

**AGREEMENT**

**between**

**BOARD OF EDUCATION OF  
THE TOWN OF SECAUCUS**

**and**

**SECAUCUS EDUCATION ASSOCIATION**

**for**

**JULY 1, 2003 – JUNE 30, 2006**

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## **PREAMBLE**

In order to effectuate the provision of Section 19 of Article 1 of the Constitution of the State of New Jersey and Chapter 123 P.L. of 1975, this Agreement is made and entered into by and between the Board of Education of the town of Secaucus, County of Hudson, State of New Jersey, (hereinafter referred to as the “Board”) and the Secaucus Education Association, Inc. (hereinafter referred to as “TEACHERS” or, as the case may be, “NON-CERTIFIED EMPLOYEES”, or collectively, the “SEA.”)

## **ARTICLE I**

### **RECOGNITION OF TEACHERS AND NON-CERTIFIED EMPLOYEES**

A. 1. The Secaucus Board of Education hereby recognizes the Secaucus Education Association, Inc. as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certified and non-certified personnel, whether under contract, on leave, employed, or to be employed by the Secaucus Board of Education, hereinafter called the “BOARD,” including:

- a) Teachers
- b) Nurses
- c) Librarians
- d) Media Specialists
- e) Guidance Counselors
- f) Learning Disabilities Specialists
- g) Social Workers
- h) School Psychologists
- i) Clerks
- j) Custodial Staff
- k) Head of Maintenance
- l) Night Supervisor
- m) District Wide Maintenance Staff

but excluding:

- a) Superintendent
- b) Assistant Superintendent
- c) Principals
- d) Assistant Principals
- e) Vice Principals
- f) Dean of Students
- g) Directors
- h) Administrative Assistant to the Superintendent for Special Services
- i) Department Supervisors

B. Unless otherwise indicated, the term “TEACHERS” when used hereinafter in the Agreement shall refer to all professional certified employees represented by the Secaucus Education Association in the negotiating unit above defined.

C. Unless otherwise indicated, the term “NON-CERTIFIED EMPLOYEES” when used hereinafter in this Agreement shall refer to all employees listing in Article 1, paragraph A (i) through A (m). It is understood that the BOARD’s position is reserved namely, that regardless of job title, the confidential secretary to the Superintendent of Schools and to the Secretary of the Board and Secretary to the Assistant Superintendent of Schools are management and are not represented by the Association, and this Agreement does not recognize their right to membership in the Association or the Association’s right to represent them.

D. The term “EMPLOYEE” shall refer to all persons represented and recognized under this Agreement.

**ARTICLE II**  
**DURATION OF AGREEMENT AND NEGOTIATION OF**  
**SUCCESSOR AGREEMENT**

A. This Agreement shall be effective as of July 1, 2003 and shall continue until June 30, 2006.

B. The parties agree to initiate negotiations over a successor agreement in accordance with the procedures set forth in Article III.

C. In the event that the BOARD shall establish an accredited summer school, the working conditions and compensation shall be negotiated with TEACHERS.

D. In the event that the BOARD wishes to engage in any new programs that affect changes in working conditions, the BOARD shall negotiate with EMPLOYEES regarding such changes in working conditions or compensation.

**ARTICLE III**  
**NEGOTIATION PROCEDURE**

A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws, 1975, in a good faith effort to reach agreement on all matters concerning the terms and conditions of TEACHERS' employment. Such negotiations shall begin in accordance with procedures set forth by P.E.R.C. Any agreement so negotiated shall apply to all TEACHERS, and to all NON-CERTIFIED EMPLOYEES, be reduced to writing, be signed by the BOARD and TEACHERS and NON-CERTIFIED EMPLOYEES, and be adopted by all parties.

B. During negotiations, the BOARD and TEACHERS and NON-CERTIFIED EMPLOYEES shall present relevant data, exchange points of view, and

make proposals and counter proposals. The BOARD shall make available to the Association for inspection all pertinent records, data and information of the Secaucus School District. No later than December 31 of each year, the BOARD shall make available to TEACHERS and NON-CERTIFIED EMPLOYEES, preliminary budget proposals, requirements, and allocations.

C. Neither party in any negotiations shall have any control of the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counter proposals in the course of negotiations.

D. Representatives of the BOARD and TEACHERS and NON-CERTIFIED EMPLOYEES negotiating committee may meet at least once every two (2) months at either party's request for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure. Each party shall submit to the other at least three (3) days prior to the meeting, an agenda covering matters they wish to discuss. Should a mutually acceptable amendment to the Agreement be negotiated by the parties, it shall be reduced to writing, be signed by the BOARD and TEACHERS and NON-CERTIFIED EMPLOYEES, and be adopted by all parties.

E. Negotiation procedures shall not be modified in whole or in part by the parties except by an instrument in writing, duly executed by all Parties.

F. In the event the BOARD wishes to engage in any new programs that affect changes in working conditions, or that require additional compensation, the BOARD shall negotiate with TEACHERS and NON-CERTIFIED EMPLOYEES regarding such changes.

**ARTICLE IV**  
**GRIEVANCE PROCEDURE**

**A. DEFINITION:**

1. A “Grievance” shall mean a complaint by an EMPLOYEE or group of EMPLOYEES that there has been as to him, her, or them an event or condition which is a misinterpretation, misapplication, or a violation of this Agreement or of any established BOARD policy affecting terms and conditions of employment or of any administrative regulation affecting terms and conditions of employment. A grievance to be considered under this procedure must be initiated by the grievant within twenty (20) school days of the time that the grievant knows or should be reasonably expected to know of its occurrence. Excluded from this definition of “grievance” are those matters, which relate to the failure to retain a non-tenure TEACHER.

2. As used in the above definition the term “group of EMPLOYEES” shall mean a group of EMPLOYEES having a common grievance.

3. A “grievant” is the person or persons making the claim.

**B. PROCEDURES:**

**1. INDIVIDUAL GRIEVANCE:**

a. Any EMPLOYEE who has a grievance with his principal or immediate superior shall notify the principal or immediate superior within ten (10) school days of the event or action which the EMPLOYEE alleges to have caused the grievance, or within twenty (20) school days of when he/she would reasonably be expected to know of its occurrence.

b. If, as a result of the discussion, the matter is not resolved to the satisfaction of the grievant within two (2) school days of such discussion, the grievant shall set forth the grievance in writing and on the form annexed as Appendix to this



Agreement, and submit same to the principal or immediate superior within ten (10) school days of such discussion.

c. The principal or other superior shall communicate his/her decision to the grievant and the Association in writing within five (5) school days after the receipt of such decision.

d. If such decision is not satisfactory to the grievant, he/she shall present his/her claim in writing to the Superintendent of Schools within five (5) school days after the receipt of such decision.

e. The Superintendent shall meet with the grievant and a representative of the Association within ten (10) school days after receipt of the written grievance.

f. The Superintendent shall communicate his/her decision in writing, along with supporting reasons, to the grievant and the Association within ten (10) school days after the meeting, and a copy shall be submitted to the principal or other superior concerned.

g. If the decision of the Superintendent is not satisfactory to the grievant and the Association, the grievance shall be submitted to the BOARD no later than seven (7) school days after the receipt of the Superintendent's decision.

h. The BOARD, or a committee of the BOARD consisting of no less than four (4) members, shall meet with the grievant and a representative of the Association within twelve (12) school days after receipt of the written grievance.

i. The BOARD shall communicate its decision in writing, along with supporting reasons, within twenty (20) school days after the meeting described in

Paragraph h of this section, to the grievant and the Association, and a copy shall be submitted to the principal or other superior concerned.

j. If the decision of the BOARD is not satisfactory to the grievant, the grievant shall have the right to request the matter be submitted to arbitration. The BOARD and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator, or to obtain such a commitment within five (5) school days, a request for a list of arbitrators may be made to P.E.R.C. by either party. The parties shall then be bound by the rules and procedures of P.E.R.C. in the selection of an arbitrator.

k. The arbitrator's decision shall be in writing and shall set forth his or her findings of facts, reasonings, and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision, which requires the commission of an act, prohibited by law, or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted in writing to the BOARD and the Association and shall be final and binding on all parties.

l. The costs for the services of the arbitrator, including per diem expenses, if any and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the BOARD and the Association. Any other expenses incurred shall be paid by the party incurring same.

m. Pending final determination of the grievance, nothing in this Article in any way shall serve to eliminate the responsibility of any EMPLOYEE, including the grievant, to observe all assignments and applicable rules and regulations of the BOARD.

n. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved party to proceed to the next step. Time periods contained in the grievance procedure may be extended by mutual agreement of the parties in writing.

## **2. GROUP GRIEVANCE:**

a. A group grievance follows the same basic procedure. However, if a group grievance involves the personnel of more than one school, the grievance shall be instituted at the Superintendent's level.

b. A grievance based upon action of the Superintendent or the BOARD shall be initiated at the Superintendent's level.

c. Members of the BOARD and those administrators and supervisors involved in or affected by the action complained of shall be deemed persons having a direct interest in the arbitration for the purpose of attendance at any hearing held under the grievance procedure.

## **3. MISCELLANEOUS:**

a. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year, or as soon thereafter is practicable.

**ARTICLE V**  
**RIGHTS AND PRIVILEGES**

**A. TEACHERS AND NON-CERTIFIED EMPLOYEES:**

1. The BOARD agrees to make available to TEACHERS and NON-CERTIFIED EMPLOYEES in response to reasonable requests from time to time, all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, tentative budgetary requirements, agenda and minutes of all BOARD meetings, census data, names and addresses of all TEACHERS, together with information which may be necessary for TEACHERS AND NON-CERTIFIED EMPLOYEES to process any grievance or complaint.

2. The information developed by the BOARD or TEACHERS and NON-CERTIFIED EMPLOYEES respectively for their own use in the prosecution or refutation of the grievance or complaint shall not be available to the other party unless waiver of this provision is mutually agreed upon by all parties.

3. TEACHERS and NON-CERTIFIED EMPLOYEES shall have the privilege to use school facilities and equipment, including typewriters, mimeographing machines, other duplication equipment, calculating machines, and all types of audio-visual equipment, other than during school hours, providing same are not in use. TEACHERS and NON-CERTIFIED EMPLOYEES shall pay for the reasonable cost of all materials and supplies incidental to such use and also be responsible for the care and/or return of such equipment.

4. TEACHERS and NON-CERTIFIED EMPLOYEES shall have, in each school building, the use of a bulletin board in each facility lounge or TEACHERS' room.

5. TEACHERS and NON-CERTIFIED EMPLOYEES shall have the privilege of using the interschool mail and interschool telephone facilities and school mailboxes as it deems necessary and without the approval of building principals or other members of the administration for official TEACHERS' and NON-CERTIFIED EMPLOYEES' use.

6. The BOARD shall grant, with pay, reasonable time necessary for the President of the S.E.A. or his/her designated representative, to attend N.J.E.A. sponsored meetings which are held during normal school hours.

7. The President of the S.E.A. shall have the right to leave his or her building immediately upon the regular dismissal of his or her students for the purpose of attending to S.E.A. business. He/she shall notify the school office prior to leaving the building.

**B. BOARD:**

1. The BOARD, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the state of New Jersey and of the United States, including all laws, rules and regulations of the State Department of Education and the Commissioner of Education of the State of New Jersey and the provisions of this Agreement shall be construed in the light of the management prerogatives vested in the BOARD by the foregoing legal authorities.

**C. POSITION OPENINGS:**

1. All openings including promotions, vacancies, and newly created positions shall be made known to TEACHERS and NON-CERTIFIED EMPLOYEES in writing by the Superintendent of Schools.

**ARTICLE VI**  
**IN-SCHOOL TEACHER DAY**

A. As professionals, TEACHERS are expected to devote to their assignments the time necessary to meet their responsibilities. TEACHERS shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty “sign-in” register. Any TEACHER arriving for duty after the in-school TEACHER day begins shall file a late report in the building office and shall indicate time of arrival in the sign-in register. The “check mark” procedure shall be observed each time a TEACHER leaves or returns to his building.

B. The in-school TEACHER day shall begin 15 minutes before the student day begins and end no later than 10 minutes after the student day closes except those days when students are dismissed earlier than the normal closing time, specifically to enable TEACHERS to participate in some professional development activity. On the last day of the school week, TEACHERS will be dismissed with the students.

C. Except as clarified in Sections D, E and F of this Article, the in-school TEACHER day shall not exceed seven (7) hours, including all assignments and a duty free lunch period as follows:

**1. ELEMENTARY SCHOOLS:**

A fifty (50) minute duty free lunch period shall be provided for all TEACHERS concurrent with the students’ lunch periods, provided, however, that any TEACHER serving as Lunch Hour Supervisor on a half-time basis shall be entitled to a duty free lunch period for one-half of the lunch period. Any TEACHER serving as Lunch Hour Supervisor on a half period basis shall be entitled to a duty free lunch period for one-half of the lunch period.

## **2. SECAUCUS HIGH SCHOOL/SECAUCUS MIDDLE SCHOOL:**

a. A forty-five (45) minute duty free lunch period shall be provided for all TEACHERS no earlier than fourth period and no later than seventh period. "Lunch Period" means a single uninterrupted period of forty-five (45) consecutive minutes.

b. If, on a given day an administrator is unable to secure aides or other appropriate persons to supervise during the lunch period, and if, on such day the administrator has exhausted all possible alternatives in the given situation, the administrator shall direct a TEACHER to assume such duties, according to the following procedures:

c. TEACHERS shall be assigned within their own building on a rotating basis, and no TEACHER shall serve more than one (1) day at a time. Except as expressly provided otherwise hereinabove, nothing in this provision shall be construed as a forfeiture of the duty free lunch period.

D. Except as clarified in Paragraph F of this Article, the in-school TEACHER day for TEACHERS of educable and trainable special education students shall not exceed five (5) hours and fifty (50) minutes, including fifteen (15) minutes before arrival of their students, and ten (10) minutes after the students' dismissal. In order to fulfill the requirements of the educational program for exceptional children, the above mentioned TEACHERS shall supervise the lunch period, and the after lunch recreation period for their students, with a TEACHER aide, or aides, provided at the discretion of the Superintendent of Schools.

1. TEACHERS of these classes will be relieved from classroom duty for fifteen (15) consecutive minutes, at a reasonable time, during each day to attend to personal needs.

2. On days when these special education TEACHERS are required to remain beyond their normal in-school TEACHER day, they shall be given a fifty (50) minute duty-free lunch period, immediately following the dismissal of their students.

E. Librarians at Secaucus High School/Middle School shall not be required to work more than a seven (7) hour day which shall include a forty-five (45) minute duty free lunch period. However, the Librarian's day will not necessarily be concurrent with the TEACHERS' day. Librarians may be required to begin the workday not more than fifteen (15) minutes before the TEACHER day or end the workday no later than one (1) hour after the dismissal of the last class. Librarians shall be permitted to attend all Association meetings.

F. TEACHERS may be required to remain after the regular work day without additional compensation for the purpose of attending building, faculty or other professional meetings. Except in cases of an emergency, these meetings shall include the following:

1. Fifteen (15) faculty meetings per year.
2. Parent/Faculty Conferences.
3. Ten (10) committee or departmental meetings per year held after the normal school day.
4. Teachers in the elementary/middle schools shall be required to attend no more than two (2) evening parent conferences per school year.
5. Teachers in the high school shall be required to attend no more than two (2) back-to-school nights per year.

G. Effective on July 1, 1997, an in-service program shall be established consisting of a fall session and a spring session, each starting at 1:00 p.m. and ending no later than 4:00 p.m.



H. TUTORIAL TIME:

One day per week, TEACHERS shall be required to provide a 30-minute block of time for the purpose of providing extra help for their students.

This time shall be scheduled by the TEACHER either 30 minutes before the start of the students' day or 30 minutes at the end of the students' day.

The time and the day shall be at the discretion of the TEACHER.

**ARTICLE VII**  
**TEACHING HOURS AND TEACHING LOAD**

A. Every reasonable effort will be made to assure that the daily teaching load in the High School will not exceed five (5) teaching periods per day. In the event it becomes necessary to assign six (6) teaching periods to any TEACHER, he or she shall not be assigned a duty period nor a homeroom.

B. Middle/Secondary TEACHERS shall not be assigned to more than one (1) pupil contact duty period per day. A pupil contact duty period shall not be construed as a teaching period for the purpose of this Article.

C. Middle/Secondary TEACHERS shall not be required to teach more than four (4) consecutive periods, nor more than two (2) consecutive classes when double periods are used, unless by mutual agreement between the TEACHER and the administration.

D. Middle/Secondary TEACHERS shall not be required to teach more than two (2) department areas, nor have more than a total of three (3) teaching preparations, unless by mutual agreement between the TEACHER and the administration.

E. Middle/Secondary TEACHERS shall not be required to change subject area teaching stations more than three (3) times during the school day unless by mutual agreement between the TEACHER and the administration. "Period" means a regular single period as determined by the school schedule.

F. Home Economics TEACHERS shall be permitted to purchase materials during preparation period.

G. In consideration of restructuring the school day to a block schedule at the High School level, the following will be in effect;

1. Each block will be no longer than eighty-eight (88) minutes
2. Each teaching period will be one half (½) of a block
3. No TEACHER shall teach more than three (3) blocks in any one day
4. No TEACHER shall teach more than two (2) blocks consecutively, unless by mutual agreement between the TEACHER and the administration
5. Each TEACHER will receive a duty free lunch period of no less than forty minutes
6. No TEACHER assigned to teach three blocks in any one day shall be given a duty period or a homeroom period.

H. All elementary school TEACHERS shall be provided with at least one preparation period per day.

I. All teachers are required to maintain a web page for their class and/or subject matter taught. The page will be on a website as provided by the BOARD. Each teacher's web page will include the following items;

1. Classroom procedures and requirements
2. Daily homework assignments

3. Tutorial time and day
4. Project due dates

**ARTICLE VIII**  
**IN-SCHOOL WORK YEAR – TEACHERS**

A. The in-school work year of TEACHERS employed on the basis of annual salary for ten (10) months employment, other than first contract employees who may be required to attend an additional five (5) days of orientation, shall not exceed 183 days. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which TEACHER attendance is required.

B. TEACHERS eligible to be employed on the basis of an eleven (11) month salary may include, but are not necessarily restricted to the following categories:

1. Learning Disabilities Specialist
2. Social Worker
3. Guidance Counselors
4. Cooperative Office Education Coordinator
5. Cooperative Industrial Education Coordinator
6. Distributive Education Coordinator
7. School Psychologist

TEACHERS to be employed shall be notified on or before April 30 of the opportunity of such employment and shall notify the administration of acceptance or rejection of such offer by May 15.

Summer employment of TEACHERS will be posted as required by the BOARD. Summer employment of the personnel listed above shall be compensated at the rate of \$35.00 per hour.

The schedule for the additional month shall cover two (2) consecutive weeks (ten work days), after the regular school year closes, and two (2) consecutive weeks (ten work days), before the new school year begins. This schedule may be varied at the request of the TEACHER, as the need occurs, with prior approval by the Superintendent, or his designated representative, but shall not exceed twenty (20) working days in the period between the end of one school year and the beginning of the next school year.

C. The TEACHERS' school year shall begin the second day after Labor Day. Within the limitations established in this section, the BOARD shall have the right to establish and alter the school calendar as necessary.

## **ARTICLE IX**

### **SALARY GUIDE – TEACHERS**

A. The BOARD agrees to use the schedules set forth in Appendices I-III, which are attached hereto and made parts hereof as guides in the annual payment for the employment of TEACHERS in the 2003- 2006 school years and of NON-CERTIFIED EMPLOYEES for the same period.

**B. NOTES:**

1. All TEACHERS will be placed on guide effective July 1, 2003 such compensation shall be considered base pay.

2. All special education TEACHERS already employed in the 1971-72 school year shall continue to receive an additional \$400.00 as Special Education TEACHERS in the Secaucus School System. All new EMPLOYEES hired for the 1972-73 school year and subsequent years shall not be entitled to receive the additional compensation.

a. Child Study Team Stipend: A stipend of \$1500.00 shall be paid to the following C.S.T. members: Social Worker, Learning Consultant, and Psychologist. Part-time C.S.T. members shall be paid on a pro rata basis.

3. Full credit shall be given for previous teaching experience for both outside and within the Secaucus District except when there shall be a period of four (4) consecutive years of non-teaching immediately prior to employment in the Secaucus District at which time no credit shall be given for previous teaching experience. A maximum of four (4) years credit shall be given at the time of initial employment for previous experience in the Military. No prior service credit, except that which has already been allowed, shall be given to any TEACHERS who were employed in the Secaucus District during the 1971-72 school year.

a. "Teaching experience" shall mean full-time employment in an accredited school while holding a valid unconditional teaching certificate. "Non-teaching" during the four (4) consecutive years prior to employment in Secaucus shall exist unless the TEACHER had teaching experience as defined above during said period.

4. The term "service" as defined by the BOARD and the ASSOCIATION shall constitute any service accumulated by a TEACHER in the Secaucus School System.

5. Additional compensation shall be paid as follows:

a. Effective July 1, 1997, longevity for professional staff shall be grandfathered. Professional staff hired after July 1, 1997, shall not be eligible for longevity payments.

A new longevity service guide shall be implemented for all staff who are grandfathered. The new longevity is as follows:

**Longevity Service Guide --- July 1, 2003 to June 30, 2006**

<b>Increment No.</b>	<b>Years of Service</b>	<b>Annual Compensation</b>
1 <sup>st</sup>	2003 – 06 18-20	\$1,420.00
2 <sup>nd</sup>	2003 – 06 21-25	\$ 600.00
3 <sup>rd</sup>	2003 – 06 26-30	\$ 600.00
4 <sup>th</sup>	2003 – 06 31 and over	\$ 600.00

**NOTE:** Longevity payments start after completion of 17th year of service.

b. All TEACHERS who received 1<sup>st</sup> longevity service increment during the 1971- 72 school year and are eligible for additional increments according to the above guide by reason of service attained, shall receive additionally the 2<sup>nd</sup> longevity service increment; thereafter, annual longevity service increment shall be paid to eligible TEACHERS according to the above schedule with no more than one (1) year until all service increments have been received for which they are eligible by longevity service attained.

c. It is understood and agreed that for all TEACHERS who began initial service in the Secaucus longevity service, credit shall be given only for service attained in the Secaucus Public Schools.

6. Subject to the restrictions contained in Article IX, Section B3, TEACHERS with previous teaching experience in the Secaucus School District shall, upon returning to the system, receive full credit on the salary schedule for all military experience up to a maximum of four (4) years. Such TEACHERS who have not been engaged in other teaching or related activities indicated above shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left.

7. In order to receive the B.S. plus 15, B.S. plus 30, M.A., M.A. plus 15, 6th year benefits, or a Doctorial degree, the TEACHER must notify the Superintendent of Schools on or before January 15 of the prior school year. The written notice must stipulate that all requirements will be completed before the start of the succeeding school year. An official transcript of the completed graduate work, or a stipulating letter from the educational institution, must also be forwarded to the Superintendent of Schools before the start of the school year. The TEACHER must be awarded the M.A. Degree during the school year following the completion of the necessary requirements or revert to the B.S. plus 30 scale until such time as the degree is awarded. In the event that the TEACHER shall fail to meet the requirements for the next guide level for the above mentioned benefits, then the BOARD will be reimbursed by the TEACHER for any overpayment due to failure of the TEACHER to submit proof of completion of all requirements for any guide level. Such reimbursements shall be in the form of salary adjustments for the school year in which such benefit was received.

8. A TEACHER with an M.A. degree will be eligible for the 6th year increment upon completion of twenty-six (26) credits beyond the M.A. degree. A TEACHER with an M.A. degree must receive from the Superintendent of Schools approval of the area in which he/she intends to do 6th Year Level Work before beginning his/her work.

9. A TEACHER on the B.S. plus 15 level must receive from the Superintendent of Schools approval of the area which B.S. plus 30 level work will be completed before beginning the work.

10. In order to qualify for increments and adjustments every TEACHER must hold and maintain a valid approved teaching certificate from the New Jersey Department of Education.

11. The BOARD may withhold for inefficiency or other good cause the employment increment, or the adjustment, or both, of any member in any year by a

majority vote of all members of the BOARD. It shall be the duty of the BOARD within ten (10) days, to give written notice of such action, together with the reasons thereof, to the member concerned. The member may appeal from such action to the Commissioner under the rules prescribed by him. The Commissioner shall consider such appeal and shall either affirm the action of the BOARD, or direct that the increment or increments be paid. The Commissioner may designate an Assistant Commissioner to act for him in his place with his powers on such appeals. It shall not be mandatory upon the BOARD to pay any such denied increment in any future year as an adjustment increment. (according to title 18A:29-14).

12. The BOARD agrees to award each EMPLOYEE who has had perfect attendance during the school year the amount of \$350.00. This payment shall be made as part of the 1<sup>st</sup> pay period in September following the school year during which the perfect attendance occurred.

a. The term “perfect attendance” means that the EMPLOYEE has been in attendance for the entire school year and that he or she has not utilized a sick day, a personal business day, or a serious family illness day during the year. Bereavement days, professional days, convention days, field trips, and days spent on business for the BOARD shall not be counted as grounds for ineligibility.

13. All EMPLOYEES shall have the option to be paid during the summer months. Those EMPLOYEES who choose to be paid during the months of July and August shall have one-tenth (1/10th) or ten percent (10%) of their monthly salary deducted from September through June. This ten percent (10%) shall then be paid to them during July and August.



**ARTICLE X**  
**SALARY – NON CERTIFIED EMPLOYEES**

A. The BOARD agrees to use the Schedules set forth in Appendices IV-V which are attached hereto and made part hereof as a guide in the annual payment for the employment of non-certified personnel in the 2003 – 2006 school years.

B. **STIPENDS**

1. Custodial EMPLOYEES will be paid in accordance with salary guide corresponding to Job Classification Level indicated for each EMPLOYEE.

2. Head Building Custodians of the elementary schools shall receive \$2,000.00 over their step on custodial maintenance guide.

3. Head Building Custodian of High School shall receive \$2,400.00 over their step on custodial maintenance guide.

4. Night Supervisor shall receive \$1,300.00 in addition to any other stipends, i.e. Head Custodian elementary school, etc.

5. The BOARD shall provide an electrician stipend of \$5000.00.

C. **LONGEVITY** - All personnel shall receive longevity service increments according to the following guide:

**1. 10-MONTH CLERKS:**

The BOARD agrees to use the following schedule as a guide in the annual payment for employment of Ten (10) Month Clerks:

The Ten Month Clerk shall receive a rate of salary equal to 5/6 of what the Twelve Month Clerk receives, with credit to be given for prior years of service consistent with the salary each would receive if a Twelve Month Clerk, but with no other benefits or entitlements received by a Twelve Month Clerk except paid holidays. The work year shall be September 1 to June 30; less two weeks pay for Easter and Christmas weeks, which are not workweeks for a Ten Month Clerk.

**2. LONGEVITY SERVICE GUIDE – JULY 1, 2003 – JUNE 30, 2006**

<u>Increment No.</u>	<u>Years of Service</u>	<u>Annual Compensation 2003 - 2006</u>
1 <sup>st</sup>	Commencing with 11 years through 14 years of service	\$400.00
2 <sup>nd</sup>	Commencing with 15 years through 20 years of service	\$475.00
3 <sup>rd</sup>	Commencing with 21 years through 25 years of service	\$525.00
4 <sup>th</sup>	Commencing with 26 years through 30 years of service	\$575.00
5 <sup>th</sup>	Commencing with 31 years of service and over	\$625.00

**ARTICLE XI**  
**EMPLOYMENT SCHEDULING OF NON-CERTIFIED EMPLOYEES**

**A. SCHEDULE OF EMPLOYMENT**

1. The regular work schedule for all EMPLOYEES will be five (5) days per week, on a twelve (12) month per year basis unless hereinafter otherwise provided.

**B. DAILY HOURS**

- Clerical.....6 hours per day
- 35 Hour Clerical.....7 hours per day
- Custodial/District Wide Maintenance Staff.....8 hours per day
- \* Bookkeepers.....7 hours per day
- \* 1997 – 1998 Only

1. All daily work schedules will be fixed by the Superintendent of Schools. All EMPLOYEES shall receive a one (1) hour duty free lunch hour daily, exclusive of their regular working hours.

2. All new custodians hired after July 1, 1997, shall be given a work schedule as assigned by the Superintendent of Schools. The new schedule shall be five consecutive days and include weekends.

3. **Summer Hours**

All Clerical Support Staff shall work 8:00 a.m. to 1:00 p.m. with no lunch on Friday.

All Clerical Support Staff shall work six (6) hours per day Monday through Thursday.

Custodial/Maintenance Staff shall work 7:00 a.m. to 1:00 p.m. with no lunch on Friday.

Definition: In summer when school is not in session.

**C. OVERTIME REMUNERATION:**

**1. CUSTODIAL BUILDING CHECKS**

- a. Two hours overtime shall be paid for building checks on Saturdays at the rate of one and one half (1 ½) times the EMPLOYEE'S ordinary hourly wage. For building checks on Sundays and Holidays, overtime shall be paid at the rate of two (2) times the EMPLOYEE'S ordinary hourly wage, with a minimum guarantee of two (2) hours, only when another activity has not provided custodial coverage.
- b. There shall be an overtime rotation list for all full time custodians working in a building on a particular shift. The overtime rotation list shall be created each July 1 and be based upon seniority. Overtime is to be rotated but there is no guarantee of overtime.

**2. CLERICAL**

The computer clerical EMPLOYEE'S ordinary hourly rate shall be paid to all EMPLOYEES for work performed at the request of the BOARD exceeding six (6) hours but not exceeding eight (8) hours in one regular work day, and/or exceeding thirty (30) hours but not exceeding forty (40) hours in any one regular work week.

3. All NON-CERTIFIED EMPLOYEES shall be paid at a rate of one and a half (1 ½) times the computer EMPLOYEES ordinary hourly rate for work performed at the request of the BOARD or its designee exceeding eight (8) hours in any one regular work day of forty (40) hours in any regular work week. Overtime shall also be double time for required work and attendance on Sundays and Holidays, with a minimum of four (4) hours.

**D. ADDITIONAL REMUNERATION:**

1. In the absence of a Head Building Custodian for more than ten (10) work days, the Superintendent of Schools shall designate a custodian to replace him temporarily. Such replacement shall receive the Head Custodian differential on a pro-rated basis.

2. In the absence of a Chief Custodian for more than thirty (30) days, the Superintendent of Schools may, at his discretion, designate a custodian to replace him temporarily. Such replacement shall receive the Head Custodian differential on a pro-rated basis.

3. NON-CERTIFIED EMPLOYEES who attain perfect attendance as defined herein shall be paid an additional sum of \$350.00 for that year of perfect attendance.

4. All full and part/time custodial/maintenance employees, during the first year of their employment, shall be entitled to spend up to \$200.00 towards the purchase of uniform shirts, pants, coats, boots, rain gear, etc. Employees shall be entitled to spend up to \$150.00 each year thereafter for items listed above. All items shall be purchased through BOARD approved vendors. The BOARD will provide an approved vendor list not later than July 1 of any year. All custodial/maintenance employees shall be required to wear the uniforms purchased.

**E. EMERGENCY CONDITIONS:**

1. On days when schools are unable to open because of emergency conditions, CLERICAL employees only will not be required to report to work and will suffer no loss in pay or leave.

2. Custodial/District Wide Maintenance staff members are required to report to work to address building supervision and maintenance for said emergency weather conditions.

**F. LEGAL HOLIDAYS:**

1. All NON-CERTIFIED EMPLOYEES shall be entitled to the following holidays with pay:

Labor Day	New Year's Eve
Columbus Day	New Year's Day
General Election Day	Martin Luther King Day
Veterans Day	Lincoln's Birthday
Thanksgiving Day	Washington's Birthday
Day After Thanksgiving	Good Friday
Christmas Eve	Memorial Day
Christmas Day	Independence Day

2. Additional full or partial holidays with pay may be granted by the BOARD through the Superintendent of Schools.

3. If an entitled holiday occurs on a normal day off (i.e. Saturday, Sunday) an alternate day will be provided. Said compensatory day will be agreed upon in advance of the entitled holiday, but in no event will such day occur on a day when classes are in session. When a holiday falls on a normal day off and is recognized on a weekday and schools are closed, such day shall be the alternate day for purpose of this paragraph.

4. When an entitled holiday occurs on a day when school is in session, NON-CERTIFIED EMPLOYEES will be granted an alternate day off with pay. Such alternate day(s) will be granted by the BOARD as soon as possible after adoption of the school calendar.

**G. VACATIONS:**

1. NON-CERTIFIED EMPLOYEES shall be entitled to the following annual vacations with pay according to the years of experience and schedule fixed by the Superintendent of Schools.

- 1 to 3 years.....Two (2) weeks
- 4 to 10 years.....Three (3) weeks
- 11 to 20 years.....Four (4) weeks
- 21 years or over.....Five (5) weeks

2. NON-CERTIFIED EMPLOYEES shall receive pay check (s) which accrue during vacation period prior to departure for vacation. Reasonable prior notice must be given to the BOARD Office.

3. Any NON-CERTIFIED EMPLOYEE hired between July 1 – January 31, shall be eligible for two weeks vacation. Anyone hired February 1 – June 30 shall receive one vacation day per month during the 1<sup>st</sup> year of employment.

**H. PART-TIME EMPLOYEES:**

1. Twelve month custodial EMPLOYEES, who work no more than twenty-five hours per week, and twelve month Clerical EMPLOYEES, who work no more than twenty hours per week, shall be considered part-time EMPLOYEES.

2. Part-time EMPLOYEES shall be entitled to all contractual benefits and emoluments except health coverage.

3. In case of emergency, with notice to the Association, part-time EMPLOYEES may exceed the maximum twenty or twenty-five hours and not become eligible for health benefits.

4. If a part-time custodian or clerk regularly exceeds the maximum number of hours for a period of three months, they shall be considered full time and shall become eligible for health benefits.

5. Newly hired part-time EMPLOYEES shall be placed on step one of the respective custodial or clerical salary guide. Any individual hired prior to January 1<sup>st</sup> of any year shall be moved to step two of the salary guide as of the following July 1<sup>st</sup>. Any individual hired after January 1<sup>st</sup> of any year shall remain on step one of the salary guide as of July 1<sup>st</sup>.

#### **I. PER DIEM EMPLOYEES:**

1. The Board may hire per diem EMPLOYEES only as substitute workers. Per diem EMPLOYEES may not work more than twenty hours in any work week and shall be compensated at a rate based on the first step of the custodial or clerical guide and shall not be eligible for any contractual benefits or emoluments.

2. A per diem EMPLOYEE may not work more than one hundred days in any twelve-month period. Any per diem person working more than thirty (30) consecutive days shall be then considered a part-time EMPLOYEE and shall be eligible for all benefits listed above.



**ARTICLE XII**  
**EXTRA-CURRICULAR COMPENSATION**  
**SEE APPENDICES VI & VII**

**ARTICLE XIII**  
**REMUNERATION FOR BEDSIDE INSTRUCTION-TEACHERS**

A. TEACHERS engaged in Bedside Instruction authorized by the Superintendent of Schools shall be paid at the rate of \$40.00 per hour.

B. TEACHERS engaged in Bedside Instruction of special handicapped students designated by the Child Study Team and approved by the Superintendent of Schools will be paid at the rate of \$45.00 per hour.

**ARTICLE XIV**  
**REIMBURSEMENT FOR INCURRED EXPENSES-TEACHERS**

A. The BOARD agrees to reimburse TEACHERS for reasonable expenses incurred while on assigned school business beyond the normal scope of employment.

These expenses include, but are not necessarily restricted to:

1. Cost of seminars and workshops
2. Travel expenses for assigned visitations to other schools
3. Travel expenses for multiple school personnel.
4. Tuition for courses taken specifically at the request of the BOARD.

B. EMPLOYEES shall be reimbursed for approved travel expenses at the I.R.S. RATE.

C. Request for reimbursement shall be submitted to the Superintendent of Schools on the standard vouchers used by the BOARD and shall be itemized with bills attached.

D. EMPLOYEES attending overnight trips shall be compensated \$50.00 per day for out-of-pocket expenses.

E. The BOARD shall pay any EMPLOYEE who is requested by the Administration to prepare and/or present a professional development seminar/workshop to EMPLOYEES of the Secaucus Board of Education.

1. Said seminar/workshop must be eligible for professional development hours and shall be governed by the rules and regulations of NJAC Title 6.
2. An EMPLOYEE shall receive \$200.00 for the preparation of a particular seminar or workshop. Said payment shall only occur one time for preparation of said particular seminar or workshop.
3. An EMPLOYEE shall receive \$100.00 per hour for the presentation of a seminar or workshop. Should the EMPLOYEE be requested to present the same seminar/workshop again, they shall be compensated again at the presentation rate of \$100.00 per hour.

## **ARTICLE XV**

### **POSITION OPENINGS**

A. The parties recognize that the assignment, transfer and promotion of personnel is management function vested, by law, exclusively in the BOARD, and that nothing in this Agreement shall be construed to derogate from the power and responsibility of the BOARD in regard to such matters. In order to assist the BOARD in performing this function, as well as to make available as many opportunities as possible

for voluntary transfers and promotions within the school system, the parties agree to the procedural provisions hereinafter set forth.

All openings, including promotions, extra-curricular positions, vacancies (except those occurring in regular classrooms), home teaching, regular summer school programs and newly created positions, shall be publicized by the Superintendent, in accordance with the following procedures:

1. When school is in session, a notice shall be posted in each school as far in advance as practicable. A copy of said notice shall be given to the TEACHERS and NON-CERTIFIED EMPLOYEES at the time of posting. EMPLOYEES desiring to apply for such positions shall submit their application in the manner indicated in the notice.
2. During the summer period when school is not regularly in session, the Superintendent shall post a list of openings to be filled during the summer period at the Administration Office, in each school, and a copy of said notice shall be given to the TEACHERS. Notice of promotional positions which become vacant during and are to be filled during the summer period shall be mailed to each TEACHER at the TEACHER'S address as filed with the Administration.
3. Notice of transfers or reassignment shall be given to TEACHERS by May 15 of each school year.
4. The BOARD must notify all applicants for posted openings of its decision to hire within sixty (60) days of application deadline with its decision.

**ARTICLE XVI**  
**EMPLOYEE EVALUATION**

A. All monitoring or observance of the work performance of a TEACHER shall be conducted openly with full knowledge of the TEACHER and EMPLOYEE. The use of eavesdropping, public address, audio systems and similar surveillance devices shall be strictly prohibited.

B. EMPLOYEES shall be evaluated by the Superintendent of Schools, building principals, or immediate supervisor.

1. “Immediate Supervisor” – (referred to Supervisor). If the Supervisor of any TEACHER is someone other than the Building Principal, or if an EMPLOYEE serves in more than one building, the Superintendent of Schools shall provide each of these TEACHERS and the Association with the name of the Administrator designated by him as the “Immediate Supervisor” no later than October 1<sup>st</sup> of that school year. Such notification shall be in writing.

2. No evaluation report submitted by any person other than the Superintendent, Building Principal, Immediate Supervisor or the designated Supervisor, shall be valid and such invalid reports are not to be placed in any TEACHER’S and EMPLOYEE’S personnel file, or otherwise acted upon.

C. A conference shall be held between the Immediate Supervisor and the EMPLOYEE prior to the submission of any evaluation report. No such report shall be submitted to the central office, placed in the EMPLOYEE’S file or otherwise acted on without prior conference with the EMPLOYEE. The EMPLOYEE shall acknowledge that he or she has had the opportunity to review such materials by affixing his or her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The EMPLOYEE shall also have the right to submit a written answer to such material and his or her answer shall be reviewed

and signed by the Superintendent and attached to the file copy. The employee being evaluated has the right to a copy of the signed evaluation.

D. Prior to submission of an evaluation report, the immediate Supervisor of a NON-TENURED EMPLOYEE shall have had appropriate communication with said EMPLOYEE regarding his or her performance, including, but not limited to:

1. Strengths of the EMPLOYEE
2. Weaknesses of the EMPLOYEE
3. Specific suggestions as to measures which the TEACHER or EMPLOYEE might take to improve his or her performance in each of the areas wherein weaknesses have been indicated.

E. A TEACHER or EMPLOYEE shall have the right, upon written request, to review the contents of his personnel file at a mutually agreed upon time within three (3) days after the request is made. An EMPLOYEE shall be entitled to have a representative of the SEA accompany him/her during such review.

F. Any complaints regarding a TEACHER or EMPLOYEE made to any member of the administration by any parent, student or other person, shall be promptly investigated. The TEACHER or EMPLOYEE involved shall be immediately informed of the complaint and the identity of the complainant, and shall have the right to be represented by the SEA at any meetings, or conferences, regarding such complaints.

G. No material derogatory to an EMPLOYEE'S conduct, service, character or personality shall be placed in his or her personnel file unless the TEACHER had the opportunity to review the material. The TEACHER and EMPLOYEE shall acknowledge that he or she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The EMPLOYEE shall also have the right to submit a written answer to such material, and his or her answer shall be reviewed

and its receipt acknowledged by the Superintendent of Schools and attached to the file copy.

H. Final evaluation of an EMPLOYEE upon termination of his/her employment shall be conducted prior to severance, and no documents, and/or other material, shall be placed in the personnel file of such EMPLOYEE after severance unless done in accordance with the procedures set forth in this Article.

I. The BOARD shall protect the confidentiality of personnel references, academic credentials, evaluations, and other similar documents in accordance with the law and administrative regulations.

J. No later than May 15 of each year, the BOARD shall give to each non-tenured TEACHER, continuously employed since the preceding September 30th, either:

1. A written offer of a contract for employment for the succeeding year, or
2. A written notice that such employment shall not be offered.

K. Nothing in this section shall serve to curtail the option of the BOARD to decline to offer a renewal contract to a non-tenured TEACHER.

## **ARTICLE XVII**

### **SICK LEAVE**

#### **1. TEACHERS:**

A. All TEACHERS employed shall be entitled to twelve (12) sick leave days each school year for personal illness. Unused sick leave shall be accumulated from year to year with no maximum limit.

B. Any EMPLOYEE who contracts a disease normally referred to as a childhood disease which results from employment in the Secaucus School System, shall receive full pay and shall not be required to use his/her accumulated sick days subject to the following:

1. Verification by the BOARD physician that said disease was contracted during the course of employment.
2. That the recovery period of this disease shall terminate upon the approval by the BOARD physician that the TEACHER can return to work.

C. Notice: A telephone answering service shall be provided for an EMPLOYEE to report his/her unavailability for work. Failure of an EMPLOYEE to report his/her unavailability for work by 7 AM shall result in loss of pay for said days.

## **2. NON-CERTIFIED:**

A. All NON-CERTIFIED EMPLOYEES covered by this Agreement shall be entitled to thirteen (13) sick leave days each school year. Unused sick leave shall be accumulated from year to year with no maximum limit.

B. Ten month Clerks shall be entitled to ten (10) sick leave days each school year. Unused sick leave shall be accumulated from year to year. Payment for unused sick days at retirement to match present BOARD policy for twelve month clerks.

C. Notice: A telephone answering service shall be provided for an EMPLOYEE to report his/her unavailability for work. Failure of an EMPLOYEE to report his/her unavailability for work by 7AM shall result in loss of pay for said days. Night custodial maintenance staff must report their unavailability for work no later than 12 NOON.

**ARTICLE XVIII**  
**TEMPORARY LEAVES OF ABSENCE**

**1. TEACHERS:**

A. TEACHERS shall be eligible for the following non-accumulative leaves of absence with full pay, each school year with the prior approval of the Superintendent of Schools, or his designated representative. Application to the Superintendent for temporary leave shall be made at least two (2) days before taking such leave. Notice as herein set forth may be waived at the discretion of the Superintendent of Schools, or his designated representative.

1. Up to five (5) days at any one time in the event of death of a TEACHER'S spouse, father, mother, child, brother, sister, mother-in-law, father-in-law.
2. Up to four (4) days at any one time in the event of serious illness of a TEACHER'S spouse, father, mother, child, brother, sister, mother-in-law, father-in-law.
3. Up to five (5) days per school year personal business. Any unused days will go into an unused personal day bank. At least one day per year must be banked. The days may be accumulated year to year without a maximum limit. In the event an EMPLOYEE is ill and has used all their current and accumulated sick days, only then and only for that purpose may an EMPLOYEE use banked personal days. At the time of retirement or separation from employment with the District, all banked personal days will be compensated for at the rate of \$55.00 per day as follows:
  - ❖ At least 10 years of service; up to 50 personal days
  - ❖ At least 15 years of service; up to 75 personal days



- ❖ At least 20 years of service; up to 100 personal days
- ❖ Twenty-five (25) years or more of service; up to 125 personal days.

4. One (1) day per school year in the event of death of any other relative outside the immediate family as defined above.

5. Time necessary for TEACHERS/NON-CERTIFIED EMPLOYEES called into temporary active duty of any unit in the United States Reserves, or the State National Guard, provided such obligations cannot be filled on days when school is not in session. A TEACHER shall be paid his regular pay in addition to any pay which he receives from the State or Federal government, up to a maximum of one (1) at any one time.

## **2. NON-CERTIFIED:**

A. NON-CERTIFIED EMPLOYEES shall be eligible for the following temporary non-accumulative leaves of absence with full pay each school year with the prior approval of the Superintendent of Schools, or his designated representatives. Application to the Superintendent for temporary leave shall be made at least one day before taking such leave (except in case of emergency).

1. Up to five (5) days at any one time in the event of the death of an EMPLOYEE'S spouse, father, mother, child, brother, sister, mother-in-law, father-in-law.

2. One (1) day per school year in the event of death of any other relative outside the immediate family as defined above.

**B. PERSONAL DAYS**

1. Up to five (5) days per contract year for personal business. Any unused days will go into an unused personal day bank. At least one day per year must be banked. In the event an EMPLOYEE is ill and has used all their current and accumulated sick days, only then and only for that purpose may an EMPLOYEE use banked personal days. At the time of retirement or separation from employment with the District, all banked personal days will be compensated for at the rate of \$55.00 per day as follows:

- ❖ At least 10 years of service; up to 50 personal days
- ❖ At least 15 years of service; up to 75 personal days
- ❖ At least 20 years of service; up to 100 personal days
- ❖ Twenty-five (25) years or more of service; up to 125 personal days.

2. Up to four (4) days in any contract year in the event of a serious illness of a NON-CERTIFIED EMPLOYEE'S spouse, parent, child, brother, sister, or mother/father-in-law.

3. For ten-month clerks, up to three (3) days per school year for personal business.

**ARTICLE XIX**

**EXTENDED LEAVES OF ABSENCE – TEACHERS**

A. A leave of absence without pay of up to two (2) years shall be granted to any TEACHER who joins the Peace Corps, VISTA, National Teacher Corps or service as an exchange TEACHER or overseas TEACHER, and is full-time participant in either of such programs or accepts a Fullbright Scholarship.

B. Military leave without pay shall be granted to any TEACHER who is inducted or enlists in any branch of the armed forces of the United States for the period of said service and three (3) months thereafter, or three (3) months after recovery from any wound or sickness at time of discharge.

C. MATERNITY LEAVE

Maternity leave without pay shall be granted by the BOARD in accordance with the following procedure:

1. All initial applications for and application for extensions or reductions for maternity leave shall be made in writing to the Superintendent.

2. All pregnant TEACHERS may apply for pregnancy leave. As a condition to receiving such leave a pregnant TEACHER shall notify the Superintendent of Schools of the fact of her pregnancy as soon as her pregnancy is known or medically confirmed. She shall advise the Superintendent of the anticipated date of delivery of the child and of any revisions in such date which may come to her knowledge.

3. The pregnant TEACHER must make application of such leave no later than sixty (60) days prior to the date when she wishes her leave to commence. The commencement date of the pregnancy leave shall be determined by taking into account the needs of the District and the physical ability of the TEACHER to continue teaching. It is excepted that pregnancy leave shall commence no later than the start of the eighth month of pregnancy unless the TEACHER presents a statement from her physician stating she is physically able to continue all of her duties beyond that time, in which event she shall be permitted to continue to the date certified by her physician.

4. The BOARD may require a TEACHER during pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which a TEACHER has been assigned. The BOARD shall not require the TEACHER to provide such a certificate (updated) more than once every sixty (60)

calendar days, except during the last two (2) months of pregnancy during which period such certificate may be requested every thirty (30) calendar days.

5. In the event of any question as to the condition of the pregnant TEACHER or as to the opinion of the physician, the TEACHER may be required by the BOARD to submit to an examination, at BOARD expense, by its designated physician, and the TEACHER shall be required to submit to such examination. A difference of opinion between the TEACHER'S physician and the BOARD'S designated physician as to the ability of the TEACHER to continue to perform her duties shall be resolved by a third physician appointed by the TEACHER'S physician and the BOARD'S physician, or by the Hudson County Medical Society should the two (2) physicians be unable to agree. Expenses of such examination shall be borne equally.

6. Nothing stated herein is intended to restrict the right of the BOARD to remove any pregnant TEACHER from her teaching duties if it should determine that her teaching performance has substantially decreased from the time immediately prior to her pregnancy or for any other just cause.

7. All pregnancy leaves shall be terminated no later than one (1) month following the date of delivery of the child unless the TEACHER'S physician shall certify that a further period of recuperation is required by the TEACHER, in which event said leave shall be continued for such additional period of time as shall be deemed necessary by the TEACHER'S physician; subject, however, to the BOARD'S right to question the condition of the pregnant TEACHER and the opinion of the TEACHER'S physician and to have such question resolved in the same manner as provided hereinabove in the case of a pregnant TEACHER seeking to continue working prior to commencing a pregnancy leave. In no event shall any TEACHER be permitted to return to duty following a pregnant leave unless she produces a statement from her physician that she is physically able to return to duty. A TEACHER who has taken a pregnancy leave shall not return to duty during the last month of the academic school year unless permitted to do so by the BOARD in its discretion.

8. Any pregnancy leaves of absence granted to a non-tenured TEACHER shall not extend beyond the end of the academic school year in which the leave is applied for and obtained, unless the BOARD in its sole discretion elects to grant such extension.

**D. CHILD REARING LEAVE**

1. Any TEACHER, may in the case of a birth of a child, or in the case of adoption by such TEACHER of a child six (6) years of age or under or if the child is more than six (6) years of age where special circumstances require, apply for leave for child rearing purposes, provided that:

a. In cases of where both the husband and wife are TEACHERS in this School System, only one of said persons may apply for such leave.

b. In the cases of a female TEACHER the application for child rearing leave shall be made to become effective immediately upon the termination of her pregnancy leave.

2. All initial applications for, and applications for extensions or reductions for child rearing leave must be made in writing to the Superintendent and the initial application shall be filed at least three (3) months before the anticipated birth or adoption of the child, and in any event, no later than April 30. In the event unforeseen circumstances occur within such application period which necessitate a late application by a TEACHER for a child rearing leave, the specific application period shall be waived, provided the TEACHER makes application for such leave immediately upon learning of the unforeseen occurrence.

3. Child rearing leave shall be granted for a period of up to the end of the academic year in which the child is born or adopted, and such leave shall upon the request of the TEACHER, be extended for an additional two (2) academic school years.

4. A TEACHER on leave shall notify the Superintendent no later than April 30 of the last year of such leave in the event she chooses not to return to teaching in the District. Request for extension of such leaves must be made at least three (3) months prior to the commencement of such extended leave period, and in any event no later than April 30.

a. In the event unforeseen circumstances occur within such application period which necessitate late application by a TEACHER for extension of a child rearing leave, the specified period may be waived, providing the TEACHER makes application for such extension immediately upon learning of the unforeseen occurrence. Unless the child rearing leave is a continuation of a pregnancy leave, it is not anticipated that the child rearing leave will be permitted to commence during the first month of the academic school year but that such leave, if requested to take effect during such first month, will commence at the start of the academic school year. A TEACHER requesting child rearing leave will normally not be permitted to return to the School System following such leave during the last month of any academic school year.

5. When a TEACHER who has been granted a child rearing leave returns to the system, such TEACHER may be assigned to any position decided upon by the Superintendent so long as such assignment is within the certification of such TEACHER; the purpose of such assignment is not to interfere with or disrupt the instruction of the pupils particularly when such pupils may have commenced their instruction with another TEACHER who was assigned to such pupils at the start of the academic year.

6. The BOARD may set reasonable conditions for the granting of the child rearing leave, including requirement that the TEACHER receiving such leave not accept full-time employment during all or part of the child rearing leave which would interfere with the purpose of such leave. Per diem substitute teaching will be permitted.

7. Any child rearing leave granted to a non-tenure TEACHER shall not extend beyond the end of the academic year for which the pregnancy leave is granted, unless the BOARD in its sole discretion agrees to grant such extension.

8. Any TEACHER who had applied for and received child rearing leave may reapply for permission to return to employment during the academic school year for which such leave was granted and such leave may thereupon be terminated by the BOARD in its sole discretion

9. All child-rearing leaves of absence and pregnancy leaves commencing prior to physical disability shall be without the benefit of experience increment credit.

10. The designation of a leave as pregnancy leave or child rearing leave shall not, solely by reason of such designation, determine the TEACHER'S rights with respect to sick leave.

11. Upon return from leave granted pursuant to Sections A, B, C, and D of this Article, a TEACHER shall be considered as if he/she were actively employed by the BOARD during the sick leave and shall be placed on the salary schedule according to the procedure outlined in Article X of this Agreement.

12. All extensions or renewals of leaves shall be applied for and granted or denied in writing by the appropriate parties.

13. Other leaves of absence without pay may be granted by the BOARD for good reason.

14. Any leave of absence without pay shall be deducted at the rate of 1/200 of the TEACHER'S annual salary.

**ARTICLE XX**  
**SABBATICAL LEAVE**

A. In the event that legislation shall be enacted during the term of this Agreement by the State of New Jersey establishing a mandatory policy for Sabbatical Leave for school districts, both parties agree to amend this CONTRACT to include the provision set forth in such legislation.

B. Such amendment shall take effect on the same date that such legislation is enacted.

**ARTICLE XXI**  
**AIDES**

A. Aides will be provided no later than September 1. Their qualifications, duties, responsibilities, and assignments will be established by the Superintendent.

**ARTICLE XXII**  
**INSURANCE PROTECTION**

1. A. The BOARD agrees to provide its full-time EMPLOYEES hired before July 1, 1998 full health, prescription and dental benefits as of July 1, 1998. Available are a full indemnification plan or POS at their option. The BOARD also will provide coordination of benefits if the husband and wife both are employed in the district.

B. The BOARD agrees to bear the entire cost of the insurance program and shall have the right to designate the insurance carrier or carriers.



C. The ASSOCIATION agrees to increase the co-payment on the prescription drug plan to \$0/\$10/\$10, \$0 on mail-in orders, \$10.00 on generic brands, \$10 on legend drugs. The traditional indemnity insurance plan will no longer provide an eyeglass coverage component

2. A. Any staff member employed full time after July 1, 1998 shall be enrolled in a full family P.O.S. Medical Coverage Plan which shall cover the staff member and his/her dependents. Part-time employment for an EMPLOYEE shall not count towards time served under this Article.

eg. An individual working four (4) years part-time and two (2) years full time shall only receive benefits according to the schedule for a two (2) year EMPLOYEE.

B. In the second year of employment, the staff member shall be enrolled in the district prescription plan at family coverage.

C. In the third year of employment, the staff member shall be enrolled in the district dental plan at family coverage.

D. In the fourth year of employment, the staff member shall be enrolled in the district's existing indemnification program.

2. For all EMPLOYEES hired after July 1, 1998.

A. EMPLOYEES hired between July 1 and January 31 of any year shall be considered to have completed a full year and shall be eligible for the next level of benefits offered in the schedule indicated in Article XXII section 2 as of the following July 1.

B. EMPLOYEES hired between February 1 and June 30 shall be considered to have completed a full year and shall be eligible for the next level of benefits offered in the schedule indicated in Article XXII section 2 as of the following February 1.

eg. An EMPLOYEE hired October 1, 1999, shall be eligible for the next level of benefits on July 1, 2000. An EMPLOYEE hired March 1, 2000 shall be eligible for the next level of benefits on February 1, 2001.

### **ARTICLE XXIII MISCELLANEOUS PROVISION**

A. As professional people, TEACHERS, in the best interest of the school system and the children whom they serve, may wish to perform beyond their minimal requirements of their employment agreement. Any such voluntary performance shall not derogate any of the employment rights and privileges contained in this Agreement.

### **ARTICLE XXIV MODIFICATION OF AGREEMENT**

A. This CONTRACT may be modified during the term of the CONTRACT only by mutual agreement between the parties. Any modification agreed upon shall be reduced to writing, signed by authorized representatives of both parties, and shall become an addendum to this CONTRACT after approval by the BOARD and TEACHERS and NON-CERTIFIED EMPLOYEES.

**ARTICLE XXV**  
**JUST CAUSE PROVISION**

A. No EMPLOYEE may be discharged, disciplined or reduced in compensation except for just cause. Any such action asserted by the BOARD or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

**ARTICLE XXVI**  
**SEPARABILITY CLAUSE**

A. If any provision of the Agreement or the application of such provision to any person or circumstance, shall be held invalid, the remainder of the Agreement or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

**ARTICLE XXVII**  
**REPRESENTATION**

**A. REPRESENTATION FEE:**

If an EMPLOYEE does not become a member of the TEACHERS' and NON-CERTIFIED EMPLOYEES' Union 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 representative fee to the SEA for that membership year. The purpose of this fee will be to effect the EMPLOYEE'S per capita cost of services rendered by the SEA as majority representative. Nothing herein shall be construed or implied to

encourage or require, or to discourage, membership in the TEACHERS' and NON-CERTIFIED EMPLOYEES' Union by any EMPLOYEE.

**B. CERTIFICATION OF FEE:**

**1. AMOUNT**

Prior to the beginning of each membership year, the SEA will notify the BOARD and each non-member EMPLOYEE in writing of the amount of the regular membership dues charged by the SEA to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount, provided that the representation fee for non-members who begin their employment in bargaining unit positions after January 1 will be only 50% of the regular representation fee.

**2. MAXIMUM FEE**

In order to adequately offset the per capita cost of services rendered by the SEA as majority representative, the representation fee should be equal in the amount to the regular membership dues charged by the SEA to its own members, and the representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be adjusted to the maximum allowed, said adjustment to become effective as of the beginning of the SEA membership year immediately following the effective date of the change.

**C. DEDUCTION PROCEDURE:**

**1. NOTIFICATION**

Prior to November of each year, the SEA will submit to the BOARD a list of those EMPLOYEES who have neither become members of the SEA for the then current membership year nor for that membership year. The BOARD will deduct from the salaries of

such EMPLOYEES, in accordance with Paragraph 2 below, the full amount of the representation fee and promptly will transmit the amount so deducted to the SEA.

## **2. PAYROLL DEDUCTION SCHEDULE**

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 deduction will begin with the first paycheck paid:

- a. 15 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 agreed 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 15 days after the resumption of the EMPLOYEES employment in a bargaining unit position, whichever is later.

## **3. TERMINATION**

If an EMPLOYEE who is required to pay a representation fee terminates his or her employment with the BOARD before the SEA 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 to said EMPLOYEE during the membership year in question.

## **4. MECHANICS OF DEDUCTION AND TRANSMISSION OF FEES**

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the SEA will, as nearly as

possible, be the same as those used for the deduction and transmission of regular membership dues to the SEA.

## **5. CHANGES**

The SEA 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 deduction made more than 15 days after the BOARD receives said notice.

### **D. INDEMNIFICATION AND SAVE-HARMLESS PROVISION:**

#### **1. LIABILITY**

The SEA agrees to indemnify and hold the BOARD harmless against any liability which may arise by reason of any claim, demand or action presented to or against the BOARD by reason of its complying with the provision of this Article or by reason of any alleged conduct or omission of the Secaucus Education Association of New Jersey Education Association, provide that:

- a. The BOARD gives the SEA timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- b. The SEA shall participate fully in the defense of such claim, demand, suit or other form of liability and will cooperate fully with the SEA in gathering evidence, securing witnesses, and in all other aspects of said defense. Nothing herein contained shall in any way diminish the BOARD'S right to take such legal and factual positions as it deems proper, including the right to challenge the legality and constitutionality of the "Agency Shop" or all or any part of the statute authorizing same.

## **2. EXCEPTION**

It is expressly understood that Paragraph 1 above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the BOARD or the BOARD'S imperfect execution of the obligation imposed upon it by this Article.

## **3. ILLEGALITY**

In the event that any provision of this Agreement relating to the Agency Shop, or of the relevant statute, shall be adjudicated unlawful or unconstitutional, this entire portion of the Agreement shall be null and void. The provisions hereof shall not be severable.

# **ARTICLE XXVIII**

## **RETIREMENT/UNUSED SICK LEAVE DAYS**

### **A. RETIREMENT PLANS – TEACHERS:**

#### **1. TEACHERS' PENSION AND ANNUITY FUND**

Any certificated person, under 60 years of age, appointed as a member of the regular teaching or professional staff of a public school system in New Jersey shall be required to enroll in the TEACHERS' Pension and Annuity Fund as condition of his employment.

**2. RETIREMENT SEPARATION COMPENSATION**

Every EMPLOYEE may accumulate sick leave days annually to the maximum allowable under the statutes during his/her employment. Upon retirement, the EMPLOYEE shall receive separation compensation according to the following formula:

A. TEACHERS. Accumulated sick leave days – at \$50.00 a day, up to a maximum of \$ 13,750. The maximum amount will be increased to \$16,250 in the third year of the contract (2005 – 2006).

B NON-CERTIFIED EMPLOYEES (INCLUDING Ten Month Clerk.) Accumulated sick leave days – at \$50.00 a day, up to a maximum of \$13,750. The maximum amount will be increased to \$16,250 in the third year of the contract (2005 – 2006).

In the event of the death of an EMPLOYEE while in active service of the district, the benefits provided in this section shall be payable to his/her beneficiary or estate.

**ARTICLE XXIX  
TUITION PROGRAM**

The BOARD shall offer availability of a tuition program for out-of-town TEACHERS to enroll their children in the Secaucus School System at the tuition of \$1,500.00 per year. This offer shall also include the pre-kindergarten program. For additional children, tuition will be \$1,000.00 per year each. This tuition package does not include transportation; nor, in the case of a Special Education child, is the BOARD responsible for outside the district costs or transportation.



IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

ATTEST:

SECAUCUS BOARD OF EDUCATION

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Edward Walkiewicz  
Board Secretary

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Michael Schlemm  
Board President

ATTEST:

SECAUCUS EDUCATION ASSOCIATION, INC.

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S.E.A., Secretary

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Robert Anderson  
S.E.A., President

**GRIEVANCE REPORT**

Name of  
Grievant: \_\_\_\_\_

Position: \_\_\_\_\_

State of Grievance:

A. Matter grieved, (including specific provision of agreement, BOARD Policy or administrative regulations involved).

B. Date of Occurrence:

C. Relief Sought:

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Disposition by Principal or Superior:

\_\_\_\_\_  
Signature of Principal or Superior

\_\_\_\_\_  
Date

**APPENDIX I**  
**SECAUCUS TEACHERS'**  
**SALARY GUIDE**  
**2003 - 2004**

<b>Step</b>	<b>BA</b>	<b>BA +15</b>	<b>BA +30</b>	<b>MA</b>	<b>MA +15</b>	<b>MA 6th Year</b>
1.	40,900	42,030	43,130	44,330	45,480	48,080
2.	41,100	42,230	43,330	44,530	45,680	48,280
3.	41,500	42,630	43,730	44,930	46,080	48,680
4.	42,000	43,130	44,230	45,430	46,580	49,180
5.	42,709	43,839	44,939	46,139	47,289	49,889
6.	43,444	44,574	45,674	46,874	48,024	50,624
7.	44,179	45,309	46,409	47,609	48,759	51,359
8.	45,859	46,989	48,089	49,289	50,439	53,039
9.	47,854	48,984	50,084	51,284	52,434	55,034
10.	50,075	51,205	52,305	53,505	54,655	57,255
11.	52,375	53,505	54,605	55,805	56,955	59,555
12.	54,784	55,914	57,014	58,214	59,364	61,964
13.	57,675	58,805	59,905	61,105	62,255	64,855
14.	60,775	61,905	63,005	64,205	65,355	67,955
15.	65,875	67,005	68,105	69,305	70,455	73,055
16.	71,700	72,830	73,930	75,130	76,280	78,880
17.	74,668	75,798	76,898	78,098	79,248	81,848

**APPENDIX II**  
**SECAUCUS TEACHERS'**  
**SALARY GUIDE**  
**2004 -2005**

<b>Step</b>	<b>BA</b>	<b>BA +15</b>	<b>BA +30</b>	<b>MA</b>	<b>MA +15</b>	<b>MA 6th Year</b>
1.	42,704	43,834	44,934	46,134	47,284	49,884
2.	42,904	44,034	45,134	46,334	47,484	50,084
3.	43,114	44,244	45,344	46,544	47,694	50,294
4.	43,534	44,664	45,764	46,964	48,114	50,714
5.	44,058	45,188	46,288	47,488	48,638	51,238
6.	44,801	45,931	47,031	48,231	49,381	51,981
7.	45,572	46,702	47,802	49,002	50,152	52,752
8.	46,344	47,474	48,574	49,774	50,924	53,524
9.	48,106	49,236	50,336	51,536	52,686	55,286
10.	50,199	51,329	52,429	53,629	54,779	57,379
11.	52,529	53,659	54,759	55,959	57,109	59,709
12.	54,941	56,071	57,171	58,371	59,521	62,121
13.	57,675	58,805	59,905	61,105	62,255	64,855
14.	60,775	61,905	63,005	64,205	65,355	67,955
15.	65,875	67,005	68,105	69,305	70,455	73,055
16.	71,700	72,830	73,930	75,130	76,280	78,880
17.	77,767	78,897	79,997	81,197	82,347	84,947

**APPENDIX III  
SECAUCUS TEACHERS'  
SALARY GUIDE  
2005 - 2006**

<b>Step</b>	<b>BA</b>	<b>BA +15</b>	<b>BA +30</b>	<b>MA</b>	<b>MA +15</b>	<b>MA 6th Year</b>
1.	44,600	45,730	46,830	48,030	49,180	51,780
2.	44,839	45,969	47,069	48,269	49,419	52,019
3.	45,049	46,179	47,279	48,479	49,629	52,229
4.	45,270	46,400	47,500	48,700	49,850	52,450
5.	45,710	46,840	47,940	49,140	50,290	52,890
6.	46,261	47,391	48,491	49,691	50,841	53,441
7.	47,042	48,172	49,272	50,472	51,622	54,222
8.	47,851	48,981	50,081	51,281	52,431	55,031
9.	48,661	49,791	50,891	52,091	53,241	55,841
10.	50,511	51,641	52,741	53,941	55,091	57,691
11.	52,709	53,839	54,939	56,139	57,289	59,889
12.	55,155	56,285	57,385	58,585	59,735	62,335
13.	57,688	58,818	59,918	61,118	62,268	64,868
14.	60,800	61,930	63,030	64,230	65,380	67,980
15.	65,950	67,080	68,180	69,380	70,530	73,130
16.	71,820	72,950	74,050	75,250	76,400	79,000
17.	77,767	78,897	79,997	81,197	82,347	84,947
18.	81,220	82,350	83,450	84,650	85,800	88,400

**A TEACHER who has attained a Doctorate Degree will be given a stipend of \$1,000 annually added on to his/her base salary.**

**NOTE: Longevity starts after completion of 17 years of service in the district and is not reflected in the salary guides.**

**APPENDIX IV  
CUSTODIAL/ DISTRICT WIDE MAINTENANCE  
SALARY GUIDE**

**LEVEL 1**

	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
Step			
1.	30,800	32,400	34,200
2.	31,000	32,600	34,400
3.	31,500	32,800	34,600
4.	32,000	33,300	34,800
5.	32,487	33,800	35,300
6.	33,963	34,287	35,800
7.	36,436	36,500	36,800
8.	38,258	40,171	40,200
9.			42,179

**LEVEL II**

	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
Step			
1.	38,765	39,765	40,965
2.	39,765	40,765	41,965
3.	40,765	41,765	42,965
4.	41,765	42,765	43,965
5.	42,765	43,765	44,965
6.	43,765	44,765	45,965
7.	44,903	47,148	47,200
8.			49,506

### LEVEL III

	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
Step			
1.	45,300	47,100	48,900
2.	45,732	47,500	49,400
3.	46,232	47,932	49,800
4.	46,732	48,432	50,232
5.	47,232	48,932	50,732
6.	48,132	49,432	51,232
7.	51,565	51,600	51,700
8.	54,143	56,850	56,950
9.			59,693

### MAINTENANCE SALARY GUIDE

	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
Step			
1.	58,202	58,202	58,202
2.	58,702	58,702	58,702
3.	59,202	59,202	59,202
4.	59,702	59,702	59,702
5.	60,202	63,212	66,372

NOTE: Longevity is not reflected in the above guides.

**APPENDIX V**  
**CLERICAL SALARY GUIDE**

	<b>2003 – 2004</b>	<b>2004 – 2005</b>	<b>2005 – 2006</b>
Step			
1.	23,314	25,400	27,300
2.	23,514	25,600	27,500
3.	23,714	25,800	27,700
4.	23,914	26,000	27,900
5.	24,214	26,200	28,100
5A	26,400	26,400	28,300
6.	28,500	28,500	28,500
6A	30,400	30,500	30,500
7.	32,226	32,400	32,700
8.	36,270	36,350	36,350
9.	37,979	39,877	39,877
10.			41,871



### 35-HOUR CLERICAL SALARY GUIDE

	2003 – 2004	2004 – 2005	2005 – 2006
Step			
1.	27,200	29,633	31,850
2.	27,433	29,867	32,083
3.	27,666	30,100	32,317
4.	27,900	30,333	32,550
5.	28,250	30,567	32,783
5A	30,800	30,800	33,017
6.	33,250	33,250	33,250
6A	35,467	35,583	35,583
7.	37,597	37,800	38,150
8.	42,315	42,408	42,408
9.	43,268	45,432	46,524
10.			47,703

**NOTE: Longevity is not reflected in the above guides.**

**\* Effective October 1998, the position of Bookkeeper has been granted confidential employee status.**

**APPENDIX VI**  
**EXTRA-CURRICULAR NON-COACHING STIPENDS**

<b>POSITION</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
ACTIVITY FUND TREASURER	\$1525	1600	1675
AMERICAN TECH. HON. SOC.	\$1100	1150	1200
ART SHOW & JUDGING	\$715	740	765
A.V. COORDINATOR	\$2200	2250	2300
BUILDERS CLUB	\$1000	1025	1050
CHALLENGE CLUB (per session)	\$740	755	770
COMPUTER CLUB	\$1750	1800	1850
COMPUTER TECH	\$1900	1950	2000
CREATIVE DANCE CLUB	\$975	1000	1025
DISTRICT SCIENCE FAIR COOR.	\$950	975	1000
DRAMA CLUB	\$2525	2575	2625
ASSISTANT DRAMA CLUB	\$1225	1250	1275
ELEMENTARY ANNUAL	\$800	850	900
ELEMENTARY BAND	\$2175	2250	2325
ELEMENTARY CHORUS	\$2175	2250	2325
ELEMENTARY NEWSPAPER	\$1150	1175	1200
ELEMENTARY SCIENCE FAIR COOR.	\$825	875	925
ELEMENTARY SCIENCE TRIP COOR.	\$950	975	1000
ELEMENTARY SCIENCE TRIP ASST.	\$550	575	600
ELEMENTARY SCIENCE TRIP CHAP.	\$345	360	375
ELEMENTARY S.G.O.	\$950	1025	1100
FOREIGN LANGUAGE CLUB	\$1050	1100	1150
FOR. LANG. HONOR SOCIETY	\$1150	1200	1250
FORENSICS/MOCK TRIAL	\$1300	1325	1350
H.O.P.E.	\$850	875	900

<b>POSITION</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
<b>H.S. CLASS ADVISORS</b>			
FRESHMAN ADVISOR	\$2450	2600	2750
SOPHOMORE ADVISOR	\$2825	3050	3275
JUNIOR ADVISOR	\$4200	4500	4800
SENIOR ADVISOR	\$4425	4775	5125
H.S. JAZZ BAND	\$1525	1575	1625
H.S. CHORUS	\$1525	1575	1625
H.S. S.G.O.	\$2215	2265	2315
JUNIOR MATH CLUB	\$1050	1075	1100
KEY CLUB	\$1925	1950	1975
LITERARY EXPLORERS' CLUB	\$700	725	750
LITERARY MAGAZINE	\$700	725	750
MEDIA/TECH CLUB	\$925	950	975
METAMORPHOSIS	\$1550	1600	1650
MIDDLE PAGES	\$1250	1275	1300
M.S. YEARBOOK	\$1325	1400	1475
MINI COURSE	\$375	390	410
M.S. S.G.O.	\$1175	1250	1325
M.S. THEATRE CLUB	\$700	725	750
MU ALPHA THETA	\$1350	1400	1450
MUSICAL DIRECTOR/H.S. PLAY	\$2100	2150	2200
NATIONAL HONOR SOCIETY	\$1175	1225	1275
NATIONAL JUNIOR HON. SOC.	\$850	875	900
NATIONAL TECHNOLOGY	\$1000	1025	1050
STUDENT ASSOC.			
NEWSPAPER ADVISOR (H.S.)	\$1800	1850	1900

<b>POSITION</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>
PLAY PRODUCER	\$2400	2500	2600
ROGATE (M.S.)	\$1050	1075	1100
SAFETY PATROL	\$725	750	775
SCHOOL NURSE ACTIVITIES	\$1300	1325	1350
SCHOOL PRODUCTION COORDINATOR	\$3150	3175	3200
SCHOOL STORE	\$850	900	950
SCIENCE CLUB	\$900	925	950
7TH & 8TH GRADE ADVISOR	\$1250	1300	1350
SITE ENGINEERING	\$1075	1100	1125
YEARBOOK-CREATIVE	\$3125	3250	3375
YEARBOOK-FINANCIAL	\$1700	1775	1850
WEE DELIVER	\$950	975	1000
WEIGHT ROOM (SUMMER)	\$1650	1675	1700
BAND DIRECTOR	\$4845	4970	5095
BAND ASSISTANT INSTRUCTOR	\$3170	3245	3320

**1998, all extra-curricular positions as contained in Appendix VI of this agreement shall be paid longevity pursuant Part II below.**

**Part II: Longevity shall be as follows:**

<b>Beginning the Fifth (5) year:</b>	<b>\$300</b>
<b>Beginning the Ninth (9) year:</b>	<b>\$600</b>
<b>Beginning the Thirteenth (13) year:</b>	<b>\$1000</b>

**These increments shall not be cumulative in computation.**

**APPENDIX VII**  
**CO-CURRICULAR COACHING STIPEND**

<b>POSITION</b>	<b>2003 –04</b>	<b>2004 – 05</b>	<b>2005 – 06</b>
ATHLETIC DIRECTOR	\$6945	7245	7545
<b><u>FALL SEASON</u></b>			
FOOTBALL HEAD COACH	\$5445	5745	6045
FOOTBALL ASST. COACH	\$3557.50	3670	3782.50
CROSS COUNTRY HEAD COACH	\$4145	4295	4445
CROSS COUNTRY ASST. COACH	\$2257.50	2370	2482.50
TENNIS HEAD COACH (GIRLS)	\$4095	4245	4395
TENNIS ASST. COACH (GIRLS)	\$2257.50	2370	2482.50
SOCCER HEAD COACH	\$4920	5145	5370
VOLLEY BALL HEAD COACH	\$4895	5095	5295
VOLLEY BALL ASST. COACH	\$2957.50	3070	3182.50
<b><u>WINTER SEASON</u></b>			
BOWLING HEAD COACH	\$3345	3495	3645
INDOOR TRACK HEAD COACH	\$4245	4395	4545
INDOOR TRACK ASST. COACH	\$2307.50	2420	2532.50
GIRLS' BASKETBALL HEAD COACH	\$4995	5295	5595
GIRLS' BASKETBALL ASST. COACH	\$2957.50	3070	3182.50
BOYS' BASKETBALL HEAD COACH	\$4995	5295	5595
BOYS' BASKETBALL ASST. COACH	\$2957.50	3070	3182.50
WRESTLING HEAD COACH	\$4995	5295	5595
WRESTLING ASST. COACH	\$2957.50	3070	3182.50

<u>POSITION</u>	<u>2003-04</u>	<u>2004-05</u>	<u>2005-06</u>
<b><u>SPRING SEASON</u></b>			
TENNIS HEAD COACH (BOYS)	\$4095	4245	4395
TENNIS ASST. COACH (BOYS)	\$2257.50	2370	2482.50
SOFTBALL HEAD COACH	\$4995	5295	5595
SOFTBALL ASST. COACH	\$2957.50	3070	3182.50
BASEBALL HEAD COACH	\$4995	5295	5595
BASEBALL ASST. COACH	\$2957.50	3070	3182.50
TRACK HEAD COACH	\$4595	4745	4895
TRACK ASST. COACH	\$2507.50	2620	2732.50
CHEERLEADER HEAD COACH	\$4845	4995	5145
CHEERLEADER ASST. COACH	\$2957.50	3070	3182.50

**Part II: Longevity shall be for all coaches, in the same sport, regardless of level, for number of years employed as a coach by Secaucus only.**

<b>Beginning the Fifth (5) Year:</b>	<b>\$300</b>
<b>Beginning the Ninth (9) Year:</b>	<b>\$600</b>
<b>Beginning the Thirteenth (13) Year:</b>	<b>\$1000</b>

**These increments shall not be cumulative in computation.**