

AGREEMENT  
BETWEEN  
BLOOMFIELD BOARD OF EDUCATION  
AND  
BLOOMFIELD SUPERVISORS' ASSOCIATION

**PREAMBLE**

This Agreement entered into this 27<sup>th</sup> day of June 2007 by and between the Board of Education of the Township of Bloomfield, New Jersey, hereinafter called the "Board" and the Bloomfield Supervisors' Association, hereinafter called the "Association" is for the school years beginning July 1, 2007 and ending June 30, 2010.

BLOOMFIELD BOARD  
OF EDUCATION

BLOOMFIELD SUPERVISORS  
ASSOCIATION

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
President

ATTEST:

By: \_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Secretary

**ARTICLE 1**  
**RECOGNITION**

- A. Pursuant to recognition granted on November 1, 1992, the Bloomfield Supervisors' Association is the exclusive representative of all certificated coordinators, supervisors and athletic directors employed by the Board. This recognition excluded all employees not specifically identified above.
  
- B. Unless otherwise indicated, the term "supervisor," when used in this Agreement, shall refer to all employees represented by the Association.

**ARTICLE 2**  
**NEGOTIATION PROCEDURE**

- A. The parties agree to enter into collective negotiations in accordance with Chapter 123, P.L. 1974 in the school year which this Agreement expires.
  
- B. This Agreement shall not be modified in whole or in part nor shall additional items be added by the parties except by an amendment in writing approved by the Board and the Association.
  
- C. The representatives of the Board and the representatives of the Association's negotiating committee shall meet upon 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.
  - 1. All meetings between the parties shall be scheduled to take place at a mutually convenient time.
  - 2. Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing and submitted to the Board and to the Association for consideration.
  
- D. In the event an agreement cannot be reached, the matter shall be referred to the New Jersey Public Employment Relations Commission for fact-finding and/or advisory mediation.

**ARTICLE 3**  
**GRIEVANCE PROCEDURE**

A. Definitions

1. A “grievance” is a claim based upon an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this Agreement.
2. A “**grievant**” is the person or persons making the claim or the Association making the claim.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of employees. Both parties agree that these proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance from discussing the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. Each employee has the right to be heard by his/her immediate supervisor, Superintendent, and the Board of Education, on conditions concerning his/her employment. It is understood that he/she will proceed through all levels outlined in this procedure. Grievances shall be submitted in writing on the appropriate form.

2. All employees, including grievant or grievants, shall continue under the direction of the Superintendent regardless of the pendency of the grievance until such grievance is officially resolved. The continuance of duty will not constitute an agreement as to the disposition of the grievance.
3. It is the intent of both parties in interest to process all grievances as expeditiously as possible.
4. In the event a grievance is filled 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 as is practicable.
5. Concerning all levels, both parties shall adhere to the following schedules for submitting and processing a grievance. “Concerning all levels, all parties shall adhere to the following schedules for submitting and processing grievances. Request for time extensions will be made in writing. Requests will be granted. The granting of requests will be in writing. Extensions will be for a maximum of twenty-two (22) days per level of the procedure. Failure to respond with the prescribed time limit or extended time limit, at each level, will allow the Association to submit the grievance to the next higher level. Failure to advance a grievance to the next higher level within the specified time limit, or extended time limit, shall be a waiver of the grievance.”
6. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or, at his option, by a representative selected or approved by the association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

7. **Level 1**

Any aggrieved person must present his grievance to his Immediate supervisor within thirty (30) work days of the occurrence. After discussion of the grievance, the immediate supervisor must reach a decision within six (6) work days of the date on which the grievance was presented.

8. **Level 2**

If no resolution has been reached after the six (6) work day period, the aggrieved person may present his grievance to the Association within ten (10) work days. This presentation must be made in writing. The presentation will be made for the purposes of studying the merit of the grievance and/or to see if the grievance can be resolved through the grievance committee. The grievance committee reserves the right to consult with the aggrieved person's immediate supervisor in order to facilitate resolution of said grievance. A decision must be reached at this level within six (6) work days.

9. **Level 3**

If no resolution has been reached at Level 2, the grievance may be submitted by the Association in writing to the Superintendent of Schools within ten (10) work days. The Superintendent must rule on the grievance within ten (10) work days. He shall respond, after hearings, within this period in a written communication, a copy of which shall be forwarded to the Association.

10. **Level 4**

If no resolution has been reached at level 3, the grievance may be submitted by the Association in writing to the Board within ten (10) work days. The board must rule on the grievance within fifteen (15) work days. The Board shall respond in writing within this period to the individual or group presenting the grievance and shall inform the Association of its action. If the decision of the Board does not resolve the grievance to the satisfaction of the grievant, notice of intention to proceed to arbitration shall be given to the Board, through the Superintendent, within fifteen (15) work days after the receipt of the decision which is being appealed. The grievance shall be submitted to the Public Employment Relations Commission. The parties shall be bound by the Rules of the public Employment Relations Commission. The arbitrator shall limit himself to the issues submitted to him which fall within the scope of the contract. He can add nothing to, nor subtract anything from, the agreement between parties or any policy of the Board of Education. The opinion and award shall be final and binding upon the parties. Only the Board, the aggrieved, and appropriate officials of the Association shall be given copies of the arbitrator's opinion and award. This shall be given within thirty (30) calendar days of the completion of the arbitrator's hearings.

**D. Miscellaneous**

1. If, in the judgment of the Association Grievance Committee, a grievance affects a group or class of employees in a single school building the Grievance Committee may submit the grievance in writing to the Principal following the time guidelines of Level 1.  
If the grievance affects a group or class of employees in more than one building, the Grievance Committee may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level 2.

2. Decisions rendered at Level 1 which are unsatisfactory to the aggrieved person, shall be in writing setting forth the decision and the reasons therefore, and shall be transmitted promptly to all parties in interest and to the chairperson of the appropriate association committee.
3. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
4. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

ARTICLE 4  
RIGHTS OF THE PARTIES

- A. The right to establish policies for the operation and management of the school system is exclusively vested in and retained by the Board. Furthermore, nothing in this Agreement shall be construed to diminish or remove from the Bloomfield Board of Education, the authority or responsibilities which are vested in it by the New Jersey Revised Statutes Title 18A.
- B. Statutory Savings Clause  
Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause provision

No employee shall be reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure and the limitations as set forth in Article 3.

D. Required Meetings or Hearings

Whenever any employee is required to appear before the Board or any committee or member thereof concerning any matter that could adversely affect the status of his employment, compensation, or tenure, he shall be given prior notice (which will be in written form) of the reasons for such meeting or interview and shall have (a) representative(s) of the Association and/or attorney present to advise him and represent him during such meeting or interview. Any suspension shall be accordance with provisions of N.J.S.A. 18A:25-6.

E. The Association shall have access to all public information.

F. Whenever any representative of the association or any Supervisor is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, he shall suffer no loss in pay.

G. Members of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

H. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The Business Office and the Principal of the building in question shall be notified in advance of the time and place of all such meetings. Approval will be contingent upon prior scheduled use.



- I. The Association shall have the right, with permission of the Superintendent, to use school facilities and equipment, at reasonable times, when such equipment is not otherwise in use. The Association shall provide materials and supplies incident to such use.
- J. The Association shall have the right to use the inter-school mail facilities, email and school mail boxes as it deems necessary.
- K. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the Supervisors, and to no other organization.
- L. Nothing contained herein shall be construed to deny or restrict to any Supervisor such rights as he may have under New Jersey School Laws or other applicable laws and regulations.
- M. No Supervisor shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- N. Any individual contract between the board and an individual Supervisor, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- O. Supervisors shall be given the opportunity to respond to and/or rebut complaints that will be included in the Supervisor's personnel file. The Supervisor shall also have the right to be represented by the Association or legal counsel at any meeting or conference regarding a complaint.

## **EVALUATION**

### A. Evaluation Procedures

#### 1. Procedure

Non-tenured Supervisor observations and evaluations and tenured supervisor evaluations will be completed within the framework provided by statute and the rules and regulations of the State Department of Education.

#### 2. Right of Employee to Respond

A conference shall be arranged between the evaluator and the non-tenured supervisor as soon as possible after the observation. A written report of the conference will be distributed to the supervisor as soon as possible after the conference. All Supervisors are entitled to have a response appended to their evaluation report.

## **ARTICLE 6**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

### A. Work Year

#### 1. Ten Month Personnel

- a. Supervisors shall work the calendar for ten month personnel and shall be granted all school holidays.
- b. Supervisors shall assume their contractual responsibilities five(5) work days prior to the first workday for all teaching personnel. The days shall be used for administrative assignments within the Supervisor's school and/or for administrative work as a member of the management team of the school system. Supervisors will end the school year four (4) days after the last teacher day, BUT NOT TO EXCEED June 30<sup>th</sup>.

2. Twelve-Month Personnel

Supervisors employed on a twelve-month contract shall work on all days according to the twelve-month calendar.

B. Work Day

No supervisors will have teaching responsibilities unless an emergency situation is determined by the Superintendent.

- C. 1. Ten-month Supervisors who are required to work more than the work year described in Paragraph A, above, will be compensated at the rate of seventy-five (75%) percent of 1/200<sup>th</sup> their annual salary for each additional full work day.
2. Supervisors employed on a twelve (12) month basis shall be granted twenty (20) vacation days. Vacation days shall be pro-rated for less than full year employment at the rate of 1.67 days per month. Vacation days may be taken during the school year in which they are earned, and shall be taken no later than the school year following accrual and shall be accrued to a maximum of 44 days at any one given point in time. Scheduling of vacation days shall be subject to the approval of the Superintendent of Schools or his/her designee.
3. All supervisors employed on a twelve-month basis shall not be required to work during the holiday recess. The December holiday recess includes December 25<sup>th</sup>, January 1<sup>st</sup> and all days in between. This agreement is in lieu of two (2) vacation days that have already been reflected in Article 6, C-2.

If a supervisor is directed to work a full day or days during the Holiday Recess Break, a full day or days vacation will be reinstated to that supervisor. The Superintendent must approve full workdays during the Holiday Recess.

- D.** All members of this Association shall attend and participate in the High School commencement ceremonies either as members of the procession/recession, field supervision or other related assignment as designated by the High School principal.

## **ARTICLE 7**

### **LEAVES OF ABSENCE**

**A.** Sick Leave

1. The Board will grant twelve (12) days of sick leave per year to each full time ten (10) month unit member without deduction in pay, and fourteen (14) days of sick leave per year to each full time twelve (12) month unit member without deduction in pay. Such leave shall be credited as of the first day of the school year. Unit members employed less than full time or less than the full school year shall receive sick leave on a pro-rata basis. The length of a sick day shall be equal to the length of the individual's work day. Unused sick leave in any school year, shall be allowed to accumulate. Deduction of sick days allowable at the same rate, shall be made if the employee is employed after September 1, or resigns or leaves before the completion of the school year.
2. In case of sick leave claimed, the Board may require a physician's certificate to be filed with the Secretary of the Board of Education.
3. Sick leave is hereby defined to mean the absence from his or her post of duty, of the employee because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

4. **Sick leave reimbursement shall be \$73.50 per day for every two (2) days of unused sick leave. The maximum allowable accumulation of unused sick leave days shall be 140 (280÷2) with respect to this provision (\$10,290.00 maximum).**

At the option of the employee, these monies shall be paid in one of three ways:

1. 100% on July 1 following retirement; or
2. 100% on January 2 following retirement; or
3. 50% on July 1 and 50% on January 2 following retirement.

B. Extended Absence for Illness

When absence, under circumstances described above, exceeds the annual leave and the cumulated leave, the Board will consider each case on its individual merits.

C. Allowance for Absence Other than Personal Illness

This policy shall cover brief absences not chargeable to sick leave or for professional reasons directly beneficial to the school system. The provisions for leave at full pay stated below shall be for one year, and no unused days shall be accumulative for use in another year except where specifically stated.

1. Death in the Immediate Family – an allowance of up to five (5) days leave shall be granted. Days will only be granted if requested in close proximity to the death. Definition: Immediate shall include – spouse, parent, grandparent, parent-in-law, child, sibling, or anyone making his or her home with the family or anyone who actually stands in the position of a member of the immediate family to the employee.
2. Serious Illness in the Immediate Family – An allowance of three (3) days leave shall be granted. The Board has the authority to demand medical certification when unit members request family illness days. Definition: Immediate family –same as 1 above.
3. Death of Relative of the Second Degree – An allowance of one days leave shall be granted.  
Definition – Uncle, aunt, niece, nephew, cousin, or relative by marriage.

- D. Other Emergencies of a Personal Nature – A total of up to four (4) days leave during a school year, with prior approval by the Superintendent of Schools for the reasons listed below. Days granted shall be for the full length of the school day and shall be recorded as full days.
1. Any other emergencies or urgent reason, if approved by the Superintendent of Schools or the Board of education.
  2. A personal day may be taken from the four (4) days allowed under this section when a letter of notice, is submitted to the Superintendent of Schools at least forty-eight hours of return to work in order to receive salary for the day in question.
  3. Except for emergencies or extenuating circumstances as determined by the Superintendent, no leave shall be permitted the day prior to or the day following a school holiday, vacation or the last contractual day of the school calendar for ten-month employees. It is understood that these days must be for an appropriate purpose, and, if not, they are subject to denial and/or rescission by the Superintendent of Schools
- E. Unit members may be provided leave for professional visitation with prior approval of the Superintendent. The unit member shall provide the building principal, and immediate supervisor if applicable, with a copy of the written request sent to the Superintendent at the time the request is made.
- F. Up to two (2) days may be allowed for two (2) official representatives of the Bloomfield Supervisors Association to attend conferences and conventions of state or national affiliated organizations.
- G. For the protection of the employee and for the proper payroll accounting and audit, every absence for a **full day** or more must be accounted for on the regular Board of Education Employee's Absence Report.
- H. Unit members who do not use any personal days in any school year will have two (2) days added to their accumulated sick leave record.

- I. Military leave, maternity leave and/or child rearing leave will be granted in accordance with applicable New Jersey Law. Consistent with the foregoing leave will be leave granted for up to one (1) school year with an extension, upon request, for up to one (1) additional school year. The exact duration of the leave or extension to be contingent upon date of application so that the unit member will return from leave at the start of the applicable work year, i.e., for ten (10) month unit members September and for twelve (12) month unit members July. Child rearing leaves will only be granted immediately following the assumption of custody of the child. All extensions or renewals of leave shall be granted for in writing, and if granted, will be granted in writing.
- J. Other leaves of absence without pay may be granted by the Board for good reason.
- K. Sabbatical Leave
  - a. Any unit member who has completed seven (7) or more consecutive years of full-time service in the Bloomfield Public Schools may, upon recommendation of the Superintendent, be granted a leave of absence for one (1) or two (2) semesters for study or study through travel. After each subsequent period of seven (7) or more years of such service, a further leave for study or study through travel may be granted.
  - c. Application for such leave will be made no later than December 15, prior to the fiscal period for which such absence is requested. Such application shall be made upon a regular form furnished by the Board of Education and shall indicate a program, approved by the Superintendent and the Board, to be followed by the unit member during the period of the leave. Approval/denial of such leave will be given to the unit member no later than April 15 of the fiscal period in which application is made. Budgetary constraints shall be considered.

1. A committee of three (3) administrators appointed by the Superintendent and three (3) unit members appointed by the Association President shall screen the applications and make recommendations to the Superintendent concerning which of the sabbaticals, if any, should be granted. Such recommendations shall be made no later than March 1.
  2. The Superintendent may then make his/her recommendations concerning sabbaticals to the Board of Education. The Superintendent retains the right to make recommendations different from those of the committee. However, if the recommendations differ in number or applicants, then the recommendations of the committee shall also be forwarded to the Board.
- c. As a condition to such leave, the unit member shall enter into a contract to continue in the service of the Bloomfield Public Schools for a period of at least two (2) years after the expiration of the leave of absence. Failing to so continue service, the unit member shall repay to the board of Education of Bloomfield a sum bearing the same ratio to the amount of salary received while on leave that the unfilled portion of the two (2) subsequent years of service bears to the full two (2) years, unless the unit member is incapacitated or has been discharged.
- d. The salary granted to a unit member on such leave shall be one half (1/2) of the salary (to which he or she would be entitled if not on leave) for two (2) semesters of leave, or full salary (to which he or she would be entitled if not on leave) for one semester of leave. From such salary shall be deducted monthly regular deductions for the unit members' pension and annuity fund and any other deductions for the unit members' pension and annuity fund and any other deductions for which the unit member has personally contracted. Salary payments shall be made monthly in accordance with the general time schedule for payment of salaries in the school system.



- e. Not more than one (1) supervisor shall be granted sabbatical leave in the same year. In granting such leave of absence due consideration shall be given to seniority and the reasonable and equitable distribution of the applicants among the different schools and departments. At all times the needs of the school system as a whole shall be paramount and award of sabbatical leave shall be contingent on the availability of funds and at the sole discretion of the Board of Education.
- f. Unit members on such leave may not associate for compensation with any person, persons, or organizations during the school year, unless the Board of Education and Superintendent approve such association. This is not intended to exclude any scholarship or grant in aid that a unit member might receive to further his or her education.
- g. Unit members on such leave must be willing to make a report or reports as the Superintendent may require.
- h. Unit members on such leave shall be considered as in the employ of the Board of Education of Bloomfield and the time spent shall count as regular service.
- i. Applicants shall agree to abide by all the foregoing conditions determined by the Board of Education to govern such leaves of absence.

## **ARTICLE 8**

### **HEALTH CARE INSURANCE PROGRAMS**

- A. The Board of Education will pay the premium for each employee and his/her eligible dependents (full family coverage) limited to one family premium for the head of household, when more than one member is employed in the District who enrolls in the health-care insurance programs provided by the Board of Education. The Board will insure the uninsured spouse for any losses that occur due to the lack of coordination of benefits on subsections B.1. through B.6. when both spouses are employed in the District.

- B. Provisions of the Health Benefits program as of July 1, 2006 shall be detailed in master policies on file in the Board of Education Office and in individual certificates issued to those employees who enroll. The provisions of the Health Benefits program shall include:
1. A Traditional Indemnity Program with the following benefit features:
    - Hospitalization: 100%
    - Medical/Surgical 100% of UCR or current schedule of benefits
    - Major Medical Deductible: \$350 Employee/\$700 Family
    - Major Medical Benefit 80%
    - Coinsurance Maximum: \$3,000 Employee/\$6,000 Family
  2. A PPO Program (Preferred Provider Organization) with the following benefit terms:
    - In-Network Office Visit Co-pay: \$15
    - Out of Network Deductible: \$350 Employee/\$700/Family
    - Out of Network Benefit: 80%
    - Out of Network Coinsurance Maximum: \$3,000 Employee/\$6,000 Family
  3. A POS Program (Point of Service) with the following benefit features:
    - In Network Office visit Co-pay \$5
    - Out of Network Deductible: \$300 Employee/\$600 Family
    - Out of Network Benefit 70%
    - Out of Network Coinsurance Maximum: \$3,000 Employee/\$6,000 Family
  4. The Board will continue to pay full premium cost for employee Dental and Prescription Drug insurance coverage with the same conditions as stated in A.
  5. The Board will pay the premium cost for a Prescription Drug Plan with the following co-pay structure:
    - Retail: \$20 Brand Name Drugs/ \$10 Generic Drugs
    - Mail Order: \$10 Brand Name or Generic Drugs
  6. Benefit levels shall remain equal to or better than existing plans if and when the Board changes carriers.

- C. Supervisors shall have the option to withdraw from the insurance coverage listed in subsections B1 through B6 with the following conditions:
1. Supervisors who elect to withdraw from the insurance coverage shall be paid twenty-five percent (25%) of the premium cost based on family or single coverage at the time of withdrawal, per year and prorated for part of the year.
  2. Supervisors hired after February 1, 1995, shall receive twenty-five (25%) of the average between the two single coverages in medical insurance by the Board's provider. Supervisors' who withdraw shall have the right to reenroll at the next open enrollment period.
  3. Supervisors who withdraw are permitted to re-enroll immediately should they lose their alternate Health benefits coverage as a result of a "life status" change. Any monies paid in advance to the employees must be refunded to the Board of Education on a prorated basis.
- D. The Board will not be required to pay insurance premiums for the Supervisors on unpaid leaves of absence. Supervisors on unpaid leaves of absence may continue in the insurance program (where permitted by the carrier) by reimbursing the board for the cost of premiums. Reimbursement shall be made prior to the premium date.
- E. If the Board changes the level of medical benefits available to any bargaining unit which represents over 50% of the District's labor force or with any carrier during the life of this agreement, such changes shall also be effective for this bargaining unit.

**ARTICLE 9**  
**SALARY**

- A. In the case of required jury duty, a Supervisor shall be paid the difference between his regular pay and jury pay.
- B. Ten (10) month supervisors shall be paid in twenty (20) equal semi-monthly installments. Twelve (12) month supervisors shall be paid in twenty-four (24) equal semi-monthly installments.
- C. Supervisors may participate in the ten (10%) percent summer savings plan. Those persons wishing to participate will have ten (10%) percent of their monthly salary withheld as a payroll deduction and transmitted to American Savings **Bank of New Jersey** to be deposited in an individual account for the employee concerned. The money deposited in this account will receive the current rate of interest and be subject to the rules and regulations of the American Savings and Loan Bank. The Board of Education is relieved of any responsibility after forwarding the monthly salary deductions to the bank.
- D. When a pay day falls on or during a school holiday, vacation or weekend, Supervisors shall receive their paychecks on the last previous work day.
- E.
  - 1. Any course taken for advanced placement on the salary guide must be completed by August 31. Prior approval for all such courses must be secured from the Superintendent of Schools. Official transcripts from the college must be submitted to the Superintendent of Schools upon completion of the course.
  - 2. Monies for advanced placement will be paid on a retroactive basis as soon as possible after transcripts have been received in the Office of the Superintendent of Schools.
  - 3. Retroactive pay applies to courses completed during the September 15 payment.

4. Supervisors planning to request a change in status on the salary guide, must inform the Superintendent before November 1.
5. Upon prior approval and recommendation of the Superintendent of Schools, the Board of Education shall grant special credit equivalent to accredited college course credit in accordance with the following schedule:
  - a. Taking special workshops or courses offered by industry, minimum of ten (10) hours, up to two (2) credits, depending upon generally accepted academic standards.
  - b. Teaching a college course or adult school course of value to one's teaching assignment, up to three (3) credits. (The subsequent teaching of the same course is not eligible for additional credits.)
  - c. Leadership participation in a town-wide committee, up to three (3) credits.
  - d. Authoring books and articles, credit to be determined.
  - e. Conducting educational experiments, credit to be determined.
  - f. Travel related to teaching assignment and with prior approval of the Superintendent, up to three (3) credits.
  - g. In-service education course minimum of ten (10) hours, up to two (2) credits.
  - h. Participating in other professional or educational activities not specified above, but determined to be value to one's teaching assignment, up to here (3) credits.

**ARTICLE 10**  
**OTHER BENEFITS**

- A. 1. Each supervisor shall be placed on his/her proper step of the salary guide as of the beginning of the school year.
- 2. Credit up to the maximum step may be given for prior supervisory work experience. Credit for related work experience may be granted at the time of initial employment on a case-by-case basis. Decisions by the Board to grant or not grant work experience credit are not arbitrable.
- B. 1. Tuition Reimbursement  
The tuition paid for graduate courses shall be reimbursed by the Board of Education beginning in the summer of 1992 subject to the following conditions:
  - a. Courses are approved by the Superintendent of Schools prior to enrollment and the denial of same is grievable to the Board but is non-arbitrable.
  - b. Regardless of degree level, the courses must be related to the supervisor's present assignment or be part of the certification or advance degree requirement beneficial to the assignment and/or the school district as determined by the Superintendent of Schools. The decision of the Superintendent of Schools is non-arbitrable.
  - c. The courses must be completed satisfactorily with the grade of "B" or better. Official transcripts must be submitted.
  - d. Tuition shall be paid by the Board of Education up to a maximum of the average state college graduate rate times 9 credits per year per unit member. To be eligible, the supervisor must be tenured in the system or have received his/her tenure year contract.

- e. Evidence of payment of tuition must be presented before reimbursement will be paid.
  - f. Applicants shall not have received tuition scholarship aid from some other sources which equals or exceeds tuition rate. If aid is not equal to the average state college rate, reimbursement will be the difference.
  - g. **The district shall expend no more than \$10,000.00 for tuition reimbursement for each year of this Agreement.**
  - h. Reimbursement is subject to Internal Revenue Service rules and regulations.
2. As a condition of obtaining tuition reimbursement, the supervisor shall enter into a contract to continue in the service of the Bloomfield Public Schools for a period of at least two years after receiving reimbursement. Failing to continue service, the supervisor shall pay to the Board of Education of Bloomfield the sum bearing the same ratio to the amount of tuition reimbursement received that the unfulfilled portion of the (2) two years, unless the supervisor is incapacitated or has been discharged.
  3. **Each Supervisor may submit purchase orders up to \$200/member per fiscal year for professional dues.**

C. Stipends

1. Earned Doctorate – 6<sup>th</sup> year plus = \$2,000.
2. **Athletic Supervisors – Salary plus \$5,000.**
3. **Employees with multi-building supervisory responsibilities shall be paid salary plus an additional \$1,300.**
4. **Twelve (12) Month Supervisors shall be allowed to request professional days, rather than vacation days, to attend conventions or conferences that occur on the same dates as the NJEA Convention.**





LONGEVITY

<b>\$550.</b>	<b>AFTER 10 YEARS OF CONTINUOUS SERVICE IN DISTRICT OR AT AGE 60 WITH AT LEAST 10 YEARS OF CONTINUOUS SERVICE IN BLOOMFIELD.</b>
<b>\$1,650.</b>	<b>ADDITIONAL (TOTAL OF \$2,200) AFTER 20 YEARS OF SERVICE IN DISTRICT OR AT AGE 60 WITH AT LEAST 10 YEARS OF CONTINUOUS SERVICE IN BLOOMFIELD.</b>
\$1,000.	ADDITIONAL (TOTAL OF \$3,200) AFTER 25 YEARS OF SERVICE IN DISTRICT OR AT AGE 60 WITH AT LEAST 10 YEARS OF CONTINUOUS SERVICE IN BLOOMFIELD.
\$1,000	ADDITIONAL (TOTAL OF \$4,200) AFTER 30 YEARS OF SERVICE IN DISTRICT OR AT AGE 60 WITH AT LEAST 10 YEARS OF CONTINUOUS SERVICE IN BLOOMFIELD.