

AGREEMENT  
BETWEEN THE  
KEANSBURG BOARD OF EDUCATION  
AND THE  
KEANSBURG TEACHERS ASSOCIATION  
2005 – 2008

FINAL 18-Aug-05

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DURATION OF AGREEMENT

- 1. THIS AGREEMENT SHALL BE EFFECTIVE AS OF JULY 1, 2005 AND SHALL CONTINUE IN EFFECT UNTIL JUNE 30, 2008. THIS AGREEMENT SHALL NOT BE EXTENDED ORALLY AND IT IS EXPRESSLY UNDERSTOOD THAT IT SHALL EXPIRE ON THE DATE INDICATED.
- 2. IN WITNESS THEREOF THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE SIGNED BY THEIR RESPECTIVE SECRETARIES, AND THEIR CORPORATE SEALS TO BE PLACED HEREON, ALL ON THE DAY AND YEAR WRITTEN.

KEANSBURG BOARD OF EDUCATION

President

Secretary

Date

Date

KEANSBURG TEACHERS ASSOCIATION

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
President

Date

Date

ARTICLE IRECOGNITIONA. 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 all personnel whether under contract or on leave in the following classifications: teachers, nurses, guidance counselors, librarians, social workers, learning disability specialists, school psychologists, psychotherapists, speech correctionists, secretary/clerks, computer technicians, and teacher assistants employed by the Board. Excluded are the Superintendent, Business Administrator, Assistant Business Administrator, Confidential Employees, cafeteria, maintenance, custodians, hourly employees and all employees of the Administrators Association.

Unless otherwise indicated, the word "employee" when used hereinafter in this agreement, shall refer to all employees, as set forth in Article I, represented by the Association in the negotiation unit as above defined.

ARTICLE IINEGOTIATIONS OF SUCCESSOR AGREEMENTA. Deadline Date

Parties agree to enter into collective negotiations on or about December 1, pursuant to Chapter 123, Public Law of 1974, in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment for all employees for whom the Association is authorized to negotiate. Such negotiations shall begin at a mutually agreeable time. Any agreement so negotiated, shall be applicable to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing, shall be signed by the Board and the Association, and final agreements shall be presented for acceptance or rejection by the full Board of Education at any public meeting and by the Association at a General Membership Ratification Vote.

B. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## C. Proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established. In addition, the majority representative and designated representatives of the public employer shall meet at reasonable times and negotiate in good faith with respect to grievances and terms and conditions of employment.

ARTICLE IIIGRIEVANCE PROCEDUREA. Definitions

Grievance shall mean an alleged violation or dispute concerning the interpretation, application or violation of policies, agreements and administrative decisions affecting terms and conditions of employment of a member, members, or the Association.

B. Procedures

1. A grievant shall institute action under the provisions herein within fifteen (15) calendar days of the occurrence of the complaint. Failure to act within said fifteen (15) days shall constitute abandonment of the grievance.

2. A grievant may process his/her grievance personally or through a representative of his/her own choosing.

3. Level One - Principal or Immediate Supervisor:

A grievant shall first present his/her grievance in writing to his/her immediate supervisor. If the grievance is pursuant to an order of the Superintendent, the grievance shall be processed directly to the Superintendent level. Such writing shall be submitted during the fifteen (15) day period aforementioned and said time limit shall not be extended except by written consent of the Superintendent of Schools. The immediate supervisor and/or principal shall have five (5) working days to answer the grievance in writing.

The written grievance shall specify the following:

- a. Nature of the grievance outlining the section of the contract, administrative decision or policy that was allegedly violated.
- b. Results of previous discussions, if any.
- c. The basis of dissatisfaction.
- d. Remedy sought.

4. Level Two - Superintendent:

If the grievance is not resolved to the employee's satisfaction, the employee shall submit his/her grievance in writing to the Superintendent of Schools within five (5) calendar days following the written response from Level I.

5. Within fifteen (15) calendar days from receipt of the written grievance, the Superintendent will have the aforementioned fifteen (15) calendar days in which to hear the grievance at a mutually agreeable time and answer in writing unless a different time period is mutually agreed upon.

6. Level Three - Board of Education:

Should the Superintendent fail to act in accordance with the immediately preceding paragraph, or should the employee consider the determination by the Superintendent unsatisfactory, he/she may within five (5) calendar days after receiving the determination or failure to make the determination, appeal the grievance to the Board of Education in writing, including a written statement of dissatisfaction and copies of all previous writings.

The Board shall review the grievance with the employee present if he/she so requests. The Board shall render a decision in writing within thirty (30) calendar days following the receipt of the grievance.

7. Level Four - Arbitration:

If the Association determines the grievance is meritorious and is dissatisfied with the Board's determination, it may submit the grievance to binding arbitration with fifteen (15) calendar days following the determination by the Board, provided that referrals of grievances to arbitration shall be limited as follows:

The only grievances, which may be arbitrated, are those based upon an allegation that there has been violation of the express written terms of this Agreement.

The arbitrator shall only have authority to rule upon negotiable terms and conditions of employment. Any dispute as to the negotiability of an issue under the above shall be raised before PERC through a scope of negotiations proceeding.

8. Should the Association refer a grievance to arbitration, it shall be bound by the rules and regulations of the American Arbitration Association in the selection of the arbitrator. The arbitrator shall conduct the hearing for the parties of interest and shall render his/her determination within thirty (30) calendar days of said hearing. The arbitrator's determination shall be final and binding upon the parties.
9. In the event of arbitration, the costs of the arbitrator's services shall be shared by the parties and each of the parties shall bear their own costs.
10. Should the grievant fail to process his/her grievance within the time limits herein set forth at any step, it shall constitute abandonment of the grievance. Should the Board or the Superintendent fail to review the grievance at any step in the process within the time limits set forth in the procedure, the grievant shall have the right to carry the grievance to the next step in the procedure.

ARTICLE IVASSOCIATION RIGHTS AND PRIVILEGESA. Information

1. The Board agrees to furnish to the Association, in response to reasonable requests made by the Association from time to time, available public information in connection with the processing of grievances, as the Board may be able to furnish to the Association.
2. Nothing herein contained shall impose any obligation on the part of the Board to disclose any information, which may be classified as privileged and/or confidential.
3. The Board agrees to furnish to the Association on a regular basis copies of the minutes of the public meetings of the Board of Education and forward notices of meetings to the K.T.A., through inter-school mail, at the same time they are mailed to Board of Education members. During the summer months they will be mailed to the President's home.

B. Release Time for Meetings

1. Whenever any representative of the Association or any teacher is mutually scheduled by the parties to participate during working hours in negotiations or grievance procedures, he/she shall suffer no loss in pay.
2. All but one (1) Secretarial/Clerical representative, from each building and two (2) from the High School, shall be permitted to attend general membership meetings, which shall not exceed six (6). No office shall be left unattended by a Secretary/Clerk. Phones must be covered at all times by a Secretary/Clerk. They shall be permitted to leave at 3:15 p.m. to attend the above-mentioned meetings.

C. Use of School Buildings

1. Whenever the Association desires to use the school buildings, or rooms/room, it shall request permission for such use from the Superintendent or his/her designee.

- D. The KTA President shall be entitled to ten (10) half days or five (5) full days or a combination of these KTA days per school year, with pay. In the event there is a co-presidency, each president shall share the above referenced release days.



## ARTICLE V

EMPLOYEE RIGHTS

- A. No employee shall be reprimanded without just cause. No tenured employee shall be discharged without just cause. Such determinations would be exempt from binding arbitration if the affected employee has statutory protection under the tenure laws or alternate statutory appeal procedures. The non-renewal of a non-tenured employee shall not be subject to the grievance procedure. Such an employee shall have the right, upon request, to an informal appearance before the Board of Education at which time the employee may attempt to persuade the Board to reconsider its decision to not renew the employee.
  
- B. No employee will be reprimanded or disciplined in front of peers or students. This shall not apply to any directives, corrections, statements or actions of an administrator made or taken in a situation threatening staff or student safety.

ARTICLE VITEACHING HOURS AND TEACHING LOADSA. Work Day

1. Teachers' normal workday shall be seven (7) hours.
2. Elementary Schools: On early student dismissal days, teachers are permitted to leave fifteen (15) minutes after the students unless a meeting or in-service program is scheduled when teacher dismissal will be no later than three (3:00) o'clock.  
  
High School: On early student dismissal days, teachers are permitted to leave fifteen (15) minutes after the students unless a meeting or in-service program is scheduled when teacher dismissal will be no later than two-thirty (2:30) o'clock.
3.
  - a.1. In a block schedule, high School teachers shall have a maximum of three (3) teaching periods per day, with a preparation period each semester, or two (2) teaching periods, prep and duty. Prep period is 80 minutes; 25 minute duty-free lunch.
  - a.2. In a non-block schedule, High School teachers shall have a maximum of six (6) teaching periods per day, with two (2) preparation periods per day, or five (5) teaching periods, two (2) duty periods per day and one (1) preparation period per day.
  - b. The Elementary Teacher workday shall consist of the following:
    - daily duty free lunch of.....30 minutes
    - weekly preparation time of 200 minutes which shall be scheduled within the scope of the students' day for a 5-day week of full days. Every effort shall be made to provide a minimum of thirty (30) consecutive minutes of preparation time per day. Questions or alternatives to scheduling, not subject to Article III, may be discussed with the principal and/or the Superintendent.
    - weekly instructional time of not more than 1500 minutes for a 5-day week full days, yielding an average daily instructional time of.....300 minutes
    - weekly non-instructional contact time of not less than 200 minutes for duty assignments, activities, time before and after the student day, remediation, etc., yielding an average daily non-instructional time of.....40 minutes
    - daily homeroom period of.....10 minutes, for a total elementary workday of 420 minutes
4.
  - a. In the event a substitute teacher is not available and the regular teachers must assume the extra classroom responsibilities, the following rates of remuneration shall apply, retroactive from September 1991.

High School:

If a teacher is reassigned from his/her duty period to supervise but not teach a class: No payment.

If a teacher is reassigned from his/her duty period to teach a class: \$15.00 per 40 minutes.

If a teacher is reassigned from his/her preparation period to supervise or teach a class and does not have that preparation period rescheduled elsewhere in the day, the teacher shall be compensated as follows: for 2005-2006, twenty-one (\$21.00) per 40 minutes covered; for 2006-2007, twenty-two dollars (\$22.00) for each 40 minutes covered; and for 2006-2007, twenty-three dollars (\$23.00) for each 40 minutes covered.

b. Elementary:

When a class is divided among two (2) or more staff members, the affected staff members shall divide equally an amount equal to the highest daily substitute rate being paid in the District. Minimum rate will be \$75.00 daily.

Reassignments for class coverage shall be remunerated at \$15.00 per period.

There shall be no remuneration for classroom teachers when they assume additional responsibilities on those occasions when Basic Skills teachers, Resource teachers and/or Librarians (unless Librarian has primary responsibility for instruction) are absent and substitutes are not provided. When Resource teachers are present but do not "hold" their own class then the classroom teacher shall be paid an equal portion of the \$15.00 per period among the staff members affected.

5. Any field trip conducted outside the scope of the school day shall be voluntary.
6. Certified non-teaching professionals will not have any preparation periods. They may have up to a thirty (30) minute duty daily. If so, they will receive a forty-five minute lunch on those days.

B. Work Year

The in-school work year for professional staff employed on a ten (10) month basis shall not exceed one hundred eighty-five (185) days. The school work year for new staff shall not exceed one hundred eighty-six (186) days. The work year for professional staff employed on a twelve (12) month basis shall not exceed two hundred forty (240) days.

Guidance Counselors may be required to work up to an additional five (5) days beyond the contractual work year, and shall be paid the negotiated hourly rate for teachers for such work, and the days shall be scheduled by mutual determination.

C. Meetings

Teachers may be required to remain after the end of the regular work day without additional compensation for the purpose of attending general staff, school, faculty, committee, or other professional meetings four (4) days a month. Such meetings shall begin ten (10) minutes after the student dismissal time and shall last no longer than forty-five (45) minutes. Notices of said meetings shall be posted forty-eight (48) hours in advance.

D. Other Teacher Responsibilities

1. It is the responsibility of each individual teacher, as well as the Board, to provide the highest quality educational program practicable to every boy and girl in the school district. This includes:
  - a. Careful daily preparation.
  - b. Attendance at staff meetings.
  - c. Reasonable participation in activities of the school such as:
    - (1) Open houses, back-to-school night.
    - (2) P.T.A. meetings.
    - (3) Public performances of children in plays, concerts, athletic activities or other extra-curricular activities.
  - d. Home visits: Where home visits are made by the teacher during the school day as part of the school program it will be considered to be professional time. If the visits are made after the normal day, the teacher will be paid \$25.00 per hour.

- E. "Full-time teacher" is defined to mean a teacher who works as in the preceding sections A and B of this article. Persons employed on a less than full-time basis shall have their salaries and all benefits prorated to reflect the number of hours they work per week compared to a full-time employee in the same job category. The only exception to prorated benefits applies to health insurance; employees working twenty (20) or more hours per week get the same insurance benefits as full-time employees; employees working less than twenty (20) hours per week get no health insurance benefits.

The working hours for current part-time employees shall be continuous.

ARTICLE VIIPOSTING PROCEDURESA. Transfers and Reassignments

Any new or open position in the school district shall be posted in all the schools and Central Office bulletin board and a copy sent to the Association. During recess and summer months, notice shall be sent by certified mail to the Keansburg Teachers Association President's home address seven (7) calendar days prior to the closing date for applications to allow time to notify the membership. A position shall be posted for five (5) calendar days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to three (3) calendar days, providing the Association is advised of the emergency. For purposes of this Agreement, all extra-curricular and co-curricular positions shall be included.

B. Promotions

Any new or open promotional position shall be posted in all the schools and Central Office bulletin board and a copy sent to the Association. During recess and summer months, notice shall be sent by certified mail to the Keansburg Teachers Association President's home address within seven (7) calendar days prior to the closing date for applications to allow time to notify the membership. A position shall be posted for five (5) work days. However, in cases of emergency as determined by the Superintendent, the time for posting may be shortened to three (3) work days, providing the Association is advised of the emergency. For purposes of this Agreement, a promotional position is one in supervisory or administrative categories, or one that accrues a stipend above the regular salary.

C. Application Procedure

Employees who desire to apply for such vacancies shall submit their applications in writing to the Superintendent within the time limit specified in the notice.

D. Certification

Where the position requires specific certification, the teacher interested in applying for such position shall indicate his/her qualifications in his/her application. At the request of the Superintendent, documentation of certification may be required.

E. Filling of Vacancies

The parties recognize that the ultimate responsibility for making all appointments rests with the Board of Education and agree that it is the obligation of the Board to fill all vacancies with the best-qualified personnel.

## F. For the purpose of this Article, a position shall be considered "open" when it has been vacated due to the termination, reduction in force, resignation, retirement or permanent transfer or reassignment of its incumbent. Positions that are temporarily vacated due to a long-term paid or unpaid leave shall not be subject to this Article.

In addition, teacher positions which become open after January 15 may be filled for the remainder of that school year without posting. These positions, however, will be posted before the end of that school year for staff wishing to apply for these positions for the following September.

ARTICLE VIIIEMPLOYEE OBSERVATION AND EVALUATION

- A.
1. Upon 48 hours notice an employee shall have the right to review his/her personnel file and a right to a copy of any materials therein in the presence of the Superintendent or his/her designee at a cost of one dollar per page copied.
  2. All evaluations of tenure and non-tenure personnel shall be done in accordance with N.J.A.C. Title 6:3-1.21, 6:3-1.19 and .20.
  3. No material derogatory to an employee's conduct, service, character, or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed; with the express understanding that such signature in no way indicates agreement with the contents or assents to its inclusion in his/her personnel file. The employee shall have the right to append a written reply to such materials.

B. Classroom Observations and Evaluations

All evaluations will be reduced to writing.

1. The employee shall be furnished with a copy of any evaluation within five (5) school days of the observation. The teacher shall have five (5) school days from receipt of evaluation to request a conference with the evaluator. Where both employee and evaluator agree that there may have been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.
2. When the principal is not the evaluator, no evaluation shall be submitted to him/her or any supervisor while such conference as outlined in B.1 above is pending. The employee shall have the right to dissent with any or all parts of the evaluation and to have his/her written dissent appended to the report at the time of submission to the principal or other supervisor within five (5) school days.

C. Yearly Evaluation

1. Prior to the submission of yearly evaluations to the Superintendent of Schools, the administrator or supervisor writing the annual evaluation shall hold a conference with each teacher. When both teacher and evaluator agree that there has been an oversight or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts before submission to the Superintendent. If the teacher objects to, or disagrees with statements in his/her evaluation, he/she shall be allowed ten (10) school days to append a written reply to the evaluation. In order to meet this ten (10) day reply, all evaluations, as to Section "C" of this article, will take place ten (10) school days prior to the last working day in a school year for ten (10) month employees and ten (10) school days prior to the last day in June for twelve (12) month employees. The evaluation shall not be forwarded without this reply. If the teacher does not reply within the allotted time, the evaluation shall be forwarded to the Superintendent on the eleventh (11) school day.

2. All teachers shall be required to sign completed evaluation forms, which may have attached any and all replies of said teacher, but the signing of such forms shall not be deemed to signify an approval on the part of the teacher that the teacher assents to said evaluation. Where both teacher and evaluator agree that there has been an oversight, or a mistake in fact in connection with any evaluation, said evaluation shall be rewritten to reflect the facts.

ARTICLE IX  
STAFF FACILITIES

Within budgetary appropriations and within physical limitations, suitable and adequate facilities shall be furnished for the use of employees.

The Board of Education will make every effort to provide a healthful and safe working environment pursuant to all applicable law and regulation.



ARTICLE XSICK LEAVE

- A. The Board agrees to abide by the provisions in 18A:30 *et seq.* and shall not unreasonably deny any of the rights and privileges therein.
- B. All employees employed prior to September 30 of each year of this Agreement shall be entitled to ten (10) sick leave days each year as of their first day of employment whether or not they report for duty on that day. Employees employed later than September 30 of the school year shall be entitled, as of the date of their hire, to one (1) day for each full month remaining in the school year. Employees employed for limited term contracts, i.e., less than ten (10) months, shall be entitled to one (1) day per month of the contract, all such days being available as of the first day of employment.
- C. Part-time employees working five (5) days per week on a less than full day basis shall receive ten (10) sick days per year.

Part-time employees working less than five (5) days per week shall receive a pro rata amount of sick leave depending upon the number of days worked, e.g., one (1) day worked per week = two (2) sick days per year.

- D. An employee who resigns from the district prior to the end of a school year shall have his/her ten (10) sick leave days for the current year pro-rated after the notice of resignation at the rate of one (1) day per full month of employment. For example: an employee submits a letter of resignation on December 1<sup>st</sup> with an effective date of February 1<sup>st</sup>. He/she, as of the date of the resignation, shall have only five (5) sick leave days available for use prior to his/her terminal date.
- E.1. For 2005-2006, 2006-2007 and 2007-2008:

Payment for unused sick leave shall be made by the Board of Education (B.O.E.) to employees who have been employed by the B.O.E. for a minimum of fifteen (15) years and have filed, with their respective retirement systems, their retirement papers with deferred vesting according to the following:

1. \$25 per day for teachers and for secretary/clerks.
2. 75% accumulated sick days any age beyond 55 years of age at retirement.
3. If the Board adopts the early retirement incentive plan, teachers will have at least 30 days to decide to participate after notice from the Board.
4. Official and definite notice of retirement must be given to the Superintendent at least eight (8) months in advance of retirement.
5. Such payment shall be made by June 30<sup>th</sup>.
6. Payment shall be made to the next of kin of the employee should he/she die while in the employ of the District and meet the conditions of section "E".

## E.2. For 2006-2007 ONLY:

The following SEVERANCE PACKAGE shall be applicable:

1. In the year 2006-2007 only, an employee will receive \$1,000.00 for every year of service to the Keansburg School District for a maximum of 30 years.
2. An employee will receive \$25.00 per day for every sick day accumulated.
3. An employee must have a minimum of 20 years of service to the district to be eligible.
4. Payment will be made in three (3) equal installments. Payout would begin on either July 15 after retirement or January 1 of the following year, as the employee chooses. Or the Board, at the employee's request, makes the contributions to the TSA. This will save 15% payroll tax for the Board.
5. Payment shall be made to the next of kin of the employee should he/she die and has met the conditions stated above.
6. Employee must retire or resign effective June 30 and give definite, irrevocable notice of separation to the Superintendent, no later than the preceding January 1. Upon proof of need, exception to the separation package time frame may be requested of the Superintendent and the Board of Education, and granted, without precedent, at their discretion.
7. The Board of Education reserves the right to require a staff member who has applied for the separation plan to medically verify any sick leave claimed during the employee's last year of employment. An employee who is found to be abusing sick leave may be ineligible for the separation plan payment.

E.3. Effective July 1, 2007, § E.2. becomes null and void. Effective July 1, 2007, the daily rate for reimbursement for unused sick leave in § E.1. above shall increase to thirty dollars (\$30.00).

ARTICLE XILEAVES OF ABSENCE/VACATIONSA. Incremental Movement on the Guide

Incremental movement on the guide will be granted if more than ninety-five (95) days for ten (10) month and one hundred twenty-five (125) days for twelve (12) month employees are worked in the year the leave commences for leaves under Article XI.

B. Temporary Leaves of Absence

## 1. Death in the Immediate Household

Employees may be granted a leave of absence, without loss of pay for death in the immediate household for a period not exceeding seven (7) consecutive calendar days, beginning with the day after the death. Immediate family would include wife, husband, son, son-in-law, daughter, daughter-in-law, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, grandmother, grandfather, and grandchildren. This period may be altered due to extenuating circumstances with the approval of the Superintendent.

## 2. Death Other than the Immediate Household

- a. In the case of the death of a relative not mentioned in Part I, the employee may be granted one (1) working day leave of absence, without the loss of pay, to attend the funeral.
- b. In the event of the death of a close personal friend, an employee may have a day's leave, at the Superintendent's discretion, to attend the funeral and shall receive the day's pay minus substitute pay. Substitute's pay will not apply to secretaries/clerks.
- c. In the case of the death of a staff member, the following will apply:

Those requesting a partial day leave to attend the funeral will do so at the discretion of the building principal.

Those requesting a full day leave to attend the funeral cannot exceed 25% of the total district population or more than 50% from one school. (These percentages will not include partial leaves.) If those requesting such leave should exceed the percentages listed above, only those who comprised the indicated percentages will be allowed to attend. There shall be no loss of pay.

All percentages as to who will be permitted to attend the funeral will be determined by the Principal. If a situation exists (weekend, etc.) wherein the

If the Principal cannot make such a determination then the person responsible for calling substitutes will adhere to the percentages. Every effort should be made by all parties to contact the principal.

### 3. Personal Leave

Personal leave is defined as leave used for any reason other than recreation, rest, or recuperation, or any venture resulting in remuneration for services rendered. These days may be taken without reasons being given, upon 72 hours notice to the Superintendent, except in cases of emergency, and are not to be taken immediately before or after a holiday, except in cases of emergency. Proof of emergency is to be furnished to the Superintendent upon request. Unused personal days under this Paragraph remaining at the end of the school year shall be added to the employee's sick leave accumulation.

Leave entitlements are as follows:

- > A teaching staff member or a clerk shall have three (3) personal days available each school year.
- > Twelve (12) month employees shall have four (4) personal days available each school year.

### C. Other Leaves

#### 1. Maternity Leave

The Board of Education will grant a leave of absence of up to eight weeks for maternity to any regularly employed staff member in the school system who presents such a request for leave in writing to the Superintendent of Schools, including anticipated date of return. All determinations regarding maternity leave requests shall be in conformance with board policy and State Statute.

There is a presumptive period of disability of 4 weeks (20 working days) before the projected delivery date and four weeks (20 working days) after the delivery; however, the leave may be extended if medically necessary, under paragraph C4.

If the staff member elects to work during the four-week period before or after birth, she may do so.

Request for maternity leave shall be filed with the Superintendent a minimum of sixty (60) days prior to the anticipated delivery date.

#### 2. Childcare

The Board of Education may grant a leave of absence without pay for childcare purposes to any regularly employed staff member in the school system who presents such a request for leave in writing to the Superintendent. Such leaves shall commence upon the end of the maternity disability leave in the case of the mother or upon the birth of the child in the case of the father and will be filed thirty (30) days prior to the requested commencement date. In the case of an adoption the leave shall commence upon custody of the child or sooner if required by the adoption agency, and the staff member shall file the request as soon as the staff member is approved by the adoption agency. Childcare leave shall terminate for tenured staff on June 30, on January 1, or on the first day of school upon reopening after the Spring break in either the first or second school year following the commencement of the leave. Childcare leave for non-tenured staff shall terminate on September 1 following commencement of the leave.

3. Family Care Leave

Leave without pay for one (1) full school year or for the remainder of the year in which requested for purposes of caring for a sick member of the immediate family may be granted upon request. No work for compensation or other personal benefit may be engaged in by the employee during leave under this paragraph. Should the reason for the emergency leave end because of the death, recovery, or improvement in the health of the family member necessitating the leave, the employee shall be permitted to work for compensation if his/her request to terminate the leave is rejected. Leaves are pursuant to Board Policy # 408A.

If the family member to be cared for is not sick then such leave shall commence only on September 1, January 1, or upon the first day of school upon reopening after Spring break.

4. Leave of Absence Due to Ill Health, Injury or Other Grave Emergency

An employee may be granted a leave of absence for a maximum of one (1) school year on account of personal illness, accident, or other grave emergency. Written application for such leave shall be made by the employee to the Superintendent of Schools, who shall make such investigation as may be deemed necessary to determine if the granting of such leave is in the best interest of the employee, the students, and the school district. The Superintendent shall make his recommendation to the Board of Education. Leave of absence granted under this section shall be without compensation, and the staff member shall upon his/her return to active service be placed in a position.

D. Vacations

1. Teachers and non-clerical support staff employed on a twelve (12) month basis shall be entitled to twelve (12) days vacation if non-tenured and twenty (20) days if tenured.

ARTICLE XIIREPORTING ABSENCES AND REIMBURSEMENT REGULATIONSA. Reporting Absences

1. When absence is necessary, all personnel must notify one of the designated persons no later than 7:00 a.m. on the day of the absence, except in case of emergency. Proof of such emergency is to be furnished upon the request of the Superintendent.
2. If an unusual situation arises, it should be promptly reported to the building principal.
3. If an illness necessitates leaving the building during the day individuals will report this to the principal who will in turn notify the Office of the Superintendent of Schools, in order that a proper replacement can be made. One-half (  $\frac{1}{2}$  ) day of attendance shall equal three (3) hours from the start of the regular day for teaching staff members.

B. Reimbursement Regulations

In order to avoid salary deductions because of absence, all personnel will be required to fill out properly a report of absence, which may be obtained, from the Principal or Main Office of the school.

ARTICLE XIIISALARY GUIDE, SALARY REGULATIONS

- A. During the years 2005 – 2008, the Board covenants and agrees to pay to the staff the salaries in accordance with the Salary Guide annexed hereto and made part thereof, according to 18A.
- B. The regulations covering the payment of salaries shall be made as set forth in Salary Regulations annexed hereto and made part hereof.
- C.1 Employees will be paid twice a month on the fifteenth (15th) and the thirtieth (30th). Where school is closed on either of those two dates, employees will be paid on the last working day.
- C.2 An employee may request to participate in a summer payment plan, which the Board shall establish and operate in accordance with N.J.S.A. 18A:29-3 and N.J.A.C. 6A:23-2.10.
- C.3. The Board of Education shall provide for next day electronic transfer of funds to Mon-Oc Credit Union and to Board approved tax sheltered annuities if they receive a request for wire transfer of funds.
- C.4. The Board of Education shall provide for same day direct deposit of paychecks to employees' Federal Bank at employees' request.
- D. The hourly rate of pay for teachers working beyond the regular school day on assigned professional tasks shall be twenty-five dollars (\$25.00) per hour for 2005-2006; twenty-seven dollars and fifty cents (\$27.50) for 2006-2007; and thirty dollars (\$30.00) per hour for 2007-2008. All payments shall be pro rated based on actual hours worked when providing instruction to students before or after the regular school day, or the regular school year; or for Guidance Counselors working before school starts or after school ends or for SLC members.
- E. Effective July 1, 2005, payment for a sixth period assignment shall be calculated at 1/6<sup>th</sup> of the employee's actual salary up to a maximum payment of 1/6<sup>th</sup> of the average teacher's salary in the district as calculated by the Business Office.
- F. Any 2004-2005 sixth period assignments reassigned to the same staff member and continuing into the 2005-2006 school year or beyond without a break in assignment, shall continue to be paid at 1/6<sup>th</sup> of the employee's actual salary.

ARTICLE XIVTUITION REIMBURSEMENT AND TRAINING

- A. The Board will reimburse teachers and support staff holding a B.A. Degree, the cost of tuition pursuant to the following regulations.
1. The course must be in the employee's area of assignment and in order for reimbursement to occur, must receive prior written approval of the Superintendent. The Board will pay up to the per credit cost of courses of such type at Rutgers University School of Education.
  2. Non-Tenured staff are eligible for one (1) course per school year and tenured staff are eligible for up to two (2) courses per school year. Should the Superintendent deny approval of the second course for a tenured staff member, such denial shall not be subject to the grievance procedure herein.
- B. The Board of Education, upon the recommendation of the Superintendent may approve reimbursement for undergraduate courses taken by professional teaching staff members who are working to fulfill requirements for additional instructional certificates and or endorsements to teach in grades 6-8 or critical needs areas, such as science, math, special education, world languages or any other areas deemed critical by the Superintendent.
- C.
1. The maximum expenditure by the Board under paragraphs A and B of this Article shall be \$50,000 per year.
  2. To receive payment, the employee must submit a transcript showing that he/she has successfully completed the course with a grade of "B" or better, and a receipt showing the actual cost. A passing grade is acceptable for a course that is only offered on a "pass/fail" basis, but if the course can be taken with a range of letter grades, it must be taken that way.
  3. Reimbursements shall be made pursuant to the following schedule:
    - a. For summer and fall courses, the materials required in C.2. must be submitted no later than January 15<sup>th</sup>. If all materials are received in a timely fashion, reimbursement shall be made on the January bill list.
    - b. For winter and spring courses, the materials required in C.2. must be submitted no later than July 15<sup>th</sup>. If all materials are received in a timely fashion, reimbursement shall be made on the September bill list.
  4. Any teacher receiving tuition reimbursement under this article agrees to return to work in the Keansburg School District for the school year following receipt of the tuition reimbursement, or return to the district the amount of the reimbursement. This "return service obligation" shall not apply to a teacher who is not renewed or who is terminated as part of a reduction in force, or when this obligation has been waived at the sole discretion of the Board of Education.
- D. Any teacher receiving specialized training, at Board expense, when said training exceeds \$1,000, agrees to return to teach in Keansburg for the year following the training, or he/she will be held responsible for reimbursing the District for 100% of said training costs. A teacher who leaves the district prior to the end of the second year following said training, will be held responsible for 50% of the cost of training.



ARTICLE XVDEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Keansburg Teachers' Association, the Monmouth County Education Association, the New Jersey Education Association or the National Education Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with N.J.S.A. 52:14-15 9e as amended and under rules established by the State Department of Education. Said monies, together with the records of any corrections, shall be transmitted to the Treasurer of the Keansburg Teachers' Association by the 15th of each month following the monthly pay period in which deductions were made. The Association shall supply to its members the proper forms authorizing such deductions.
- B. If, during the life of this Agreement, there shall be any change in the rate of membership dues, the Association shall furnish to the Board written notice prior to the effective date of such change and shall furnish to the Board new authorization from its members showing the individual deduction authorizations, and the total authorizations, and the total authorized deductions for each employee, it being understood that the only obligation of the Board shall be to remit to Association the total deduction and not the individual deductions. It shall be the obligation of the Association from the total deductions to make further individual deductions authorized by the members. Withdrawal is effective January 1 and July 1 next succeeding the date of which notice of withdrawal is filed.
- C. 1. If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
2. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be determined by the Association in accordance with the law.
3. In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee will be 85% of that amount as the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association membership year immediately following the effective date of the change.
4. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees, in accordance with the Paragraph below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

5. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
  - (a) 10 days after receipt of the aforesaid list by the Board; or
  - (b) 30 days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid 10 days after the resumption of the employee's employment in a bargaining unit position, whichever is later.
6. If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
7. Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.
8. The Association will notify the Board in writing of any changes in the list provided for in Paragraph 1 above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than 10 days after the Board received said notice.
9. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit during the preceding thirty (30) day period. The list will include names, job titles and dates of employment for all such employees.
10. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs, and expenses that may arise out of, or by reason of any action taken or not taken by the employer in conformance with this provision.

ARTICLE XVIINSURANCE PROTECTION

- A. The Board of Education shall provide health, dental and vision insurance that is equal to or better than the current coverage

The plan will include Preadmission Certification Continued Stay Review and Mandatory Second Surgical Opinion. The deductibles shall remain at \$200/400.

All new employees shall be provided with employee only health insurance at no cost to them for the first three years of their employment. They may purchase family coverage through payroll deductions if they so choose, in accordance with the rules of the carrier. They shall be eligible for family coverage at Board expense effective in the first full month following the end of their first three years (thirty-six months) of employment.

Employees hired after July 1, 1996 shall be eligible for Board payment of insurance premiums, for single or family coverage as defined in the preceding paragraph, for the designated paid provider plan offered by the insurance company. Such employees who choose to enroll in any plan costing more than the designated paid provider plan shall pay the additional cost through payroll deductions.

Effective July 1, 2006, all teaching staff members with less than three (3) complete years of employment may elect an appropriate level of health benefits under the P.O.S. plan at Board expense. Teaching staff members may buy-up to the traditional coverage through payroll deduction should they choose to do so. It is understood that this agreement is for medical benefits and dental benefits pursuant to B. below, and does not apply to the vision plans.

Employees with less than 20 hours of work per week receive no health insurance. Present employees grandfathered.

- B. The Board will provide employee and dependents dental insurance, except for employees hired after September 30, 1991. They will be provided with employee only coverage. They may purchase family coverage through payroll deductions if they so choose, in accordance with the rules of the carrier. They shall be eligible for family coverage at Board expense effective in the first full month following the end of their first three years (thirty-six months) of employment.

100% Preventative/Diagnostic  
 100% Treatment/Therapy - \$25 deductible  
 100% Periodontics/Oral Surgery  
 100% Inlays/Crowns  
 50% /Prosthodontics  
 50% Orthodontics (\$1,000 max) (5 years) per person

Annual maximum payment of \$1,500 per person.

There shall be a 20% cap on the premium, based on the premiums from the 1987-90 contract, for the duration of this contract. Any excess above 20% shall be absorbed by the employee based on the employee's type of coverage.

- C. The Board will continue to provide Vision Care Benefits to employees only.

- D. Employees may enroll in an H.M.O. program and shall bear the cost that exceeds the cost of the coverage provided in Section A of this article.
- E. 1. To the extent permitted by law and to the extent the Board is not precluded from providing coverage for such an employee by N.J.S.A. 18A:16-14b, the Board will pay an employee fifty percent (50%) of the savings on premiums when an employee switches from Family or Husband and Wife coverage under Paragraph A and/or B above to either single or no coverage. If any other combination change effects a monetary premium savings, such savings will also be split 50%-50% between the Board and the employee. This program shall apply only when the employee is eligible for the more costly coverage and voluntarily waives such coverage, and shall not apply to employees whose marital or family situations have changed such that they become ineligible for the broader coverage. Employees may retract their waiver and re-enter or broaden their insurance coverage only at a period or re-entry permitted by the insurance carrier. Payments under this program shall be made at the end of the school year.
1. If the premium(s) for health insurance to the Board either will or actually increase at any time because of a decrease or lack of eligible employees opting for coverage or renewing coverage with the Board health insurance provider, then this option to employees shall cease and the last employees in reverse chronological order to exercise this option shall be denied the opportunity to participate and will accept coverage from the carrier as previously. If for any reason a lack of eligible employees apply or accept coverage from the Board's health insurance provider so as to cause or will cause an increase in premium and the number of eligible employees cannot be adjusted as stated above to cause premiums to return to, at the most, their original levels, then the Board will and does have at its absolute discretion the power and ability to discontinue this option or continue the option under terms it sees fit.
2. In order to be eligible to waive coverage as stated in this section, the employee must provide proof of alternative health coverage satisfactory to both the Board and the KTA, for the coverage being waived.
4. The Board of Education may offer family coverage to prospective new hires in critical needs areas who have four (4) or more years of experience for Non-Certified Personnel or be on or above Step 4 for Certified personnel. Any offering of such will be considered by the Board on a case by case basis and any such offering will not constitute or be considered a practice of the Board.
- F. 1. The Board agrees to pay for health insurance for employees on a leave without pay for up to twelve (12) consecutive calendar months. Employees may purchase dental coverage during a leave without pay, paid for through a deduction from their last paycheck(s).
2. The Board agrees to provide health, dental and vision insurance through the months of July and August for any employee whose employment ceases, effective June 30<sup>th</sup>.

ARTICLE XVIIASSIGNMENTS

- A. All employees shall be given written notice of their salary and subject area of assignment for the forthcoming year by July 15th for those employees whose assignments have been determined by that date.
- B. In the event of changes in such assignments, the Association and the teacher affected shall be notified promptly, in writing.

ARTICLE XVIIISECRETARY/CLERK TERMS OF EMPLOYMENTA. Use of Automobile

A member shall be reimbursed at the current per mile rate, as set by the IRS, if required to use his/her own automobile in the performance of their duties.

B. Vacation

Time Allotted:

Annual vacation for Secretaries shall be taken within the contract year at the discretion of the individual member with prior approval of the Board:

The vacation schedule is as follows:

	<u>12 month Employees</u>	<u>10 month Employees</u>
From 6 months to 1 year	5 working day	4 working days
From 1 year to 5 years	10 working days	8 working days
From 6 years to 10 years	15 working days	12 working days
From 11 years to 20 years	20 working days	16 working days
From 21 years to 25 years	21 working days	17 working days
From 26 years to 30 years	22 working days	18 working days
From 31 years & up	23 working days	19 working days

Unused vacation days may be converted to sick days at employee's request (maximum of five (5) yearly).

Clerk vacation days shall not be taken in days off but shall be paid in daily pay for the appropriate number of days at the end of the year.

C. Separation from Service

1. A member who dies before his/her contract period is completed shall have payment for his/her vacation days given to his/her estate.
2. A member who retires during the contract year shall receive full payment for vacation days to which he/she is entitled.

D. Holidays - Paid

Independence Day (12 month only)  
Labor Day  
Columbus Day

Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Winter Vacation (Christmas Week)  
New Year's Day  
Martin Luther King Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Spring Break  
Easter Monday  
Easter Tuesday (in lieu of Election day)  
Memorial Day  
Secretaries/Clerks will have the two (2) N.J.E.A. Convention days off with pay.

E. Work Year/Workday

The work year for Secretaries/Clerks employed on a twelve (12) month basis shall not exceed two hundred forty (240) days.

From September 1 to June 30 the workday for all secretaries and clerks shall be an eight (8) hour day with a 45 minute lunch period and one (1) 15 minute (non-cumulative) break and one (1) 10 minute (non-cumulative) break in the a.m. or the p.m.

Secretarial staff shall not be required to work during the Spring Break except in emergency circumstances as determined by the Superintendent.

Schedules for secretarial staff may be flexed to provide coverage in the buildings.

The workday for secretaries when school is not in session for students shall be from 9:00 a.m. to 3:00 p.m.

All secretaries and clerks shall be on summer hours from July 1st to August 31st, which shall commence at 9:00 a.m. and conclude at 3:00 p.m. with lunch and break as above.

The District practice with respect to flex-time in the summer shall continue at the discretion of the Superintendent. Based upon documented emergent needs in an office, a building, or the District, flex-time may be suspended. Such suspension shall not be grievable under the terms of this Agreement in Article III.

"Full-time" is defined to mean a secretary or clerk who works as in the preceding two paragraphs of this section. Persons employed on a less than full-time basis shall have their salaries and all benefits prorated to reflect the number of hours they work per week compared to a full-time employee in the same job category. The only exception to prorated benefits applies to health insurance: employees working twenty (20) or more hours per week get the same insurance benefits as full-time employees; employees working less than twenty (20) hours per week get no health insurance benefits.

The working hours for current part-time employees shall be continuous.

F. Leaves of Absence

Article XI, Sections A through D, shall apply to all secretaries and clerks.

G. Miscellaneous

At the discretion of the Superintendent, secretaries and clerks shall be granted professional days of absence without loss of pay (i.e. workshops). Secretaries shall be permitted to bring to the Superintendent their suggestions for on-site training; decisions on actual on-site training to be offered are subject to the approval of the Superintendent.

H. Inclement Weather

If a school is closed for emergency purposes so that all staff is dismissed or excused from attendance, the secretarial/clerical staff at that school will be dismissed or excused to the same extent as all other employees.

I. A seniority list will be developed for all secretaries/clerks in the case of RIF.

J. Salaries

Salary increases for the Secretaries/Clerks shall be as attached.



ARTICLE XIXTEACHER ASSISTANTS TERMS OF EMPLOYMENTA. Personal Leave

An employee shall have available two (2) personal days per school year. Personal leave is defined as leave used for any reason other than recreation, rest, or recuperation, or any venture resulting in remuneration for services rendered. These days may be taken without reasons being given, upon 72 hours notice to the Superintendent, except in cases of emergency, and are not to be taken immediately before or after a holiday, except in cases of emergency. Proof of emergency is to be furnished to the Superintendent upon request. Unused personal days under this Paragraph remaining at the end of *the school year* shall be added to the employee's sick leave accumulation. Only those working the full term of a contract year contract qualify for the personal days in any school year. Those employees working less than a school year shall have personal days pro-rated. Unused personal days at the end of each school year shall be added to the employee's accumulated sick leave.

B. Temporary Leaves

## 1. Death in the Immediate Household

Employees may be granted a leave of absence, without loss of pay for death in the immediate household for a period not exceeding five (5) consecutive calendar days, beginning with the day after the death. Immediate family would include wife, husband, son, son-in-law, daughter, daughter-in-law, mother, father, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, grandmother, grandfather, and grandchildren.

## 2. Death Other than the Immediate Household

a. In the case of the death of a relative not mentioned in Part I, the employee may be granted one (1) working day leave of absence, without the loss of pay, to attend the funeral.

C. Health Benefits

Teacher Assistants shall be entitled to the same "single" medical insurance benefits, and on the same terms, as teachers.

D. Work Hours

All teacher assistants shall work seven (7) hours per day. They shall receive a thirty (30) minute duty free lunch and a fifteen (15) minute break, not to be combined, as scheduled by their supervisor.

E. Pay Dates

All teacher assistants will be paid on the 15<sup>th</sup> and 30<sup>th</sup> on the month.

F. Work Year

Teacher assistants shall work 183 days.

G. Salary

Teacher Assistant salary guides are attached hereto and made a part hereof.

- H. Teaching Assistants working in the summer program shall be compensated at their actual hourly rate up to maximum of thirteen dollars and fifty cents (\$13.50) per hour for 2005-2006; at their actual hourly rate up to a maximum of fourteen dollars (\$14.00) per hour for 2006-2007; and at their actual hourly rate up to a maximum of fifteen dollars (\$15.00) per hour for 2007-2008.
- I. Teaching assistants who hold a valid and appropriate certificate and who have been approved on the District's substitute list shall be paid an additional fifteen dollars (\$15.00) for any day on which they are assigned to substitute for an absent professional staff member.

J. District Standards

All current teacher aides must be meet district standards for Teacher Assistants no later than January 1, 2006. Status as a Teacher Assistant shall require the approval of the Superintendent.

- K. 1. Teaching assistants who hold a minimum of an A.A. degree or higher shall be eligible for reimbursement for one (1) three (3) credit undergraduate course at the Rutgers rate per year. The course must be related to their employment, their current degree, or be in education, and the assistant must receive prior written approval of the course from the Superintendent.
2. Teaching assistants hired before July 1, 2005, who do not possess an A.A. degree and who pursue undergraduate credits may be eligible for a one time reimbursement amount of five hundred dollars (\$500) if they meet the following qualifications:
1. the courses must have the prior approval of the Superintendent
  2. the course must be job related in an approved course of study for an A.A. degree
  3. the courses must be taken at a recognized, N.C.A.T.E. approved institution of higher learning
  4. the employee must complete a course of study and be granted an A.A. degree
3. Once the foregoing conditions have been met, the employee must submit an official copy of his/her transcript and awarded degree and the last five hundred dollars worth of bills for tuition. The Board, subsequent to a review of the submitted materials shall reimburse the employee for up to the five hundred dollar limit.
4. Any teaching assistant receiving tuition reimbursement under this article agrees to return to work in the Keansburg School District for the school year following receipt of the tuition reimbursement, or return to the district the amount of the reimbursement. This "return service obligation" shall not apply to a teacher assistant who is not renewed or who is terminated as part of a reduction in force, or when this obligation has been waived at the sole discretion of the Board of Education.

Teacher Salary Guide:**2005-2006**

<b>1-2</b>	41,470	42,830	44,140	45,550
<b>3</b>	41,720	43,080	44,390	45,800
<b>4</b>	41,970	43,330	44,640	46,050
<b>5</b>	42,390	43,750	45,060	46,470
<b>6</b>	42,890	44,250	45,560	46,970
<b>7</b>	43,390	44,750	46,060	47,470
<b>8</b>	44,390	45,920	47,450	48,990
<b>9</b>	46,240	47,770	49,300	50,840
<b>10</b>	48,190	50,290	54,010	55,720
<b>11</b>	50,140	52,240	55,960	57,670
<b>12</b>	52,090	56,730	60,560	64,390
<b>13</b>	54,040	58,680	62,510	66,340
<b>14</b>	55,990	60,630	64,460	68,290
<b>15</b>	57,940	62,580	66,410	70,240
<b>16</b>	59,890	64,530	68,360	72,190
<b>17</b>	61,840	66,480	70,310	74,140
<b>18</b>	64,075	68,715	72,545	76,375
<b>19</b>	66,410	71,050	74,880	78,710
<b>20</b>	68,845	73,485	77,315	81,145
<b>21</b>	71,380	76,020	79,850	83,680
<b>OG 1</b>	74,085		82,555	86,380
<b>OG 2</b>	76,555	81,205	85,035	88,855
<b>OG 3</b>		83,810		
<b>OG 4</b>	80,865			
<b>OG 5</b>		87,215	91,041	94,867

Teacher Salary Guide:**2006-2007**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>MA+30</b>	<b>MA+60</b>
<b>1</b>	42,900	44,700	46,500	48,300
<b>2-3</b>	43,150	44,950	46,750	48,550
<b>4</b>	43,400	45,200	47,000	48,800
<b>5</b>	43,820	45,620	47,420	49,220
<b>6</b>	44,320	46,120	47,920	49,720
<b>7</b>	44,820	46,620	48,420	50,220
<b>8</b>	45,820	47,620	49,420	51,220
<b>9</b>	47,620	49,420	51,220	53,020
<b>10</b>	49,490	51,590	55,310	57,020
<b>11</b>	51,380	53,480	57,200	58,910
<b>12</b>	53,280	57,920	61,750	65,580
<b>13</b>	55,190	59,830	63,660	67,490
<b>14</b>	57,110	61,750	65,580	69,410
<b>15</b>	59,040	63,680	67,510	71,340
<b>16</b>	60,980	65,620	69,450	73,280
<b>17</b>	62,930	67,570	71,400	75,230
<b>18</b>	65,205	69,845	73,675	77,505
<b>19</b>	67,580	72,220	76,050	79,880
<b>20</b>	70,055	74,695	78,525	82,355
<b>21</b>	72,630	77,270	81,100	84,930
<b>OG 1</b>	75,338		83,808	87,630
<b>OG 2</b>	77,807	82,457	86,285	90,106
<b>OG 3</b>		85,061		
<b>OG 4</b>	82,115			
<b>OG 5</b>		88,465	92,291	96,117

Teacher Salary Guide:**2007-2008**

<b>Step</b>	<b>BA</b>	<b>MA</b>	<b>MA+30</b>	<b>MA+60</b>
<b>1-2</b>	44,540	46,640	48,740	50,840
<b>3-4</b>	44,790	46,890	48,990	51,090
<b>5</b>	45,195	47,295	49,395	51,495
<b>6</b>	45,695	47,795	49,895	51,995
<b>7</b>	46,195	48,295	50,395	52,495
<b>8</b>	47,195	49,295	51,395	53,495
<b>9</b>	49,050	51,150	53,250	55,350
<b>10</b>	50,920	53,020	56,740	58,450
<b>11</b>	52,810	54,910	58,630	60,340
<b>12</b>	54,710	59,350	63,180	67,010
<b>13</b>	56,620	61,260	65,090	68,920
<b>14</b>	58,540	63,180	67,010	70,840
<b>15</b>	60,470	65,110	68,940	72,770
<b>16</b>	62,410	67,050	70,880	74,710
<b>17</b>	64,360	69,000	72,830	76,660
<b>18</b>	66,590	71,230	75,060	78,890
<b>19</b>	68,920	73,560	77,390	81,220
<b>20</b>	71,350	75,990	79,820	83,650
<b>21</b>	73,880	78,520	82,350	86,180
<b>OG 1</b>	76,591		85,061	88,880
<b>OG 2</b>	79,059	83,709	87,535	91,357
<b>OG 3</b>		86,312		
<b>OG 4</b>	83,365			
<b>OG 5</b>		89,715	93,541	97,367

**NOTE:** Non-certified personnel [computer technicians] are paid at 12/10ths of the appropriate step of the teacher salary guide.

Teacher Salary Guide Movement

<u>STEP</u> 2004-2005	<u>STEP</u> 2005-2006	<u>STEP</u> 2006-2007	<u>STEP</u> 2007-2008
1	1-2	1 2-3	1-2 3-4
2	3	4	5
3	4	5	6
4	5	6	7
5	6	7	8
6	7	8	9
7	8	9	10
8	9	10	11
9	10	11	12
10	11	12	13
11	12	13	14
12	13	14	15
13	14	15	16
14	15	16	17
15	16	17	18
16	17	18	19
17	18	19	20
18	19	20	21
19	20	21	21
20	21	21	21
21	21	21	21
OG1	OG1	OG1	OG1
OG2	OG2	OG2	OG2
OG3	OG3	OG3	OG3
OG4	OG4	OG4	OG4
OG5	OG5	OG5	OG5

<i>Stipend Positions – Non-Athletic</i>	<i>2005-2006</i>	<i>2006-2007</i>	<i>2007-2008</i>
<b>BOLGER MIDDLE SCHOOL</b>			
5-8 Yearbook Advisor	2304	2475	2590
5-8 Student Council Advisor	2304	2475	2590
8 <sup>th</sup> Grade Advisor	2657	2828	2945
5-8 AVA Coordinator	1438	1507	1622
5-8 Music Advisor	3532	3601	3716
<b>HIGH SCHOOL</b>			
Senior Class Advisor	2893	3064	3179
Junior Advisor	2160	2331	2446
Sophomore Advisor	2097	2166	2281
Freshman Advisor	2097	2166	2281
9-12 Student Council Advisor	2442	2613	2900
National Honor Society Advisor	1834	2005	2120
Dramatics Advisor (School Musical)	3171	3240	3355
Musical Advisor (School Musical)	3171	3240	3355
Band Advisor	2605	2776	2891
Yearbook Advisor – Production	3207	3378	3665
Yearbook Advisor – Finance	2017	2359	2935
Key Club Advisor	2363	2432	2547
9-12 AVA Coordinator	1438	1507	1622
Science/Environmental Club Advisor	1474	1648	1763
Chess Club	1372	1441	1556
National Art Honor Society	1771	1942	2057
Mock Trial Advisor	1583	1754	1869
Drama Club (Play) Advisor	1738	1909	2024
Literary Magazine Advisor	1477	1546	1661
Dance Club Advisor	1372	1441	1556
World Language Club Advisor	1414	1585	1700
Task Force Advisor	1414	1585	1700
<b>CARUSO SCHOOL</b>			
AVA Coordinator	1438	1507	1622
Activity Club Advisor	1414	1483	1598
<b>PORT MONMOUTH ROAD</b>			
AVA Coordinator	1438	1507	1622

<i>Positions – Athletic</i>	<i>2005-2006</i>	<i>2006-2007</i>	<i>2007-2008</i>
Head Football	7645	7816	8103
Assistant Head Football Coach	5575	5746	5861
Assistant Football (4) *	5076	5246	5361
Head Tennis (Boys)	4475	4646	4933
Head Tennis (Girls)	4475	4646	4933
Head X-C (Boys)	4806	4977	5092
Head X-C (Girls)	4806	4977	5092
7-8 X-C (Boys)	3148	3217	3332
7-8 X-C (Girls)	3148	3217	3332
Head Basketball (Boys)	6761	6932	7047
Head Basketball (Girls)	6761	6932	7047
Assistant Basketball (Boys) (2) *	4618	4687	4802
Assistant Basketball (Girls) (2) *	4618	4687	4802
7-8 Basketball (Boys)	3738	3909	4024
7-8 Basketball (Girls)	3738	3909	4024
Head Wrestling Coach	6761	6932	7047
Assistant Wrestling Coach (2) *	4618	4687	4802
7-8 Wrestling Coach	3738	3909	4024
7-8 Assistant Wrestling Coach (1)	2581	2752	2867
Head Bowling Coach (Boys)	2591	2933	3220
Head Bowling Coach (Girls)	2591	2933	3220
Head Cheerleading (Football)	2830	2899	3014
Head Cheerleading (Basketball)	2830	2899	3014
7-8 Cheerleading (Basketball)	2711	2780	2895
Head Baseball	6284	6455	6742
Assistant Baseball (2) *	4531	4702	4817
7-8 Baseball Coach	3460	3631	3746
Head Softball Coach	6284	6455	6742
Assistant Softball Coach (2) *	4531	4702	4817
7-8 Softball Coach	3460	3631	3746
5-6 Intramural Basketball (Boys)	1699	1706	1708
5-6 Intramural Basketball (Girls)	1699	1706	1708
5-8 Intramural Coach (3)	1699	1706	1708
Football Photographer	1359	1428	1543
Weight Room Monitor (3)	1591	1660	1775



**Secretary & Clerk Salary Guides**

- > For the 2005-2006 year, secretarial staff shall receive a \$1,500 increase above their 2004-2005 salary.
- > For the 2006-2007 year, secretarial staff shall receive a \$1,500 increase above their 2005-2006 salary.
- > For the 2007-2008 year, secretarial staff shall receive a \$1,500 increase above their 2006-2007 salary.

Salaries for 10 month secretarial employees shall be pro-rated from the appropriate 12 month salary.

**Longevity**

After fifteen (15) years of service to the Keansburg School District, secretaries shall receive two hundred dollars (\$200) in longevity.

After twenty (20) years of service to the Keansburg School District, secretaries shall receive an additional three hundred dollars (\$300) in longevity. [for a total of \$500]

Longevity for 10 month secretarial employees shall be the full amount.

**Teacher Assistant Salary Guides****2005-2006**

<b>Step</b>	<b>Aides</b>	<b>Para/Pro</b>	<b>AA</b>	<b>BA</b>
1	11,885	15,640	15,740	15,840
2	12,325	16,080	16,180	16,280
3	12,785	16,540	16,640	16,740
4	13,265	17,020	17,120	17,220
5	13,750	17,505	17,605	17,705
6	14,235	17,990	18,090	18,190
7	14,720	18,475	18,575	18,675

**2006-2007**

<b>Step</b>	<b>Para/Pro</b>	<b>AA</b>	<b>BA</b>
1	16,140	16,340	16,540
2	16,580	16,780	16,980
3	17,040	17,240	17,440
4	17,520	17,720	17,920
5	18,005	18,205	18,405
6	18,490	18,690	18,890
7	18,975	19,175	19,375

**2007-2008**

<b>Step</b>	<b>Para/Pro</b>	<b>AA</b>	<b>BA</b>
1	17,000	17,300	17,600
2	17,350	17,650	17,950
3	17,725	18,025	18,325
4	18,125	18,425	18,725
5	18,550	18,850	19,150
6	19,000	19,300	19,600
7	19,475	19,775	20,075