

2003-2006

AGREEMENT

between

BERGENFIELD BOARD OF EDUCATION

AND

BERGENFIELD EDUCATION ASSOCIATION

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PREAMBLE

In order to effectuate the provisions of Section 19 of Article I of the Constitution of the State of New Jersey and Chapter 303, P.L. of 1968 as amended by Chapter 123, of 1974, THIS AGREEMENT IS MADE AND ENTERED INTO THIS _____DAY OF _____ by and between the BERGENFIELD BOARD OF EDUCATION (hereinafter referred to as the "Board") and the BERGENFIELD EDUCATION ASSOCIATION (hereinafter referred to as the "Association").

ARTICLE 1

RECOGNITION

The Board hereby recognizes the Bergenfield Education Association as the exclusive negotiating representatives, as defined under the laws of the State of New Jersey and in accordance with Chapter 303, Public Laws of 1968, as amended by Chapter 123, Public Laws of 1974, (as amended) for custodians, secretaries, bus drivers, classroom paraprofessionals and all certified teaching personnel under contract and all certified part-time hourly employees. The categories of certified personnel included are: classroom teachers, guidance counselors, nurses, special subject teachers, (art, librarians, music, physical education and reading), special education teachers, speech therapists, part-time hourly employees, and pupil personnel staff; excluding, school business administrator, assistants to the superintendent, principals, assistant principals, directors and supervisors. The secretary to superintendent, secretary to school business administrator, secretaries to the assistant to the superintendents for personnel, payroll manager and office manager shall be excluded from the collective negotiations unit as "confidential" employees. The term "employee" when used hereinafter in this agreement shall refer to all employees represented by the name of the employee organization in the negotiating unit as above defined.

ARTICLE 2

NEGOTIATION OF SUCCESSOR AGREEMENT

1. The Board and the Association shall exchange proposals no later than December 1, 2005.
2. The parties shall commence negotiations concerning these proposals during the month of December or as soon as a mutually agreeable date is set.

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

It is understood that any of these dates may be waived by mutual agreement of the parties in writing. The proposals specified in section 1 above will represent all of the proposals of the parties. As agreements are reached on items, they shall be reduced to writing and initialed by the duly authorized representatives of the Board of Education and the Bergenfield Association. It is understood that the Board and the Association reserve the final authority to review, ratify or reject any tentative agreements reached by the parties' representatives.

ARTICLE 3

GRIEVANCE PROCEDURE

A. DEFINITION:

A grievance for all purposes except arbitration shall consist of any claimed inequitable application or interpretation of the rules, regulations, or contracts bearing upon the employment relationship. For all purposes of arbitration a grievance shall consist of a claimed inequitable application or interpretation of the terms and conditions of this agreement.

B. PROCEDURE:

Step 1 - Informal discussion between building principal and/or director and the grievant at which the Association representative may be present. If no agreement is reached, the grievance and answer shall be reduced to writing within five (5) school days. (No grievance shall be filed later than thirty (30) school days after the alleged grievance became known or should have become known to the aggrieved. Only the Association or Superintendent of Schools may carry a grievance beyond this step).

Step 2 - The written grievances shall be presented to the Superintendent of Schools within ten (10) school days by the Association President or his/her designee and a meeting thereon shall be held within five (5) school days. The Superintendent's answer, in writing, shall be delivered within ten (10) school days of the meeting. The Association or Superintendent of Schools may initiate group grievances at this step.

Step 3 - If the matter is not settled, the written grievance and written answers shall be submitted within ten (10) school days to the Board or its subcommittee. The Association shall meet with the Board or its subcommittee to discuss the grievance within fifteen (15) school days of the presentation of the grievance. A decision in writing shall be rendered by the Board within fifteen (15) school days after the meeting. Where no arbitrable grievance, step 3 shall be the final step.

Step 4. - Arbitration grievances as defined in Paragraph A above shall concern the application and interpretation of the terms of this agreement. Within ten (10) school days of the Board's action if unsatisfactory to the Association, it may, in writing, demand arbitration. In the case of which a grievance is submitted for arbitration, the arbitrator shall be selected from the panel of and pursuant to the rules of P.E.R.C., 495 W. State Street, P.O. Box 429, Trenton, New Jersey 08625-0429.

Step 5 - Arbitration under this grievance procedure shall not include:

1. The failure or refusal of the Board to renew the contract of a non-tenured teacher.
2. Any matter which concerns a subject for which an alternate method of review is prescribed.
3. Any matter which concerns a subject of educational policy decision-making.

The arbitrator shall be bound by the language of the contract and may neither add to, detract from, or in any way modify the same. The arbitration procedure shall be governed by the rules of the Public Employment Relations Commission. The opinion of the arbitrator shall be binding and any costs arising out of arbitration shall be borne equally between the parties.

ARTICLE 4

ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees, upon written request to the Superintendent and at a mutually agreeable time and place, to provide access to the Association to records normally available to citizens of Bergenfield. In addition, the Board will provide such other records as it deems advisable to assist the Association in its function, including agenda and minutes of all Public meetings of the Board of Education and work experience preparation table for employees covered by this agreement based on figures of August 31st.
- B. Representatives of the Association, BCEA, NJEA and NEA may be permitted to conduct official Association business on school property providing that it shall not interfere with or interrupt normal school operations or specifically approved functions. When the official Association business occurs during the in-school workday, the Superintendent or his/her designated representative shall approve such visits prior to their occurrence. When the official Association business occurs on school property outside the school workday or during the lunch period of the participant or participants, the Superintendent or his/her designated representative shall be notified of such visits prior to their occurrence.
- C. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings with the approval of the Principal. Likewise the

Association shall have the right to use school equipment, with the approval of the Principal, with the understanding that the Association will be responsible for the reasonable cost of all materials and supplies and the repair of damages.

- D. The Association may install a bulletin board for its exclusive use in the faculty lounge of each school building.
- E. The Association shall have the right to use school mailboxes as it deems necessary for Association material and a copy of such material shall be placed in the principal's mailbox, prior to distribution. Such materials shall be distributed only before or after school hours or during the duty-free lunch period. Except in emergency circumstances, no material shall be hand distributed during the in-school workday.
- F. The President of the Bergenfield Education Association shall be allowed one free period a day in which to conduct official Association business. The President of the Association shall have the opportunity to be allowed one (1) additional free period if the Association so notifies the Superintendent in writing of their intention to exercise this option. Said notice must be delivered to the Superintendent with a copy to the building principal no later than May 1st of the school year preceding the school year in which this additional period is to be used. In the event the option is exercised the Association shall pay the Board of Education the cost of this free period which the parties agree is 1/6th of the President's annual wage and shall be paid in full no later than January 1.
- G. 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 unit and to no other minority within the recognized organization.

ARTICLE 5

TEACHER EMPLOYMENT

- A. 1. The Superintendent of Schools and the Board of Education shall determine each teacher's place on the scale on the basis of training and experience in comparable schools up to a maximum of eight years. No teacher entering with experience outside the Bergenfield system shall be placed at a point higher on the scale than any teacher with equal experience within the system. This provision does not limit the prerogative of the Superintendent from giving credit for more than eight (8) years experience in situations deemed necessary for the good of the school system.
2. Veterans who have been on active duty in the Armed Forces since July, 1940 will receive full teaching credit for military service up to a maximum of four years. However, credit for teaching experience in any school system added to military service shall not exceed eight years (for this purpose one year of military service equals one school year).
3. Credit, not to exceed two years may be granted for service in the Peace Corps, VISTA, National Teachers Corps work or on a Fulbright scholarship.
- B. Teachers employed shall be notified of their contract and salary guide status on or before May 15.
- C. Teachers shall be notified of their class and/or subject assignments as soon as possible and no later than ten (10) calendar days prior to the end of the school year, except in case of necessary schedule changes.

- D. Previously accumulated sick leave days will be restored to all teachers returning to the system from approved leave or R.I.F.
- E. No employee will be required to remain in a building or in any part of a building during the removal of hazardous materials when his/her presence in the building or part of the building is prohibited by Federal and/or State Law.
- F. The Board shall use its best efforts to notify classroom paraprofessionals of their contract and salary guide status for the ensuing school year before May 15.
- G. All teaching staff members shall work the same contractual work year and shall be assigned to the same pupil contact time.

ARTICLE 6

TEACHERS' HOURS

- A. The normal in-school workday shall consist of not more than 6 1/2 hours which shall include a duty-free lunch period. This does not include additional requirement as defined in (B) below.
- B. Teachers will be required to report for duty fifteen (15) minutes before the opening of the pupils' school day. Effective upon ratification, teachers shall be required to remain a minimum of ten (10) minutes everyday and shall be permitted to leave at an average of thirty (30) minutes after the close of the pupils' school day, with Kindergarten through grade 5 teachers being permitted to leave at an average of twenty (20) minutes after the close of the pupils' day. For the 2004-2005 school year, teachers shall remain for a minimum of ten (10) minutes after the close of the pupils' school day, and an average of an additional ten (10) minutes per day. For the 2005-2006 school year,

teachers shall remain for ten (10) minutes after the close of the pupils' school day. Special rules as to hours may be authorized by the Superintendent of Schools for particular grades and subject matter teachers in consideration of special needs; any hours in excess of above hours shall be with consultation with the President of the Association or his/her designee.

- C. Teachers shall indicate their presence in the building by initialing the faculty roster when they enter and leave the building.
- D. Classroom teachers having more than one year's experience in Bergenfield shall not be required to remain in the classroom when an assigned specialist is in the classroom. The term specialist is defined as art, music, physical education and library.
- E. 1. The normal workday of all 7-12 classroom teachers will consist of the following: 5 teaching periods, 1 operation period, 2 preparation periods, 1 homeroom assignment and 1 lunch period. Effective September, 1996, the normal workday of all 6-12 classroom teachers will consist of the following: 5 teaching periods, 1 operation period, 2 preparation periods, 1 homeroom assignment and 1 lunch period. Reductions in the number of teaching periods and reduction of the student load may be at the discretion of the Superintendent of Schools. Instructional time which includes teaching blocks shall not exceed eighty-six (86) minutes if the Board goes to block scheduling. If the Board reverts back to the old schedule, this Agreement shall revert back to the standard day language for the work day. The Board has the right to require that all sixth through twelfth grade teachers teach five classes per day.

- a. Effective July 1, 2004, the 6-12 student instructional day shall be extended by a total of sixteen (16) minutes: one (1) minute added to each period and seven (7) minutes allotted for passing time.
 - b. Effective July 1, 2005, the 6-12 instructional day shall be extended by a total of an additional nine (9) minutes: one minute per period more than the 2004-2005 school year.
2. Team meetings for grades 6-8 will take place during operation periods on an alternating day basis. Teachers performing team meetings during the 1994-1995 and 1995-1996 school years shall be compensated at a rate of \$12.00 per period.
3. The normal workday for elementary teachers will be six hours and twenty-five minutes inclusive of a duty-free lunch hour, which represents an additional ten minutes at the beginning of the workday and ten minutes at the end of the workday over the workday prior to September, 1996. In addition, they shall be entitled to one hundred eighty (180) minutes of preparation time per week. This does not include additional requirement as defined in paragraph B. Elementary teachers include kindergarten through fifth grade and the specialists in those grades.
4. In an emergency situation a teacher may be assigned an additional teaching period. If this occurs the teacher involved will be relieved of the one (1) operation period and the one (1) homeroom assignment. If a teacher is assigned an additional period he/she may opt for 1/6 of their base salary, in lieu of one (1) preparationtime.

5. In connection with official duties, teachers shall receive a mileage reimbursement for expenses incurred in the ownership and operation of their automobiles within the course and scope of employment in an amount to equal the prevailing I.R.S. rate.
- F. All teachers are to attend Parent's Night/Afternoon, Open House Programs, Orientation Programs, In-service Training Programs and such other programs designated by the Superintendent of Schools. If teachers know they cannot attend, they shall arrange with the Principal or Director to fulfill their obligation. Effective July 1, 2004, teachers assigned to more than one (1) building may attend such conferences on a rotating basis as designated by the Superintendent of Schools.
- G. Teachers will be assigned to chaperon dances and other after school activities on a fair and equitable basis by the Principal.
- H. Notice of the agenda for any faculty or other professional meetings shall be given to the teachers involved at least two (2) days prior to the meeting. Beginning on July 1, 2001, there will be an additional day added to the teachers' school year, to be reserved for professional development. On July 1, 2002, a second day will be added for professional development. Effective July 1, 2004, all newly hired teachers shall be required to attend at one (1) orientation day without additional compensation prior to the beginning of the new school year for which they were hired. The orientation day(s) shall be scheduled by the Superintendent of Schools. The school year shall be adjusted to one hundred eighty-four (184) days by July 1, 2002. To the maximum extent possible, these days shall be structured so as to be eligible for continuing education credits.

I. First year teachers do not have to remain in the classroom with Specialists.

J. Paraprofessionals

1. Part-time paraprofessionals will not be required to be on duty for staff development days, but they will not be paid for that day. Full time paraprofessionals will be required to attend all staff development programs.
2. A one-to-one Paraprofessional day will end at the same time that the children are dismissed except for staff development days as discussed above.
3. Paraprofessionals will be required to be on duty the day before school opens along with all Teachers and Support Staff.
4. Paraprofessionals will not be required to remain on duty beyond the last day for students.
5. Paraprofessionals will not be required to attend parent conferences.
6. Paraprofessionals will not be required to attend faculty meetings unless so requested by the Building Principal.
7. Building Principals are encouraged to refrain from using Paraprofessionals to cover office duties.

ARTICLE 7

TEACHERS' EVALUATION

NON-TENURE

- A. There shall be at least three (3) written evaluations for each non-tenure teacher.
- B. The results of these evaluations shall be given to the teacher, in writing, at a meeting with the administrator who undertook the evaluation within ten (10) school days after the evaluation.
- C. The teacher shall receive one (1) copy of the evaluation for his/her personal files and shall sign and date the original for his/her personnel files in the Superintendent's office. The teacher may append, in writing, his/her own views concerning the evaluation on all copies.

TENURE

- A. Tenure teacher evaluations will be in accordance with Board of Education Policy 6049.

ARTICLE 8

PERSONNEL RECORD FILES

All employees may at reasonable times and places and in the presence of an administrator, examine the materials in their files.

While no material may be removed from the files, the employee shall have the right to append as part of the permanent record, his/her own comments, in writing to any material contained in the files. A copy of such comments shall be provided to the evaluator for his/her information only.

The District will maintain one personnel file for each employee, which file shall be located in the Personnel Office at the Board's Central Office. This file shall include any and all

employee information. At the end of each school year, all employees' files that are to be maintained must be submitted to and be housed in the Personnel Office. All disks and material on individual hard drives related to personnel, not kept in the Personnel Office, shall be erased at the end of each school year. No administrator shall keep information on any employee in a file other than the District file which is located in the Personnel Office.

The Board will continue to utilize the narrative classroom observation form for each observation conducted during the year. One copy of each observation form will be appended to the final evaluation form which will be maintained in the individual teacher's personnel file located in the Personnel Office.

At the end of each school year, all copies of the observation forms maintained in each building will be returned to the individual teacher with that teacher's copy of the final evaluation form, except that one copy will be appended to the final evaluation form maintained in the Board's Central Office, as set forth in paragraph 2 above.

ARTICLE 9

TRANSFERS AND REASSIGNMENTS

- A. Notices of all vacancies in the school system will be posted in each school by the Superintendent of Schools or his/her designee within fifteen (15) school days of:
 - 1. Acceptance of a letter of resignation.
 - 2. Official Board action vacating a position or creating a new position within the school system.
- B. Staff members who are interested may then apply for said position according to the following protocol:

1. Five (5) school days will be given in which to submit a letter of intent.
 2. All those who are interested will be considered by application and/or interview.
 3. Each applicant will be given the courtesy of a reply to his/her application or interview within a reasonable period of time.
- C. The Superintendent reserves the right to fill any vacancy of an emergency nature as soon as possible. Normally, these vacancies will apply only for September 1st opening except in cases of non or partial teaching assignments.
- D. Teachers desiring a change of subject assignment shall make their request in writing to their Principal or Director.
- E. Teachers desiring a change of school shall make their request in writing to the Superintendent of Schools.
- F. Teachers requesting transfer to another school will be interviewed by the Principal of the school requested.
- G. Approval of the request will be based on the best interest of the school system as a whole as determined by the Board.
- H. Involuntary transfer will be made only when conditions require it. The individual to be transferred will be given every consideration possible as to grade and/or school.

Seniority within the school and grade will be given consideration. The transfer shall first be discussed with the teacher by the Superintendent or his/her designee and/or the Principal.

A list of open positions in the school district shall be made available to all teachers being involuntarily transferred or reassigned. Such teachers may request the

positions in order of preference to which they desire to be transferred.

- I. Any change in subject or position shall be made in writing by June 1st to the teacher involved except where there are necessary schedule changes.
- J. No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer available to fill said position.
- K. All coaches shall be re-hired or non-renewed prior to June 30 of each year.

ARTICLE 10

SABBATICAL LEAVE

A. ELIGIBILITY

- 1. Applicant must have completed seven (7) years of service in Bergenfield prior to the date of beginning of leave.
- 2. Applicant must agree, in writing, to serve at least one (1) full academic year in the Bergenfield Schools following the leave, or reimburse the Board of Education for the amount received while on leave, within one calendar year from the date of resignation.

All benefits to which a teacher was entitled at the time his/her sabbatical commenced including unused accumulated sick leave shall be restored to him/her upon his/her return and he/she shall be assigned to the same position which he/she held at the time said leave commenced if available or if not, to any available position for which he/she is certified.

B. BASIS FOR LEAVE

1. The applicant shall submit a "project", to the Superintendent of Schools. The project may include graduate study, independent study or research deemed to be of benefit to the aims and objectives of the Bergenfield Public Schools.
2. The applicant's record of achievement shall be considered in the Superintendent's recommendation.

C. PROCEDURE

1. A letter giving written notice of intent to make application for sabbatical leave shall be presented to the Superintendent of Schools on or before June 30th (or fourteen months) of the school year preceding the school year in which the leave is to take place.
2. A résumé of the "project" shall be submitted to the Superintendent of Schools on or before October 1st of the school year preceding the school year in which the leave is to take place. The résumé shall be the outline of the project.
3. The Superintendent of Schools or his/her designee shall review the "project" in consultation with the committee of appropriate staff members, one of whom shall be designated by the President of the B.E.A. to represent B.E.A. and make his/her recommendations to the Board of Education no later than the regular meeting of the Board in January of that year. The applicant shall be notified as soon as the Board of Education has taken action on the application.
4. Interim reports shall be submitted every three months. One copy of the completed "project" shall be filed with

the Superintendent of Schools as the property of the Board of Education.

D. SPECIAL PROVISIONS

1. Illness or Accident:

Should the program of study or itinerary being pursued by a teacher on sabbatical leave be interrupted by serious accident or illness (established by evidence satisfactory to the Superintendent) this fact shall not constitute a breach of the conditions of such leave nor prejudice the teacher against receiving all the rights and benefits provided for under the terms of sabbatical leave, providing the Superintendent is notified of such accident or illness by registered letter within ten (10) days of its occurrence. Arrangements may be made, subsequently, to carry out the intent of the sabbatical leave contract.

2. Forfeiture of Leave:

The teacher to whom sabbatical leave has been granted shall accept responsibility for providing evidence (official transcript or comparable document) that the purpose of the leave is being fulfilled, bearing in mind that an ethical relationship exists between the recipient and the Committee of Review and a contractual agreement with the Superintendent of Schools and the Board of Education. If the Superintendent is convinced that a teacher on sabbatical leave is not fulfilling the purpose for which the leave of absence was granted, he shall report this fact to the Board of Education and the Bergenfield Education Association and the Board may terminate the leave of absence.

3. Sabbatical to Maternity Leave:

If a teacher on sabbatical leave shall ascertain that she is pregnant, she shall immediately report this fact to the Superintendent. She may continue the sabbatical leave providing she meets all of the sabbatical requirements during that period of time. Upon consultation with the Superintendent and at a mutually agreeable time he/she must accept a leave of absence under the maternity or family leave regulations of the Agreement.

4. If an applicant for sabbatical leave is favorably considered the applicant will then present to the Superintendent a statement of condition of health from a licensed physician. The cost of such examination to be paid by the Board.

E. SALARY PROVISIONS

1. A sabbatical year shall extend from July 1st of any given year to June 30th of the following calendar year.
2. Persons may be granted a leave of absence for one half year (July 1st to January 31st) or February 1st to June 30th.)
3. Remuneration shall be based on the annual contract salary of the employee. Employees granted a leave for one year shall receive one half their contract salary in twenty (20) semi-monthly payments. Employees granted a leave for one half year shall receive their normal salary (full salary) in twenty (20) semi-monthly payments.
4. On returning to educational service, after sabbatical leave, the staff member shall obtain all salary and

fringe benefits as would have been obtained had he/she been active in his/her regular position for that year.

5. No full-time employment shall be undertaken by any person on sabbatical leave. Part-time employment must be approved by the Superintendent of Schools prior to granting the leave unless extreme emergent circumstances require consideration of such a request after the leave has begun.

ARTICLE 11

ABSENCE PROVISIONS

Absence of all regularly contracted employees shall be governed by state law and the following detailed provisions:

A. GENERAL

1. Sick leave with pay shall be granted to all regularly contracted employees of the Board on the basis of thirteen (13) school days per year for each year of employment for those on a ten (10) month contract and thirteen (13) school days for those on twelve (12) month contracts.
2. Unused sick leave shall accumulate up to a maximum of thirteen (13) days per year. Full credit is retroactive to July 1, 1954. Five days' credit shall be granted to each year of employment prior to July 1, 1954 to a maximum of 25 years employment in Bergenfield prior to July 1, 1954.
3. When an employee is on sick leave beyond his/her allotted number of days, the Board of Education, upon the recommendation of the Superintendent, shall consider each case on an individual basis to determine the pay status for certified long term illness.

4. In cases where any employee must leave school during regular hours for personal illness or other emergency, the following rules shall apply:
 - a. Professional Staff prior to one-half (1/2) hours, full-day deduction of pay or time; prior to three (3) hours, one-half (1/2) day deduction of pay or time; such time to begin when the teacher's normal school day begins.
 - b. Non-Certificated Staff prior to four (4) hours, one-half (1/2) day deduction of pay or time.
5. There shall be no deduction of time or salary for absence due to quarantine. Upon return to work the employee must present a quarantine release or doctor's note to the principal.
6. In cases where full salary is paid by the Board during periods of absence covered by Workmen's Compensation, the employee shall endorse the Workmen's Compensation check to the Board of Education.
7. Upon recommendation of the Superintendent of Schools, the Board of Education may grant a teacher sick leave accumulated in another school district of Bergen County providing it does not exceed the limits applied to teachers previously employed in Bergenfield.
8. Each employee shall receive a statement of his/her accumulated sick leave no later than September 30th of each year.

B. MILITARY LEAVE

1. Any regular employee of the Bergenfield Schools who may be conscripted into the defense forces of the United States for service or training shall make application

for military leave. He/she shall be reinstated to his/her position in this school system with full credit including the annual increment under the salary schedule upon written request supported by competent proof that said applicant is fully qualified to perform the duties of said position, and has received an honorable discharge. Said application for reinstatement shall be made within a reasonable time after discharge or release from military service, and not later than ninety (90) days from the date of said release or discharge.

2. An employee in this category shall be entitled to five (5) days per year accumulated sick leave.
3. While employee is on military leave, it is mandatory that the Board of Education keep up his/her payments to the New Jersey Teachers Pension and Annuity Fund or to the Public Employee Retirement System.

C. MATERNITY LEAVE OR LEAVE FOR ADOPTION

1. Maternity leave shall be granted to all employees subject to the following conditions:
 - a. A teacher shall notify the Superintendent in writing of her pregnancy accompanied by her physician's note, and she should state the requested commencement date of the leave as far in advance as possible.
 - b. Exact dates of the leave shall be arranged, if possible, to be of least disruption to the operation of the school system.
 - c. Following the grant of such leave to any teacher, the date of return of that teacher shall be further extended at the discretion of the Board

for a reasonable period of time at the teacher's request for reasons associated with pregnancy or birth.

- i. The Board need not grant or extend the leave of absence of any non-tenured teacher beyond the end of the contract school year in which the leave is obtained unless the board agrees to an extension of said leave.
 - ii. Nothing contained herein shall require the Board to offer a contract for a new school year to any non-tenured teacher.
 - iii. A tenured teacher who leaves at the close of the school year is entitled to a maximum of two (2) full school years leave. A tenured teacher who leaves during the school year is entitled to one (1) full school year, plus the remainder of the school year in which she left. In either case the teacher must notify the Superintendent of Schools in writing of her intent to return by April 1 prior to the September of her return.
2. No teacher shall be barred from returning to work after the birth of her child solely on the ground that there has not been a time lapse between that birth and her desired date of return provided she supplies a physician's certificate attesting to her ability to perform her teaching duties as requested by the Board.
3. A teacher adopting a child shall receive similar leave which shall commence upon receiving de facto custody or earlier if necessary to fulfill the requirement for adoption.

4. Notwithstanding anything contained in this agreement to the contrary, if both parents are employed by the Board then only one parent shall be entitled to a maternity/paternity/childrearing leave/leave for adoption.

D. LEAVE FOR DEATH IN FAMILY

1. Leave with pay following death in the immediate family (wife, husband, son, daughter, mother, father, sister, brother, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law) shall be fixed from the date of death until one day beyond the date of burial inclusive. Leave for this purpose shall not be counted as part of the sick leave policy. Extension of leaves of this classification shall be at the discretion of the Superintendent of Schools.
2. Leave with pay for (1) day may be granted by the Superintendent of Schools for reason of death of a relative, other than one in the immediate family, (aunt, uncle, cousin) or others who have actually occupied a position in fact as a member of the immediate family. Interpretation of "other" will be at the discretion of the Superintendent of Schools.

E. LEAVE FOR PERFORMANCES OF LEGAL RESPONSIBILITIES

1. Leave of performance of civic duty in serving on a petit or grand jury when required by law shall be granted without loss of pay; provided a letter confirming purpose of such leave from a sheriff, court or United States Attorney, depending on jurisdiction, is filed with the Superintendent of Schools immediately upon receipt of notice of such required leave.

2. Leave for acquiescing to a court or other valid subpoena, may be allowed without loss of pay dependent on circumstances to be submitted in writing to the Superintendent and provided he, in his discretion, grants such leave. Otherwise, the leave will be granted with deduction from pay equal to the substitute rate of pay.

F. LEAVE FOR PERSONAL EMERGENCIES, ILLNESS IN FAMILY AND RELIGIOUS HOLIDAYS:

1. Leave up to three (3) days each year for personal emergencies may be granted with pay by the Superintendent of Schools. Such leave shall not be cumulative. Requests for leave of this nature shall be submitted to the Principal or Director for his/her recommendation preferably forty-eight (48) hours in advance. Reasons for leave in this category may include illness in family, religious holidays, death of friends, graduation of members of the immediate family, marriage, marriage of children, house closing, moving, or other reasons at the discretion of the Superintendent of Schools. Additional leave in this category may be granted upon recommendation of the Principal or Director and with the approval of the Superintendent of Schools not to exceed ten (10) school days per year. The following deductions per day may be applied.
 - a. Instructional Staff - Current substitute rate of pay
 - b. Non-Certificated Staff
 - i. Ten-month contract - 1/400 of annual contract salary.

- ii. Twelve-month contract - 1/500 of annual contract salary.
- G. Personal days shall not be used to extend a vacation or holiday recess period.
- H. Any unused personal days shall be converted into sick days at the end of the school year.

ARTICLE 12

EXTENDED LEAVES OF ABSENCE

- A.
 - 1. An employee, under tenure, may be granted a leave of absence not exceeding twenty-four (24) calendar months for a prolonged illness, period of recuperation or other emergency. Employees not under tenure may be requested to tender their resignation.
 - 2. A written request for such leave shall be directed to the Board of Education through the Superintendent of Schools.
 - 3. Leave of absence under this classification shall be without pay and shall not count for purposes of placement on salary schedules or seniority.
 - 4. A person on leave under this classification may return to work upon presentation of a statement from a proper medical authority, certifying to the fact that the employee is able to perform his/her duties.
 - 5. Individuals who have been granted leave pursuant to this provision and who desire to return shall submit in writing notice of intent so to return to the Superintendent of Schools no later than April 1st of any given year if the employee expects to return in September.

- B. The Board agrees that a teacher designated by the Association shall, upon request, be granted a leave of absence without pay for up to two (2) years for the purpose of engaging in activities of the Association or its affiliates.
- C. A leave of absence without pay of up to two (2) years shall be granted to up to 2% of the teaching staff who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship. Only tenured teachers are eligible for this type of leave of absence.
- D. A leave of absence without pay of up to two (2) years shall be granted for the purpose of caring for a sick member of the teacher's immediate family.
- E. The Board shall grant a leave of absence without pay of up to two (2) years to any teacher who is elected or appointed to public office.
- F. Other leaves of absence without pay may be granted by the Board for good reason.
- G. Upon return from a leave granted pursuant to Section C above of this Article, a teacher shall be placed on the salary schedule at the level he/she would have advanced if he/she had not been absent.
- H. All benefits to which a teacher was entitled at the time of his/her leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him/her upon his/her return to employment.

ARTICLE 13

BOARD - STAFF RELATIONS

The Board of Education and the Bergenfield Education Association believe in a good climate of human relations where any and all employees feel free to discuss the educational and administrative policies of the school system. We further believe that an established means of communication should exist between the staff and the Board of Education. Toward this end, the following levels of communication will be established:

- A. A study committee for each building composed of Bergenfield Education Association members and the Principal, with members in proportion to the size of the faculty, but no less than two and no more than ten.
- B. There shall be a central committee composed of the President and Vice President of the Association, 3 members of the Association, Superintendent of Schools, Business Administrator, 1 Elementary Principal, Middle School Principal and High School Principal. The Chairman of this committee shall be the Superintendent of Schools or his/her designee. Minutes of all meetings shall be in writing. The function of this committee will be to discuss matters of district concern or building matters that cannot be satisfactorily resolved at that level.
- C. Both the building committees and the central committee shall meet at least monthly during the academic school year and may meet more frequently at the request of either party. Meetings of any committee may be omitted by mutual consent.

A regular meeting shall not be held unless an agenda has been submitted to the Superintendent of Schools or his/her designee at least five (5) school days prior to the date set for each meeting.

A copy of the agenda will then be distributed to members of the committee two (2) school days prior to the day of the meeting.

- D. Items of importance will be reviewed by the Superintendent of Schools and those items requiring Board attention will be submitted by him to the full Board and in addition minutes of the district committee shall be filed with the Board.

ARTICLE 14

CLASS SIZE

The Board of Education recognizes that class size has an impact both on the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to maintain class sizes which maximize the educational experiences.

ARTICLE 15

CLASS COVERAGE

- A. The Board of Education will endeavor to cover classes by obtaining substitutes. Where this is not possible, teachers may be assigned to cover classes in the following order:
1. Teachers who volunteer to cover classes during their preparation or lunch periods shall be assigned first. A list shall be kept of volunteers by the Building Principal or his/her designee.
 2. Where no volunteers are available, teachers may be assigned to cover during their preparation time on a fair and equitable/rotating basis.
 3. Teachers performing such duty shall be paid \$13.00 per period.

4. Where no volunteers or teachers with preparation time are available, the Building principal may reassign a teacher from his/her operation assignment. In this case, there is no additional remuneration unless the assignment is to a teaching period.
- B. A teacher who is assigned to cover his/her own class when the special teacher is absent shall be paid at the rate of \$13.00 per forty minute period or any proration thereof. In the event a substitute cannot be obtained to cover an elementary class and the class is given to a teacher or teachers (in addition to the teacher or teachers regular class), those affected shall divide the maximum per diem substitute pay.

ARTICLE 16

INSURANCE PROTECTION

The Board agrees to provide without cost to the contracted employee, the following:

- A. The Public and School Employees Health Benefits Program administered through the New Jersey Division of Pensions under individual or family plan whichever is applicable to the employee.
- B. Dental coverage for the employee and his/her eligible dependents under the New Jersey Dental Service Plan, U.C.R. Incentive Plan.
- C. The Association shall eliminate the current prescription plan and shall cap the Board's payment of additional premiums (difference in premium with and without stand-alone prescription plan) (Board will enter the State Health Benefits Plan) to permit employees to submit their prescription claims to the SHBP to the extent such claims are eligible for

reimbursement under said plan. The Board's payment of additional premium for each employee shall never be more than it was required to pay for prescription coverage on July 1, 1992. Any increase in premium greater than the Board's July 1, 1992 cost shall be paid by the employees. The amount as of July 1, 1992 was \$783.24 per annum per employee. Effective July 1, 2001, the cap will be \$900. Effective July 1, 2002, the amount will increase to \$1,000. The parties acknowledge that the cost increase in the cap has been shared by both the Board and the employees.

D. Upon voluntary retirement with twelve years or more of service in the Bergenfield Schools, certificated personnel will receive remuneration for accumulated sick days in accordance with the following schedule, except that for employees voluntarily retiring in the 1995-1996 and the 1996-1997 school year there shall be a maximum payment to any one certificated employee of \$10,000.00:

1. Certificated personnel (per diem remuneration) 0-100 days at \$30.00 per day.

101-200 days at substitute pay for consecutive service Level I; for the year of retirement.

201+ days at substitute pay for consecutive service Level II; for the year of retirement.

2. Upon voluntary retirement with 10 years or more of service in the Bergenfield schools, non-certificated personnel to receive .6 of certificated personnel remuneration.

3. Section D shall be automatically eliminated in its entirety on June 30, 2006 if the Association has not successfully negotiated a continuation of the provision

beyond the elimination date. Failure to reach an agreement on a successor contract by June 30, 2006 shall not result in a continuation of the benefits set forth in Section D.

4. Payment, at the Board's option, may be postponed to July 1 (one year and a day next following the year of retirement). Effective July 1, 1997.

ARTICLE 17

PAST PRACTICES CLAUSE

Where the Board has adopted policy concerning wages, hours and conditions of work prior to the negotiations of this contract which were in effect at the time this agreement was concluded, such policy as provided in law, may not be unilaterally changed and shall be considered past practices which are incorporated as part of this agreement.

Those practices concerning wages, hours, conditions of work are among the items subject to arbitration under this contract.

ARTICLE 18

BOARD RIGHTS AND RESPONSIBILITIES

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, 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 the United States including, but without limiting the generality of the foregoing, the right to the executive management and administrative control of the school system and its properties and facilities.

The exercise of the power, right, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of

judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of New Jersey and the Constitution and laws of the United States.

ARTICLE 19

SPECIALISTS

The Board of Education recognizes that Specialists have a value for the learning experience of children and upon the conditions of work of teachers. It shall endeavor insofar as possible to consider the role of Specialists to maximize the educational experience.

ARTICLE 20

GRIEVANCE PROCEDURE (NON-CERTIFICATED PERSONNEL)

Unless otherwise stated below, the grievance procedure in Article 3 is to be followed. In the grievance procedure, the supervisor with whom grievances are to be discussed is the supervisor to whom the grievant is responsible.

Step 2 For Custodians and Bus Drivers.

The supervisor to whom the written grievance must be directed is the school business administrator of the district rather than the Superintendent of Schools.

Step 2 For Secretaries.

The supervisor to whom the written grievance must be directed is the assistant superintendent for personnel of the district rather than the Superintendent of Schools.

ARTICLE 21

TENURE (CUSTODIANS)

1. Tenure of office shall be granted to members of the custodial staff who have obtained three (3) favorable annual evaluations after three (3) years of service in the Bergenfield School System.

Evaluations shall be carried out as follows:

<u>Employee</u>	<u>Performed By</u>
Custodian	Head Custodian, Building Principal
Head Custodian	Principal
Maintenance Staff	Supervisor of Buildings and Grounds
Grounds Staff	Supervisor of Buildings and Grounds
Supervisor of Buildings and Grounds	School Business Administrator

All yearly evaluations shall be reviewed and discussed with individual evaluated. All yearly evaluations will be subject to review and recommendation by the School Business Administrator or his/her designee. Evaluations shall be made part of the personnel file of the individual.

2. Tenure may be withdrawn from any employee for malfeasance, misfeasance, or non feasance in the performance of his/her duties. Prior to actual discharge, except in unusual cases mutually determined, the individual will be placed on probation for a period of time to be determined by the School Business Administrator after discussion with the individual and with a member of the association, if the individual so desires.

ARTICLE 22

SALARIES (CUSTODIANS)

1. The Board agrees that the Salary Guide attached hereto, including the general provisions thereon, and made a part hereof shall apply to all employees within the unit covered by this agreement.
2. A night shift differential schedule shall be paid to those individuals assigned to the night or early morning shifts.

The remuneration shall be:

\$600 additional per annum-night shift.

\$800 additional per annum-early morning shift.

3. Employees shall be employed on the basis of a normal work week of forty hours. The normal work day shall be eight (8) hours exclusive of lunch. When school is not in session the normal work day shall be seven and one half hours (7 1/2) exclusive of lunch.
4. Employees shall be paid on the basis of one and one-half times their equivalent hourly rate for hours in excess of forty within any given calendar week, Sunday through Saturday. Double time shall be paid for Sunday and/or Holiday overtime work.
5. No custodian will be required to remain in a building or any part thereof during the removal of hazardous materials when his/her presence is prohibited by Federal and/or state law.
6. If a custodian assigned to work the day shift in July and August is assigned to the night shift on a per diem basis, that custodian shall be paid at the rate of 1½ times the normal rate.

ARTICLE 23

VACATIONS/MISCELLANEOUS (CUSTODIANS)

Twelve month employees will receive paid vacations in accordance with the following schedule of employment from July 1st.

Length of Service

Vacation

Less than one year

One working day for each month of service

One year thru five years.

Two calendar weeks

A ten month employee will be considered to have one year after working five months; a twelve month employee will be considered to have one year after working six months.

Six years, thru ten years

Three calendar weeks, at least two weeks of which shall be consecutive.

Eleven or more years

Four calendar weeks, at least two weeks of which shall be consecutive.

An additional day of vacation will be granted any employee whose vacation includes a legal holiday.

The following holidays will be observed for custodians providing school is not in session:

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

If school is in session on one of the above listed holidays, or if a listed holiday falls on Saturday or Sunday members of the custodial staff shall receive a day off on a non-listed holiday that school is closed at the discretion of the School Business Administrator/Board Secretary.

MISCELLANEOUS

1. The Board of Education shall provide yearly, prior to September 1, three (3) sets of uniforms and shall also provide the necessary coveralls for boiler cleaning as required.
2. The Board of Education shall pay for the initial and yearly renewal boiler license fee of the individual custodial staff member achieving or holding same.
3. THIS APPLIES TO PERSONNEL HIRED AFTER JULY 1, 1991. Custodians shall obtain a Black Seal license by the end of the first year of employment. Cost of the course and the license shall be paid by the Board of Education.

ARTICLE 24

VACATIONS/MISCELLANEOUS (SECRETARIES)

Twelve month employees will receive paid vacations in accordance with the following schedule of employment from July 1st.

Length of Service

Vacation

Less than one year

One working day for each month of service

One year thru five years.

Two calendar weeks

A ten month employee will be considered to have one year after working five months; a twelve month employee will be considered to have one year after working six months.

Six years, thru ten years

Three calendar weeks, at least two weeks of which shall be consecutive.

Eleven or more years

Four calendar weeks, at least two weeks of which shall be consecutive.

An additional day of vacation will be granted any employee whose vacation includes a legal holiday.

MISCELLANEOUS

WORK SCHEDULE

The work day is seven (7) hours plus one hour for lunch, the work schedule for twelve (12) months employees is from July 1 through June 30 and the work schedule for ten (10) months employees is

from September 1 through June 30. Any work between thirty five (35) and forty (40) hours may be remunerated at the normal hourly rate (with the approval of the immediate supervisor) or equal compensatory time.

When a ten-month secretary is employed in the summer, that secretary shall be paid at the applicable daily rate of pay. The daily rate of pay shall be 1/200th of the secretary's annual salary or any portion thereof if the secretary works for less than a full contractual day.

SECURITY

If a secretary is working alone in a building without administrator or a school resource officer, the secretary may be reassigned to the High School to complete his or her work day.

ARTICLE 25

SENIORITY PROVISIONS (SECRETARIES)

- A. In the event tenure unit members must be laid off, said layoff will be made on the basis of district-wide seniority insofar as the employee(s) making the seniority claim possesses the necessary job skills, experience, and qualifications to perform in the position being claimed. Seniority shall be defined as continuous employment time in the Bergenfield Public School System.
- B. Any affected employee who bumps into a lesser salary classification shall retain his/her previously held salary in the higher classification until the salary guide step in the lesser classification surpasses the salary he/she was earning in the previously held higher classification. In no event shall the salary paid to an employee in a lesser classification be higher than the salary paid on the same step in a higher classification.

- C. In the event a vacancy occurs, laid off employees shall be entitled to recall in order of seniority so long as the employee making the recall claim possesses the skills and qualifications to fill the vacant position.
- D. No new bargaining unit member may be hired while unit members who meet job skill and qualification requirements are still on layoff.
- E. When unit members are recalled to work, they shall be restored to the appropriate step of the salary scale receiving credit for all time served in Bergenfield. All accumulated sick time and all other benefits said employee has at time of layoff shall be restored in their entirety upon the return of the employee.
- F. Seniority shall not be accumulated during the period of layoff or approved leave of absence. Upon credit or return from approved leave of absence, employees shall have their accumulated seniority to the date of layoff or commencement of approved leave of absence.

ARTICLE 26

SENIORITY PROVISIONS (CUSTODIANS, BUS DRIVERS AND PARAPROFESSIONALS)

- A. In the event unit members must be laid off, said layoff will be made on the basis of district-wide seniority insofar as the employee(s) making the seniority claim possess the necessary job skills, experience and qualifications to perform in the position being claimed. Seniority shall be defined as continuous employment time in the Bergenfield Public School System.
- B. Custodians shall accrue seniority in three categories: maintenance, grounds, custodian. An employee whose job assignment changes can accrue seniority in more than one category. As an example, if an employee starts in the

district as a custodian and is employed in that position for three years, and then his position is changed to a grounds position which he holds for four years, then the employee has four years seniority in the category of grounds and seven years seniority in the category of custodian.

- C. Bus Drivers shall accrue seniority in categories based on their CDL classification. Class B drivers can drive any type of bus. Class C drivers can drive any bus under 26,000 lbs. In the event of a layoff, all employees with a Class C CDL will be laid off before any employee with a Class B CDL is laid off. If an employee has a Class C CDL and is employed in that category for 2 years and then upgrades it to a Class B CDL and continues employment in the district for another 2 years, he/she would have 2 years seniority in the Class B category and 4 years seniority in Class C category.
- D. Paraprofessionals shall accrue seniority in two categories. The two categories are classroom paraprofessionals and one-to-one paraprofessionals. If an employee's assignment changes from one category to another he/she may accrue seniority in more than one category. For example, an employee hired as a classroom paraprofessional who works in that position for two years and whose assignment changes to a one-on-one paraprofessional which he/she holds for two years has two years seniority as a one-on-one paraprofessional and four years seniority as a classroom paraprofessional.

ARTICLE 27

AGENCY SHOP

A. Purpose of Fee

If an employee does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the costs of services rendered by the Association as majority representative.

B. Amount of Fee

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to the maximum allowed by law.

C. Deduction and Transmission of Fee

The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly will transmit the amount so deducted to the Association.

The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deductions will begin thirty (30) days after the employee begins his or her employment in a bargaining unit position.

D. Termination of Employment

If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question and promptly forward same to the Association.

E. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

ARTICLE 28

MISCELLANEOUS PROVISIONS

- A. This Agreement shall be added to Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee, heretofore and 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.

- D. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the Agreement is signed and presented to the President for distribution to all employees now employed or hereafter employed. The format of the cover of the Agreement shall be determined by the Superintendent of Schools.

- E. The teacher shall have the right and responsibility to determine grades within the grading policy of the Bergenfield School System based upon his/her professional judgment of available criteria pertinent to any given subject area or activity for which he/she is responsible. No grade will be changed without consultation with the teacher.

ARTICLE 29

DURATION OF AGREEMENT

- A. This agreement shall be effective as of July 1, 2003 and shall continue in effect until June 30, 2006. This agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated.

- B. In witness whereof the parties hereto have caused this agreement to be signed by their respective president, attested by their respective secretaries, and under their corporate seals to be placed here, all on the _____ day of _____, 2004.

BERGENFIELD EDUCATION
ASSOCIATION

BERGENFIELD BOARD OF EDUCATION

By: _____
HENRY HUISH
President

By: _____
STEVEN J. STAVROU
Board President

By: _____
LOUISE COOKSON
Secretary

By: _____
THOMAS P. EGAN
Business Administrator/
Board Secretary

ARTICLE 30

APPENDIX

- A. PROFESSIONAL SALARY GUIDE
- B. CLASSROOM PARAPROFESSIONALS SALARY GUIDE
- C. GUIDANCE PERSONNEL SALARY GUIDE
- D. ATHLETIC DEPARTMENT PERSONNEL SALARY GUIDE
- E. EXTRA PAY FOR EXTRA SERVICES
- F. CUSTODIAL SALARY GUIDE
- G. CERTIFIED PART-TIME HOURLY EMPLOYEES
- H. SECRETARIAL SALARY GUIDE
- I. BUS DRIVERS SALARY GUIDE

A - SALARY GUIDE

I. QUALIFICATIONS FOR ADVANCEMENT ON TEACHERS SCALE

- A. Advancement from one level of the salary guide to next shall be within the field of employment unless exempted by the Superintendent of Schools. It is recommended that employees secure the approval of courses by the Superintendent prior to registration if they expect to use them for advancement on the salary guide.

Advancement may take place under one of the following conditions:

1. Presentation of an official transcript indicating receipt of the next higher degree may qualify the employee to full advancement to the next level.
 2. Presentation of an official transcript indicating completion of thirty-two (32) graduate credits, approved by the Superintendent of Schools will qualify the employee to full advancement to the next higher level. Employees may advance only once on this basis unless the degree is obtained in the interim.
 3. Presentation of any official transcript indicating completion of sixteen (16) graduate credits approved by the Superintendent of Schools will qualify the employee for advancement to half way between the respective levels for the proper years of experience.
- B. Special industrial or trade experience, creative work in the fine arts, valuable travel experience, professional service or research in a related field may be construed as the equivalent of college credit.

- C. More than nine (9) credits, exclusive of summer school, may be taken in any semester in which the teacher is in full-time employment only upon the recommendation of the Principal and the approval of the Superintendent of Schools.
- D. Salary advances shall be made at the usual contract time; a teacher who qualifies for an advancement during the year shall receive a revised contract upon presentation of an official transcript, provided such intention was conveyed to the Superintendent of Schools, in writing by September 30 of the preceding school year.
- E. Prior to obtaining a Master's Degree, a maximum of eighteen (18) credits may be granted to a teacher for in-service programs and workshop credits not taken under the sponsorship of a college or university, provided that the teacher has obtained prior approval from the Superintendent of Schools. Anyone who has a Master's degree may take six (6) additional credits, and anyone who has a Masters +32 may take an additional twelve (12) credits. The permitted additional credits must be taken through the Bergenfield Board of Education sponsored programs. The maximum number of credits which may be granted under this program is thirty-six (36) credits. One (1) credit shall be defined as ten (10) clock hours of time or equivalent.
- F. Effective July 1, 1991, any credits in excess of thirty (30) credits which are required to complete a Master's Degree program shall not be utilized for purposes of advancement to a higher salary level.

Any teacher who was currently employed by the Board on July 1, 1991, or who was on a preferred eligibility list and is reemployed by the Board after July 1, 1991,

shall maintain his current placement on the salary guide and any credits in excess of thirty (30) credits which are required to complete a Master's Degree Program shall be utilized for purposes of advancement to a higher salary level.

II. INCREMENTS FOR ALL EMPLOYEES

- A. Increments will not be automatic but will be granted for satisfactory service upon the recommendation of the Superintendent of Schools, subject to the approval of the Board of Education. Failure in any given year to grant an increment does not create any future obligation to restore the increment.
- B. In any year an employee whose work is deemed unsatisfactory may, upon the recommendation of the Superintendent of Schools, have his/her increment withheld and thereby lose a step on the guide. Before making such recommendation to the Board, the Superintendent of Schools shall send the teacher written notice of such intention and give him/her an opportunity to discuss the reason for such action with the Superintendent.
- C. Additional increments may be granted within the guide upon the recommendation of the Superintendent of Schools, if the best interest of the school system warrants such action.
- D. Additional amounts above maximum may also be granted, upon the recommendation of the Superintendent of Schools, and approved by the Board, when in the judgment of the Board, the best interests of the school system are served by such action.

III. ADJUSTMENTS FOR ALL EMPLOYEES

In any year in which there is an upward revision of the salary guide, adjustments to the proper place on the guide may be withheld in whole or in part. Before making such recommendation to the Board, the Superintendent of Schools shall send the teacher written notice of such intention and give him/her an opportunity to discuss the reason for such action with the Superintendent. Future increases after withholding an adjustment will depend entirely upon the recommendation of the Superintendent and the approval of the Board of Education.

IV. ELEVEN MONTH PROFESSIONAL PERSONNEL

Will be employed for eleven (11) continuous months. Salary will be proper step on ten (10) month professional guide plus 10%.

V. RETROACTIVITY

All increases made to this 2003-2006 Agreement are retroactive to July 1, 2003 from the date of ratification and shall apply to all employed staff as of July 1, 2003.

APPENDIX A

TEACHER'S SALARY GUIDE - 2003-2004

Step	BA	BA+16	BA+32/ MA	MA+16	MA+32	MA+45	PD	MA+60	Edd/ PhD
1	42,000	43,880	45,660	47,250	49,230	49,920	50,290	50,610	51,270
2	43,600	45,380	47,160	48,750	50,730	51,420	51,790	52,110	52,770
3	43,900	45,680	47,460	49,050	51,030	51,720	52,090	52,410	53,070
4	44,200	45,980	47,760	49,350	51,330	52,020	52,390	52,710	53,370
5	44,500	46,280	48,060	49,650	51,630	52,320	52,690	53,010	53,670
6	44,800	46,580	48,360	49,950	51,930	52,620	52,990	53,310	53,970
7	45,100	46,880	48,660	50,570	52,400	53,090	53,460	53,780	54,440
8	45,980	47,810	49,640	51,570	53,400	54,090	54,460	54,780	55,440
9	46,820	48,710	50,640	52,570	54,400	55,090	55,460	55,780	56,440
10	47,790	50,060	51,770	53,930	55,990	56,680	57,050	57,370	58,030
11	49,070	51,670	53,930	57,090	58,150	58,840	59,210	59,530	60,190
12	51,210	53,930	56,130	59,030	60,450	61,140	61,510	61,830	62,490
13	53,420	56,030	58,600	61,480	62,430	63,120	63,490	63,810	64,470
14	55,850	58,270	61,450	63,670	65,250	65,940	66,310	66,630	67,290
15	58,300	61,050	64,130	66,070	68,260	68,950	69,320	69,640	70,300
16	60,810	63,760	66,700	68,960	71,160	71,850	72,220	72,540	73,200
17	63,240	66,390	69,550	71,430	74,010	74,700	75,070	75,390	76,050
18	65,360	68,770	72,220	73,850	77,010	77,700	78,070	78,390	79,050
19	67,160	70,570	74,020	75,770	80,320	81,010	81,380	81,700	82,360
20	68,760	72,170	75,620	77,570	82,120	82,810	83,180	83,500	84,160
21	70,360	73,770	77,220	79,170	83,890	84,580	84,950	85,270	85,930
22	71,960	75,370	78,820	80,770	85,490	86,180	86,550	86,870	87,530
23	73,560	77,320	81,310	84,770	88,840	89,530	89,900	90,220	90,880

TEACHER'S SALARY GUIDE - 2004-2005

Step	BA	BA+16	BA+32/ MA	MA+16	MA+32	MA+45	PD	MA+60	Edd/ PhD
1	43,000	44,780	46,490	48,640	50,720	51,400	51,760	52,070	52,720
2	44,020	46,280	47,990	50,140	52,220	52,900	53,260	53,570	54,220
3	45,520	47,780	49,490	51,640	53,720	54,400	54,760	55,070	55,720
4	45,820	48,080	49,790	51,940	54,020	54,700	55,060	55,370	56,020
5	46,120	48,380	50,090	52,240	54,320	55,000	55,360	55,670	56,320
6	46,420	48,680	50,390	52,540	54,620	55,300	55,660	55,970	56,620
7	46,720	48,980	50,690	52,840	54,920	55,600	55,960	56,270	56,920
8	47,600	49,860	51,570	53,720	55,800	56,480	56,840	57,150	57,800
9	48,440	50,700	52,410	54,560	56,640	57,320	57,680	57,990	58,640
10	49,410	51,670	53,380	55,530	57,610	58,290	58,650	58,960	59,610
11	50,690	53,290	55,550	58,710	59,770	60,460	60,830	61,150	61,810
12	52,830	55,550	57,750	60,650	62,070	62,760	63,130	63,450	64,110
13	55,040	57,650	60,220	63,100	64,050	64,740	65,110	65,430	66,090
14	57,470	59,890	63,070	65,290	66,870	67,560	67,930	68,250	68,910
15	59,920	62,670	65,750	67,690	69,880	70,570	70,940	71,260	71,920
16	62,430	65,380	68,320	70,580	72,780	73,470	73,840	74,160	74,820
17	64,860	68,010	71,170	73,050	75,630	76,320	76,690	77,010	77,670
18	66,980	70,390	73,840	75,470	78,630	79,320	79,690	80,010	80,670
19	68,780	72,190	75,640	77,390	81,940	82,630	83,000	83,320	83,980
20	70,380	73,790	77,240	79,190	83,740	84,430	84,800	85,120	85,780
21	71,980	75,390	78,840	80,790	85,510	86,200	86,570	86,890	87,550
22	73,580	76,990	80,440	82,390	87,110	87,800	88,170	88,490	89,150
23	75,160	78,920	82,910	86,370	90,440	91,130	91,500	91,820	92,480

TEACHER'S SALARY GUIDE - 2005-2006

Step	BA	BA+16	BA+32/ MA	MA+16	MA+32	MA+45	PD	MA+60	Edd/ PhD
1	44,000	46,600	48,860	52,015	53,080	53,770	54,140	54,460	55,120
2	45,300	47,900	50,160	53,315	54,380	55,070	55,440	55,760	56,420
3	46,600	49,200	51,460	54,615	55,680	56,370	56,740	57,060	57,720
4	47,912	50,512	52,772	55,927	56,992	57,682	58,052	58,372	59,032
5-6	48,555	51,155	53,415	56,570	57,635	58,325	58,695	59,015	59,675
7-8	49,420	52,020	54,280	57,435	58,500	59,190	59,560	59,880	60,540
9	50,275	52,875	55,135	58,290	59,355	60,045	60,415	60,735	61,395
10	51,135	53,735	55,995	59,150	60,215	60,905	61,275	61,595	62,255
11	52,410	55,010	57,270	60,425	61,490	62,180	62,550	62,870	63,530
12	54,550	57,270	59,470	62,370	63,790	64,480	64,850	65,170	65,830
13	56,760	59,370	61,940	64,820	65,770	66,460	66,830	67,150	67,810
14	57,965	60,385	63,565	65,785	67,365	68,055	68,425	68,745	69,405
15	60,415	63,165	66,245	68,185	70,375	71,065	71,435	71,755	72,415
16	62,905	65,875	68,815	71,075	73,275	73,965	74,335	74,655	75,315
17	65,355	68,505	71,665	73,545	76,125	76,815	77,185	77,505	78,165
18	67,475	70,885	74,335	75,965	79,125	79,815	80,185	80,505	81,165
19	69,700	73,110	76,560	78,310	82,860	83,550	83,920	84,240	84,900
20	72,100	75,510	78,960	80,910	85,460	86,150	86,520	86,840	87,500
21	73,700	77,110	80,560	82,510	87,230	87,920	88,290	88,610	89,270
22	75,300	78,710	82,160	84,110	88,830	89,520	89,890	90,210	90,870
23	76,880	80,640	84,630	88,090	92,160	92,850	93,220	93,540	94,200

TEACHER'S ADVANCEMENT CHART

(Read Directly Across a Horizontal Line to Track Advancement)

2002-03 Step		2003-04 Step		2004-05 Step		2005-06 Step
						1
				1	⇒	2
		1	⇒	2	⇒	3
1	⇒	2	⇒	3	⇒	4
2	⇒	3	⇒	4	⇒	5-6
3	⇒	4	⇒	5	⇒	5-6
4	⇒	5	⇒	6	⇒	7-8
5	⇒	6	⇒	7	⇒	7-8
6	⇒	7	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	10
8	⇒	9	⇒	10	⇒	11
9	⇒	10	⇒	11	⇒	12
10	⇒	11	⇒	12	⇒	13
11	⇒	12	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	15
13	⇒	14	⇒	15	⇒	16
14	⇒	15	⇒	16	⇒	17
15	⇒	16	⇒	17	⇒	18
16	⇒	17	⇒	18	⇒	19
17	⇒	18	⇒	19	⇒	20
18	⇒	19	⇒	20	⇒	21
19	⇒	20	⇒	21	⇒	22
20	⇒	21	⇒	22	⇒	23
21	⇒	22	⇒	23	⇒	23
22	⇒	23	⇒	23	⇒	23
23	⇒	23	⇒	23	⇒	23

APPENDIX B

CLASSROOM PARAPROFESSIONALS SALARY GUIDE - 2003-2004

Step	Rate
1-2	14,125
3	14,275
4	14,425
5	14,805
6	15,205
7	15,615
8	16,035
9	16,465
10	16,905
11	17,355
12	17,815
13	18,285
14	18,765
15	19,345
16	20,025

CLASSROOM PARAPROFESSIONALS SALARY GUIDE - 2004-2005

Step	Rate
1	14,505
2-3	14,605
4	14,755
5	15,110
6	15,505
7	15,925
8	16,355
9	16,795
10	17,245
11	17,705
12	18,175
13	18,655
14	19,145
15	19,735
16	20,425

CLASSROOM PARAPROFESSIONALS SALARY GUIDE - 2005-2006

Step	Rate
1-2	15,035
3-4	15,185
5	15,505
6	15,860
7	16,250
8	16,675
9	17,125
10	17,585
11	18,055
12	18,535
13	19,025
14	19,525
15	20,125
16	20,825

CLASSROOM PARAPROFESSIONALS ADVANCEMENT CHART

2002-03 Step		2003-04 Step		2004-05 Step		2005-06 Step
				1	⇒	1-2
1	⇒	1-2	⇒	2-3	⇒	3-4
2	⇒	3	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	10
8	⇒	9	⇒	10	⇒	11
9	⇒	10	⇒	11	⇒	12
10	⇒	11	⇒	12	⇒	13
11	⇒	12	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	15
13	⇒	14	⇒	15	⇒	16
14	⇒	15	⇒	16	⇒	16
15	⇒	16	⇒	16	⇒	16
16	⇒	16	⇒	16	⇒	16

APPENDIX C

GUIDANCE PERSONNEL SALARY GUIDE - 2003-2006

BASE	\$ 1,119
STEP 1	\$ 1,400
STEP 2	\$ 1,681
STEP 3	\$ 1,962
STEP 4	\$ 2,238
STEP 5	\$ 2,518
STEP 6	\$ 2,794

APPENDIX D

ATHLETIC DEPARTMENT PERSONNEL SALARY GUIDE - 2003-2004

Coaches	2000-2003 (Base)	2003-2004	2004-2005	2005-2006
Football				
Head Coach	\$ 5,312	\$ 5,420	\$ 5,528	\$ 5,582
Assistant Coaches	\$ 3,397	\$ 3,505	\$ 3,613	\$ 3,667
Wrestling/Basketball				
Head Coach	\$ 4,638	\$ 4,746	\$ 4,854	\$ 4,908
Assistant Coaches	\$ 3,071	\$ 3,179	\$ 3,287	\$ 3,341
Baseball/Softball				
Head Coach	\$ 4,064	\$ 4,172	\$ 4,280	\$ 4,334
Assistant Coaches	\$ 2,738	\$ 2,846	\$ 2,954	\$ 3,008
Track (Boys/Girls)				
Head Coach	\$ 4,064	\$ 4,172	\$ 4,280	\$ 4,334
Assistant Coaches	\$ 2,738	\$ 2,846	\$ 2,954	\$ 3,008
Soccer/Cheering				
Head Coach	\$ 4,064	\$ 4,172	\$ 4,280	\$ 4,334
Assistant Coaches	\$ 2,738	\$ 2,846	\$ 2,954	\$ 3,008
Golf/Bowling				
Head Coach	\$ 3,646	\$ 3,754	\$ 3,862	\$ 3,916
Assistant Coaches	\$ 2,326	\$ 2,434	\$ 2,542	\$ 2,596
Tennis/Volleyball				
Head Coach	\$ 3,646	\$ 3,754	\$ 3,862	\$ 3,916
Assistant Coaches	\$ 2,326	\$ 2,434	\$ 2,542	\$ 2,596
Winter Track/Cross Country				
Head Coach	\$ 3,646	\$ 3,754	\$ 3,862	\$ 3,916
Assistant Coaches	\$ 2,326	\$ 2,434	\$ 2,542	\$ 2,596
Gymnastics				
Head Coach	\$ 3,646	\$ 3,754	\$ 3,862	\$ 3,916
Assistant Coaches	\$ 2,326	\$ 2,434	\$ 2,542	\$ 2,596
Weight Training				
	\$ 3,345	\$ 3,453	\$ 3,561	\$ 3,615

APPENDIX E

EXTRA PAY FOR EXTRA SERVICES

Extra Pay for Extra Services

Position	2003-2004	2004-2005	2005-2006	Periods
Assistant Band Coach	\$ 1,757	\$ 1,834	\$ 1,919	0
Assistant Drama Coach - High School	\$ 1,255	\$ 1,310	\$ 1,370	0
Band Coach	\$ 3,232	\$ 3,374	\$ 3,529	0
Class Advisor, Freshmen	\$ 1,130	\$ 1,180	\$ 1,234	1
Class Advisor, Sophomores	\$ 1,130	\$ 1,180	\$ 1,234	1
Class Advisor, Juniors	\$ 1,130	\$ 1,180	\$ 1,234	1
Class Advisor, Seniors	\$ 1,130	\$ 1,180	\$ 1,234	1
Color Guard Advisor	\$ 2,290	\$ 2,391	\$ 2,501	1
Coordinator of Nurses	\$ 3,000	\$ 3,132	\$ 3,276	0
Debate Club Advisor	\$ 2,499	\$ 2,609	\$ 2,729	0
Decathlon Advisor	\$ 1,056	\$ 1,102	\$ 1,153	0
Dramatics Director, High School	\$ 3,232	\$ 3,374	\$ 3,529	1
High School Newspaper	\$ 1,882	\$ 1,965	\$ 2,055	2
Honor Society, High School	\$ 1,130	\$ 1,180	\$ 1,234	0
Intramurals	\$ 5,021	\$ 5,242	\$ 5,483	0
Literary Magazine	\$ 753	\$ 786	\$ 822	0
Middle School Club Advisors (6)	\$ 444	\$ 464	\$ 485	0
Newsletter Literary Editor	\$ 1,779	\$ 1,857	\$ 1,943	0
Newsletter Production Editor	\$ 1,779	\$ 1,857	\$ 1,943	0
Production Manager/Costumes	\$ 945	\$ 987	\$ 1,032	0
Safety Patrol Advisors	\$ 502	\$ 524	\$ 548	0
Spring Concert Production	\$ 1,506	\$ 1,572	\$ 1,645	0
Stage Director, High School	\$ 3,232	\$ 3,374	\$ 3,529	0
Student Congress Advisor, High School	\$ 753	\$ 786	\$ 822	1
Theater Workshop, Middle School	\$ 1,668	\$ 1,741	\$ 1,821	0
Work/Study Coordinator	\$ 2,636	\$ 2,752	\$ 2,879	2
Yearbook, High School	\$ 1,882	\$ 1,965	\$ 2,055	1
Yearbook, Fund Raising, Middle School	\$ 1,112	\$ 1,161	\$ 1,214	1
Academic Coach	\$ 2,000	\$ 2,088	\$ 2,184	0
Peer Leaders	\$ 1,500	\$ 1,566	\$ 1,638	0
Middle School AVA Coordinator	\$ 1,000	\$ 1,044	\$ 1,092	0
Middle School Director of Activities	\$ 1,000	\$ 1,044	\$ 1,092	0
Dance Club Advisor	\$ 2,739	\$ 2,860	\$ 2,991	0
Assistant Dance Club Advisor	\$ 1,369	\$ 1,429	\$ 1,495	0

APPENDIX F

CUSTODIAL SALARY GUIDE - 2003-2004

Step	Cat. A	Cat. B	Cat. C	Cat. D	Cat. E
1-2	40,795	38,035	37,266	35,456	33,617
3	41,090	38,330	37,561	35,751	33,912
4	41,390	39,196	37,861	36,067	34,472
5	42,267	40,566	38,816	37,037	35,558
6	43,143	41,867	39,416	37,960	36,743
7	44,020	43,170	40,359	38,830	37,790
8	44,897	44,539	41,389	39,700	38,830
9	46,080	46,066	42,419	40,570	39,870
10	47,050	47,036	43,448	41,441	40,840
11	48,021	48,006	44,478	42,311	41,810
12	48,991	48,976	45,507	43,181	42,780
13	49,961	49,838	46,537	44,051	43,380
14	50,931	50,438	47,567	44,821	43,610
15	51,901	51,051	48,596	45,692	43,964
16	52,777	51,175	50,032	46,768	44,098

Category A: Head Custodian, High School, Middle School

Category B: Head Custodian, Elementary Schools, Maintenance

Category C: Grounds

Category D: Assistant Head Custodian, High School, Middle School Custodians

Category E: Custodians

An additional increment of \$350 may be granted after ten (10) and fifteen (15) years of continuous employment in the Bergenfield School System.

CUSTODIAL SALARY GUIDE - 2004-2005

Step	Cat. A	Cat. B	Cat. C	Cat. D	Cat. E
1	42,105	39,345	38,576	36,766	34,927
2-3	42,400	39,640	38,871	37,061	35,222
4	42,700	40,506	39,171	37,377	35,782
5	43,577	41,876	40,126	38,347	36,868
6	44,453	43,177	40,726	39,270	38,053
7	45,330	44,480	41,669	40,140	39,100
8	46,207	45,849	42,699	41,010	40,140
9	47,280	47,266	43,619	41,770	41,070
10	48,250	48,236	44,648	42,641	42,040
11	49,221	49,206	45,678	43,511	43,010
12	50,191	50,176	46,707	44,381	43,980
13	51,161	51,038	47,737	45,251	44,580
14	52,131	51,638	48,767	46,021	44,810
15	53,101	52,251	49,796	46,892	45,164
16	53,977	52,375	<u>51,232</u>	47,968	45,298

Category A: Head Custodian, High School, Middle School

Category B: Head Custodian, Elementary Schools, Maintenance

Category C: Grounds

Category D: Assistant Head Custodian, High School, Middle School Custodians

Category E: Custodians

An additional increment of \$350 may be granted after ten (10) and fifteen (15) years of continuous employment in the Bergenfield School System.

CUSTODIAL SALARY GUIDE - 2005-2006

Step	Cat. A	Cat. B	Cat. C	Cat. D	Cat. E
1-2	43,845	41,085	40,316	38,506	36,667
3-4	44,145	41,951	40,616	38,822	37,227
5	45,022	43,321	41,571	39,792	38,313
6	45,898	44,622	42,171	40,715	39,498
7	46,775	45,925	43,114	41,585	40,545
8	47,652	47,294	44,144	42,455	41,585
9	48,615	48,601	44,954	43,105	42,405
10	49,585	49,571	45,983	43,976	43,375
11	50,556	50,541	47,013	44,846	44,345
12	51,526	51,511	48,042	45,716	45,315
13	52,496	52,373	49,072	46,586	45,915
14	53,466	52,973	50,102	47,356	46,145
15	54,436	53,586	51,131	48,227	46,499
16	55,312	53,710	52,567	49,303	46,633

Category A: Head Custodian, High School, Middle School

Category B: Head Custodian, Elementary Schools, Maintenance

Category C: Grounds

Category D: Assistant Head Custodian, High School, Middle School Custodians

Category E: Custodians

An additional increment of \$350 may be granted after ten (10) and fifteen (15) years of continuous employment in the Bergenfield School System.

CUSTODIAL ADVANCEMENT CHART

2002-03 Step		2003-04 Step		2004-05 Step		2005-06 Step
				1	⇒	1-2
1	⇒	1-2	⇒	2-3	⇒	3-4
2	⇒	3	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	10
8	⇒	9	⇒	10	⇒	11
9	⇒	10	⇒	11	⇒	12
10	⇒	11	⇒	12	⇒	13
11	⇒	12	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	15
13	⇒	14	⇒	15	⇒	16
14	⇒	15	⇒	16	⇒	16
15	⇒	16	⇒	16	⇒	16
16	⇒	16	⇒	16	⇒	16

APPENDIX G

CERTIFIED PART-TIME HOURLY EMPLOYEES

Certified part time hourly employees are hired at an hourly rate of pay.

1	\$13.00
2	\$13.50
3	\$14.00
4	\$14.50
5	\$15.00
6	\$15.50
7	\$16.00
8	\$16.50
9	\$17.00

Masters Add: \$ 1.00

Masters+32 Add: \$ 1.00

APPENDIX H

SECRETARIAL SALARY GUIDE - 2003-2004

Step	Cat. A	Cat. B	Cat. C	Cat. D
1-2	30,480	29,452	26,616	27,366
3	30,780	29,752	26,916	27,666
4	32,194	30,646	27,184	27,934
5	33,199	31,601	28,044	28,794
6	34,273	32,556	28,952	29,702
7	35,308	33,511	30,019	30,769
8	36,316	34,467	30,919	31,669
9	37,237	35,422	31,626	32,376
10	37,987	36,377	32,473	33,223
11	38,737	37,333	33,073	33,823
12	39,610	37,933	33,573	34,323
13	40,483	38,433	33,983	34,733
14	41,356	38,822	34,394	35,144
15	42,753	39,903	35,540	36,290

Career Step: \$350 upon completion of 10 years service

Plus Step: \$350 each 3 years after 10 years of service up to a maximum of \$1,750

Positions:

Category A: Secretary to Assistant Superintendent for Curriculum/Instruction, High School Principal, Middle School Principal, Data Processing, Accounts Payable (12 Months)

Category B: All other 12 Month secretaries and Clerks

Category C: All 10 Month Secretaries and Clerks

Category D: Secretary to Elementary School Principal (\$750 differential over other 10 or 12 months secretaries is included)

SECRETARIAL SALARY GUIDE - 2004-2005

Step	Cat. A	Cat. B	Cat. C	Cat. D
1	31,605	30,577	27,553	28,303
2-3	31,905	30,877	27,853	28,603
4	33,319	31,771	28,121	28,871
5	34,324	32,726	28,981	29,731
6	35,398	33,681	29,889	30,639
7	36,433	34,636	30,956	31,706
8	37,441	35,592	31,856	32,606
9	38,362	36,547	32,563	33,313
10	39,112	37,502	33,410	34,160
11	39,862	38,458	34,010	34,760
12	40,735	39,058	34,510	35,260
13	41,608	39,558	34,920	35,670
14	42,481	39,947	35,331	36,081
15	43,878	41,028	36,477	37,227

Career Step: \$350 upon completion of 10 years service

Plus Step: \$350 each 3 years after 10 years of service up to a maximum of \$1,750

Positions:

Category A: Secretary to Assistant Superintendent for Curriculum/Instruction, High School Principal, Middle School Principal, Data Processing, Accounts Payable (12 Months)

Category B: All other 12 Month secretaries and Clerks

Category C: All 10 Month Secretaries and Clerks

Category D: Secretary to Elementary School Principal (\$750 differential over other 10 or 12 months secretaries is included)

SECRETARIAL SALARY GUIDE - 2005-2006

Step	Cat. A	Cat. B	Cat. C	Cat. D
1-2	35,528	32,678	29,842	30,592
3-4	35,728	32,878	29,942	30,692
5	36,453	33,603	30,502	31,252
6	37,203	34,353	31,087	31,837
7	37,978	35,128	31,697	32,447
8	38,778	35,928	32,332	33,082
9	39,603	36,753	32,992	33,742
10	40,453	37,603	33,677	34,427
11	41,328	38,478	34,387	35,137
12	42,228	39,378	35,122	35,872
13	43,153	40,303	35,882	36,632
14	44,103	41,253	36,667	37,417
15	45,078	42,228	37,477	38,227

Career Step: \$350 upon completion of 10 years service

Plus Step: \$350 each 3 years after 10 years of service up to a maximum of \$1,750

Positions:

Category A: Secretary to Assistant Superintendent for Curriculum/Instruction, High School Principal, Middle School Principal, Data Processing, Accounts Payable (12 Months)

Category B: All other 12 Month secretaries and Clerks

Category C: All 10 Month Secretaries and Clerks

Category D: Secretary to Elementary School Principal (\$750 differential over other 10 or 12 months secretaries is included)

SECRETARIAL ADVANCEMENT CHART

2002-03		2003-04		2004-05		2005-06
Step		Step		Step		Step
				1	⇒	1-2
1	⇒	1-2	⇒	2-3	⇒	3-4
2	⇒	3	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	10
8	⇒	9	⇒	10	⇒	11
9	⇒	10	⇒	11	⇒	12
10	⇒	11	⇒	12	⇒	13
11	⇒	12	⇒	13	⇒	14
12	⇒	13	⇒	14	⇒	15
13	⇒	14	⇒	15	⇒	15
14	⇒	15	⇒	15	⇒	15
15	⇒	15	⇒	15	⇒	15

APPENDIX I

BUS DRIVERS SALARY GUIDE - 2003-2004

Step	Rate
1-2	22,235
3	22,505
4	22,745
5	23,035
6	23,275
7	23,640
8	24,485
9	25,330
10	26,210
11	26,860
12	27,785
13	28,600

BUS DRIVERS SALARY GUIDE - 2004-2005

Step	Rate
1	22,960
2-3	23,205
4	23,450
5	23,695
6	23,940
7	24,310
8	25,100
9	25,900
10	26,710
11	27,530
12	28,360
13	29,200

BUS DRIVERS SALARY GUIDE - 2005-2006

Step	Rate
1-2	24,000
3-4	24,245
5	24,490
6	24,735
7	25,100
8	25,890
9	26,690
10	27,500
11	28,320
12	29,150
13	29,990

BUS DRIVERS ADVANCEMENT CHART

2002-03 Step		2003-04 Step		2004-05 Step		2005-06 Step
				1	⇒	1-2
1	⇒	1-2	⇒	2-3	⇒	3-4
2	⇒	3	⇒	4	⇒	5
3	⇒	4	⇒	5	⇒	6
4	⇒	5	⇒	6	⇒	7
5	⇒	6	⇒	7	⇒	8
6	⇒	7	⇒	8	⇒	9
7	⇒	8	⇒	9	⇒	10
8	⇒	9	⇒	10	⇒	11
9	⇒	10	⇒	11	⇒	12
10	⇒	11	⇒	12	⇒	13
11	⇒	12	⇒	13	⇒	13
12	⇒	13	⇒	13	⇒	13
13	⇒	13	⇒	13	⇒	13

AFFIRMATIVE ACTION

"It is the policy of the Bergenfield Board of Education not to discriminate in its educational programs, activities, employment policies, or admission policies and practices on the basis of race, color, natural origin, sex or handicap."

Title VI	Coordinator	Rita Eberhard Assistant Curriculum	Superintendent	of
Title IX	Coordinator	Rita Eberhard Assistant Curriculum	Superintendent	of
Title 504	Coordinator	Rita Eberhard Assistant Curriculum	Superintendent	of
ADA	Officer	Rita Eberhard Assistant Curriculum	Superintendent	of

Rita Eberhard
Assistant Superintendent of
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