

PREAMBLE

THIS AGREEMENT effective July 1, 2019, by and between the Guttenberg Board of Education, hereinafter known as the Board, and the Guttenberg Federation of Teachers, hereinafter known as the Federation, represents the complete and final understanding on all bargainable issues which were or could have been the subject of the negotiations between the parties.

WITNESSETH THAT,

WHEREAS, the Board and the Federation acknowledge as their common goal to provide the finest educational opportunities for the children of the Guttenberg school system, and

WHEREAS, the Board and the Federation have undertaken negotiations in good faith for the purpose of agreeing on the terms and conditions of employment and grievance procedure,

NOW, THEREFORE, in consideration of the mutual agreements hereinbelow set forth, the parties agree as follows:

ARTICLE 1

RECOGNITION AND DEFINITIONS

(a) The Board recognizes the Federation as the sole and exclusive bargaining agent for all full and part-time employees of the Board in the bargaining unit. Part-time instructional employees shall be defined as teachers working less than 29.75 hours per school week. Part-time non-instructional employees shall be defined as those working less than 29.75 hours per work week.

(b) The bargaining unit shall consist of those employees of the Board

who are classroom teachers, special subject teachers, librarians, nurses, guidance counselors, Para-Professionals, teacher's aides, custodians and secretaries, and any other teacher who is employed under a regular contract with the Board. Per diem substitute teachers are excluded from the bargaining unit.

- (c) The term "unit" shall mean all members of the bargaining unit.
- (d) The term "employees" shall mean all members of the bargaining unit.
- (e) Use of the masculine noun or pronoun or relative words shall be deemed to include feminine forms.

ARTICLE II

FAIR PRACTICES

(a) The Board agrees to continue its policy of not discriminating against any employee on the basis of race, color, creed, national origin, sex, marital status, domicile, membership or participation, or Federation with the legal activities of any employee organization.

(b) The Federation agrees to continue to admit in accordance with its constitution all members of the Unit and those eligible to be members of the Unit without discrimination on the basis of race, creed, color, national origin, sex, or marital status, domicile, and not to discriminate against and to represent equally and without favor or prejudice all members of the Unit and those eligible to be members of the Unit without regard to membership or participation in any employee organization.

ARTICLE III

ADMINISTRATION OF CONTRACT

(a) No employee shall engage in Federation activities during work time, except that Federation officers shall be permitted to engage in mutually scheduled negotiation sessions with the Board, or its designated representatives, if such are held on school time, with no loss in regular pay.

(b) The Board and the bargaining agent shall make available upon written request to each other any available public information, statistics, or records which are relevant to negotiations.

ARTICLE IV

DUES DEDUCTION AND AGENCY SHOP AGREEMENT

(a) The Board agrees to continue its practice of deducting monthly Federation membership dues from the pay of those employees who individually request, in writing, that such deducting be made. The amounts to be deducted shall be certified to the Board by the Federation and the aggregate deductions of all employees shall be remitted to the Federation in accordance with current practice.

(b) The Board agrees to continue to deduct an agency fee in accordance with Chapter 477 of the Laws of 1979, with a representation fee for non-members to the maximum permitted by State law. In exchange for the implementation of said agency fee, the Federation hereby agrees to hold the Board harmless against any and all claims, suits, or other liability which may occur as a result of the implementation of this agency provision.

ARTICLE V

NEGOTIATIONS PROCEDURE

(a) The Board and the Federation agree to enter into negotiations over a successor Agreement in accordance with the rules and regulations of the Public Employment Relations Commission. Each party shall be free to propose and negotiate with regards to all appropriate subjects which it desires to place before the other for consideration. Any Agreement so negotiated shall incorporate all rights and obligations assumed by each party, and reflect the complete and final understanding on all bargainable issues which were, or could have been, brought to the bargaining table. Such Agreement shall apply to all members of the negotiating unit and the employer, shall be reduced to writing, and after ratification by the Federation and the Employer, shall be signed by all parties.

(b) Neither party in any negotiations shall have control over the selection of the negotiation representatives of the other. The parties mutually agree that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations, consistent with their status as representatives of their principals, and subject to ratification by the principals.

(c) During its term, this Agreement shall not be modified in whole or in part by the parties, except by mutual agreement to re-open for negotiations and by a written amendment duly executed by both parties.

ARTICLE VI

GRIEVANCE PROCEDURE

(a) DEFINITION:

Any difference or dispute between the Board and the Unit relating to the terms of this Agreement, its interpretation or application or enforcement, or administrative decisions or Board policies affecting terms and conditions of employment existing as of

September 1, 1986, shall be subject to the following procedures which shall be resorted to as the sole means of obtaining adjustment of disputes which shall hereinafter be referred to as a "grievance."

As used in this paragraph the term Unit shall include:

- (1) An individual employee who is a member of the unit, or
- (2) A group of employees who are members of the Unit having the same grievance, or
- (3) The Guttenberg Federation of Teachers.

(b) PROCEDURES:

(1) An employee and a Federation representative (if the employee so desires) shall first discuss the problem with the Principal or Superintendent of Schools. If the employee does not wish to be represented by the Federation he may be accompanied by another representative of his own choice. If the matter is not satisfactorily adjusted within two school days, the employee shall submit a written grievance within ten school days thereafter to the Principal or Superintendent of Schools.

(2) The Principal or Superintendent of Schools may request a meeting with the employee and representative prior to making his/her decision, but, in any event, must render his decision in writing with copies to the employee and the Federation within ten school days of the submission of the grievance to him.

(3) If the employee is dissatisfied with said decision or if no decision is rendered with said time limit, the employee and the Federation may construe the failure of the Principal or Superintendent of Schools to act as a denial of the grievance. The employee may, within ten school days, appeal in writing to the Board of Education, provided, that the grievance involves a violation of the specific and express terms of this agreement only.

No other grievances shall be permitted to proceed beyond step 2. The Board shall consider the grievance at its next regular meeting unless said regular meeting occurs within five school days of the receipt of such appeal in which event, it shall consider the grievance at the following regular meeting of the Board. It shall render a decision in writing to the employee and the Federation within five days of such consideration. In the event the Board fails to render a decision within the five-day limit prescribed herein, the employee and the Federation may construe the failure of the Board to act as a denial of the grievance.

(c) ARBITRATION:

(1) In the event a dispute or difference in (a) above shall not have been settled and is not precluded under the procedures in (b) above, the Federation may appeal the matter to arbitration by making a written application to the Public Employment Relations Commission (PERC) within ten school days of the Board's decision requesting that an arbitrator be appointed to hear and determine the grievance. The parties may agree upon any other arbitrator. The arbitrator so appointed shall have full power to hear and determine the grievance and his decision shall be final and binding upon the parties.

(2) It is agreed that the arbitrator may not change, modify, alter, suggest, add to, or subtract from the provisions of this agreement. No dispute arising out of any questions pertaining to the renewal of this Agreement shall be subject to the arbitration provisions of this agreement.

(3) The arbitrator shall have the power to make appropriate compensatory awards.

(4) No provisions of this contract which are stated as a matter of policy shall be subject to arbitration.

(5) The arbitrator is bound by applicable law and regulation

(d) GENERAL PROVISIONS:

(1) Any grievance, as defined in (a) above, not presented for disposition through the grievance procedures described under (b) above within fifteen (15) school days of the occurrence of the condition giving rise thereto, shall thereafter be considered acceptance by the employee of the decision rendered and such decision shall thereafter be binding upon the employee and the Federation. The time limits specified at any step may be extended in any particular instance by written agreement between the Board and the Federation.

(2) Hearings held under the procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend. When such hearings are during school hours all employees who are required to be present at the hearings shall be excused with pay for that purpose.

(3) The Federation shall have the right to initiate a grievance or appeal from the disposition of a grievance of an employee at any step of this procedure.

(4) If a grievance arises or is processed during summer recess, "school days" as used in this contract shall be defined as work days (Monday through Friday, minus legal holidays).

ARTICLE VII

WORK HOURS, ASSIGNMENTS, WORKLOADS

(a) Teachers shall report to work and be in their classroom no later than 8:20 a.m., with homeroom instruction beginning at 8:25 a.m. and classroom instruction commencing at 8:30 a.m., unless assigned line duty. The last period of instruction shall end at 3:14 p.m. and students shall be dismissed from 3:14 p.m. to 3:20 p.m. Teachers are permitted to leave the building at 3:20 p.m. Teachers shall have a daily duty-free lunch period of at least 45 minutes duration. On

Fridays, or on days preceding holidays or vacations, the teachers' day shall end at the close of the pupils' day unless teachers are required to stay to meet with and receive parents. If there is school on Election Day, classroom instruction shall be from 8:25 a.m. to 12:39 p.m., with no lunch served on a half day, with Professional Development between 1:10 p.m. to 4:00 p.m. A second Teacher Professional Development day will be scheduled by the Principal or Superintendent where classroom instruction shall be from 8:25 a.m. to 12:39 p.m., with lunch being from 12:40 p.m. to 1:10 p.m. Professional Development shall take place between 1:10 pm and 4:00 pm. Professional Learning Communities will be a maximum of 27 minutes once a week during a teacher's prep period.

(1) Ten (10) teachers shall be assigned line duty each school day which shall begin at 8:15 a.m. and end at 8:24 a.m. This duty shall be assigned on a rotating basis shared by all the teachers in the district. Teachers will complete 20 days of line duty per year.

(2) Salaried para-professionals who are assigned door duty, shall be in the building by 8:15 a.m. and permitted to leave at 3:20 p.m. Para-Professionals shall have a 45-minute duty-free lunch. Para-Professionals may be assigned to morning line duty or door duty by the building principal. All other Teacher Aides shall be in the building by 8:23 A.M. and permitted to leave at 3:20 P.M. and shall have a sixty (60) minute duty free lunch.

(3) Hourly classroom aides will not exceed 29.75 hours, and will receive a one-hour lunch period.

(b) There shall be one Parent-Teacher Conference Day scheduled between 1:30 p.m. and 4:00 p.m.

(c) There shall be one Parent-Teacher Night. This shall run from 6:00 p.m. to 7:30 p.m. The Friday of the week of Parent-Teacher night shall be a 12:39 p.m. dismissal for teachers, and a 12:40 p.m. dismissal for Para-Professionals/Teacher's Aides. In the event a parent is

unable to attend during the schedule evening hours, the teacher will accommodate and schedule a time that the parents can attend.

(d) In September of each school year, there shall be a one hour "Meet the Teacher Night" that shall run no later than 7:30 p.m. The Friday of the week of "Meet the Teacher Night" shall be a 12:39 p.m. dismissal for teachers, and a 12:40 p.m. dismissal for Para-Professionals/Teacher's Aides.

(e) Whenever a representative of the Federation or any teacher is scheduled by the parties to participate in negotiations, grievance proceedings, conferences, or meetings, during working hours, he shall suffer no loss of pay for such participation.

(f) The Board will attempt to continue to move toward attainment of an ultimate goal of allocating twenty-five (25) pupils per class.

(g) All teachers shall be guaranteed preparation time of no less than 135 minutes per week. There shall be no more than two preparation periods or no more than 69 minutes of preparation time per day. All teachers shall receive at least one preparation period a day, otherwise they shall be compensated for a missed prep period. Prep time shall be assigned equitably.

(h) (1) The school year for teachers and Para-Professionals/Teacher's Aides shall be 183 days. Prior to the first day of class for students, a full day Professional Development Day shall be scheduled for the Staff. One day in September shall be an orientation day. A minimum of two (2) half-day Professional Development Days shall be in-service workshop days from 1:10 p.m. to 4:00 p.m. during the school year. The content of the in-service workshops shall be developed by the district's local "Professional Development Committee" as established by the Development of Education, N.J.A.C. 6:11-13. The attendance at the full day workshop day in September shall provide for five (5) continuing education hours and the two (2) half-day

Professional Development Days shall provide for three (3) continuing education hours and shall count towards satisfying the teacher's obligation under N.J.A.C. 6:11-13. Time spent as a member of the committee working on the workshop shall count toward that individual's obligation, provided said time is consistent and meets the requirements of N.J.A.C. 6:11-13 and deemed acceptable by the Department of Education. Para-Professionals in-service workshop attendance shall be at the discretion of the administration.

(2) Each teacher shall monitor, or participate in, after school or evening student events for three (3) hours per school year without additional compensation. Teachers will be given the opportunity to elect said assignment on a seniority basis from a list provided by the administration.

(i) There shall be up to sixteen (16) Monday meetings that shall run from 3:20 p.m. – 3:50 p.m.; with the exception of five (5) Monday meetings/in-services per year which shall run from 3:20 p.m. to 4:15 pm. No meetings shall be scheduled before a holiday or on a Friday.

(j) Teachers shall not refuse to provide extra help for students, when appropriate, and shall provide same either before school begins or after school, as required or requested. Tutorial time shall be thirty (30) minutes one day per week either 7:50 a.m. - 8:20 a.m. or 3:20 p.m. - 3:50 p.m. Tutorial day and time shall be at the option of the teacher.

(k) There shall be a one session day before major holidays (Thanksgiving, Holiday Recess, and Spring Recess). Time for one-session days shall remain at the discretion of the Superintendent provided it does not extend beyond 12:39 p.m. On these days only, the duty-free lunch period shall be reduced to thirty (30) minutes. The Superintendent, in consultation with the GFT, may move these one-session days to alternate days.

(l) Secretaries shall work five (5) days per week, Monday to Friday,

seven (7) consecutive hours per day, exclusive of a one (1) hour lunch. Starting times may be staggered between the hours of 7:30 a.m. and 9:00 a.m.

(m) Secretaries shall work twelve (12) months and shall work the same calendar as the teachers while school is in session.

(n) Secretaries shall be entitled to all paid holidays as listed below in Section (s) and to a paid vacation according to the schedule in Section (q) below.

(o) Custodians shall work five (5) days per week, Monday to Friday, eight (8) consecutive hours per day, which shall include a one hour lunch.

Custodians hired after September 1, 1998, may be placed on a Sunday-to-Thursday or Saturday-to-Wednesday shift at the discretion of the Board. The custodians shall rotate every month to remove the garbage from the school building on Sundays and place same on the curb.

On days of Board meetings during the summer, the custodians shall rotate and work from 6:00 p.m. to the conclusion of the Board of Education meeting. This shall be in lieu of the regular work day.

Saturday overtime shall be assigned on a rotating basis.

(p) Custodians shall work twelve (12) months and shall be entitled to all paid holidays including, but not limited to, those listed in Section (s) and to a paid vacation according to the schedule in Section (r) below.

(q) Overtime shall be paid to custodians and secretaries for:

(1) Snow removal on non-regular work days.

(2) Custodians shall take any compensatory days earned in lieu of overtime only when students are not in session.

(r) Each twelve (12) month employee shall be entitled to a paid vacation according to the following schedule.

<u>Years of Service</u>	<u>Vacation Days</u>
0-4 Years	10 Days
5-14 Years	15 Days
over 14 Years	20 Days

(1) If a holiday falls during the vacation period, an employee so affected shall receive an additional vacation day for each holiday.

(2) All employees shall receive their vacation pay check, if possible, prior to their vacation.

(3) Vacation days for part-time employees who do not work a full work week shall be prorated.

(4) Vacation days for new hirees shall be prorated during the first year of employment and accumulated monthly.

(s) Each twelve month custodial employee shall follow the teacher holiday calendar schedule which shall include: Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day; New Year's Eve, New Year's Day, President's Day, Good Friday, and Memorial Day except recess breaks (e.g., winter recess, Spring Break recess).

(t) In the event of lay-offs of twelve (12) month employees, said employees shall be laid off in reverse order of seniority within their work category and shall retain call back rights for thirteen consecutive calendar months from the date of lay off.

(u) Custodians, when first hired, shall serve a 180 day probationary period. If, at the conclusion of said 180 day period the employee is to be retained, then the employee shall be offered a one (1) year contract. If, at the conclusion of the year they are to be

retained, then they shall be offered a second one (1) year contract. If, at the conclusion of the second one (1) year contract they are to be retained, then they shall be offered a 185 day contract. If, at the conclusion of the 185 days they are to be retained, then the employee shall be granted tenure with all rights, benefits and emoluments of other tenured employees.

Seniority for custodians shall be counted from the date of initial hire, that is at the beginning of the probationary period.

All custodians on probation and during subsequent contracts shall be placed on the proper step of the salary guide and will be entitled to all contractual benefits.

ARTICLE VIII

TEACHER FACILITIES AND SUPPLIES

(a) The Board agrees to provide each teacher with space within his instructional area in which the teacher may store his instructional material and supplies.

(b) The Board shall provide faculty members with a faculty lounge. Teachers shall be expected to exercise reasonable care in maintaining the appearance and cleanliness of said lounge. The lounge shall be regularly maintained by the school's custodial staff.

(c) The Board shall make every effort to provide free and adequate off-street paved parking for teaching staff members. The Board will not be responsible, however, for vandalism, damage caused by other vehicles, damage caused by occupants of the school yard, damages caused by broken glass or other debris, or the acts of third parties. The custodial staff will to the best of their ability keep the areas so designated as parking areas clean of all broken glass, debris, and ice and snow.

(d)The Board shall provide suitable closet space for each teacher for the storage of coats, boots, and other personal articles.

ARTICLE IX

TEACHER SALARIES

(a) Each employee employed on a ten month basis shall be paid in twenty (20) equal semi-monthly installments on or before the 15th and 30th day of the month, prior to lunch hour.

(b)When a pay day falls on or during a school holiday, vacation, or weekend, employees shall receive their paycheck on the last previous working day whenever possible, unless notified otherwise.

(c) Each teacher shall receive his final pay on the last working day in June.

(d) A voluntary program of tax-sheltered annuities shall be adopted by the Board.

(e) Employees may individually elect to have disability insurance premiums, U.S. Saving Bonds, or Hudson County School Employees Federal Credit Union contributions deducted from their salaries.

(f) Notwithstanding the provisions of (a) above, a teacher shall have the option of participating in the following payment schedule:

Payment on a twelve month basis in twenty-four (24) equal semi-monthly installments pursuant to (a) above and (b) above with regard to date and time of payment for the period September June; during the months of July and August the installments shall be paid on the 15th and 30th of each month. Teachers shall have the option of receiving payment at the Board Office

or via mail. The teacher shall, prior to the end of the school year, notify the Secretary of his election.

(g) All twelve month employees shall be paid in twenty-four equal installments on or before the 15th and 30th day of the month, prior to lunch hour.

(h) For teacher longevity, see Appendix B. For support staff longevity, see Appendix D.

(i) (1) For any extra-curricular activities, except as listed in Appendix C of this contract, the hourly rate of compensation for teachers shall be : \$55.00 per hour.

(j) Teachers acting as mentors shall receive annual stipends of \$550 per standard provisional teacher, and \$1,000 per alternate route trainee, or whatever amount is provided to the Board per apprentice teacher by the State of New Jersey. Absent state funding, provisional teachers shall pay the above stipends (or the difference between the above stipends and state funding) directly to their mentors.

ARTICLE X

PARA-PROFESSIONALS, ABA AIDES AND AIDES SALARIES

(1) A full-time Para-Professional shall be defined as a Para-Professional working in excess of thirty-three (33) hours per week.

(2) All full-time Para-Professional hired after July 1, 2008 shall hold a non-tenured 10 month position.

(3) At the option of the Superintendent and the Board of Education, the Special Education Para-Professionals shall work the extended school year program (at an hourly rate of \$15.50/hour for the first year, \$16.00/hour for the second year, and \$16.50/hour for the third year for non-certified Aides).

(4) The Special Education Aides shall work a 6 hour, 15 minute day, not including a 60 minute lunch period, from 8:23 a.m. to 3:20 p.m. The hourly rate beyond the required hours will be \$15.50/hour for the first year, \$16.00/hour for the second year, and \$16.50/hour for the third year.

(5) Part-time Aides shall be paid an hourly rate of \$15.00 in 2019-20 school year, \$15.50 in the 2020-21 school year, and \$16.00 per hour in year 2021-22 of this contract. Sick, personal and family illness days will be prorated based upon part-time status. There is no terminal leave.

(5) Salary: See Appendix E attached.

ARTICLE XI

FEDERATION RIGHTS AND PRIVILEGES

(a) The Board agrees to furnish to the Federation upon written request all available information concerning the financial resources of the district which are public records, including: Annual financial reports and audits, register of certified personnel, agendas, and minutes of all board meetings, census data, names and addresses of all teachers and such other information that shall enable the Federation to develop programs on behalf of teachers. With regard to information required to process a grievance, the Federation shall present a written request setting forth the precise information so required. The Board shall make every reasonable effort to comply with said request, subject to a written waiver provided by the bargaining unit member for access to his/her personnel record.

(b)USE OF SCHOOL BUILDINGS: The Federation and its representatives shall be permitted to use school buildings at reasonable hours provided that adequate advanced notice is

given to the Principal or Superintendent of Schools and further provided that the facilities are available for use at the times so requested.

(d) BULLETIN BOARD: The Federation shall have the right to use the Bulletin Board in the teachers' room for any and all materials pertinent to Federation matters.

ARTICLE XII

PERSONAL DAYS

(a) All unit members shall be allowed two absences per year for personal reasons. Three days prior written notice of absence for personal reasons shall be required in all cases except in emergency situations in which case the Superintendent of Schools shall grant or deny said request at his/her discretion. Personal day usage immediately before or after a school holiday shall require the Superintendent's prior approval.

(b) No deduction of salary will be made for the personal day absence mentioned herein.

(c) Unused personal days shall be accumulative as sick days.

(d) Part-time employees shall not be eligible for personal days.

ARTICLE XIII

ABSENCES AND SICK LEAVE

(a) All unit members shall be entitled to ten sick days during each school year. All twelve-month employees shall be entitled to 12 sick days per year. Unit members shall be given a written statement of accumulated sick leave days at any time during the month of September upon request to the Principal or Superintendent of Schools. All unused sick days shall be accumulated from year to year with no maximum limit. For twelve-month employees, sick leave

shall accrue from July 1st, and it shall be prorated during the first year of employment. Sick days and/or personal days for part-time employees who work less than a full five-day work week shall be prorated accordingly.

Any secretary or custodian absent for ten consecutive work days shall be required, at the Board's discretion, to submit to an independent medical exam scheduled by the Board substantiating their illness and the prognosis for recovery before salary shall be forthcoming. All costs for this independent medical exam shall be borne by the Board.

If the absence of a tenured unit member due to personal illness exceeds his accumulated sick leave, the Board may, at its discretion, agree to provide the unit member with more personal illness days and/or his full salary less the full amount of a substitute's pay in accordance with State law. Any further payment of salary shall be at the discretion of the Board. The daily rate of substitute pay to be deducted from the salary of unit members who are not classroom teachers shall be determined by the Board in each individual case.

(b) No deduction shall be made in a unit member's salary for the following absences:

(1) Death in the immediate family. Up to five (5) consecutive calendar days, commencing with the day following the day of bereavement, shall be granted for a death in the immediate family. Additional days may be granted at the sole discretion of the Superintendent or designee if necessary due to extenuating circumstances. Immediate family is defined as parent, spouse, brother, sister, child, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, or any relative who makes his home with the unit member. In case of death of a relative other than those defined above, an absence of two days will be allowed without loss of salary.

(2) Unit members who are absent due to illness from contagious disease (such as measles, mumps, chicken pox) contracted while serving in the school shall suffer, upon presentation of a doctor's certificate, no loss of pay or sick days.

(3) Two sick leave days shall be granted to a unit member for taking care of a member of his immediate family which shall include spouse, unmarried child or parent, if no one else in their residence is capable for this purpose. Family illness days shall not be accumulative.

(4) Each teacher shall be entitled to, and the Board shall fund, one (1) day per school year for the purpose of visiting other schools and attending meetings or conferences of an educational nature, provided the leave is approved by the Principal or Superintendent of Schools. The time period may be extended upon approval of the Board.

(5) Three (3) days leave of absence without loss of pay may be granted to a father, domestic partner or parent to provide family care upon the birth of a baby.

(c) The Board agrees to continue its existing policy of compensating unit members who serve as substitutes during preparation periods:

348 minutes = one sick day

In the event no substitute is assigned, teachers who serve as substitutes shall serve on an equitable rotating basis.

(d) A staff member will have the option of collecting the substitute's pay or a sick day, when the staff member accumulates 348 minutes. All staff members shall, prior to the end of the school year, notify the office of his selection of method of payment.

There will be no compensation for missed preparation periods on Field Trip days, during pre and post evaluation conferences or on professional workshop days. If any other meeting is for fifteen minutes or less, there shall be no compensation, and both

administrator(s) and staff member(s) will sign-off at the conclusion of said meeting. There will be no other meetings scheduled during the day for which an individual will miss preparation time or he/she shall be compensated unless the meeting is initiated by that individual.

In the event an individual has less than 348 minutes accumulated sub minutes at the end of the school year, then he/she shall receive prorated payments based upon the number of minutes accumulated.

ARTICLE XIV

LEAVES OF ABSENCE WITHOUT PAY

(a) Maternity/Child – Adopting Leave

(1) Family and Medical Leave.

The parties agree to conform to the requirements set forth in the Family and Medical Leave Act, New Jersey Family Leave Act and the New Jersey Family Leave Insurance program which benefits shall be concurrent. In addition, all employees shall have the option of using accrued paid leave time (sick or vacation) concurrently with FMLA and/or NJ FLA, up to 40 days either before and/or after the due date or birth as they see fit. The “leave year” for FMLA and/or NJ FLA purposes shall run July 1 through June 30.

In addition to leave granted under FMLA, NJ FLA and/or NJ FLI, all employees shall have the option of using accrued paid leave time (sick or vacation) consecutively with FMLA, NJFLA up to 40 accumulated sick days in any combination before or after the expected due date. A tenured unit member may apply to the Board for a leave at any time prior to the expected date or adoption of a child. Tenured unit members adopting a child or children shall be eligible for leave. The unit member shall give reasonable written notice to the Board, which shall not be less than 60 days before the expected due date, and shall provide the dates upon which leave is to commence and terminate. The requested leave may be granted except that the Board reserves the

right to modify the requested dates upon a determination that a grant of leave for said date(s) would interfere with the administration of the school provided that any such modification is not medically contradicted.

Maternity Leave – A unit member may return from said leave on the first day of any month following the leave. The Superintendent shall have the discretion to determine if returning during a particular month may cause disruption to the education process and, if so, may deny the request.

(3) Following the grant of the initial leave of absence, the approved commencement or termination dates may be further extended or reduced upon application to the Board in accordance with the procedures contained in (1) above.

A unit member returning from leave shall be entitled to all benefits to which unit members returning from other types of sick or disability leave would be entitled.

(b) Armed Forces Leave- Any unit member under tenure who may enlist or be conscripted into the Armed Forces of the United States for service or training, shall make application for military leave. He shall be reinstated to this position in the system with full credit including annual increment under the salary schedule, upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position. The application for reinstatement shall be made within a reasonable time after discharge or release from military service and no later than ninety (90) days after release or discharge.

(c) All unit members returning from leaves of absence without pay with the exception of those entering the Armed Forces will return to the system on the next step of the appropriate salary guide above the one on which he was granted his leave with no loss of seniority.

ARTICLE XV

SABBATICAL LEAVE

A leave of absence for the purpose of study may be granted by the Board in its discretion to any member of the teaching staff who has performed continuous and satisfactory service in the public school of Guttenberg for a period of nine (9) years, the nature and scope of the study must be approved by the Superintendent of Schools and the Board of Education.

A teacher to whom this leave of absence is granted shall be eligible for full salary guide credit as if on active duty.

A leave of absence for study granted under this rule shall be for a period of one (1) year, and the teacher shall receive as compensation one half (1/2) of his or her monthly salary during the continuance of such leave.

Application for leave of absence for study shall be presented to the Superintendent of Schools at least four (4) months before the beginning of the desired leave. The applicant shall sign a contract to serve in the public school of Guttenberg for at least three (3) years after expiration of the leave. The Superintendent shall report these applications, with recommendations, to the Board at its next meeting.

The Board of Education shall require all teachers to whom leave of absences are granted for study under these rules to carry out fully all the details of the program of study presented in the application for leave, and refrain from engaging in any remunerative occupation during the continuance of the leave of absence. Tuition grants, scholarship, grants in-aid, federal grants or stipends, etc. shall not be considered as remuneration. Teachers on leave for study shall present to the Superintendent of Schools at such time as he may require certificates signed by proper authorities, of the beginning, continuance and completion of the course of study chosen.

For its own protection and the protection of the school system, the Board will, in any case of violation, terminate the leave of absence and will regard such violation as evidence of conduct unbecoming a teacher, within the purview of the Tenure of Office Act.

In addition to the above procedures, unit members found in violation of this agree to reimburse the Board for all salary paid during the sabbatical.

ARTICLE XVI

PROTECTION OF EMPLOYEES

- (a) Employees shall report immediately cases of assault suffered by them in connection with their employment to their Principal or Superintendent of Schools or other immediate superior.
- (b) The Board shall give full support including legal and other assistance for any assault upon the employee while acting in the discharge of his duties and will assist in every way possible to help the employee obtain reimbursement for the reasonable costs of any clothing or any other personal property damaged or destroyed as a result of said assault, providing it is determined by the arbitrator and/or a court of competent jurisdiction, as applicable, that such injury or legal proceeding was not the fault of the employee.
- (c) When an absence arises out of said assault or injury, the employee shall be entitled to full salary and other benefits for a period of up to one calendar year as per N.J.S.A. 18A.

ARTICLE XVII

HEALTH INSURANCE

(a)The Board shall make available to Federation members hired before June 30, 2010, and their family coverage under the New Jersey State Health Benefits Plan 10 and New Jersey

State Health Benefits Plan 15 or its equivalent, including Rider J, Major Medical as well as a Prescription Plan, Dental Plan and Optical Plan. Employees will contribute to health insurance premiums in accordance with Chapter 78, P.L. 2011. Health contributions for all staff members in Tier 4 shall be frozen at the 2018-2019 levels for the term of the contract. At the conclusion of the contract term, this provision shall sunset and employees shall return to the full Chapter 78 contribution levels.

(b) The prescription plan shall provide for a \$10 generic/\$15 brand drug co-pay, with a ninety-day mail order supply option.

(c) The Board shall provide a total of \$150 each year, per employee and each eligible family member (as defined in the State Health Benefit Plan), towards the cost of an eye exam and/or glasses and/or contact lenses. Employees shall be reimbursed for these costs within 30 days of submission of the bills.

(d) Part-time employees shall not be eligible for board-paid health insurance.

(e) New employees beginning their employment in the school district after June 30, 2010 and their family shall be afforded health benefit coverage through the New Jersey State Health Benefit Plan 15 or its equivalent including Rider J, Major Medical, Prescription Plan, Dental Plan and Optical Plan. The unit member shall have the option to secure coverage through the New Jersey Health Benefit Plan 10, provided the unit member pays the difference in the premium coverage between New Jersey Health Benefit Plan 10 and New Jersey Health Benefit Plan 15, which shall be secured through payroll deduction. Each unit member shall contribute the greater of 1.5% of their salary or the required percentage of healthcare premium based upon the attached sliding scale chart from the New Jersey Public Employee Health Benefits Reform Legislation marked as Exhibit A towards health benefits costs. Health contributions for all staff members in Tier 4 shall be frozen at the 2018-2019 levels for the term of the contract. At the

conclusion of the contract term, this provision shall sunset and employees shall return to the full Chapter 78 contribution levels.

(f) Each employee who has health benefits coverage through their spouse, may waive their major medical and prescription health benefits coverage through the district and shall, in return, receive the lesser of 25% of the cost of coverage or the sum of \$5,000.00 payable in two installments on December 1st and May 1st of the year in which the employee has opted out, subject to all appropriate deductions provided said spouse is not receiving health benefits through the New Jersey State Health Benefits Plan. Employees who have New Jersey health benefits coverage through their spouse are not eligible to be enrolled in the New Jersey health benefits program. This payment is not to be considered a salary payment and as such, is not pensionable.

(g) An employee who chooses to waive his/her health benefit coverage shall request such, in writing, no later than September 1st of the year preceding the upcoming fiscal year in which the waiver shall begin and must provide proof of other health insurance coverage through their spouse before they can opt out. The waiver must remain in effect for the entire fiscal year that the employee has opted out.

(h) An employee who has waived his/her medical benefit coverage will be allowed to restore such coverage on an immediate basis, if the employee submits proof of a life status change (e.g., unemployment or death of spouse, divorce or legal separation). Other than life status changes, an employee who has waived coverage will not be permitted to re-enroll in the plan until the open enrollment period.

(i) If as a result of a life status change, an employee revokes the waiver prior to the end of the year in which he/she opted out, the employee's reimbursement shall be prorated based upon the period of time not covered by the district's benefit plan.

(j) Health Savings Account – The Board and the Federation have agreed to set up a Flexible Spending Account commencing on or before January 15, 2012 which will allow employees to deduct pre-tax monies from their salaries which shall be placed into an account to be utilized for health benefits. If required, the Board and Federation will pay fifty (50%) percent towards the start up costs not to exceed \$1,000.00 each. Each individual participating in the Flexible Spending Account shall be responsible for the cost to maintain and administer their account. Whatever savings the District incurs with respect to social security tax payments resulting from an employee in the Flexible Spending Account, shall be applied equally for all participating members towards the monthly service charges.

If a State plan is selected, open enrollment shall begin October 1st with a start date of January 1st. If a State plan is not selected, the start date would depend upon that company's plan and enrollment.

ARTICLE XVIII

POSITIONS

Posting for any promotional position shall be made at least ten days prior to the appointment. Any employee applying for the promotional position shall be interviewed by the Board or its designee prior to the appointment.

ARTICLE XIX

HOME INSTRUCTION

(a) Teachers who are assigned to home tutoring shall be paid Fifty-Five (\$55.00) Dollars per hour.

Payment for services rendered shall be in a separate payroll check.

Assignments are to be made on a rotating basis if there are no volunteers.

Assignments are to be made by the Chief School Administrator.

(b)The school nurse shall be reimbursed at the rate of twenty dollars (\$20.00) per hour for time spent in court, relating to school business, before or after school hours.

(c) The hourly rate for ABA Para-Professionals performing home programming services for special needs children shall be \$25.00 per hour. The Para-Professional performing ABA home programming shall have direct contact with the student and parent and be responsible for implementing discrete trial, data collection and applied behavior analysis, weekly progress notes and summary progress statements. Both sides acknowledge and agree that the job description and duties may be further defined.

ARTICLE XX

MASTER'S DEGREE – TUITION REIMBURSEMENT

(a)The Board agrees to reimburse fifty percent (50%) of the tenured teacher's cost for a pre-approved graduate level course leading to a Masters Degree directly related to their current position in the Guttenberg School district. In no event, shall the Board expend more than \$15,000 in any school year towards tuition reimbursement for the entire staff. In order to be eligible for reimbursement, the teacher must successfully complete the course. Successful completion of the course shall be defined as a "B" or better. If a teacher leaves the district within two (2) years of completing the course, they shall reimburse the district for the cost of the course.

(b)Tuition reimbursement shall be available to all tenured staff. A teacher may secure reimbursement for a maximum of nine (9) credits per school year. In the event there is insufficient funding to meet the requests for tuition reimbursement, same shall be allocated based upon seniority. All requests for Fall courses shall be submitted on or before June 30th; all requests for Spring courses shall be submitted on or before October 1st ; and all requests for Summer courses shall be submitted on or before February 1st.

(c) Online courses will be approved for tuition reimbursement only upon the Superintendent's determination that the course work is equivalent to an "in-residence" program. The criteria for this determination will include the accreditation agency of the accredited program and the Superintendent's assessment of the course outline and work accredited of the student. The Superintendent's decision shall be uniformly applied to all staff members and shall be final and not subject to the grievance procedure or arbitration. All schools set forth on the attached appendix mutually agreed to by the Superintendent and Federation are also deemed acceptable.

(d) Any custodian or secretary who takes a class, workshop or any other program which serves to improve his/her skills within their job description shall be reimbursed by the Board for all tuition costs. Said class or workshop shall be subject to Board approval.

ARTICLE XXI

TERMINAL LEAVE PAY

(a) (1) Upon death or retirement from the Guttenberg school system, any unit member, excluding Para-Professionals, who is vested in the New Jersey Teachers' Pension and Annuity Fund shall receive one-half (1/2) day's pay of the minimum teacher's salary up to two hundred (200) accumulated sick days. A day's pay is equal to one-two hundredth (1/200) of the minimum teacher's salary.

Teachers hired as of September 1993 and thereafter shall receive up to seventy-five (75) accumulated sick days. For all teachers hired after January 1, 2010, the payout of unused sick days shall not exceed Fifteen Thousand (\$15,000) Dollars.

(2) Upon death or retirement from the Guttenberg school system, Para-Professionals who are vested in the New Jersey TPAF Fund shall receive one-half (1/2)

day's pay for each unused accumulated sick day up to a maximum of seventy-five (75) accumulated days. A day's pay is equal to one-two hundredth (1/200) of the minimum Para-Professionals' salary.

The method of payment of terminal leave shall be submitted in writing, and shall be at the discretion of the leaving staff member. For all Para-Professionals hired after January 1, 2010, payment of unused sick days shall not exceed Fifteen Thousand (\$15,000) Dollars.

(b) All teachers beginning their employment in the school district subsequent to June 30, 2006, shall receive \$35.00 for each unused sick day up to a maximum of 75 days upon their retirement from the school district.

ARTICLE XXII

EMPLOYEE RIGHTS

(a) No employee shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause except as otherwise provided by statute. Any such action asserted by the Board, its agent or representative, shall be subject to the grievance procedure herein set forth unless jurisdiction is preempted by statute.

(b) Whenever any employee is required to appear before the Principal or Superintendent of Schools, Board, or any committee or member thereof, concerning any matter which would adversely affect the continuation of that employee's office, position, or employment or the salary or any increments pertaining thereto, then said employee shall be given three (3) school days prior written notice of the reasons for such meeting(s) or interview(s). Three (3) school days prior written notice is not required if the subject of the meeting is of an urgent nature and/or

necessitates immediate action. The employee shall be entitled to have a representative of his own choosing present to advise him at all such meetings and/or interviews.

(c) Any criticism or questioning by a supervisor, administrator, or Board member as to an employee's performance and/or a teacher's instructional methodology shall be made in confidence and not in the presence of students, parents, peers, or other public gatherings.

(d) Any complaint regarding an employee made to any member of the Administration by any parent, student, or other person, which does or may influence the evaluation of the employee shall be processed in the following manner:

(1) The Principal or Superintendent of Schools shall meet with the employee to apprise the employee of the full nature of the complaint and shall attempt to resolve the matter informally.

(2) The employee shall have the right to be represented at any and all such meetings or conferences involving the complaint.

(e) There shall be one personnel file for each bargaining unit member.

(f) Bargaining unit members shall be permitted to review their personnel file with three (3) business day's notice to the appropriate administrator, they shall be furnished with a single copy of each item requested from the file and shall pay the cost of same as prescribed by District policy. The review may not interfere with and/or interrupt the employee's responsibilities and/or assignments. Authorized representatives of the Federation may also examine personnel files with written authorization from the unit member and shall be furnished with a single copy of each requested item in the personnel file and shall pay the cost of same as prescribed by District policy.

ARTICLE XXIII

STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to either party to this agreement such rights as it may have under the laws of the State of New Jersey or other applicable laws or regulations.

ARTICLE XXIV

BOARD'S RIGHTS

(a) The Board, on its behalf, hereby retains and reserves unto itself all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the Laws of the Constitution of the State of New Jersey and the United States, including all Laws, Rules and Regulations of the State Department of Education and the Commissioner of Education of the State of New Jersey, and the provisions of this agreement shall be construed in the light of the management prerogatives vested in the Board by the foregoing legal authorities.

(b) If in the opinion of the Principal or Superintendent, a custodian or secretary arrives to work unsuitably dressed, the Principal or Superintendent may request a meeting with said employee to discuss his/her attire.

Any decision of the Superintendent may be appealed to the Board of Education.

Any disciplinary action shall be subject to the grievance procedure.

A Federation Representative shall be present at all meetings.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary, and its corporate seal to be placed hereon this _____ day of _____, 2019.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary, and its corporate seal to be placed hereon this 26 day of June, 2019.

GUTTENBERG FEDERATION
EDUCATION

GUTTENBERG BOARD OF OF TEACHERS

BY: Meghan Col
President

BY: Russ Miller
President

BY: _____
Union Representative

BY: _____
Secretary

Colleen P. Lambino union member

Rosanna Penontino union member

Stephan union member

Appendix A: Salary Guide

**GUTTENBERG
BOARD PROPOSAL**

FTE	BASE YEAR			YEAR 1			YEAR 2			YEAR 3			Cumulative				
	Step	Rate	Cost	Step	Rate	Cost	Step	Rate	Cost	Step	Rate	Cost	Increase/FTE	Increase/FTE			
BA	5	1	51,965	259,825	2	52,486	266,620	1	53,014	271,485	1	53,426	0	1,050	2.0%	<	
	2	52,603	946,854	3	53,789	987,842	4	54,951	1,020,834	5	56,713	1,020,834	0	1,057	2.0%	<	
	3-4	53,248	372,736	4-5	54,423	380,961	5-6	56,301	394,107	6-7	58,440	409,080	276,815	1,068	3.3%	<	
	5-6	53,902	700,726	6-7	55,773	725,049	7-8	58,028	754,364	8-9	60,150	781,950	1,762	3.2%	4.1%	7.6%	<
	7	54,636	273,460	8	56,847	284,235	9	58,144	295,720	10	61,807	309,035	2,122	3.7%	6,246	11.6%	<
	8	55,770	446,160	9	57,963	463,704	10	60,801	486,408	11	63,679	509,432	2,878	4.7%	7,909	14.2%	<
	8	56,896	455,068	10	59,620	476,960	11	62,673	501,384	12	65,352	522,816	2,679	4.3%	8,466	14.9%	<
	2	58,543	117,066	11	61,482	122,984	12	64,346	128,692	13	67,109	134,218	2,763	4.3%	8,556	14.6%	<
	4	60,415	241,680	12	63,165	252,660	13	66,006	264,024	14	68,818	276,272	2,812	4.3%	8,403	13.9%	<
	8	62,644	501,162	13	65,478	523,824	14	68,406	547,248	15	71,473	571,764	3,067	4.5%	8,829	14.1%	<
	3	64,957	194,971	14	67,678	203,634	15	70,533	213,163	16	74,339	223,017	3,278	4.6%	9,382	14.4%	<
	2	67,357	134,714	15	70,533	141,066	16	73,927	147,854	17	77,431	154,862	3,504	4.7%	10,074	15.0%	<
	0	70,012	0	16	73,399	0	17	77,019	0	18	80,656	0	3,637	4.7%	10,644	15.2%	<
	0	72,878	0	17	76,491	0	18	80,244	0	19	84,020	0	3,776	4.7%	11,142	15.3%	<
	1	76,970	75,970	18	78,716	79,716	19	83,608	83,608	20	86,938	86,938	3,330	4.0%	10,968	14.4%	<
	1	79,195	79,195	19	83,080	83,080	20	86,526	86,526	20	86,938	86,938	412	0.5%	7,743	9.8%	<
	2	82,559	165,118	20	85,988	171,996	20	86,526	173,052	20	86,938	173,876	412	0.5%	4,379	5.3%	<
	6	85,477	512,862	20	86,998	515,988	20	86,526	519,156	20	86,938	521,628	412	0.5%	1,461	1.7%	<
	93.00		5,477,487		5,659,319		5,855,820		6,068,465								
	Column Differentials/Off-Guide																
4.00	BA+15	628	2,512	750	3,000	3,000	0	0.0%	750	3,000	0	0.0%	0	0.0%	122	19.4%	<
4.00	BA+30	1,295	5,020	1,300	5,200	5,200	0	0.0%	1,300	5,200	0	0.0%	0	0.0%	45	3.6%	<
24.00	MA	4,182	100,368	4,500	108,000	108,000	0	0.0%	4,500	108,000	0	0.0%	0	0.0%	318	7.6%	<
4.00	MA+15	4,708	18,832	4,800	19,200	19,200	0	0.0%	4,800	19,200	0	0.0%	0	0.0%	92	2.0%	<
1.00	MA+30	5,228	5,228	5,300	5,300	5,300	0	0.0%	5,300	5,300	0	0.0%	0	0.0%	72	1.4%	<
2.00	MA+45	5,751	11,502	5,900	11,800	11,800	0	0.0%	5,900	11,800	0	0.0%	0	0.0%	149	2.6%	<
1.00	OG	91,388	91,388	92,388	92,388	92,388	500	0.5%	92,888	92,888	500	0.5%	500	0.5%	1,500	1.6%	<
			234,860		244,388	244,388											
Additional \$																	
Salary Totals																	
Yr.1 Increase		5,712,347		5,903,707		6,100,817		6,303,883		6,508,642		6,715,128		6,923,358		7,133,273	
Yr.1 Cost		1.03		-5,903,717		-6,100,816		-6,303,842		-6,508,642		-6,715,128		-6,923,358		-7,133,273	
Yr.2 Increase		1.03		-10		-1		-1		-1		-1		-1		-1	
Yr.2 Cost		1.03		3.35%		3.34%		3.33%		3.32%		3.31%		3.30%		3.29%	
Yr.3 Increase		1.03															
Yr.3 Cost		1.03		6,263,942		6,468,888		6,675,834		6,883,780		7,092,726		7,302,672		7,512,618	
Average Cum. 3-Year Increase		6.14%		10.0%		10.0%		10.0%		10.0%		10.0%		10.0%		10.0%	
Cost of Increment Upon Expiration		2.6%															

**YEAR 1
2019-20
Teachers**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	52,486	53,236	53,786	56,986	57,286	57,786	58,386
2	53,124	53,874	54,424	57,624	57,924	58,424	59,024
3	53,769	54,519	55,069	58,269	58,569	59,069	59,669
4-5	54,423	55,173	55,723	58,923	59,223	59,723	60,323
6-7	55,773	56,523	57,073	60,273	60,573	61,073	61,673
8	56,847	57,597	58,147	61,347	61,647	62,147	62,747
9	57,983	58,713	59,263	62,463	62,763	63,263	63,863
10	59,620	60,370	60,920	64,120	64,420	64,920	65,520
11	61,492	62,242	62,792	65,992	66,292	66,792	67,392
12	63,165	63,915	64,465	67,665	67,965	68,465	69,065
13	65,478	66,228	66,778	69,978	70,278	70,778	71,378
14	67,878	68,628	69,178	72,378	72,678	73,178	73,778
15	70,533	71,283	71,833	75,033	75,333	75,833	76,433
16	73,399	74,149	74,699	77,899	78,199	78,699	79,299
17	76,491	77,241	77,791	80,991	81,291	81,791	82,391
18	79,716	80,466	81,016	84,216	84,516	85,016	85,616
19	83,080	83,830	84,380	87,580	87,880	88,380	88,980
20	85,998	86,748	87,298	90,498	90,798	91,298	91,898
OG				91,888			

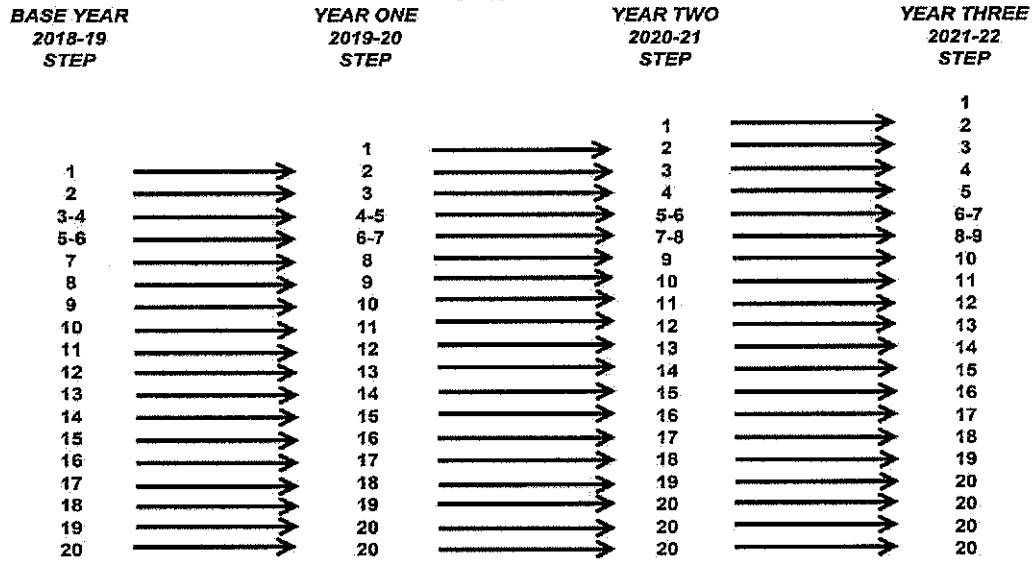
**YEAR 2
2020-21
Teachers**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	53,014	53,764	54,314	57,514	57,814	58,314	58,914
2	53,652	54,402	54,952	58,152	58,452	58,952	59,552
3	54,297	55,047	55,597	58,797	59,097	59,597	60,197
4	54,951	55,701	56,251	59,451	59,751	60,251	60,851
5-6	56,301	57,051	57,601	60,801	61,101	61,601	62,201
7-8	58,028	58,778	59,328	62,528	62,828	63,328	63,928
9	59,144	59,894	60,444	63,644	63,944	64,444	65,044
10	60,801	61,551	62,101	65,301	65,601	66,101	66,701
11	62,673	63,423	63,973	67,173	67,473	67,973	68,573
12	64,346	65,096	65,646	68,846	69,146	69,646	70,246
13	66,006	66,756	67,306	70,506	70,806	71,306	71,906
14	68,406	69,156	69,706	72,906	73,206	73,706	74,306
15	71,061	71,811	72,361	75,561	75,861	76,361	76,961
16	73,927	74,677	75,227	78,427	78,727	79,227	79,827
17	77,019	77,769	78,319	81,519	81,819	82,319	82,919
18	80,244	80,994	81,544	84,744	85,044	85,544	86,144
19	83,608	84,358	84,908	88,108	88,408	88,908	89,508
20	86,526	87,276	87,826	91,026	91,326	91,826	92,426
OG				92,388			

**YEAR 3
2021-22
Teachers**

STEP	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	53,426	54,176	54,726	57,926	58,226	58,726	59,326
2	54,064	54,814	55,364	58,564	58,864	59,364	59,964
3	54,709	55,459	56,009	59,209	59,509	60,009	60,609
4	55,363	56,113	56,663	59,863	60,163	60,663	61,263
5	56,713	57,463	58,013	61,213	61,513	62,013	62,613
6-7	58,440	59,190	59,740	62,940	63,240	63,740	64,340
8-9	60,150	60,900	61,450	64,650	64,950	65,450	66,050
10	61,807	62,557	63,107	66,307	66,607	67,107	67,707
11	63,679	64,429	64,979	68,179	68,479	68,979	69,579
12	65,352	66,102	66,652	69,852	70,152	70,652	71,252
13	67,109	67,859	68,409	71,809	72,109	72,609	73,209
14	68,818	69,568	70,118	73,318	73,618	74,118	74,718
15	71,473	72,223	72,773	75,973	76,273	76,773	77,373
16	74,339	75,089	75,639	78,839	79,139	79,639	80,239
17	77,431	78,181	78,731	81,931	82,231	82,731	83,331
18	80,656	81,406	81,956	85,156	85,456	85,956	86,556
19	84,020	84,770	85,320	88,520	88,820	89,320	89,920
20	86,938	87,688	88,238	91,438	91,738	92,238	92,838
OG				92,888			

**ADVANCEMENT-PLACEMENT
CHART
Teachers**



APPENDIX B

LONGEVITY

15-18 years	\$800
19-24 years	\$3000
25-29 years	\$3200
30-34 years	\$3400
35+ years	\$4100

POST GRADUATE CREDITS

(All amounts calculated above the BA column)

BA+15	\$750
BA+30	\$1300
MA	\$4500
MA+15	\$4800
MA+30	\$5300
MA+45/2 nd MA	\$5900

A unit member who obtains Graduate Credits before September 1 of any given year shall have his salary increased on September 1. In the even the credits or degree is obtained after September 1 of any given year, the salary shall be increased on February 1 of the following year if accompanied by a transcript or official document from a department head indicating successful completion of courses.

**APPENDIX C –
EXTRA-CURRICULAR POSITION AND SALARIES**

<u>Position</u>	<u>Stipend</u>
Boys' Basketball (2)	\$1,700 each
Track	\$900.00
Safety Patrol	\$700.00
Yearbook	\$1,000.00
Cheerleading (2)	\$1,700.00 each
Girls' Basketball (2)	\$1,700.00 each
Literacy Magazine (2)	\$750.00 each
Student Council (2)	\$1,100.00 each
8 th Grade Advisor	\$1,150.00
Art Club	\$700.00
Homework Club	\$900.00
Breakfast Monitor	\$18.00 per hour
Substitute Daily Assignment	Hourly Based on Salary
Comic Book Club	\$700.00
Morning Detention	\$1,275.00
School Detention	\$2,550.00
Saturday Detention	\$200.00 per diem
Webmaster	\$1,200.00
Debate Club	\$700.00
Grant Coordinator	\$2,100.00
Chorus/Instrumental	\$1,500.00
Chess Club	\$700.00
Creative Writing Club	\$700.00
Title One Coordinator	\$1,600.00
Dance Club	\$700.00
Drama Club	\$2,000.00
Saturday Title One Coordinator	\$500.00
National Junior Honor Society	\$600.00

APPENDIX D

PARA-PROFESSIONALS MIN/MAX SALARY

	2019-20	2020-21	2021-22
MIN	25,225	25,981.75	26,761.20
MAX	30,203.73	31,109.84	32,043.14

No employee shall be paid an annual rate that is below the minimum rate or above the maximum rate for his/her position.

The Board retains the rights to determine the initial salary of new hires within these ranges.

LONGEVITY

10-11 Years of Service	\$200
12-13 Years of Service	\$400
14-15 Years of Service	\$600
Over 15 Years of Service	\$800

SECRETARIES MIN/MAX

	2019-20	2020-21	2021-22
MIN	31,000	31,930	32,887.90
MAX	43,000.82	44,299.08	45,628.05

CUSTODIANS MIN/MAX

	2019-20	2020-21	2021-22
MIN	31,000	31,000	31,000
MAX	32,774.80	33,758.04	34,770.78

All Paras, Secretaries, and Custodians hired for the 2019-20 school year will be entitled to a 3% raise in year 2 and year 3 of the contract.

APPENDIX E

Full Time Behaviorist

Minimum salary shall not be less than \$40,000.00. Behaviorist shall receive the same percent (%) increase as the teachers' guide. This position is eligible for tenure.