



*COLLECTIVE BARGAINING
AGREEMENT
BETWEEN THE
ALLAMUCHY TOWNSHIP
BOARD OF EDUCATION
AND THE
ALLAMUCHY EDUCATION
ASSOCIATION*

JULY 1, 2020 - JUNE 30, 2023

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ARTICLE 1: RECOGNITION

A. Unit

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for the following:

1. Teachers
 2. Nurses
 3. Child Study Team Personnel
 - a. Learning Disability Teacher Consultant
 - b. Social Worker
 - c. Psychologist
 - d. Speech/Language Specialist
 4. Guidance Counselor
 5. Reading Specialist
 6. Bus Drivers
 7. Custodians
 8. Aides/Paraprofessionals
- but excluding:
- Any other category of employee not specifically listed above.

B. Definitions

1. The term "Teachers" when used hereinafter in this agreement, shall refer to all certificated professional employees in the negotiations unit as above defined and references to male teachers shall include female teachers.
2. The term "Support Staff" when used hereinafter in this agreement shall refer to all aides, bus drivers and custodians in the negotiations unit as above defined, and references to male support staff shall include female support staff.
3. The term "Employees" when used hereinafter in this agreement shall refer to both teachers and support staff as above defined, and references to male employees shall include female employees.

ARTICLE 2: NEGOTIATION OF SUCCESSOR AGREEMENT

● Deadline Date

The parties agree to enter into collective negotiations over a successor agreement in accordance with the existing State Law, in good faith efforts to reach agreement concerning the terms and conditions of employees covered by this agreement.

ARTICLE 3: GRIEVANCE PROCEDURE

A. Definitions

The term “grievance” is an appeal of any alleged misinterpretation or misapplication of the terms and conditions of employment incorporated in the agreement including administrative policies and decisions affecting an employee or group of employees.

B. Purpose

The purpose of this procedure is to secure at the lowest possible administrative level, equitable solutions to the problems that may arise from time to time affecting terms and conditions of employment under this agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the grievance procedure.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every reasonable effort should be made to expedite the process. The time limits may, however, be extended by mutual written agreement. In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year, the time limits set forth herein shall be reduced so that the grievance may be exhausted prior to year-end or as soon thereafter as is practical.
2. Level One – Within thirty (30) calendar days of the occurrence giving rise to the grievance, an aggrieved employee shall institute action under the provisions hereof first discussing the grievance, either individually or in the presence of an Association member, with the CSA in an attempt to resolve the matter informally.
3. Level Two – 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 five (5) school days after presentation of the grievance, he may within five (5) school days, file the grievance in its entirety, in writing, to the CSA. The Chief School Administrator shall communicate his decision to the employee, in writing, with reasons, within five (5) school days of receipt of the written grievance.
4. Level Three – If the grievance is not resolved to the employee’s satisfaction, he/she, no later than five (5) school days after receipt of the CSA’s decision, may request a review by the Board of Education. The request shall be submitted in writing to the Board of Education. Upon request of the employee, the Board shall hold a hearing with the employee within thirty (30) calendar days, or the next regularly scheduled Board Meeting, whichever occurs first, and render a decision, in writing, with reasons, within twenty (20) calendar days after the hearing.
5. Level Four – Binding Arbitration

- a. If the Association's Executive Committee finds the grievance to be worthy of further consideration, it will, within twenty (20) school days, so notify the Board. Whereupon the Association may petition the Public Employee/Employer Relations Commission (PERC) for the appointment of an arbitrator in accordance with the rules and regulations of said Association. The decision of the arbitrator shall be final and binding upon all parties insofar as it is consistent with prevailing law. Costs of arbitration shall be borne equally by the Board and the Association.
- b. The arbitrator is prohibited from modifying or reversing the Board unless it is shown that the Board was arbitrary, capricious, or illegal as those terms have been interpreted and applied in School Law Decisions of the Commissioner of Education, State Board of Education, and the reviewing judiciary.
- c. The arbitrator's decision shall be in writing with detailed findings, conclusions, and reasoning, and shall be submitted to the Board and the Association.

D. Miscellaneous

1. An employee may have a legal representative and/or witness of his/her choice in attendance at all stages of the grievance procedure. When an employee is not represented by the Association, a representative of the Association shall have the right to be present at all stages of the grievance procedure.
2. No reprisal of any kind shall be taken by the Board, or any member of the administration or the Association, against any employee participating in the grievance procedure by reason of such participation.
3. At no point prior to an official hearing or meeting with a duly constituted majority of the Board shall the employee discuss with any member of the Board the subject of the employee's complaint or matters relating to the substance of the complaint.
4. It is understood that all employees, including the grievant, shall be required to continue under the supervision of the administrator regardless of the pendency of any grievance until such grievance is properly determined.
5. No settlement arrived at in the course of the grievance procedure shall be binding upon the Board as setting a precedent for future grievances.
6. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
7. Forms of filing grievances shall be prepared jointly by the CSA and the Association and approved by the Board, and given appropriate distribution so as to facilitate operation of the grievance procedure.
8. Subject to the requirements of the Open Public Meetings Act, all meetings and hearings under this procedure shall not be conducted in public and shall include only parties in interest and their designated or selected representatives, heretofore referred to in this Article.

9. Bus Drivers terminated without cause shall receive a forty-five (45) day notice. The Board, however, can immediately, without notice, terminate a Bus Driver for cause. Such termination for cause shall be subject to the grievance and arbitration process. Non-renewal of Bus Drivers shall not be subject to arbitration.

ARTICLE 4: EMPLOYEE RIGHTS

A. Rights and Protection in Representation

Chapter 123, Public Laws 1974 herein by reference.

B. Required Meetings or Hearings

Pursuant to N.J.S.A. 18A:25-7, whenever any employee is required to appear before the Board of Education or any committee or member thereof concerning any matter which could adversely affect the continuation of the employee in his office, position, or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a person of his own choosing present to advise and represent him during such meetings or interviews.

C. Assistance for Employees

Within any one week an employee who shall request shall be granted at least one block of counseling with his immediate supervisor. Such meetings shall be within the employee's workday during his preparation period, or at another mutually agreeable time.

D. Board Policy

The Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

E. Personnel Files

Employees may review the contents of their personnel files in the presence of an administrator, by appointment upon reasonable notice. Employees will be given copies of all documents that are placed in their files and may respond in writing within fifteen (15) days of receipt. The employee's response will be affixed to the document and placed in the file.

F. Complaint Procedure

Whenever a complaint is made about an employee, the CSA may, based on the merits of the complaint, grant the employee an informal meeting to discuss the matter within five (5) working days of the complaint, unless other arrangements have been agreed upon.

G. Evaluation

All staff shall be evaluated in accordance with the requirement of N.S.S.A. 18A and the Administrative Code. No teaching staff member, non-certified staff member, nor any non-certified administrator shall evaluate, feed into the evaluation of (including formulating the Correction Action Plan), or participate in the evaluation in any way, of any other certificated or non-certificated staff member.

During a classroom or workplace observation/evaluation, whether formal or informal, no tape recorders, videotape equipment, computers, telephones, or any other device with video or audio recording capability shall be used to record the staff member without permission. Evaluation of a staff member shall not be accomplished through electronic monitoring or taping.

ARTICLE 5: ASSOCIATION RIGHTS

A. Information

The Board agrees that the Association shall have all the rights and privileges as granted any citizen of Allamuchy in reading public school records. The Board agrees to furnish to the Association all public information necessary to properly conduct negotiations or fairly process grievances on behalf of its members.

B. Exclusive Rights

The rights and privileges of the Association and its representatives as set forth in this agreement shall be granted only to the Association as the exclusive representative of the employees, covered under this contract agreement, and to no other organizations.

C. New Employees

By the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association's Executive Committee a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment, step of salary guide, and certified teaching experience for all such employees.

D. Policy Manual

The Board of Education will provide the Association President with a current copy of the Board policy manual and forward all changes and additions as approved either as a hard copy, or make accessible via the internet using a secure log-in and password.

ARTICLE 6: EMPLOYEE HOURS AND EMPLOYEE LOADS

A. Year

1. Teacher Year

- a. The school work year for teachers shall be 180 days student contact; 184 days total.
- b. Teachers will be required to attend a minimum of one and a maximum of two evening conferences for up to 2 hours, dependent upon scheduling needs. Days on which evening conferences are scheduled shall be early dismissal days for those attending. Teachers will also be required to attend Back to School Night for their assigned grade level/class. Teachers responsible for grades/classes who's Back to School Nights are held on different days shall be required to attend one event. If required to attend more than one Back to School Night by administration due to teaching load, teachers shall be compensated at the prevailing Special Events Supervision rate.

- c. Any teacher who is required to work beyond the required days listed as the work year shall be compensated at the same rate of pay as summer school/ enrichment pay of \$50 per hour. This excludes any work done over the summer months for which other compensation arrangements will be made, and it also excludes the two (2) days orientation for new teachers in paragraph 1 above.
 - d. The Association will be given the opportunity to advise the Board on the proposed school calendar for the subsequent school year. Final decisions will rest entirely with the Board.
2. **Aide Year**
- a. The school work year for aides shall be 180 days student contact; 181 days total.
 - b. Aides may request training in relation to their student assignment. Release time will be granted as determined by the Supervisor of Special Services.
3. **Bus Driver Year**
- a. Bus Drivers' work year shall be 180 days. Drivers are responsible for transporting students according to the receiving district's schedule. If drivers are expected to drive more than 180 days due to their driver package, they shall be compensated at their regular hourly rate.
 - b. In the case of specialized transportation, Bus Drivers assigned to any out of district runs are expected to be available if the children being transported are absent on a day that the school district is in session.
 - c. The Board will provide each bus driver with an annual \$100 stipend for the use of their cell phone. In the event the Board provides other means of communications, this provision shall become null and void.
4. **Custodial/Maintenance Year**
- a. The work year shall be the sum of all weekdays, including vacation days and holidays as scheduled.

B. Day

1. Teacher Work Day

- a. Teachers shall be required to be in their classrooms fifteen (15) minutes before the opening of the students' day and shall be permitted to leave thirty (30) minutes after the close of the student's day. Teachers may leave upon departure of the last bus on Fridays and the day before holiday vacations.
- b. Teachers shall not be required to supervise students prior to the beginning of the normal teacher workday or after the close of the normal teacher workday. Teachers shall be compensated anytime they are required to supervise students before or after school.
- c. Teachers may be required to remain after the end of a workday without extra compensation for the purpose of attending meetings, not more than twenty-five (25) times per year.
- d. Notice of, and the agenda for any faculty meeting shall be given to the teachers involved at least one week prior to the meeting (except in an emergency). Teachers shall have an opportunity to suggest items for the agenda.

- e. Teachers shall indicate their presence for duty by initialing in the appropriate column of faculty “sign in” roster and initialing again to indicate their departure as provided in paragraph 1, above.
 - f. Teachers may not leave the building during the day without first receiving permission from an administrator except during their lunch periods when teachers may leave the building upon notice to the office. No permission shall be required in this case.
 - g. Teachers shall be compensated anytime they are required to supervise students before or after school.
2. **Aide Work Day:**
- a. Support staff will be granted a (40) minute duty free break per day and one duty free lunch period equivalent to that of teachers. Scheduling will be at the discretion of the assigned teachers or supervisor and the CSA.
 - b. Aides shall indicate their presence for duty by initializing in the appropriate column of the faculty “sign in” roster and initializing again to indicate their departure.
 - c. Aides must come in 1 day before the start of school for professional development. In addition, aides will be required to stay for 3 half day PD sessions.
3. **Bus Driver Work Day:**
- a. Minimum of 5 hours per day for all drivers (HS or otherwise).
 - b. Pre and Post check per day (40 minutes total)/excludes fueling buses (fueling buses shall not constitute extra time.
 - c. Buses are only supposed to be used for assigned runs. Drivers cannot take buses home and/or use buses for any purpose other than work.
 - d. District to prepare route packages that include pre and post trip checks.
 - e. Packages to be bid on by seniority.
 - f. Extra time/overtime to be issued on a voluntary rotating basis based on seniority – to be posted 30 days in advance when possible.
 - g. “Late Run” – After School Activity - \$40 per run – voluntary rotating basis.
 - h. Coverage cannot occur without the approval of the Transportation Coordinator.
 - i. Extra Time only applies after 5 hours of work in an actual day or contracted minimum number of hours.
 - j. Time sheets shall be filled out only for extra work on a weekly basis with the exception of summer work. See letter m below.
 - k. Payment formula: $[Days] \times [Rate] \times [daily\ hours] = \text{“salary”}$ paid in 20 equal installments, and the amount used for pensions and employee health care contributions.
 - l. If extra time is worked in a day above [daily hours], that will be compensated at $[extra\ hours] \times [Rate]$ in the pay period following the period in which they worked. This will be pensionable.
 - Example: a total of 12 extra hours were worked from March 1 through March 15. The compensation for those 12 hours will be included in the March 30 paycheck.
 - If the total amount of base hours ($[daily\ hours] \times [days\ in\ a\ pay\ period]$) plus extra hours in any week exceeds 35, those hours above 35 in that week shall be compensated at $[Rate] \times 1.5$.

- Leave days calculated based off of average daily hours used to calculate salary.
- m. Any and all summer bus hours are paid at the regular hourly rate. Time sheets must be filled out daily for exact hours worked. Summer work is hourly and there is no guaranteed minimum number of hours.

c. Load

1. **Teaching Load**

- a. Each teacher working a full day shall be provided with a forty (40) minute duty free lunch.
- b. Each teacher working a full day shall be provided with at least one (1) preparation period each day equivalent to the length of a regular classroom period when possible, teachers will not be required to attend more than two (2) IEP meetings during prep time per week. Preparation periods cancelled because of abbreviated schedules during single session days will not be rescheduled or compensated. A single session day is defined as a day when school is closed to both staff and students following the completion of the AM session. Employee work day shall not exceed 7 hours and 15 minutes.
- c. If a teacher is required to teach the class of an absent teacher during his/her guaranteed preparation period, he/she will be compensated at the rate of \$30 per period. The teacher will follow the procedures jointly developed by the Association and the Administration for receiving approval, recording and requesting payment for hours worked. Payment for coverage shall be payable by separate check within two (2) pay periods. Student contact time at MVS shall be 340 minutes per day and 335 minutes per day at ATS.

2. **Aide Load**

- a. Each aide working a full day shall be provided with a duty free lunch period equal to the length of a class period each day.
- b. Each aide will be provided with a duty free break period per day. Each break shall be the length of a class period. Scheduling will be at the discretion of the assigned teachers or supervisor and the CSA.
- c. Aides who are requested to act as substitute teachers should track their time as such and submit the requested time sheets to the administration on a monthly basis. Upon review and approval by Administration, a payment of \$12 per period shall be made.

3. **Bus Driver Load**

- a. Any hours worked beyond thirty-five (35) hours in a single week (Monday through Sunday) shall be paid at time and one half.
- b. Any hours worked on a Saturday/Sunday, regardless of hours worked during the week, shall be paid at time and one half.
- c. Work schedules, or "Packages" shall be prepared by the District and chosen by seniority. The Board has the prerogative to change the start time of these assignments in the event of an emergency and/or to ensure all students are picked up and/or dropped off timely.
- d. Extra work that is available outside the scheduled work hours will be advertised through electronic notification to all drivers at the same time and will be filled on a rotational basis. If no union driver is available, it may be given to a substitute.

- e. Extra work, such as, but not limited to class trips, shall be posted 15 days in advance to all drivers when possible. A set list of drivers interested in this work shall be established in September. The drivers shall be contacted in order of seniority as extra work occurs. If a driver is unavailable, the extra work shall be offered to the next driver on the list. Any driver can add their name to the bottom of the list any time during the school year. If a driver passes on an opportunity to receive extra work during their rotation, they must wait until their next turn on the rotating schedule. In the event that no union driver is available for a specific event, the work may be given to a substitute.
 - f. SKI CLUB shall be a stipend position, union drivers shall be given first choice.
 - g. New Driver Field Training shall be given to drivers on a rotating basis similar to above paragraph regarding extra work.
4. **Custodial/Maintenance Load**
- a. Schedule Posting: Work scheduled showing the employee shifts, work days, and hours shall be posted in each school.
 - b. Work Shift: Eight (8) hours of work, inclusive of a thirty (30) minute uninterrupted lunch period as scheduled by the principal or immediate supervisor, shall constitute a work shift/work day. All employees shall be scheduled to work on a regular shift and shall be advised of a regular starting and quitting time. Changes to an employee's working hours shall be by mutual agreement whenever possible. The Superintendent or Supervisor of Buildings and Grounds may change the schedule of work shift of any employee, a group of employees or all employees, or move an employee to a different work shift, to meet educational needs or if no agreement has been reached, on two weeks' (14 calendar days) advance notice to the affected employee(s). If the district fails to provide the appropriate advance notice, they shall pay the affected individual(s) at a rate of one and a half (1.5) times their salary for any hours different from their previous shift for a period of thirty (30) days.
 - c. Break: Two uninterrupted periods of fifteen (15) minutes (one in the am and one in the pm) shall be scheduled and mutually agreed upon by the employee and his immediate supervisor.
 - d. Snow Days: When school is in session, employees shall be expected to report to work one (1) hour earlier than ordinarily scheduled at the request of the Buildings and Grounds Supervisor. On severe weather days the Superintendent or Supervisor of Buildings and Grounds maintains the right to lessen the custodial work day. Employees will receive full pay regardless of the dismissal time. When the school district is closed, all custodial/maintenance employees are considered essential employees and should report for work at the time designated by the Supervisor of Buildings and Grounds. Essential employees who report to work when the district is otherwise closed shall be entitled to flex time for each hour present. Flex time must be used by June 30th of each year and cannot be used on days when graduation exercises are held or other school sponsored events have been scheduled where their presence is required. Should an employee not be able to use a flex time prior to June 30th, an employee may petition the Superintendent for an extension. Extensions are at the sole discretion of the Superintendent and cannot be grieved/arbitrated.

- e. Clean Up Period: No more than 15 minutes, will be provided for clean-up and storage of equipment at the end of the work schedule unless approval granted by the Buildings and Grounds Supervisor.
- f. Call Time: Any employee called to return to work outside the regularly scheduled shift shall be paid a minimum of two (2) hours exclusive of the one (1) hour snow provision as specified in (d) above. Response to alarm system calls will be reimbursed at one and one half (1.5) hours unless circumstances warrant the individual to remain beyond the 1.5 hour time limit.
- g. Summer Work Hours:
 - 1. Immediately upon closing of school in June until school opening in August or September.
 - 2. Hours - 7:00am to 3:00pm including thirty (30) minutes uninterrupted lunch hour, or other hours provided by mutual agreement between the employee and his or her immediate supervisor.
- h. Flex Schedule: In the Fall and Spring, a flex schedule for Grounds Maintenance may be put into effect, with one week's notice to the employee(s) of their schedule change. The flex schedule will be Monday through Friday and start and end times will vary as per mutual agreement with the Supervisor of Buildings and Grounds.
- i. Holidays Custodians/Maintenance: This list should be consistent with the District's other 12-month employees and includes an additional "floater" holiday:

(a) Independence Day	(b) Labor Day	(c) Thanksgiving Day
(d) Day after Thanksgiving	(e) December 24th	(f) Christmas Day
(g) December 31st	(h) New Year's Day	(i) Martin Luther King Day
(j) President's Day	(k) Good Friday	(l) Easter Monday
(m) Memorial Day	(n) One undesignated holiday selected by employee, subject to the approval by supervisor (known as a floater)	Notice of ten (10) work days must be given to the Supervisor of Buildings and Grounds for use of floater holiday.

*The purpose of these holidays is to provide a normal working day off. In the event any of these holidays falls on a non-scheduled work day, then a day will be chosen by the Superintendent or Supervisor of Buildings and Grounds to represent the holiday (i.e. Christmas falling on a Sunday). If for any reason a school day is scheduled or rescheduled on a specified holiday, the employee will select another day to be used in lieu of the holiday. The employee must obtain the prior written approval of the immediate supervisor/administrator for taking this day.

- j. Vacation Time and Sick Days: Custodians/Maintenance
 - 1. Vacation time will be granted to full time custodial employees as follows as of January 1, 2020:

Current full-time employees' vacation will be grandfathered and follow the structure below when reaching the appropriate years to change. (Years on the scale represent years of full time status).

1-5 year(s)	10 days
6-10 years	13 days
11-15 years	16 days
16+ years	20 days

An application for vacation of more than 2 days must be presented to the Superintendent or Supervisor of Buildings and Grounds not less than 2 weeks before the intended starting date of the vacation. A waiver to that rule may be given in emergency situations. The Superintendent or Supervisor of Buildings and Grounds must approve all vacations before they are taken.

Vacation time must be taken within 12 months of the time it is earned. Effective December 31, 2019, employees shall be permitted to rollover five (5) unused vacation days from one school year to the next. Any vacation days rolled over into a succeeding school year must be used during that year, consistent with N.J.S.A.18A:30-9. Should an employee rollover more than five (5) unused vacation days from 2018-2019 school year into 2019-2020 school year, any such days not used by June 30, 2020 shall be immediately reduced on July 1, 2020 to five (5).

Vacations will be granted only at times of the year when they will not interfere with the regular operations of the school. Exceptions may be granted with prior approval by the Superintendent.

Payment of salary in lieu of vacation is prohibited.

If a person leaves employment prior to the end of their contract year, vacation days are prorated.

Vacation eligibility shall be determined as of July 1 of each year.

2. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
3. Vacation use will be limited to a maximum of ten (10) workdays in any given month. Once granted, vacations will not be disallowed except in extreme emergencies. Disputes are to be appealed to the Superintendent.
4. Employees hired during the school year will earn vacation days each month worked.
5. All custodian and maintenance employees shall receive twelve (12) sick days per, or prorated at one per month of employment, allotted on July 1st, or for the first day of employment if hired mid-year. Sick days shall be used for the

employee's own personal illness. Any unused sick day shall accumulate from year to year with no maximum.

- k. Personal Days Custodians/Maintenance: see Article 11: 1a and 1b
- l. Overtime Custodians/Maintenance: Defined as any time spent at regular duties beyond eight (8) hours in any day or forty (40) hours in any work week. Paid time off counts as if worked, for purposes of overtime.
 - 1. All overtime will be rounded to the nearest hour at the end of each pay period. This will be remunerated at the rate of 1-½ the hourly salary; 1-½ on Saturdays, Sundays and Holidays at the hourly salary.
 - 2. An overtime list developed by the Supervisor of Buildings and Grounds shall be established indicating seniority in the school and category of employment. An operating list for overtime shall be set up so that the most senior employee is offered the first available overtime duty commencing July 1 of each year. If the most senior employee turns down the overtime, then overtime duty is offered to the next senior employee, and so on, until an employee accepts the overtime duty. Each subsequent overtime duty continuing through June 30 of each year will then be first offered to the employee who is next on the seniority list, after the employee who accepted the most recent overtime duty. Those employees who turn down the overtime duty with the refusal will be noted on the overtime list. The concept of this seniority operating list is to set up an overtime list by school location in order to offer overtime duty to the most senior employee first; but, also, to equalize the overtime duty among employees.
 - 3. Overtime shall be granted on a rotating basis in the order of seniority. If in the event that no union custodian is available for the overtime, it may be given to a substitute custodian.
- m. Custodial/Maintenance Uniforms, Shoes and Foul Weather Gear
 - 1. The Board will provide uniforms for custodial/maintenance personnel either by contracted service or outright purchase and employees will be required to wear them.
 - 2. Uniforms are to be worn only at the place of employment.
 - 3. Uniform Purchase - In the event that the Board chooses to purchase uniforms, the following conditions will occur:
 - a. Initially five (5) shirts and five (5) hooded sweatshirts will be purchased for each custodian. Every year thereafter, each custodial/maintenance employee will receive one (1).
 - b. For summer (June-August, non-student days), T-shirts may be worn. In the first year of employment, first (5) T-shirts will be purchased. Every year thereafter, two (2) T-shirts will be provided.
 - c. The employee will be responsible to clean and maintain his/her individual uniforms.
 - d. Upon leaving the district, employees are to turn in uniforms, otherwise there will be a replacement charge to the district. The equivalent amount shall be deducted from the final paycheck until the uniform is returned.
 - e. Worn out, no longer presentable shirts shall be returned to the district for disposal.

4. Uniform Service: In the event that the Board chooses to use uniform services
 - a. Employees are to cooperate with the service by being prompt with the exchange of uniforms.
 - b. Maintenance contract of 11 pairs of pants, an 11 pairs of shorts per employee with 11 shirts with seasonal sleeve; includes cleaning, maintenance, upkeep, delivery, and name.
 - c. New employees will receive new uniforms and T-shirts as soon as practicable, but no longer than within two weeks of employment start date.
5. Shoes and Glasses: Custodial and Maintenance Employees will be required to wear safety shoes/boots as stipulated by the Supervisor of Buildings and Grounds. The Board of Education will provide one pair of safety shoes/boots, per year of the contract. Effective July 1, 2020 the Board shall allow each custodial and maintenance employee reimbursement of up to \$125.00 per year to purchase approved safety shoes. Effective July 1, 2021 this amount shall be increased to \$150.00 per year. Reimbursement shall be provided by the Business Administrator, with the approval from the Supervisor of Buildings and Grounds, within two pay periods of an employee submitting a receipt with proof of payment and a request for reimbursement. In the event that this pair of shoes/boots is worn out prior to the conclusion of the year, the custodial/maintenance employee shall be required to provide identical footwear at his/her own expense. At no time shall any maintenance employee report to work without the agreed upon safety shoes/boots. These shoes/boots are being provided for employment use only. Safety glasses will be provided.
6. Foul Weather Gear
 - a. The Board shall allow each custodial and maintenance employee required to work outside on a regular basis up to \$100.00, every other year, per year, unless needed earlier to purchase a raincoat. Reimbursement shall be provided by the Business Administrator, with approval from the Supervisor of Buildings and Grounds, within two pay periods of an employee submitting a receipt with proof of payment and a request for reimbursement.
 - b. Wherever reference is made to Supervisor of Buildings and Grounds, the Board of Education also assigns those duties to the School Business Administrator/Board Secretary.
- n. Custodial/Maintenance Employee Purchases for the District: Employees shall not be required to purchase any tools, supplies, or equipment for the District. The District shall maintain a list of approved vendors and accounts with those vendors to make these types of purchases. If allowed by standard accounting procedures permissible by school districts for purchasing items, the district may designate custodial/maintenance employees as purchasers on the established District accounts.
- o. Black Seal Boiler License: All full time custodial and maintenance employees shall be required to obtain a Black Seal Boiler License by the end of the first year of employment as a condition of employment and to maintain current such license. The custodian currently employed without a Black Seal License shall not be required to

obtain one. The costs of the licensing course tuition will be borne by the Board. Once the Black Seal Boiler License is obtained, the employee will have \$750.00 added to his/her base salary. Any member who received a black seal stipend prior to the ratification of this agreement shall be grandfathered at their current rate.

D. Curriculum Work

1. Curriculum work will be done after the workday or work year under the supervision of Administration and/or on a contract basis.
2. A determination of work required and overall completion date will be made by Administration. This estimate will be based on the type of curriculum required, such as new, or revision, along with complexity of subject area(s). The estimate will be given in hours. All work will be done within a mutually agreed upon time schedule. If during the course of work, the original time estimate is shown to be inadequate; an adjustment to that time estimate will be made. Approval of any such change rests with Administration.
3. A timetable for benchmark monitoring will be determined by Administration and will therefore permit a review of work in progress, guidance and/or the assignment of any necessary assistance. Each benchmark acceptance shall be initialed by both parties.
4. Compensation shall be at the rate of \$35 per hour. Any change to the original time estimate will subsequently be reflected in the compensation for that curriculum. After the completed curriculum has been submitted to Administration in a legible format, the writer(s) of each curriculum have made themselves available to the appropriate Board Committee to explain and/or answer any

questions concerning their work, and the Board of Education has accepted the new or revised curriculum, full payment will be made to the writer(s). Payment to writer(s) shall be made within a reasonable time and paid after approval by the Board of Education, but not to exceed 60 days.

5. Participation in curriculum writing shall be voluntary through posting of curriculum required, time assessment and compensation. However, if voluntary participation and any subsequent, advertised for, outside assistance fail to accommodate the necessary curriculum writing positions, the Board reserves the right to assign individuals to those vacant positions.

ARTICLE 7: NON-TEACHING DUTIES

A. Intent

The Board acknowledges that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end.

B. Application

1. There shall be a period of two days or more, as task requires, to fulfill administrative requests for written reports or decisions. Where applicable, any administrative

requests for written reports or decisions required before the expiration period shall be completed with a released time provision granted by the Administration.

2. Teachers shall not be required to drive students, except in cases where teachers have pre-indicated a willingness to do so and where no other viable means exist. Affected teachers must possess the requisite licenses to operate a school owned vehicle. Further it is understood that all such transportation will be in school insured vehicles and that teachers operating the same will be covered by School Insurance and that teachers have the right to refuse on a case by case basis. Travel should be within the school day and should not disrupt regularly scheduled activities.
3. Teachers shall be compensated at the OMB rate per mile for the approved use of their automobiles. This rate will be posted by each September. Any change in rate will become effective on January 1st as announced by the Office of Management and Budget, State of New Jersey.
4. Lunch duty and recess duty will be covered by at least two (2) certified staff, whenever possible.

ARTICLE 8: SALARIES

A. Salary Schedule

The salary of each employee covered by this agreement shall be determined by Schedules A, B, and C which are attached hereto and made a part thereof.

B. Method of Payment

Employees shall receive paychecks in accordance with the following provisions. Paychecks shall be deposited on the 15th and 30th of each month of the school year. When the 15th or the 30th of a given month falls on a weekend or holiday, the paycheck shall be deposited on the last day of school preceding the weekend or holiday. The final paycheck of the school year shall be received on the last working day in June.

Employees shall be entitled to participate in a Summer Payment Plan pursuant to N.J.S.A. 18A:29-3. Parameters of such a plan shall be negotiated between the Association and the Board.

C. Payroll Deductions

1. Credit Union

At the request of an employee, automatic payroll deductions will be made for participation in the Credit Union selected by the Association.

2. Tax Sheltered Annuity

Employees may contribute to a Tax Sheltered Annuity through payroll deductions.

3. Other

Wage garnishments, child support, or other required deductions as directed by federal law, state law, or court order. All employees shall be notified of such wage garnishments prior to the first deduction whenever possible.

4. Flexible Spending accounts for Health/Dependent Care:
The Board shall provide and pay the administrative expenses for a Dependent Care Flexible Spending Account (FSA) and Section 125 Cafeteria Plan of the Internal Revenue Code (26 U.S.C. 125) for payment of any medical, dental and vision insurance costs to an employee as permitted by law. Participating employees shall carry over to the next year up to \$500 of unused funding remaining at the end of the plan year.

ARTICLE 9: EMPLOYEE ASSIGNMENT

A. Notification

1. All employees shall be given written notice of salary guide placement, class and/or subject assignments, and room assignments for the forthcoming year, not later than the closing of the school year unless conditions prevent compliance, in which case notification will be as expeditiously as possible.
2. The Administration shall be fully responsible for all anticipated changes and coverage in scheduling.
3. Bus Drivers shall be notified of their assignments on or before August 15th when possible, prior to the start of the school year.

B. Job Posting Procedures

All district and unit vacancies shall be adequately publicized by the Superintendent in accordance with the following procedure:

1. A notice shall be posted on the bulletin board adjacent to the sign-in sheet in the main office and on the message board in the faculty room and e-mailed as far in advance as practicable, but no less than one (1) week before the final date when applications must be submitted. A copy of said notice shall be given to the Association at the time of posting. Employees who desire to apply for such vacancies shall submit their applications in writing to the Chief School Administrator within the time limit specified in the notice.
2. All vacancies that may be filled during the summer vacation shall be posted on the Allamuchy Township School Website. Every effort will be made to send the posting via school Email. This information shall be posted as far in advance of the final date when applications must be submitted, as is practical.
3. The qualifications for the position, its duties, and the rate of compensation shall be clearly set forth.

ARTICLE 10: SICK LEAVE

A. Accumulative

State regulations provide ten (10) absence sick leave for employees which may be accumulated per N.J.S.A. 18A:30-2.

B. Unused Sick Leave

Employees with twelve (12) or more years of service in the district shall be entitled to reimbursement for accumulated unused sick leave upon retirement or resignation from the district. Payment will be based upon sixty-five percent (65%) of the current highest substitute daily rate for the first 150 accumulated days and fifty-five (55%) for all remaining accumulated days. Payout over two (2) fiscal budget periods, June 30th and July 30th.

1. All unused sick leave days shall be accumulated from year to year with no maximum limit.
2. All employees shall be given a written accounting of accumulated sick leave days no later than October 1st of each school year.
3. Intention to leave the district and utilize the provisions of the above will require a 6-month written notice. If less than 6 months written notice is given, 1st payout will be given in the current fiscal year that notice is given, 2nd payment will be given no later than the first business day of the second fiscal year.
4. The payout for bus drivers shall be capped at \$11,500.
5. Bus drivers who do not use any sick days in a school year shall receive a \$500 bonus at the end of the school year. Bus drivers who do not use all of their personal days in a school year shall have the option of converting the unused personal days into sick days or receive a day's pay for each of the unused days, with a cap of \$500.

c. The Association's Sick Leave Bank:

A "catastrophic illness or injury" is defined as a serious illness or injury which renders an individual employee unable to perform his job duties and requires treatment and/or hospitalization that results in a prolonged absence from work.

In order to be eligible to use the Sick Leave Bank, an employee is required to exhaust all of his/her annual and accumulated sick leave before drawing on the Sick Leave Bank.

The Sick Leave Bank is only to be used for long term illnesses, that is, those requiring an absence of more than ten (10) consecutive working days, excluding maternity leave.

EXCLUSIONS: The Sick Leave Bank does not cover maternity leave, bereavement leave, time off to attend to an ill family member, work related illnesses or injury that qualifies for Worker's Compensation, or any illness or injury that qualifies the individual for disability retirement.

Sick Leave Bank: A Sick Leave Bank shall be established for the benefit of all participating members of this bargaining unit. This Bank shall operate in accordance with the following rules and regulations:

Section 1 – Governance

- A. The Sick Bank will be effective as of the date of ratification of this contract for all employees of this bargaining unit covered under Article I of this Agreement.

- B. The Sick Leave Bank Committee shall consist of six (6) members, three (3) members appointed by the President of the AEA and three (3) members appointed by the Board of Education or their designee. The Committee is authorized to establish standards and procedures for the operation of the Bank. The Committee shall schedule meetings as necessary. Any changes to the Sick Bank guidelines will be established by the Sick Bank Committee.
- C. The Superintendent and The Association President will decide on all applications to the Sick Leave Bank. If an application is denied, the applicant, with representation, may request a hearing of the joint Sick Leave Bank Committee. The decision of the Sick Leave Bank Committee will be final. In the event of a tie vote by the Sick Leave Bank Committee, the employee requesting the use of days will be required to submit to an examination by a physician designated by the Committee. The results of the examination will be submitted to the Sick Leave Bank Committee for re-consideration. In the event of a denial, an applicant may appeal to the Board of Education via the Personnel and Governance Committee. Upon review, a decision will be submitted to the applicant in writing within five (5) working days. Appeal decisions of the Board of Education are final.
- D. The Association agrees that it will not file, on its own behalf or on behalf of any Association member, any grievance, claim, or lawsuit, of any kind, related to any request or use of any leave from the Sick Leave Bank.
- E. The Sick Bank Administrator will be determined by the Board of Education or their designee. The Sick Bank Administrator shall have the responsibility of receiving sick bank applications and communicating the Committee's decisions to members and Administration. The Sick Bank Administrator shall maintain records of all employee contributions, withdrawals, the status of the Sick Bank and publish an annual report to the Association prior to September 1 of each year.
- F. The Sick Bank Committee reserves the right to require additional medical examinations to support requests for Sick Bank withdrawals.
- G. Implementation of the bank will be contingent on sufficient enrollment of at least thirty (30) days.
- H. The Association agrees to defend, indemnify, and hold harmless the District from any loss or damages arising from the implementation of this provision.
- I. Nothing in these provisions should be construed as a guarantee of any set amount of donation of days of or to any Association member.
- J. Any alleged abuse or misuse of the Sick Leave Bank shall be investigated by either of both parties. If the investigation results in findings of wrongdoing, the member shall repay all sick leave donated to the Bank, return the monies paid to the Board and be subject to such disciplinary action as deemed appropriate by the District. A member of the Sick Bank will lose the right to use the benefits of the Sick Bank by:
 - 1. Falsifications and/or distortions on the application.
 - 2. Termination of employment with Allamuchy Board of Education.

3. Approved leaves of absences other than sick or medical leave.
 4. Suspension by Allamuchy Board of Education.
 5. Abuse or misuse of the rules of the Sick Bank as determined by the Sick Bank Committee.
- K. This Agreement shall not be modified in whole or part by the parties, except by a written amendment duly executed by both parties.
- L. Nothing contained herein shall prohibit the Board from exercising its rights under NJSA 18A:30-6 (prolonged absences beyond sick leave period).

Section 2 – General Administration

- A. The Sick Bank is designed to provide temporary assistance to members in the event of their own catastrophic illness or injury. A “catastrophic illness or injury” shall be defined as a serious illness or injury rendering an individual employee unable to perform such employees job duties and which requires treatment and/or hospitalization such that such employee shall require a prolonged absence from the district.
- B. The Sick Bank does not cover maternity leave, bereavement leave, time off to attend to an ill family member, work related illnesses or injury that qualifies for Worker’s Compensation, or any illness or injury that qualifies for disability retirement.
- C. Only accumulated sick leave may be contributed to the Sick Bank.
- D. A member who uses Sick Leave Bank days does not have to replace them.
- E. Membership in the Bank is automatic from year to year unless a formal withdrawal is submitted to the Business Office by the last day of school in a given year. A member may withdraw at any time; however, he/she may not withdraw donated sick days.
- F. Should the Sick Leave Bank terminate, the remaining days in the Bank will be equally divided among the participating employees at the time of termination, but shall not exceed the number of days contributed by that employee.

Section 3 – Enrollment

- A. Anyone in the bargaining unit as defined in Article I may voluntarily join the Sick Leave Bank by contributing two (2) accumulated sick leave days to the Bank during the initial thirty days or any subsequent open enrollment period.
- B. Employees who are new to the district, or who transferred into the bargaining unit, may join the Sick Leave Bank within thirty (30) working days.
- C. When the number of sick days reaches twenty (20), an open enrollment period will be held for thirty (30) calendar days. To remain in the Bank, all members will be required to contribute one day. Cancellation occurs when a member of the bank declines to make further contributions. Employees who do not elect to join the Sick Bank at the first opportunity afforded to them will not be permitted to join the Sick Bank until the subsequent annual open enrollment period.

Section 4 – Application

- A. Member must use all available sick, personal, and compensation days before qualifying for leave from the Sick Bank.
- B. All sick leave application forms shall be available on the ASD Website.
- C. Applications to the Sick Bank shall be submitted together with a letter from the employee's treating physician providing medical verification of the need for the employee's absence. The documents will be submitted to the Sick Bank Administrator. Failure to submit the required documents will result in a denial of the application.
- D. The Superintendent and the Association President will decide on all applications to the Sick Leave Bank, notify the Sick Leave Bank Committee that an application has been made and what their decision is regarding the application.
- E. Sick Bank grants shall be in units of no more than thirty (30) days or no less than five (5) days. One subsequent application for additional days may be requested, not to exceed twenty (20) days per request. A maximum of fifty (50) days, which may be used intermittently, may be granted in one school year.
- F. A member must submit a request for an extension of leave from the Sick Bank at least one week before the member's current grant expires.
- G. Sick Bank usage will not be carried over from one school year to another. All Sick Bank grants will end as of the last day of the school year.
- H. If a member does not use the days granted from the Sick Bank for the approved purpose, the unused portion will be returned to the Bank. It is required that the member provide a written statement to the Sick Bank Administrator, notifying them of early return to duty status within ten (10) working days of the member's return.
- I. In the case where a contributor's incapacity is of such a nature that the member cannot personally apply for a grant, the member's personal representative, the AEA President or the Superintendent or his/her designee may submit the application.
- J. The application process takes approximately five (5) working days. Once the application has been approved, it will then be forwarded to the Sick Bank days.
- K. If the application is approved, the days awarded from the Sick Bank will be retroactive to the first day of unpaid leave.

ARTICLE 11: TEMPORARY LEAVES OF ABSENCE

A. Temporary Leaves with Pay

Employees employed on a 4/5 or greater basis shall be entitled to the following temporary non-accumulative leaves of absences with full pay each school year. Employees employed on a less than 4/5 basis, but at least 2/5, shall be entitled to half (1/2) the personal days and all the death, and 2/3 sickness in the family days.

1. Personal

- a. Each employee will be allotted five (5) personal days.

1. Two (2) personal days shall be granted for the conducting of personal business that cannot be accomplished during other than school hours. These two days are subject to the advanced approval of administration. Requests shall be made at least five days before the intended date of such leave except in the case of emergencies. One and or two of these days may be used immediately preceding or following a holiday or vacation period, with approval in advance by the CSA. All decisions made by administration regarding these two personal days are binding and not subject to the grievance and arbitration provisions of this agreement. Approval of these two (2) days shall be confirmed via email or hard copy within five (5) days of the request.
2. Three personal days may be used at the employee's discretion but may not be substituted for any previously unapproved personal days. These three personal days shall not be used for the days immediately preceding or following a holiday or vacation period.
- b. Any personal days not used at the end of the school year shall be converted into sick time and added to the employee's pool of accumulated sick leave, or reimbursed at $\frac{1}{2}$ of the current highest substitute rate.

2. Death

- a. In the case of a death in the immediate family, an employee shall be allowed up to five (5) days without loss of salary for each application.
- b. Immediate family is defined as father, mother, guardians, wife, husband, child, sister, brother, grandparents, in-laws, domestic partner or civil union partner.
- c. In case of death of relatives other than those in the immediate family, such as uncle, aunt, niece, nephew, and cousin, absence of one (1) day shall be allowed without loss of salary.
- d. Individual needs will be considered by the Administration when a request is made for more days. Such requests should be made in writing to the CSA. Decision by the CSA is final.

B. Leaves of Absences

1. Additional Leaves of absence without pay may be granted by the Chief School Administrator for the day preceding or immediately following a holiday or student vacation period only when all personal days have been used. All decisions made by administration in this regard are final and binding and not liable for a grievance.
2. In matters of childbirth or adoption, an employee, in addition to leave taken under the Family Leave Act or Family and Medical Leave Act, may be granted up to 12 consecutive months unpaid child care leave. Unpaid childcare leave for non-tenured staff shall not exceed their current employment contract.
3. The duration of any extended leave of absence will be determined at the sole discretion of the Board of Education and conditions of such leave are governed by all applicable state and federal laws that are currently in effect.

4. After any extended leave, the employee is required to give at least thirty (30) day's written notice if possible of his/her intent to return to employment. For extended medical leaves, a physician is required to present written notice of medical certainty that the employee may safely resume employment. Such written notice is subject to review by the school's medical examiner.
5. No employee shall be required to leave work because of pregnancy at any specific time prior to the expected birth, nor be prevented from returning to work prior to the end of maternity disability leave.
6. Employees shall have the option of using up to four weeks of accumulated sick, personal and/or vacation days during their unpaid family leave of absence. The Board shall not file a request with the State seeking to reduce the employee's six (6) weeks of Family Leave Insurance.

ARTICLE 12: PROFESSIONAL DEVELOPMENT

A. Teachers and Aides

1. After completion of a full year of employment at Allamuchy Township School District, the Board of Education will pay up to an individual limit per year to employees holding permanent certification to defray the cost of credits towards additional certification, and all post-secondary degrees. There will be a total yearly cap of \$30,000. In the event an employee receives such tuition reimbursement, and voluntarily leaves the district within the two (2) year period following the reimbursement, the employee shall refund the Board the full amount of money reimbursed during the aforementioned two (2) year period. Should the Board be forced to initiate a legal action to collect the same, the employee shall be liable for all court costs and attorneys' fees, as well as the repayment of the reimbursed monies.
2. Teachers holding an emergency certificate may receive a maximum of one year of course reimbursement after completion of a full year of teaching in Allamuchy Township School District. Teachers on leaves shall not be eligible for graduate credit reimbursement.
3. Advance approval of the course must be obtained in writing from the CSA before the course semester. The CSA will consider and prioritize the applications based on the date submitted and years of service to the district prior to granting approval of any applications submitted. A record or transcript of successful completion must be presented to the CSA for approval before payment is made. A final grade of B or better shall be required, or a "pass" when pass-fail is the grading method. Article 12 applies for the fiscal school year (July 1 through June 30). Incurred costs, which will be reimbursed, are for tuition only.
4. All tuition reimbursement shall be paid as follows; classes taken between September and December shall be paid in January, classes taken between January and May shall be paid in June and classes taken between June and August will be paid in September.
5. Circumstances where an employee resigns subsequent to receipt of tuition reimbursement:
 - a. Employees who resign from their position within year 1 or 2 of the Board approval for tuition reimbursement will be required to reimburse the District 100% of said amount.

- b. Employees who resign from their position between year 3 and 4 from the date of the Board approval for tuition reimbursement, will be required to reimburse the District 50% of said amount.
- c. As provided herein, Employees will reimburse the Allamuchy School District in a lump sum within one (1) year from the effective date of resignation. In cases where financial hardship can be demonstrated, the custodial/maintenance employee may be granted an extension by the Board, not to exceed one (1) additional year to satisfy their reimbursement to the District.

An Employee will not be subject to the aforesaid tuition reimbursement payback provisions due to their:

- a. Resignation from the District after 4 years from the date of their Board approval for tuition reimbursement;
- b. Retirement, furlough or discharge;
- d. Resignation due to disability.

Extenuating circumstances may occur requiring review of clause by the Administration and/or the Board. This decision is final. Failure to reimburse will result in legal action against the employee. Any monies recovered will be returned to the "pool" in the year in which it is recovered.

B. Local Professional Development Committee (LPDC)

- 1. Role of the Committee – The LPDC shall assess all district in-service needs and current professional development opportunities. All district in-service programs shall be under the direction of the LPDC and be eligible for continuing education credit.
- 2. The LPDC shall establish its own rules and procedures in line with the Professional Teaching Standards Board (PTSB) Norms and Code of Ethics.
- 3. The LPDC will develop the appropriate forms needed to conduct its business and meet its responsibilities as set forth by the Regulations/Standards established by the PTSB. Said forms will include, but not be limited to, pre-approval, payment request/reimbursement, and program evaluation forms.
- 4. The Allamuchy School Board will pay upfront the cost of the application fee, deposit and all remaining fees for up to four Allamuchy teachers interested in pursuing National Board Certification. This opportunity will only be made available to professional staff members who have obtained tenure in Allamuchy. Applications will be submitted for approval and considered on a first come first serve basis. Once a teacher completes the full cycle, the Board may approve another professional staff member to enter into the process, so that no more than four teachers are actively in the certification cycle at any given time.

Upon completion and submitting official documentation of successful passing of the NBC test, the professional staff member will receive a one-time bonus of \$1500 and an additional \$1000 bonus for each subsequent year the certification is valid. These bonus payments are not part of the employees' base salary.

Any employee who receives the above benefits and who voluntarily leaves the district within two years of completion will pay back the district the full cost of participation in the

program. Extenuating circumstances such as retirement or life circumstances may be reviewed as an exception to this provision.

Any employee who starts the program cycle and fails to complete will pay back the district for all costs incurred, via payroll deduction, on a schedule determined by administration.

Failure to reimburse will result in legal action against the employee. For employees already possessing the certification, the Board agrees to pay the \$1,000 annual bonus, plus cover the costs of re-certification, when applicable, as described above.

All determinations and decisions by administration related to the above are final.

C. Programs

1. In-service Workshops, conferences, programs – In any given year, the Board of Educations may provide in-service professional development experiences. In-service programs shall be conducted during the teacher workday and work year when teacher attendance is required.
2. Professional Development Plan – The development of the employee's Individual Professional Development Plan shall be governed by statute, regulations, related case law, and the Standards and Guidelines set forth by the Professional Teaching Standards Board.

The Professional Development shall be recorded on the form provided for this purpose by the Professional Teaching Standards Board (PTSB). A copy of this form shall be kept in the employee's personnel file.

The individual Professional Development Plan is a living document. The employee in consultation with the CSA or administrator shall have the right to modify the plans, goals, and activities listed throughout the calendar year to meet his/her emerging needs.

3. Record Keeping – Included in the end of the year evaluation, which occurs in June, the Administration and Teacher will mutually agree on the teacher's accounting of his accumulated hours.
4. The curriculum advisor and the professional development coordinator shall be included in planning of "in-house" professional development programs when appropriate.
5. The teachers shall be given at least two (2) professional development sessions to create and prepare their Student Growth Objectives (SGO) prior to October 30th (or deadline date required by the DOE). One session shall take place on one of the two days prior to the students first day. The second session shall take place at least two (2) weeks prior to the required submission date. Release time shall be given prior to February 15th, the date of revisions to SGOs deadline if required by a teacher. Along with this, teachers shall be provided training on any and all new documentation programs used by creating SGO documents. 1 session shall not exceed 2 hours.

D. SCIP & DEAC:

Teachers who are required to remain after school for the purpose of the Advisory Council, School Improvement Panels, and District Evaluation Advisory Committee meetings shall be compensated at the rate of \$30 per hour. Teachers serving as Curriculum Advisor, Math Advisor, or Reading Specialist will be part of these committees as part of their job description without additional compensation.

- E. The Allamuchy School Board will pay up front the cost of the application fee, deposit and all remaining fees for up to four Allamuchy teachers interested in pursuing National Board Certification. This opportunity will only be made available to professional staff members who have obtained tenure in Allamuchy. Applications will be submitted for approval and considered on a first come first serve basis. Once a teacher completes the full cycle, the Board may approve another professional staff member to enter into the process, so that no more than four teachers are actively in the certification cycle at any given time.

Upon completion and submitting official documentation of successful passing of the NBC test, the professional staff member will receive a one-time bonus of \$1500 and an additional \$1000 bonus for each subsequent year the certification is valid. These bonus payments are not part of the employee's base salary.

Any employee who receives the above benefits and who voluntarily leaves the district within two years of completion, will pay back the district the full cost of participation in the program. Extenuating circumstances such as retirement or life circumstances may be reviewed as an exception to this provision.

Any employee who starts the program cycle and fails to complete will pay back the district for all costs incurred, via payroll deduction, on a schedule determined by administration.

Failure to reimburse will result in legal action against the employee. For employees already possessing the certification, the Board agrees to pay the \$1,000 annual bonus, plus cover the costs of re-certification, when applicable, as described above.

All determinations and decisions by administration related to the above are final.

F. Bus Drivers:

1. The Board agrees that Bus Drivers shall be reimbursed for the cost of fingerprinting required by law and the District.
2. The Board shall be responsible for all uninsured/out of pocket costs of mandatory physical examinations performed by the Board's physician. The physician must be DOT certified, according to State regulations. Should an employee elect to have the physical examination performed by their personal doctor, the bus driver shall be solely responsible for all associated costs. The employee's personal physician must be certified by the Department of Transportation.
3. Professional Development programs for bus drivers mandated by the state, the District, or the federal government shall be provided by the District. If performed outside the scheduled workday or work week employees shall be compensated for those hours at the regular rate of pay.

4. The District shall provide use of the school facilities for any and all mandatory computer/online training during the regular school hours and one- and one-half hours after the regular school hours.
5. Bus Drivers shall be compensated at the regular hourly rate for any and all scheduled dry runs of assigned shifts. There shall be a cap of six hours for these dry runs.
6. Drug and alcohol testing of bus drivers shall be conducted in accordance with all applicable federal and state regulations.
7. The District shall notify bus drivers covered by this Agreement that they are subject to drug and alcohol testing. The District will supply educational materials and at least sixty (60) minutes of training on the effects of drugs and alcohol on the human body.
8. Employees may, on a one time basis, voluntarily submit to a rehabilitation program. Upon completion of the program, the employee will be required to pass a drug and alcohol test prior to returning to work. The employee will be further subject to a maximum of six (6) unannounced drug/alcohol tests over the next twelve (12) months. If any of the tests are positive, the employee will be subject to disciplinary action up to and including termination.

ARTICLE 13: MENTOR AND PROVISIONAL TEACHERS

- A. All vacancies for mentoring positions shall be posted in accordance with the collective bargaining agreement. The postings shall include the qualifications for the position.
- B. No teacher shall serve as a mentor to more than one (1) alternate route teacher simultaneously. The Board and Association agree to meet and discuss the impact of any changes in the law regarding mentoring.
- C. A mentor may also be provided to any new staff member as recommended by the professional development/mentor advisor, or supervisor(s), and approved by the Chief School Administrator. The mentor's full- or part-time assignment will be determined by the Chief School Administrator.

ARTICLE 14: INSURANCE

A. Payment

1. Medical Insurance
 - a. Blue Cross Blue Shield of New Jersey or equivalent successor. Coverage provisions include mandatory second surgical opinion and pre-admission certification/continued stay review.
 - b. Three (3) medical and prescription benefit plans will be offered: POS (base plan), OMNIA and the Direct Access 80/60 High Deductible Health Plan (HDHP).
 - c. Tenured members currently with POS coverage, including provisions for family, parent/child, or husband/wife may take waivers.
 - d. The Board of Education will provide insurance for all certificated staff at four levels: single, parent and child, member and spouse/partner, or family. Insurance will be provided to employees at the level for which they qualify. The employee will be responsible for the percentage of the insurance premium as prescribed by the agreed-upon health insurance contribution table (see Schedule E). Any employee hired after

September 3, 2008 who chooses to take the waiver will receive it at the single coverage rate regardless of family status.

- e. Incentive payments will be made to employees who choose plan options other than the base POS plan:
 1. POS: None
 2. OMNIA: \$500 (single), \$750 (2 qualifying adults or parent/child), \$1,000 (family)
 3. HDHP: \$1,000 (single), \$1,500 (2 qualifying adults or parent/child), \$2,000 (family)
Payments will be made in 2 installments coinciding with payroll in which waivers are paid.
- f. Primary care co-payments are as follows:
 1. POS: \$20
 2. OMNIA: \$5 for Tier 1 providers, \$10 for Tier 2
 3. HDHP: 80% after deductible
2. Dental Plan
 - a. Delta Dental General Family Plan or equivalent successor, no deductible. Individual cap of \$2,000 for each year of the contract.
 - b. Members of the Association may choose the present insurance plan or an approved HMO with the member paying the additional charges beyond the regular insurance cost.
 - c. Members of the Association may change plans once a year, in July of each year. Enrollment forms are to be filed in March for July 1 effective date.
3. Prescription Plan
Prescription copayments are as follows (listed as non-preferred name brand / preferred name brand / generic):
 - POS: \$35 / \$20 / \$10
 - OMNIA: \$15 / \$15 / \$10
 - HDHP: \$10 / \$10 / \$5Mail order prescriptions are \$3 / \$3 / \$3 for all plans.
4. Income Insurance
 - a. UNUM Life Insurance Company of America or equivalent successor.
 - b. Group income insurance mutually agreed to by both parties. (Income Insurance applies only to full-time employees.)
5. Waiver of Insurance
Any employee who waives medical, dental and/or prescription insurance coverage for themselves and/or any eligible dependents, will be paid according twenty nine percent (29%) of the applicable annual premium for any year during the term of the contract.

The waiver rates are for a full year and payment of such a waiver shall occur in December (4 months) and June (8 months) of the academic year when the waiver was selected. For shorter periods the waiver will be prorated. If the carrier allows, employees may selectively waive their choice among the medical, dental and/or prescription plans. Reinstatement under a plan's insurance coverage at any other time of the year is limited to instances when the employee or their eligible dependent(s) loses coverage as a dependent under their spouse's insurance plan. Reinstatement under this circumstance will be immediate and without restriction or penalty. Status of insurance would be the same as prior to waiver.

The waiver rate will be calculated from the base plan, which for the purpose of this contract shall be defined as the POS plan. Employees interested in the waiver must present proof of alternate coverage to the Board Secretary in order to be eligible.

Bus drivers who elect to waive their coverage shall be eligible for compensation in accordance with this Article, with an annual cap of \$2,500.

Bus drivers shall be entitled to single coverage health insurance, with an option to buy up at their own cost.

Custodians shall be entitled to single coverage health insurance, with an option to buy up at their own cost. In the event any custodian had family coverage the 2020-2021 school year without buying up, said custodian shall be grandfathered in to be permitted family coverage.

6. Any change in insurance carrier, which, therefore, results in a decrease to the benefit structure of that type of insurance, must be agreed upon, in writing, by both parties.

ARTICLE 15: WORKPLACE DEMOCRACY ENHANCEMENT ACT

- A. Public employers shall provide to exclusive representative employee organizations access to members of the negotiations units
- B. Access includes, but is not limited to, the following:
 - (1) the right to meet with individual employees on the premises of the public employer during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
 - (2) the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the employer's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of an exclusive representative employee organization, and internal union matters involving the governance or business of the exclusive representative employee organization; and
 - (3) the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings.
- C. Within 10 calendar days from the date of hire of negotiations unit employees, public employers shall provide the following contact information to an exclusive representative employee organization in an Excel file format or other format agreed to by the exclusive representative employee organization: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the public employer, date of hire, and work email address and any personal email address on file with the public employer. Every 120 calendar days beginning on January 1 following the effective date of this act, public employers shall provide exclusive representative employee organizations, in an Excel file or similar format agreed to by the

employee organization, the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address on file with the public employer.

- D. The home addresses, phone numbers, email addresses, dates of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, are not government records and are exempt from any disclosure requirements of P.L.1963, c.73 (C.47:1A-1 et seq.).
- E. Exclusive representative employee organizations shall have the right to use the email systems of public employers to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union.
- F. Exclusive representative employee organizations shall have the right to use government buildings and other facilities that are owned or leased by government entities to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union, provided such use does not interfere with governmental operations. Meetings conducted in government buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or for the purpose of distributing literature or information regarding partisan elections. An exclusive representative employee organization conducting a meeting in a government building or other government facility pursuant to this section may be charged for maintenance, security and other costs related to the use of the government building or facility that would not otherwise be incurred by the government entity.

ARTICLE 16: EXTRACURRICULAR ACTIVITIES

- A. **The Board** has the right to establish a position beyond the teacher day, and, in the posting, will designate what the terms and conditions will be. The Association along with the Board, will negotiate the salary of the position. Any individual teacher who wishes to create a new stipend position must present the position to both the Association Negotiating Chair as well as the Superintendent. It will be the responsibility of the AEA negotiation team and the Superintendent to negotiate the salary should the new position be created. An individual teacher may not negotiate.
- B. **Salary**
Employee participation in extracurricular activities, which extend beyond the Regular scheduled school day, shall be compensated according to the rate of pay in Schedule A. The following procedure shall apply relative to filling these positions: Application for these positions shall be posted as soon as possible in advance of the beginning of that activity.

Posting procedures Shall apply herein. Should the position not be filled posting, the Board may elect to “advertise” and award outside the district’s own employees.

C. Method of Payment

Salaries for Schedule A activities shall be paid by check in two equal installments in December and June following the timely receipt by the School Business Official of the properly completed voucher signed by the Chief School Administrator.

ARTICLE 17: MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination, against any employee because of race, creed, color, religion, national origin, age, sex, (including pregnancy), familial status, marital status, domestic partnership status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status. Any employee who believes he or she has been discriminated against shall file a grievance in accordance with this agreement or, at the employee’s discretion, shall file its complaint directly with the Chief School Administrator.
- B. Whenever any notice is required to be given by either of the parties of this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so in writing to the following addresses:

If by Association, to Board at Allamuchy Board of Education

P.O. Box B

Allamuchy, New Jersey 07820

If by Board, to Association at Allamuchy Education Association

P.O. Box J

Allamuchy, New Jersey 07820

ARTICLE 18: SEPARABILITY

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

ARTICLE 19: DURATION OF AGREEMENT

- A. The duration of this Agreement shall be July 1, 2020 to June 30, 2023.
- B. This Agreement shall not be modified except by mutual agreement of the parties, in writing.

Board President

Board Vice President

AEA Co-President

AEA Co-President

AEA Negotiations Chair

Board Secretary

SCHEDULE A: EXTRA COMPENSATION GUIDE

STIPEND POSITIONS:

POSITION	AMOUNT	DESCRIPTION
7 th Grade Advisor	\$2940	
8 th Grade Advisor	\$2940	
Anti-Bullying Specialist	\$5000	
Band Advisor	\$2230	
Centenary Liaison	\$2000	
Chorus Advisor	\$2230	
Cross Country	\$1575 ea	
Curriculum Advisor	\$2780	
Dean of Students	\$1000	
Detention/Late Bus	\$2230	
Drama Advisor	\$1745 ea	
Enrichments Mini Units	\$475 ea	
Event Instruction	\$50/hr	
Gifted & Talented	\$1050 ea	
Gifted & Talented Coordinator	\$3000	
Homework Club	\$2230	
Math Advisor	\$2780	
Prof. Development/Mentor Advisor	\$2230	
Reading Specialist Coordinator	\$4280	
Safety Patrol Advisor	\$2230	
Safety Team Members	\$1575 ea	
Special Education Director	\$4000	
Student Council	\$2230	
Sustainability District Coordinator	\$6000	
Sustainability Assist. Dist. Coordinator	\$3100	

Technology Liaison (2)	\$2000 ea	
Track/Field Coach	\$2230 ea	
Volleyball Coach	\$1210 ea	
Yearbook Advisor	\$2230	
<i>The following positions are available for custodial employees</i>		
2 nd Shift Differential	\$2000	
Head Custodian	\$5000	
Maintenance	\$2500	
Polish School	\$3500	
Waste Management Building	\$1200 per year	

SUMMER POSITION	AMOUNT	DESCRIPTION
Required Summer Comp (ESY)	\$50/hr	
Summer Classroom Aide	\$16.50/hr	
Summer School	\$50/hr	
INDIVIDUAL/APPOINTED POSITION	AMOUNT	DESCRIPTION
Battle of the Books	\$50/hr ea	
Bedside Instruction	\$60/hr	
Interschool Travel	\$52.50/hr (x weekly scheduled trips)	
Jumpstart Advisor	\$50/hr each	
Overnight Supervision	\$175	
Special Events Supervision (3)	\$50 ea up to 3 hrs. \$10/each add'l half hr	
Teacher Mentor (4)	\$790 ea	

- Required Summer Compensation refers to a program which is an extension of the regular school year programs i.e. Preschool Disabilities Extended School Year Program or any services that can only be implemented by a certified special education teacher as referred to in a students' IEP.

- Summer School refers to the Summer Enrichment Program.
- Special events supervision is when an employee returns to school to supervise student participation in a co-curricular, extra-curricular, school-approved program as approved in advance by Administration.
- Teacher Mentor is a voluntary position and appointment of an employer or other individual, as a teacher mentor shall be made in accordance with State Department of Education regulations.

SCHEDULE B Lateral Movement on the Guide

1. To be eligible for movement on the salary guide, certificated professional employees must be employed and working at least five (5) months of the previous school year.
2. Should an employee be unable to fulfill at least five (5) months of their contract due to illness, disability, or other emergency circumstances, their salary in the next year shall, regardless of placement on the step of the salary guide, not be less than their previous year's salary.
3. Employees changing degree status may move laterally on the salary guide on either September 1 or February 1 after completing all requirements for said change, provided that the teacher has given five (5) months prior notice of the impending change and has provided evidence of successful completion.
4. Covered persons under this Agreement who are employed part-time or less, without benefits, will be paid at a rate of \$15 per hour for 2020-23
5. **SALARY GUIDE PLACEMENT:**
 - a. Guide placement for certificated professional employees beginning after July 1st, 2004 will be determined by the number of years of public teaching experience levels and/or practical, clinical or professional experience (e.g. nurse, social worker, psychologist, LDTC, speech/language specialist, secretary), not to exceed actual year(s) of experience. A maximum of one (1) year will be credited for professional employees that were certified during non-public school teaching experience. Placement on the guide will reflect actual year(s) of experience. Step Placement will not exceed the equivalent of current staff experience.
 - b. The Chief School Administrator shall have discretion to grant credit for Aides' salary guide placement for new hires based upon prior educational experience with children.

SCHEDULE C: SALARY GUIDES

Teacher Guides

Allamuchy Teacher Salary Guide 2020-2021

	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$53,163	\$53,983	\$54,803	\$55,623	\$56,823	\$58,023	\$59,223
2	\$54,663	\$55,483	\$56,303	\$57,123	\$58,323	\$59,523	\$60,723
3	\$56,163	\$56,983	\$57,803	\$58,623	\$59,823	\$61,023	\$62,223
4	\$57,663	\$58,483	\$59,303	\$60,123	\$61,323	\$62,523	\$63,723
5	\$59,163	\$59,983	\$60,803	\$61,623	\$62,823	\$64,023	\$65,223
6	\$60,663	\$61,483	\$62,303	\$63,123	\$64,323	\$65,523	\$66,723
7	\$62,163	\$62,983	\$63,803	\$64,623	\$65,823	\$67,023	\$68,223
8	\$63,663	\$64,483	\$65,303	\$66,123	\$67,323	\$68,523	\$69,723
9	\$65,163	\$65,983	\$66,803	\$67,623	\$68,823	\$70,023	\$71,223
10	\$66,663	\$67,483	\$68,303	\$69,123	\$70,323	\$71,523	\$72,723
11	\$68,163	\$68,983	\$69,803	\$70,623	\$71,823	\$73,023	\$74,223
12	\$69,663	\$70,483	\$71,303	\$72,123	\$73,323	\$74,523	\$75,723
13	\$71,163	\$71,983	\$72,803	\$73,623	\$74,823	\$76,023	\$77,223
14	\$72,663	\$73,483	\$74,303	\$75,123	\$76,323	\$77,523	\$78,723
15	\$74,163	\$74,983	\$75,803	\$76,623	\$77,823	\$79,023	\$80,223
16	\$75,663	\$76,483	\$77,303	\$78,123	\$79,323	\$80,523	\$81,723
17	\$77,163	\$77,983	\$78,803	\$79,623	\$80,823	\$82,023	\$83,223
18	\$78,663	\$79,483	\$80,303	\$81,123	\$82,323	\$83,523	\$84,723
19	\$80,163	\$80,983	\$81,803	\$82,623	\$83,823	\$85,023	\$86,223
20	\$81,663	\$82,483	\$83,303	\$84,123	\$85,323	\$86,523	\$87,723

Allamuchy Teacher Salary Guide 2021-2022

	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$53,603	\$54,423	\$55,243	\$56,063	\$57,263	\$58,463	\$59,663
2	\$55,103	\$55,923	\$56,743	\$57,563	\$58,763	\$59,963	\$61,163
3	\$56,603	\$57,423	\$58,243	\$59,063	\$60,263	\$61,463	\$62,663
4	\$58,103	\$58,923	\$59,743	\$60,563	\$61,763	\$62,963	\$64,163
5	\$59,603	\$60,423	\$61,243	\$62,063	\$63,263	\$64,463	\$65,663
6	\$61,103	\$61,923	\$62,743	\$63,563	\$64,763	\$65,963	\$67,163
7	\$62,603	\$63,423	\$64,243	\$65,063	\$66,263	\$67,463	\$68,663
8	\$64,103	\$64,923	\$65,743	\$66,563	\$67,763	\$68,963	\$70,163
9	\$65,603	\$66,423	\$67,243	\$68,063	\$69,263	\$70,463	\$71,663
10	\$67,103	\$67,923	\$68,743	\$69,563	\$70,763	\$71,963	\$73,163
11	\$68,603	\$69,423	\$70,243	\$71,063	\$72,263	\$73,463	\$74,663
12	\$70,103	\$70,923	\$71,743	\$72,563	\$73,763	\$74,963	\$76,163
13	\$71,603	\$72,423	\$73,243	\$74,063	\$75,263	\$76,463	\$77,663
14	\$73,103	\$73,923	\$74,743	\$75,563	\$76,763	\$77,963	\$79,163
15	\$74,603	\$75,423	\$76,243	\$77,063	\$78,263	\$79,463	\$80,663
16	\$76,103	\$76,923	\$77,743	\$78,563	\$79,763	\$80,963	\$82,163
17	\$77,603	\$78,423	\$79,243	\$80,063	\$81,263	\$82,463	\$83,663
18	\$79,103	\$79,923	\$80,743	\$81,563	\$82,763	\$83,963	\$85,163
19	\$80,603	\$81,423	\$82,243	\$83,063	\$84,263	\$85,463	\$86,663
20	\$82,103	\$82,923	\$83,743	\$84,563	\$85,763	\$86,963	\$88,163

Allamuchy Teacher Salary Guide 2022-2023

	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45
1	\$54,028	\$54,848	\$55,668	\$56,488	\$57,688	\$58,888	\$60,088
2	\$55,528	\$56,348	\$57,168	\$57,988	\$59,188	\$60,388	\$61,588
3	\$57,028	\$57,848	\$58,668	\$59,488	\$60,688	\$61,888	\$63,088
4	\$58,528	\$59,348	\$60,168	\$60,988	\$62,188	\$63,388	\$64,588
5	\$60,028	\$60,848	\$61,668	\$62,488	\$63,688	\$64,888	\$66,088
6	\$61,528	\$62,348	\$63,168	\$63,988	\$65,188	\$66,388	\$67,588
7	\$63,028	\$63,848	\$64,668	\$65,488	\$66,688	\$67,888	\$69,088
8	\$64,528	\$65,348	\$66,168	\$66,988	\$68,188	\$69,388	\$70,588
9	\$66,028	\$66,848	\$67,668	\$68,488	\$69,688	\$70,888	\$72,088
10	\$67,528	\$68,348	\$69,168	\$69,988	\$71,188	\$72,388	\$73,588
11	\$69,028	\$69,848	\$70,668	\$71,488	\$72,688	\$73,888	\$75,088
12	\$70,528	\$71,348	\$72,168	\$72,988	\$74,188	\$75,388	\$76,588
13	\$72,028	\$72,848	\$73,668	\$74,488	\$75,688	\$76,888	\$78,088
14	\$73,528	\$74,348	\$75,168	\$75,988	\$77,188	\$78,388	\$79,588
15	\$75,028	\$75,848	\$76,668	\$77,488	\$78,688	\$79,888	\$81,088
16	\$76,528	\$77,348	\$78,168	\$78,988	\$80,188	\$81,388	\$82,588
17	\$78,028	\$78,848	\$79,668	\$80,488	\$81,688	\$82,888	\$84,088
18	\$79,528	\$80,348	\$81,168	\$81,988	\$83,188	\$84,388	\$85,588
19	\$81,028	\$81,848	\$82,668	\$83,488	\$84,688	\$85,888	\$87,088
20	\$82,528	\$83,348	\$84,168	\$84,988	\$86,188	\$87,388	\$88,588

Off guide treatment: will receive \$750 for each year off guide plus the salary on Step 22.

No certificated staff member hired after the effective date of this Agreement shall be eligible for off-guide status or recognition pay.

Illustrations:

- One step off guide will get \$750 plus amount on Step 22;
- Two steps off guide will get \$1,500 plus Step 22 amount.

Effective September 1st of the school year during which the anniversary date occurs:

- 10-14 Year Recognition of \$500 for Service to district as TPAF employee
- 15-19 Year Recognition of \$750 for Service to district as TPAF employee
- 20-24 Year Recognition of \$1000 for Service to district as TPAF employee
- 25 Year Recognition of \$2000 for Service to district as TPAF employee

\$1600 recognition for each subsequent year of service to the district as TPAF employee

Allamuchy Custodian Salary Guides

	2020-2021	2021-2022	2022-2023
1	\$34,313	\$35,012	\$35,780
2	\$35,113	\$35,812	\$36,580
3	\$35,913	\$36,612	\$37,380
4	\$36,713	\$37,412	\$38,180
5	\$37,663	\$38,362	\$39,130
6	\$38,613	\$39,312	\$40,080
7	\$39,563	\$40,262	\$41,030
8	\$40,513	\$41,212	\$41,980
9	\$41,463	\$42,162	\$42,930
10	\$42,413	\$43,112	\$43,880
11	\$43,363	\$44,062	\$44,830
12	\$44,313	\$45,012	\$45,780
13	\$45,263	\$45,962	\$46,730
14	\$46,213	\$46,912	\$47,680
15	\$47,163	\$47,862	\$48,630

*Part time custodian salaries will be determined on a prorated basis of the full time employee salary guide. For example, an employee who is hired to work 4 hours per day would earn 0.5 of the salary.

*All salaries are exclusive of stipends.

Allamuchy Bus Driver Salaries:

Bus Drivers will be compensated at an hourly rate. Drivers hired after July 1, 2020 will be compensated no higher than the least senior driver. All driver hourly rates will increase by \$1.00 per year of the contract.

Following the completion of five (5) consecutive years of service as a bus driver in the District, bus drivers who continue to work in the same role on the first day of the sixth (6th) calendar year shall receive a non-pensionable stipend of \$300.

Following the completion of ten(10) consecutive years of service as a bus driver in the District, bus drivers who continue to work in the same role on the first day of the eleventh (11th) calendar year shall receive a non-pensionable stipend of \$750.

Following the completion of fifteen (15) consecutive years of service as a bus driver in the District, bus drivers who continue to work in the same role on the first day of the sixteenth (16th) calendar year shall receive a non-pensionable stipend of \$1000.

Following the completion of twenty (20) consecutive years of service as a bus driver in the District, bus drivers who continue to work in the same role on the first day of the twenty first (21st) calendar year shall receive a non-pensionable stipend of \$1250.

Bus drivers who are not eligible for the stipend on the first day of a new school year, but become eligible for the same in between the second day and the last day of a school year shall receive a prorated stipend for that particular school year.

Allamuchy Paraprofessional Salary Guides

	2020-2021	2021-2022	2022-2023
1	\$18,672	\$19,364	\$20,080
2	\$19,072	\$19,764	\$20,480
3	\$19,472	\$20,164	\$20,880
4	\$19,822	\$20,514	\$21,230
5	\$20,222	\$20,914	\$21,630
6	\$20,647	\$21,339	\$22,055
7	\$21,097	\$21,789	\$22,505
8	\$21,297	\$21,989	\$22,705
9	\$21,497	\$22,189	\$22,905
10	\$21,697	\$22,389	\$23,105
11	\$21,897	\$22,589	\$23,305
12	\$22,247	\$22,939	\$23,655
13	\$22,747	\$23,439	\$24,155
14	\$23,347	\$24,039	\$24,755
15	\$23,997	\$24,689	\$25,405
16	\$24,697	\$25,389	\$26,105
17	\$25,497	\$26,189	\$26,905
18	\$26,397	\$27,089	\$27,805

Off guide treatment: will receive \$1,000 for each year off guide plus the salary on Step 18.

Illustration:

- One step off guide will get \$1,000 plus amount on Step 18;
- Two steps off guide will get \$2,000 plus Step 18 amount.

SCHEDULE D:
HEALTH INSURANCE EMPLOYEE SHARE

The following table represents the percentage of premiums (medical, prescriptions and dental) for which the employee is responsible:

SINGLE		FAMILY		TWO ADULTS OR PARENT/CHILD	
0.00-19,999.99	3.0%	0.00-24,999.99	1.5%	0.00-24,999.99	2.0%
20,000.00-24,999.99	4.0%	25,000.00-29,999.99	2.5%	25,000.00-29,999.99	3.0%
25,000.00-29,999.99	6.0%	30,000.00-34,999.99	3.5%	30,000.00-34,999.99	4.5%
30,000.00-34,999.99	8.5%	35,000.00-39,999.99	4.5%	35,000.00-39,999.99	5.5%
35,000.00-39,999.99	9.5%	40,000.00-44,999.99	5.5%	40,000.00-44,999.99	6.5%
40,000.00-44,999.99	10.5%	45,000.00-49,999.99	7.5%	45,000.00-49,999.99	8.5%
45,000.00-49,999.99	12.5%	50,000.00-54,999.99	10.5%	50,000.00-54,999.99	13.5%
50,000.00-54,999.99	18.5%	55,000.00-59,999.99	12.5%	55,000.00-59,999.99	15.5%
55,000.00-59,999.99	21.5%	60,000.00-64,999.99	15.5%	60,000.00-64,999.99	19.5%
60,000.00-64,999.99	25.5%	65,000.00-69,999.99	17.5%	65,000.00-69,999.99	21.5%
65,000.00-69,999.99	27.5%	70,000.00-74,999.99	20.5%	70,000.00-74,999.99	24.5%
70,000.00-74,999.99	30.5%	75,000.00-79,999.99	21.5%	75,000.00-79,999.99	25.5%
75,000.00-79,999.99	31.5%	80,000.00-84,999.99	22.5%	80,000.00-84,999.99	26.5%
80,000.00-94,999.99	32.5%	85,000.00-89,999.99	24.5%	85,000.00-99,999.99	28.5%
95,000.00 and above	33.5%	90,000.00-94,999.99	26.5%	100,000.00 and above	33.5%
		95,000.00-99,999.99	27.5%		
		100,000.00-109,999.99	30.5%		
		110,000.00 and above	33.5%		