

AGREEMENT

between

**THE SOUTH RIVER
BOARD OF EDUCATION**

and

**THE SOUTH RIVER
EDUCATION ASSOCIATION**

2022-2027

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AGREEMENT

THIS AGREEMENT is entered into by and between the South River Board of Education, hereinafter called the "Board", and the South River Education Association, hereinafter called the "Association."

ARTICLE I - RECOGNITION

The Board recognizes the Association as the exclusive representative for the following unit of employees:

1. Classroom Teachers
2. Certified School Nurses
3. School Librarians
4. Guidance Counselors
5. School Social Workers
6. School Psychologists
7. Learning Disability Specialists
8. Remedial Teachers
9. Special Education Teachers
10. Middle School Team Coordinators
11. Compensatory Education Teachers
12. Supplemental Education Teachers
13. Athletic Trainers
14. Attendance Officers
15. Secretaries
16. Custodians
17. Field Personnel
18. Maintenance Personnel
19. Registered Nurses
20. Behaviorist
21. School Occupational Therapist

Unless otherwise indicated the employees referred to in the above unit shall be hereinafter referred to as follows:

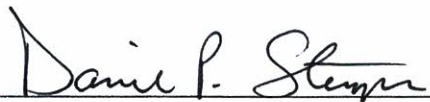
- a. All employees, items 1 through 21, as "employees."
- b. Employees 1 through 13 and 19-21 as "teachers."
- c. Employees 15 as "office personnel" or "office worker" in the singular.
- d. Employees 16 through 18 as "CFM employees"

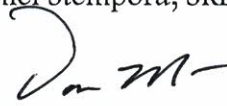
The Secretaries to the Superintendent of Schools, the Secretary to the Board Secretary, the Assistant Board Secretary, the Bookkeeper, and the additional Business Office Secretary are specifically excluded from the bargaining unit.

ARTICLE II - DURATION

- A. Except as otherwise provided herein, the provisions of this Agreement shall become effective July 1, 2022, and shall continue and remain in force and effect until June 30, 2027 subject to the Association's right to negotiate over a Successor Agreement as provided in Article VII.
- B. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.
- C. In witness whereof, the parties hereunto set their hands and seals this 28 day of July, 2022.

FOR THE ASSOCIATION:


Daniel Stempora, SREA President


Donald Minto, Negotiations Chair

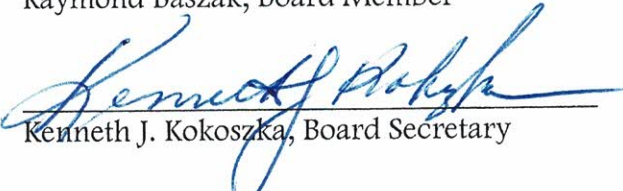
FOR THE BOARD:


Cynthia A. Urbanik, Board President


Renae Bush, Board Vice-President


Kevin Nielsen, Board Member


Raymond Baszak, Board Member


Kenneth J. Kokoszka, Board Secretary

ARTICLE III - BOARD OF EDUCATION RIGHTS

The Board retains, subject to the limitations of this Agreement, all powers, rights and authority vested in it by all laws, rules and regulations, including the management and direction of all the operations and activities of the school district.

ARTICLE IV - ASSOCIATION PRIVILEGES

- A. The Board of Education agrees to provide the South River Education Association with reasonable information; such as financial resources, audits, and lists of personnel in the bargaining unit.
- B. The Association Representative, with the approval of the principal, shall have the right to transact reasonable business during normal school hours. The Association President shall be provided with ten (10) days, divisible into segments of no less than half-days based upon individual school schedules, for the President to conduct association business in each school year of this Agreement. With the approval of the Superintendent or designee, association representatives shall have the right to transact emergent association business during normal school hours in the case of emergent issues, and coverage will be provided in such emergent cases.
- C. With the permission of the Superintendent or Principal, the South River Education Association may use school equipment (computers, copy machines, etc.).
- D. Association approved materials will be posted only on bulletin boards not accessible to the public or students; any other areas shall require prior administrative approval.
- E. The Association may use interschool mail facilities including mailboxes and the district's email servers, for routine letters and notices. This excludes all bulk mail, political announcements, and literature / flyers attacking any candidate or elected official at the school district, local, county, state or national level.
- F. The release time and other rights listed above are aggregate, regardless of the number of individuals designated as President. In the event that the Association designates more than one individual as President, these rights shall be divided among such individuals, and in no case shall any rights, release time, or special scheduling be duplicative.
- G. Up to two (2) days shall be granted to three (3) members of the Association for the purpose of attending conferences and conventions of state and national affiliated organizations on days when the schools are open. Substitute's pay shall be deducted for each absence.
- H. With the approval of the Superintendent or Principal, the Association may be permitted to use a school building for meetings. The Association will complete and submit a use of facilities application for such uses.

EMPLOYEE SECTION

(Articles V through XI relate to all employees, unless noted otherwise.)

ARTICLE V - EMPLOYEE RIGHTS

- A. Employees of the Board of Education shall have the right to freely organize, join, and support the South River Education Association and its affiliates for the purpose of engaging in collective negotiations.
- B. No employee shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Disciplinary actions or reprimands, except in emergency situations, shall never be conducted in the presence of or with the knowledge of students, parents, or at public meetings.
- C. Whenever any employee is required to appear before the Board concerning any matter which could adversely affect the continuation of that person in his/her office, position or employment or the salary and/or increments pertaining thereto, he/she shall be given prior written notice of the reasons for such appearance and shall be entitled to have a representative of the Association present to advise and represent him/her during such required appearances.
- D. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws.
- E. In the event of a reduction in force, employees other than certified teachers shall be entitled to layoff and recall from layoff on the basis of seniority within their job category.
- F. Any action taken by the Board whereby a CFM employee shall be disciplined, reprimanded, or reduced in rank shall not be made public by the Board until formal action is taken by the Board. Such employee may request an informal hearing before the Board if said request is filed with the Board Secretary within fifteen (15) calendar days of the action.
- G. No material derogatory to an employee's conduct, service, character or personality shall be placed in a personnel file unless the employee has had an opportunity to review such material and affix his signature to the copy to be filed with the express understanding that such signature in no way indicated agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material, and said answer shall be attached to the file.
- H. All employees have the right, upon request, to review the contents of his/her personnel file and to receive copies (hard copies or electronic copies at the Board's discretion) at Board expense of any documents contained therein. Employees are entitled to have representatives of the Association accompany them during such review. Employees have the right to indicate those documents and/or other materials in his/her file that he/she believes to be obsolete or otherwise inappropriate to retain.
- I. The Board agrees to protect the confidentiality of personnel references and other similar documents and the Board shall not establish any separate official personnel file that is not available to the employee's inspection.

- J. All employees have the right to resign their positions with the South River School District, for retirement or other reasons. Except in the case of a *bona fide* emergency, no employee shall provide the district with less than sixty (60) days' written notice. This provision shall not apply to CFM employees

ARTICLE VI- GRIEVANCE PROCEDURE

A. Definition of Terms

1. **Grievance**: A claim by a member, group of members or the Association based upon the interpretation, application or violation of this Agreement, policies or administrative decisions directly impacting terms and conditions of members' employment. A grievance to be considered under this procedure must be initiated by the employee within fifteen (15) calendar school days of its occurrence. The days of school closure for the winter / holiday break in December, Spring Break, and the summer recess shall not count as days for purposes of this section.
2. **Aggrieved Person**: The person, or persons making the appeal.
3. **Party of Interest**: The person, or persons or the Association making the appeal and any person who might be required to take action or against whom action might be taken in order to resolve the appeal.
4. **Exclusions**: No claim by an employee shall constitute a grievable matter beyond level four or be processed beyond level four unless its resolution requires a determination as to the meaning or application of this Agreement. In addition, no claim shall constitute a grievable matter beyond level four or be processed beyond level four if it pertains to:
 - a. any matter for which a review by arbitration is prohibited by law,
 - b. any rule, regulation, policy and/or administrative decision dealing with the internal matters of the South River Board of Education or the State Commissioner of Education,
 - c. any act beyond the Board's legal authority to act,
 - d. the failure or refusal of the Board to renew the contract of a non-tenured employee,
 - e. in any matter wherein a specific method of review is prescribed by law, or by any rule, regulation, or order of the State Commissioner of Education, or the State Board of Education,
 - f. any complaint by any personnel occasioned by the appointment or lack of appointment or retention in or lack of retention in any position for which tenure is either not possible or not required,
 - g. any matter related to any of the following contract clauses:
 - (1) Article XIII, D. 9.a. - "A strong effort will be made to provide substitutes."

- (2) Article XVII - Class Size
- (3) Article XII, B
- (4) Article XVI, C
- (5) Article XXI, A
- (6) Article XXI, D
- (7) Schedule C. Student Body Activities Salaries - reference to number of employees assigned to each activity.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level a solution to the problems which may from time to time arise affecting the terms and conditions of employment.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor or principal provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement, documented in writing.
2. In the event that a grievance is filed on or after June 1, the time limits set forth herein may be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

Level One: A grievant shall first discuss his/her grievance with his/her principal or immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

Level Two: In the event the grievant wishes to pursue his/her grievance further, the grievant shall submit a written copy of the grievance to his/her principal or immediate supervisor within five (5) school days of the informal discussion. An effort to resolve the matter will be made at a meeting called within five (5) school days of the date the written grievance was filed. If the matter cannot be resolved, the principal or immediate supervisor will render a written decision to the aggrieved person within five (5) school days of the conference.

The written grievance shall specify:

- a. the act or omission giving rise to the grievance citing specific instance(s) and the persons involved,

- b. the contract articles, board policies or administrative decision allegedly being violated, and
- c. the remedy sought.

Level Three: In the event that the grievant wishes to pursue his/her grievance further, he/she may within five (5) school days of receipt of the decision from his/her supervisor or principal file a written copy of his/her grievance with the Association to determine whether or not the grievance has merit. If the Association considers the grievance to have merit, a written copy of the grievance shall be filed with the Superintendent of Schools within five (5) school days from its receipt by the Association.

Level Four: Within ten (10) school days after the grievance has been filed with the Superintendent of Schools, he/she shall meet with the grievant in an effort to resolve it. The Superintendent shall render a written decision within ten (10) school days of the meeting. If the matter is not resolved, the grievant may within ten (10) school days of the receipt of the Superintendent's decision refer the matter to the Board of Education.

Level Five: The Board of Education, or at its option, a committee thereof, will consider the grievance and set forth its decision in writing within forty (40) calendar days from the date it will have been filed with the Board Secretary. The Association shall be permitted five (5) members on the Association Committee but only three (3) shall be permitted to participate in the presentation of the grievance. The Association may have a Field Representative from the State organization present. The number of witnesses permitted to testify shall be mutually agreed upon. Attendance at all hearings shall be limited to those listed in this Agreement.

D. Arbitration

1. If the aggrieved employee is not satisfied with the disposition at Level Five, he/she may within seven (7) school days of receipt of the Board's decision, or if no decision within fourteen (14) school days of the date on which the hearing was held by the Board, file a written request that the Association's Grievance Committee submit the grievance to arbitration. If the Association's Grievance Committee determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) school days after receipt of the request by the aggrieved employee.
2. The parties shall abide by the rules and regulations of the Public Employment Relations Commission in the selection of the arbitrator. The cost for the services of the arbitrator shall be borne equally by the Board and the Association.

3. The arbitrator shall be without power or authority to make any decision contrary to law. The arbitrator's decision shall be consistent with terms of the Agreement. The arbitrator's decision shall be binding on the parties.

ARTICLE VII - NEGOTIATIONS PROCEDURE

- A. The parties agree to enter into collective negotiations over a Successor Agreement in accordance with NJSA 34:13A-1 through 13.
- B. Any Agreement negotiated shall apply to all employees, be reduced to writing, be signed by representatives of the Board and the Association, and shall be subject to adoption by the Board and the membership of the Association.
- C. Neither party shall have any control over the selection of the negotiating representatives of the other party. The parties mutually agree 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 the negotiations.
- D. The Board and the Association agree that the negotiated Agreement, when signed, becomes Board Policy for the term of the Agreement and that the Board shall carry out the commitments contained therein and the Board shall give them full force and effect as Board Policy.
- E. The Board and the Association agree that if any provision of the negotiated Agreement or any application of the Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- F. Any individual contract between the Board and an individual employee, heretofore, or hereafter executed, shall be consistent with the terms and conditions of the Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- G. The final, signed Collective Bargaining Agreement shall be scanned and distributed electronically within thirty (30) days after the Agreement is signed, posted electronically on the district website staff resources section, and shall be made available to all current and future employees.
- H. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- I. Whenever any notice is required to be given by either of the parties to the Agreement to the other, pursuant to the provision(s) of the Agreement, either party shall do so by telegram or registered letter at the following addresses. It is agreed that such notice shall not be construed to reopen any items in this Agreement.
 1. The South River Board of Education

15 Montgomery Street
South River, NJ 08882

2. The South River Education Association – President

ARTICLE VIII - GENERAL

- A. The Board agrees that it shall not directly or indirectly discourage, deprive or deny any employees in the enjoyment of any rights conferred in the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1 et seq., the New Jersey Workplace Democracy Enhancement Act, N.J.S.A. 34:13A-5.11 et seq., and/or the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq.
- B. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the terms of this Agreement, neither party will be required to negotiate with respect to any matter that was within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- C. Effective July 1, 1999, upon retirement, employees recognized in Article I shall be paid for accumulated sick days according to the rates set forth below.
- | | |
|----------------|---------------|
| 1 – 150 days | \$ 35 per day |
| 151 – 199 days | \$ 40 per day |
| 200+ days | \$ 50 per day |
1. Payment shall be made in two (2) equal installments one (1) year apart;
 2. In no event shall the total payment made to any member exceed fifteen thousand dollars (\$15,000.00)

ARTICLE IX - DEDUCTION FROM SALARY

- A. Employee Savings Plan

The Board agrees to make authorized deductions from salary and contributions to the following plans on behalf of the employee.

1. Credit union.
2. Tax-free annuity plans.

- B. Association Dues

1. The Board agrees to deduct from the salaries of the members of the Association bargaining unit dues as authorized by the South River Education Association and its affiliates that said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be remitted to the Treasurer of the Association in compliance with Chapter 233, Public Laws of 1969 (NJSA 52:14-15.9e) under the rules established by the State Department of Education.

2. The Association shall certify in writing to the Board by August 1 the current rate of membership dues of the Association and/or any of its affiliates.
3. If an employee terminates his or her employment with the Board before the Association has received the full amount of dues to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question provided such deduction is permitted by law.
4. Indemnity
 - a. The Association shall indemnify and save the Board of Education harmless against any and all claims, demands, suits, or other forms of liability and costs that shall arise out of, or by reason of, action taken or not taken by the Board of Education in complying with this Article.
 - b. The Board agrees to give to the Association timely notice in writing of any claim, demand, suit or other form of liability which may give rise to a claim by the Board of Education for indemnification.
 - c. If the Association so requests in writing, the Board may surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses and providing information required by the Association to defend the action.

ARTICLE X - HEALTH BENEFITS AND INSURANCE

Members shall be eligible for medical, dental and prescription insurance as set forth in this Article.

Effective retroactive to July 1, 2011, and except as otherwise provided herein, all members shall make contributions to their health and prescription premiums consistent with the Tier IV / full implementation matrix of P.L. 2011, c. 78, except that all members not at the top step of their respective salary guides shall pay an amount equivalent to ninety percent (90%) of the calculated amount in all years, and members at the top step of their respective salary guides shall pay an amount equivalent to ninety percent (90%) of the calculated amount in 2019-2020, and to eighty-five percent (85%) of the calculated amount in 2022-2023 through 2026-2027. All such contribution calculations shall remain as set forth in this paragraph pending negotiation of a successor agreement except as otherwise provided herein.

A. Group Health Insurance

1. All full-time regular employees shall be eligible for insurance as follows, with single, parent/child, two adult or full family coverage at the employee's selection:

Effective 2005-2006, the South River BOE/Association Health Plan, as agreed to between the parties shall be implemented. Said plan shall replace the CIGNA traditional, PPO and DPP Plans previously existing.

The office co-pay in the aforementioned plan shall be fifteen dollars (\$15.00).

Effective with the 2019-2020 school year and continuing pending any future written agreement to the contrary via collective negotiations or otherwise, the "Option 1" major medical insurance plan is revised to provide for 70% / 30% co-insurance and deductibles of \$200 / \$400.

Notwithstanding any contrary language in this Article or elsewhere in this Agreement, effective January, 1, 2021, pursuant to P.L. 2020, c. 44, N.J.S.A. 52:14-17.46.13 et seq. and N.J.S.A. 18A:16-13.2 et seq., the following group health insurance coverage shall be available to SREA members:

a) Plan Eligibility:

- i. Current members as of December 31, 2020 shall be eligible, at their option, to continue current coverage pursuant to this Article, or for coverage equivalent to the SEHBP Educator Health Plan or Garden State Health Plan (when available), and their current Prescription drug coverage as set forth in Article X.C.
- ii. Effective on January 1, 2021, members whose start date is on or after July 1, 2020 shall be eligible only for enrollment in coverage equivalent to the SEHBP Educator Health Plan or Garden State Health Plan (when available) which include stand-alone prescription drug coverage and co-pay plans, through December 31, 2027. As of January 1, 2028, such members shall be eligible, through the open enrollment process, to enroll in any other plan then offered by the Board.

b) Employee Benefit Contributions:

- i. Employee benefit contributions for members eligible for and selecting coverage under the current health plan set forth in this Article shall remain on a percentage-of-premium basis, as set forth in P.L. 2011, c. 78 and the first full paragraph of Article X of this Agreement.
- ii. Effective January 1, 2021, employee benefit contributions for members who are required to enroll in, or choose to enroll in, equivalent coverage to the Educator Health Plan or Garden State Health Plan (when available) shall be on a percentage-of-salary basis, as set forth in section 2 of P.L. 2020, c. 44, codified at N.J.S.A. 52:14-17.46.14.

B. Group Dental Insurance:

1. All full-time regular employees shall be eligible for enrollment in the Group Dental Insurance plan as issued by an insurance carrier selected by the Board.
2. The Board of Education shall participate by contributing the entire premium for the single Dental Plan.
3. The Board of Education shall pay up to \$822.60 for the additional cost of UCR 100% basic and family coverage. The employee shall contribute, through payroll deduction, the amount of the premium that exceeds the maximum Board contribution for all family coverage.

C. Group Prescription Insurance

The prescription co-pay shall be five dollars (\$5.00) for generic and fifteen (\$15.00) for brand drugs for a thirty (30) day retail supply, and to ten dollars (\$10.00) for generic and thirty dollars (\$30) for brand drugs for a ninety (90) day mail order supply. Effective July 1, 2015, a provision is added requiring mandatory generic drugs except in instances of unavailability or physician overwrite.

D. Health Benefit Waiver

Employees may waive health benefits (medical, prescription and dental) provided they can prove to the Business Administrator that they have benefits provided by another source. The terms and conditions of waiver are outlined on the Health Benefit Waiver Form attached hereto and made a part hereof as Exhibit A.

Effective starting with the 2013-2014 school year, employees waiving health insurance coverage shall be eligible for a payment of twenty-five percent (25%) of the premium saved by the Board for the level of coverage for which the employee is eligible. In no case shall such payment exceed five thousand dollars (\$5,000.00) per year.

ARTICLE XI - LEAVES OF ABSENCE

A. Sick Leave

1. All ten-month employees shall be granted ten (10) days of sick leave yearly, pro-rated for any employee appointed after September 1. All twelve-month employees shall be granted twelve (12) days sick leave yearly, pro-rated for any employee appointed after July 1. All unused sick leave shall be cumulative for a possible emergency in later years.
2. If an employee because of illness is absent from school for more than three (3) consecutive days, the employee must present a doctor's certificate to the Superintendent upon return.
3. Employees who have been on leave of absence authorized by the Board shall have previous accumulated sick leave restored to them upon return to active service.
4. A member leaving school for reasons of illness at least 3.5 hours after their reporting time will be charged a half sick day. A member leaving school for reasons of illness prior to 3.5 hours from their reporting time will be charged with a full sick day. A member may request a half sick day to be used for medical reasons.
5. Donations of Sick Leave: effective July 1, 2014, the parties agree to establish the use of sick leave drives consistent with the following parameters:
 - a. Members who exhaust their sick days, or will do so within a period of forty-five (45) days due to a personal chronic or catastrophic physical or emotional illness, may make a request, via the SREA, the establishment of a sick leave drive for their benefit. Such a request must be accompanied by documentary proof of the illness from which the affected member is suffering.

- b. The Superintendent shall consider each request on a case-by-case basis, and the approval or denial of an application for a sick leave drive shall have no binding effect on the consideration of future requests.
- c. If the request is approved, individuals who are employed in the same category of employment or in a high category may donate a number of their own accumulated sick leave to the affected member on a form to be prepared and approved jointly by the SREA and the Board. [Teachers may donate to teachers, office staff and CFM staff; office staff may donate to office staff or CFM staff; CFM staff may only donate to CFM staff].
- d. Only whole days may be donated. Multiple donations of days by the same member are permitted. No member may donate more than 12 days to any individual sick leave drive.
- e. The Donations of sick leave will be sent to the Business Office, with a copy to the SREA. The donated days will be deducted from the accumulated sick leave bank of the donating employee, and credited to the employee for whom the drive has been approved in a separate category from regular sick days.
- f. An employee for whom a sick leave drive is approved must use all of his/her own sick leave, including newly conferred leave, prior to using any donated days. All donated days shall be available for use as sick days upon the employee's exhaustion of all of his/her own days, but shall not be available for payment upon separation from service.
- g. All donations made to an employee under an approved sick leave drive shall be non-refundable in all cases. Days donated to the sick leave drive but not used for that purpose shall remain in the account of the employee for whom the drive was approved.

B. Disability Leave (Including childbirth related disability.)

- 1. Any employee who anticipates disability because of a specific future event, such as pending surgery or other medical procedures, shall report that status to the Board of Education as soon as such employee becomes aware of same. If the anticipated disabling event is childbirth, the employee who becomes pregnant shall notify the Board at least ninety (90) days prior to the expected date of delivery. At the time of notification, the employee shall submit a physician's certificate attesting to the pending disabling condition.
- 2. Requests for disability/sick leave relating to anticipated disability shall include dates of onset and return from such leave.
- 3. An employee may request unpaid leave of absence to prepare for an anticipated disabling event. Such requests shall be submitted a minimum of sixty (60) days prior to the onset of the requested leave; except that in cases of emergency, as determined by the Board, such requests may be submitted less than sixty (60) days prior to the onset of the requested leave.

4. When the expected date of onset of disability occurs during periods which would substantially interfere with the administration of the school and/or the education of the pupils, the Board may alter the requested dates providing that such change by the Board is not medically contraindicated.
5. The employee who anticipates a specific disabling event and who does not request unpaid leave of absence prior to the anticipated disabling event shall become entitled to applicable sick leave benefits. The Board may require certification of such disability.
6. Requests by employees for extension of sick leave benefits shall be governed by law under N.J.S.A. 18A:30-6.
7. If the anticipated disabling event is childbirth the Board shall presume that the pregnant employee becomes disabled for work four (4) weeks before the anticipated date of childbirth, upon certification of pregnancy by a physician, at which time the pregnant employee shall become eligible for sick leave benefits to the extent of available accumulated sick leave days. The employee shall be required to apply for sick leave to the Board of Education which shall grant same for said four (4) week period of time upon submission to the Board of Education of a physician's certificate attesting to pregnancy. This option is granted only to employees actively employed and not to those employees on unpaid personal leave. If, as a result of the pregnancy, the employee becomes disabled prior to this four-week period said employee may use any sick leave benefits to which the employee is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to the employee's inability to continue working, and (2) the Board reserves the right to verify the employee's inability to continue working.
8. The Board may require that an employee anticipating a disabling event may be placed on sick leave if the employee's physical condition leads to unsatisfactory performance of assigned duties, and/or the continued performance of those duties impairs the employee's health. Such incapacity must be established by the following: The Board of Education's physician and the employee's physician agree that the employee cannot continue working. If there is a difference of medical opinion between the Board's physician and the employee's physician, then the two physicians shall agree in good faith on a third impartial physician, who shall examine the employee and whose opinion shall be conclusive and binding on the issue of physical capacity to continue working.
9. If the employee's disability is caused by childbirth and such employee is receiving disability/sick leave benefits, the employee is presumed to be disabled for a recuperative period of four (4) weeks following childbirth upon submission of a physician's certificate attesting to the date of childbirth during which time such employee shall continue to receive sick leave pay to the extent of available accumulated sick leave days to which the employee is entitled under sick leave policy. This applies only to those employees who have been actively employed prior to childbirth, and not to those employees who have been out on unpaid personal leave.
10. If, as a result of this disability, an employee continues to be disabled after this four-week period, said employee may use any sick leave benefits to which the employee is entitled providing that

(1) the employee's physician provides the Board with a certificate attesting to the employee's inability to resume working, and (2) the Board reserves the right to verify the employee's disability.

11. If the employee whose disability is caused by childbirth wishes to return to duties prior to the expiration of the recuperative period, the employee must present medical certification of fitness to the Board. The Board reserves the right to verify the employee's medical fitness by the school physician.
12. If the Board of Education's physician and the employee's physician disagree as to the employee's fitness, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee, and whose medical opinion shall be conclusive and binding on the issue of the employee's fitness to return to duties prior to the expiration of the recuperative period.
13. Upon termination of disability an employee is no longer entitled to receive sick leave benefits for that particular disability. Unpaid personal leave for the purposes of recovery following disability may be requested and shall be subject to the provisions on unpaid personal leave, as set forth herein under Section B.3. above.
14. In no event shall the Board of Education be obligated to extend a non-tenured employee's leave of absence beyond the contract year for which the employee is employed.

C. Child Care Leave

1. Employees may request a Child Care Leave without pay at least sixty (60) calendar days prior to the commencement of said leave. The Board shall grant the request for a Child Care Leave for a period up to the end of the school year in which the birth of the child occurs or to the end of the employee's contract period, whichever comes first.
2. Employees on an approved leave of absence that is scheduled to end on June 30th of an academic year shall provide the Superintendent with written notice of their intentions to return, of a request to extend the leave, or of notice of resignation no later than April 15th of the academic year during which the employee is on leave.
3. If the child is born on March 1 or thereafter, the Board shall, upon written application made not later than sixty (60) days after the birth of the child or June 30, whichever comes first, grant an extension of the Child Care Leave through the following school year. This provision shall apply to non-tenure employees only if the Board grants said employee a renewal of contract for the following year.
4. Childcare, disability and Family Leaves will be counted concurrently where so provided by law.

D. Health Leave

An employee desiring a leave of absence for health reasons may be allowed one (1) year's absence with no loss of seniority, tenure, or retirement rights, and upon return be placed on the salary schedule in the position occupied at the beginning of the leave. When the employee resumes working after leave, she/he shall receive the regular increase for one year only, that she/he would have received had she/he continued in the system without interruption, over the salary at the time she/he had been granted a leave. No employee shall have more than two (2) successive leaves. Approved leaves shall not constitute a break in consecutive years of employment.

E. Military Leave

Military leave shall be granted without pay to any employee who is inducted into any branch of the Armed Forces for the period of induction.

F. Bereavement Leave

1. An allowance of five (5) workdays will be granted without deduction in case of death of father, mother, sister, brother, husband, wife or partner with whom the employee resides, son, daughter, step child residing in the employee's household, father-in-law, mother-in-law.
2. An allowance of three (3) workdays will be granted without deduction in case of death of an employee's step parent, step child not residing in the employee's household, grandparent or grandchild, or the sister or brother of the husband, wife, or partner with whom the employee resides.
3. An allowance of one (1) workday will be granted without deduction in salary to attend the funeral of an uncle, aunt, niece or nephew of the employee or the grandparent of the husband, wife or partner with whom the employee resides.
4. Funeral leave is to be taken within seven (7) calendar days of the funeral or service, however, all such days must be within thirty (30) days after the death. The Superintendent is authorized to accommodate special circumstances.

G. Personal Leave (*see also* Article XXXIV)

1. All employees shall be allowed non-accumulative leave of absence with full pay for personal business up to a maximum of three (3) school days in any contract year. The request for a third day of personal leave shall be accompanied by a reason for the request.
2. Not more than nine percent (9%) of the staff may take personal leave on any one day. (Does not apply to CFM.) The nine percent (9%) cap shall be applied on a first come, first served basis. Exceptions to the cap shall be made in the event of bona fide emergency situations.

3. All leaves of absence referred to in this section are subject to the following conditions:
 - a. A request for Personal Leave shall be filed with the Superintendent of Schools at least three (3) schooldays in advance of the contemplated absence, or such shorter notice as is practical in the event of an emergency. Lacking such notice, the absence will be considered unauthorized and the employee's pay will be deducted at a daily rate of 1/200 of the annual salary. (Does not apply to CFM.)
 - b. Personal days will not be granted the day immediately preceding or following a scheduled school closing except in case of emergency approved by the Superintendent of Schools.
 - c. The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any requests for the above days.
4. Unused personal leave days will be converted to Family Illness days for use in the event of illness of immediate family members, up to a total of five (5) days. Additional sick leave at the end of each school year and added to the individual employee's accumulated sick leave.

H. Miscellaneous Leave

1. An employee required to appear in any legal proceedings connected with his/her employment or by reason of his/her connection with the school system shall suffer no loss of pay provided that such appearance is not necessitated by any suit brought by said employee against the South River School District.
2. An employee required to appear as a witness in court proceedings shall suffer no loss of pay provided such appearance is not required as a plaintiff or defendant. (Does not apply to CFM.)
3. An employee may be granted a leave of absence without pay for up to one year for the purpose of engaging in activities of the Association and its affiliates. No more than one (1) employee will be granted such leave in any school year.

I. Other Unpaid Leaves

1. Unpaid leaves of absence not to exceed ten (10) school days per school year shall be granted for emergency reasons by the Superintendent of Schools. In cases of emergency, the employee shall notify the Superintendent of the reasons as soon as the employee becomes aware of the emergency.
2. Unpaid leaves of absence in excess of five (5) school days per school year for non-emergency reasons may be granted at the discretion of the Board of Education. Requests for such leaves must be processed through the immediate supervisor to the Superintendent at least thirty (30) calendar days prior to the anticipated absence.
3. It is the intent of paragraphs 1. and 2. that an employee shall receive no more than ten (10) school days of unpaid leave per school year. Unpaid leaves in excess of the maximum of ten (10) school days described above may be granted at the sole discretion of the Board. Requests

for unpaid leaves in excess of ten (10) school days per school year, must be processed through the immediate supervisor to the Superintendent at least thirty (30) calendar days prior to the anticipated absence.

4. Not more than five percent (5%) of unit as defined in Article I shall take unpaid leaves on any one day.

TEACHER SECTION

(Articles XII through XXII relate to teachers)

ARTICLE XII -TEACHING ASSIGNMENTS

- A. Teachers shall be notified of their contract and salary status for the ensuing year according to law.
- B. Teachers shall be notified of their class, room, and building assignment for the next school year as soon as possible and, except in case of emergency, not later than August 15. In the event that changes in a teacher's class schedule, room or building assignment are made by the administration, all teachers that will be affected by the change will be given notice of the change and the reasons therefore. Teachers may also propose a change in class schedule or room assignment after the school year starts. The granting of such a request is at the sole discretion of the administration; however, all other teachers affected by any such change will be given notice of the change and the reasons therefore. Final approval regarding class, room and teaching assignment rests with Superintendent of Schools; final determination on the building transfer or any staff member rests with the Board of Education, upon recommendation of the Superintendent.
- C. Teachers who are assigned to more than one school shall have their schedules arranged so as to do as little traveling as possible.
- D. Travel Expenses

Teachers authorized to use their personal automobiles for school business will be reimbursed at the current State of New Jersey OMB rate per mile driven.

- E. Special Education Stipend
 1. Teachers assigned as fulltime special education teachers shall receive an annual stipend of six hundred dollars (\$600.00).
 2. Teachers assigned to dual assignments including part-time special education teacher, and responsible for the items on the "responsibilities list" for special education will receive this stipend pro-rated.
 3. Teachers assigned to teach a special education class but not assigned as special education teachers will not receive any part of the stipend, and will not be responsible for items on the "responsibilities list."

ARTICLE XIII - TEACHING HOURS AND TEACHING LOAD

A. Work Year

1. The work year for 10-month teaching staff members shall consist of up to One hundred eighty-five (185) scheduled days, with three (3) snow days built in. If weather permits, school days / workdays shall be cancelled, to that the maximum number of actual workdays shall be one hundred eighty-two (182). The first workday of the year for 10-month teaching staff members shall take place after Labor Day. The parties mutually acknowledge that the Board has the managerial prerogative to revise the annual school calendar if necessary to ensure that one hundred eighty (180) student school days are held, subject to negotiations of the impact, if any, of such revision(s) on any SREA members.
2. School will be closed for students and teachers on the Wednesday, Thursday and Friday of NJEA Convention week, and on Veterans' Day if the State of New Jersey recognizes Veterans' Day on a weekday. The workday immediately preceding the winter vacation and the workday immediately preceding Thanksgiving vacation are student single-session days with teachers required to remain ten (10) minutes in the elementary and fifteen (15) minutes in the secondary past the close of the teaching day. The last workday of the year for 10-month staff shall be reflected on the school calendar as "last day for teachers," and not include professional development activities.
3. No onsite professional day workshops will be scheduled after June 1, so that all efforts can be devoted to student work completion, graduation, finals and other such student-focused activities at the end of the school year.

B. Workday

1. The regular in-school workday for elementary teachers shall not exceed seven (7) hours except as modified by Section C.1. and C.2.
2. The regular in-school workday for secondary teachers shall not exceed seven (7) hours and thirty (30) minutes except as modified by Section C.1. and C.2.
3. Teaching staff members at all levels shall report at least fifteen (15) minutes before the opening of the teaching day, and shall be subject to duty assignments during that time, and shall be required to remain ten (10) minutes past the close of the teaching day, and shall also be subject to duty assignments during that time.
4. On days of early student dismissal, teachers shall be required to remain in accordance with a regular workday, except in cases of student dismissal because of inclement weather in which case teachers shall leave ten (10) minutes past the close of the teaching day.
5. All teachers shall receive a duty-free lunch daily.

6. Block Schedule at High School:

- a. A good faith administrative effort will be made to avoid any teaching staff member teaching three (3) blocks every day; schedules with alternating three (3)-block and two (2)-block instructional assignments shall be implemented to the degree that logistics and staffing / qualifications allow.
- b. Daily instruction time at the high school shall not exceed:
 - i. Two hundred sixty-one (261) minutes for teaching staff members assigned to six (6) instructional blocks.
 - ii. One hundred eighty-six (186) minutes [Day 1] and two hundred sixty-one (261) minutes [Day 2] for teaching staff members assigned to five (5).
 - iii. The above total instructional time is based upon assignment to two (2) 75-minute instructional blocks and one (1) 36-minute help and access period [5-Block Assignment Day 1] and three (3) 75-minute instructional blocks and one (1) 36-minute help and access period [5-Block Assignment Day 2 / 6-Block Assignment daily], a homeroom period of four (4) minutes, passing time between instructional blocks of four (4) minutes, and passing time between lunch blocks of three (3) minutes. However, the parties mutually acknowledge the Board's managerial prerogative to revise the bell schedule within all applicable contract parameters.
- c. Teaching staff members will not be assigned to a daily, full-block (75-minute) lunch supervision duty. Rotating assignments or coverage by support staff will be arranged by the Administration to the degree that logistics and staffing / qualifications allow. In the event that a teaching staff member is assigned a daily, 75-minute, full lunch block supervision duty, blue slip or release time compensation will be arranged.
- d. Teaching staff members at the high school with five (5) instructional blocks over two (2) days shall be assigned at least one-half ($\frac{1}{2}$) block of preparation time per day. To the degree that logistics and staffing / qualifications allow, teaching staff members with three (3) instructional blocks on any days will be assigned an additional one-half ($\frac{1}{2}$) block of preparation time on such days.
- e. All full-time high school teaching staff members assigned to six (6) instruction blocks over two (2) days for a full semester shall be relieved of any administrative duty assignments during the school day for that semester. Such teaching staff members shall remain subject to duty assignments before and after the teaching day as set forth in Article XIII.B.3.

C. Meetings and Conferences

1. Professional Development

The Superintendent of Schools may extend the regular in-school workday by up to twenty-four (24) hours of meeting time. This time will include nine (9) monthly faculty meetings (October-June), and fifteen (15) common planning / professional learning community (PLC) meetings,

one hour each, to be scheduled by the Building Principal, with a minimum of five workdays' notice, except in case of emergency. There shall be no more than three (3) such meetings per month, and no more than two consecutive days of meetings within one month. As State-required training and development needs arise, every effort will be made to provide Web-based self-directed opportunities in lieu of inclusion at after-school meetings. Such mandated training and development must be independently completed and evidenced via the provided webinars/online sessions.

After-school meetings shall not be scheduled on Fridays, or on days during or immediately prior to Thanksgiving, winter or spring recess, or on days of district-scheduled Back-to-School Night or Parent-Teacher Conferences in the same school, or on the Wednesday or Thursday night of the annual NJEA Convention in November. Attendance at on-site professional development workshops, other than scheduled in-service days, shall not excuse attendance from after-school meetings.

Teachers assigned to multiple buildings shall attend professional development and other after-school meetings pursuant to this Article in the school in which they are assigned for the greatest percentage of the weekly work hours. Affected staff members shall be excused, without penalty, from conflicting meetings in other schools to which they are assigned. Exceptions to the "majority assignment rule" may be implemented for special events at any school to which the employee is assigned, where directed by the Superintendent after consultation with the affected building administrators.

Notwithstanding any inconsistent language in this subsection or elsewhere in the Collective Bargaining Agreement, or any past practices to the contrary, effective with the 2018-2019 school year and pending any further revisions agreed upon in writing via collective negotiations or otherwise, all regular and special area teachers at all levels shall be scheduled for one (1) faculty meeting per month of the school year (September through June). The first such meeting shall be held during the first workday of the year for teachers, and the other nine (9) shall be held in October through June and shall last up to one (1) hour after school. Primary and Elementary teachers shall not have any after-school meetings other than the nine (9) meetings listed in this paragraph.

Additionally, all regular and special area teachers at the Elementary and Primary Schools (grades Pre-K through 5) shall be scheduled for one (1) grade-level professional learning community (PLC) meeting per month of the school year (October through May) for a total of eight (8), which shall be held during preparation time during the school day. Middle School and High School teachers shall have eight (8) professional learning communities (PLC's) during the 10-month school year, one per month in October through May, which shall last up to one (1) hour after school.

2. Evening Meetings

Notwithstanding B.1. and B.2. above, each teacher will be required to attend at least one (1) but not more than two (2) evening meetings during the school year at the direction of the building principal. Teaching staff members who are absent from an assigned evening meeting shall be

scheduled to make up that obligation at an event and time to be determined by the building principal, with prior notice to the employee (All stipended Schedule C activities are excluded from makeup assignments under this provision).

3. Conferences

Teachers may be required to conduct parent conferences seven (7) days per year. On each of these days students will have a curtailed four (4) hour session. Conferences on five (5) of these days shall be scheduled for the afternoon of that regular workday. On the remaining two (2) days the teachers may leave in accordance with Section B.3. and return to school in the evening for conferences.

4. Prep Time "Lost" Due to Professional Development

On days when teachers attend in-district or out-of-district professional development activities during regular school hours, teachers shall not be entitled to any form of compensation for preparation time "lost" as the result of such professional development activities. The only exceptions are:

- a. If specific teachers are designated by an administrator to supervise students during the course of attending a professional development activity, or
- b. For those teachers attending a partial onsite workday professional development session resulting in the loss of preparation time on a day when said teachers fulfill the remainder of their work schedule.

In these two instances, the "lost preparation time" will be paid at the contractual blue slip rate or with release time equal to the amount of "lost time," to be agreed upon between the teacher and the Building Principal. If release time is to be provided in any case, such time shall be scheduled as soon as administratively possible, but not later than three (3) school days after the preparation is "lost."

D. Schedules

1. When reasonably administratively possible, teachers in middle school shall be scheduled for no more than three (3) consecutive teaching periods, or, if multiple periods are involved, for no more than four (4), and teachers in high school shall be scheduled for no more than three (3) consecutive singleton teaching periods, or, if a block schedule is in place, two (2) block periods.
2. When reasonably administratively possible, all teachers in the high school and middle school shall not be required to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations.
3. Subject to adequate facilities and the type of educational program offered, all high school and middle school teachers shall not be required to change subject area teaching stations more than two (2) times during the school day.

4. Additional Instructional Assignments:
 - a. Teachers at the high school and middle school who teach six (6) classes will not be assigned to homeroom and duties during those semesters when they are required to teach the sixth class. Effective starting with the 2015-2016 school year, any teaching staff member at the high school or middle school who teaches six (6) classes for any semester shall not be assigned to any administrative duty or homeroom assignment during such semester.
 - b. For a teacher assigned to a seventh (7th) teaching period in the Middle or High School:
 - i. The teacher will receive an additional twenty percent (20%) of their teaching salary as compensation, but not calculated towards their c. 78 health insurance contribution. The extra payment is not pensionable under TPAF regulations, but is instead non-pensionable "extra compensation."
 - ii. The teacher is responsible for all teaching expectations including, but not limited to lesson planning, grading, and contacting parents/guardians.
 - iii. This would only apply to emergent situations where the district is unable to get coverage for these teaching periods with long-term substitutes or other qualified staff members. A single staff member should not be required to teach a seventh class period consecutively for longer than a single marking period (45 school days).
5. Every effort will be made by the administration to minimize the number of teachers at the high school and middle school who teach three (3) consecutive periods and/or who have four (4) or more teacher preparations.
6. The administration will carefully review the master schedule and consult with the teaching staff and supervisors to involve them in the scheduling process, before making the final determination.
7. The practice of using regular teachers as substitutes shall be discouraged; however, if it is necessary, in an emergency, such coverage shall be assigned to teachers on a rotating basis. Coverage shall be arranged by the principal. Payment for such coverage shall be: thirty-five dollars (\$35.00) per period of substitution, beginning with the first such substitution, for periods of forty (40) minutes or more and twenty dollars (\$20.00) for periods of less than forty (40) minutes.
8. If an elementary teacher must cover a class during a period in which his/her class is scheduled for Music, Art, Computer, Library, or Physical Education, said teacher shall be paid: thirty-five dollars (\$35.00) per period of substitution, beginning with the first such substitution, for periods of forty (40) minutes or more and twenty dollars (\$20.00) for periods of less than forty (40) minutes.

9. Preparation Time

- a. Primary/Elementary classroom teachers shall have an average of three hundred (300) minutes per week preparation time based upon a Monday through Friday schedule. Grades K-5 teachers shall have a preparation period of no less than forty (40) minutes per day when reasonably administratively possible. The minimum time for one preparation period will be thirty (30) minutes; the maximum time for one preparation period will be sixty (60) minutes.

Professional teaching staff members at all levels (Pre-K through Grade 5) who are scheduled for professional preparation in excess of two hundred forty (240) minutes in any week shall engage, during such time, in self-directed, professionally and educationally meaningful activities including but not limited to the following:

1. Observing the instruction of colleagues (same or other grade level or department),
2. Providing additional support to students in individual or small group format, at the discretion of the teacher,
3. Atlas work (other than lesson plans),
4. Reading/researching scholarly professional articles,
5. Engaging in professional webinars,
6. Common planning (as schedules permit),
7. Peer coaching / mentoring, and/or
8. Other relevant activities as approved by building principals

Staff will track their activities and include this in their documentation logs. In addition, anticipated activities shall be included in their Professional Development Plans.

A total of 8 hours (480 minutes) annually will be designated as described above, commencing with the 2015-2016 school year.

- b. All full-time Primary/Elementary specialist teachers shall have preparation time averaging two hundred-forty (240) minutes per week based upon a Monday through Friday schedule. The minimum time for one preparation period will be twenty (20) minutes; the maximum time for one preparation period will be sixty (60) minutes.

Notwithstanding any language to the contrary in Subsections D.9.a, D.9.b or elsewhere in this Collective Bargaining Agreement, or any past practice to the contrary, effective with the 2019-2020 school year and pending any further revisions agreed upon in writing via future collective negotiations or otherwise, all regular and special area teachers at the Primary and Elementary levels shall be scheduled for no less than forty-five (45) minutes of duty-free professional preparation time per regular school day / two hundred twenty-five (225) minutes per regular workweek, scheduled in daily blocks of at least forty-five (45) minutes, pro-rated in the case of any early dismissal or delayed opening days in any week.

- c. Special teachers who are employed at both elementary and secondary levels may have preparation time at either level but not at both.
- 10. Voluntary overnight supervision of students shall be compensated at a rate of one hundred ten dollars (\$110.00) per night.
- 11. a. All teachers shall be subject to assignment to extra-curricular and co-curricular activities. Except for teachers performing added duties for which they receive differentiated pay or release time, all meetings beyond one (1) per month needed in the direction of such an activity shall be voluntary.
- 11. b. The Home Instruction and Summer School rate shall be forty-five dollars (\$45.00) per sixty (60) minutes of instruction. All time logs / pay sheets from Home Instruction must be submitted to the Business Office no more than thirty (30) days after the services are provided.
- 12. Travel Between Buildings

Teaching schedules shall be created to provide no less than fifteen (15) minutes of travel time, including sign-in and sign-out time, any time a teaching staff member is required to move between buildings during the school day as part of his/her regular assignment. For travel between assignments within the Elementary / Middle School building, the guaranteed time shall be ten (10) minutes.
- 13. Payment for Additional Work
 - a. Effective July 1, 2017, extra compensation, in the form of payment of "Blue Slips," shall be made in the following circumstances:
 - 1. Covering another teacher's class during a non-student-contact duty period (hall duty, attendance duty) or prep period, thus resulting in an increase in the covering employee's instructional time on that day;
 - 2. Missed lunch because of attendance at a student meeting;
 - 3. Remaining at work late or arriving at work early, at an administrator's request, to work with a student or students;
 - 4. Document or parent translation (only when expressly assigned by an Administrator);
 - 5. Attending a meeting at an administrator's request/directive to assist a colleague where a prep period is missed; and/or
 - 6. For other reasons deemed appropriate by the building Principal;
 - 7. Administration of state assessments where a prep is missed (Elementary, Middle and High Schools only).
 - b. Payment of "Blue Slips," shall be issued only upon and after the fourth (4th) occasion of missed prep time / prep period for the following circumstances with regard to any individual teaching staff member in any single school year. Payment shall not be issued for the first three (3) such occasions in any school year:
 - 1. Attendance at 504 meetings for the teacher(s) of the student being discussed;

2. Attending an I&RS meeting for the teacher(s) of the student being discussed;
 3. Parent meetings held during prep periods;
 4. Special Education IEP meetings where the teacher's student is discussed during a scheduled prep period;
 - c. Payment in the situations set forth in subsections (a) and (b), above, may be made at the contractual blue slip rate or via an equal amount of release time to be agreed upon by the teacher and Building Principal and scheduled by the Building Principal. If release time is to be provided in any case, such time shall be scheduled as soon as administratively possible, but not later than three (3) school days after the assignment / coverage at issue.
 - d. The Blue Slip rate for one period is thirty-five dollars (\$35.00). On half days for students, the Blue Slip rate for one shortened period is twenty dollars (\$20.00). Assignment to proctor standardized tests shall be compensated at the rate of twenty dollars (\$20.00) per period, which rate shall apply on both regular days and half days for students. The practice of using regular teachers as substitutes shall be discouraged, however, if it is necessary, such coverage shall be assigned on a rotating basis and compensated at the Blue Slip rate. If an Elementary teacher must cover a class during which his/her class is scheduled for a special, said teacher shall be compensated at the Blue Slip rate.
 - e. Blue Slips will not be issued for the following:
 1. Field Trips;
 2. Assemblies which encompass a scheduled prep period;
 3. Drills or evacuations;
 4. Attending out-of-district professional development workshops;
 5. Reassignment from a duty period, including but not limited to hall duty, recovery room, etc., to provide supervision of another teacher's class, in an emergency situation, due to circumstances beyond one's control, in which such other teacher must depart the teaching environment. Such unpaid circumstances shall be limited to that class period only, and no instruction of students shall be required during such class period.
 6. To cover another employee's non-instructional duty assignment in lieu of the employee's own, regular duty assignment.
 7. For translation services unless expressly assigned by an Administrator.
 - f. All teachers are to be advised that when situations arise wherein they feel that blue slip payment may be merited, they are not to assume that such reimbursement shall take place. Prior approval by the building Principal is required for emergent situations not addressed above.
14. Reception of Students. Absent exceptional circumstances, teaching staff members at all levels shall be at their classroom doors to receive students from the hallway during passing time.

15. Lunchtime Activities at High School.

- a. Teaching staff members assigned to South River High School may propose to building administration activities / clubs which will be conducted during student lunch periods.
- b. Any such activity shall run for a minimum of thirty (30) minutes per session, no more than twice per week, for a maximum of thirty-eight (38) weeks, which shall not include the first week of school in September or the last week of school in June.
- c. Commencement of any such activity shall be contingent upon prior written approval by the High School Principal or Assistant Principal. Approval shall be limited to a maximum of ten (10) clubs operating at any one time.
- d. Supervision / leadership of such activities, once approved, shall be compensated at the rate of thirty dollars (\$30.00) per session. Such compensation shall not be available to any staff member already receiving a stipend for related extracurricular or co-curricular services.
- e. As part of the operation of any such activity / club, the advisor must monitor and record student attendance for each session. Administration shall review attendance reports to determine whether the activity / club has sufficient attendance, and may terminate the operation of any such activity if participation is not sufficient in the sole discretion of Administration.
- f. Activities / clubs under this section may be operated for partial years, and may be proposed, disbanded, terminated or changed during the school year based upon student interest and participation, with administrative approval as set forth herein.

16. Peer Leadership Program

- a. A peer leadership program and advisor stipend was established beginning with the 2021-2022 school year. These co-curricular responsibilities will be outside of the regular duties of any teaching staff member assigned to teach peer leadership courses.
- b. Advisor responsibilities in this program shall include the following:
 - i. Review of applications for upper class peer leaders and interviews of applicants;
 - ii. Attendance at freshman orientation at South River High School;
 - iii. Outreach for participation, to take place once per week during student lunch periods, during which advisors will supervise group meetings between upper class leaders and freshman participants. Weekly sessions of approximately 40 minutes' duration;
 - iv. Community outreach evening event, during which advisors will supervise a peer-leaders-run event. This event will satisfy the contractual afterschool supervision requirements of Article XIII.C.2, above;
 - v. Professional development consisting of a 28-hour series, applicable only during the first year of each individual teaching staff member's participation in the program. Attendance will be required as part of the program and fall within compensation per the stipend set forth herein. If the program is held in-person, staff may will be reimbursed for mileage consistent with normal travel procedures;
 - vi. Annual peer leadership retreat annually in August, in which advisors will participate in either an on-site program or off-site, three day / two night, overnight program, including overnight supervision of students. Compensation for overnight supervision is agreed to be covered by the stipend set forth herein,

and no additional compensation will be applicable, per Article XIII.D.10, above, or otherwise;

- vii. Annual evening on-site retreat (one evening) for advisors and student leaders, duration to be determined. Compensation for this event is agreed to be covered by the stipend set forth herein, and no additional compensation will be applicable, per Article XIII.D.14, above, or otherwise;

- c. The annual stipend for advisors appointed to this program for the first year of any individual teaching staff member's supervision / leadership of this program shall be \$3,000. For all subsequent years, the stipend shall be \$2,550. Such compensation is agreed to be payment in full for all duties incorporated in this program, including all activities set forth herein, for the period of July 1 through June 30 of each year.

E. 12 month Certificated Staff Vacation

Certificated SREA members who serve in a 12 month position shall be entitled to twenty (20) days of vacation each academic year. Vacation shall be taken during the months of July and August. Individuals hired into a twelve month position who commence employment subsequent to July 1 of an academic year shall earn vacation time to be allotted on the following July 1 pursuant to the following formula:

20 days x the number of months employed divided by 12. Fractional portions of days created by this formula shall be rounded, either up or down, to the nearest whole day.

Vacation time is not-accumulative and must be used in the July-August period immediately after it is earned. Up to three (3) days vacation may be carried over upon application to the Superintendent in writing. Carried over days must be used during the next school year (September through June) or be forfeited.

ARTICLE XIV - NURSES

- A. The nurses shall have a duty-free lunch period of at least the following lengths:

1. Primary – Forty (40) minutes.
2. Elementary - Forty (40) minutes.
3. Middle - Forty (40) minutes.
4. High – Forty (40) minutes.

ARTICLE XV - TEACHER TRANSFERS AND REASSIGNMENTS

- A. Teachers desiring to change grade and/or subject assignment or who wish to transfer to another building may file a written statement with the Superintendent by April 1. Such requests for transfers shall be considered.

- B. The staff and Association shall be notified of all administrative, supervisory and extra-curricular vacancies as soon as practicable.
- C. An involuntary transfer shall be made only after a meeting between the teacher involved and the Superintendent or his/her designee at which time the teacher shall be notified of the reasons thereof.
- D. A transfer shall mean the assignment of a teacher from an existing position to another grade and/or subject assignment and/or school.

ARTICLE XVI - CLASS SIZE

The Board and the Association recognize that class size is an important factor in good education, and will, whenever possible, subject to space availability, and all other educational considerations, insure that class size is of the most effective nature for both teacher and pupil. However, the final decisions as to class size will be made by the Board in the best interests of the pupils and shall not be subject to the grievance procedure.

ARTICLE XVII - SUPPLIES AND EQUIPMENT / MONITORING

- 1. The Board and the Association recognize that the quality and quantity of educational materials and equipment utilized in facilities that provide proper seating, storage, and display areas, as well as adequate ventilation, heating and lighting, together with adequate rest rooms and lounge facilities for teachers are important factors in promoting good education and will, whenever possible, subject to budget limitations, community support, and limitations of existing buildings exert their influence to provide them adequately for teachers. However, the final decision as to adequacy shall be made by the Board of Education.
- 2. All monitoring be installed camera equipment of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems telephone or other video devices is strictly prohibited without the mutual consent of both parties. The purpose of this equipment is for the safety and security of students and staff, and unless mutually agreed is not to be made part of an observation, walkthrough or other formal performance feedback process.

ARTICLE XVIII - TEACHER PROFESSIONAL DEVELOPMENT and IMPROVEMENT

- A. To encourage professional growth among the teachers, the Board shall reimburse up to a total expenditure of thirty thousand, two hundred fifty dollars (\$30,250) per year to teachers for tuition paid in the successful pursuit of college and university graduate courses in accordance with the following provisions: [NOTE: a maximum of 66 approvals will be granted in any one (1) school year.]

1. Applications for approval of courses to be taken must be made with the Superintendent of Schools at least ten (10) days in advance of the beginning of said course.
2. In order to be approved for course credit or credit on the salary guide beyond the BA column, staff members must submit to the Assistant Superintendent, at least one week before registration, an application for approval of the course(s). Staff members must include with said application substantiation of the value of the course(s) based upon the following criteria:
 - a. The institution shall be a duly authorized institution of higher learning, accredited and recognized by the State of New Jersey;
 - b. The course(s) and the degree program being sought must be related to the job responsibilities of the staff member's current or future assignment.
 - c. Any teacher enrolled in a course or program of study that was approved prior to July 1, 2014 shall be permitted to complete such course or program and to receive course credit for guide advancement for same.
3. Courses cannot be used toward certification for the position held by the teacher.
- 4.a Payment shall not exceed seven hundred fifty dollars (\$750) per teacher in any school year.
- 4.b Teachers who agree in writing to be bound by the provisions of 4.c. below, may be reimbursed for graduate credits taken based upon the following formula:
 - [i] teachers taking approved courses under the provision of 4.a. shall be reimbursed first pursuant to the provisions below.
 - [ii] teachers who agree to 4.c shall be reimbursed on the basis of the per credit reimbursement amount created by taking the money in the \$32,500 reimbursement account that remains after all individuals are reimbursed under 4.a and dividing that remaining amount of money by the number of credits approved under 4.b.
 - [iii] teachers shall be reimbursed the per credit amount created under [ii] for the number of approved credits taken up to six (6) credits per year.
 - [iv] the maximum per credit rate a teacher may be reimbursed for is up to the Rutgers University Graduate School of Education per credit rate [without fees and campus charges]
 - [v] should a teacher have taken courses at a rate lower than the Rutgers Graduate Credit rate, he/she may in no case be reimbursed for more than the actual cost of his/her credits.
- 4.c Employees who are reimbursed for credits and who voluntarily leave the District without having completed two (2) full instructional years beyond the year in which the course was taken shall repay the district the amount of their reimbursement according to the following schedule:

Year 1 = 100% reimbursement
Year 2 = 65% reimbursement

Employees who leave for the following reasons shall be exempt from repayment:

- a. retirement: regular or disability
- b. reduction-in-force
- c. non-renewal or dismissal

Employees shall sign a written agreement with the District outlining the foregoing pay back schedule for each set of credits for which the employee is reimbursed.

- 5. A grade of "B" or better is needed for reimbursement. Pass/Fail courses need proof that the course is only offered as Pass/Fail. A "Pass" grade is equal to a "B".

- 6.a For courses approved under 4.a, payment shall be made by the Board within two (2) months after the teacher has submitted a college transcript showing the successful completion of work together with a receipted tuition bill.

- 6.b For courses approved under 4.b payment shall be made by September 30th of the school year following the year in which the course was taken. The employee must submit a college transcript showing the successful completion of work together with a receipted tuition bill no later than June 30 of the school year prior the year in which he/she is to be reimbursed. No reimbursement shall be made if the documentation is submitted more than thirty (30) days past the end of the school year.

- 7. Undergraduate coursework may be eligible for reimbursement for teaching staff members. A teaching staff member may present a written request for reimbursement, with rationale, for undergraduate coursework to the Superintendent for approval prior to the teaching staff member taking the course. Approval of such requests is solely at the discretion of the Superintendent. The Superintendent's decision is not subject to the grievance procedure herein.

Undergraduate coursework will also be reimbursed if the teaching staff member is requested by the administration to take the course.

- 8. Undergraduate coursework required to be taken under the alternate route may be eligible for reimbursement under this provision at the discretion of the Superintendent.

- B.1 The Board shall pay the full cost of tuition and other reasonable expenses for any in-service courses, workshops, etc., necessary to broaden and strengthen the teacher's background in his/her subject field or grade level, provided that such in-service courses, workshops, etc. are sponsored by the school system. Reimbursement for tuition, mileage or other costs for approved courses shall be made upon submission of such costs to Central Administration, and Board of Education action approving payment consistent with the Fiscal Accountability Regulations, N.J.A.C. 6A:23A.

- B.2 Any staff member "turn-keying" information for a professional development workshop shall be reimbursed at the hourly rate of thirty-five dollars (\$35.00). Such payment shall not apply to Teacher Leaders, who receive a stipend for such work pursuant to Schedule C.

NOTE 1: This is based on the District practice of paying the hourly rate for the number of hours presented, plus two (2) hours of preparation time for each hour presented.

NOTE 2: The turn-key stipend shall not apply to teaching staff members who are receiving reimbursement for graduate work for the same material.

C. Teachers may request the Board to purchase books, equipment and other resource material for the professional development of the staff.

D. Use of Vehicles

Teachers authorized by the Superintendent of Schools to use their personal automobiles for school business shall be reimbursed at the current State of New Jersey OMB rate per mile.

E. Lateral Movement on the Salary Guide

1. In the semester in which a teacher anticipates earning a degree or otherwise qualifying for lateral movement on the salary guide, he/she will so inform the Board in writing. This information shall be given as early in the semester as possible, but, in any event, not later than one (1) month preceding the expected date of completion.
2. Upon completing the degree requirements or additional courses, the teacher will provide to the Board official transcripts or such other documentary evidence of completion as may be acceptable to the Board within sixty (60) days of completion.
3. Payment of salary at the new rate will be effective in the first day of the month following the month in which the course or degree is completed.
4. If the notification and evidence of completion required are not presented to the Board within the time limits specified in E.1. and E.2. above, the effective date of salary adjustment will be deferred until the beginning of the next semester immediately following the receipt by the Board of satisfactory evidence of completion.

F. Educational Leave

Teachers who are granted a leave of absence by the Board of Education for further study shall, upon return, receive the normal increment which they would have received had they remained in service.

G. Professional Observation and Conferences

Members of the staff may be permitted to attend professional meetings which shall have for their theme subjects of interest to the professional program of our schools. Approval to attend such meetings will be granted by the Board of Education upon the recommendation of the Superintendent of Schools. Those who attend shall be reimbursed for expenses and mileage (computed at the current State of New

Jersey OMB rate) but the total amount of such reimbursement shall not exceed one hundred dollars (\$100.00) per day.

H. Wilson Language Training

1. To encourage professional growth among the teachers, the Board shall cover the expenses for Wilson Language Training (WRS Introductory course, WRS Level 1 Training and WRS Level 2 Training) for interested teaching staff members.
2. Consistent with Article XIX4.c of the parties' Collective Bargaining Agreement, employees who pursue Wilson Language Training and voluntarily leave the District without having completed two (2) full instructional years beyond the year in which the course was completed and certification received, will repay the district the amount of the cost paid for WRS Level 1 and/or WRS Level 2 courses (excluding the costs of the kits) according to the following schedule:
 - a. Year 1 = 100% reimbursement
 - b. Year 2 = 65% reimbursement
3. Employees who leave for the following reasons shall be exempt from the reimbursement obligation set forth in paragraph 2, above:
 - a. Retirement (regular service or disability)
 - b. Reduction-in-force
 - c. Non-renewal or dismissal
4. Employees who attempt but do not finish and receive certification for WRS Level 1 Training or WRS Level 2 Training shall repay the district the amount of the cost paid for WRS Level 1 and WRS Level 2 courses (excluding the costs of the kits).
5. Teachers who complete Wilson Language Training and receive certification will receive the following stipends for each school year after their certification, which stipends shall be added to Schedule C of the parties' Collective Bargaining Agreement (stipends will be paid on a pro-rated basis in the first year, from the first day of the month after certification is obtained):
 - a. WRS Level 1 Training - \$ 500
 - b. WRS Level 2 Training - \$1,000
6. A collaborative effort will be made between the teacher and his or her supervisor to establish a time frame for course completion. Course practicum times and students will be provided by the district.

ARTICLE XIX - TEACHER EVALUATION

All evaluations of teaching staff members shall comply with the requirements of Achieve NJ and the applicable provisions of N.J.A.C. 6A:10. To the extent that any provision of this Article is inconsistent with the cited state regulations, those regulations shall rule.

- A. A teacher shall have the right, upon written request, to review the contents of his/her personnel file and be able to copy any contents. No material derogatory to a teacher's conduct, service, character, or personality other than regular evaluations and/or other materials concerning which a conference has been previously held with the teacher shall be placed in his/her personnel file unless the teacher has been informed of this action in writing. The personnel file shall be kept current.
- B. A teacher shall be given a copy of any report prepared by his evaluators at least one (1) day before any conference to discuss it.
- C. Teachers shall be evaluated only by persons certified in accordance with the appropriate rules and regulations of the New Jersey State Board of Examiners.

ARTICLE XX - TEACHER SALARY

- A. The salaries of all employees covered by this Agreement are set forth in the Schedules A, B, D, E and F, which are attached hereto and made a part thereof.
 - 1. Teachers on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments. A summer savings plan will be available as in previous years.
 - 2. Teachers on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
 - 3. When a payday falls on or during a school holiday, vacation, or weekend, an effort shall be made to pay teachers their paychecks on the last previous working day.
- B. Longevity Schedule

See the longevity schedule included in and made a part of Schedule A.
- C. Teachers shall receive all compensation which is not subject to pension credit in separate checks or automatic deposits.
- D. For a teaching staff member to qualify to move up one (1) step on the salary guide, he/she must be employed for more than ninety (90) school days during the course of an academic year.

OFFICE PERSONNEL SECTION
(Articles XXI through XVIII relate to office personnel)

ARTICLE XXI - WORKING CONDITIONS

A. Working Hours

1. All office personnel shall have a net workday of seven (7) hours and a net workweek of thirty-five (35) hours.
2. The starting and quitting time will be arranged with the administrator in charge of the building, subject to approval by the Superintendent of Schools.

B. Overtime

1. Office personnel authorized to work over thirty-five (35) hours during a workweek shall be paid at straight time up to forty (40) hours and at the rate of time and one-half beyond forty (40) hours.
2. The hourly rate shall be determined by dividing the annual salary by 1820 hours for full-time office personnel and 910 for half-time office personnel.

C. Emergency Closing Due to Weather

When schools are closed due to inclement weather, office personnel will not be required to report.

D. Compensatory Time

Compensatory time may be taken in lieu of overtime pay (over thirty-five (35) hours) by mutual agreement between the building administrator and the office worker.

Said compensatory time, if requested, shall be at the rate of one and one-half (1.5) hours for each hour worked.

E. Notification of Salary Status

Office personnel shall be notified of their contracted salary status for the ensuing year not later than April 30.

- F. Any office staff member desiring to resign his or her position in the school district shall provide the Superintendent and Principal or other direct supervisor with no less than sixty (60) calendar days' written notice, unless the Board agrees to a shorter notice period at the employee's request.

ARTICLE XXII - OFFICE PERSONNEL TRANSFERS

- A. The staff and Association shall be notified of all vacancies.
- B. Office personnel desiring a change of employment within the system and/or wishing to transfer to another building may file a written statement with the Superintendent of Schools by March 1 or such time that an opening arises. If such agreement is denied, a statement of reasons must be given within ten (10) school days, but the final decision is not subject to the grievance procedure.

ARTICLE XXIII - CONVENTIONS

In order to permit members of the Association to attend the annual convention of the New Jersey Education Association, they will not be required to work on the days schools are closed for the occasion.

ARTICLE XXIV - TUITION REIMBURSEMENT

The Board will reimburse any office worker for the tuition for job related courses to a limit of \$350 each, subject to the prior approval of the Superintendent of Schools. Grades received must be "B" or better. Pass/Fail courses need proof that the course is only offered as Pass/Fail. A "Pass" grade is equal to a "B".

Each office personnel employee shall be eligible for up to eighty dollars (\$80) for workshops in each year. The application and approval process shall be the same as that for teaching staff members.

ARTICLE XXV - EVALUATION

- A. Each office worker will receive not less than one (1) written evaluation per year and shall be required to affix his/her signature to each evaluation as an indication that he/she has reviewed the information contained therein. His/her signature does not necessarily signify agreement with the contents of the evaluation.
- B. The office worker will be given a copy of each evaluation. He/she will have the right to respond to any evaluation in writing, provided that the written response be presented to the Superintendent's office not later than twenty (20) days after the office worker's receipt of the evaluation, and such response will be attached to the evaluation in the office worker's personnel file.
- C. An office worker shall have the right, upon written request, to review the contents of his/her personnel file and be able to copy any contents. No material derogatory to an employee's conduct, service, character, or personality other than regular evaluations and/or other materials concerning which a conference has been previously held with the employee shall be placed in his/her personnel file unless the employee has been informed of this action in writing. The personnel file shall be kept current.

ARTICLE XXVI - OFFICE PERSONNEL SALARY

A. Office Personnel Salaries

The salaries of all office personnel covered by this Agreement are set forth in the Schedule E which is attached hereto and made a part thereof.

B. Longevity Schedule

See the longevity schedule included in and made a part of Schedule E.

C. Secretarial Certificates

The Board will pay each office worker who successfully completes the requirements for the First Certificate or the Second Certificate of the Professional Development Program for Educational Office Personnel of the New Jersey Association of Educational Secretaries the following annual stipends, beginning on the next July 1 following submission of evidence of successful completion.

First Certificate	\$200
Second Certificate	\$300
Third Certificate	\$600

NOTE: These amounts are non-cumulative.

Effective July 1, 2005, no office personnel not currently holding the aforementioned certificates shall be eligible for the above reimbursement.

D. Mileage Reimbursement

Office personnel employees who are required to use their own privately owned motor vehicles in the course of their duties will be reimbursed for such use at the current State of New Jersey OMB rate.

E. Attendance Stipend

If attendance is perfect during any quarter of the year the office worker shall receive an additional stipend of one hundred dollars (\$100.00) for that quarter. This provision shall no longer be applicable effective with the 2015-2016 school year, July 1, 2015.

F. For office personnel to qualify to move up one (1) step on the salary guide, he/she must be employed for more than one-half ($\frac{1}{2}$) of the work days in the work year for position to which the employee is assigned.

ARTICLE XXVII - OFFICE PERSONNEL VACATIONS

A. Office personnel shall be eligible for paid vacations based upon completion of service according to the following:

1. Non-tenured office staff: two (2) weeks of vacation per year.
2. Tenured office staff: three (3) weeks of vacation per year (applies to employees who have attained statutory tenure as of July 1 starting the current 12-month school year, per Section B, third point, below).

B. Vacations shall be allotted as follows:

- > If hired prior to January 1st, the employee gets pro-rated vacation on July 1st and full credit for a year of employment.
- > If hired after January 1st, the employee gets pro-rated vacation on July 1st, but no credit for a year of employment. July 1st starts the employee's credit for the first full year of service.
- > July 1st of each year is the calculation date for vacation entitlements.
- > Employees receive vacation days upon the completion of the current work year for use during the next work year.
- > No office personnel employee employed as of July 1, 2005 shall be adversely affected by the application of this language.

C. Vacations are to be scheduled with the Administrator, subject to approval by the Superintendent of Schools.

ARTICLE XXVIII - HOLIDAYS

A. When schools are closed, office personnel shall not be required to work on the following holidays and school recesses. In the event that schools are open on any of the listed days, office staff will be provided with alternative scheduled days off, or floating holidays, to be scheduled with the consent of the staff member's supervisor.

July	--Independence Day
September	--Labor Day
October	--Columbus Day
November	--General Election Day
	--Veterans' Day
	--State Teachers' Convention
	--Thanksgiving Recess (Th., F.)
December - January	--Winter Recess
	--Martin L. King's Birthday
February	--Presidents' Day
March-April	--Spring Recess
May	--Memorial Day

B. When schools are not in session, if any of the above holidays fall on a Saturday, the holiday shall be observed on Friday; if any of the above holidays fall on Sunday, the holiday shall be observed on Monday.

C. The workday immediately preceding the winter vacation and the workday immediately preceding Thanksgiving vacation are student one-session days with office personnel required to remain ten (10) minutes in the elementary and fifteen (15) minutes in the secondary past the close of the teaching day.

CUSTODIAL, FIELD AND MAINTENANCE SECTION
(Article XXIX through XXXV relate to CFM employees)

ARTICLE XXIX – TRANSFERS AND REASSIGNMENTS

- A. CFM employees wishing to be considered for any change in employment or who wish to transfer to another building may file a written statement with the Superintendent by March 1 or such time that an opening arises. Such requests shall be considered, but the final determination shall rest with the administration.
- B. The staff and the Association shall be notified of all vacancies for positions above the Custodian's and/or Fieldman's level on the Salary Scale.

ARTICLE XXX – BLACK SEAL LICENSE

- A. All CFM employees shall within eighteen (18) months of their initial employment obtain a Black Seal License to operate low-pressure boilers as required by the State of New Jersey. All current CFM employees possessing such licensure shall retain same as a condition of continued employment.
- B. The Board of Education shall reimburse CFM employees for the annual fee required to renew said Black Seal License.
- C. CFM employees who possess a currently valid Black Seal License will be paid an annual stipend of five hundred dollars (\$500) in addition to their regular salaries. All current CFM employees shall continue to receive this annual stipend consistent with Section A, above. CFM employees hired on or after July 1, 2014 shall not be eligible for this stipend. Instead, such employees shall be reimbursed for all actual costs for course tuition and books, to a maximum of two hundred dollars (\$200.00).

ARTICLE XXXI – BENEFITS
(see also: Article VIII, Article X, Article XI)

- A. Personal Leave
 - 1. No more than five (5%) percent of the CFM staff may take personal leave on any one day. The five percent (5%) cap shall be applied on a first come, first served basis. Exceptions to the cap shall be made in the event of bona fide emergent situations.
 - 2. All leaves of absence referred to in this section are subject to the following conditions:
 - a. A Request for Personal Leave form shall be filed with the Superintendent of Schools at least three (3) school days in advance of the contemplated absence, except that, in the event of an emergency caused by illness supported by a physician's statement or a death in the family, such notice shall be waived until the date of the CFM employee's return to his/her duties. Lacking such notice, the absence will be considered unauthorized and the CFM employee's pay will be deducted at a daily rate of 1/260 of the annual salary.

- b. Personal days will not be granted the day immediately preceding or following a scheduled school closing observed as a holiday or vacation by members of the Association or during the last two weeks of the school year (except for graduations or weddings of the CFM employee or members of his/her immediate family as defined in Article XI F.1, F.2, F.3.) and in case of emergency as approved by the Superintendent of Schools.
- c. The Superintendent of Schools, in the best educational interest of the school district, is empowered to deny any requests for the above days.

B. Holidays

- 1. Holidays shall include the following. In the event that schools are open on any of the listed days, CFM employees will be provided with alternative scheduled days off, or floating holidays, to be scheduled with the consent of the Supervisor of Buildings and Grounds.

July	--	Independence Day
September	--	Labor Day
October	--	Columbus Day
November	--	Veteran's Day
	--	Thanksgiving Weekend (Th. & Fr.)
December	--	24, 25, 26 – Christmas, shall include three (3) workdays, if any of these days fall on Saturday or Sunday
January	--	New Years' Day
	--	Martin Luther King, Jr's Day
February	--	Presidents' Day
March – April	--	Good Friday
	--	Easter Monday
May	--	Memorial Day

- 2. When schools are not in session, if any of the above holidays fall on a Saturday, the holiday shall be observed on Friday; if any of the above holidays fall on Sunday, the holiday shall be observed on Monday.
- 3. In addition, each CFM employee will be entitled to take one (1) floating holiday in each year. The scheduling of such holidays will be at the employee's request, subject to the approval of his/her immediate supervisor.
- 3. One (1) CFM employee shall be eligible for one (1) paid day off for the New Jersey Education Association Convention each year. CFM employees may apply in writing to be considered for attendance. Tied applications shall be approved on the basis of seniority or prior attendance within a three (3) year period. The same CFM employee may not attend the convention more than one (1) time in a three (3) year period unless no other CFM employee applies. The CFM employee must provide his/her immediate supervisor with a Certificate of Attendance upon his/her return to work.

C. Vacations

CFM employees shall be eligible for vacations according to the following schedule:

1. One (1) to five (5) years of service in South River – two (2) weeks.
2. During the sixth (6th) anniversary calendar year of employment to the eleventh (11th) anniversary year – three (3) weeks.
3. From the twelfth (12th) anniversary calendar year of employment to the twenty-fourth (24th) anniversary year – four (4) weeks.
4. From the twenty-fifth (25th) anniversary calendar year of employment and thereafter – five (5) weeks. This provision shall not apply to any employee hired after September 1, 2011.
5. Vacations shall be allotted as follows:
 - > Any employee hired prior to January 1st shall be considered to have completed one (1) year of employment as of that July 1st.
 - > Any employee hired on or after January 1st shall not be considered to have completed one (1) year of employment as of that July 1st. Such employees shall receive pro-rated vacation for the work year starting that July 1st, and shall be considered to have completed one (1) year of employment as of the following July 1st.
 - > July 1st of each year is the calculation date for vacation entitlements.
 - > Employees receive vacation days upon the completion of the current work year for use during the next work year.
 - > No CFM employee employed as of July 1, 2005 shall be adversely affected by the application of this language.
6. Carry-Over of Vacation Days:
 - a. Employees may carry-over up to a maximum of three (3) unused vacation days upon application to the Superintendent.
 - b. Any days allowed to be carried over must be used in the first quarter of the ensuing year or they shall be forfeited.
 - c. Any vacation days that remain unused beyond the three (3) that may be carried over shall be forfeited.
7. Effective as of June 2015, CFM employees may only use five (5) vacation days during the school year, and must use the rest between the final calendar week of June and August 14. Maintenance employees may not use more than five (5) vacation days consecutively during the school year. No more than one (1) CFM employee may be absent on any week during the school year, with seniority being determinative in the event of a conflict. Such vacation during the school year cannot be connected with personal days. Up to two (2) CFM employees may use vacation during the last week of August. Vacation requests for the last week of June through the third week of August shall be submitted no later than April 15, and shall be approved or denied on a first-come, first-served basis, based upon staffing needs.

D. Uniforms and Safety Equipment

1. The Board will provide three (3) sets of uniforms per year with the understanding that the CFM employee will maintain them during the year.
2. The Board shall purchase foul weather gear for all employees, that includes boots and rain hat.
3. The Board will provide four (4) pairs of gloves per year to each employee.
4. The Board will reimburse employees a maximum of one hundred twenty-five dollars (\$125.00) per pair for the purchase of two (2) pairs of work shoes in each contract year (maximum total reimbursement of two hundred fifty dollars (\$250.00) per employee per year). Reimbursement will only be made upon the submission of a payment receipt for the shoes.
5. The Board will reimburse field and maintenance employees for the purchase of prescription safety glasses and coveralls. The Board will reimburse custodians for the purchase of prescription safety glasses. Safety glasses may be replaced when damaged in use. Reimbursement for coveralls will be limited to two (2) sets per year. Receipted bills for these purchases must be submitted to the Facilities Supervisor.
6. The Board will provide CFM employees with a winter jacket every two (2) years, beginning in 1999 - 2000. The Board will provide CFM employees with a hood or hat once every two (2) years.

ARTICLE XXXII – TERMS AND CONDITIONS OF EMPLOYMENT

A. Working Day

1. The standard workweek of all daytime CFM employees shall be based on a forty (40) hour week consisting of five (5) workdays of eight (8) hours each, exclusive of a one (1) hour lunch.
2. The standard work week of all night shift employees shall be based on a forty (40) hour week consisting of five (5) workdays of eight hours (8) each, excluding a half-hour lunch.
3. The standard work week for purposes of assignment may be scheduled Monday through Saturday. CFM employees may be assigned to any combination of five (5) days as their standard work week.
4. CFM employees may express their interest in working on Saturday to the Facilities Supervisor. Employees who volunteer to work on Saturday shall be assigned first. In the event additional staff is needed to work on Saturday or there are no volunteers, then staff shall be assigned on a rotating basis. All staff

shall be assigned two (2) consecutive days off unless there is an emergency, or unless the employee requests an alternative arrangement.

5. Employees assigned or called in to work on Sunday, for work other than building security checks, shall receive one and one-half times ($1\frac{1}{2}$) their normal rate of pay.
6. Once a shift has been established, the CFM employee will be provided with thirty (30) days notice of a change, unless the change is mutually agreed to and implemented sooner.

B. Summer Hours and Hours on Days Schools Are Closed

1. With the permission of the Facilities Supervisor, night shift workers may be permitted to work a day shift during the summer and on days on which schools are closed provided that no school related activities are scheduled during the afternoon and evening hours. Night shift CFM employees shall not be eligible for overtime pay for school related activities on such days unless they are scheduled holidays for members of the Association.
2. With the permission of the Facilities Supervisor, a CFM employee's hours may be changed, but all buildings must remain open between the hours of 8:00 a.m. and 4:00 p.m.

C. Weekend Security Check

1. All buildings must receive a security check on Saturdays, Sundays and holidays.
2. CFM employees who are required to make building checks on any of holidays noted in the contract will be paid one (1) hour of overtime at two times (2) their normal rate of pay.

D. Overtime Pay

1. All CFM employees shall be paid at the rate of time and one-half ($1\frac{1}{2}$) for all work authorized beyond forty (40) hours per week. Only hours worked shall be used to compute overtime.

All work done on holidays will be paid at the rate of double time (i.e.: $2x = 1x$ for the holiday and $1x$ for working).

CFM employees working beyond a consecutive twelve (12) hour shift for snow removal shall be paid at a double time rate for all time in excess of twelve (12) hours. This multiplier shall not apply on days / shifts when a higher base rate is already in effect.

2. The maintenance personnel currently employed as a carpenter and as an electrician shall work thirty-five (35) hours plus standby for emergencies per week. They shall be paid straight time for any work schedule by the Facilities Supervisor during the five (5) hour standby period and time and one-half (1½) for all work authorized by the Superintendent of Schools beyond forty (40) hours per week.
3. CFM employees who are called in to work at times not contiguous to their normal shifts shall be guaranteed not less than two (2) hours work or, if the work assigned be less than two (2) hours, they shall receive two (2) hours pay.
4. The Board of Education agrees that it will make every effort to provide that overtime assignments will be apportioned among eligible staff as equally as possible based upon the needs of the District.

E. Contract

1. CFM employees shall receive, no later than May 31, a written offer of a contract for the next succeeding year and at such a salary and benefits as may be agreed upon between the parties, or a written notice that such employment will not be offered.
2. A contract with any employee may be terminated by either party giving to the other party thirty (30) calendar days notice in writing of the intention to terminate the same.

F. In-Service Training

1. In the event that the Board requires any CFM employee to attend any in-service training session, the employee will be reimbursed for registration and other fees, meals and travel expenses and will be paid at his/her regular hourly rate for the time spent at the in-service session.
2. CFM employees may be reimbursed for the tuition for vocational-technical school classes which are job related and approved by the Superintendent prior to the employee taking the class. The Board will pay for any courses that it requests an employee take.

ARTICLE XXXIII – SALARY

- A. The salary guides for custodial, field and maintenance employees are set forth in Schedules F and G.
- B. Longevity Schedule—See the longevity schedule included in and made a part of Schedules F and G.
- C. Mileage Reimbursement

Employees, except maintenance employees, who are required to use their own vehicles on district business will be reimbursed for such required use at current State of New Jersey OMB rate per mile. All maintenance employees shall receive a stipend of one thousand dollars (\$1,000) per year for the

required use of their own vehicles to transport tools and other materials in the performance of their assigned duties.

D. New Employees

In determining the initial salary of new CFM employees, the Board of Education may add an amount to the base salary dependent upon the type of experience and the number of years of such service.

E. Perfect Attendance Stipend

If attendance is perfect during any quarter of the year the CFM employee shall receive an additional stipend of one hundred dollars (\$100.00) for that quarter. Perfect attendance is defined as having no absences for any reason. This provision shall no longer be applicable effective with the 2015-2016 school year, July 1, 2015.

ARTICLE XXXIV – MAINTENANCE

Custodians shall perform minor maintenance repairs within the scope of their ability and as directed by the Facilities Supervisor.

One custodian may be designated by the Superintendent to spend a greater than average amount of time performing minor maintenance repairs within the scope of his/her abilities. Such custodian will be paid a stipend of \$1,000.

ARTICLE XXXV – RULES AND REGULATIONS

Maintenance, Custodian, and Field personnel will be governed by the Rules and Regulations for CFM employ as adopted by the Board of Education.

SCHEDULE A

Teacher and Nurse Salary Guides 2022-2027

Base Year (2021-2022)		Year 1 (2022-2023)		Year 2 (2023-2024)		Year 3 (2024-2025)		Year 4 (2025-2026)		Year 5 (2026-2027)	
Step	BA Salary	Step	BA Salary	Step	BA Salary	Step	BA Salary	Step	BA Salary	Step	BA Salary
E	52,310	E	53,125	E	54,000	E	55,310	E	57,035	E	59,310
F	52,710	F	53,525	F	54,255	F	55,710	F	57,435	F	59,710
G	53,110	G	53,925	G	54,655	G	56,110	G	57,835	G	60,110
H	53,610	H	54,425	H	55,155	H	56,610	H	58,335	H	60,610
I	54,110	I	54,950	I	55,780	I	57,210	I	58,835	I	61,110
J	56,310	J	57,150	J	57,980	J	59,360	J	60,935	J	62,910
K	58,810	K	59,650	K	60,480	K	61,860	K	63,410	K	65,210
L	61,310	L	62,150	L	62,980	L	64,360	L	65,885	L	67,610
M	64,135	M	64,975	M	65,830	M	67,160	M	68,685	M	70,410
N	66,960	N	67,875	N	68,730	N	70,060	N	71,585	N	73,310
O	69,860	O	70,775	O	71,710	O	73,035	O	74,560	O	76,285
P	72,835	P	73,775	P	74,710	P	76,035	P	77,560	P	79,285
Q	75,975	Q	76,950	Q	77,900	Q	79,225	Q	80,750	Q	82,485
R	79,150	R	80,150	R	81,150	R	82,500	R	84,025	R	85,775

Degree Differential

Add the single applicable differential to the salary on the BA guide:

MA	\$2,000
MA+30	\$2,800
Ph.D.	\$4,600

Longevity

Add the single applicable longevity to the salary:

15-18	\$1,800
19-23	\$2,500
24-29	\$3,200
30+	\$3,700

Nurses

Effective with the 2022-2023 school year, Registered Nurses and Certified Nurses are compensated consistent with Schedule A. Former Schedule H, "Registered Nurses," is eliminated, and all Registered Nurses employed as of June 30, 2022 are moved onto Schedule A at a parallel step to their anticipated position (e.g. Schedule H Step 9 → Schedule A Step M).

Any Registered Nurse obtaining the School Nurse Certificate and Endorsement pursuant to N.J.A.C. 6A:9B-14.4 shall receive a two thousand dollar (\$2,000.00) annual stipend (pro-rated if obtained mid-year) which shall be included in regular payroll compensation.

SCHEDULE B
Ratio Positions and Per Diem Rates

A. School Psychologist

1. Twelve (12) month contract: Ratio of 1.20
2. Ten (10) month contract: Ratio 1.11

B. Learning Disability - Teacher Consultant

1. Twelve month contract: Ratio of 1.15
2. Ten month contract: Ratio of 1.05

C. School Social Worker

1. Twelve (12) month contract: Ratio of 1.15
2. Ten (10) month contract: Ratio of 1.06

D. Guidance Counselors

1. Twelve (12) month contract: Ratio of 1.15

E. Child Study Team Member Per Diem Rates

1. 12-month CST Members: annual salary divided by 260
2. 10-month CST Members: annual salary divided by 200

SCHEDULE C

Athletics and Activities

ATHLETICS	Base Year 2021-2022	Year 1 2022-2023	Year 2 2023-2024	Year 3 2024-2025	Year 4 2025-2026	Year 5 2026-2027
Football-Head Coach	10,000	10,000	10,000	10,000	10,000	10,000
Football-Defensive Coordinator	7,450	7,550	7,650	7,750	7,850	7,950
Football-Assistant Coach	5,585	5,660	5,735	5,810	5,885	5,960
Football-Assistant Coach	5,585	5,660	5,735	5,810	5,885	5,960
Football-Assistant Coach	5,585	5,660	5,735	5,810	5,885	5,960
Football-Assistant Coach	5,585	5,660	5,735	5,810	5,885	5,960
Basketball-Boys	7,675	7,900	8,125	8,300	8,475	8,650
Basketball-Girls	7,675	7,900	8,125	8,300	8,475	8,650
Basketball-Boys JV	4,950	5,095	5,215	5,335	5,455	5,550
Basketball-Girls JV	4,950	5,095	5,215	5,335	5,455	5,550
Basketball-Middle School-Boys	4,850	4,950	5,050	5,150	5,250	5,300
Basketball-Middle School-Girls	4,850	4,950	5,050	5,150	5,250	5,300
Baseball	7,675	7,900	8,125	8,300	8,475	8,650
Baseball-JV	4,900	5,020	5,150	5,260	5,380	5,420
Baseball-Middle School	4,700	4,800	4,900	5,000	5,100	5,300
Softball	7,675	7,900	8,125	8,300	8,475	8,650
Softball-JV	4,900	5,020	5,150	5,260	5,380	5,420
Softball-Middle School	4,700	4,800	4,900	5,000	5,100	5,300
Soccer-Boys	7,675	7,900	8,125	8,300	8,475	8,650
Soccer-Boys JV	4,900	5,020	5,150	5,260	5,380	5,420
Soccer-Middle School-Boys	4,310	4,400	4,490	4,580	4,700	4,900
Soccer-Girls	7,675	7,900	8,125	8,300	8,475	8,650
Soccer-Girls JV	4,900	5,020	5,150	5,260	5,380	5,420
Soccer-Middle School-Girls	4,310	4,400	4,490	4,580	4,700	4,900
Tennis-Boys	4,975	5,120	5,240	5,360	5,480	5,620
Tennis-Girls	4,975	5,120	5,240	5,360	5,480	5,620
Wrestling	7,675	7,900	8,125	8,300	8,475	8,650
Wrestling-JV	4,900	5,020	5,150	5,260	5,380	5,420
Wrestling-Middle School	4,700	4,800	4,900	5,000	5,100	5,300
Golf	4,975	5,120	5,240	5,360	5,480	5,620
Track-High School Head Coach	6,825	6,925	7,025	7,125	7,225	7,325
Track-High School Assistant	4,900	5,020	5,150	5,260	5,380	5,420
Track-High School Assistant	4,900	5,020	5,150	5,260	5,380	5,420
Track-Middle School	4,350	4,450	4,550	4,650	4,750	5,000

Track-Middle School	4,350	4,450	4,550	4,650	4,750	5,000
Track-High School Cross Country	4,875	5,095	5,215	5,335	5,455	5,620
Track-Middle School Cross Country	4,200	4,450	4,550	4,650	4,750	5,000
Bowling	5,075	5,220	5,340	5,460	5,480	5,620
Cheerleading	5,475	5,540	5,610	5,680	5,775	5,875
Weight (Fall)	1,220	1,230	1,240	1,250	1,260	1,270
Weight (Winter)	1,220	1,230	1,240	1,250	1,260	1,270
Weight (Spring)	1,220	1,230	1,240	1,250	1,260	1,270
Weight (Summer)	1,220	1,230	1,240	1,250	1,260	1,270
Volleyball	4,800	4,920	5,040	5,160	5,380	5,420
Volleyball – JV	4,140	4,230	4,330	4,400	4,500	4,700
Color Guard	2,550	2,600	2,650	2,700	2,750	2,800

ACTIVITIES

PRIMARY SCHOOL

Gifted & Talented	3,700	3,775	3,850	3,950	4,050	4,250
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Elementary School

Drama Coach	3,850	3,925	4,000	4,080	4,160	4,250
Talent Show Coordinator	1,500	1,530	1,550	1,580	1,650	1,675
Kindness Club	1,750	1,785	1,820	1,860	1,900	1,950
Gifted & Talented	3,700	3,775	3,850	3,950	4,050	4,250
STEM Club	1,450	1,500	1,530	1,575	1,650	1,700

Middle School

Band Advisor	3,100	3,160	3,225	3,300	3,375	3,450
Collector of Revenue	1,800	1,900	1,940	2,000	2,050	2,100
Newspaper	1,450	1,500	1,530	1,575	1,650	1,700
Student Council	1,450	1,500	1,530	1,575	1,650	1,700
Drama	3,850	3,925	4,000	4,080	4,160	4,250
Middle School Robotics	1,771	1,805	1,840	1,880	1,925	1,978
Yearbook	1,525	1,555	1,585	1,615	1,650	1,700
Future Business Leaders of America	1,450	1,500	1,530	1,575	1,650	1,700
Mock Trial / Debate	1,450	1,500	1,530	1,575	1,650	1,700
Math League	1,450	1,500	1,530	1,575	1,650	1,700
Discovery Drama	1,450	1,500	1,530	1,575	1,650	1,700

High School

Yearbook	3,775	3,850	3,925	4,000	4,100	4,185
Student Council	2,850	2,900	2,950	3,010	3,100	3,175
Senior Class	2,750	2,800	2,875	3,000	3,100	3,150

Junior Class	2,175	2,285	2,325	2,400	2,500	2,525
Sophomore Class	1,625	1,660	1,700	1,750	1,800	1,815
Freshman Class	1,550	1,580	1,600	1,630	1,660	1,675
Newspaper	2,242	2,242	2,242	2,242	2,242	2,242
National Honor Society	2,800	2,855	2,910	2,970	3,030	3,100
Robotics Club	2,041	2,100	2,150	2,260	2,285	2,335
Drama	3,850	3,925	4,000	4,080	4,160	4,225
Collector of Revenue	2,600	2,750	2,800	2,900	2,960	3,020
Band	5,725	5,840	5,950	6,075	6,175	6,325
Art Club	1,400	1,430	1,460	1,500	1,530	1,560
TV 36	3,157	3,220	3,280	3,350	3,420	3,490
German Club	1,375	1,400	1,430	1,460	1,500	1,530
Earth Club	1,515	1,545	1,575	1,600	1,635	1,670
Interact Club	1,515	1,545	1,575	1,600	1,635	1,670
Future Business Leaders of America	1,675	1,710	1,740	1,830	1,875	1,890
Future Healthcare Professionals' Club	1,675	1,710	1,740	1,830	1,875	1,890
Math and Science Honor Society	2,672	2,725	2,740	2,830	2,840	2,875
Social Studies Honor Society	2,672	2,725	2,740	2,830	2,840	2,875

District

Safety Ambassador	1,550	1,580	1,600	1,630	1,700	1,735
Social Media Coordinator	2,450	2,500	2,550	2,600	2,625	2,700
Student Recognition Advisor	1,450	1,500	1,525	1,555	1,600	1,630
Rams' Runway	1,675	1,700	1,730	1,765	1,800	1,840
Peer Leadership (first year)	3,000	3,000	3,000	3,000	3,000	3,000
Peer Leadership (all subsequent years)	2,550	2,550	2,550	2,550	2,550	2,550
Teacher Leaders (all levels)	3,284	3,350	3,415	3,480	3,550	3,615

Curriculum Writing

New, full-year course (<i>per course</i>)	1,247	1,500	1,500	1,500	1,500	1,500
New course, less than full year <i>e.g. semester, cycle, special (per course)</i>	624	850	850	850	850	850
Revision of full-year course (<i>per course</i>)	624	750	750	750	750	750
Revision of other course <i>e.g. semester, cycle, special (per course)</i>	425	550	550	550	550	550

SCHEDULE D

Attendance Officer Salary Guide

Base Year	2021-2022	\$17,510
Year 1	2022-2023	\$18,255
Year 2	2023-2024	\$19,030
Year 3	2024-2025	\$19,840
Year 4	2025-2026	\$20,685
Year 5	2026-2027	\$21,565

The Attendance Officer shall be reimbursed
at the current State of New Jersey OMB rate per mile
for all school business travel, pursuant to Article XII.D.

SCHEDULE E

Office Staff Guides

Base Year (2021-2022)		Year 1 (2022-2023)		Year 2 (2023-2024)		Year 3 (2024-2025)		Year 4 (2025-2026)		Year 5 (2026-2027)	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	39,395	1	40,815	1	42,300	1	43,850	1	45,495	1	47,245
2	39,795	2	41,215	2	42,700	2	44,250	2	45,895	2	47,645
3	40,195	3	41,615	3	43,100	3	44,650	3	46,295	3	48,045
4	40,595	4	42,015	4	43,500	4	45,050	4	46,695	4	48,445
5	40,995	5	42,415	5	43,900	5	45,450	5	47,095	5	48,845
6	41,395	6	42,815	6	44,300	6	45,850	6	47,495	6	49,245
7	41,795	7	43,215	7	44,700	7	46,250	7	47,895	7	49,645
8	42,580	8	44,000	8	45,485	8	47,030	8	48,670	8	50,370
9	43,365	9	44,785	9	46,270	9	47,815	9	49,450	9	51,145
10	44,150	10	45,570	10	47,055	10	48,615	10	50,250	10	51,945
11	44,935	11	46,355	11	47,840	11	49,415	11	51,050	11	52,745
12	45,720	12	47,140	12	48,625	12	50,215	12	51,850	12	53,545
13	46,505	13	47,940	13	49,425	13	51,015	13	52,650	13	54,345
14	47,295	14	48,740	14	50,225	14	51,815	14	53,450	14	55,155
15	48,095	15	49,540	15	51,025	15	52,615	15	54,350	15	56,055
16	48,995	16	50,440	16	51,925	16	53,515	16	55,250	16	56,955
17	50,195	17	51,570	17	53,055	17	54,630	17	56,280	17	57,980

Longevity

Add the single applicable longevity to the salary:

15-18	\$1,300
19-23	\$2,000
24+	\$2,700

SCHEDULE F

Custodial / Field Guides

Base Year (2021-2022)		Year 1 (2022-2023)		Year 2 (2023-2024)		Year 3 (2024-2025)		Year 4 (2025-2026)		Year 5 (2026-2027)	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	50,199	1	52,989	1	55,974	1	59,009	1	62,289	1	65,594
2	50,699	2	53,489	2	56,474	2	59,509	2	62,789	2	66,094
3	51,199	3	53,989	3	56,974	3	60,009	3	63,289	3	66,594
4	51,899	4	54,689	4	57,674	4	60,709	4	63,889	4	67,194
5	52,599	5	55,389	5	58,374	5	61,409	5	64,589	5	67,894
6	53,399	6	56,189	6	59,074	6	62,109	6	65,289	6	68,594
7	54,199	7	56,989	7	59,874	7	62,809	7	65,989	7	69,294
8	55,199	8	57,989	8	60,874	8	63,809	8	66,789	8	70,094
9	56,399	9	59,189	9	62,074	9	65,009	9	67,989	9	71,094
10	57,899	10	60,764	10	63,599	10	66,609	10	69,589	10	72,719
11	61,124	11	63,764	11	66,499	11	69,384	11	72,364	11	75,419

Longevity

Add the single applicable longevity to the salary:

11-15	\$1,000
16-19	\$1,400
20-24	\$1,800

SCHEDULE G

Maintenance Guides

Base Year (2021-2022)		Year 1 (2022-2023)		Year 2 (2023-2024)		Year 3 (2024-2025)		Year 4 (2025-2026)		Year 5 (2026-2027)	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	67,145	1	70,085	1	73,320	1	76,605	1	79,885	1	83,140
2	68,145	2	71,085	2	74,320	2	77,605	2	80,885	2	84,140
3	69,345	3	72,285	3	75,320	3	78,605	3	81,885	3	85,140
4	70,945	4	73,885	4	76,820	4	79,805	4	82,885	4	86,140
5	72,645	5	75,585	5	78,520	5	81,505	5	84,585	5	87,740
6	74,345	6	77,285	6	80,220	6	83,205	6	86,285	6	89,440
7	77,645	7	80,285	7	83,020	7	85,905	7	88,885	7	91,940

Longevity

Add the single applicable longevity to the salary:

11-15	\$1,000
16-19	\$1,400
20-24	\$1,800
25+	\$2,200

SOUTH RIVER BOARD OF EDUCATION
Waiver of Health Benefits

Employee's Printed Name: _____

I hereby certify that I am waiving my health benefits coverage under: [check appropriate level and coverage]

____ single
____ family

____ the district's medical benefit plan
____ the district's dental coverage
____ the district's prescription coverage

This waiver is in effect for the one (1) year period July 1, _____ through June 30, _____.

In return, the Board has agreed to reimburse me at the stated contractual amount [see Article X.D], payable on July 15th of the next academic year and subject to all appropriate deductions. This payment is not to be considered a salary payment and, as such, is not pensionable. I understand that I am responsible for any additional tax liabilities on this money.

I further certify that I understand and agree that my waiver of the foregoing benefits is of my own volition. It is not based upon any representations by either the South River Board of Education or the South River Education Association other than the aforementioned monetary reimbursement. I agree to hold both the Board and the Association harmless with regard to any adverse results of my voluntary and informed waiver of the foregoing benefits.

I understand that I may revoke this waiver prior to the expiration date shown above only under the following hardship circumstances: [re-enrollment as of the 1st of the month following notification to the Business Office of the hardship/change of life circumstance]

- * Termination of employment of person with benefits (proof of termination of benefits required)
- * Legal Separation (copy of decree required)
- * Group contract/policy terminated of person with benefits (proof of termination required)
- * Disability of spouse which eliminates benefits (proof of termination of benefits required)
- * Divorce (copy of decree is required)
- * Death of Spouse (copy of death certificate required)
- * Military Discharge (copy of DD214 required)

Should I revoke the foregoing waiver, I understand that the reimbursement to which I am entitled shall be pro-rated based upon the period of time I am not covered by the district's benefit plan[s].

I further understand that I may restore the benefits for which I am eligible during the next open enrollment period. Such benefits would commence on July 1st of the next academic year. Should an employee die prior to receipt of payment for opting out, the appropriate pro-rated amount shall be paid to his/her estate pursuant to the contract provision.

Signed: _____
Employee

Date: _____

Business Administrator verification of other
health benefit coverage:

Company: _____

BA Signature: _____

Witness: _____
Board Secretary/Business Administrator

Date: _____

[Two (2) original copies of this waiver shall be signed. The employee shall keep one and the other shall be placed in the employee's personnel file. The opt-out form shall be re-submitted during the annual open enrollment period should the employee seek to remain out of the plan(s). Failure to file during the open enrollment period will result in re-enrollment in the plan(s) effective July 1st of the next plan year.]

[srw\hlthwvr: 15-Dec-05]