

Agreement Between

Robbinsville Board of Education

and

Robbinsville Education Association

2017-2020

**Agreement Between
Robbinsville Board of Education
and
Robbinsville Education Association
(Mercer County)
2017-2020**

**Robbinsville Education Association
2017 Officers**

Debra Bella, President
Joseph Conroy, 1st Vice President
Kathleen Manning, 2nd Vice President
Jennifer Paulino, Recording Secretary
Josette Smolka, Treasurer

Robbinsville Board of Education

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Ms. Leslie Dee
Mrs. Sharon DeVito
Mr. Vito Galluccio
Mr. Craig Heilman
Mrs. Jane Luciano
Mr. Scott Veisz
Mr. Richard Young

Administrators

Dr. Kathleen Foster, Superintendent
Dr. Kimberly Tew, Assistant Superintendent
of Curriculum & Instruction
Ms. Beth Brooks, Business Administrator/Board Secretary
Mrs. Janet Sinkewicz, Principal, Sharon Elementary School
Mr. Paul Gizzo, Principal, Pond Road Middle School
Ms. Molly Avery, Principal, Robbinsville High School
Mrs. Rajneet Bajnath, Director, Special Services

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This Agreement entered into this October 24, 2017, by and between the Board of Education of Robbinsville, in the County of Mercer, New Jersey, hereinafter called the “Board” and Robbinsville Education Association, hereinafter called the “Association.”

WITNESSETH

ARTICLE 1

Recognition

1.1 **Recognition:** The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning grievances, terms, and conditions of employment for all certified personnel and support staff employed by the Board, with the exception of the Administration.

1.2 **Definitions:** For the purpose of this Agreement, the following definitions will be included, but not be limited to:

A. **Teachers:** Classroom Teacher, School Nurse, Guidance Counselor, Media Specialist, Speech Language Specialist, Specialist Teacher, Social Worker, LDTC, School Psychologist, Information Service Coordinator, Occupational Therapist, Physical Therapist, and Athletic Trainer.

B. **Support Staff:** Secretaries, Clerks, Custodian / Maintenance Personnel, Technology Specialist, Bus Drivers, Bus Aides, Lunch Aides, Security Guards,

HVAC Personnel and Instructional Assistants, except any support staff employee designated as confidential employee.

- C. **School Day:** A school day is defined as any day school is in session for students and a work day is Monday through Friday, excluding holidays.
- D. **Work Week:** A work week is Monday through Friday, excluding holidays.
- E. **Full-Time Employee:** An employee who works 100% of the contractual work week during the annual term of employment.
For example:
Full-Time 10 Month Employee: A 10-month Employee who works 100% of the contractual work week during the 10 month period of employment.
- F. **Employee:** All employees represented by the Association in the negotiating unit as above defined.
- G. **Additional Job Titles:** Any additional job titles for non-confidential employees shall be placed under the appropriate definitions, and salary shall be negotiated with the association prior to employment.

- 1.3 **Board:** The term “Board” shall include its members and agents. The Board agrees not to negotiate with any organization or individual other than that designated as the representative pursuant to “the New Jersey Public Employer-Employee Relations Act, NJSa 34:13A-et seq.”

ARTICLE 2

Negotiation of Successor Agreement

- 2.1 Unless otherwise mutually agreed by the parties, negotiations of a Successor Agreement shall commence in accordance with the rules and regulations of Public Employment Relations Commission. The Association shall submit their proposal at the first negotiation session which shall be mutually determined by the parties.

ARTICLE 3

Grievance Procedures

- 3.1 **Definition of Grievance:** A “grievance” is a claim by an employee or the Association that he/she or it has been aggrieved based upon the interpretation, application, or violation of this Agreement, policies, or administrative decisions affecting the terms and conditions of employment of an employee or a group of employees.
- 3.2 **Time Limits:** If both parties agree, any level of the grievance process can be extended by mutual consent to

an agreed upon alternate date. This provision may not be used by either party to delay the grievance process.

3.2.1 **Process:** The employee or employees who have a grievance shall discuss it first with the building principal or immediate supervisor in an attempt to resolve the matter informally. If, as a result of the informal discussion, the matter is not resolved to the satisfaction of the aggrieved, then the aggrieved shall initiate a grievance at Level One of this procedure unless it is determined that a grievance concerns a matter which is not within the authority of the building principal or other immediate supervisor. The Association may then submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The grievance shall be initiated within 15 (REA) school days from the date of the incident or occurrence giving rise to the grievance or shall be considered resolved.

3.3 **Purpose:** The purpose of this procedure is to resolve disputes that arise involving the terms and conditions of employment of employees covered by this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

- 3.3.1 All grievances processed at Level One through Level Four shall be in writing setting forth the following:
- a. Contract articles, board policies, administrative decisions allegedly violated.
 - b. Nature of the grievance.
 - c. Remedy sought.
 - d. Reason(s) for dissatisfaction with disposition of grievance at previous step.
- 3.3.2 Work days shall be substituted for school days involving any grievance not completed by the end of the school year, provided that said grievance is initiated prior to June 30th.
- 3.4 **Class Grievance:** If, in the judgment of the Association, a grievance affects a group or class of employees, and/or if this affected group or class of employees are supervised by different individuals, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.
- 3.5 **Level One – Principal, Immediate Supervisor or Business Administrator:** If the grievance is not resolved informally to the satisfaction of the aggrieved, or if no response has been given by the principal, Business Administrator or immediate supervisor within ten (10)

school days after the informal discussion, then the aggrieved shall file the grievance in writing with his/her principal within ten (10) school days after the principal, Business Administrator or immediate superior's response or fifteen (15) school days after the grievance was presented, whichever is sooner.

3.6 **Level Two – Superintendent:** If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within ten (10) school days after the presentation of the grievance at Level One, he/she may file the grievance in writing to the Superintendent within ten (10) school days after the decision at Level One, or fifteen (15) school days after the grievance was presented, whichever is sooner. The Superintendent shall hold a hearing with the aggrieved and render a decision in writing within ten (10) school days of receipt of the grievance by the Superintendent.

3.7 **Level Three – Board of Education:** If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the Superintendent, he/she may within five (5) school days after the decision by the Superintendent or fifteen (15) school days after the grievance was delivered to the Superintendent, whichever is sooner, file the grievance in writing to the Board of Education. The Board shall hold a hearing with the aggrieved and render a decision in writing within thirty

(30) school days of receipt of the grievance by the Board. At its discretion, the Board may designate a committee of its members for the purpose of conducting this Board level grievance hearing.

3.8 Level Four – Arbitration

3.8.1 No claim by an employee shall constitute a grievable matter beyond Level Three or be processed beyond Level Three if it pertains to:

- a. Any matter for which a method of review is prescribed by law or any rule or regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of Board authority or limited to action of the Board alone.
- b. A complaint of a non-tenured teacher which arises due to not being re-employed.
- c. A complaint by any certificated teacher occasioned by appointment to or lack of retention in any position for which tenure is either not possible or not required.

3.8.2 If an employee is dissatisfied with the decision of the Board and if the grievance pertains to a violation of this agreement between the Board and the Association, the teacher or the Association may request the appointment of an arbitrator, such request to be made known to the Superintendent no later than ten (10) working

days after the decision, in writing to the Superintendent.

- 3.8.3 An employee, in order to process the grievance beyond Level Three, must have the request for such action accompanied by the written recommendation for such action by the Association.
- 3.8.4 Within ten (10) calendar days after such written notice of submission to arbitration, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator. The following procedure will be used to secure the services of an arbitrator.
- a. A request by either party shall be made to the American Arbitration Association or the Public Employment Relations Commission to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 - b. If the parties are unable to agree upon a mutually satisfactory arbitrator from the list submitted, they will request the American Arbitration Association or the Public Employment Relations Commission to submit a second list.
 - c. If the parties are unable to agree, within ten calendar days of the initial request for arbitration, upon a mutually satisfactory

arbitrator from the second submitted list, the American Arbitration Association or the Public Employment Relations Commission may be requested by either party to designate an arbitrator. The arbitrator shall be limited to the issues submitted and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from, the agreement between the parties or any policy of the Board of Education. The recommendation of the arbitrator shall be binding on both parties. Only the Board, the employee, the employee's representative, the Association, and the principal and/or immediate supervisor shall receive copies of the arbitrator's report. This shall be accomplished within fifteen (15) working days of the completion of the arbitration hearings.

3.9 **Cost of Arbitration:** Each party shall bear the total cost incurred by itself. The fees and expenses of the arbitrator are the only costs which shall be shared by the two parties and such cost will be shared equally.

3.10 **Grievance Proceedings During Working Hours:** Whenever by mutual agreement of the parties, any representative of the Association or any employee participates in grievance proceedings during the working hours, that person shall suffer no loss in pay.

3.11 **Representation:** Any aggrieved person may be represented at all stages of the grievance procedure by a representative selected by the grievant.

3.12 **Miscellaneous**

3.12.1 Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance by the aggrieved of the decision at that step.

3.12.2 It is understood that all employees, including the grievant, shall during and notwithstanding the pendency of any grievance, continue to observe all directives and assignments and applicable rules and regulations of the Board and its administrators until such grievance and any effect thereof shall have been fully resolved.

ARTICLE 4

Rights of the Parties

4.1 **Board of Education:** The Board of Education, subject only to the language of the New Jersey Public Employer-Employee Relations Act, NJSA 34:13A-et seq. and this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations,

A. to direct employees of the school district;

- B. to hire, promote, transfer, assign and retain employees in positions within the school district and to suspend, demote, discharge, or take other disciplinary action against employees;
- C. to relieve employees from duties because of lack of work, or for other legitimate reasons;
- D. to maintain the efficiency of the school district operations entrusted to them;
- E. to determine the methods, means, and personnel by which whatever actions might be necessary to carry out the mission of the school district in situations of emergency.

4.2 **Association Business:** Representatives of the Association shall be permitted to transact official Association business on school property provided that this shall not interfere with or interrupt normal school operations and that prior approval has been granted by the appropriate administrator, which approval shall not be unreasonably withheld.

4.2.1 The Association President shall have the equivalent of one (1) teaching period per day to carry out Association business to be determined in conjunction with the building principal and/or administrator. In addition, the Association President shall not have a regularly assigned duty.

- 4.3 **Use of Facilities/Office Equipment:** Representatives of the Association shall be permitted to use school facilities and office equipment for official Association business if this shall not interfere with normal school operations, and provided that prior approval has been granted by the appropriate administrator. Such approval shall not be unreasonably withheld.
- 4.4 **Board of Education Agenda:** The Board agrees to furnish to the Association, one copy of the draft agenda and approved minutes of all public meetings no less than twenty-four (24) hours prior to the Board meeting; one copy of the names and addresses of all employees covered by the unit, and public information concerning the district which the Association may request that is necessary to the operation and function of the REA. Nothing contained herein shall impose any obligation upon the Board to disclose any information which may be classified and/or confidential.
- 4.5 **Prior Written Notice:** Whenever any employee is required to appear before the Board or any agent thereof concerning any matter which could adversely affect the continuation of that employee in the office, position, or employment or the salary or any increments pertaining thereto, then the employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise the employee and represent the

employee during such meeting or interview. The Board agrees to furnish by June 30th to each employee a statement of step placement and salary for the coming year.

4.6 **Personnel File Review:** Employees shall have the right, upon request, to review the contents of his/her personnel file and to receive copies of any documents contained therein. Employees shall have the right to have representative(s) of the Association present during such review. Employees should be given an appointment for this review within one business day of a request.

4.7 **Personnel File Contents:** No material derogatory to an employee's conduct, service, character or personality or any material which could have an adverse effect on an employee's status shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and such answer shall be attached to the file copy.

Personnel files which are not available for employee's inspection shall not be established by the Board or any agent thereof. Absent a signature, the administration has

the right to incorporate a document into the employee personnel file. However, the employee shall be notified in writing of the inclusion of said document.

4.8 **School Calendar:** Prior to March 1 of each year, a committee designated by the Association, shall make recommendations to the Superintendent concerning the school calendar prior to its adoption by the Board. The President of the Association will meet with the Superintendent for the purpose of providing input into the formation of the calendar.

4.8.1 The Board, in determining said school calendar, will consider the recommendations of the Association prior to the adoption of the official school calendar.

4.9 **Exclusive Representative:** The rights and privileges of the Association and its representatives, as set forth in this Agreement, shall be granted to the Association, as the exclusive representative of the employees, and to no other employee representative organizations.

ARTICLE 5

Work Day

5.1 **Certificated Staff**

5.1.1 **Length of School Day:** As a professional, a teacher is expected to devote to this work the time necessary to accomplish the task. The Association

agrees that a teacher's day is not necessarily conterminous with that of a pupil. However, it shall be no less than that which is established for pupils. The school day for teachers shall not exceed seven hours and fifteen minutes consecutively, except when teachers remain during school emergencies to protect the health and safety of children. Start and end times at each school shall be determined by the Administration. In the event of an emergency that results in a bus delay beyond the normal departure time, teachers shall be assigned coverage on a rotating basis in accordance with seniority.

5.1.1a **Other Committees / Meetings:** Other committees and meetings are permitted under the terms of this Agreement; however, it is understood by the parties that teacher participation in such committees or meetings is voluntary.

5.1.1b **Half Day Due to Sick or Personal Leave:** A half-day for teachers requesting sick or personal leave shall be one half of the contractual work day. For teachers that would be the period ending closest to half of the contractual work day.

5.1.1c **Faculty / Professional Meetings:** Teachers may be required to remain after the end of the regular work day, without additional

compensation, for the purpose of attending faculty or other professional meetings no more than two (2) days each month. Under normal circumstances, faculty meetings will not exceed 60 minutes, except at principal's discretion.

5.1.1d **Curriculum Development:** Teachers remaining after the end of the regular work day for the purpose of developing curriculum as directed by the Administration shall be compensated at an hourly rate of \$34 for the duration of this contract.

5.1.1e **Instructional Services Outside of Work Day:** Teachers, approved by the administration to perform instructional services outside of the contractual work day, will be compensated at the hourly rate of \$34 for the duration of this contract.

5.1.1f **Non-instructional Services Outside of Workday:** Teachers, approved by the administration to perform non-instructional services outside of the school day, will be compensated at the rate of \$27 for the duration of this contract.

5.1.1g **Teaching Additional Class Periods:** Teachers shall be assigned to teach an additional class period on a volunteer basis

only. At the middle school, an additional class period is a seventh class section, and at the high school, an additional class period is a seventh block in a two day rotation. Compensation for the additional class period shall be paid at 1/6 of the REA member's current salary but no higher than 1/6 of the salary for Step 5 BA.

5.1.1h **Independent Study:** A high school teacher who facilitates an Independent Study (or Option 2) experience, where one or more high school students is enrolled in a teacher's class to work independently on research, audition practice, portfolio development, or other independent study project pre-approved by the high school administration and guidance (agreeing to the assignment is at the sole discretion of the teacher) shall receive \$1,000 per student enrolled in a full year experience and \$500 per student enrolled in a half year experience. Total dollars allocated for all independent study options shall be capped at \$15,000 per year, which shall not be exceeded without BOE permission. If a teacher loses a preparation period as a result of the independent study experience, he / she will be compensated at the rate of

\$27 or \$54 per preparation period per Article 5.1.5 for the loss of preparation time.

5.1.2 **Lunch Period:** All certificated staff shall have a duty-free lunch period equal to the period offered to students, but not less than thirty (30) minutes.

5.1.3 **Prep Time:** In addition to a duty-free lunch period, teachers shall have the equivalent of one (1) teaching period, as designated on the school's master schedule, for daily preparation, during which they shall not be assigned other duties.

High school teachers shall have the equivalent of a full block for preparation every other day. On the other days, high school teachers shall have the equivalent of one half (1/2) of a block for preparation.

Pond Road School core subject teachers (Math, Social Studies, Science, English/Language Arts, Special Education/support, and World Language) shall have five (5) preparation periods per week (at least one per day); equal to a teaching period; and three (3) team planning times per week. One team planning period will be for administration meetings. Team planning periods shall be established collaboratively between teaching teams and administration during the first full week of the school year. Encore teachers (Health and Physical Education, Computer, Art, Music, Technology, etc.)

shall have a minimum of one (1) preparation period per day; equal to a teaching period and no more than forty (40) minutes of duty per day. Duties may be assigned for consecutive minutes or split as needed by the building administrators. Core subject teachers shall not be assigned duties for any reason other than classroom responsibilities or an emergency situation and shall be compensated (5.1.5) if lunch duty or class coverage is assigned during a preparation period.

5.1.3a Content Facilitators shall receive a daily preparation period, equivalent to the practice in their building for the purpose of dealing with issues of Content Facilitators duties.

5.1.3b An effort will be made to provide teachers who are assigned to less than a full-day schedule on any given day, sufficient preparation time as determined by the Superintendent.

5.1.4 **Prep Time for Workshops:** Teachers presenting after school workshops will be granted two hours preparation time for each one hour of teaching. If the workshop is repeated, teachers will be granted one hour preparation time for each one hour of teaching.

5.1.5 Duty / Task During Prep Period: Duty / Task During Prep Period: Any teacher required to perform a duty or any other task during any individual preparation period shall be compensated at a rate of \$27 for a traditional period, \$35 for a 53 minute period, \$41 for a 62 minute period, and \$54 for a high school block for the duration of this agreement. Procedures are to be established cooperatively by the Administration and Association.

5.1.5a The practice of using a teacher as a substitute will be kept to a minimum based on essential needs. Coverage will be arranged by the principal and distributed as equally as possible.

5.1.6 Guidance Counselors: Given the nature of their responsibilities, Guidance Counselors, will not be assigned any duties.

5.1.7 Arrival / Departure: All certificated staff shall indicate their arrival and departure from the buildings by initialing the “sign-in/sign-out” roster.

5.1.8 Leaving the Building: Teachers may leave the building without requesting permission during their scheduled duty-free lunch period or preparation period, but they must indicate their leaving and

return by initialing the faculty “sign-in/sign-out” roster.

5.1.9 Compensation for After Hours Events: When a teacher is required by the building principal to work beyond the regular school day to act as a responsible adult at such things as chaperoning a dance, play, school trip, concert, etc., if the assignment is not part of the teacher’s instructional responsibility, the teacher shall be compensated at a rate of \$22 per hour. All sponsorship of clubs shall be on a voluntary basis with the exception of those that are listed on the extra-curricular salary guide. Under this provision, teachers shall be required and compensated for their attendance at up to two (2) additional events each school year. If there are not enough teachers who sign up for an event, given at least two (2) weeks notice, teachers may be assigned in reverse order of their seniority. Under no circumstances shall a teacher be assigned to an event unless all less senior teachers have attended an event. These provisions shall not include back-to-school night, after-school or evening parent-teacher conferences.

5.1.10 Work Year: The work year for teachers shall include one hundred eighty (180) pupil contact days, one (1) day prior to the opening of school, and four (4) professional development days to be scheduled between September 1 and June 30

according to the school calendar. Prior to beginning employment, teachers new to the district shall report for work for three (3) pre-employment training days, typically at the end of August. Thus, the total number of days for new teachers to the district shall be one hundred eighty-eight (188) days and, for all other teachers, one hundred eighty-five (185) days. Part-time teachers work year shall be prorated.

5.1.10a **In-Service Days:** Regardless of whether a teacher is full-time or part-time, all teachers will be required to attend all in-service days. Part-time employees will be compensated at a pro-rated basis for time that exceeds their normal work week for attending any in-service.

5.1.10b **CST Summer Work:** A Child Study Team member shall be compensated for summer work at a rate of \$375 per evaluation and written report.

5.1.10c **CST Case Management:** Case management by Child Study Team members (LDTC, School Psychologist, Speech Pathologist, and/or Social Worker) that occurs beyond the school day during the school year, which includes but is not limited to IEP meetings, completing mandated documents,

etc., shall be compensated at an hourly rate of \$34.

5.1.10d CST Work Beyond School Year:

Hours/days worked by Child Study Team members, including Speech/Language Specialists, exceeding their specific work year specified in 5.1.10 shall be paid at a per diem rate. The extended schedule shall not exceed 195 days, unless the employee is asked by the Director of Special Services and the employee agrees to work beyond 195 days.

5.1.11 Extended School Year: As a continuation of their primary curricular responsibilities, teachers who are contracted to increase the one hundred eighty (180) day student school year to work a two hundred ten (210) day student school year will be paid at their pro-rated salary. Additionally, teachers would receive one additional sick day and one personal day, which days shall not bank. In addition to a duty-free lunch period, teachers shall have the equivalent of one (1) teaching period for daily preparation, during which they shall not be assigned other duties.

5.1.11a Summer Professional Development:

Teachers, who are requested to attend a professional development seminar during

the summer, as directed by an administrator in writing, or to meet curriculum requirements, shall be compensated at a daily rate of \$100 for the duration of this Agreement.

5.1.11b Guidance Counselors and nurses who are asked to work summer hours will be paid at their per diem rate.

5.1.12 **Travel Between Buildings:** Full-time teachers, (including part-time teachers who may be full-time for that day) who are required to travel between buildings during some part of their lunch period or planning period in the course of their employment shall be paid a \$1,000 stipend per year pro-rated according to the number of days traveled or shall be guaranteed a lunch period and a professional planning period (i.e. travel between schools one day/week = \$200/year).

In addition, employees shall be compensated for their travel between buildings at the mileage rate established by New Jersey Statute.

5.1.13 **School Nurse Travel:** A school nurse shall receive \$27 per incident for each day she is required to travel to another school during her lunch period to provide nursing services when the school nurse

assigned to that building is absent and no substitute nurse is available.

5.1.14 **Non-teaching Assignments:** Teachers shall continue to perform the following non-teaching assignments; (a) supervision of children after arriving at school in the morning; (b) any other duty or assignment, when and if the need arises during the school day or after school. This decision will be made by the Administration based upon the health and safety of the children.

5.1.15 **Special Education Teachers:** Special Education teachers who are expected to prepare materials for annual review meetings will be given 40 minutes of release time per assigned special education student.

5.2 **Support Staff**

5.2.1 **Secretaries Work Day:** Secretaries shall have a 7 1/2 hour work day including a 1/2 hour lunch or an 8 hour work day including an hour lunch. Employee hours may be adjusted if agreed to by both employee and the Association.

5.2.1a Secretaries/clerks will not be required to report to work when there is an emergency school closing.

5.2.1b Except in case of emergency, secretaries/clerks shall not be

responsible for supervising students for detention or other scheduled events.

5.2.2 **Custodial / Maintenance Staff Work Day:** Full time custodians and maintenance (including HVAC) personnel shall work an eight (8) hour day, which includes a thirty (30) minute lunch period, and two (2) fifteen (15) minute breaks. Breaks may be combined to increase the lunch period but not to shorten the work day. The normal work week may be adjusted to include Saturdays for custodial maintenance personnel upon the agreement of the employee. In no event shall the regular work week exceed five (5) days, with the exception of overtime.

5.2.2a **Work Outside of Regular Shift:** Any custodial or maintenance employee called to return to work outside of the regular-scheduled shift shall receive a minimum of two (2) hours pay at straight time to 40 hours and at the overtime rate of time and one half thereafter, so long as said two hours are not contiguous with the employee's normal work shift.

5.2.2b **Time Accounting System:** Maintenance personnel must use a time accounting system to register arrival and departure from work.

- 5.2.3 **Arrival / Departure:** All support staff shall indicate their arrival and departure from the buildings by initialing the “sign-in/sign-out” roster.
- 5.2.4 **Lunch Period:** All support staff shall have a lunch period equal to the period offered to students, but not less than thirty (30) minutes.
- 5.2.5 **Leaving the Building:** Support staff may leave the building without requesting permission during their scheduled lunch period, but they must indicate their leaving and return by initialing the faculty “sign-in/sign-out” roster.
- 5.2.6 **Half Day Due to Sick or Personal Leave:** A half-day for support staff requesting sick or personal leave shall be one half of the contractual work day. For instructional assistants that would be the period ending closest to half of the contractual work day.
- 5.2.7 **Work Year for Twelve Month Employees:** Twelve month employees’ work year shall be the calendar year, Monday through Friday, excluding listed holidays.
- 5.2.8 **Overtime:** Support staff members who work in excess of 40 hours per week shall be entitled to overtime in accordance with the Fair Labor Standards Act. Overtime shall be paid at time and one-half after forty (40) hours in a work week. All

custodians/maintenance personnel and support staff who must report on inclement weather days who work beyond eight (8) hours, shall be paid at an overtime rate of time and one-half for the additional hours.

5.2.8a **Offer of Overtime:** The offer of overtime shall be rotated with the rank of employees within the same job title and the same building. If an employee declines the opportunity, the offer will go to the next employee. The next opportunity will go to the next employee listed, and so on. If no one accepts the offer of overtime, employees shall be assigned to work in reverse order of seniority.

5.2.8b **Sunday Work:** The overtime rate of pay for any custodial / maintenance / HVAC employee working Sunday shall be time and one-half.

5.2.9 **Involuntary Shift or Location Change:** Except in the case of emergencies, employees shall be given two (2) weeks notice before an involuntary change is made in permanent shifts and/or permanent locations.

5.2.10 **Work Year for Ten Month Secretaries / Clerks:** The work year for ten (10) month secretarial/clerk

personnel shall be from the first work day of September through June 30th. The ten-month employee work week shall be Monday through Friday. The ten (10) month employees shall be afforded the same holiday schedule as the ten (10) month teaching staff members as established annually by the Board of Education.

5.2.11 **NJEA Convention:** Any support staff member who notifies the Board of Education that they will be attending the annual convention of the New Jersey Education Association shall be granted the right to attend for a period of not more than two days in any one year and he/she shall receive his/her whole salary for the days of actual attendance upon the sessions of such convention with documentation from the secretary/treasurer of the NJEA. The least senior employee with a black seal license may be denied if there is not proper coverage to operate each school building.

5.2.12 **Work Year for Instructional Assistants:** The work year for instructional assistants shall be identical to that of teachers, including attendance at all in-service training. Part-time employees will be compensated at a pro-rated basis for time that exceeds their normal work week for attending any in-service.

- 5.2.13 **Extended School Year for Instructional Assistants:** As a continuation of their primary curricular responsibilities, instructional assistants who are contracted to increase the one hundred eighty (180) day student school year to work a two hundred ten (210) day student school year will be paid at their pro-rated salary. Additionally, instructional assistants would receive one additional sick day and one personal day, which days shall not bank.
- 5.2.14 **Support Staff Seniority List:** A seniority list of all support staff shall be provided to the Association and updated two times during the school year.
- 5.2.15 **Summer Bus Routes:** Drivers and bus aides (when required) who desire to work summer routes shall inform the supervisor in writing. These employees shall be offered available summer work in order of seniority on a rotating basis. Any weekly assignments shall be done on a rotating basis in order of seniority.
- 5.2.16 **Extra Duty Trips:** All “extra duty” trips will be posted in the transportation office, the board office and electronically for at least 48 hours prior to assigning them to bus drivers and bus aides (when required) on a rotating basis of seniority unless last minute changes to athletic runs are necessary. Should the driver / aide with the longest seniority

deny the trip, it will be offered to the next senior driver until the position is filled. If a driver / aide does not respond to a posting within the first 48 hours it is posted, he/she will not be considered for the trip.

5.2.16a All extra duty runs will pay a minimum of two hours. This includes occasions when the run is cancelled, after the driver / aide show up.

5.2.17 **Seniority List for Bus Drivers:** A seniority list of all bus drivers / aides shall be maintained by the Transportation Supervisor and be updated twice a year (December 31, and May 15). The list shall be posted or available upon request to all drivers and aides working for the school district.

5.3 **Athletic Trainer**

The rights of the Athletic Trainer shall be consistent with those of teachers with the following exceptions. Because of the unique nature of this position, the daily work day is necessarily different from that of a classroom teacher but should not exceed the workload of a classroom teacher.

5.3.1 **Contract Year:** The Athletic Trainer will begin the work year one (1) day prior to the commencement of the preseason for fall athletics in mid-August and

sign out on the last day of the last athletic event in the spring.

5.3.2 Hours:

5.3.2a Fall Season – Hours shall be from noon until athletic events are over. Attendance at Saturday games is also required.

5.3.2b Winter Season – Hours shall be from 1:00 PM until athletic events are over. Attendance at Saturday games is also required.

5.3.2c Spring Season – Hours shall be from noon until athletic events are over. Attendance at Saturday games is also required.

5.3.2d Summer Season – The Athletic Trainer may be required to attend two (2) days of professional development training during the summer months between the Spring and Fall seasons.

5.3.3 **Salary:** Because the schedule outlined above requires the Athletic Trainer to work more than 220 days in a contract year, the trainer shall be paid 120% of his/her salary as indicated on the salary guide.

ARTICLE 6

Vacations and Holidays - Support Staff

6.1 **Vacation Time for Twelve Month Employees:** Vacation is earned by twelve-month employees only. During the first year of employment, twelve-month employees shall

earn vacation days at the rate of (5/6) days per month worked. These vacation days may be used as earned during this first year, but this use may not exceed the total number earned to date. First year employees must work three (3) months prior to using any earned vacation days.

6.2 **Accrued Vacation Time:** Twelve-month employees are entitled to the following days. After completing:

1 through 4 years	10 working days
5-9 years of service	15 working days
10+ years of service	20 working days

6.3 **Vacation Time Request Process:** Employees may request vacation time at any time during the year. All employees' requests must be pre-approved by the Superintendent or his or her designee and shall not be unreasonably denied. Vacation requests in excess of three (3) days must be submitted 10 days prior to the start of the leave. Vacation leave time of up to three (3) days may be submitted up to 48 hours prior to the commencement of the leave. The determining factor in granting such requests will be that the building and/or office must be maintained in the employee's absence. In no event, however, shall the request of only one employee be denied, provided the request is made within the required notice period.

6.3.1 If vacation requests exceed those that may be granted without affecting the operation of the building and/or office, the following rules shall apply:

6..3.1a During the two-week period preceding the requested date, preference will be given to the employee who first received approval for the vacation day, without regard to seniority.

6..3.1b Prior to this two-week period, seniority shall be the determining factor in granting vacation requests.

6..3.1c Once vacation is approved, it will not be subsequently denied.

6.3.2 Any employee called back from vacation shall be paid one and one-half times his/her regular pay and vacation time shall be reinstated.

6.4 **Vacation Time Award:** Preference for selection shall be awarded to employees in the order of seniority within each classification. Therefore, vacation schedules shall be submitted by June 1st of each year. Vacation requests received after June 1st shall be granted on a case by case basis.

6.5 **Payment for Accumulated Vacation Time Upon Job Departure:** If a twelve-month employee terminates employment before the end of a contract year, the employee shall be paid for accumulated vacation time at the rate of (5/6) days per month, after the third month of employment

- 6.6 **Vacation Eligibility:** Full vacation eligibility shall be determined as of the anniversary date of employment.
- 6.7 **Vacation for Employees Moving from Ten to Twelve Month Positions:** If an employee moves from a ten to a twelve-month position, he/she shall be placed on the vacation schedule applicable for his/her accumulated time.
- 6.8 **Vacation Carry-over:** Employees may automatically carry over to the following year up to five (5) vacation days to be used in the next school year that the employee works. The employee may carry over additional days, for one year, with the approval of the Superintendent and the Board of Education.
- 6.9 **Holidays & Floating Days:** All twelve-month employees shall be entitled to 16 holidays. Fourteen (14) of these holidays shall be delineated holidays, and two (2) of the holidays shall be floating holidays. The schedule for these days shall be developed by the Superintendent after consultation with representatives of the Association. The schedule for approval shall be presented to the Board of Education for approval and shall be posted in each school building and sent to the President of the Association by May 1st of each year.

ARTICLE 7

Transfers and Reassignments

- 7.1 **Date:** No later than May 15th of each school year, the Superintendent shall post in the school buildings a list of known vacancies which shall occur during the following school year.
- 7.2 **Filing Requests:** Employees who desire a change in assignment may file a written statement of such desire with the Superintendent. Such a statement shall include the grade and/or subject or position to which the employee desires to be assigned. Such requests for assignment for the following year shall be submitted no later than June 1st.
- 7.3 **Notification:** Employees who have been reassigned shall be notified by the Superintendent as soon as possible.
- 7.4 **Relocation:** During the school year, any teacher who receives an involuntary transfer will be notified at least two weeks prior to the required move and be given at least one professional day to prepare for and/or move. Teachers who voluntarily relocate their classroom will receive a reasonable amount of release time proportionate to the scope of the task, as determined by the employee and his/her supervisor.

ARTICLE 8

Sick Leave Days

- 8.1 **Absence Due to Personal Illness:** In the event of personal illness requiring absence from work, every effort should be made to notify the substitute service by 6:00 AM for teaching staff and, notification to the immediate supervisor two hours prior to the start of the workday for all support staff.
- 8.2 **Sick Days:** All staff shall receive one sick day per month of employment each school year (i.e., 12 month employees shall receive twelve (12) sick days per year; 10 month employees shall receive ten (10) sick days per year). An electronic accounting of attendance shall be available to staff at all times. Upon resignation/termination, sick days shall be prorated per section 8.6 of this agreement.
- 8.2.1 Part time employees shall be entitled to ten (10) prorated sick days.
- 8.3 **Sick Day Payout upon Retirement for Support Staff:** Support staff employees who retire after twenty (20) or more continuous years of service in the District shall be compensated for each unused sick day at the rate of \$70 per day to a maximum payout of \$12,000. Sick leave compensation shall be paid in a lump sum within thirty (30) days after the effective date of retirement.

8.3.1 Notice of retirement shall be received by February 15 of the calendar year in which the employee seeks to retire. If timely notice is not received, payment may be deferred into the next school year at the Board's discretion.

8.4 **Sick Day Payout upon Retirement for Teachers:** Teachers who retire and have twenty (20) or more years of continuous service in the district shall be compensated for each unused sick day at the rate of \$90 per day to a maximum payout of \$13,000. Sick leave compensation shall be paid in a lump sum within thirty (30) days after the effective date of retirement.

8.4.1 Notice of retirement shall be received by February 15 of the calendar year in which the employee seeks to retire. If timely notice is not received, payment may be deferred into the next school year at the Board's discretion.

8.5 **Sick Day Conversion:** As stated in Article 9.1, personal days are to be used for the care of an immediate family member; however, there may be times when the illness of an immediate family member is so grave that it requires more than the allotted personal leave time. In these cases, an employee may petition the superintendent who may grant the conversion of up to ten (10) sick days for the care of an ill family member. In order to convert the days, the employee must leave at least ten (10) sick days in his/her bank for future use.

8.6 **Sick Leave Availability:** The full amount of sick leave shall be available to employees on September 1 of each year (prorated for employees who begin after September 1). If an employee leaves the district prior to the completion of the school year due to retirement, resignation or termination, sick time shall be prorated to reflect the total amount of months served (one (1) sick day per month).

ARTICLE 9

Personal, Bereavement, and Other Days

9.1 **Personal Leave:** The Superintendent may permit members of the professional and support staff, including part-time employees, to take a leave not in excess of four (4) school days total in a school year for the purpose of pursuing emergency and personal affairs or business; including the care of a member of the immediate family, or business matters which cannot be otherwise attended to after working hours. The full amount of personal leave shall be available to employees on September 1 of each year (prorated for employees who begin after September 1) If an employee leaves the district prior to the completion of the school year due to retirement, resignation, or termination, personal time shall be prorated to reflect the total amount of months served (0.4 personal days per month). Such leave shall not be granted before or after a holiday, except for immediate family care. Personal leave, except for emergency situations, will be

granted only when the employee has made the request in writing at least 48 hours prior to said leave. Denial of a personal day request must be made in writing within 48 hours of when the leave request is submitted. Any person granted such leave shall not have his/her salary jeopardized during the period of said leave. Up to four (4) unused personal days per year shall be automatically converted to sick days. In accordance with N.J.S.A.18A:30-7, no person shall be allowed to increase his total accumulation by more than 15 days in any one year.

9.2 **Exceptions:** Except in case of emergency, personal leave and vacation leave will not be granted on a day on which another custodian in the same building is scheduled to be absent.

9.2.1 Professional development days shall be awarded to all personnel to maintain required certification.

9.3 **Bereavement:** All employees shall be allowed leave for death with full pay for:

- A. **5 Days:** Spouse, Domestic Partner/Civil Union Partner pursuant to New Jersey Law, Child
- B. **4 Days:** Father, Mother, Brother, Sister, Father / Mother-in-Law, Grandchildren
- C. **3 Days:** Grandparents, Stepchildren, Stepparents
- D. **1 Day:** Aunt / Uncle, Brother / Sister-in-Law, Niece/Nephew, Cousin

All unused days shall not be accumulated.

9.4 **Legal Appearance:** Any employee shall be allowed leave for appearance in any legal proceedings connected with the employee's employment or with the school system if the employee has been subpoenaed to attend. Leave for such legal appearance shall be granted with full pay.

9.4.1 **Jury Duty / Legal Leave:** Employees who are summoned and report for jury duty or who are subpoenaed by a state or federal prosecutor and report as a witness in any judicial hearing shall be granted paid leave of absence upon presentation of venue order or subpoena.

9.5 **Military Service:** Any employee shall be allowed leave in the event he or she is drafted for military service or called to active duty with reserve components. Pay, benefits, and conditions of employment will remain in effect as required by law. A copy of the military orders shall be attached to the leave form.

9.5.1 Those employees returning from military leave shall be advanced to the appropriate position on the salary guide as if they had been in actual service in the district.

ARTICLE 10

Leaves of Absence

10.1 **Personal:** A tenured teacher shall be eligible for a leave of absence without pay for one (1) year for personal reasons

based upon review and recommendation of the Superintendent and approval of the Board. Teachers when on leave of absence may not be employed by another school district. Teachers will not advance on guide and time on leave will not be counted toward years in the district. All missed payments of health benefits and FSA, if applicable, will be recouped prior to the unpaid leave where reasonable. If not reasonable, missed payments will be recouped immediately upon return to paid status.

10.1.1 **Personal** – Support staff shall be eligible to apply for a leave of absence without pay for one (1) year for personal reasons based upon review and recommendation of the Superintendent and approval of the Board.

10.2 **Professional:** A tenured teacher shall be eligible for a leave of absence without pay for one (1) year for professional reasons based upon review and recommendation of the Superintendent and approval of the Board. Upon return from the leave, the teacher shall be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent.

10.3 **Return from Leave:** All benefits to which employees were entitled at the time the leave of absence commenced, including unused accumulated sick leave, shall be restored to them upon their return. However, it is understood that a teacher's return to the same grade level following a leave of absence as he/she taught prior to his/her leave is

neither guaranteed, nor is it a condition of a leave of absence.

10.4 **Extension and Renewals:** All extensions or renewals of leaves shall be based upon review and recommendation of the Superintendent and approval of the Board. Such requests must be received no later than February 1st prior to the school year for which the extension or renewal is requested.

10.5 **Maternity Disability Leave**

10.5.1 Any regularly appointed employee shall notify the Superintendent of her condition and, if she elects to remain in her position, may be required to submit periodic certification of her continuing fitness to perform her duties.

10.5.2 The Board of Education recognizes that pregnancy-related disabilities must be treated like other disabilities. Thus, during the four weeks preceding and the four weeks following childbirth, when the employee is presumed to be disabled, she will be entitled to use accumulated sick days as identified on the pay stub.

Should disability occur earlier in the pregnancy or continue for more than four weeks following birth, the employee may use additional sick leave

benefits if she presents a physician's statement attesting to her continued disability.

10.5.3 The Board reserves the right to request a statement of health from said employee's physician and further reserves the right to require the maternity disability leave to start sooner should her condition (mental or physical) warrant this action. Any such action shall be subject to the procedure described in 10.5.4, 10.5.4a, 10.5.4b and 10.5.4c of this Article.

10.5.4 The Board shall not remove any employee from her duties during pregnancy, except on any one of the following bases:

10.5.4a **Performance:** Her job performance has substantially declined from the time immediately prior to her pregnancy.

10.5.4b **Physical Incapacity:** Her physical condition or capacity is such that her health would be impaired if she were to continue working, and which physical incapacity shall be deemed to exist only if:

- i. The pregnant employee fails to produce a certification from her physician that she is medically able to continue working, or

- ii. The Board's physician and the employee's physician agree that she cannot continue working, or
- iii. Following any difference of medical opinion between the Board's physician and the employees physician, the Board may request expert consultation in which case a third impartial physician, agreed upon by the employee and the Board, shall be appointed to examine the employee and render a medical opinion which shall be conclusive and binding on the issue of medical capacity to continue working. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the employee and the Board.

10.5.4.c **Just Cause:** Any other just cause as defined in NJSA 18A.

10.5.5 When the anticipated period of disability occurs early in the school year and therefore could substantially disrupt the continuity of the educational process, it may be in the best interest of both parties for the leave to start at the beginning of the school year. Should both the

Board and the employee agree, the employee may use up to two months of accumulated sick leave.

- 10.5.6 In the case of pregnancy, the commencement date of the requested maternity disability leave may be any time prior to birth.
- 10.5.7 The Board recognizes that pregnancy does not necessarily disable an employee. Thus, no employee will be required to take unpaid leave of absence for pregnancy. As described in Articles 10.5.4, 10.5.4a, 10.5.4b and 10.5.4c, the Board may, at its discretion, require periodic physician certification of the employee's continued fitness to perform her duties.
- 10.5.8 As the Board permits employees to work until they are disabled by pregnancy, should an employee choose to take an unpaid leave prior to any actual disability, this employee will not be able to receive sick leave payments when disability does occur.
- 10.5.9 Except as otherwise provided in this Article, no tenured or non-tenured employee on maternity leave shall be barred from returning to work after the birth of her child by any prescribed waiting period between the birth of her child and the date of return to work; however, each such employee shall be required to file, at least two weeks prior

to the date of her return or at the time of giving the required notice of intention to return, whichever is earlier, a certificate from her physician stating that she is physically capable of resuming her full duties, provided that if the Board's physician is not in agreement, that conflict of medical opinion shall be resolved in the same manner as set forth in 10.5.4b of this Article.

10.6 Child Care and Adoption Leaves of Absence: The Board shall grant child care or adoption leaves of absence without pay to employees under the following terms and conditions:

10.6.1 Any tenured or non-tenured employee may request an unpaid leave of absence to care for a newly born or adopted child.

10.6.2 Employees seeking an unpaid leave of absence for child care or adoption shall, when possible, make written application to the Superintendent not less than 90 days prior to the requested commencement date of the leave. This 90-day notification period may be reduced by agreement between the employee and the Superintendent.

10.6.3 Any tenured or non-tenured employee may return to work within the school year in which the leave begins, provided he or she shall have requested to do so in the application for a child

care or adoption leave of absence and shall have specified the month when he or she desires to return. Any change of the date of return within the same school year shall only be allowed at the discretion of the Board provided application is made following the original grant of the leave of absence but prior to the announced commencement date thereof. Such change may be granted by the Board for reasons associated with the pregnancy, birth, adoption, or for other proper causes provided that such change will not substantially interfere with administration of the school. Any tenured employee granted a leave of absence with a return date during the same school year, who wishes to extend said leave beyond the school year in which it commences, shall be permitted to do so if he or she makes application at least three weeks prior to the commencement date of his or her leave of absence subject to the provisions of 10.5.4b of this Article.

- 10.6.4 An employee under tenure or holding a position for which tenure is not possible shall be granted a child care or adoption leave without pay for not more than two (2) years from September of the school year in which he or she request the leave. When the leave is granted, the tenured employee will return as a tenured employee. Maternity leave, which begins on or after February 1st of any

calendar year, may extend up to two (2) years from that date, but not to exceed February 1st of the second year. A third year may be granted at the discretion of the Superintendent. An extension of this leave for up to an additional year may be granted at the discretion of the Board of Education upon the recommendation of the Superintendent.

10.6.5 The Board shall not be required to extend the leave on non-tenured employees or within the first three years of employment of employees holding positions for which tenure is not possible beyond the school year for which they were hired. Such employees wishing to return for the following school year shall be considered by the Board for re-employment for the following year.

10.6.6 Any tenured employee and employees with four (4) continuous years in the district holding positions for which tenure is not possible may return to work in a school year subsequent to the school year in which his or her leave begins, provided he or she shall have requested to do so in his or her application for a leave of absence. Any such employee shall be permitted to return to work at the beginning of any of the two (2) school years following the school year in which his or her leave commences, provided such employee has given the Board written notice of his or her intention to do so not less than six (6) months

prior to the beginning of the school year in which he or she wishes to return.

10.6.7 No employee on child care or adoption leave shall, on the basis of said leave, be denied the opportunity to substitute in the Robbinsville School District in area of his/her competence.

10.6.8 An employee granted a leave of absence under this Article shall have the following benefits paid by the Board for a period of three (3) months after the beginning of such leave:

- a. Level of health benefits negotiated for the duration of the contract
- b. Prescription Plan
- c. Dental Plan

The employee shall remain responsible for his/her mandated contribution toward healthcare costs.

10.6.9 **Return to Service:** An employee returning to service after a child care or adoption leave shall be considered for the same position that was held at the time the leave began, if vacant, or if not, to a substantially equivalent position.

10.7 **Guide Advancement:** Any employee shall be eligible for an increment in the following year provided he or she has been an active employee 91 or more working days (10-

month employee) or 121 or more working days (12-month employee) of service to the district.

ARTICLE 11

Salaries

- 11.1 **2017-2020 Increases:** Salary guide increases shall reflect the following:
- A. **Effective July 1, 2017**, the base salaries of the Association shall be increased by 3.0%. In addition, effective July, 2017, the Salary Guide of the Teachers / Certificated Staff incorporated herein shall also be adjusted by \$175,000.00.
 - B. **Effective July 1, 2018**, the base salaries of the Association shall be increased by 3.0%. In addition, effective July, 2018, the Salary Guide of the Teachers / Certificated Staff incorporated herein shall also be adjusted by \$175,000.00.
 - C. **Effective July 1, 2019**, the base salaries of the Association shall be increased by 3.0%. In addition, effective July, 2019, the Salary Guide of the Teachers / Certificated Staff incorporated herein shall also be adjusted by \$175,000.00.
 - D. The increases above are inclusive of increment and retroactive to the date(s) referenced, when applicable.
 - E. Salary Guides were mutually developed and agreed upon by both parties.

11.2 **Teacher Longevity Pay:** Teachers shall be granted longevity for consecutive years of service for time served in the district less any time for unpaid leave. Longevity will be awarded in the pay period following the anniversary of employment and will be prorated for partial years. Longevity will be awarded in accordance with the following:

After 15 years = \$1,100

After 20 years = \$2,035

After 25 years = \$3,300

After 30 years = \$4,000

11.3 **Support Staff Longevity Pay:** Support staff shall be granted longevity for consecutive years of service for time served in the district less any time for unpaid leave. Longevity will be awarded in the pay period following the anniversary of employment and will be prorated for partial years. Longevity will be awarded in accordance with the following:

After 15 years = \$1,100

After 20 years = \$1,650

After 25 years = \$2,200

After 30 years = \$2,750

11.4 **Lateral Movement on Guide:** Lateral movement on the salary guide is governed by provisions in section 13.2.2 of this agreement.

- 11.5 **“Secretary to”:** A “Secretary to” position shall be compensated an additional \$5,500 from the secretary’s step on the REA salary guide.
- 11.6 **Technology II:** A Technology II position shall be compensated at a rate 20% higher than a Technology BS/BA position.
- 11.7 **Compensation for Move from 10 to 12 Month Employment:** A move from a 10 month position to a 12 month position shall be compensated at 1.2 times step on guide per REA agreement.
- 11.8 **Pay Check Distribution:** Employees shall receive pay checks on the 15th and 30th of each month (or on the business day before if the 15th and 30th falls on a weekend).

ARTICLE 12

Evaluation

- 12.1 **State Statute / Regulation:** Teachers shall be evaluated consistent with applicable state statute and regulation (current references are P.L. 2012, c.26 and N.J.A.C. 6A:10).
- 12.1.1 Required long observations shall be scheduled a minimum of fifteen (15) school days apart.
- 12.1.2 Written reports for long observations shall be provided to the teacher at least two (2) school days ahead of a post observation conference.

12.1.3 At the start of the school year or evaluation period, teachers will be provided with all materials and expectations used for evaluative purposes.

ARTICLE 13

Professional Development

13.1 **Tuition:** To encourage further professional development, employees enrolled in an administratively approved course in accordance with Board policy will be paid tuition grants for up to nine (9) graduate credits per summer session; and six (6) graduate credits per fall and spring semester; and if within the scope of the employee's responsibilities up to three (3) undergraduate credits per semester plus fees subject to the following conditions:

13.1.1 Request in writing must be received by the Superintendent prior to registration.

13.1.2 Approval by Superintendent shall be in writing prior to registration. The Superintendent, Business Administrator, or designee shall sign and return the approval form to the employee within eight (8) working days of its receipt in the Board Office.

13.1.3 The employee must achieve a minimum grade of B or its equivalent.

13.1.4 **Tuition Reimbursement:** For the duration of this agreement, the Board shall pay tuition reimbursement and fees up to the prevailing College of New Jersey rate.

- a. The total amount to be paid, for teachers by the Board under this provision shall not exceed \$50,000 per school year for the duration of the 2017-2020 agreement. The amount per semester (Fall, Spring, Summer) to be encumbered will equal one third (1/3) of the yearly amount. If one third of the funds are not used in any given semester, the unused amount would be divided among the remaining semester(s) within the same fiscal year.
- b. The total amount to be paid, for support staff by the Board under this provision shall not exceed \$10,000 per school year for the duration of the agreement. Monies will be paid on a first come first serve basis.
- c. Eligibility for tuition reimbursement will extend to both tenured and non-tenured certificated staff and support staff. Reimbursement shall be prorated based upon the total amount requested as it relates to the annual contracted amount in the event that the total contract amount is exceeded.

- d. Teachers on a formal Corrective Action Plan (CAP) as defined in N.J.A.C. 6A:10 shall not be eligible for tuition reimbursement.

13.2 **Procedures for Payment**

13.2.1 **Tuition Reimbursement:** Upon completion of the course the employee will submit to the Assistant Superintendent the following forms:

Copy of official transcript

Copy of course approval

Payment voucher / Proof of payment

13.2.2 **Movement on the Salary Guide:** When applying for a lateral move on the salary guide, there are three submission deadlines:

October 10th – Movement on the guide retroactive to October 1

February 10th – Movement on the guide retroactive to February 1

July 10th – Movement on the guide retroactive to July 1.

13.2.3 **Textbook Reimbursement:** Textbooks will not be reimbursed unless there is pre-approval by the Assistant Superintendent for district use.

13.2.4 **Tuition Repayment:** If the employee does not remain in the employ of the Robbinsville Board of Education for a period of two (2) years following

said tuition reimbursement, the reimbursement shall be deducted from the employee's final paycheck and this sum, together with any further difference, will be returned to the Robbinsville Board of Education. The second year payback will not apply if the employee is terminated.

13.3 **Workshop Reimbursement:** Upon written application by the employee and upon the approval of the Superintendent, employees shall be reimbursed for the cost of registration and material costs for attendance at workshops, conferences or educational programs.

13.4 **Certification Credits:** Any credits, which are required for certification for employment, will not be used for the establishment of starting salary, nor may they be applied in the determination of horizontal progress on the salary guide.

ARTICLE 14

Insurance Protection

14.1 **Healthcare Coverage:** The Board shall provide healthcare coverage (single, family, parent/child, husband/wife, domestic partner/Civil Union Partner as defined by New Jersey law), equal to the New Jersey School Employees' Health Benefits Program (SEHBP) Direct 15. As required by NJ law under the provisions of Chapter 78, P.L. 2011, employees are required to pay a contribution toward the cost of health benefits coverage based on a specified percentage of the medical and prescription drug plan

premiums. The Board of Education assumes the balance of the costs per this Agreement.

Non-tenured employees shall be eligible to receive single coverage for prescription and dental, and must pay 100% of the premium for prescription and dental coverage for family members. At enrollment, the employee will be given the per pay cost based on current benefit rates.

14.1.1 Positions for which tenure is not able to be attained after four years shall be eligible to receive healthcare coverage (single, family, parent / child, husband / wife, domestic partner / civil union partner as defined by New Jersey law), equal to tenured employees.

14.2 **Prescription Coverage:** Prescription co-pay for generic prescriptions is \$7, \$15 for brand names and \$35 for non-preferred prescription drug plan. Mail order co-pay shall be \$7 for generic prescriptions, \$15 for brand names and \$35 for non-preferred prescription drug plan.

14.3 **Employees not Entitled to Benefits:** A staff member who is employed sixty (60) percent time or less is not entitled to benefits.

14.4 **Health Insurance Waiver:** Staff members who do not choose to receive medical, prescription, and/or dental benefits through the Robbinsville Board of Education must notify the board office in writing. Staff members who

choose to waive the right to the benefits will receive payment of \$1,750 per year for health benefits, \$500 per year for prescription benefits and \$200 per year for dental coverage as described above for the duration of this Agreement. Payment of the waiver amount(s) will be divided equally between the December 15th and June 15th payroll. Catastrophic changes would allow the opportunity for a change in the coverage plan. (i.e. spouse job loss, etc.).

14.4.1 Effective July 1, 2018, the Association agrees to eliminate the Health Insurance Waiver for any and all newly hired employees after July 1, 2018.

ARTICLE 15

Custodial /Maintenance Supplies

- 15.1 **Uniforms:** The Board shall supply all custodial, maintenance, and HVAC trades employees with five (5) uniforms per year. Employees shall receive a proper fitting jacket every (3) years, and any employee required to work outside shall be provided with proper rain and foul weather gear which shall include a pair of insulated coveralls and a pair of insulated boots.
- 15.2 **Other Provisions:** New employees shall receive their jacket in the first year of employment. The Board shall supply each maintenance and custodial employee with two (2) pair of work shoes.

ARTICLE 16

Fully Bargained Provisions

- 16.1 **Agreement Representation:** 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 such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.
- 16.2 **Forbidden to Waive:** It is understood by all parties that under the rulings of the Courts of New Jersey and the State Commissioner of Education, the Board of Education is forbidden to waive any rights or powers granted it by law.

ARTICLE 17

Miscellaneous Provisions

- 17.1 **Copies of Agreement:** Copies of this Agreement shall be printed-at the expense of the Board after Agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employees now employed, hereafter employed, or considered for employment by the Board.

- 17.2 **Salary Guide Development:** With input from the Robbinsville Board of Education, the Robbinsville Education Association will develop salary guides for mutual agreement.

ARTICLE 18

Dues Deduction and Agency Shop

18.1 Dues Deduction

- 18.1.1 The Board agrees to deduct from the salaries of its employees dues for the Robbinsville Education Association, the Mercer County Education Association, the New Jersey Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with records of any corrections shall be transmitted directly to New Jersey Education Association by the 15th of each month following the monthly pay period on which deductions were made. NJEA shall disburse such monies to the appropriate association/associations.
- 18.1.2. Each of the Associations named above shall certify to the Board in writing, prior to August 1st, the current rate of membership dues.

18.1.3. A check-off shall commence for each employee who signs a properly dated application, supplied by the Association and verified by the Business Administrator during the month following the filing of such card with the Board. In August of each year, the Association provides an electronic file of current members and their new rates to be uploaded into the payroll system. This list is verified and discrepancies are resolved between the two parties.

18.1.4 Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Business Administrator. The filing of notice of withdrawal shall be effective to halt deductions in accordance with N.J.S.A. 52:14-15.9e as amended.

18.2 **Agency Shop**

18.2.1 The Board agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Union and transmit the fee to the majority representative in compliance with Chapter 477, Public Law 1979.

18.2.2 The deduction shall commence for each employee who elects not to become a member of the Association of the amount of the fair share assessment.

18.2.3 The fair share fee for services rendered by the Association shall not exceed eighty-five (85%) percent of the regular membership dues, fees, and assessment.

18.2.4 The Association shall establish and maintain a procedure whereby any employee can challenge the assessment as computed by the Association. This appeal procedure shall in no way involve the Board or require the Board to take any action other than to hold the fee in escrow pending resolution of the appeal.

18.3 **Indemnify, Defend and Hold Harmless:** The Association shall indemnify, defend and save the Board harmless against any and all claims, demands suits or other forms of liability that shall arise out of or by reason of action taken by the Board in reliance upon salary deduction application or by the fair share assessment information as furnished by the Association to the Board, or in reliance upon the official notification on the letterhead of the Association and signed by the President of the Association advising of such changed deduction.

ARTICLE 19 **Seniority**

In a RIF (reduction in force), reduction shall be made in the inverse order of hiring, based on seniority and by category. Recall rights under this agreement shall exist for eighteen (18) months from the last calendar day of employment. A laid-off employee shall be

entitled to recall in the order of seniority of classification as defined in the salary guides of this agreement. Notice of recall to work shall be addressed to the employee's last address appearing on the records of the school district, by certified mail, return receipt requested. Within 30 days of the receipt from the receipt of such notice of recall, the employee shall notify the BOE personnel office, in writing, whether or not they desire to return to the work involved in the recall. An employee who returns to work shall enter with the same number of years seniority as when they left the district. If an employee fails to reply or if the employee indicates that they do not desire to return to such work, the employee shall forfeit all of their seniority and all rights to recall. Employees currently on layoff are grandfathered and entitled to all rights under this provision.

ARTICLE 20
Duration of Agreement

This Agreement shall be effective as of July 1, 2017 and shall continue in effect until June 30, 2020 subject to negotiations as defined in "The Negotiation of Successor Agreement."

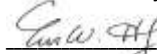
IN WITNESS WHEREOF, the Board of Education of the Township of Robbinsville, in the County of Mercer, has caused these presents to be signed by its President, and its corporate seal to be hereunto affixed, and to be attested by its Secretary, and the Robbinsville Education Association has caused these presents to be signed by its duly authorized officers.

**BOARD OF EDUCATION OF THE
TOWNSHIP OF ROBBINSVILLE, IN
THE COUNTY OF MERCER**

Attest:



Beth Brooks **October 24, 2017**
Board Secretary, Robbinsville Board of Education **Date**




Thomas Halm **October 24, 2017**
President, Robbinsville Board of Education **Date**



Shaina Ciaccio **October 24, 2017**
Negotiations Chair, Robbinsville Board of Education **Date**



Debra Bella **October 24, 2017**
President, Robbinsville Education Association **Date**



Francine Mazzone **October 24, 2017**
Negotiations Chair, Robbinsville Education Association **Date**

**Robbinsville Board of Education
Teacher Salary Guides**

**Year 1
2017-2018**

Step	BA	BA +15	BA +30	MA	MA +15	MA +30	PHD
1	53,680	54,580	55,745	56,980	58,135	59,380	60,580
2	54,180	55,080	56,245	57,480	58,635	59,880	61,080
3	54,930	55,830	56,995	58,230	59,385	60,630	61,830
4	55,690	56,590	57,755	58,990	60,145	61,390	62,590
5	56,515	57,415	58,580	59,815	60,970	62,215	63,415
6	57,290	58,190	59,355	60,590	61,745	62,990	64,190
7	58,305	59,205	60,370	61,605	62,760	64,005	65,205
8	59,500	60,400	61,565	62,800	63,955	65,200	66,400
9	61,300	62,200	63,365	64,600	65,755	67,000	68,200
10	63,200	64,100	65,265	66,500	67,655	68,900	70,100
11	65,200	66,100	67,265	68,500	69,655	70,900	72,100
12	67,300	68,200	69,365	70,600	71,755	73,000	74,200
13	69,500	70,400	71,565	72,800	73,955	75,200	76,400
14	71,800	72,700	73,865	75,100	76,255	77,500	78,700
15	74,200	75,100	76,265	77,500	78,655	79,900	81,100
16	76,700	77,600	78,765	80,000	81,155	82,400	83,600
17	80,495	81,395	82,560	83,795	84,950	86,195	87,395

**Robbinsville Board of Education
Teacher Salary Guides**

**Year 2
2018-2019**

Step	BA	BA +15	BA +30	MA	MA +15	MA +30	PHD
1	54,780	55,755	56,845	58,530	59,580	60,580	61,680
2	55,280	56,255	57,345	59,030	60,080	61,080	62,180
3	55,780	56,755	57,845	59,530	60,580	61,580	62,680
4	56,520	57,495	58,585	60,270	61,320	62,320	63,420
5	57,345	58,320	59,410	61,095	62,145	63,145	64,245
6	58,120	59,095	60,185	61,870	62,920	63,920	65,020
7	59,135	60,110	61,200	62,885	63,935	64,935	66,035
8	60,330	61,305	62,395	64,080	65,130	66,130	67,230
9	62,230	63,205	64,295	65,980	67,030	68,030	69,130
10	64,230	65,205	66,295	67,980	69,030	70,030	71,130
11	66,330	67,305	68,395	70,080	71,130	72,130	73,230
12	68,530	69,505	70,595	72,280	73,330	74,330	75,430
13	70,830	71,805	72,895	74,580	75,630	76,630	77,730
14	73,230	74,205	75,295	76,980	78,030	79,030	80,130
15	75,730	76,705	77,795	79,480	80,530	81,530	82,630
16	78,330	79,305	80,395	82,080	83,130	84,130	85,230
17	81,245	82,220	83,310	84,995	86,045	87,045	88,145

**Robbinsville Board of Education
Teacher Salary Guides**

**Year 3
2019-2020**

Step	BA	BA +15	BA +30	MA	MA +15	MA +30	PHD
1	56,405	57,455	58,505	60,605	61,655	62,705	63,755
2	56,905	57,955	59,005	61,105	62,155	63,205	64,255
3	57,405	58,455	59,505	61,605	62,655	63,705	64,755
4	57,905	58,955	60,005	62,105	63,155	64,205	65,255
5	58,445	59,495	60,545	62,645	63,695	64,745	65,795
6	59,220	60,270	61,320	63,420	64,470	65,520	66,570
7	60,235	61,285	62,335	64,435	65,485	66,535	67,585
8	61,430	62,480	63,530	65,630	66,680	67,730	68,780
9	63,315	64,365	65,415	67,515	68,565	69,615	70,665
10	65,300	66,350	67,400	69,500	70,550	71,600	72,650
11	67,385	68,435	69,485	71,585	72,635	73,685	74,735
12	69,570	70,620	71,670	73,770	74,820	75,870	76,920
13	71,855	72,905	73,955	76,055	77,105	78,155	79,205
14	74,240	75,290	76,340	78,440	79,490	80,540	81,590
15	76,725	77,775	78,825	80,925	81,975	83,025	84,075
16	79,310	80,360	81,410	83,510	84,560	85,610	86,660
17	81,995	83,045	84,095	86,195	87,245	88,295	89,345

Support Staff Salary Guides

Position	2017-2018	2018-2019	2019-2020
Maintenance	\$ 58,764	\$ 60,526	\$ 62,342
Maintenance HVAC	\$ 68,969	\$ 71,038	\$ 73,169
Custodian	\$ 44,559	\$ 45,896	\$ 47,272
Technology Regular	\$ 58,764	\$ 60,526	\$ 62,342
Technology BS/BA	\$ 59,810	\$ 61,604	\$ 63,452
Technology II	\$ 71,771	\$ 73,924	\$ 76,142
Instructional Assistant	\$ 25,959	\$ 26,738	\$ 27,540
Lunch Aide	\$ 17.05 / hr.	\$ 17.56 / hr.	\$ 18.09 / hr.
10 Month Clerk	\$ 29,246	\$ 30,123	\$ 31,027
Bus Driver	\$ 31.46 / hr.	\$ 32.40 / hr.	\$ 33.37 / hr.
Bus Aide	\$ 17.05 / hr.	\$ 17.56 / hr.	\$ 18.09 / hr.

**Secretary Guide
2017-2018**

Step	10 Month	12 Month
1	31,285	37,540
2	32,535	39,040
3	33,785	40,540
4	35,035	42,040
5	36,285	43,540
6	37,535	45,040
7	38,785	46,540

**Secretary Guide
2018-2019**

Step	10 Month	12 Month
1	32,410	38,890
2	33,660	40,390
3	34,910	41,890
4	36,160	43,390
5	37,410	44,890
6	38,660	46,390
7	39,910	47,890

**Secretary Guide
2019-2020**

Step	10 Month	12 Month
1	33,610	40,330
2	34,860	41,830
3	36,110	43,330
4	37,360	44,830
5	38,610	46,330
6	39,860	47,830
7	41,110	49,330

Extracurricular Activities Salary Guide

Payment Note: All employees approved for athletic stipend positions will receive a contract. There will be no need to submit a voucher for this work. All monies will be paid at the conclusion of the season, provided all obligations are fulfilled. In addition, all yearly co-curricular stipends do not require a voucher and will receive payout semi-annually, half on Dec 15th and half on June 15th provided all obligations are met. All extra work, including “per session” stipends, requires the submission of a voucher.

Additional Note: The number of assistant advisors or coaches for any activity is to be determined by the Superintendent of Schools with the approval of the Board of Education.

District-wide Stipends

Overnight Stipend

2017-2018 = \$273

2018-2019 = \$281

2019-2020 = \$284

Content Facilitators/Academy Coordinator /

Middle States Internal Coordinator

(2 per building)

2017-2018 = \$1,545 per year

2018-2019 = \$1,591 per year

2019-2020 = \$1,607 per year

Team Leaders

Years of Experience	2017-2018	2018-2019	2019-2020
0-3	\$639	\$658	\$665
4+	\$742	\$764	\$772

Pond Road Middle School Co / Extra-Curricular Guide

**Fall and Spring Sports Head Coach,
Athletic Director, Yearbook Advisor**

Years of Experience	2017-2018	2018-2019	2019-2020
1	\$3,399	\$3,501	\$3,536
2	\$3,502	\$3,607	\$3,643
3	\$3,811	\$3,925	\$3,964

Fall and Spring Sports Assistant Coach (70%)

Years of Experience	2017-2018	2018-2019	2019-2020
1	\$2,379	\$2,450	\$2,475
2	\$2,451	\$2,525	\$2,550
3	\$2,668	\$2,748	\$2,775

Winter Sports Head Coach & Drama Director

Years of Experience	2017-2018	2018-2019	2019-2020
1	\$4,275	\$4,403	\$4,447
2	\$4,429	\$4,562	\$4,607
3	\$4,738	\$4,880	\$4,929

Winter Sports Assistant Coach (70%)

Years of Experience	2017-2018	2018-2019	2019-2020
1	\$2,992	\$3,082	\$3,113
2	\$3,100	\$3,193	\$3,225
3	\$3,317	\$3,417	\$3,451

An Assistant Coach will receive one-half year experience credit for every year served, when moving to a Head Coach position. A Head Coach will experience credit that is equal to time served when moving to an Assistant Coach position.

PRMS Intramural Sports (Basketball, Volleyball)

Position (per Session)	2017-2018	2018-2019	2019-2020
Advisor	\$1,020	\$1,051	\$1,062
Assistant Advisor	\$ 680	\$ 700	\$ 707

PRMS/Sharon Co-Curricular Guide

Club	2017-2018	2018-2019	2019-2020
Class Advisor	\$ 1,514	\$ 1,559	\$ 1,575
Student Council (2)	\$ 1,504	\$ 1,549	\$ 1,564
Destination Imagination (2)	\$ 1,174	\$ 1,209	\$ 1,221
Early Act	\$ 1,174	\$ 1,209	\$ 1,221
Science Olympiad	\$ 1,174	\$ 1,209	\$ 1,221
Math League	\$ 1,174	\$ 1,209	\$ 1,221
Homework Asst. Advisor	\$ 2,596	\$ 2,674	\$ 2,701
Band Enrichment	\$ 855	\$ 881	\$ 890
Scoreboard	\$ 41.25	\$ 42.49	\$ 42.91
Drama	\$ 474	\$ 488	\$ 493
Homework Club	\$ 474	\$ 488	\$ 493
Math Club	\$ 474	\$ 488	\$ 493
Play Unified	\$ 2,400	\$ 2,424	\$ 2,497
Science Club	\$ 474	\$ 488	\$ 493
Supplemental Band	\$ 474	\$ 488	\$ 493
Volleyball	\$ 474	\$ 488	\$ 493
Study Skills	\$ 412	\$ 424	\$ 428
Safety	\$ 319	\$ 329	\$ 332
After School Sports Supervisor	\$ 25	\$ 25.75	\$ 26.01
Sub Service	\$ 5,047	\$ 5,198	\$ 5,250
Night Performance	\$ 77	\$ 79.31	\$ 80.10
Tech Homework Club	\$ 474	\$ 488	\$ 493
Concert Band	\$ 7,210	\$ 7,426	\$ 7,500
Cadet Band	\$ 7,210	\$ 7,426	\$ 7,500
Chorus	\$ 7,210	\$ 7,426	\$ 7,500
Jr. Chorus	\$ 7,210	\$ 7,426	\$ 7,500

Note: A “session” is defined as ten (10) one hour meetings or ten (10) weeks unless otherwise noted.

Robbinsville High School Extra Curricular Guide

Activity	2017-2018	2018-2019	2019-2020
Archery	\$ 1,750	\$ 1,803	\$ 1,821
Art Honor Society	\$ 2,060	\$ 2,122	\$ 2,143
Class Advisor (9 & 10)	\$ 2,266	\$ 2,334	\$ 2,357
Class Advisor (11 & 12)	\$ 2,987	\$ 3,077	\$ 3,108
Consumer Bowl	\$ 1,750	\$ 1,803	\$ 1,821
Dance Club	\$ 1,750	\$ 1,803	\$ 1,821
Debate Club	\$ 2,060	\$ 2,122	\$ 2,143
Drama Club	\$ 1,750	\$ 1,803	\$ 1,821
Environmental Club	\$ 1,750	\$ 1,803	\$ 1,821
Future Educators of America	\$ 1,750	\$ 1,803	\$ 1,821
Foreign Language Club	\$ 1,750	\$ 1,803	\$ 1,821
Friends of Rachel	\$ 2,266	\$ 2,334	\$ 2,357
FBLA	\$ 1,750	\$ 1,803	\$ 1,821
Gay/Straight Alliance	\$ 1,750	\$ 1,803	\$ 1,821
Interact Club	\$ 2,060	\$ 2,122	\$ 2,143
Language Honor Society	\$ 1,750	\$ 1,803	\$ 1,821
Literary Magazine	\$ 1,750	\$ 1,803	\$ 1,821
Math Club	\$ 1,750	\$ 1,803	\$ 1,821
Mock Trial	\$ 1,750	\$ 1,803	\$ 1,821
Model Congress	\$ 1,750	\$ 1,803	\$ 1,821
Model UN	\$ 1,750	\$ 1,803	\$ 1,821
Music Honor Club	\$ 1,750	\$ 1,803	\$ 1,821
National Honor Society	\$ 2,060	\$ 2,122	\$ 2,143
Photography Club	\$ 2,060	\$ 2,122	\$ 2,143
Play Unified	\$ 2,400	\$ 2,424	\$ 2,497
Robotics	\$ 4,500	\$ 4,635	\$ 4,681
SADD	\$ 1,750	\$ 1,803	\$ 1,821
School Newspaper	\$ 2,871	\$ 2,864	\$ 2,893
Science Olympiad	\$ 2,060	\$ 2,122	\$ 2,143
Student Council	\$ 3,296	\$ 3,395	\$ 3,429
Technology Club	\$ 1,750	\$ 1,803	\$ 1,821
Special Olympics Coach	\$ 3,550	\$ 3,657	\$ 3,693
Winter One-Acts	\$ 2,060	\$ 2,122	\$ 2,143
Winter One-Act Tech.	\$ 824	\$ 849	\$ 857
Yearbook	\$ 4,326	\$ 4,456	\$ 4,501
Yearbook Assistant	\$ 1,208	\$ 1,244	\$ 1,256

Fall Drama

Director	\$4,326	\$4,456	\$4,501
Tier 2 Assistant Director	\$3,090	\$3,183	\$3,215
Tier 3 Assistant Director	\$2,266	\$2,334	\$2,357
Technical / Crew Director	\$1,750	\$1,803	\$1,821

Activity	2017-2018	2018-2019	2019-2020
Spring Musical			
Director	\$5,202	\$5,358	\$5,412
Tier 2 Assistant Director	\$3,296	\$3,395	\$3,429
Tier 3 Assistant Director	\$2,678	\$2,758	\$2,786
Pit Director	\$1,750	\$1,803	\$1,821
Technical / Crew Director	\$1,750	\$1,803	\$1,821
Marching Band			
Director	\$5,202	\$5,358	\$5,412
Assistant	\$3,296	\$3,395	\$3,429
Color Guard Advisor	\$3,296	\$3,395	\$3,429
Percussion Tech.	\$3,296	\$3,395	\$3,429

Other

Activity / Paid Per	2017-2018	2018-2019	2019-2020
Assistant to Athletic Director (Per Season) (3 Seasons)	\$ 1,545	\$ 1,591	\$ 1,607
Detention (Per Hour)	\$ 25.75	\$ 26.52	\$ 26.79
Football Chain Crew (Per Game)	\$ 41.25	\$ 42.49	\$ 42.91
Foul Weather Supervision (Per Hour)	\$ 25.75	\$ 26.52	\$ 26.79
Parking Lot Supervision (Per Hour)	\$ 25.75	\$ 26.52	\$ 26.79
Play Unified Advisor (Per Building)	\$ 2,400	\$ 2,472	\$ 2,497
Scoreboard Operator (Per Game)	\$ 41.25	\$ 42.49	\$ 42.91
Site Supervisor (Per Day / Evening)	\$128.75	\$132.61	\$133.94
Sports Event Worker * (Per Game)	\$ 41.25	\$ 42.49	\$ 42.91
Weight Room Supervisor (Per Session) (4 Sessions)	\$ 1,750	\$ 1,803	\$ 1,821

* Sports Event Worker includes Ticket Taker, Announcer, Track Worker, etc.

Any new clubs must be added at the beginning of a new contract. If a teacher volunteers to establish a new club during the period of the existing contract, the teacher understands that it is a voluntary position and they will NOT be compensated for the duration of the existing contract.

Robbinsville High School Athletic Guide

2017-2018

Sport	Step 1	Step 2	Step 3
Baseball & Softball Head Coach	\$6,893	\$7,108	\$7,431
Baseball & Softball Assistant Coach	\$4,847	\$5,062	\$5,385
Basketball (Boys & Girls) Head Coach	\$7,108	\$7,324	\$7,647
Basketball (Boys & Girls) Assistant Coach	\$5,062	\$5,278	\$5,601
Bowling (Boys & Girls) Head Coach	\$4,406	\$4,630	\$4,954
Cheerleading Head Coach	\$4,406	\$4,630	\$4,954
Cheerleading Assistant Coach	\$3,123	\$3,231	\$3,339
Cross Country (Boys & Girls) Head Coach	\$5,278	\$5,493	\$5,816
Cross Country (Boys & Girls) Asst. Coach	\$3,587	\$3,845	\$4,072
Field Hockey Head Coach	\$6,893	\$7,108	\$7,431
Field Hockey Assistant Coach	\$4,847	\$5,062	\$5,385
Football Head Coach	\$7,755	\$7,970	\$8,294
Football Assistant Coach	\$5,170	\$5,385	\$5,708
Golf (Boys & Girls) Head Coach	\$5,278	\$5,493	\$5,816
Ice Hockey Head Coach	\$7,108	\$7,324	\$7,647
Ice Hockey Assistant Coach	\$4,976	\$5,125	\$5,278
Lacrosse (Boys & Girls) Head Coach	\$6,893	\$7,108	\$7,431
Lacrosse (Boys & Girls) Assistant Coach	\$4,847	\$5,062	\$5,385
Soccer (Boys & Girls) Head Coach	\$6,893	\$7,108	\$7,431
Soccer (Boys & Girls) Assistant Coach	\$4,847	\$5,062	\$5,385
Swimming (Boys & Girls) Head Coach	\$6,893	\$7,108	\$7,431
Swimming (Boys & Girls) Assistant Coach	\$4,847	\$5,062	\$5,385
Tennis (Boys & Girls) Head Coach	\$5,278	\$5,493	\$5,816
Tennis (Boys & Girls) Assistant Coach	\$3,695	\$3,845	\$4,072
Track Spring (Boys & Girls) Head Coach	\$6,893	\$7,108	\$7,431
Track Spring (Boys & Girls) Assistant Coach	\$4,847	\$5,062	\$5,385
Track Winter (Boys & Girls) Head Coach	\$5,816	\$6,032	\$6,355
Track Winter (Boys & Girls) Assistant Coach	\$4,538	\$4,769	\$5,103
Volleyball (Boys & Girls) Head Coach	\$6,893	\$7,108	\$7,431
Volleyball (Boys & Girls) Assistant Coach	\$4,847	\$5,062	\$5,385
Wrestling Head Coach	\$7,108	\$7,324	\$7,647
Wrestling Assistant Coach	\$5,062	\$5,278	\$5,601
Equipment Manager (Yearly)	\$4,847	\$5,062	\$5,385

Robbinsville High School Athletic Guide

2018-2019

Sport	Step 1	Step 2	Step 3
Baseball & Softball Head Coach	\$7,100	\$7,321	\$7,654
Baseball & Softball Assistant Coach	\$4,992	\$5,214	\$5,547
Basketball (Boys & Girls) Head Coach	\$7,321	\$7,544	\$7,876
Basketball (Boys & Girls) Assistant Coach	\$5,214	\$5,436	\$5,769
Bowling (Boys & Girls) Head Coach	\$4,538	\$4,769	\$5,103
Cheerleading Head Coach	\$4,538	\$4,769	\$5,103
Cheerleading Assistant Coach	\$3,217	\$3,328	\$3,439
Cross Country (Boys & Girls) Head Coach	\$5,436	\$5,658	\$5,990
Cross Country (Boys & Girls) Asst. Coach	\$3,695	\$3,960	\$4,194
Field Hockey Head Coach	\$7,100	\$7,321	\$7,654
Field Hockey Assistant Coach	\$4,992	\$5,214	\$5,547
Football Head Coach	\$7,988	\$8,209	\$8,543
Football Assistant Coach	\$5,325	\$5,547	\$5,879
Golf (Boys & Girls) Head Coach	\$5,436	\$5,658	\$5,990
Ice Hockey Head Coach	\$7,321	\$7,544	\$7,876
Ice Hockey Assistant Coach	\$5,125	\$5,279	\$5,436
Lacrosse (Boys & Girls) Head Coach	\$7,100	\$7,321	\$7,654
Lacrosse (Boys & Girls) Assistant Coach	\$4,992	\$5,214	\$5,547
Soccer (Boys & Girls) Head Coach	\$7,100	\$7,321	\$7,654
Soccer (Boys & Girls) Assistant Coach	\$4,992	\$5,214	\$5,547
Swimming (Boys & Girls) Head Coach	\$7,100	\$7,321	\$7,654
Swimming (Boys & Girls) Assistant Coach	\$4,992	\$5,214	\$5,547
Tennis (Boys & Girls) Head Coach	\$5,436	\$5,658	\$5,990
Tennis (Boys & Girls) Assistant Coach	\$3,806	\$3,960	\$4,194
Track Spring (Boys & Girls) Head Coach	\$7,100	\$7,321	\$7,654
Track Spring (Boys & Girls) Assistant Coach	\$4,992	\$5,214	\$5,547
Track Winter (Boys & Girls) Head Coach	\$5,990	\$6,213	\$6,546
Track Winter (Boys & Girls) Assistant Coach	\$4,674	\$4,912	\$5,256
Volleyball (Boys & Girls) Head Coach	\$7,100	\$7,321	\$7,654
Volleyball (Boys & Girls) Assistant Coach	\$4,992	\$5,214	\$5,547
Wrestling Head Coach	\$7,321	\$7,544	\$7,876
Wrestling Assistant Coach	\$5,214	\$5,436	\$5,769
Equipment Manager (Yearly)	\$4,992	\$5,241	\$5,547

Robbinsville High School Athletic Guide

2019-2020

Sport	Step 1	Step 2	Step 3
Baseball & Softball Head Coach	\$7,171	\$7,394	\$7,731
Baseball & Softball Assistant Coach	\$5,042	\$5,266	\$5,602
Basketball (Boys & Girls) Head Coach	\$7,394	\$7,619	\$7,955
Basketball (Boys & Girls) Assistant Coach	\$5,266	\$5,490	\$5,827
Bowling (Boys & Girls) Head Coach	\$4,583	\$4,817	\$5,154
Cheerleading Head Coach	\$4,583	\$4,817	\$5,154
Cheerleading Assistant Coach	\$3,249	\$3,361	\$3,473
Cross Country (Boys & Girls) Head Coach	\$5,490	\$5,715	\$6,050
Cross Country (Boys & Girls) Asst. Coach	\$3,732	\$4,000	\$4,236
Field Hockey Head Coach	\$7,171	\$7,394	\$7,731
Field Hockey Assistant Coach	\$5,042	\$5,266	\$5,602
Football Head Coach	\$8,068	\$8,291	\$8,628
Football Assistant Coach	\$5,378	\$5,602	\$5,938
Golf (Boys & Girls) Head Coach	\$5,490	\$5,715	\$6,050
Ice Hockey Head Coach	\$7,394	\$7,619	\$7,955
Ice Hockey Assistant Coach	\$5,176	\$5,332	\$5,490
Lacrosse (Boys & Girls) Head Coach	\$7,171	\$7,394	\$7,731
Lacrosse (Boys & Girls) Assistant Coach	\$5,042	\$5,266	\$5,602
Soccer (Boys & Girls) Head Coach	\$7,171	\$7,394	\$7,731
Soccer (Boys & Girls) Assistant Coach	\$5,042	\$5,266	\$5,602
Swimming (Boys & Girls) Head Coach	\$7,171	\$7,394	\$7,731
Swimming (Boys & Girls) Assistant Coach	\$5,042	\$5,266	\$5,602
Tennis (Boys & Girls) Head Coach	\$5,490	\$5,715	\$6,050
Tennis (Boys & Girls) Assistant Coach	\$3,844	\$4,000	\$4,236
Track Spring (Boys & Girls) Head Coach	\$7,171	\$7,394	\$7,731
Track Spring (Boys & Girls) Assistant Coach	\$5,042	\$5,266	\$5,602
Track Winter (Boys & Girls) Head Coach	\$6,050	\$6,275	\$6,611
Track Winter (Boys & Girls) Assistant Coach	\$4,721	\$4,961	\$5,309
Volleyball (Boys & Girls) Head Coach	\$7,171	\$7,394	\$7,731
Volleyball (Boys & Girls) Assistant Coach	\$5,042	\$5,266	\$5,602
Wrestling Head Coach	\$7,394	\$7,619	\$7,955
Wrestling Assistant Coach	\$5,266	\$5,490	\$5,827
Equipment Manager (Yearly)	\$5,042	\$5,266	\$5,602

Note: At RHS, an Assistant Coach is a Freshman, Junior Varsity, or Assistant Varsity Coach.

Quick Reference Guide

Co / Extra Curricular	Year 1	Year 2	Year 3
PRMS After School Sports Sup. (Max 2 Hrs)	\$ 25.00	\$ 25.75	\$ 26.01
RHS Sports Event Worker (Per Game)	\$ 41.25	\$ 42.49	\$ 42.91
RHS Site Supervisor (Per Game)	\$ 128.75	\$132.61	\$133.94
Scoreboard Operator (Per Game)	\$ 41.25	\$ 42.49	\$ 42.91
Foul Weather Supervisor (Per Hour)	\$ 25.75	\$ 26.52	\$ 26.79
Parking Lot Supervision (Per Hour)	\$ 25.75	\$ 26.52	\$ 26.79
Detention (Per Hour)	\$ 25.75	\$ 26.52	\$ 26.79

Extra Work / Extra Pay	Rate
Missed Prep Period or 1/2 Block	\$ 27.00
Missed 53 Minute Period	\$ 35.00
Missed 62 Minute Period	\$ 41.00
Missed Prep Block	\$ 54.00
Curriculum Writing (Per Hour)	\$ 34.00
Instructional Services (Per Hour)	\$ 34.00
Non-Instructional Services (Per Hour)	\$ 27.00
CST Evaluation / Report (Per Eval. / Rept.)	\$ 375.00
CST Case Management (School Year) (Per Hour)	\$ 34.00
CST Case Management (Summer) (Per Diem)	Per Diem
Continuation of Teaching (Summer) (Per Diem)	Per Diem
Professional Development (Summer) (Per Diem)	\$ 100.00
Guidance / Nurse (Summer) (Per Diem)	Per Diem
Chaperone (Plays, Dances, etc.) (Per Hour)	\$ 22.00

Quick Index

This is a guide, not a complete index of the contract. Please take the time to review your contract. If something confuses you, please see your building representative. If you think there is an issue, refer to the contract, find the appropriate language, and contact your building representative.

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