired as a Custodian shall be granted tenure after five (5) consecutive calendar years of employment as a Custodian.

3. The regular work schedule for Teacher Assistants shall be five (5) days per week, on a ten (10) month per year basis unless hereinafter otherwise provided.

B. DAILY HOURS:

35 Hour Secretaries.....7 hours per day

Custodial/District Wide Maintenance Staff.....8 hours per day

1. All daily work schedules will be fixed by the Superintendent of Schools. All NON-CERTIFIED EMPLOYEES shall receive a one (1) hour duty-free lunch each day, exclusive of their regular working hours unless hereinafter otherwise provided.

2. All new Custodians hired after July 1, 1997, shall be given a work schedule as assigned by the Superintendent of Schools. The new schedule shall be five (5) consecutive days and include weekends.

3. Summer Hours

a) All Secretarial Staff shall work four (4) consecutive days for seven (7) hours and fifteen (15) minutes per day Monday through Friday from 7:30 a.m. to 3:15 p.m. with a thirty (30) minute lunch break, except the week before school begins for staff when all employees shall return to their regularly scheduled work week. The four (4) day work week for each secretary shall be scheduled by the Administration in consultation with the secretaries on an equitable, rotating basis that ensures coverage every day, Monday through Friday.

b) All Custodial/Maintenance Staff shall work four (4) consecutive days for nine (9) hours per day Monday through Friday from 7:00 a.m. to 4:00 p.m. with a thirty (30) minute lunch break, except the week before school begins for staff when all employees shall return to their regularly scheduled work week. The four (4) day work weeks for each Custodial/Maintenance staff members shall be scheduled by the Administration in consultation with the Custodial/Maintenance staff members on an equitable, rotating basis that ensures coverage every day, Monday through Friday. Custodial/Maintenance Staff will be rotated in the event a building must be opened.

Definition: Provisions for "summer hours" shall refer to the summer when school is not in session, beginning on the Monday following the last day of school.

C. IN-SCHOOL TEACHER ASSISTANT WORK DAY

1. As professionals, Teacher Assistants are expected to devote to their assignments the time necessary to meet their responsibilities. Teacher Assistants shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" register. Any Teacher Assistants arriving for duty after the in-school Teacher Assistant day begins shall file a late report in the building office and shall indicate time of arrival in the sign-in register. The "check mark" procedure shall be observed each time a Teacher Assistant leaves or returns to his/her building.

2. The in-school Teacher Assistant day at Huber Street Elementary School shall begin up to ten (10) minutes before the student day begins and end no later than seven (7) minutes after the student day closed except those days when students are dismissed earlier than the normal closing time. For all other schools, the in-school Teacher Assistant day shall begin up to seven (7) minutes before the student day begins and end no later than seven (7) minutes after the student day closes except those days when students are dismissed earlier than the normal closing time. On the last day of the school week, Teacher Assistants will be dismissed with the students.

a. The Teacher Assistants at the High School and Middle School shall be assigned one (1) preparation period per day. Each preparation period shall be the length of a regular class period, but no less than forty (40) minutes. Teacher Assistants at the Elementary School do not receive a preparation period and therefore, every effort will be made to relieve them from classroom duty to provide them twice during each school day at a reasonable time, on one (1) occasion in the morning prior to the duty-free lunch period, and one (1) occasion in the

afternoon subsequent to the duty-free lunch period, for twenty (20) consecutive minutes each, in order to attend to personal needs.

3. The in-school Teacher Assistant day shall not exceed seven (7) hours, including all assignments and a duty-free lunch period as follows:

a. Elementary Schools: All elementary Teacher Assistants shall be provided with a duty free lunch period, no less than fifty (50) minutes. Lunch shall be no earlier than 11:00 a.m. and no later than 1:00 p.m.

b. High School and Middle School: All high school and middle school Teacher Assistants shall be provided with a duty-free lunch period equal to the length of a regular class period, but no less than forty (40) minutes. Lunch shall be no earlier than 10:30 a.m. and no later than 12:30 p.m.

D. IN-SCHOOL TEACHER ASSISTANT WORK YEAR

1. The in-school work year for Teacher Assistants shall not exceed one hundred eighty three (183) days. The in-school work year shall include days when students are in attendance, orientation day, and any other days on which Teacher Assistant attendance is required.

2. The Teacher Assistant's school year shall begin the second day after Labor Day. Within the limitations established in this section, the BOARD shall have the right to establish and alter the school calendar as necessary.

3. The Teacher Assistants shall attend all back to school nights, faculty meetings and professional development days.

E. OVERTIME REMUNERATION:

1. CUSTODIAL BUILDING CHECKS

a) Two (2) hours overtime shall be paid for building checks on Saturdays at the rate of one and one half (1 ½) times the employees ordinary hourly wage. For building checks on Sundays and Holidays, overtime shall be paid at the rate of two (2) times the employee's ordinary hourly wage, with a minimum guarantee of two (2) hours, only when another activity has not provided custodial coverage.

b) There shall be an overtime rotation list for all full time Custodians working in a building on a particular shift. The overtime rotation list shall be created each July 1 and be based upon seniority. Overtime is to be rotated but there is no guarantee of overtime.

2. All non-certified employees shall be paid at a rate of one and a half (1 ½) times the non-certified employees ordinary hourly rate for work performed at the request of the BOARD or its designee exceeding eight (8) hours in any one (1) regular work day of forty (40) hours in any regular work week. Employees shall receive double time for required work and attendance on Sundays and Holidays, with a minimum of four (4) hours. Paid time off for vacation will not be calculated towards the forty (40) hours worked toward overtime.

F. ADDITIONAL REMUNERATION:

1. In the absence of a Head Building Custodian for more than ten (10) work days, the Superintendent of Schools shall designate a Custodian to replace him temporarily. Such replacement shall receive the Head Custodian differential on a pro-rated basis.

2. In the absence of a Chief Custodian for more than thirty (30) days, the Superintendent of Schools may, at his discretion, designate a Custodian to replace him temporarily. Such replacement shall receive the Head Custodian differential on a pro-rated basis.

3. The BOARD agrees to award each NON-CERTIFIED EMPLOYEE who has had perfect attendance during the school year the amount of Two Hundred Dollars (\$200) on February 15th for 5-months of perfect attendance and Two Hundred Dollars (\$200) on September 15th for 5-months of perfect attendance.

a) The term “perfect attendance” means that the employee has been in attendance for the entire school year and that he or she has not utilized a sick day, a personal business day, or a serious family illness day during the year. Bereavement days, professional days, convention days, field trips, and days spent on business for the BOARD shall not be counted as grounds for ineligibility.

4. All full and part-time custodial/maintenance employees, during the first year of their employment, shall be entitled to spend up to Three Hundred Dollars (\$300) towards the purchase of uniform shirts, pants, coats, boots, rain gear, etc. Employees shall be entitled to spend up to Two Hundred Fifty Dollars (\$250) each year thereafter for items listed above. All items shall be purchased through BOARD approved vendors. The BOARD will provide an approved vendor list not later than July 1 of any year. All custodial/maintenance employees shall be required to wear the uniforms purchased.

5. All Teacher Assistants shall have the option to be paid during the summer months. The Teacher Assistants who choose to be paid during the months of July and August shall have one-tenth ($1/10^{\text{th}}$) or ten percent (10%) of their monthly salary deducted from September through June. This ten percent (10%) shall then be paid to them during July and August.

6. All Teacher Assistants shall be reimbursed a maximum of Two Hundred Fifty Dollars (\$250) toward the cost to obtain a substitute teacher’s certificate.

7. In the event of a reduction in force of Teacher Assistants covered by this unit, length of service to the District shall be considered in determining the most qualified candidates to be retained.

8. Teacher Assistants to be employed shall be notified on or before May 30th of their anticipated assignment for the next school year.

9. All Teacher Assistants who have obtained at least seventy-five (75) undergraduate credits shall be entitled to an additional annual payment of Two Hundred Fifty Dollars (\$250) added to his/her base salary set forth in Appendix V.

10. In the event the regular classroom teacher is absent and it is determined that the classroom Teacher Assistant is qualified to act as the substitute for the classroom teacher, the Teacher Assistant shall be paid One Hundred Dollars (\$100) per day pro rata.

11. If a Teacher Assistant employed during the regular school year is offered employment for the next year, and then applies for the job of Teacher Assistant during the summer extended school year program, he/she will be given due consideration for the job. The qualified Teacher Assistant shall be paid a stipend at a rate equal to Eighty Percent (80%) of the classroom teacher stipend for the summer extended year program.

12. Any Teacher Assistant that takes on the responsibility of introducing provided lessons, posting assignments on Google Classroom, and marking assignments/assessments for a class shall be compensated \$40 per period of instruction. This option will only be available if a certified teacher is not available for coverage of this period. All qualified Teacher Assistants shall be notified of any such openings via email and given the opportunity to express their interest in an opening within their department. Interested candidates will be selected first based on the certification in the subject/grade level, second on the available

pool at the school needing coverage, and third based on availability in their schedule to cover the class.

G. EMERGENCY CONDITIONS:

1. On the days when schools are unable to open because of emergency conditions, SECRETARIES only will not be required to report to work and will suffer no loss in pay or leave.

2. Custodial/District Wide Maintenance staff members are required to report to work to address building supervision and maintenance for said emergency weather conditions and shall be released when conditions are resolved, as determined by their Supervisor, i.e., snow removal.

3. Part-time employees are required to report to work to address building supervision and maintenance for said emergency weather conditions and shall be released when conditions are resolved, as determined by their Supervisor, i.e., snow removal, and shall receive an additional Ten Dollars (\$10) per hour after the completion of their regular shift.

4. In the event a Custodian is called back after hours for emergencies (i.e. alarm response) such Custodian shall to be paid for two (2) hours at a 1.5 rate.

H. LEGAL HOLIDAYS:

1. All non-certified employees shall be entitled to the following holidays with pay:

Labor Day	New Year's Eve
Columbus Day	New Year's Day
General Election Day	Martin Luther King Day
Veterans Day	Lincoln's Birthday

Thanksgiving Day	Washington's Birthday
Day After Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Independence Day
Juneteenth	

2. Additional full or partial holidays with pay may be granted by the BOARD through the Superintendent of Schools.

3. If an entitled holiday occurs on a normal day off (i.e. Saturday, Sunday) an alternate day will be provided. Said compensatory day will be agreed upon in advance of the entitled holiday, but in no event will such day occur on a day when classes are in session. When holiday falls on a normal day off and is recognized on a weekday and schools are closed, such day shall be the alternate day for purpose of this paragraph.

4. When an entitled holiday occurs on a day when school is in session, NON-CERTIFIED EMPLOYEES will be granted an alternate day off with pay. Such alternate day(s) will be granted by the BOARD as soon as possible after adoption of the school calendar.

I. VACATIONS:

1. Non-certified employees shall be entitled to the following annual vacations with pay according to the years of experience and schedule fixed by the Superintendent of Schools. In each building, preference in choosing vacation days shall be given in descending order of the employees' length of employment in the District, except that if an employee is transferred to a different building, he or she shall have no right to disrupt the vacation schedules already set there for that school year.

1 to 3 years Two (2) weeks

4 to 10 years	Three (3) weeks
11 to 20 years	Four (4) weeks
21 years or over.....	Five (5) weeks

2. The annual vacation days that a non-certified employee is entitled shall be earned each month and shall be available as earned during each year of employment. Non-certified employees who are hired after July 1 shall have their vacation days prorated in accordance with Article XI.G.4.

3. Non-certified employees shall receive pay check(s) which accrue during vacation period prior to departure for vacation. Reasonable prior notice must be given to the BOARD Office.

4. Any non-certified employee hired between July 1 – January 31, shall be eligible for two (2) weeks vacation. Anyone hired February 1 – June 30 shall receive one (1) vacation day per month during the 1st year of employment.

5. Regardless of the four (4) day work week schedule during the summer recess period which is exclusive of Fridays, any vacation week approved for a member of the Secretarial Staff or the Custodial/Maintenance Staff during the summer shall be inclusive of Fridays, with staff members being charged a total of five (5) vacation days for any full week of vacation time taken during the summer. Any single days taken during the summer, e.g. sick, personal or vacation, or any other contractual leave day, will be charged to the employee at 1.25 per diem.

6. Custodial and maintenance employees shall not be allowed to use vacation days in the week preceding the beginning of the school year.

J. PART-TIME EMPLOYEES:

1. Twelve (12) month custodial employees, who work no more than twenty-five (25) hours per week, twelve (12) month secretarial employees, who work no more than twenty (20) hours per week, and Teacher Assistants who work less than thirty-five (35) hours per week shall be considered part-time employees.

2. Part-time employees shall be entitled to all contractual benefits and emoluments except health coverage.

3. In case of emergency, with notice to the ASSOCIATION, part-time employees may exceed the maximum twenty (20) or twenty-five (25) hours for Custodians and secretarial staff and thirty-five (35) hours for Teachers Assistants and not become eligible for health benefits.

4. If a part-time Custodian or clerk regularly exceeds the maximum number of hours for a period of three (3) months, they shall be considered full-time and shall become eligible for health benefits.

5. Newly hired part-time employees shall be placed on Step One of the respective custodial or secretarial salary guide. Any individual hired prior to January 1st of any year shall be moved to Step Two of the salary guide as of the following July 1st. Any individual hired after January 1st of any year shall remain on Step One of the salary guide as of July 1st. Newly hired part-time Teacher Assistants shall be placed on Level A of the salary guide. Any Teacher Assistant hired prior to January 1st of any year shall move across the salary guide one column. Any Teacher Assistant hired after January 1st shall remain at the same level of the salary guide.

6. Part-time custodial employees who were employed on or before June 30, 2014, who are hired for full-time positions shall be placed on the new salary guide. However, said employees may carry over any sick and personal days and shall receive credit for their years of service as part-time Custodians for accrual of any vacation and longevity only (and not salary guide placement) that they are otherwise eligible to receive. Part-time custodial employees hired after July 1, 2014 shall have their years of service prorated based on the full-time equivalent for purposes of their vacation entitlement.

K. PER DIEM EMPLOYEES:

1. The BOARD may hire per diem employees. Per diem employees may not work more than twenty (20) hours in any work week and shall be compensated as follows:

a) Any per diem employees who worked the equivalent of twenty (20) days during the 2010-2011 school year shall be compensated at a rate based on the first step of the custodial or secretarial guide and shall not be eligible for any contractual benefits or emoluments.

b) All other per diem employees, who did not work the equivalent of twenty (20) days during the 2010-2011 school year and all per diem employees hired after July 1, 2011, shall be compensated at Thirteen Dollars (\$13) per hour and shall not be eligible for any contractual benefits or emoluments.

2. A per diem employee may not work more than one hundred (100) days in any twelve (12) month period. A day shall be defined as eight (8) hours, which means that if a per diem employee works three (3) days, one (1) day at three (3) hours, one (1) day at three (3) hours, and one (1) day at two (2) hours, the per diem employee will have accrued one (1) day toward the maximum one hundred (100) days the per diem employee is permitted to work in a

twelve (12) month period. Any per diem person working more than thirty (30) consecutive days shall be then considered a part-time employee and shall be eligible for all benefits listed above.

L. EXTENDED ILLNESS:

In the event an employee is out of work due to an illness for an extended period of time, the BOARD may hire a per diem substitute for that employee. In this case, a per diem may work that employee's schedule (days and hours) until said employee is able to return to work or resigns from the District.

M. MANAGEMENT OF ACTIVITY FUND:

Any secretary required to manage the activity fund shall receive appropriate training, and the BOARD shall designate a secure location for the secretary to perform such duties. Each day, the Principal shall review and sign-off on that day's transactions.

ARTICLE XII:

EXTRA-CURRICULAR COMPENSATION

SEE APPENDICES VI & VII

ARTICLE XIII:

REMUNERATION FOR BEDSIDE INSTRUCTION—TEACHERS

A. Teachers engaged in Bedside Instruction authorized by the Superintendent of Schools shall be paid at the rate of Fifty Dollars (\$50) per hour.

B. Teachers engaged in Bedside Instruction of special handicapped students designated by the Child Study Team and approved by the Superintendent of Schools will be paid at the rate of Fifty-Five Dollars (\$55) per hour.

ARTICLE XIV:

REIMBURSEMENT FOR INCURRED EXPENSES—TEACHERS

A. The BOARD agrees to reimburse Teachers for reasonable expenses incurred while on assigned school business beyond the normal scope of employment. These expenses include, but are not necessarily restricted to:

1. Cost of seminars and workshops
2. Travel expenses for assigned visitations to other schools
3. Travel expenses for multiple school personnel
4. Tuition for courses taken specifically at the request of the BOARD.

B. Employees shall be reimbursed for approved travel expenses at the NJ OMB Rate.

C. Request for reimbursement shall be submitted to the Superintendent of Schools on the standard vouchers used by the BOARD and shall be itemized with bills attached.

D. Employees attending overnight trips shall be compensated Seventy-Five Dollars (\$75) per day for out-of-pocket expenses, except that an employee already collecting a stipend for such overnight trip pursuant to Appendix VI shall not be entitled to this payment in addition.

E. The BOARD shall pay any employee who is requested by the Administration to prepare and/or present a professional development seminar/workshop to employees of the BOARD.

1. Said seminar/workshop must be eligible for professional development hours and shall be governed by the rules and regulations of Title 6A of the New Jersey Administrative Code.

2. An employee shall receive Two Hundred Dollars (\$200) for the preparation of a particular seminar or workshop. Said payment shall only occur one (1) time for preparation of said particular seminar or workshop.

3. An employee shall receive One Hundred Dollars (\$100) per hour for the presentation of a seminar or workshop. Should the employee be requested to present the same seminar/workshop again, they shall be compensated again at the presentation rate of One Hundred Dollars (\$100) per hour.

ARTICLE XV:

POSITION OPENINGS

A. The Parties recognize that the assignment, transfer and promotion of personnel is management function vested, by law, exclusively in the BOARD, and that nothing in this Agreement shall be construed to derogate from the power and responsibility of the BOARD in regard to such matters. In order to assist the BOARD in performing this function, as well as to make available as many opportunities as possible for voluntary transfers and promotions within the school system, the Parties agree to the procedural provisions hereinafter set forth.

All openings, including promotions, extra-curricular positions, vacancies (except those occurring in regular classrooms), home teaching, regular summer school programs and newly created positions, shall be publicized by the Superintendent of Schools, in accordance with the following procedures:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the ASSOCIATION at the time of posting. Employees desiring to apply for such positions shall submit their application in the manner indicated in the notice.

2. During the summer period when school is not regularly in session, the Superintendent of Schools shall post a list of openings to be filled during the summer period at the Administration Office, in each school, and a copy of said notice shall be given to the Teachers and Teacher Assistants. Notice of promotional positions which become vacant during and are to be filled during the summer period shall be mailed or e-mailed to each Teacher and Teacher Assistant at the Teacher's and/or Teacher Assistant's address as filed with the Administration.

3. Notice of transfers or reassignment, which shall identify the school to which the Teacher is to be transferred or reassigned, shall be given to Teachers by May 31 of each school year. No later than August 1, transferred or reassigned Teachers shall be given notice of their new grade level and subject area.

4. The BOARD must notify all applicants for posted openings of its decision to hire within sixty (60) days of application deadline with its decision.

5. Transfer and Reassignment of Teacher Assistants. Involuntary transfers will be made only when conditions require it. The Teacher Assistant to be transferred shall be given every consideration possible as to available positions in the system. Seniority within the system shall be given consideration. In no event shall the final determination of the BOARD concerning an involuntary transfer or assignment be subject to the grievance procedure. Transfers and reassignments for positions that become open due to resignation or retirement shall be subject to the same posting requirements set forth elsewhere in this agreement.

ARTICLE XVI:
TEACHER EVALUATION

Article XVI.A through XVI.F Applicable to Certified Employees Only

A. 1. The Evaluation Procedures are governed by the TEACHNJ Act, located at N.J.S.A. 18A:6-117 et seq. and the applicable regulations located at N.J.A.C. 6A:10-1, et seq. All evaluations will be conducted in strict compliance of the language of the aforementioned statutes and regulations.

2. A written evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed.

3. The teacher shall acknowledge receipt of the Annual Performance Report within five (5) days of its receipt, a copy of said report shall be placed in the teacher's personnel file. In the event the teacher does not acknowledge receipt of the Annual Performance Report, a copy of said report shall be placed in his/her personnel file with the notation that the teacher failed to sign and return said report, provided, however, that a teacher who refuses to acknowledge receipt of his/her annual performance report may be subject to disciplinary action.

B. All monitoring or observance of the work performance of a teacher shall be conducted openly with full knowledge of the teacher. The use of eavesdropping, public address, audio systems and similar surveillance devices shall be strictly prohibited.

C. Teachers shall be evaluated by the Superintendent of Schools, Building Principals, Immediate Supervisor, Director or Assistant Principal.

1. "Immediate Supervisor" – (referred to Supervisor). If the Supervisor of any TEACHER is someone other than the Building Principal, or if a teacher serves in more than one building, the Superintendent of Schools shall provide each of these Teachers and the

ASSOCIATION with the name of the Administrator designated by him as the "Immediate Supervisor" no later than October 1st of that school year. Such notification shall be in writing.

2. No evaluation report submitted by any person other than the Superintendent, Building Principal, Immediate Supervisor, designated Supervisor, Director or Assistant Principal shall be valid and such invalid reports are not to be placed in any teacher's and employee's personnel file, or otherwise acted upon.

D. PRE-CONFERENCES

1. The teacher shall be responsible for making the supervisor aware of what the teacher is planning to teach.

2. The pre-observation conference shall be scheduled during the regular school day.

3. The purpose of the pre-observation conference is for both parties to become aware of the nature of the teaching-learning situation to be observed and evaluated.

4. A pre-conference, when required, shall occur within seven (7) teacher working days prior to the observation, not including the day of the observation.

E. A conference shall be held between the Immediate Supervisor and the teacher within fifteen (15) teacher working days following any formal or informal observation and prior to the submission of any evaluation report. At least one school day prior to the conference, the teacher shall be allowed to view or shall be given a copy of the report with scores. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted on without prior conference with the teacher. The teacher shall acknowledge that he or she has had the opportunity to review such materials by affixing his or her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the

contents thereof. The teacher shall also have the right to submit a written answer to such material and his or her answer shall be reviewed and signed by the Superintendent and attached to the file copy. The teacher being evaluated has the right to a copy of the signed evaluation.

1. A post-observation conference shall occur no more than fifteen (15) teacher working days following each observation.

2. The teacher shall submit his or her written objection(s) of the evaluation within ten (10) teacher working days following the conference. The objection(s) shall be attached to each party's copy of the annual written performance report.

3. Each teacher shall be observed at least three (3) times during each school year but not less than once during each semester. Every effort will be made to schedule the observations at least one (1) month between the time one evaluation is completed, including the post observation conference and submission of any responses, and the subsequent observation or evaluation.

4. The annual summary conference between supervisors and Teachers shall be held before the written performance report is filed. This conference shall include, but not be limited to, a review of the following:

- a) Performance of the teacher based upon the job description, and when applicable, the scores or evidence compiled using the teacher's evaluation rubric, including educator's practice instrument;

- b) The progress of the teacher toward meeting the objectives of the individual professional development plan, when applicable, the corrective action plan;

- c) Available indicators or scores of student achievement or growth, when applicable, such as student growth scores and student growth percentile scores; and

- d) The preliminary annual written performance report.
- 5. The teacher and the preparer of the annual written performance report shall sign the report within five (5) working days.
- 6. Teachers are to submit his or her written objections of the evaluation within ten (10) teacher working days following the conference. The objection shall be attached to each party's copy of the annual written performance report.
- 7. The content of the CAP shall replace the content of the annual PDP plan required for the individual teacher's professional development planning and implementation until the next annual summary conference.
 - a) If a CAP is created on or prior to September 15 of the academic year, the mid-year evaluation shall occur before February 15. If a CAP is created after September 15 of the academic year, the mid-year evaluation shall occur before the annual summary conference.
 - b) The teacher and his or her supervisor shall discuss the teacher's progress toward the goals outlined in the CAP during each post-observation conference.
- 8. A tenured teacher who has been observed at least three (3) times during the school year by the same supervisor may request that an additional observation be conducted by a supervisor other than the one who conducted the previous three (3) observations during the current evaluation period.
- 9. Training shall include detailed descriptions of all evaluation rubric components, including, when applicable, detailed descriptions of student achievement measures and all aspects of the educator practice instructions.

F. Prior to submission of an evaluation report, the Immediate Supervisor of a non-tenured teacher shall have had appropriate communication with said teacher regarding his or her performance, including, but not limited to:

1. Strengths of the teacher
2. Areas in need of improvement of the teacher
3. Specific suggestions as to measures which the teacher might take to improve his or her performance in each of the areas wherein the need of improvement is indicated.

G. No observations shall be conducted on half days or on Halloween.

ARTICLE XVII:

PERSONNEL FILES AND COMPLAINTS

A. A teacher or employee shall have the right, upon written request, to review the contents of his personnel file at a mutually agreed upon time within three (3) days after the request is made. An employee shall be entitled to have a representative of the SEA accompany him or her during such review.

B. Any complaints regarding a teacher or employee made to any member of the administration by any parent, student or other person, shall be promptly investigated. The teacher or employee involved shall be immediately informed of the complaint and the identity of the complainant, and shall have the right to be represented by the SEA at any meetings, or conferences, regarding such complaints.

C. No material derogatory to an employee's conduct, service, character or personality shall be placed in his or her personnel file unless the teacher had the opportunity to review the material. The teacher and employee shall acknowledge that he or she has had the

opportunity to review such material by affixing his or her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material, and his or her answer shall be reviewed and its receipt acknowledged by the Superintendent of Schools and attached to the file copy.

D. Final evaluation of a teacher or an employee upon termination of his or her employment shall be conducted prior to severance, and no documents, and/or other material, shall be placed in the personnel file of such employee after severance unless done in accordance with the procedures set forth in this Article.

E. The BOARD shall protect the confidentiality of personnel references, academic credentials, evaluations, and other similar documents in accordance with the law and administrative regulations.

ARTICLE XVIII:

NONRENEWAL OF NONTENURED EMPLOYEES

A. No later than May 15th of each year, the BOARD shall give to each non-tenured teacher, continuously employed since the preceding September 30th, either:

1. A written offer of a contract for employment for the succeeding year, or
2. A written notice that such employment shall not be offered.

B. Nothing in this section shall serve to curtail the option of the BOARD to decline to offer a renewal contract to a non-tenured teacher.

ARTICLE XIX:

SICK LEAVE

A. TEACHERS:

1. All Teachers employed shall be entitled to twelve (12) sick leave days each school year for personal illness. Unused sick leave shall be accumulated from year to year with no maximum limit.

2. Any employee who contracts a disease normally referred to as a childhood disease which results from employment in the Secaucus School System, shall receive full pay and shall not be required to use his/her accumulated sick days subject to the following:

a) Verification by the BOARD physician that said disease was contracted during the course of employment.

b) That the recovery period of this disease shall terminate upon the approval by the BOARD physician that the teacher can return to work.

3. Notice: A contracted attendance service shall be provided for an EMPLOYEE to report his or her unavailability for work. Failure of an employee to report his or her unavailability for work one (1) hour before the start of the workday shall result in loss of pay for said days.

4. Sick leave days taken before or after a school holiday or recess period shall require the employee to provide medical certification of their illness upon returning to work.

B. NON-CERTIFIED:

1. All non-certified employees, including Custodians and secretarial staff but excluding Teacher Assistants, covered by this Agreement shall be entitled to thirteen (13) sick

leave days each school year. Unused sick leave shall be accumulated from year to year with no maximum limit, except as otherwise provided below.

2. Notice: A contracted attendance service shall be provided for an employee to report his or her unavailability for work. Failure of an employee to report his or her unavailability for work at least one (1) hour before the start of the workday shall result in loss of pay for said days. Night custodial maintenance staff must report their unavailability for work no later than 12:00 PM noon.

3. Sick leave days taken before or after a school holiday or recess period shall require the employee to provide medical certification of their illness upon returning to work.

C. TEACHER ASSISTANTS

1. All Teacher Assistants employed shall be entitled to twelve (12) sick leave days each school year for personal illness. Unused sick leave shall be accumulated from year to year with no maximum limit.

2. Any Teacher Assistant who contracts a disease normally referred to as a childhood disease which results from employment in the Secaucus School System, shall receive full pay and shall not be required to use his/her accumulated sick days subject to the following:

a. Verification by the BOARD physician that said disease was contracted during the course of employment.

b. That the recovery period of this disease shall terminate upon the approval by the BOARD physician that the Teacher Assistant can return to work.

3. A contracted attendance service shall be provided for the Teacher Assistants to report their unavailability to work. Failure of a Teacher Assistant to report his/her

unavailability for work at least one (1) hour before the start of the school day shall result in loss of pay for said days.

4. Sick leave days taken before or after a school holiday or recess period shall require the employee to provide medical certification of their illness upon returning to work.

D. SICK LEAVE BANK

1. General Provisions

a. The BOARD shall implement a Sick Leave Bank (hereinafter referred to as "the Bank") to enable ASSOCIATION members who are entitled to sick leave under State law to draw needed days of sick leave in addition to any days to which they are otherwise entitled.

b. The contents of the Bank shall be only those leave days previously donated to the Bank by ASSOCIATION members.

c. Sick leave drawn from the Bank shall be treated for all purposes as if it were accrued sick leave time of the employee who receives it. For example, the BOARD shall bear the cost of a substitute for an employee who is using a day drawn from the Bank.

d. A teacher shall be eligible to participate in the Bank only after achieving tenure in the District. A teacher assistant, a member of the secretarial or custodial staff shall be eligible only after completing four years of continuous service in the District, with eligibility to begin during the open enrollment period of the fifth year of employment.

e. No employee shall be required to participate in the Bank.

2. Administration of the Bank

a. The Bank shall be administered by a committee (hereinafter referred to as "the Committee") that is comprised of three (3) persons selected by the BOARD and three (3) persons selected by the ASSOCIATION. The persons selected by the ASSOCIATION must be eligible to participate in the Bank.

b. The Committee shall maintain a current accounting of the Bank, to include members who are participating, days that have been withdrawn, and days that are currently on deposit.

c. Any sick days remaining in the Bank at the end of a school year shall be carried into the next year.

d. The Committee shall conduct a monthly review of the requests to withdraw days from the Bank. For any request which is approved, the Bank days shall be awarded retroactively to the first day on which the applicant was permitted to use such days, in accordance with the ten-day waiting period provided in this policy.

e. Should the Bank be dissolved, any days then remaining in the Bank shall be refunded to the ASSOCIATION members then participating in the Bank. Each such member shall be refunded an equal number of days, regardless of how many days he/she had contributed, except that no member shall be refunded more days than he/she contributed.

3. Participation in the Bank

a. The enrollment period for ASSOCIATION members to join the Bank shall be from September 1 to September 30 of the 1st year of eligibility only.

b. An Association member shall join the Bank by contributing two (2) sick days to the Bank at the time of his/her initial enrollment, and shall remain enrolled in the Bank by contributing at least one (1) sick day each year thereafter.

c. An ASSOCIATION member may cease participating in the Bank at any time by submitting written notice to the Committee. Such member shall not be refunded whatever sick days he/she had contributed and will no longer be eligible to participate in the Bank for the duration of the member's employment in the District.

4. Use of Bank Days

a. An ASSOCIATION member participating in the Bank may withdraw days from the Bank only after he/she has exhausted all the sick and personal days which he/she has accrued.

b. There shall be a waiting period of ten (10) days after an ASSOCIATION member has exhausted his/her sick and personal days before he/she may begin the use of Bank days. Such member shall not be entitled to pay during this period, but shall not forfeit whatever unpaid leave or other benefits may be available under Federal law for an employee who is absent due to his/her own illness.

c. Only ASSOCIATION members who participate in the Bank pursuant to the provisions of this Article shall be permitted to withdraw days from the Bank.

d. Bank days may be used for only catastrophic illness or accident, which shall be defined as a severe illness or accident requiring prolonged hospitalization or recovery, including but not limited to such conditions as cancer, leukemia, heart attack, or stroke. Such illness or accident must be substantiated by medical certification.

e. No days may be withdrawn from the Bank, whether by the employee who originally donated the day(s) or by any other employee, except as authorized by the Committee for the purpose of providing sick leave.

f. An ASSOCIATION member desiring to withdraw days from the Bank shall apply in writing to the Committee. If, in the judgment of a majority of the members of the Committee, the applicant's illness or accident meets the criteria specified in section 4(d) herein, the Committee shall submit the request to the Board, who shall arrange payment. The parties acknowledge that the decision of the Committee shall be final and binding and shall not be reviewable by a court or agency of competent jurisdiction or subject to the grievance procedure of this Agreement.

g. An ASSOCIATION member participating in the Bank may withdraw up to thirty (30) days pursuant to his/her initial application, and may thereafter apply to withdraw additional days, but no member shall be allowed to withdraw more than sixty (60) days in a school year.

ARTICLE XX:

PERSONAL BUSINESS LEAVES OF ABSENCE

A. TEACHERS:

1. Teachers shall be eligible for the following non-accumulative leaves of absence with full pay, each school year with the prior approval of the Superintendent of Schools, or his designated representative. Application for personal leave shall be made at least two (2) days before taking such leave (except in case of emergency). Teachers may take up to four (4) one-half personal days each school year, with the prior approval of the Superintendent of Schools, or his designated representative. Notice as herein set forth may be waived at the discretion of the Superintendent of Schools, or his designated representative.

a) Up to five (5) days at any one time in the event of death of a teacher's spouse, domestic partner, father, mother, child, grandchild, brother, sister, mother-in-law, father-in-law, stepparent who raised the employee, and stepchild whom the employee raised.

b) Up to two (2) days at any one time in the event of death of a teacher's grandparent, niece or nephew.

c) Up to four (4) days at any one time in the event of serious illness of a teacher's spouse, domestic partner, father, mother, child, grandchild, brother, sister, mother-in-law, father-in-law, stepparent who raised the employee, and stepchild whom the employee raised.

d) Up to five (5) days per school year for personal business. Any unused days will go into an unused personal day bank. The days may be accumulated year to year without a maximum limit. In the event an employee is ill and has used all their current and accumulated sick days, only then and only for that purpose may an employee use banked personal days. At the time of retirement or separation from employment with the District, all banked personal days will be compensated for at the rate of Fifty-Five Dollars (\$55) per day as follows:

- ◆ At least ten (10) years of service; up to fifty (50) personal days
- ◆ At least fifteen (15) years of service; up to seventy-five (75) personal days
- ◆ At least twenty (20) years of service; up to one hundred (100) personal days
- ◆ Twenty-five (25) years or more of service; up to one hundred twenty-five (125) personal days.

e) Teachers hired after July 1, 2017 shall not be eligible for a personal day bank. Any unused personal days shall be converted into an accumulated sick leave day but in no case to exceed a total of fifteen (15) sick days in any one year. Teachers hired after July 1,

2017 shall be able to bank two personal days per year to put in a personal bank for bonding leave up to a maximum of ten (10) days.

f) One (1) day per school year in the event of death of any other relative outside the immediate family as defined above. Additional time may be granted by the Superintendent upon request.

g) Time necessary for Teachers and non-certified employees called into temporary active duty of any unit in the United States Reserves, or the State National Guard, provided such obligations cannot be filled on days when school is not in session. A Teacher and Teacher Assistant shall be paid his or her regular pay in addition to any pay which he or she receives from the State or Federal government, up to a maximum of one (1) at any one (1) time.

B. NON-CERTIFIED:

1. All non-certified employees shall be eligible for the following temporary non-accumulative leaves of absence with full pay each school year with the prior approval of the Superintendent of Schools, or his/her designated representatives. Application to the Superintendent of Schools for temporary leave shall be made at least one (1) day prior to taking such leave for Custodians and secretarial staff and at least two (2) days prior to taking such leave for Teacher Assistants (except in case of emergency). Non-certified employees may take up to four (4) one-half personal days.

a) Up to five (5) days at any one time in the event of the death of an employee's spouse, domestic partner, father, mother, child, grandchild, brother, sister, mother-in-law, father-in-law, stepparent who raised the employee, and stepchild whom the employee raised.

b) Up to two (2) days at any one time in the event of death of a non-certified employee's grandparent, niece or nephew.

c) One (1) day per school year in the event of death of any other relative outside the immediate family as defined above. Additional time may be granted by the Superintendent upon request.

2. PERSONAL DAYS

a) Up to five (5) days per contract year for personal business for Custodians and secretarial staff and up to four (4) days per contract year for personal business for Teacher Assistants. Any unused days will go into an unused personal day bank. In the event a non-certified employee is ill and has used all of his or her current and accumulated sick days, only then and only for that purpose may a non-certified employee use banked personal days. At the time of retirement or separation from employment with the District, all banked personal days will be compensated for at the rate of Fifty-Five Dollars (\$55) per day for Custodians and secretarial staff and Thirty-Two Dollars (\$32) per day for Teacher Assistants as follows:

- ◆ At least ten (10) years of service; up to fifty (50) personal days
- ◆ At least fifteen (15) years of service; up to seventy-five (75) personal days
- ◆ At least twenty (20) years of service; up to one hundred (100) personal days
- ◆ Twenty-five (25) years or more of service; up to one hundred twenty-five (125) personal days.

Non-certified employees hired after July 1, 2017 shall not be eligible for a personal day bank. Any unused personal days shall be converted into an accumulated sick leave day but in no case to exceed a total of fifteen (15) sick days in any one

year. Non-certified employees hired after July 1, 2017 shall be able to bank two personal days per year to put in a personal bank for bonding leave up to a maximum of ten (10) days.

b) Up to four (4) days in any contract year in the event of a serious illness of a non-certified employee's spouse, domestic partner, parent, child, grandchild, brother, sister, mother/father-in-law, stepparent who raised the employee, and stepchild whom the employee raised.

ARTICLE XXI:

EXTENDED LEAVES OF ABSENCE—TEACHERS

A. A leave of absence without pay of up to two (2) years shall be granted to any teacher who joins the Peace Corps, VISTA, National Teacher Corps or service as an exchange teacher or overseas teacher, and is full-time participant in either of such programs or accepts a Fulbright Scholarship.

B. Military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States for the period of said services and three (3) months thereafter, or three (3) months after recovery from any wound or sickness at time of discharge.

C. MATERNITY LEAVE

Maternity leave without pay shall be granted by the BOARD in accordance with the following procedure:

1. All initial requests for and requests for extensions or reductions for maternity leave shall be made in writing to the Superintendent.

2. All Teachers may request maternity leave. She shall advise the Superintendent of the anticipated date of delivery of the child and of any revisions in such date which may come to her knowledge.

3. The teacher must submit a request for maternity leave no later than sixty (60) days prior to the date when she would like the leave to commence. The commencement date of the pregnancy leave shall be determined by taking into account the needs of the District and the physical ability of the teacher to continue teaching.

4. The presumptive period of disability begins four (4) weeks before the anticipated date of delivery and four (4) weeks following the actual date of delivery. During this time, a teacher is entitled to utilize sick days, to the extent available, for those days when school is in session. Thus, absent a physician's certification to the contrary, a teacher is presumed unable to work only during that time period. However, a teacher may select to work through this period and select a maternity leave date any time between the presumptive period and the actual date of delivery.

5. Any pregnancy leaves of absence granted to a non-tenured teacher shall not extend beyond the end of the academic school year in which the leave is applied for and obtained.

D. BONDING LEAVE

Following the presumptive period of disability, a teacher is eligible to take an unpaid leave of absence under the federal Family and Medical Leave Act ("FMLA"), with a continuation of medical benefits, for bonding purposes, up to a maximum of twelve (12) weeks taken in week-long increments. Such leave of absence for bonding is covered under the FMLA and the New Jersey Family Leave Act ("NJFLA"), which run concurrently to care for the birth or adoption of

a child. Teachers shall not be permitted to utilize sick leave for bonding purposes since sick leave may only be used for a teacher's own personal disability. However, Teachers are permitted to utilize any available annual personal days or days in their personal day bank as described in subparagraph 3 of this Paragraph D.

1. Any teacher, may in the case of a birth of a child, or in the case of adoption by such teacher of a child six (6) years of age or under, or if the child is more than six (6) years of age where special circumstances require, apply for leave for bonding purposes, provided that:

a) In cases of where both the husband and wife are Teachers in this School System, only one of said persons may apply for such leave.

b) In the cases of a female teacher the application for bonding leave shall be made to become effective immediately following her disability leave and any FMLA/NJFLA leave or within the period prescribed by federal or state law.

2. All initial requests for, and requests for extensions or reductions for bonding leave must be made in writing to the Superintendent and the initial request shall be filed at least three (3) months before the anticipated birth or adoption of the child, and in any event, no later than April 30. In the event unforeseen circumstances occur within such request period which necessitate a late request by a teacher for bonding leave, the specific request period shall be waived, provided the teacher makes a request for such leave immediately upon learning of the unforeseen occurrence.

3. A teacher shall be permitted to use up to twenty (20) consecutive existing banked personal days in connection with the birth or adoption of a child. These days shall run

consecutive following any sick days, which are used during the disability phase as set forth under Article XIX.C.7

4. Bonding leave shall be granted for a period of up to the end of the academic year in which the child is born or adopted, and such leave shall upon the request of the teacher, be extended for one (1) additional academic school year. However, a tenured teacher may request approval from the BOARD for another year of bonding leave based on extraordinary circumstances. The BOARD shall consider each request on a case by case basis and the BOARD's denial shall not be arbitrary, capricious or unreasonable

5. A teacher on leave shall notify the Superintendent no later than April 30 of the last year of such leave in the event she chooses not to return to teaching in the District. Request for extension of such leaves must be made at least three (3) months prior to the commencement of such extended leave period, and in any event no later than April 30.

a) In the event unforeseen circumstances occur within such request period which necessitate a late request by a teacher for extension of a bonding leave, the specified period may be waived, providing the teacher makes application for such extension immediately upon learning of the unforeseen occurrence. Unless the bonding leave is a continuation of a disability leave, it is not anticipated that the bonding leave will be permitted to commence during the first month of the academic school year but that such leave, if requested to take effect during such first month, will commence at the start of the academic school year. A teacher requesting bonding leave will normally not be permitted to return to the School System following such leave during the last month of any academic school year.

6. When a teacher who has been granted a bonding leave returns to the system, such teacher may be assigned to any position decided upon by the Superintendent so

long as such assignment is within the certification of such TEACHER; the purpose of such assignment is not to interfere with or disrupt the instruction of the pupils particularly when such pupils may have commenced their instruction with another TEACHER who was assigned to such pupils at the start of the academic year.

7. The BOARD may set reasonable conditions for the granting of the bonding leave, including requirement that the teacher receiving such leave not accept full-time employment during all or part of the bonding leave which would interfere with the purpose of such leave. Per diem substitute teaching will be permitted.

8. Any bonding leave granted to a non-tenure teacher shall not extend beyond the end of the academic year for which the disability leave is granted.

9. Any teacher who had applied for and received bonding leave may reapply for permission to return to employment during the academic school year for which such leave was granted and such leave may thereupon be terminated by the BOARD in its sole discretion.

10. All unpaid leaves of absence shall be without the benefit of experience increment credit.

11. Upon return from leave granted pursuant to Section C of this Article, a teacher shall be considered as if he/she was actively employed by the BOARD during the sick leave and shall be placed on the salary schedule according to the procedure outlined in Article IX of this Agreement only if that teacher worked five (5) or more months in that given school year or as required by law.

12. All extensions or renewals of leaves shall be applied for and granted or denied in writing by the appropriate Parties.

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

F. Any leave of absence without pay shall be deducted at the rate of 1/200 of the TEACHER's annual salary and shall be without medical benefits.

ARTICLE XXII:

SABBATICAL LEAVE

A. In the event that legislation shall be enacted during the term of this Agreement by the State of New Jersey establishing a mandatory policy for Sabbatical Leave for school districts, both Parties agree to amend this Agreement to include the provision set forth in such legislation.

B. Such amendment shall take effect on the same date that such legislation is enacted.

ARTICLE XXIII:

AIDES

Aides will be provided no later than September 1. Their qualifications, duties, responsibilities, and assignments will be established by the Superintendent.

ARTICLE XXIV:

INSURANCE PROTECTION

A. The BOARD agrees to provide its full-time employees full health, prescription and dental benefits. Health Benefits shall be provided through the School Employees' Health Benefits Program (hereinafter referred to as "SEHBP"). Effective January 1, 2018, the base plan for all eligible employees and their dependents shall be Direct 15.

B. Employees who receive healthcare insurance protection from the BOARD shall contribute toward the premium cost of said health insurance in accordance with N.J.S.A. 18A:16-17 or any other applicable State law. The employee's contribution to the cost of premiums shall be deducted from the employee's salary and paid, in equal installments, in accordance with the payroll schedule. The BOARD shall make payment for the remainder of the premium costs to provide coverage for the full twelve (12) month period, to insure uninterrupted participation and coverage.

C. Employee Waiver of Coverage. Providing that the employee can show proof of health insurance coverage through another source, the employee may waive said coverage provided in Article XXII.A above.

1. In that event, the employee will receive compensation of twenty-five percent (25%) of the amount saved by the BOARD resulting from the employee's waiver of coverage less One Thousand Dollars (\$1,000) or Four Thousand Dollars (\$4,000), whichever is less. Such compensation shall be paid twice each school year, with the final paycheck in January and the final paycheck in June.

2. The BOARD will establish a Section 125 Plan for the waiver of coverage offered in Paragraph 1 above.

3. An employee who wishes to resume coverage shall notify the BOARD in writing and file a declaration with the BOARD and/or the insurance carrier, in such form as the BOARD and/or the insurance carrier shall prescribe, that the waiver is revoked.

D. In the first year of employment, all employees shall be eligible for enrollment in a full family health benefits plan and prescription drug plan administered by the School Employees' Health Benefits Program, which shall cover the staff member and his/her

dependents, and in the second year of employment, all employees shall be eligible for enrollment in the District dental plan.

E. Part-time status. Part-time employment for an employee shall not count towards time served under this Article.

e.g. An individual, working four (4) years part-time and two (2) years full-time shall only receive benefits according to the schedule for a two (2) year employee.

F. Employees hired between July 1 and January 31 of any year shall be considered to have completed a full year and shall be eligible for the next level of benefits offered in the schedule indicated in Article XXII section 2 as of the following July 1.

G. Employees hired between February 1 and June 30 shall be considered to have completed a full year and shall be eligible for the next level of benefits offered in the schedule indicated in Article XXII section 2 as of the following February 1.

e.g. An employee hired October 1 shall be eligible for the next level of benefits on July 1. An employee hired March 1 shall be eligible for the next level of benefits on February 1.

ARTICLE XXV:

MISCELLANEOUS PROVISION

As professional people, Teachers, in the best interest of the school system and the children whom they serve, may wish to perform beyond their minimal requirements of their employment agreement. Any such voluntary performance shall not derogate any of the employment rights and privileges contained in this Agreement.

ARTICLE XXVI:

MODIFICATION OF AGREEMENT

This Agreement may be modified during the term of the Agreement only by mutual agreement between the Parties. Any modification agreed upon shall be reduced to writing, signed by authorized representatives of both Parties, and shall become an addendum to this Agreement after approval by the BOARD and the ASSOCIATION.

ARTICLE XXVII:

JUST CAUSE PROVISION

No EMPLOYEE may be discharged, disciplined or reduced in compensation except for just cause. Any such action asserted by the BOARD or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

ARTICLE XXVIII:

SEVERABILITY CLAUSE

If any provision of this Agreement or the application of such provision to any person or circumstance, shall be held invalid, the remainder of this Agreement or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

ARTICLE XXIX:

REPRESENTATION

A. REPRESENTATION FEE:

If an employee does not become a member of the ASSOCIATION during any membership year, (i.e. from September 1 to the following August 31) which is covered in whole

or in part by this Agreement, said employee will be required to pay a representative fee to the SEA for that membership year. The purpose of this fee will be to effect the employee's per capita cost of services rendered by the SEA as majority representative. Nothing herein shall be construed or implied to encourage or require, or to discourage, membership in the SEA by any employee.

B. CERTIFICATION OF FEE:

1. AMOUNT

Prior to the beginning of each membership year, the SEA will notify the BOARD and each non-member employee in writing of the amount of the regular membership dues charged by the SEA to its own members for that membership year. The representation fee to be paid by non-members will be equal to eighty-five percent (85%) of that amount, provided that the representation fee for non-members who begin their employment in bargaining unit positions after January 1 will only be fifty percent (50%) of the regular representation fee.

2. MAXIMUM FEE

In order to adequately offset the per capita cost of services rendered by the SEA as majority representative, the representation fee should be equal in the amount to the regular membership dues charged by the SEA to its own members, and the representation fee has been set at eighty-five percent (85%) of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be adjusted to the maximum allowed, said adjustment to become effective as of the beginning of the SEA membership year immediately following the effective date of the change.

C. DEDUCTION PROCEDURE:

1. NOTIFICATION

Prior to November of each year, the SEA will submit to the BOARD a list of those employees who have neither become members of the SEA for the then current membership year nor for that membership year. The BOARD will deduct from the salaries of such employees, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the SEA.

2. PAYROLL DEDUCTION SCHEDULE

The BOARD will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deduction will begin with the first paycheck paid:

a) Fifteen (15) days after receipt of the aforesaid list by the BOARD,

or

b) Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously agreed in a bargaining unit position and continued in the employ of the BOARD in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck fifteen (15) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

3. TERMINATION

If an employee who is required to pay a representation fee terminates his or her employment with the BOARD before the SEA has received the full amount of the representation fee to which it is entitled under this Article, the BOARD will deduct the unpaid

portion of the fee from the last paycheck to said employee during the membership year in question.

4. MECHANICS OF DEDUCTION AND TRANSMISSION OF FEES

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

5. CHANGES

The SEA will notify the BOARD in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deduction made more than fifteen (15) days after the BOARD receives said notice.

D. INDEMNIFICATION AND SAVE-HARMLESS PROVISION:

1. LIABILITY

The SEA agrees to indemnify and hold the BOARD harmless against any liability which may arise by reason of any claim, demand or action presented to or against the BOARD by reason of its complying with the provision of this Article or by reason of any alleged conduct or omission of the SEA of New Jersey Education Association, provided that:

a) The BOARD gives the SEA timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

b) The SEA shall participate fully in the defense of such claim, demand, suit or other form of liability and will cooperate fully with the SEA in gathering

evidence, securing witnesses, and in all other aspects of said defense. Nothing herein contained shall in any way diminish the BOARD'S right to take such legal and factual positions as it deems proper, including the right to challenge the legality and constitutionality of the "Agency Shop" or all or any part of the statute authorizing same.

2. EXCEPTION

It is expressly understood that Paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the BOARD or the BOARD'S imperfect execution of the obligation imposed upon it by this Article.

3. ILLEGALITY

In the event that any provision of this Agreement relating to the Agency Shop, or of the relevant statute, shall be adjudicated unlawful or unconstitutional, this entire portion of the Agreement shall be null and void. The provisions hereof shall not be severable.

ARTICLE XXX:

RETIREMENT/UNUSED SICK LEAVE DAYS

A. RETIREMENT PLANS – TEACHERS:

1. TEACHERS' PENSION AND ANNUITY FUND

Any certificated person, under sixty (60) years of age, appointed as a member of the regular teaching or professional staff of a public school system in New Jersey shall be required to enroll in the Teachers' Pension and Annuity Fund as a condition of his employment.

2. RETIREMENT SEPARATION COMPENSATION

Every employee may accumulate sick leave days annually to the maximum allowable under the statutes during his/her employment. Upon retirement, the employee shall receive separation compensation according to the following formula:

a) TEACHERS. Accumulated sick leave days – at Fifty Dollars (\$50) per day, up to a maximum of Sixteen Thousand Two Hundred Fifty Dollars (\$16,250) for Teachers who commenced employment with the BOARD before May 21, 2010. For Teachers who commenced employment with the BOARD on or after May 21, 2010, accumulated sick leave days shall be paid at Fifty Dollars (\$50) per day, up to a maximum of Fifteen Thousand Dollars (\$15,000), in accordance with N.J.S.A. 18A:30-3.6.

b) NON-CERTIFIED EMPLOYEES (CUSTODIANS AND SECRETARIAL STAFF). Accumulated sick leave days – at Fifty Dollars (\$50) per day, up to a maximum of Sixteen Thousand Two Hundred Fifty Dollars (\$16,250) for non-certified employees who commenced employment with the BOARD before May 21, 2010. For non-certified employees who commenced employment with the BOARD on or after May 21, 2010, accumulated sick leave days shall be paid at Fifty Dollars (\$50) per day, up to a maximum of Fifteen Thousand Dollars (\$15,000), in accordance with N.J.S.A. 18A:30-3.6.

c) NON-CERTIFIED EMPLOYEES (TEACHER ASSISTANTS). Upon actual age service retirement under the Public Employees Retirement System, the Teacher Assistant shall receive separation compensation according to the following formula: Accumulated sick leave days – at Thirty-Two Dollars (\$32) per day, up to a maximum of Fifteen Thousand Dollars (\$15,000), in accordance with N.J.S.A. 18A:30-3.6.

d) At the start of any work year, all unit employees shall, in addition to any accumulated time, be granted and allowed to use all annual sick and personal days, as provided by this Agreement during the course of that work year. Any employee whose employment terminates at the end of a school year shall be compensated for all accumulated and unused sick and personal days as provided by this Agreement. Should an employee terminate his/her employment any time prior to the end of a current school year the following conditions apply: any unused personal days, annual or accumulated shall be compensated at the rate provided by this Agreement; any accumulated sick days shall be compensated at the rate provided by this Agreement; any unused annual sick days shall be prorated for the purpose of compensation as provided for under this Agreement. 10-Month employees prorated at a rate of 1.2 days per month worked and 12-Month employees prorated at a rate of 1.1 days per month worked, e.g. a 10-Month employee leaving January 1 shall be entitled to compensation for 4.8 days at the rate provided by this Agreement.

In the event of the death of an employee while in active service of the District, the benefits provided in this section shall be payable to his/her beneficiary or estate.

ARTICLE XXXI:

TUITION PROGRAM

The BOARD shall offer availability of a tuition program for out-of-town Teachers who were employed prior to June 30, 2011 to enroll their children in the Secaucus School System at the tuition of Two Thousand One Hundred Dollars (\$2,100) per year. For additional children, tuition will be One Thousand Six Hundred Dollars (\$1,600) per year each. Out-of-town Teachers who are hired after June 30, 2011 will be allowed to enroll their children in the Secaucus School System for Three Thousand Six Hundred Dollars (\$3,600) per year. For

additional children, tuition will be Two Thousand Six Hundred Dollars (\$2,600) per year each. Out-of-town Teachers who are hired after July 1, 2017 will be allowed to enroll their children in the Secaucus School System for Three Thousand Seven Hundred Fifty Dollars (\$3,750) per year. For additional children, tuition will be Two Thousand Seven Hundred Fifty Dollars (\$2,750) per year each. For the pre-kindergarten program tuition shall be paid at the rate paid by residents. Admission to the pre-kindergarten program shall be available only if space is available after all eligible resident children are admitted. This tuition package does not include transportation; nor, in the case of a Special Education child, is the BOARD responsible for outside the District costs or transportation.

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

ATTEST:

SECAUCUS BOARD OF EDUCATION



Grace Yeo
Business Administrator/
Board Secretary



Joseph Lewis
Board President

ATTEST:

SECAUCUS EDUCATION ASSOCIATION



Allison Urbanovich
S.E.A. Secretary



Kristin Backiel
S.E.A. President

GRIEVANCE REPORT

Name of
Grievant: _____

Position: _____

State of Grievance:

C. Matter grieved, (including specific provision of agreement, BOARD policy or administrative regulations involved).

D. Date of Occurrence:

E. Relief Sought:

Signature of Grievant

Date

Disposition by Principal or Superior:

Signature of Principal or Superior

Date

APPENDIX I:

SECAUCUS TEACHERS' 2022-2023 SALARY GUIDE

STEP	BA	BA 15	BA 30	MA	MA 15	MA 6th Yr
1	60,709	61,859	63,079	64,404	65,574	68,219
2	60,909	62,059	63,279	64,604	65,774	68,419
3	61,109	62,259	63,479	64,804	65,974	68,619
4	61,309	62,459	63,679	65,004	66,174	68,819
5	61,549	62,699	63,919	65,244	66,414	69,059
6	61,899	63,049	64,269	65,594	66,764	69,409
7	62,224	63,374	64,594	65,919	67,089	69,734
8	62,424	63,574	64,794	66,119	67,289	69,934
9	62,999	64,149	65,369	66,694	67,864	70,509
10	64,463	65,613	66,833	68,158	69,328	71,973
11	65,277	66,427	67,647	68,972	70,142	72,787
12	66,187	67,337	68,557	69,882	71,052	73,697
13	66,391	67,541	68,761	70,086	71,256	73,901
14	66,594	67,744	68,964	70,289	71,459	74,104
15	68,089	69,239	70,459	71,784	72,954	75,599
16	74,000	75,150	76,370	77,695	78,865	81,510
17	80,411	81,561	82,781	84,106	85,276	87,921
18	87,523	88,673	89,893	91,218	92,388	95,033
19	95,049	96,199	97,419	98,744	99,914	102,559
20	103,801	104,951	106,171	107,496	108,666	111,311
21	113,595	114,745	115,965	117,290	118,460	121,105

Notes:

1. A Teacher who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
2. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
3. Compensation paid to the S.A.I.L.; the Media Academy, the Special Education Transition; and the Career Exploration and Internship Program Coordinators are subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

APPENDIX II:

SECAUCUS TEACHERS' 2023-2024 SALARY GUIDE

STEP	BA	BA 15	BA 30	MA	MA 15	MA 6th Yr
1	61,000	62,150	63,370	64,695	65,865	68,510
2	61,500	62,650	63,870	65,195	66,365	69,010
3	62,000	63,150	64,370	65,695	66,865	69,510
4	63,049	64,199	65,419	66,744	67,914	70,559
4	63,049	64,199	65,419	66,744	67,914	70,559
5	63,399	64,549	65,769	67,094	68,264	70,909
6	63,724	64,874	66,094	67,419	68,589	71,234
7	64,000	65,150	66,370	67,695	68,865	71,510
8	65,199	66,349	67,569	68,894	70,064	72,709
9	67,310	68,460	69,680	71,005	72,175	74,820
9	67,310	68,460	69,680	71,005	72,175	74,820
10	68,387	69,537	70,757	72,082	73,252	75,897
11	68,689	69,839	71,059	72,384	73,554	76,199
11	68,689	69,839	71,059	72,384	73,554	76,199
12	74,006	75,156	76,376	77,701	78,871	81,516
13	80,417	81,567	82,787	84,112	85,282	87,927
14	87,529	88,679	89,899	91,224	92,394	95,039
15	96,000	97,150	98,370	99,695	100,865	103,510
16	105,000	106,150	107,370	108,695	109,865	112,510
17	115,595	116,745	117,965	119,290	120,460	123,105

Notes:

1. A Teacher who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
2. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
3. Compensation paid to the S.A.I.L.; the Special Education Transition; and the D.I.S.C.O.V.E.R. Coordinator; School Based Enterprise Coordinator, and the Professional Development Coordinator are subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

APPENDIX III:

SECAUCUS TEACHERS' 2024-2025 SALARY GUIDE

STEP	BA	BA 15	BA 30	MA	MA 15	MA 6th Yr
1	61,700	62,850	64,070	65,395	66,565	69,210
2	61,900	63,050	64,270	65,595	66,765	69,410
3	62,400	63,550	64,770	66,095	67,265	69,910
4	63,150	64,300	65,520	66,845	68,015	70,660
5	64,199	65,349	66,569	67,894	69,064	71,709
5	64,199	65,349	66,569	67,894	69,064	71,709
6	64,549	65,699	66,919	68,244	69,414	72,059
7	64,874	66,024	67,244	68,569	69,739	72,384
8	66,200	67,350	68,570	69,895	71,065	73,710
9	67,399	68,549	69,769	71,094	72,264	74,909
10	69,510	70,660	71,880	73,205	74,375	77,020
10	69,510	70,660	71,880	73,205	74,375	77,020
11	70,587	71,737	72,957	74,282	75,452	78,097
12	74,016	75,166	76,386	77,711	78,881	81,526
12	74,016	75,166	76,386	77,711	78,881	81,526
13	80,428	81,578	82,798	84,123	85,293	87,938
14	87,540	88,690	89,910	91,235	92,405	95,050
15	96,011	97,161	98,381	99,706	100,876	103,521
16	105,011	106,161	107,381	108,706	109,876	112,521
17	117,395	118,545	119,765	121,090	122,260	124,905

Notes:

1. A Teacher who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
2. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
3. Compensation paid to the S.A.I.L.; the Special Education Transition; and the D.I.S.C.O.V.E.R. Coordinator; School Based Enterprise Coordinator, and the Professional Development Coordinator are subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

APPENDIX IV:

SECAUCUS TEACHERS' 2025-2026 SALARY GUIDE

STEP	BA	BA 15	BA 30	MA	MA 15	MA 6th Yr
1	62,600	63,750	64,970	66,295	67,465	70,110
2	62,800	63,950	65,170	66,495	67,665	70,310
3	63,300	64,450	65,670	66,995	68,165	70,810
4	64,350	65,500	66,720	68,045	69,215	71,860
5	65,399	66,549	67,769	69,094	70,264	72,909
5	65,399	66,549	67,769	69,094	70,264	72,909
6	65,749	66,899	68,119	69,444	70,614	73,259
7	67,074	68,224	69,444	70,769	71,939	74,584
8	68,400	69,550	70,770	72,095	73,265	75,910
9	69,599	70,749	71,969	73,294	74,464	77,109
10	71,710	72,860	74,080	75,405	76,575	79,220
10	71,710	72,860	74,080	75,405	76,575	79,220
11	74,816	75,966	77,186	78,511	79,681	82,326
12	80,433	81,583	82,803	84,128	85,298	87,943
12	80,433	81,583	82,803	84,128	85,298	87,943
13	88,340	89,490	90,710	92,035	93,205	95,850
14	96,511	97,661	98,881	100,206	101,376	104,021
15	106,000	107,150	108,370	109,695	110,865	113,510
16	119,095	120,245	121,465	122,790	123,960	126,605

Notes:

1. A Teacher who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.
2. Longevity starts after completion of 17 years of service in the District and is not reflected in the salary guides.
3. Compensation paid to the S.A.I.L.; the Special Education Transition; and the D.I.S.C.O.V.E.R. Coordinator; School Based Enterprise Coordinator, and the Professional Development Coordinator are subject to pension deductions for retirement credit because it is included as part of the Coordinator's regular paycheck and represents duties not addressed in the Coordinator's base compensation that are integral to the effective functioning of the school curriculum. Coordinator stipends are as follows: Step 1, \$7500; Step 2, \$8250; Step 3, \$9000.

Teachers' Salary Guide Advancement Chart

BASE		YEAR 1		Year 2		YEAR 3
2022-23		2023-24		2024-25		2025-26
				1		1
1	----->	1	----->	2	----->	2
2	----->	2	----->	3	----->	3
3	----->	3	----->	4	----->	4
4	----->	4	----->	5	----->	5
5	----->	4	----->		----->	
6	----->	5	----->	6	----->	6
7	----->	6	----->	7	----->	7
8	----->	7	----->	8	----->	8
9	----->	8	----->	9	----->	9
10	----->	9	----->	10	----->	10
11	----->	9	----->		----->	
12	----->	10	----->	11	----->	11
13	----->	11	----->	12	----->	12
14	----->	11	----->		----->	
15	----->	12	----->	13	----->	13
16	----->	13	----->	14	----->	14
17	----->	14	----->	15	----->	15
18	----->	15	----->	16	----->	16
19	----->	16	----->	17	----->	
20	----->	17	----->		----->	
21	----->		----->		----->	

APPENDIX V:

NON-CERTIFIED EMPLOYEES 2023-2026 SALARY GUIDE

CUSTODIANS LEVEL I				
STEP	2022-23	2023-24	2024-25	2025-26
1	50,347	51,297	52,297	53,447
2	50,397	51,347	52,497	53,497
3	50,597	51,397	52,547	53,697
4	50,647	51,597	52,597	53,747
5	50,697	51,647	52,797	53,797
6	50,897	51,697	52,847	53,997
7	51,097	51,897	52,897	54,047
8	51,297	52,097	53,097	54,097
9	51,497	52,297	53,297	54,297
10	51,697	52,497	53,497	54,497
11	53,628	53,633	53,638	54,697
12	63,429	64,629	66,029	67,429

CUSTODIANS LEVEL II				
STEP	2022-23	2023-24	2024-25	2025-26
1	61,130	62,080	63,230	64,380
2	61,180	62,130	63,280	64,430
3	61,230	62,180	63,330	64,480
4	61,280	62,230	63,380	64,530
5	61,330	62,280	63,430	64,580
6	61,380	62,330	63,480	64,630
7	61,580	62,380	63,530	64,680
8	61,780	62,580	63,580	64,730
9	61,980	62,780	63,780	64,780
10	62,938	63,038	63,980	64,980
11	72,857	74,157	75,557	76,957

CUSTODIANS LEVEL III				
STEP	2022-23	2023-24	2024-25	2025-26
1	70,456	71,406	72,556	73,706
2	70,506	71,456	72,606	73,756
3	70,556	71,506	72,656	73,806
4	70,606	71,556	72,706	73,856
5	70,656	71,606	72,756	73,906
6	70,706	71,656	72,806	73,956
7	70,756	71,706	72,856	74,006
8	71,506	71,756	72,906	74,056
9	71,706	72,506	72,956	74,106
10	71,930	72,706	73,706	74,156
11	75,882	75,887	75,892	75,897
12	85,965	87,365	88,765	90,165

FULL-TIME CUSTODIANS SALARY GUIDE (HIRED AFTER JUNE 30, 2014)

CUSTODIANS				
STEP	2022-23	2023-24	2024-25	2025-26
1	49,979	50,929	52,079	53,229
2	50,029	50,979	52,129	53,279
3	50,079	51,029	52,179	53,329
4	50,129	51,079	52,229	53,379
5	50,179	51,129	52,279	53,429
6	50,229	51,179	52,329	53,479
7	50,279	51,229	52,379	53,529
8	50,803	51,279	52,429	53,579
9	51,483	51,803	52,479	53,629
10	52,865	52,965	53,003	53,679
11	55,205	56,405	57,805	59,205

Note: The above guide applies only to full-time Custodians hired after June 30, 2014

35 HOUR SECRETARIAL SALARY GUIDE

35 HOUR SECRETARIAL				
STEP	2022-23	2023-24	2024-25	2025-26
1	47,377	48,327	49,477	50,627
2	47,427	48,377	49,527	50,677
3	47,477	48,427	49,577	50,727
4	47,527	48,477	49,627	50,777
5	47,577	48,527	49,677	50,827
5A	47,627	48,577	49,727	50,877
6	47,677	48,627	49,777	50,927
6A	47,877	48,677	49,827	50,977
7	48,077	48,877	49,877	51,027
8	48,277	49,077	50,077	51,077
9	48,511	51,000	51,177	51,277
10	52,001	53,000	54,000	54,500
11	57,175	57,180	57,680	58,180
12	62,105	63,000	63,005	63,505
13	68,715	68,720	68,725	68,730
14	72,050	73,350	74,750	76,150

NOTE: Longevity is not reflected in the above guide.

TEACHING ASSISTANTS

LEVEL	2022-2023	2023-2024	2024-2025	2025-2026
A	37,210	38,510	39,910	41,310
B	38,640	39,940	41,340	42,740
C	39,450	40,750	42,150	43,550

NOTE: All Teacher Assistants hired before July 1, 2011 were placed on guide effective July 1, 2011, and such compensation shall be considered base pay. Teacher Assistants hired on or after July 1, 2011 shall be placed on Level A of the salary guide. Any individual hired prior to January 1st of any year shall move across the salary guide one column. Any individual hired after January 1st shall remain at the same level of the salary guide.

APPENDIX VI:
EXTRA-CURRICULAR NON-COACHING STIPENDS

<u>POSITION</u>	<u>2023-2026</u>
ACTIVITY FUND TREASURER	\$1,900
AMERICAN TECH. HON. SOC.	\$1,450
ANIME	\$500
ART SHOW & JUDGING	\$950
ART CLUB	\$1,500
BOY'S CIRCLE	\$1,600
BUILDERS CLUB	\$1,300
BUSINESS CLUB	\$1,400
CHALLENGE CLUB (max 2 sessions/year unless approval of the Superintendent is obtained)	\$1,600
CHARACTER EDUCATION	\$1,150
CHESS CLUB	\$750
CLASS ADVISOR 6 TH GRADE	\$900
CLASS ADVISOR 7 TH GRADE	\$1,000
CLASS ADVISOR 8 TH GRADE	\$1,150
COMPUTER CLUB	\$2,000
COMPUTER TECH	\$2,100
CONSTRUCT-IT CLUB	\$500/school
DISTRICT SCIENCE FAIR COOR.	\$1,125
DANCE CLUB	\$1,500
DRAMA CLUB	\$2,900
ELEMENTARY ANNUAL	\$1,000
ELEMENTARY CONCERT BAND	\$2,575
ELEMENTARY CHORUS – GRADES 4 & 5	\$2,575
ELEMENTARY DANCE CLUB	\$1,500
ELEM. ENVIRONMENTAL TRIP CHAP.	\$450
ELEM. ENVIRONMENTAL TRIP COOR.	\$1,200
ELEM. ENVIRONMENTAL TRIP ASST.	\$700
ELEMENTARY NEWSPAPER	\$1,350
ELEMENTARY SCIENCE FAIR COOR.	\$1,050
ELEMENTARY S.G.O.	\$1,400
ELEMENTARY SCIENCE FAIR COORDINATOR	\$1,050

<u>POSITION</u>	<u>2023-2026</u>
ENVIRONMENTAL CLUB	\$2,500
ESPORTS (2 SEASONS)	\$3,000
FOREIGN LANGUAGE CLUB	\$1,275
FOREIGN LANG. HONOR SOCIETY	\$1,500
FORENSICS/MOCK TRIAL	\$1,350
GAY-STRAIGHT ALLIANCE	\$750
GIRL'S CIRCLE AFTER SCHOOL CLUB	\$1,600
GREENHOUSE TECHNICIAN	\$500
H.S. CLASS ADVISORS	
FRESHMAN ADVISOR	\$2,875
SOPHOMORE ADVISOR	\$3,400
JUNIOR ADVISOR	\$4,925
SENIOR ADVISOR	\$5,250
HIGH SCHOOL CHORUS	\$1,825
HIGH SCHOOL CONCERT BAND	\$1,825
HIGH SCHOOL JAZZ BAND	\$1,825
HIGH SCHOOL LAUNCH X	\$1,500
HIGH SCHOOL NEWSPAPER	\$2,000
HIGH SCHOOL PHOTOGRAPHY CLUB	\$500
HIGH SCHOOL SCIENCE FAIR COORDINATOR	\$1,050
H.S. PLAY (Spring Musical)	
ASST. DIRECTOR	\$1,500
CHOREOGRAPHER	\$2,200
DIRECTOR	\$2,900
MUSICAL DIRECTOR	\$2,200
PRODUCER	\$2,850
HIGH SCHOOL S.G.O.	\$2,615
HIGH SCHOOL STEM ADVISOR	\$2,000
HIGH SCHOOL YEARBOOK – Creative	\$3,675
HIGH SCHOOL YEARBOOK – Financial	\$2,150
JUNIOR MATH CLUB	\$1,300
JUNIOR STATE OF AMERICA	\$2,000
KEY CLUB	\$2,100
LITERARY EXPLORERS' CLUB	\$950
LITERARY MAGAZINE	\$950
MEDIA/TECH CLUB	\$1,175

<u>POSITION</u>	<u>2023-2026</u>
MEDICAL CLUB	\$1,500
METAMORPHOSIS	\$1,775
M.S. CONCERT BAND	\$2,575
M.S. FISHING CLUB	\$1,500
M.S. LITERARY MAGAZINE	\$950
M.S. MIDDLE PAGES	\$1,750
M.S. ROCK BAND	\$1,875
M.S. S.G.O.	\$2,000
M.S. GAMING CLUB	\$1,150
M.S. THEATRE CLUB	\$900
M.S. YEARBOOK	\$2,000
MU ALPHA THETA	\$1,550
NATIONAL ENGLISH HONOR SOCIETY	\$1,500
NATIONAL HONOR SOCIETY	\$1,550
NATIONAL JUNIOR HON. SOC.	\$1,025
PAGE TURNER BOOK CLUB	\$500
PEACEKEEPER	\$1,150
PEER LEADERSHIP	\$500
REBEL	\$750
ROBOTICS	\$3,200
ALPHA	\$1,100
SAFETY PATROL	\$900
SCHOOL NURSE ACTIVITIES	\$1,100
SCHOOL STORE	\$1,400
SCIENCE CLUB	\$1,150
SCIENCE HONOR SOCIETY	\$1,500
SIGN LANGUAGE	\$1,400
SPANISH TRANSLATOR (non-instructional eligible)	\$500
TECHNOLOGY STUDENT ASSOCIATION	\$2,100
UNICO YOUTH	\$500
WEB-SITE MANAGER (maximum 1 position per school)	\$1,600
HOURLY STIPEND POSITIONS (not eligible for longevity)	
PAC HOSPITALITY	\$1,200
MIDDLE SCHOOL DETENTION	\$35/hour
HIGH SCHOOL DETENTION	\$35/hour
LUNCH DUTY (ELEMENTARY/MIDDLE/HIGH SCHOOL)	\$35/hour

POSITION

WEIGHT ROOM

2023-2026

\$15/hour @2 hrs/day

All extra-curricular positions as contained in Appendix VI of this Agreement shall be paid longevity pursuant Part II below.

Part II: For employees hired on or before June 30, 2014, longevity shall be as follows:

Beginning the Fifth (5) year:	\$300
Beginning the Ninth (9) year:	\$600
Beginning the Thirteenth (13) year:	\$1000

These increments shall not be cumulative in computation. An approved leave of absence for maternity leave or illness shall not constitute a break in service for purposes of calculating years of service in the position. However, an employee shall only receive credit for a year of service if he/she actually works at least one half of the required time or is otherwise on a paid leave of absence for said period.

APPENDIX VII:
CO-CURRICULAR COACHING STIPEND
HIGH SCHOOL POSITIONS

<u>POSITION</u>	<u>2023-2026</u>
<u>FALL SEASON</u>	
BAND DIRECTOR	\$6,910
BAND ASSISTANT INSTRUCTOR	\$4,454
BAND ASSISTANT INSTRUCTOR	\$4,454
BAND ASSISTANT INSTRUCTOR	\$4,454
BAND ASSISTANT INSTRUCTOR	\$4,454
CROSS COUNTRY – HEAD COACH	\$5,792
CROSS COUNTRY – ASST. COACH	\$3,357
FOOTBALL – HEAD COACH	\$7,456
FOOTBALL – ASST. COACH(ES)	\$4,709
SOCCER – HEAD COACH (BOYS)	\$6,754
SOCCER – ASST. COACH (BOYS)	\$4,085
SOCCER – HEAD COACH (GIRLS)	\$6,754
SOCCER – ASST. COACH (GIRLS)	\$4,085
VOLLEYBALL – HEAD COACH (GIRLS)	\$6,676
VOLLEYBALL – ASST. COACH (GIRLS)	\$4,085
FLAG FOOTBALL – HEAD COACH (GIRLS)	\$4,085
FLAG FOOTBALL – ASST. COACH(ES) GIRLS	\$3,000
<u>WINTER SEASON</u>	
BASKETBALL – HEAD COACH (BOYS)	\$6,988
BASKETBALL – ASST. COACH (BOYS)	\$4,085
BASKETBALL – HEAD COACH (GIRLS)	\$6,988
BASKETBALL – ASST. COACH (GIRLS)	\$4,085
BOWLING – HEAD COACH	\$4,959
INDOOR TRACK – HEAD COACH	\$5,896
INDOOR TRACK – ASST. COACH	\$3,409
SWIMMING – HEAD COACH	\$5,416
SWIMMING – ASST. COACH	\$4,085

<u>POSITION</u>	<u>2023-2026</u>
WRESTLING – HEAD COACH	\$6,988
WRESTLING – ASST. COACH	\$4,085

FALL/WINTER

CHEERLEADING – HEAD COACH	\$6,988
CHEERLEADER – ASST. COACH	\$4,085

SPRING SEASON

BASEBALL – HEAD COACH	\$6,988
BASEBALL – ASST. COACH	\$4,085
SOFTBALL – HEAD COACH	\$6,988
SOFTBALL – ASST. COACH	\$4,085
TENNIS – HEAD COACH (BOYS)	\$5,740
TENNIS – ASST. COACH (BOYS)	\$3,357
TENNIS – HEAD COACH (GIRLS)	\$5,740
TENNIS – ASST. COACH (GIRLS)	\$3,357
TRACK & FIELD – HEAD COACH	\$6,260
TRACK & FIELD – ASST. COACH	\$3,617
VOLLEYBALL – HEAD COACH (BOYS)	\$6,676
VOLLEYBALL – ASST. COACH(ES) (BOYS)	\$4,085

MIDDLE SCHOOL POSITIONS

POSITION

BASKETBALL COACH (BOYS)	\$3,159
BASKETBALL COACH (GIRLS)	\$3,159
SOCCER COACH (BOYS)	\$3,159
SOCCER COACH (GIRLS)	\$3,159
TENNIS COACH (BOYS)	\$2,535
TENNIS COACH (GIRLS)	\$2,535
TRACK & FIELD COACH (BOYS)	\$3,159
TRACK & FIELD COACH (GIRLS)	\$3,159
VOLLEYBALL COACH (GIRLS)	\$3,159
WRESTLING COACH (BOYS)	\$3,159

Part II: For employees hired on or before June 30, 2014, longevity shall be for all coaches, in the same sport, regardless of level, for number of year employed as a coach by Secaucus only.

Beginning the Fifth (5) Year:	\$300
Beginning the Ninth (9) Year:	\$600
Beginning the Thirteenth (13) Year:	\$1000

These increments shall not be cumulative in computation. An approved leave of absence for maternity leave or illness shall not constitute a break in service for purposes of calculating years of service in the position. However, an employee shall only receive credit for a year of service if he/she actually works at least one half of the required time or is otherwise on a paid leave of absence for said period.