

An Agreement

Between the

***BOARD OF EDUCATION
OF THE
BOROUGH OF NORTH ARLINGTON
NEW JERSEY***

AND THE

***NORTH ARLINGTON
EDUCATION ASSOCIATION***

JULY 1, 2024 – JUNE 30, 2029

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ARTICLE I
RECOGNITION

A. STATEMENT OF RECOGNITION

Pursuant to N.J.S.A. 34:13A-1 et seq., the Board of Education of the Borough of North Arlington, New Jersey (hereinafter referred to as the “Board”), recognizes the North Arlington Education Association (hereinafter referred to as the “Association”), as the exclusive representative for the collective negotiations concerning grievances and the terms and conditions of employment for all certified and non-certified employees who are currently employed or are to be employed by the North Arlington Board of Education with the following exclusions.

B. EXCLUSION

The employees of the Board not represented by the Association are as follows:

- Superintendent of Schools
- School Business Administrator/Board Secretary
- Principals
- Assistant Principals
- Assistant Superintendent
- Coaches (when the coach is not employed by the Board in another position in the Association’s bargaining unit)
- All District Supervisors
- Director of Special Education
- Director of Curriculum and Instruction
- Supervisor of Buildings and Grounds
- Athletic Director
- Confidential Secretary – Superintendent of Schools
- Confidential Secretaries – Board Secretary/School Business Administrator
- Second Secretary to the Superintendent
- All Non-Contractual Employees
- Accounts Manager
- Accounts Payable Secretary

C. DEFINITION OF EMPLOYEE

Employee shall mean any person who is, or will be, under contract with the Board of Education and represented by the Association in the negotiating unit as above.

D. BOARD/EMPLOYEE RELATIONS

Pursuant to N.J.S.A. 34:13A-1 et seq., the Board hereby agrees that every employee of the Board shall have the right to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other activities for mutual aid and protection. As a duly selected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of the above stated

law or other laws of the State of New Jersey, Constitution of the State of New Jersey or of the United States; that it shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of his/her membership in or participation in activities of the Association, inclusive of collective bargaining, processing or any other employee proceeding guaranteed by this agreement.

E. JOB PROTECTION

No employee shall be dismissed, suspended, disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action by the Board, or any agent or representative thereof, shall not be made public unless the employee so requests and must be subject to the processes set forth in the established grievance procedure.

F. REQUIRED APPEARANCE OF EMPLOYEE

Whenever any employee is required to appear before any administrator or supervisor, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of the employee in his/her position, employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of any employee pending charges shall be with pay.

ARTICLE II

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. "Grievance" shall mean a claim based upon the interpretation, application or violation of policies, agreements and administrative decisions which affect the employee's terms and conditions of employment.
2. "Administrator-Immediate Supervisor" shall mean any person appointed by the Board of Education who is responsible for or exercises any degree of supervision or authority over other employees.
3. "Representative" shall mean the person(s) designated by the aggrieved employee or group of employees to act as counsel in the employee's behalf. As defined by and formulated through N.J.S.A. 34:1-3A-3(e).

B. PROCEDURES

1. Any employee with a grievance shall within twenty (20) working days of the occurrence present it first to the building principal of his/her home school, except those indicated below, in an attempt to resolve the matter informally.

IMMEDIATE SUPERVISOR

School Business Administrator/Board Secretary

Director of Special Education

EMPLOYEE

Board Office Secretaries
Maintenance Staff

Child Study Team Members
Child Study Team Secretary

2. If the matter is not resolved at Step 1 and the employee wishes to pursue a formal grievance, the grievant will, within ten (10) working days of the informal meeting, present it in writing to the Superintendent. The Superintendent must respond, in writing, to the grievant with a copy to the Grievance Committee Chairperson within ten (10) working days of receipt of the formal grievance.
3. Should the grievance not be settled to the satisfaction of the grievant and/or the Association after reaching Step 2, it must be referred by the grievant within ten (10) working days to the Grievance Committee. The Grievance Committee shall make a determination and communicate that determination to the grievant and the Superintendent within a period not to exceed fifteen (15) additional working days from the date of the Superintendent's response. This action will not prevent the grievant from proceeding further. Should the grievant be a member of the Grievance Committee, he/she shall not take part in any decision involving the merits of said grievance.
4. Should the Grievance Committee determine that the case has or may not have merit, or the grievant determine to ignore a "no merit" decision of the Grievance Committee, the grievance shall be presented in writing to the Board Secretary/School Business Administrator requesting a meeting with the Board of Education within five (5) working days of receipt of the Grievance Committee's written determination.
5. The Board, or a committee thereof, shall hear the grievance within twenty (20) working days from the date the Board Secretary/School Business Administrator receives the request.
6. The grievant and/or representative may appear at such hearing. Identification of representation is to be provided to the Board prior to the date of the hearing.
7. The Board, within ten (10) working days of such hearing, shall issue a written determination of its findings or an interim notice for a continuation of deliberations of no more than ten (10) working days to issue a final written determination.

C. ARBITRATION

1. Should the grievant be dissatisfied with the Board's decision, the employee may appeal the decision to Advisory Arbitration upon written notice to the Board within fifteen (15) working days of receipt of the Board's decision.
 - a. The parties shall request a list of arbitrators from the Public Employee's Relations Commission (hereinafter referred to as "PERC"). Both parties shall alternately strike names from the list and inform PERC of their selection. The selected Arbitrator shall meet with the representatives of both parties and hold hearings promptly.
 - b. The Arbitrator shall be without power or authority to make any decisions which would require the commission of an act prohibited by law, violation of the terms of this agreement, or which would apply to any of the following:
 1. Matters for which a method of review is prescribed either by law or any rule or regulation of the Commissioner of Education or the New Jersey State Board of Education.
 2. Matters where the Board is without authority to act.
 3. Matters which, according to law, are exclusively within the discretion of the Board.
 4. Complaints concerning dismissal or non-renewal of the contract of a non-tenured employee.
2. The proceedings and determinations of the Arbitrator shall be limited to the issues submitted concerning the grievance. The Arbitrator cannot supplement, delete, amend or modify the terms of the agreement between the parties. The authority of the Arbitrator shall be limited to interpreting the terms and conditions of employment as set forth in this agreement as they concern the grievance.
3. The decision of the Arbitrator shall be submitted in writing to the Board and the Association.
4. The costs of the services of the Arbitrator including any per diem, travel and subsistence expenses, will be borne equally by the Board and the Association.

D. MISCELLANEOUS

1. An individual employee shall not have the right to refuse to follow an administrative directive on the grounds that a grievance has been initiated. The employee must continue under the direction of the Superintendent and Administrators or Immediate Supervisors regardless of any pending grievance until such grievance is properly resolved.

2. All hearings and documents concerning a pending grievance shall be confidential and not be made public.
3. Each party to a grievance shall have access, at reasonable times, to all written statements and records pertaining to such grievance. However, such records for which the Board has a legal or moral responsibility, shall remain in its possession at all times.
4. Any grievant may act as his/her own representative, or may be represented as defined herein.
5. Should a grievant choose not to be 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.
6. No reprisals of any kind shall be taken by the Board or the administration against the grievant(s), Association officers, or others involved in the grievance.
7. All documents, communications and records dealing with the grievance shall be filed separately and not kept in the personnel file of any of the participants.
8. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly, and the processing of such grievance shall begin at Step 2 (Art. II, B.2)

ARTICLE III

NEGOTIATIONS PROCEDURE

A. INITIAL MEETING

At a time during the month of November mutually agreeable to both parties, a meeting shall be held by representatives of the Association and the Board for the purpose of discussing a renewal of the existing agreement. Both parties shall, at this meeting:

1. Set forth proposed meeting dates.
2. Establish guidelines for the negotiations.
3. Exchange written proposals to amend, supplement, or delete from the existing agreement.

B. CONSULTANTS

Should the Board or the Association deem it necessary, outside consultants may be contracted to assist either group toward a successful resolution of the negotiation process. Prior notice shall be given to the other party that such consultants, along with the identity of the consultant(s), will be participants at negotiations.

C. PAYMENT OF CONSULTANTS

Payment for any consultant(s) contracted by either party shall be made under the following stipulations:

1. If such consultant(s) are retained by either party, the fees and expenses will be wholly borne by the party making such retention.
2. If such consultant(s) are retained by both parties jointly by mutual agreement, the fees and expenses incurred thereby shall be equally shared by both the Board and the Association.

D. IMPASSE

Upon recognition of impasse, either party may so notify the other in writing and may, within three (3) days of such written notification, request the New Jersey Public Employees Relations Commission (PERC) to take such steps as it may deem expedient to effect voluntary resolution of the dispute.

ARTICLE IV

CONDITIONS OF EMPLOYMENT – INSTRUCTIONAL STAFF

A. LENGTH OF WORK YEAR AND PROFESSIONAL DEVELOPMENT

1. The work year for all instructional staff shall be one hundred and eighty-three and one-half (183.5) days to be scheduled by the Superintendent.
2. Effective July 1, 2016, the three (3) minimum student contact days scheduled at the beginning of each school year shall be increased to full instructional days. Effective July 1, 2018, the professional development that was previously completed in the afternoons of those three (3) days shall be completed by staff during the time scheduled for regular monthly meetings and during teachers' daily "pass time" (the period between the end of the student's day and the end of the contractual work day), provided that no extra help has been requested by students. Effective July 1, 2024, SafeSchools Vector Solutions training (or other similar training) that was previously completed by teachers during professional development days prior to the start of the student school year, or other training that may arise during the school year, shall be completed by staff no later than October 31 during preparation time or other unassigned time. On or before the first day of school, the administration shall provide each teacher with a schedule of the required County/State/Federal mandated training modules, including SafeSchools training or other similar training, and the expected date of completion for each training. Teaching staff members will complete all County/State/Federal mandated training within the timelines required by the Department of Education and adhere to the timelines established by the District's administration.

3. Days preceding the Thanksgiving and Christmas recesses shall be four (4) hour days.
4. The per diem rate for instructional staff shall be 1/200th.

B. WORK DAY RESPONSIBILITIES

In all references to meetings during the school year, curriculum writing may be required. Curriculum writing stipend increased to forty (\$40.00) dollars per hour. There may be a maximum of eight (8) hours of curriculum writing per school year during the school day. There shall be no stipend for curriculum writing during the school day. Curriculum writing shall be capped at a maximum of 40 hours at \$40.00 per hour.

1. Effective July 1, 2017, the length of the workday for all instructional staff will be as follows:
 - a. High School – six (6) hours and thirty (30) minutes, exclusive of a forty (40) minute duty free lunch.
 - b. Middle School – six (6) hours and thirty (30) minutes exclusive of a forty (40) minute duty free lunch.
 - c. Elementary School –six (6) hours and twenty-five (25) minutes, exclusive of a forty-five (45) minute duty free lunch.

Teachers shall indicate each daily arrival and each daily departure by initialing the appropriate column on the teachers' "sign-in" roster.

End of Week and Holidays (other than Thanksgiving and Christmas) - On Fridays and on days before scheduled holidays or session breaks, all staff members are permitted to leave at the dismissal time for students when the buildings are cleared.

2. Daily instructional workload:
 - a. High School Teachers – The high school will implement a rotating block schedule on a four-day cycle. The block schedule periods shall be eighty minutes in length. The workload over the four days of the block schedule cycle shall consist of ten teaching periods with two additional duty periods or twelve teaching periods with no additional duty period. Teachers who are assigned to twelve teaching periods over the four-day cycle may not be involuntarily assigned to more than five duty periods with pay during any school year except in cases of emergency. An "emergency" shall exist if there are factors beyond the control of the Board, including but not limited to, staff absences that are unable to be filled by a substitute, a situation that threatens to impair the operation of the school or endanger the health and safety of students and/or staff members, or an unforeseen combination of circumstances which calls for the immediate assignment of a teacher to duty supervision. Teachers assigned to twelve teaching periods in the four-day cycle may voluntarily accept a duty assignment with payment based on the contractual rates. If a teacher is assigned to teach fourteen periods over the

four days of the block schedule cycle, he or she shall be paid one-sixth of his or her annual compensation, which shall be pro-rated for any partial year worked.

Teachers who volunteer for a zero period shall teach a forty-minute period each day.

- b. Middle School Teachers – The daily workload consists of five (5) teaching periods with an additional duty period. Teachers who are assigned to a sixth teaching period may not be involuntarily assigned to more than five (5) duty periods with pay during any school year except in cases of an emergency. An “emergency” shall exist if there are factors beyond the control of the Board, including but not limited to, staff absences that are unable to be filled by a substitute, a situation that threatens to impair the operation of the school or endanger the health and safety of the students and/or staff members, or an unforeseen combination of circumstances which calls for the immediate assignment of a teacher to duty supervision. Teachers assigned to a sixth teaching period may voluntarily accept a duty assignment with payment based on the contractual rates. The normal instructional time workload for teachers consists of five (5) hours and fifty (50) minutes, inclusive of two (2) prep periods.
- c. Elementary Teachers – The daily workload of elementary teachers consists of five (5) hours and fifty-five (55) minutes, inclusive of prep periods.
- d. Special Subject Teachers – The daily workload of elementary special subject teachers consists of five (5) hours and fifty-five (55) minutes, inclusive of prep periods pursuant to section five of this article. Duty assignments will be made by building principals to avoid inequities.

Note: Special subject teachers are teachers of Art, Music, Dance, Health, Physical Education/Health/Character Education, Library Media Specialist, and World Language.

3. Elementary Teachers’/Middle School Teachers’/High School Teachers’ Lunch:

- a. Effective July 1, 2017, all teachers shall have a duty free lunch period as follows:

Elementary School Teachers	45 minutes
Middle School Teachers	40 minutes
High School Teachers	40 minutes
- b. Lunchroom supervision will be provided by aides hired by the North Arlington Board of Education.

- c. A teacher shall be available within each building to assist with student problems referred by the lunch aides. Assignments shall be on a rotating basis.
- d. Any teacher supervising the lunchroom will receive \$20.00 per lunch period coverage.

4. Faculty Meetings:

Faculty meetings shall be conducted as follows:

Elementary School faculty meetings shall be on Mondays from 3:00 P.M. to 4:00 P.M. Middle School and High School faculty meetings shall be on Mondays from 2:15 P.M. to 3:15 P.M. On one Monday in each of the months of October, January, March, and May, the faculty meeting will occur on a half day for students allowing the faculty meeting to commence one hour after student dismissal (to allow time for lunch) and end at 4:00 p.m. for the Elementary Schools and 3:15 p.m. for the Middle School and High School. A tentative agenda shall be issued in advance whenever practicable. Teachers shall have the opportunity to suggest items for the agenda. Absent emergent circumstances, the agenda for the meeting will be posted by the end of the day on the Friday immediately preceding the meeting. The time allocated for faculty meetings can be utilized for faculty meetings, curriculum writing, professional learning communities, professional development, or other relevant work assigned by the principal.

5. Professional Periods:

Teachers shall have professional periods as follows:

- a. High School Teachers – All full-time high school teachers shall have, in addition to their duty free lunch periods, a minimum of 320 minutes of time over the normal four-day block schedule cycle that shall be used for professional purposes, and every effort will be made to ensure that a teacher receives one preparation period per day though the parties realize that providing one period per day will not always be possible. In the event a shortened school day (e.g., a four-hour session, delayed opening, early dismissal, or other similar occurrence) occurs during the four-day block cycle, a teacher may receive less than 320 minutes for that four-day cycle due to the schedule modifications required to accommodate the shortened school day.
- b. Middle School Teachers – All full-time middle school teachers shall have, in addition to their duty free lunch periods, two (2) periods per day that shall be used for professional purposes. Teachers who are assigned to a sixth teaching period may not be involuntarily assigned to more than five (5) duty periods with pay during any school year except in cases of an emergency. An “emergency” shall exist if there are factors beyond the control of the Board, including but not limited to, staff absences that are unable to be filled by a substitute, a situation that threatens to impair the operation of the

school or endanger the health and safety of the students and/or staff members, or an unforeseen combination of circumstances which calls for the immediate assignment of a teacher to duty supervision. Teachers assigned to a sixth teaching period may voluntarily accept a duty assignment with payment based on the contractual rates. If a teacher is assigned a seventh period, he or shall be paid one-sixth (1/6) of his or her annual compensation, which shall be pro-rated for any partial year worked.

- c. Elementary Teachers – All elementary teachers will have, in addition to their duty free lunch, shall normally have a minimum of five (5) preparation periods of forty minutes each per week. Every effort will be made to assign each teacher one forty minute period per day.
- d. Elementary Special Subject Teachers – all elementary special subject teachers shall normally have a minimum of five (5) professional periods per week.

C. ASSIGNMENTS

Tentative teacher schedules or assignments that include subject and grade level will be given to teachers before the close of school in June or earlier if conditions permit.

- 1. When schedules are modified due to the reorganization of the Master Schedule, teachers involved will be informed of the schedule change as soon as is practicable.
- 2. Newly appointed teachers shall be given their schedule of assignments as soon as is practicable.
- 3. Notification of non-renewal shall occur no later than May 15th of each year.

D. SCHOOL CALENDAR

The NAEA Executive Board shall meet with the Superintendent and shall discuss the calendar for the upcoming school year. One (1) week prior notification of the meeting date shall be given to the President of the Association to allow for planning. The recommendations of the committee shall be submitted to the Board for its consideration. All teachers shall be given a copy of the school calendar for the coming year.

E. WORK COMPENSATION

Teachers will be compensated for the following duties:

- 1. Home Instruction - Teachers employed to provide home instruction to pupils shall be paid for this service at the per clock hour rate of \$40.00 per hour for the duration of the contract.
- 2. Class Coverage – When an administrator assigns a teacher to instructional coverage beyond the teacher’s daily scheduled assignment load, the teacher will be compensated in the following manner:

- a. High School:
 - 1. Coverage for all teachers during a professional planning period will be compensated at the rate of \$23 for working up to forty minutes of a block or \$46 when working more than forty minutes of a block for each year of this Agreement.
 - 2. Coverage in lieu of a scheduled non-teaching assignment will be compensated at the rate of \$17 for working up to forty minutes of a block or \$34 when working more than forty minutes of a block for each year of this Agreement.
- b. Middle School and Elementary Schools:
 - 1. Coverage for all teachers during a professional planning period will be compensated at the rate of \$23.00 per period for each year of this Agreement. Elementary teachers will receive this compensation only when his/her class is covered by an Art, Music, World Language or Physical Education teacher.
 - 2. Coverage in lieu of a scheduled non-teaching assignment will be compensated at the rate of \$17.00 per period for each year of this Agreement.
- 3. Saturday Detention – Saturday detention coverage will be compensated at a rate of \$23.00 per hour for three hours, when scheduled by the High School Principal.
- 4. Central Detention – Central detention shall be from 2:45 to 3:45. A staff member providing central detention coverage shall be compensated \$23.00.
- 5. Lunch Detention – Lunch detention coverage shall be compensated at \$23.00 per lunch period.
- 6. I&RS team members will be compensated at the class coverage rate if they lose a preparation period because they had to attend an I&RS meeting for a student who is not in their class.
- 7. Any teacher who loses a full preparation because the teacher is providing translation services will be compensated at the class coverage rate.
- 8. Summer Work – When performing work in the summer, nurses, school counselors, and members of the Child Study Team shall be compensated at the rate of \$300 for each day worked.

F. TUITION REIMBURSEMENTS

The Board agrees to subsidize graduate course tuition costs of all teachers. The Board and the Association agree that tuition reimbursement and additional compensation for coursework exist primarily to benefit the District's students by helping teachers hone their craft, expand and reinforce their content knowledge, and improve instruction. To realize these goals and ensure the prudent expenditure of public funds, the parties have agreed upon the following provisions and limitations:

1. The total obligation of the Board in providing this subsidy shall not exceed \$40,000 per year in each year of this Agreement. Each of the foregoing school years is defined as July 1 through June 30. Tuition reimbursement shall be allotted in two (2) equal parts of \$20,000 each, one (1) for the summer/fall semesters and one (1) for the winter/spring semesters, upon successful completion of the course with a grade of "B" or higher, or a grade of "pass" provided that the course was taken on a pass/fail basis from its inception. A teacher is eligible to receive reimbursement for up to six (6) credits per year. An official transcript must be provided to the Superintendent according to the following deadlines:

Summer/Fall – February 15th

Winter/Spring – July 15th

Within fifteen (15) days of the above deadlines, the total amount of credits shall be tallied and the amount of \$20,000 allotted for that semester shall be allocated equally to all members, not to exceed the cost expended by the individual member. However, reimbursement shall be provided in the amount of the actual cost per credit and shall not exceed the Montclair University per credit rate. Once the calculation is made, the amount of reimbursement shall be disclosed. If any funds are left over for any semester, they shall be carried over to the next available semester in any one (1) fiscal year. The Superintendent shall furnish the Association with a summary of actual tuition reimbursements for each semester one (1) month subsequent to the deadline for submission.

2. In accordance with N.J.S.A. 18A:6-8.5, in order for the Board to provide tuition reimbursement or additional compensation for coursework taken or a degree program completed at an institution of higher education, the following conditions must be satisfied:
 - a. The institution where the coursework shall be taken or the degree program pursued shall be a duly authorized institution of higher education as defined by N.J.S.A. 18A:3-15.3; and
 - b. For courses taken during the spring or fall, the course must be offered in a traditional semester format and meet over the course of a minimum of twelve weeks. For courses taken during the summer, the course must meet over the course of a minimum of four weeks; and
 - c. The course-length requirement in Article IV, Section F.2.b, do not apply where the course is offered by (1) an institution that provides the

opportunity to attend in-person graduate courses at a location within fifty miles of North Arlington, N.J. as measured from the Board Offices or (2) the College of New Jersey, Princeton University, Rider University, Monmouth University, Georgian Court University, Stockton University, Rowan University, or Rutgers University-Camden (i.e., the specific course for which the teacher seeks approval does not have to be offered in person; only similar graduate courses at the institution must be offered in person); and

- d. Courses taken during the summer on an in-person basis at any duly authorized institution of higher education are not subject to the fifty-mile limitation in Section F.2.c; and
 - e. The employee shall obtain approval from the Superintendent prior to enrollment in any course or degree program for which tuition assistance is sought. In the event that the Superintendent denies the approval, the employee may appeal the denial to the Board. In order to obtain the Superintendent's approval, the course or degree program must be related to the employee's current or future job responsibilities and must benefit the District's educational system; and
 - f. The Superintendent's approval shall be submitted to the Board for approval at its next meeting.
3. Payment will be made after proof of course completion is submitted and such payment will be chargeable to the school year in which the course is completed. The submission deadlines and payment dates are set forth in Schedule I. To receive reimbursement for a course, the teacher must submit a bill from the accredited college or university which offered the course.
 4. Any teacher who receives tuition reimbursement must remain on the North Arlington staff a minimum of one (1) school year following course completion except in extenuating circumstances. In the event a teacher, whether tenured or non-tenured, resigns from a position during the school year following the year in which a course was reimbursed, the teacher will repay the Board the amount reimbursed for the course in full within thirty (30) days of resignation.

G. SABBATICAL LEAVE

Instructional personnel who have served in the North Arlington School System for at least seven (7) consecutive school years may be granted sabbatical leave under the following conditions:

1. Sabbatical leaves may be granted for travel or for study at an accredited university or college, for professional development in their area of certification or toward certification, or by special recommendation of the Superintendent.
2. The total number of approved sabbatical leaves shall not exceed two (2) members of the teaching staff in any one year, except by special recommendation of the Superintendent.

3. Sabbatical leaves may be approved for a half-year at full pay or for a full year at half pay.
4. The Committee for the Professional Staff selected by the President of the Association and the principal involved, presided over by the Superintendent of Schools, shall be responsible for the selection of successful applicants and shall submit appropriate recommendations to the Board of Education. Application must be submitted by January 1st with recommendations to the Board of Education by February 1st. Notification to the successful candidates will be made by February 15th.
5. Personnel who have not had sabbatical leaves in the North Arlington School System shall be given preference over those who have.
6. Upon return, a written report of accomplishment must be submitted to the Superintendent and the Board of Education.
7. The recipients of sabbatical leaves shall make a contractual commitment to remain in the North Arlington School System for three (3) school years following the expiration of their sabbatical leaves.
8. All tenure, seniority, salary increment, pension and retirement rights shall be retained by and accrued to the teacher on sabbatical leave in the same manner as if he/she were not on such leave. The Board of Education shall retain from the salary of a teacher on sabbatical leave and pay on his/her behalf, such amounts as are required by law.

H. PARENT/TEACHER CONFERENCES

During the month of December the elementary schools will schedule conferences. There will be two afternoon sessions and one evening session which shall be held from 6:00 p.m. to 8:30 p.m. During the month of December the middle school and high school will schedule conferences: at each school there will be one afternoon session and one evening session which shall be held from 6:00 p.m. to 8:30 p.m. All days designated as mandatory conference days will be four-hour sessions for students. All days designated as mandatory afternoon conference days will be a full contractual day inclusive of a 45 minute lunch for staff. All days designated as evening conference days will be four-hour sessions for staff.

I. BACK TO SCHOOL NIGHT

During the month of September, the District will schedule back to school night. There will be one evening session, which shall be held from 6:00 to 8:30 p.m. All staff shall attend back to school night at their home school. Back to school night will be a four-hour session for students and staff.

ARTICLE V

CONDITIONS OF EMPLOYMENT – CUSTODIAL/MAINTENANCE STAFF

A. WORK DAY

The work day for custodial/maintenance personnel (hereinafter referred to as “custodial” for this section), shall be established as follows:

1. Hours – Full-time regularly employed custodial personnel shall work a forty (40) hour week at specified daily hours as fixed by the Superintendent.
2. Overtime – For work beyond the regularly scheduled work day, custodial personnel shall be paid at the following overtime schedule:
 - a. Time and one half shall be paid for all hours worked beyond the regular eight hour work day, and for hours worked on Saturday.
 - b. Double time shall be paid for hours worked on Sundays and those Holidays listed in Section V, D. 1, of this document.
 - c. Compensatory time shall be granted at a rate of 1.5 multiplied by the excess hours worked during the week and Saturdays. For Sundays and Holidays, compensatory time will be granted at a rate of two multiplied by the excess hours worked.
3. The Board may hire custodial personnel on a part-time basis as necessary at an hourly rate of Twelve Dollars (\$12).
4. The per diem rate for custodial/maintenance personnel shall be 1/260th.

B. INCLEMENT WEATHER

1. All twelve (12) month custodial personnel will, on inclement weather days or during any emergency for which school is closed by the Superintendent, report for work. The Superintendent or his/her designee may shorten the work day once it is determined that safety and operational standards have been achieved.
2. For work during inclement weather or an emergency, custodial and maintenance personnel shall be given compensation time, not to exceed eight (8) hours in any given year regardless of total time worked during these inclement weather/emergency days. This compensatory time must be approved by the Superintendent of Schools or his/her designee and must be taken during July or August of that year.

C. CALL-BACKS

Custodial personnel shall be paid a minimum of one (1) hour of overtime for boiler checks callback time on days when there is no assignment to a facility. The rate for all callbacks other than boiler checks shall be a minimum of two (2) hours of overtime.

D. HOLIDAYS

1. All full-time custodial personnel shall be entitled to the following holidays:

Independence Day
Friday before Labor Day
Labor Day
Presidential Elections
Thanksgiving Day **
Day after Thanksgiving Day
Christmas Eve **
Christmas Day
New Year's Eve *
New Year's Day
President's Day (Federal)
Good Friday
Memorial Day
Columbus Day
Martin Luther King Day

Two (2) additional days not taken from any school recess. These two (2) additional days are to be taken between July 1 and June 30 in each contract year. These two (2) additional days are non-cumulative.

- * Night shift to work on day shift the school day before this holiday
 - ** Day shift to work from 6:30 a.m. to 1:00 p.m., and night shift to work 12:00 p.m. to 6:30 p.m. on the school day before Thanksgiving Day and on the school day before Christmas Eve when the school calendar provides a half day for students and staff.
2. In the event a legal holiday falls during the school year, and the Board determines to close schools, and such holiday is not listed in this agreement, all custodial personnel shall be entitled to that day as a holiday.
 3. When a legal holiday (Christmas Day and New Year's Day) falls on a weekend, custodial staff shall receive a compensatory day for said holiday, but otherwise no additional time shall be given.

E. STAFF MEETINGS

Staff meetings of custodial personnel may be called by the administrators as needed and shall not last longer than forty-five (45) minutes beyond the working day. Personnel in attendance shall be paid the regular or overtime rate, whichever is applicable.

F. VACATIONS

The annual vacation policy for full-time custodial personnel employed on a twelve (12) month basis from July 1st to June 30th shall be the following: (See chart)

1. The employee with less than one (1) year of employment is entitled to one (1) working day of vacation with full pay for each month of employment from date of employment to June 30th, but not until three (3) months of employment have been completed.
2. Beginning with the completion of the first year of service until the completion of the eighth year of service, the employee is entitled to twelve (12) working days of vacation with full pay.
3. Beginning with the ninth year of service until the completion of the fifteenth year of service, the employee is entitled to fifteen (15) working days of vacation with full pay.
4. Effective July 1, 2012, the employee with fifteen (15) years or more of employment is entitled to an additional day of paid vacation for each additional year of service commencing with the 16th year, not to exceed twenty (20) days of paid vacation. Employees with fifteen (15) years or more of employment who have accrued twenty-one (21) to twenty-five (25) days of paid vacation as of June 30, 2012, shall be “grandfathered” and entitled to maintain their accrued days of paid vacation, not to exceed twenty-five (25).
5. All twelve (12) month employees will be permitted to take no more than two (2) weeks of vacation time during the months when school is in session – September through June. All vacation will require prior approval of the employee’s immediate supervisor and further approval by the Superintendent or School Business Administrator. Such notification must be given at least thirty (30) days before the first day of vacation. If within the administrative application of this paragraph, conflicts arise pertinent to the scheduling of requested vacation time by employees, the applicable administrator will resolve this conflict by assigning the requested vacation time to the employee(s) with the greatest seniority. Additional vacation time during the school year may be granted at the discretion of the Superintendent or his/her designee.

EMPLOYMENT SERVICE – ENTITLED VACATION DAYS

Less than one year (but more than three (3) months)	One (1) day for each month employed
Beginning with the first day of the second year	Twelve (12) days
Beginning with the first day of the ninth year	Fifteen (15) days
Beginning with the first day of the sixteenth year	One (1) day for each year employed (not to exceed twenty (20))

G. WORK UNIFORMS

The Board shall provide the following work clothing:

1. Three (3) sets of uniforms for newly hired custodians and maintenance personnel in the first year of employment.
2. During each subsequent year:
 - a. Custodial/maintenance staff shall be provided with three (3) uniforms at the rate of \$50.00 each to an annual maximum of \$150.00.
3. The Board will purchase all-weather gear in a number equal to the total number of custodians and maintenance workers, with the equipment housed at the individual schools and replaced as determined by the School Business Administrator.
4. All custodians and maintenance personnel shall be supplied with one pair of work shoes per year. Any cost in excess of \$120.00 is to be assumed by the employee. Employees must submit appropriate receipts in order to receive reimbursement under this paragraph.

H. JOB RELATED COURSE WORK

There shall be a reimbursement of no more than \$150.00 per year per individual for voluntary course work completed by custodial/maintenance personnel provided such course work has been previously approved by the Superintendent of Schools. The reimbursement shall be paid after the eligible individual presents transcript evidence of successful course completion to the Superintendent of Schools. Board subsidy of this program, for all participating personnel, shall not exceed \$1,000.00 per year and reimbursement will be paid on a first come/first served basis.

ARTICLE VI

CONDITIONS OF EMPLOYMENT – SECRETARIAL STAFF

A. WORK DAY/YEAR

The workday for secretarial personnel shall be established as follows:

1. Twelve Month -
 - a. Twelve Month – Twelve month secretarial personnel shall work a seven (7) hour day when school is in session. The hours for twelve month secretaries shall typically be 7:30 a.m. to 3:30 p.m., exclusive of a one (1) hour lunch. However, at a secretary's request, and with the prior written approval of the administration, a twelve month secretary's work hours may be modified, provided that the twelve month secretary continues to work a seven hour day.
 - b. When school is not in session during the Winter, Spring and Summer recesses (the first full week after July 4 to the last full week prior to the week before

Labor Day), the twelve month secretarial personnel shall work an eight (8) hour day Monday through Thursday from 7:30 a.m. to 4:00 p.m. exclusive of a one half (1/2) hour lunch, or at their option during the summer recess only, they may work Monday through Friday, with a six and one half hour (6.5) day Monday through Thursday from 7:30 a.m. to 3:00 p.m., exclusive of a one (1) hour lunch and a six (6) hour day on Friday from 7:30 a.m. to 2:30 p.m., exclusive of a one (1) hour lunch.

- c. During the Winter, Spring and Summer recesses (the first full week after July 4 to the last full week prior to the week before Labor Day), each vacation day used during said periods shall be charged as one (1) day against the secretary's annual entitlement. Twelve (12) month secretarial personnel who opt to work Monday through Friday during the summer recess and take a full week of vacation shall be charged four (4) days against the secretary's annual entitlement.
- d. The per diem rate for Twelve Month secretarial personnel shall be 1/260th.
- e. Effective July 1, 2025, the work year for building-based main office secretarial personnel will increase from ten months to twelve months and this section will govern their work day.

2. Ten Month –

- a. Ten-month secretarial personnel shall work a seven (7) hour day. The hours for ten month secretaries shall typically be 8:00 a.m. to 4:00 p.m. exclusive of a one (1) hour lunch. However, at a secretary's request, and with the prior written approval of the administration, a ten month secretary's work hours may be modified, provided that the secretary continues to work a seven hour day.
- b. Ten-month secretarial personnel shall work one hundred eighty-four (184) instructional staff days, five (5) days in August and two (2) days each during the Winter, and Spring recess periods, one (1) day during the Fall recess, when applicable based on the school calendar, and through June 30. No days will be owed when the Fall recess is not scheduled. Additionally, ten-month secretarial personnel may be assigned an additional eight (8) days during the months of July and August to be determined by the Superintendent of Schools at the rate of 1/200th of their annual salary.

3. Part Time – Secretarial personnel, contracted on an annual basis, will work a four (4) hour day when school is in session at a schedule fixed by the Superintendent.

4. Overtime – (1) For work beyond 35 hours per week, all secretarial personnel shall be paid at their regular rate of pay. (2) For work beyond 40 hours per week, all secretarial personnel shall be paid at a rate of 1.5 multiplied by excess hours worked. No overtime shall be worked without prior authorization from the superintendent or his designee.

5. Any full-time ten or twelve month secretarial employee of the North Arlington Board of Education who is selected to fill a ten or twelve month secretarial position will retain his/her seniority and move to the same step on the appropriate guide.
6. Secretarial personnel shall not administer medication of any type.
7. If a legal holiday (Christmas Day and New Year's Day) falls on a Saturday or Sunday, an additional day will be granted. A 1:00 p.m. dismissal will be granted to all secretarial employees on Thanksgiving Eve, the school day before Christmas Eve when the school calendar provides a half day for students and staff, and the last day of school

B. STAFF MEETINGS

Staff meetings of secretarial personnel may be called by the administrators as needed and shall not last longer than forty-five (45) minutes beyond the working day. Personnel in attendance shall be paid the regular or overtime rate, whichever is applicable.

C. HOLIDAYS

Secretarial personnel shall be entitled to Holiday time under the following conditions:

1. Ten (10) and twelve (12) month secretarial personnel will be entitled to those Holidays listed in the following chart:

Independence Day
Friday before Labor Day
Labor Day
Columbus Day
NJEA Convention
Presidential Election
Thanksgiving Day
Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
President's Day
Good Friday
Memorial Day
Martin Luther King Day

During the Winter and Spring Recesses for students, ten (10) month secretarial personnel will work two (2) of the scheduled office workdays. Twelve (12) month secretarial personnel shall work an eight (8) hour day Monday through Thursday. Twelve (12) month secretarial personnel may use vacation days during these weekly recess periods. If school is open on any of the above listed holidays, secretarial employees shall be entitled to another day off. During these weekly recess periods, secretarial personnel who use vacation days shall be charged one (1) day for every day used against the secretary's annual entitlement.

During the Fall Recess for students (the week of NJEA Convention), when applicable based on the school calendar, ten (10) month secretarial personnel will work one (1) of the scheduled office workdays (Monday, Tuesday, and Wednesday) and twelve (12) month secretaries will work two (2) of the scheduled office workdays (Monday, Tuesday, and Wednesday). No days will be owed when the Fall Recess is not scheduled. During this recess period, secretarial personnel who use vacation days shall be charged one (1) day for every day used against the secretary's annual entitlement.

2. When a legal holiday (Christmas Day and New Year's Day) falls on a weekend, secretarial personnel shall receive a compensatory day for said holiday, but otherwise no additional time shall be given.

D. VACATIONS

The annual vacation policy for secretarial personnel employed on a twelve (12) month basis from July 1st through June 30th shall be the following: (See chart)

1. The employee with less than one (1) year of employment is entitled to one (1) working day of vacation with full pay for each month of employment from the date of employment to June 30th, but not until three (3) months of employment have been completed.
2. Beginning with the completion of the first year of service until the completion of the eighth year of service, the employee is entitled to twelve (12) working days of vacation with full pay.
3. Beginning with the ninth year of service until the completion of the fifteenth year of service, the employee is entitled to fifteen (15) working days of vacation with full pay.
4. Effective July 1, 2012, the employee with fifteen (15) years or more of employment is entitled to an additional day of paid vacation for each additional year of service commencing with the 16th year, not to exceed twenty (20) days of paid vacation. Employees with fifteen (15) years or more of employment who have accrued twenty-one (21) to twenty-five (25) days of paid vacation as of June 30, 2012, shall be "grandfathered" and entitled to maintain their accrued days of paid vacation, not to exceed twenty-five (25).
5. All twelve-month employees will be permitted to take no more than two (2) weeks of vacation time during the months when school is in session - September through June. All vacation will require prior approval of the employees' immediate supervisor and further approval by the Superintendent or School Business Administrator. Such notification must be given at least 30 days before the first day of vacation. If within the administrative application of this paragraph, conflicts arise pertinent to the scheduling of requested vacation time by employees, the applicable administrator will resolve this conflict by assigning the requested vacation time to the employee(s) with the greatest seniority. Additional vacation time during the school year may be granted at the discretion of the Superintendent or his/her designee.

6. Secretarial personnel entitled to twelve (12) working days of vacation with pay may take an additional eight (8) days without pay.
7. Secretarial personnel entitled to fifteen (15) working days of vacation with pay may take an additional five (5) days without pay.

EMPLOYMENT SERVICE – ENTITLED VACATION DAYS

Less than one year (but more than three (3) months)	One (1) day for each month employed
Beginning with the first day of the second year	Twelve (12) days
Beginning with the first day of the ninth year	Fifteen (15) days
Beginning with the first day of the sixteenth year	One (1) day for each year employed (not to exceed twenty (20))

E. JOB RELATED COURSE WORK

There shall be a reimbursement of no more than \$150.00 per year per individual for voluntary course work completed by secretarial staff provided such course work has been previously approved by the Superintendent of Schools. The reimbursement shall be paid after the eligible individual presents transcript evidence of successful course completion to the Superintendent of Schools. Board subsidy of this program, for all participating personnel, shall not exceed \$1,000.00 per year and reimbursement will be paid on a first come/first served basis.

ARTICLE VII

CONDITIONS OF EMPLOYMENT – TRANSPORTATION PERSONNEL

A. WORK DAY

The workday for transportation personnel shall be established as follows:

1. Hours – Full-time transportation personnel shall work either a seven (7) or eight (8) hour day at specified daily hours as fixed by the Superintendent or his/her designee.
2. Overtime – For work beyond the regularly scheduled work day, transportation personnel shall be paid at the following overtime scale:
 - a. Time and one-half shall be paid for all hours worked beyond the regular eight (8) hour work day, and for hours worked on Saturday.
 - b. Double time shall be paid for hours worked on Sundays and Holidays listed in Section V, D 1, excluding the three additional days granted to custodians only.

B. SINGLE TRIP ASSIGNMENTS

Exclusive of regular route assignments, all single trip assignments shall be paid for a minimum of two hours.

C. STAFF MEETINGS

Staff meetings of transportation personnel may be called by the administrators as needed and shall not last longer than forty-five (45) minutes beyond the working day. Personnel in attendance shall be paid the regular or overtime rate, whichever is applicable.

D. WORK UNIFORMS

The Board shall annually provide transportation staff with one (1) work jacket.

E. BUS DRIVER TRAINING

1. The Board will pay the entire cost for the application fees and required coursework (“CDL costs”) for any employee that the Board, at the recommendation of the Superintendent, approves to obtain a CDL and/or the required endorsements to drive a school bus.
2. Unless extenuating circumstances are present, any employee for whom the Board pays the costs to obtain a CDL and/or the required endorsements to drive a school bus must remain on the North Arlington School District staff for a minimum of four years following the date on which the CDL and/or required endorsements is issued/obtained. If any employee leaves their employment during the four years, the employee will repay the Board for the CDL costs as set forth below:
 - a. In the event an employee leaves their employment in the District voluntarily during the four years following the date on which the CDL and/or required endorsements is issued/obtained, the employee will repay the Board the full amount of CDL costs.
 - b. In the event that the Board non-renews or terminates an employee during the four years following the date on which the CDL and/or required endorsements is issued/obtained, the employee will repay the Board a prorated amount based on the length of time that has passed since the issuance of the CDL and/or required endorsements. The prorated amount to be repaid will be calculated based on the number of months that have passed between the date on which the CDL and/or required endorsements is issued/obtained and the employee’s last day of work (e.g., if the employee worked nine months following issuance of the CDL before employment ends due to non-renewal or termination, the employee would have to repay 39/48 of the CDL costs).
 - c. Any repayment required under this provision will be paid within thirty days of the employee’s last day of employment.

ARTICLE VIII

EVALUATIONS

A. EMPLOYEE EVALUATIONS

All evaluations of the performance of an employee shall be conducted professionally and with the full knowledge of the employee.

B. EVALUATION CONFERENCE

No such report shall be submitted to the Superintendent's Office, placed in the employee's file or otherwise acted upon, without prior conference with the employee and signed by both the evaluator and the employee. No employee shall be requested to sign a blank or incomplete observation form. Employees shall be provided with a copy of the completed evaluation form.

C. FORM CONSTRUCTION

The construction of an evaluation form is the prerogative of the Board of Education. Should revision of any evaluation form(s) be necessary, the Superintendent shall appoint a committee comprised of affected employees to prepare recommendations for revision.

D. EVALUATIONS FOR NON-STATUTORY TENURE

All custodial/maintenance, secretarial and bus driver personnel shall be evaluated annually by immediate supervisors and district administrators. Upon completion of three (3) years of consecutive employment in the district, custodial/maintenance and bus driver personnel will, upon application, be duly considered for tenure appointment. The actual appointment to be made will require the recommendation of the Superintendent of Schools followed by Board of Education approval.

ARTICLE IX

NEW POSITIONS AND VACANCIES

A. POSTING OF POSITIONS

All position openings will be publicized in all schools no less than fifteen (15) working days and no more than thirty (30) working days prior to the initiation of the selection process. Qualifications for the position(s) shall be clearly set forth when the position(s) is/are posted. During the summer months and school recesses, all new posted positions shall be sent to school e-mail, posted on the District website, and posted in the main office of each school.

B. VACANCIES FOR CERTIFIED PERSONNEL

Position openings involving either vertical or lateral movements, other than "acting appointments", will include:

1. Vacancies in newly created positions.

2. Vacancies in existing positions.
3. Vacancies in Federal Title Projects.
4. Vacancies in Special Projects.

ARTICLE X

MEDICAL BENEFITS

A. MEDICAL COVERAGE

The Board agrees to continue to pay the full family coverage with benefits substantially comparable to the New Jersey School Employees Health Benefits Program for employees having completed three (3) years of service to the district.

- a. Effective July 1, 2018, employees hired on or before June 30, 2018, in their first three years of employment may choose either: a) single coverage, which shall be the Direct Access Plan or the OMNIA 3 plan or b) dependent coverage in the OMNIA 3 plan. If the employee selects single coverage or dependent coverage, then after the employee completes three (3) years of employment in the district, the employee shall be entitled to full family coverage with benefits in the plan then available to other employees.
- b. Effective July 1, 2019, employees hired after June 30, 2018, in their first year of employment may choose either: a) single coverage, which shall be the Direct Access Plan or the OMNIA 3 plan. Said employees, during their second year of employment and employees hired on or after July 1, 2019, may choose either: a) single coverage, which shall be in the Direct Access Plan or the OMNIA 3 plan or b) dependent coverage in the OMNIA 3 plan. Except for those employees required to enroll in the equivalent New Jersey Educators Health Plan or the equivalent Garden State Health Plan in accordance with the provisions of Chapter 44, during the open enrollment period after their fifth year of employment, they may elect any coverage in the plans then available to other employees.
- c. Beginning January 1, 2021, any employee commencing employment on or after July 1, 2020, but before January 1, 2028, who does not waive coverage shall be enrolled in the equivalent New Jersey Educators Health Plan or the equivalent Garden State Health Plan if selected by the employee. The employee shall remain enrolled in either the equivalent New Jersey Educators Plan or the equivalent Garden State Health Plan selected by the employee at the annual open enrollment for each plan year until December 31, 2027. Beginning January 1, 2028, the employee may select, during any open enrollment period or at such other times or under such conditions as the Board may provide, any plan offered by the Board then available to other employees.
- d. In accordance with Chapter 44, any employee who commenced employment with the Board before July 1, 2020, will be permitted to enroll in the equivalent New Jersey Educators Plan or the equivalent Garden State Health Plan if selected by the employee.
- e. The OMNIA 3 plan shall be available to any employee in the district and those employees hired prior to June 30, 2018 who elect the OMNIA 3 plan may during any applicable open enrollment period select any plan available to employees in the district

hired prior to that date. As required by Chapter 44, no employee who commenced employment with the Board on or after July 1, 2020, may elect the OMNIA plan until January 1, 2028.

B. DENTAL/PRESCRIPTION COVERAGE

The Board agrees to administer and finance a Dental/Prescription Insurance Plan for employees and their eligible dependents with the following provisions and limitations:

1. The Board reserves the right to select and change the insurance carrier during the tenure of this contract but shall consult with the Association prior to any selection or change of carriers.
2. If a change in carriers does occur during the tenure of this agreement, benefits will not be less than those provided at the inception of this contract.
3. Coverages under the Dental portion will be identical to those provided in the dental plan in the 1997-1998 year, a copy of which shall be an Appendix to the Master Contract which will be held on file by the Association.
4. Coverages under the Prescription portion will be identical to those provided in the prescription plan in the 1997-1998 year, a copy of which shall be an Appendix to the Master Contract and held on file by the Association.
5. Employees enrolled in the dental/prescription coverage program will in the final two years of this contract be assessed at the same identical profile assessment rates in effect during the 1997-1998 school year with exception to the prescription plan. This assessment shall be by payroll deductions. Enrolled employees agree to assume all premium cost increases for these programs that exceed the coverage provided in 1997-1998 as outlined in the dental/prescription plans.
6. The Board shall provide a Section 125 Plan which shall be available to employees who are contributing to their dental/prescription insurance premiums.

C. FLEXIBLE SPENDING ACCOUNT

The Board shall provide a Section 125 Plan including but not limited to a Flexible Spending Account and Dependent Care Flexible Spending Account. Employees who contribute to the plans may cover eligible expenses for general health care and dependent care up to the maximum allowable by statute and regulations.

D. VISION COVERAGE

The Board shall provide employees with the option to obtain vision insurance through the VSP Vision Insurance Coverage. Any employee electing this coverage is responsible for 100% of the premium.

ARTICLE XI

LEAVES OF ABSENCE

A. SICK LEAVE POLICY

Sick leave is defined as absence from the employee's post of duty for any of the reasons set forth in Section 1 of Chapter 95 of the Laws of 2023.

1. Notification of Need for Sick Leave – When requesting sick leave for one or more reasons permitted by Section 1 of Chapter 95 of the Laws of 2023, the employee will provide notice to the Board regarding the basis for sick leave under which the employee seeks sick leave using the District's absence management system. When the need to use sick leave is foreseeable, the employee must provide advance notice at least seven days prior to the first day of the leave or as much notice as possible where the employee learns of the need to use sick leave less than seven days prior to the first day of leave. When the need to use sick leave is not foreseeable, the employee must provide notice of the need to use sick leave as soon as practicable. Regardless of the foreseeability of the need to use sick leave, the employee will select the appropriate category for the absence in the District's absence management system. For sick leave used to aid or care for a family member during the family member's diagnosis, care, or treatment of, or recovery from, the family member's physical or mental illness or during preventive medical care for the family member, the employee shall provide the initials of the family member and the employee's relationship to the family member when reporting the absence. For sick leave used for the death of a family member, the employee shall provide the name of the deceased and the relation to the employee. For sick leave used to attend a child's school-related conference, meeting, function, or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, the employee shall provide the child's initials, the name of the school, and identify the event, function, or meeting the employee is attending.
2. Documentation/Verification of Need for Sick Leave
 - a. Personal Injury/Illness Sick Leave –
 - i. Documentation. The Superintendent may require medical certification of illness and fitness to return to duty in cases of less than three (3) days of illness when the employee uses sick leave for the employee's illness or injury. Medical certification of illness and fitness to return to duty shall be required for all sick leave absences of three (3) consecutive days or more where the employee is absent due to the employee's illness or injury. Medical certification shall include the employee's name and dates on which he/she was under a doctor's care along with the date on which it is anticipated that the employee can return to work together with clearance to return. The medical certification shall be on the letterhead of the healthcare provider being utilized or on a prescription blank and be signed or stamped by the healthcare provider who saw/treated the employee.

- ii. **Verification.** In cases of sick leave due to the employee’s illness or injury of five (5) or more consecutive working days, the Superintendent may require an investigation and report by the school physician. The school physician shall have the authority to contact the employee’s physician to inquire about the health status of the employee, including the employee’s need to use sick leave, and the employee shall execute any documents necessary for the school physician to discuss the matter with the employee’s healthcare provider. In the event that the employee’s physician (or other healthcare provider) and the school physician shall be of contrary opinions with respect to the employee’s need for sick leave or ability to return to work, then the employee and the Board shall mutually agree upon the appointment of an impartial third physician whose medical opinion shall be conclusive and binding on the issue. The employee and the Board shall share the expense of any examination by an impartial third physician equally.
 - iii. **Maintenance of Documentation Supporting Use of Sick Leave.** All information acquired shall remain confidential and in a separate file from the employee’s personnel file to protect the privacy and security of the employee’s health information and shall be reported to the Superintendent. Access to such medical records shall be limited to a need-to-know basis.
 - b. **Other Sick Leave –** When the employee uses sick leave for three or more consecutive days, the employee shall provide reasonable documentation, which shall include the documentation set forth in N.J.S.A. 18A:30-4(f), (g), and (h), that the leave is being taken for a purpose permitted by one of subsections (a)(3) through (a)(8) of Section 1 of Chapter 95 of the Laws of 2023 and explains the need for the employee to take sick leave. For the use of sick leave under subsection (a)(8) of Section 1 of Chapter 95 of the Laws of 2023, the employee shall provide a quarantine order issued by the appropriate government agency or medical documentation confirming exposure to a contagious disease.
 - c. **Failure to provide medical certification or other requested documentation –** If an employee does not provide medical certification or other requested documentation (including any documentation necessary for the school physician to contact the employee’s physician to inquire about the employee’s health status/need for sick leave) or the medical certification or documentation does not meet the requirements described above, the employee will be denied sick leave and will not be paid for the day(s) the employee did not report to work.
3. **Leave Days –** Employees shall be granted annual leave time with full pay for the following reasons:
- a. **Sick Leave**

10-month personnel - 13 days per school year
12-month personnel - 15 days per school year

- b. Personal Business Leave - 2 days per school year
- c. Maximum accruable days per school year

Teachers - 15 days (subject to 4 c of this section)
12 month non-certified personnel - 15 days
10 month non-certified personnel - 13 days

Note: School bus drivers with seven (7) or more hours per working day will be included in the definition of "employee" as pertains to leaves of absence.

- 4. Redemption of Leave Days – Teachers who are returning for the following school year may, at their option, redeem annually at a rate of \$20.00 per day for unused leave time granted in Section 2 above, subject to the following conditions:
 - a. Redeemable days will be limited to ten (10) per school year and only leave days allotted for that year are eligible.
 - b. All eligible days redeemed under the provisions of this section will no longer be accruable to cumulative sick leave for illness purposes or be eligible for redemption at time of retirement.
 - c. At least five (5) unused days, if available, must be set aside for use in future years as sick leave time only. This addition to accumulation, under the provisions of N.J.S.A. 18A; 30-7, shall not exceed 15 days per school year.
 - d. Payment for redeemed days will be made in the August immediately following the school year completed.
- 5. Leave Day Records – Records of the sick leave accumulated plus leave entitlements for the current school year will be made available to all employees in the month of September.
- 6. Exhaustion of Leave Days – Should an employee exhaust accumulated sick leave, the employee may petition the Board through the Superintendent to exercise the option allowed under N.J.S.A. 18A:30-6.
- 7. Partial Sick Leave Day – Should an employee work four or more hours, and then leave his/her job for the remainder of the work day, the employee shall be charged a ½ sick day. Should an employee work less than four hours, and then leave his/her job for the remainder of the work day, the employee shall be charged one sick day.

B. MATERNITY/PATERNITY LEAVE

Paid leaves of absence because of impending maternity disability shall be granted only to the extent of available unused sick leave time provided that:

1. Notice – Notice of intended paid maternity disability leave shall be given to the Superintendent, in writing, at least one (1) month in advance of the leave date and be accompanied by a physician's statement. The beginning date of such leave shall be mutually agreeable to both the Superintendent and the petitioning employee.

Definitions:

- a. "Maternity Disability Leave" shall mean the maternity related leave time immediately preceding or following the birth of a child.
 - b. "Child Rearing Leave" shall mean the maternity related leave time immediately following the maternity disability leave.
2. Stipulations – Such leave will be granted under the constraints and provisions heretofore listed in this agreement with the following provisions:
 - a. The employee shall be paid a maximum of thirty (30) calendar days of the Maternity Disability Leave. Birth of the child shall terminate this entitlement and immediately activate b. of this section. A maximum of fifteen days is available prior to the arrival of the child for adoption and surrogacy.
 - b. An additional paid thirty (30) calendar days of Child Rearing Leave will be granted and initiated at the time of birth, including for adoption and surrogacy.
 - c. At the conclusion of the additional paid thirty (30) calendar days of Child Rearing Leave initiated at the time of birth referred to in (b) above, the employee may request an unpaid family leave, pursuant to the federal Family and Medical Leave Act or the New Jersey Family Leave Act, which shall extend health benefits for a maximum of twelve (12) weeks. During the period of such unpaid family leave, the employee shall continue to pay the contribution toward the cost of health benefits premiums which would be required if the employee were not on a leave of absence.
 - d. Prior to the resumption of professional duties from the maternity leave, the employee must present to the Superintendent medical documentation certifying ability to return to duty.
 3. Maternity/Paternity/Adoption/Surrogacy Leave – Employees with tenure may be granted leaves of absence without pay for maternity/paternity/adoption/surrogacy not to exceed:

- a. Two (2) school years, to be approved one (1) year at a time. Application for the second year is required to be made to the Superintendent no later than April 1st before the beginning of the following school year.

Note: Non-tenured employees will be granted a maternity/paternity/adoption/surrogacy leave of absence only through the completion of that school year in which maternity occurs. Paternity leaves shall be in addition to any leave benefits that the employee is entitled to under State or Federal Law (NJ FLA and FMLA).

- b. If both parents are employees of the Board, only one parent may apply for and be granted a maternity/paternity leave.
- c. Return from maternity/paternity/adoption/surrogacy leave after one (1) or two (2) years leave of absence granted under the terms heretofore stated in this section, shall be made only at the beginning of each school year unless staff alignment may be made to accommodate return to duty at other times provided that the Superintendent has the approval of the Board to make such alignments. Such return to duty shall be at the same salary scale step to which the employee was entitled at the beginning of the leave.
- d. Prior to the expiration of maternity/paternity/adoption/surrogacy leave, the employee shall notify the Superintendent in writing, by April 1st, whether or not there is intention to return and resume duties.

C. FAMILY LEAVE

Employees who work for a period of time of no less than 1,000 hours during the last twelve (12) months shall be eligible under the Family Leave Act (N.J.S.A. 34:116-I, et seq.) to receive an unpaid leave of absence for a period not to exceed twelve (12) weeks in any twenty-four (24) month period.

1. Leaves may be taken only for the following reasons:
 - a. The birth or adoption of a child.
 - b. The serious health condition of a family member (i.e., child, parent or spouse).
2. Any leave granted to an eligible employee under the Act may be taken consecutively or intermittently depending upon the legitimate needs of the employee.
3. An employee taking such leave is subject to conditions indicated in the Act.

D. LEAVES OTHER THAN ILLNESS

1. Bereavement Leave – Bereavement Leave is available through a combination of dedicated bereavement days and sick days used for bereavement under N.J.S.A. 18A:30-1(a)(5). When using Bereavement Leave, an employee first uses dedicated bereavement days. After exhausting bereavement days, the remainder of Bereavement Leave is charged to the employee’s sick leave bank.
 - a. Death in Employee’s Immediate Family – Up to ten (10) days with the first three (3) days being dedicated bereavement days not charged to sick leave. The remaining period (i.e., up to seven (7) days, depending on how many sick days the employee has available), shall be chargeable to sick leave as sick leave taken under N.J.S.A. 18A:30-1(a)(5).
 - b. Death of Relative – For a relative other than one in the employee’s immediate family, up to eight (8) days with the first day being a dedicated bereavement day not charged to sick leave. The remaining period (i.e., up to seven (7) days, depending on how many sick days the employee has available), shall be chargeable to sick leave as sick leave taken under N.J.S.A. 18A:30-1(a)(5). Leave is available under this provision for someone whose close association with the employee is the equivalent of a family relationship.
 - c. Note: “Immediate Family” as referenced in this agreement shall mean: Father, Mother, Husband, Wife, Domestic Partner, Step Parents, Child, Step Children, Sister, Brother, Mother-in-Law, Father-in-Law, Grandparents or member(s) of the immediate household.
2. Civic Duty Leave – Leave for performance of a civic duty in serving on a petit or grand jury shall be granted without loss of pay provided a letter confirming the purpose of such leave from a sheriff, court or United States Attorney, depending on jurisdiction, is filed with the Superintendent immediately upon receipt of notice of such required leave. The leave shall be granted to night shift custodians upon notice to the Superintendent at least seven (7) days prior to taking such leave.
3. Acquiescence to Subpoena – Leave for acquiescing to a court, or other valid subpoena, shall be allowed without loss of pay dependent on circumstances to be submitted in writing to the Superintendent.
4. Professional Workshop Leave – Paid Professional/Workshop days may be granted upon written application to and approval of the Superintendent. Should the requested time exceed one day, application for the leave must be made to the Board together with the Superintendent’s recommendation.
5. Military Reactivation – Should an employee be notified of reactivation in the armed forces reserves, National Guard or any other governmental military organization during a declared state of emergency which necessitates being absent from school, the Board shall subsidize the employee for the difference between his/her contractual salary and his/her military wages.

E. PERSONAL BUSINESS LEAVE DAYS

1. All personal business leave days per school year will be subject to the following conditions:
 - a. All requests for personal business leave days where the reason for absence is specified shall be filed through the building principal or attendance system on the designated form. Final approval will be at the discretion of the Superintendent.
 - b. All requests for personal business leave days which cite unspecified "personal reasons" shall be filed through the building principal or attendance system on the designated form. Final approval shall be at the discretion of the Superintendent. The Superintendent has the prerogative to request a conference with the applicant prior to approval.
 - c. Any request for a personal business leave day submitted "after the fact" must specify a reason other than "personal reasons" and must be requested utilizing the procedure found in "a" above.
 - d. Application for personal business leave days must be submitted as early as possible in advance of the date.
 - e. Personal business leave days shall not be taken immediately preceding or following a school holiday without prior approval of the Superintendent.
 - f. Additional personal business leave days may be granted upon the approval of the Superintendent.
 - g. All personal business leave days will be chargeable to the employee's current or accrued sick leave.
 - h. Permission for granting personal business leave days shall not be unreasonably withheld.

F. OTHER LEAVES

Should a leave of absence be desired for any reason not listed within this section, application must be made in writing to the Superintendent, who will refer the request to the Board together with or without recommendation.

ARTICLE XII

PERSONAL FILE

A. REVIEW

All employees shall have the right to review their individual personnel files.

B. CONTENTS

Nothing that reflects on the integrity, moral character or competence of an employee shall be put in the file unless that employee is notified thereof.

C. POST EMPLOYMENT

No materials will be placed in an employee's personnel file after termination of employment.

ARTICLE XIII

PAYROLL DEDUCTIONS

A. WEST HUDSON TEACHERS' FEDERAL CREDIT UNION

1. The Board agrees to deduct from the salaries of employees who request it automatic payroll deductions to be deposited by the Board in a personal savings account of the employee at the West Hudson Teachers' Federal Credit Union. Enrollment in this program must be completed prior to September 1st of the school year in which deductions will be made.
2. The Board agrees to deduct from the salaries of employees who request it, for summer savings purposes, 10% of monthly gross pensionable salaries and to deposit these funds in a personal savings account at the West Hudson Teachers' Federal Credit Union. Enrollment in this program shall be completed in June of the year preceding these deductions.

B. DUES DEDUCTIONS

The Board agrees to deduct from the salaries of its employees who request it, dues for local and affiliate associations, pursuant to N.J.S.A. 52:14-15.9e. Membership dues deductions shall be in accordance with state and federal law.

C. TAX ANNUITIES

The Board agrees to deduct from the salaries of those who enroll, amounts to be forwarded to tax sheltered annuity plans. Enrollment shall be confined to those firms currently subscribed to by district employees. Additional firms must be approved by the Board of Education.

D. REPRESENTATION FEE

Should an employee not become a member of the Association during any school year, said employee shall not be required to pay a representation fee to the Association for that school year.

1. Fee Procedure – This fee will be established in the following manner:
 - a. Prior to the beginning of the school year, the Association will notify the Board in writing of the total per capita assessments charged to its members.
 - b. This fee shall be set at the maximum allowed by law of the total assessed per capita expenses charged to members of the Association. If the law should change in this regard and increase the percentage, this will be put into effect immediately at the beginning of the following school year.
 - c. The Association will provide the Board with a list of those employees who are not members. The Board will then deduct, in ten (10) equal installments and forward to the Association Treasurer, the amount of the representation fee as outlined above.
 - d. In the event the employee should change his/her status with the Board or with the Association, each will inform the other and make the appropriate changes.

E. DISABILITY INSURANCE PLAN

Employees may continue to participate in the designated disability insurance plan at their own expense. Salary deductions for this purpose shall be by agreement with the Secretary/Business Administrator.

ARTICLE XIV

PROFESSIONAL RELATIONS MEETINGS

A. DIALOGUE MEETINGS

1. The purpose of Dialogue Meetings is to provide a means of communication between the Board and employees. When Dialogue Meetings are conducted they will not include discussions relevant to grievances or collective negotiations.
2. Dialogue Meetings involving a committee made up of members appointed by the Board and by the Association will be scheduled as requested by either group. These meetings shall be based on agenda items prepared and submitted by the concerned parties at least seven (7) days prior to the meeting.
3. Dialogue Meetings are to be informal in arrangement.

B. PROFESSIONAL ADVISORY COUNSELS

The Superintendent's Advisory Council and the Principals' Advisory Council shall continue to function under their respective constitutions.

ARTICLE XV

MISCELLANEOUS PROVISIONS

A. PAST PRACTICE

Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.

B. RENEGOTIATION

This agreement represents and incorporates the complete and final understanding and settlement of the parties of all negotiable issues which were the subject of negotiations. During the tenure of this agreement neither party will be required to renegotiate issues agreed upon at the time of settlement. This will not preclude a mutual and voluntary willingness of both parties to discuss and possibly alter the terms and conditions contained within this agreement during its tenure.

C. CONTRACT CONSISTENCY

Any contract between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this agreement, unless New Jersey Statutes provide otherwise.

D. CONTRACT PRINTING

Copies of this Agreement shall be printed. The expense of printing shall be equally shared between the North Arlington Board of Education and the Association. After this Agreement is signed, copies shall be presented to all employees.

E. STATUTE CONSISTENCY

Nothing contained in this Agreement shall be binding upon the Board or any of its employees which is inconsistent with the Statutes of New Jersey, the Rules and Regulations of the Board of Education of the State of New Jersey and Administrative or Decisional Law.

F. ORGANIZATIONAL RIGHTS

Nothing contained in this agreement shall be construed to restrict, restrain or abrogate the rights of either the Board, its employees or the Association acting as representative, to seek remedy through means established by the Statutes of the State of New Jersey and/or the Rules and Regulations of the Board of Education of the State of New Jersey.

G. POLICY CONSISTENCY

Any policies or parts of policies heretofore promulgated and adopted by the Board which are inconsistent with the express terms and conditions of employment as set forth herein are hereby declared null and void.

H. LEGISLATIVE ENACTMENTS

Should the Governor of the State of New Jersey sign into law legislation affecting the salary or retirement of any level of educational employees during the term of this Agreement, the Board and the Association shall reopen negotiations on these matters.

ARTICLE XVI

ASSOCIATION RIGHTS AND PRIVILEGES

The Board agrees that the Association, in order to act responsibly on behalf of the employees the Association represents, shall have the following rights and privileges:

- A. Business on School Property – Representatives 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 or the performance of their job functions.
- B. Meetings on School Property – The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of any such meeting.
- C. Use of School Equipment – The Association, with the approval of the Superintendent or his/her designee, shall have the right to use inter-school mail facilities and school equipment including typewriters, word processors, duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies so used.
- D. Meetings Scheduled During Work Hours – Whenever any representative or member of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, that member shall suffer no loss in pay.
- E. General Meetings – The Association shall be granted one (1) general membership meeting for employee contract ratification purposes, to be held in school facilities following a 2:00 p.m. dismissal of classes. Approval of the date selected must be obtained from the Superintendent. Reasonable notice shall be given to the Secretary/Business Administrator for assignment of facilities.
- F. Executive Committee/Board of Directors meetings – Members of the Association Board of Directors and Executive Committee shall be permitted to attend four (4) 3:00 p.m. meetings per school year.

ARTICLE XVII

SALARY

A. PAY PERIOD

1. Salaries will be paid twice a month on the 15th and 30th via direct deposit.
2. Stipends for all coaching and extra-curricular activity assignments shall be paid in the following manner:
 - a. Fall Activity/Sport – Five equal payments made on September 30, October 15, October 30, November 15, and November 30.
 - b. Winter Activity/Sport – Five equal payments made on December 15, December 30, January 15, January 30, and February 15.
 - c. Spring Activity/Sport – Five equal payments made on April 15, April 30, May 15, May 30, and June 15.
 - d. Annual Activity – January 15th and June 15th of each school year.
3. Completion of a program shall be certified by the appropriate administrator.

B. LONGEVITY INCREMENTS

Employees shall be paid longevity increments beyond their base salary in accordance with the following scale of full-time service to the North Arlington School District:

**INSTRUCTIONAL STAFF
LONGEVITY STIPENDS***

Years of Service Completed	2024-2025 Stipend	2025-2026 Stipend	2026-2027 Stipend	2027-2028 Stipend	2028-2029 Stipend
15	\$825	\$825	\$825	\$825	\$825
20	\$1,850	\$1,850	\$1,850	\$1,850	\$1,850
25	\$2,800	\$2,800	\$2,800	\$2,800	\$2,800
30	\$3,300	\$3,300	\$3,300	\$3,300	\$3,300

**TWELVE (12) MONTH SECRETARIAL
LONGEVITY STIPENDS***

Years of Service Completed	2024-2025 Stipend	2025-2026 Stipend	2026-2027 Stipend	2027-2028 Stipend	2028-2029 Stipend
10	\$707	\$707	\$707	\$707	\$707
15	\$1,364	\$1,364	\$1,364	\$1,364	\$1,364
20	\$2,046	\$2,046	\$2,046	\$2,046	\$2,046
25	\$2,412	\$2,412	\$2,412	\$2,412	\$2,412

**TEN (10) MONTH SECRETARIAL
LONGEVITY STIPENDS***

Years of Service Completed	2024-2025 Stipend	2025-2026 Stipend	2026-2027 Stipend	2027-2028 Stipend	2028-2029 Stipend
10	\$515	\$515	\$515	\$515	\$515
15	\$980	\$980	\$980	\$980	\$980
20	\$1,470	\$1,470	\$1,470	\$1,470	\$1,470
25	\$1,740	\$1,740	\$1,740	\$1,740	\$1,740

**CUSTODIAL PERSONNEL
LONGEVITY STIPENDS***

Years of Service Completed	2024-2025 Stipend	2025-2026 Stipend	2026-2027 Stipend	2027-2028 Stipend	2028-2029 Stipend
10	\$637	\$637	\$637	\$637	\$637
15	\$1,224	\$1,224	\$1,224	\$1,224	\$1,224
20	\$1,837	\$1,837	\$1,837	\$1,837	\$1,837
25	\$2,168	\$2,168	\$2,168	\$2,168	\$2,168

* Employees qualified for longevity placement will be placed effective July 1 for twelve (12) month employees and September 1 for ten (10) month employees. Longevity increases are effective with the salary increase dates contained herein.

C. DEGREE CREDIT CHANGES – INSTRUCTIONAL STAFF

1. Changes in salary status because of earned additional degree credits will occur as set forth in Schedule I. In either case no salary adjustment shall be authorized without proper verification of said credit. No employee can apply more than twelve (12) credits taken in any one year for salary advancement unless the employee took the credits at the request or directive of the Superintendent of Schools (e.g., credits necessary to obtain a new certification needed by the District).

D. SALARY AGREEMENT

1. It is agreed that:
 - a. Effective July 1, 2024, the base salary for the 2024-2025 school year shall be increased, inclusive of increment, by 9.18% for instructional staff, 2% for registered nurses, 2% for secretaries, and 3.51% for custodians. All increases shall be retroactive to July 1, 2024.
 - b. Effective July 1, 2025, the salaries shall be increased, inclusive of increment, by 2.48% for instructional staff, 2% for registered nurses, 2% for secretaries, and 1.38% for custodians.

- c. Effective, July 1, 2026, the salaries shall be increased, inclusive of increment, by 3.08% for instructional staff, 2% for registered nurses, 2% for secretaries, and 3.38% for custodians.
 - d. Effective July 1, 2027, the salaries shall be increased by, inclusive of increment, 3.06% for instructional staff, 2% for registered nurses, 2% for secretaries, and 3.34% for custodians.
 - e. Effective July 1, 2028, the salaries shall be increased by, inclusive of increment, 3.0% for instructional staff, 2% for registered nurses, 2% for secretaries, and 3.32% for custodians.
 - f. The salaries for 12 Month secretaries at maximum shall not increase by more than 2.0% inclusive of increment for each year of the agreement.
 - g. The Custodial/Maintenance Staff salary guide, Schedule E. shall be nine steps with a starting salary of \$44,000 and with consistent increments and an elimination of any balloon steps.
 - h. The salary guides shall be mutually developed by the parties.
2. It is agreed that instructional staff carrying a Doctorate Degree shall be paid an additional \$3,000.00 beyond the salary listed on the applicable MA+60 step.

ARTICLE XVIII

RETIREMENT ALLOWANCE

A. PAYMENT GUIDELINES

Employees shall receive a retirement allowance based on the number of accumulated days at the time of retirement in accordance with the time frames established in paragraphs B 1 and B 2 of this section equal to:

- 1. \$40.00 per accumulated day, but no employee can receive more than \$15,000 under this provision.

B. RETIREMENT NOTICE

- 1. Notice of intention to retire shall be submitted to the Superintendent no later than the first day of December prior to the end of the school year in which such retirement is intended to begin in order that necessary funds may be budgeted for that purpose. Payment will be made in July immediately following retirement.
- 2. Should circumstances require an employee to give notification of retirement after December 1st, the calculated retirement allowance will be made to the retiree in July of the calendar year immediately following retirement.

C. EMPLOYEE DEATH

Should a retired employee die prior to receiving his/her retirement allowance, the funds will be paid to the estate of the deceased.

ARTICLE XIX

INSTRUCTIONAL STAFF STIPENDS

A. CURRICULAR WRITING PAYMENT

It is agreed that teachers employed in curriculum writing will be paid \$40.00 per hour. Curriculum writing shall be capped at a maximum of 40 hours.

B. ADDITIONAL STIPENDS*

Stipends	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Overnight Trips	\$60	\$60	\$60	\$60	\$60
Other	\$40	\$40	\$40	\$40	\$40
Perfect Attendance**	\$600	\$600	\$600	\$600	\$600
Ticket Collector	\$37 per event	\$37 per event	\$37 per event	\$37 per event	\$37 per event
Site Manager/Chain Crew***	\$50/event	\$50/event	\$50/event	\$50/event	\$50/event
PA Announcer/Clock	\$57/event	\$57/event	\$57/event	\$57/event	\$57/event
Freshman Clock	\$27/event	\$27/event	\$27/event	\$27/event	\$27/event

* Per night and/or event as applicable.

** To be eligible to receive the Perfect Attendance stipend, the teacher must use no sick days during the year. Teachers may use personal days, bereavement days that are not charged to sick leave, professional development, and jury duty days. A teacher who works a partial year is eligible to receive a pro-rated amount of the Perfect Attendance stipend consistent with the portion of the year the teacher worked.

***The role of Site Manager for three basketball games occurring on one day and/or one football game will be paid at a rate of \$75.

ARTICLE XX

CUSTODIAL/MAINTENANCE STAFF STIPENDS

All Custodial/Maintenance personnel stipends shall be as follows:

Stipends	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Two (2) man school	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Middle School	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
High School	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Athletic Field	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

1. Additional Stipends – Custodians achieving the following shall be compensated with the stipend listed to be added to their base salaries:
 - a. Black Seal License \$284.47
 - b. Night Shift Differential \$512.05
 - c. Air Conditioning License \$113.78
 - d. Pesticide License \$284.47

ARTICLE XXI

TRANSPORTATION STAFF STIPENDS

A. TRANSPORTATION COORDINATOR (BUS MAINTENANCE/DISPATCHER)

The Transportation Staff person appointed to this position shall be paid one (1) additional hour per workday.

B. INTEROFFICE COMMUNICATION/LUNCH DELIVERY

The Transportation Staff person appointed to this position shall be paid one (1) additional hour per workday.

ARTICLE XXII

WITHHOLDING INCREMENTS

Nothing contained herein shall preclude the North Arlington Board of Education from withholding increments utilizing the authorities and procedures set forth in N.J.S.A. 18A:29-14; N.J.A.C. Title 6, Chapter 24-4.1; and applicable language in this agreement.

ARTICLE XXIII

DURATION

This agreement shall be effective as of July 1, 2024 and remain in effect through June 30, 2029.

IN WITNESS WHEREOF,

The Board of Education of the Borough of North Arlington, and the North Arlington Education Association have caused this agreement to be signed by their authorized officers.

FOR THE NORTH ARLINGTON BOARD OF EDUCATION

Attest by: George McDermott
George McDermott, President

by: Samantha Dembowska
Samantha Dembowska, Board Secretary

Date: 11/11/2024

FOR THE NORTH ARLINGTON EDUCATION ASSOCIATION

Attest by: Daniel Farinola
Daniel Farinola, President

by: Sharon O'Brien Romer
Sharon O'Brien Romer, Secretary

Date: 11/11/24

SCHEDULE A

ACTIVITY ADVISOR STIPENDS

High School	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Grade 12 Advisor	\$4,700	\$4,800	\$4,800	\$4,900	\$5,000
Grade 11 Advisor	\$3,800	\$3,900	\$3,900	\$4,000	\$4,100
Grade 10 Advisor	\$3,000	\$3,100	\$3,100	\$3,200	\$3,300
Grade 9 Advisor	\$2,300	\$2,400	\$2,400	\$2,500	\$2,600
Honor Society	\$3,000	\$3,100	\$3,100	\$3,200	\$3,300
Student Council	\$3,500	\$3,600	\$3,600	\$3,700	\$3,800
Viking Saga	\$3,500	\$3,600	\$3,600	\$3,700	\$3,800
Yearbook Publishing	\$3,500	\$3,600	\$3,600	\$3,700	\$3,800
Yearbook Financial	\$3,500	\$3,600	\$3,600	\$3,700	\$3,800
Senior Awards	\$2,600	\$2,800	\$2,800	\$3,100	\$3,500
HS Band Advisor/Chorus	\$1,600	\$1,700	\$1,700	\$1,800	\$1,900
Multicultural Advocacy	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Tri-M	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Astronomy	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Culinary Club	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Athletic Council	\$1,500	\$1,600	\$1,600	\$1,700	\$1,800
Mentor Program	\$1,500	\$1,600	\$1,600	\$1,800	\$2,000
Musical/Drama club	\$5,600	\$5,700	\$5,700	\$5,800	\$5,900
SADD/Interact	\$2,300	\$2,400	\$2,400	\$2,500	\$2,600
Robotics/Chess	\$2,500	\$2,600	\$2,600	\$2,700	\$2,800
Foreign Language Club	\$2,700	\$2,800	\$2,800	\$2,900	\$3,000
Game Design Club	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Gender & Sexualities Alliance (GSA)	\$2,300	\$2,400	\$2,400	\$2,500	\$2,600
Weight Room*	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour
Biology/Environmental Club	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Italian Honor Society	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Art Club	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
New Clubs**	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

* Weight room sessions will last for two hours and fifteen minutes and occur between 2:45 p.m. and 5:00 p.m. unless the weight room is not available during those hours. For each two hour and fifteen minute weight room session, the stipend will be \$56.25. The weight room advisor will be present three days per week for the weight room to be available for students. Unless extenuating circumstances occur, the three days will be Tuesday, Wednesday, and Thursday. The weight room advisor will take attendance of all students and staff present. Attendance must be reported to the Principal daily. No sessions will be paid during the summer. Only one teaching staff member will be paid per session.

** The new club stipend shall be divided equally between accepted proposals for new clubs.

Proposals for new clubs must be submitted by December 1 of the prior year.

Accepted proposals will be notified by June 1 of the prior year.

Musical/drama club

If no musical production occurs during the year, Stipend becomes that of a drama club at 45% of the amount listed above in Schedule A as set forth below:

2024-2025: \$2,520

2025-2026: \$2,565

2026-2027: \$2,565

2027-2028: \$2,610

2028-2029: \$2,655

SCHEDULE B

ELEMENTARY/MIDDLE SCHOOL STIPENDS

Middle School	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Student Council	\$2,000	\$2,100	\$2,100	\$2,200	\$2,300
VMS Band Advisor/Chorus	\$1,600	\$1,700	\$1,700	\$1,800	\$1,900
Young Astronauts	\$1,300	\$1,400	\$1,400	\$1,500	\$1,600
Technology Club	\$1,300	\$1,400	\$1,400	\$1,500	\$1,600
Ecology	\$1,300	\$1,400	\$1,400	\$1,500	\$1,600
Intermural Volleyball (G)	\$1,300	\$1,400	\$1,400	\$1,500	\$1,600
Intermural Volleyball (B)	\$1,300	\$1,400	\$1,400	\$1,500	\$1,600
Journalism	\$1,300	\$1,400	\$1,400	\$1,500	\$1,600
Math Counts	\$1,200	\$1,300	\$1,300	\$1,400	\$1,500
Drama Club	\$3,500	\$3,600	\$3,600	\$3,700	\$3,800
VMS Book Club	\$1,100	\$1,200	\$1,200	\$1,300	\$1,400
VMS Homework club	\$1,100	\$1,200	\$1,200	\$1,300	\$1,400
VMS Yearbook	\$1,500	\$1,600	\$1,600	\$1,700	\$1,800
Chess Club	\$1,100	\$1,200	\$1,200	\$1,300	\$1,400
8th Grade Advisor	\$1,900	\$2,000	\$2,000	\$2,100	\$2,200
Young Entrepreneurs	\$2,000	\$2,100	\$2,100	\$2,200	\$2,300

Elementary School	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Elementary Band/Chorus	\$1,900	\$1,900	\$1,900	\$1,900	\$1,900
Student Council (J)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Student Council (R)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Student Council (W)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Student Council (A)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Patrol Monitors (J)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Patrol Monitors (R)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Patrol Monitors (W)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Patrol Monitors (A)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Chess (J)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Chess (R)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Chess (W)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Chess (SBA)	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Peer Buddies (J)	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000

* The new club stipend shall be divided equally between accepted proposals for new clubs.

Proposals for new clubs must be submitted by December 1 of the prior year.

Accepted proposals will be notified by June 1 of the prior year.

SCHEDULE C

COACHING STIPENDS

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Position	Base Stipend	Base Stipend	Base Stipend	Base Stipend	Base Stipend
Football, Head Coach	\$9,400	\$9,600	\$9,600	\$9,800	\$10,000
Football, Assistant (1)	\$5,700	\$5,800	\$5,800	\$5,900	\$6,000
Football, Assistant (2)	\$5,700	\$5,800	\$5,800	\$5,900	\$6,000
Football, Assistant (3)	\$5,700	\$5,800	\$5,800	\$5,900	\$6,000
Football, Assistant (4)	\$5,700	\$5,800	\$5,800	\$5,900	\$6,000
Basketball, Head Coach (B)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Basketball, Assistant (B) (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Basketball, Assistant (B) (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Basketball, Head Coach (G)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Basketball, Assistant (G) (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Basketball, Assistant (G) (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Baseball, Head Coach	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Baseball, Assistant (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Baseball, Assistant (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Soccer, Head Coach (B)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Soccer, Assistant (B) (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Soccer, Assistant (B) (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Soccer, Head Coach (G)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Soccer, Assistant (G) (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Soccer, Assistant (G) (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Softball, Head Coach	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Softball, Assistant (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Softball, Assistant (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Track (Spring) Head Coach (B&G)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Track (Spring) Assistant	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Track (Spring) Assistant	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Track (Spring) Assistant	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Volleyball, Head Coach (G)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Volleyball, Assistant (G) (1)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Volleyball, Assistant (G) (2)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Volleyball, Head Coach (B)	\$8,100	\$8,300	\$8,300	\$8,500	\$8,700
Volleyball, Assistant (B)	\$5,200	\$5,400	\$5,400	\$5,600	\$5,800
Bowling, Head Coach (B)	\$5,500	\$5,700	\$5,700	\$5,900	\$6,100
Bowling, Head Coach (G)	\$5,500	\$5,700	\$5,700	\$5,900	\$6,100
Cheerleading, Fall Head Coach	\$3,800	\$4,000	\$4,000	\$4,200	\$4,400
Cheerleading, Fall Assistant Coach	\$1,700	\$1,900	\$1,900	\$2,100	\$2,300
Cheerleading, Winter Head Coach	\$3,800	\$4,000	\$4,000	\$4,200	\$4,400

Cheerleading, Winter Assistant Coach	\$1,700	\$1,900	\$1,900	\$2,100	\$2,300
Golf, Head Coach	\$5,500	\$5,700	\$5,700	\$5,900	\$6,100
Indoor Track, Head Coach	\$5,500	\$5,700	\$5,700	\$5,900	\$6,100
Indoor Track, Assistant	\$3,400	\$3,600	\$3,600	\$3,800	\$4,000
Cross Country, Head Coach	\$5,500	\$5,700	\$5,700	\$5,900	\$6,100
Crew, Head Coach	\$5,500	\$5,700	\$5,700	\$5,900	\$6,100
Crew, Assistant	\$2,800	\$3,000	\$3,000	\$3,200	\$3,400
Marching Band Director	\$5,000	\$5,200	\$5,200	\$5,400	\$5,600
Assistant Marching Band Director	\$1,300	\$1,500	\$1,500	\$1,700	\$1,900
Flag Football Head Coach (G)	\$3,800	\$4,000	\$4,000	\$4,200	\$4,400
Flag Football Assistant Coach (G)	\$1,800	\$2,000	\$2,000	\$2,200	\$2,400
Unified Bowling Coach	\$1,800	\$2,000	\$2,000	\$2,200	\$2,400

*Additional stipends for longevity as indicated below, are applicable to and must be earned in each individual coaching assignment.

** At the completion of 5 years of consecutive coaching service to one sport in the same coaching assignment, \$100.00 per year over the base stipend indicated above.

***At the completion of 10 years of consecutive coaching service to one sport in the same coaching assignment, \$200.00 per year over the base stipend indicated above.

****At the completion of 15 years of consecutive coaching service to one sport in the same coaching assignment, \$300.00 per year over the base stipend indicated above.

SCHEDULE D

TEACHER SALARY GUIDE

Initial Placement and Advancement Charts

Conversion from Old 17-Step Salary Guide to New 14-Step Salary Guide

Placement on the new salary guide will occur as follows for teachers who worked for a sufficient amount of time in the 2023-2024 school year to earn an increment. First, the teacher will advance one step based on the old 17-step guide, as if the 17-step guide remained. Second, that step on the 17-step salary guide will be translated to the new 2024-2025 salary guide as set forth in the table below:

2023-2024 Placement		Where would I be placed in 2024-2025 with the old 17-step guide?		Where am I placed in 2024-2025 on the new 14-step guide?
1	→	2	→	2
2	→	3	→	2
3	→	4	→	3
4	→	5	→	3
5	→	6	→	4
6	→	7	→	4
7	→	8	→	5
8	→	9	→	5
9	→	10	→	6
10	→	11	→	7
11	→	12	→	8
12	→	13	→	9
13	→	14	→	10
14	→	15	→	11
15	→	16	→	12
16	→	17	→	13
17	→	17	→	13

If a teacher did not work for a sufficient period of time during the 2023-2024 school year to earn an increment, placement will be determined according to the following table:

2023-2024 Placement		Where would I be placed in 2024-2025 with the old 17-step guide?		Where am I placed in 2024-2025 on the new 14-step guide?
1	→	1	→	1
2	→	2	→	2
3	→	3	→	2
4	→	4	→	3
5	→	5	→	3
6	→	6	→	4
7	→	7	→	4
8	→	8	→	5
9	→	9	→	5
10	→	10	→	6
11	→	11	→	7
12	→	12	→	8
13	→	13	→	9
14	→	14	→	10
15	→	15	→	11
16	→	16	→	12
17	→	17	→	13

Placement of New Hires for the 2024-2025 school year: New hires who were offered employment at Step 1 for 2024-2025 will be placed on Step 1 for the 2024-2025 school year. For new hires commencing employment in the 2024-2025 school year who receive salary guide credit for their prior experience (i.e., they are not being placed at Step 1), placement will be determined as follows:

- Ascertain the step of the 2023-2024 guide on which the new hire would have been placed had they been employed in North Arlington for the 2023-2024 school year.
- Advance the new hire to the 2024-2025 salary guide consistent with the first table above.

Placement of New Hires for the 2025-2026 school year: For new hires commencing employment on or after July 1, 2025, they will be placed on the salary guide at the step applicable to their years of full-time service in public schools in an identical or similar job.

Guide Advancement for the Remainder of the Agreement

Once the new guide has been established, advancement will be as follows:

	2024-2025		2025-2026		2026-2027		2027-2028		2028-2029
							1	→	2
					1	→	2	→	3
			1	→	2	→	3	→	4
1	→		2	→	3	→	4	→	5
2	→		3	→	4	→	5	→	6
3	→		4	→	5	→	6	→	7
4	→		5	→	6	→	7	→	8
5	→		6	→	7	→	8	→	9
6	→		7	→	8	→	9	→	10
7	→		8	→	9	→	10	→	11
8	→		9	→	10	→	11	→	12
9	→		10	→	11	→	12	→	13
10	→		11	→	12	→	13	→	14
11	→		12	→	13	→	14	→	14
12	→		13	→	14	→	14	→	14
13	→		14	→	14	→	14	→	14

Note: A teacher’s step on the salary guide will not necessarily correspond with the years of service a teacher has worked. The assignment to a particular step on the salary guide has no impact on a teacher’s seniority.

2024-2025 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$57,000	\$58,000	\$59,000	\$62,000	\$63,000	\$64,000	\$65,000	\$67,000	\$69,000	\$73,000
2	\$58,000	\$59,000	\$60,000	\$63,000	\$64,000	\$65,000	\$66,000	\$68,000	\$70,000	\$74,000
3	\$60,000	\$61,000	\$62,000	\$65,000	\$66,000	\$67,000	\$68,000	\$70,000	\$72,000	\$76,000
4	\$62,000	\$63,000	\$64,000	\$67,000	\$68,000	\$69,000	\$70,000	\$72,000	\$74,000	\$78,000
5	\$64,000	\$65,000	\$66,000	\$69,000	\$70,000	\$71,000	\$72,000	\$74,000	\$76,000	\$80,000
6	\$66,000	\$67,000	\$68,000	\$71,000	\$72,000	\$73,000	\$74,000	\$76,000	\$78,000	\$82,000
7	\$68,000	\$69,000	\$70,000	\$73,000	\$74,000	\$75,000	\$76,000	\$78,000	\$80,000	\$84,000
8	\$72,000	\$73,000	\$74,000	\$77,000	\$78,000	\$79,000	\$80,000	\$82,000	\$84,000	\$88,000
9	\$74,000	\$75,000	\$76,000	\$79,000	\$80,000	\$81,000	\$82,000	\$84,000	\$86,000	\$90,000
10	\$77,000	\$78,000	\$79,000	\$82,000	\$83,000	\$84,000	\$85,000	\$87,000	\$89,000	\$93,000
11	\$80,000	\$81,000	\$82,000	\$85,000	\$86,000	\$87,000	\$88,000	\$90,000	\$92,000	\$96,000
12	\$83,500	\$84,500	\$85,500	\$88,500	\$89,500	\$90,500	\$91,500	\$93,500	\$95,500	\$99,500
13	\$87,000	\$88,000	\$89,000	\$92,000	\$93,000	\$94,000	\$95,000	\$97,000	\$99,000	\$103,000
14	\$88,000	\$89,000	\$90,000	\$93,000	\$94,000	\$95,000	\$96,000	\$98,000	\$100,000	\$104,000

2025-2026 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$57,000	\$58,000	\$59,000	\$62,000	\$63,000	\$64,000	\$65,000	\$67,000	\$69,000	\$73,000
2	\$58,000	\$59,000	\$60,000	\$63,000	\$64,000	\$65,000	\$66,000	\$68,000	\$70,000	\$74,000
3	\$60,000	\$61,000	\$62,000	\$65,000	\$66,000	\$67,000	\$68,000	\$70,000	\$72,000	\$76,000
4	\$62,000	\$63,000	\$64,000	\$67,000	\$68,000	\$69,000	\$70,000	\$72,000	\$74,000	\$78,000
5	\$64,000	\$65,000	\$66,000	\$69,000	\$70,000	\$71,000	\$72,000	\$74,000	\$76,000	\$80,000
6	\$66,000	\$67,000	\$68,000	\$71,000	\$72,000	\$73,000	\$74,000	\$76,000	\$78,000	\$82,000
7	\$68,000	\$69,000	\$70,000	\$73,000	\$74,000	\$75,000	\$76,000	\$78,000	\$80,000	\$84,000
8	\$72,000	\$73,000	\$74,000	\$77,000	\$78,000	\$79,000	\$80,000	\$82,000	\$84,000	\$88,000
9	\$74,000	\$75,000	\$76,000	\$79,000	\$80,000	\$81,000	\$82,000	\$84,000	\$86,000	\$90,000
10	\$77,000	\$78,000	\$79,000	\$82,000	\$83,000	\$84,000	\$85,000	\$87,000	\$89,000	\$93,000
11	\$80,000	\$81,000	\$82,000	\$85,000	\$86,000	\$87,000	\$88,000	\$90,000	\$92,000	\$96,000
12	\$83,500	\$84,500	\$85,500	\$88,500	\$89,500	\$90,500	\$91,500	\$93,500	\$95,500	\$99,500
13	\$87,000	\$88,000	\$89,000	\$92,000	\$93,000	\$94,000	\$95,000	\$97,000	\$99,000	\$103,000
14	\$88,000	\$89,000	\$90,000	\$93,000	\$94,000	\$95,000	\$96,000	\$98,000	\$100,000	\$104,000

2026-2027 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$57,500	\$58,500	\$59,500	\$62,500	\$63,500	\$64,500	\$65,500	\$67,500	\$69,500	\$73,500
2	\$58,500	\$59,500	\$60,500	\$63,500	\$64,500	\$65,500	\$66,500	\$68,500	\$70,500	\$74,500
3	\$61,000	\$62,000	\$63,000	\$66,000	\$67,000	\$68,000	\$69,000	\$71,000	\$73,000	\$77,000
4	\$62,500	\$63,500	\$64,500	\$67,500	\$68,500	\$69,500	\$70,500	\$72,500	\$74,500	\$78,500
5	\$64,500	\$65,500	\$66,500	\$69,500	\$70,500	\$71,500	\$72,500	\$74,500	\$76,500	\$80,500
6	\$67,000	\$68,000	\$69,000	\$72,000	\$73,000	\$74,000	\$75,000	\$77,000	\$79,000	\$83,000
7	\$69,000	\$70,000	\$71,000	\$74,000	\$75,000	\$76,000	\$77,000	\$79,000	\$81,000	\$85,000
8	\$72,500	\$73,500	\$74,500	\$77,500	\$78,500	\$79,500	\$80,500	\$82,500	\$84,500	\$88,500
9	\$74,500	\$75,500	\$76,500	\$79,500	\$80,500	\$81,500	\$82,500	\$84,500	\$86,500	\$90,500
10	\$77,500	\$78,500	\$79,500	\$82,500	\$83,500	\$84,500	\$85,500	\$87,500	\$89,500	\$93,500
11	\$81,000	\$82,000	\$83,000	\$86,000	\$87,000	\$88,000	\$89,000	\$91,000	\$93,000	\$97,000
12	\$84,000	\$85,000	\$86,000	\$89,000	\$90,000	\$91,000	\$92,000	\$94,000	\$96,000	\$100,000
13	\$87,500	\$88,500	\$89,500	\$92,500	\$93,500	\$94,500	\$95,500	\$97,500	\$99,500	\$103,500
14	\$88,650	\$89,650	\$90,650	\$93,650	\$94,650	\$95,650	\$96,650	\$98,650	\$100,650	\$104,650

2027-2028 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$58,000	\$59,000	\$60,000	\$63,000	\$64,000	\$65,000	\$66,000	\$68,000	\$70,000	\$74,000
2	\$59,000	\$60,000	\$61,000	\$64,000	\$65,000	\$66,000	\$67,000	\$69,000	\$71,000	\$75,000
3	\$61,500	\$62,500	\$63,500	\$66,500	\$67,500	\$68,500	\$69,500	\$71,500	\$73,500	\$77,500
4	\$63,000	\$64,000	\$65,000	\$68,000	\$69,000	\$70,000	\$71,000	\$73,000	\$75,000	\$79,000
5	\$65,000	\$66,000	\$67,000	\$70,000	\$71,000	\$72,000	\$73,000	\$75,000	\$77,000	\$81,000
6	\$67,500	\$68,500	\$69,500	\$72,500	\$73,500	\$74,500	\$75,500	\$77,500	\$79,500	\$83,500
7	\$69,500	\$70,500	\$71,500	\$74,500	\$75,500	\$76,500	\$77,500	\$79,500	\$81,500	\$85,500
8	\$73,000	\$74,000	\$75,000	\$78,000	\$79,000	\$80,000	\$81,000	\$83,000	\$85,000	\$89,000
9	\$75,000	\$76,000	\$77,000	\$80,000	\$81,000	\$82,000	\$83,000	\$85,000	\$87,000	\$91,000
10	\$78,000	\$79,000	\$80,000	\$83,000	\$84,000	\$85,000	\$86,000	\$88,000	\$90,000	\$94,000
11	\$81,500	\$82,500	\$83,500	\$86,500	\$87,500	\$88,500	\$89,500	\$91,500	\$93,500	\$97,500
12	\$85,000	\$86,000	\$87,000	\$90,000	\$91,000	\$92,000	\$93,000	\$95,000	\$97,000	\$101,000
13	\$88,000	\$89,000	\$90,000	\$93,000	\$94,000	\$95,000	\$96,000	\$98,000	\$100,000	\$104,000
14	\$90,000	\$91,000	\$92,000	\$95,000	\$96,000	\$97,000	\$98,000	\$100,000	\$102,000	\$106,000

2028-2029 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$58,500	\$59,500	\$60,500	\$63,500	\$64,500	\$65,500	\$66,500	\$68,500	\$70,500	\$74,500
2	\$59,500	\$60,500	\$61,500	\$64,500	\$65,500	\$66,500	\$67,500	\$69,500	\$71,500	\$75,500
3	\$62,000	\$63,000	\$64,000	\$67,000	\$68,000	\$69,000	\$70,000	\$72,000	\$74,000	\$78,000
4	\$63,500	\$64,500	\$65,500	\$68,500	\$69,500	\$70,500	\$71,500	\$73,500	\$75,500	\$79,500
5	\$65,500	\$66,500	\$67,500	\$70,500	\$71,500	\$72,500	\$73,500	\$75,500	\$77,500	\$81,500
6	\$68,000	\$69,000	\$70,000	\$73,000	\$74,000	\$75,000	\$76,000	\$78,000	\$80,000	\$84,000
7	\$70,000	\$71,000	\$72,000	\$75,000	\$76,000	\$77,000	\$78,000	\$80,000	\$82,000	\$86,000
8	\$73,500	\$74,500	\$75,500	\$78,500	\$79,500	\$80,500	\$81,500	\$83,500	\$85,500	\$89,500
9	\$75,500	\$76,500	\$77,500	\$80,500	\$81,500	\$82,500	\$83,500	\$85,500	\$87,500	\$91,500
10	\$78,500	\$79,500	\$80,500	\$83,500	\$84,500	\$85,500	\$86,500	\$88,500	\$90,500	\$94,500
11	\$82,500	\$83,500	\$84,500	\$87,500	\$88,500	\$89,500	\$90,500	\$92,500	\$94,500	\$98,500
12	\$86,000	\$87,000	\$88,000	\$91,000	\$92,000	\$93,000	\$94,000	\$96,000	\$98,000	\$102,000
13	\$89,000	\$90,000	\$91,000	\$94,000	\$95,000	\$96,000	\$97,000	\$99,000	\$101,000	\$105,000
14	\$91,400	\$92,400	\$93,400	\$96,400	\$97,400	\$98,400	\$99,400	\$101,400	\$103,400	\$107,400

SCHEDULE E

CUSTODIAL/MAINTENANCE STAFF

SALARIES

2024-2025	
Steps	salary
1	\$44,000
2	\$47,000
3	\$50,000
4	\$52,500
5	\$54,500
6	\$57,000
7	\$61,000
8	\$63,000
9	\$66,430

2025-2026	
Steps	salary
1	\$44,000
2	\$47,000
3	\$50,000
4	\$52,500
5	\$54,500
6	\$57,000
7	\$61,000
8	\$63,000
9	\$66,430

2026-2027	
Steps	salary
1	\$45,000
2	\$48,000
3	\$51,000
4	\$53,500
5	\$55,500
6	\$58,000
7	\$62,000
8	\$65,000
9	\$67,930

2027-2028	
Steps	salary
1	\$46,000
2	\$49,000
3	\$52,000
4	\$54,500
5	\$56,500
6	\$59,000
7	\$63,000
8	\$66,000
9	\$69,580

2028-2029	
Steps	salary
1	\$47,000
2	\$50,000
3	\$53,000
4	\$55,500
5	\$57,500
6	\$60,000
7	\$64,000
8	\$67,300
9	\$71,380

SCHEDULE F
TWELVE MONTH SECRETARIAL STAFF
SALARIES

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Minimum Salary	\$45,000	\$45,900	\$46,818	\$47,754	\$48,709
Maximum Salary	\$76,028	\$77,549	\$79,100	\$80,682	\$82,295

SCHEDULE G

TEN MONTH SECRETARIAL STAFF

SALARIES

	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Minimum Salary	\$40,000	\$40,800	\$41,616	\$42,448	\$43,297
Maximum Salary	\$52,379	\$53,427	\$54,495	\$55,585	\$56,697

TRANSPORTATION STAFF

Salary 2024-2025	Salary 2025-2026	Salary 2026-2027	Salary 2027-2028	Salary 2028-2029
\$25	\$25	\$25	\$25	\$25

SCHEDULE H

REGISTERED NURSES

SALARIES

2024-2025			2025-2026			2026-2027		
Step	Associates	BA	Step	Associates	BA	Step	Associates	BA
1	\$40,000	\$50,000	1	\$40,250	\$50,250	1	\$40,500	\$50,500
2	\$42,000	\$52,000	2	\$40,800	\$51,000	2	\$41,055	\$51,255
3	\$43,000	\$53,000	3	\$42,840	\$53,040	3	\$41,616	\$52,020
4	\$44,000	\$54,000	4	\$43,860	\$54,060	4	\$43,697	\$54,101
5	\$45,000	\$55,000	5	\$44,880	\$55,080	5	\$44,737	\$55,141
6	\$46,000	\$56,000	6	\$45,900	\$56,100	6	\$45,778	\$56,182
7	\$47,000	\$57,000	7	\$46,920	\$57,120	7	\$46,818	\$57,222
8	\$48,000	\$58,000	8	\$47,940	\$58,140	8	\$47,858	\$58,262
9	\$50,000	\$60,000	9	\$48,960	\$59,160	9	\$48,899	\$59,303
10	\$51,000	\$61,000	10	\$51,000	\$61,200	10	\$49,939	\$60,343
11	\$52,000	\$62,000	11	\$52,020	\$62,220	11	\$52,020	\$62,424
12	\$53,000	\$63,000	12	\$53,040	\$63,240	12	\$53,060	\$63,464
13	\$54,000	\$64,000	13	\$54,060	\$64,260	13	\$54,101	\$64,505
14	\$55,000	\$65,000	14	\$55,080	\$65,280	14	\$55,141	\$65,545
15	\$56,000	\$66,000	15	\$56,100	\$66,300	15	\$56,182	\$66,586
16	\$57,000	\$67,000	16	\$57,120	\$67,320	16	\$57,222	\$67,626
17	\$58,000	\$68,000	17	\$58,140	\$68,340	17	\$58,262	\$68,666
18	\$59,000	\$69,000	18	\$59,160	\$69,360	18	\$59,303	\$69,707
19	\$60,000	\$70,000	19	\$60,180	\$70,380	19	\$60,343	\$70,747
20	\$61,500	\$71,500	20	\$61,200	\$71,400	20	\$61,384	\$71,788
21	\$63,500	\$73,500	21	\$62,730	\$72,930	21	\$62,424	\$72,828
22	\$65,000	\$75,000	22	\$64,770	\$74,970	22	\$63,985	\$74,389
23	\$66,000	\$76,000	23	\$66,300	\$76,500	23	\$66,065	\$76,469
24	\$68,000	\$78,000	24	\$67,320	\$77,520	24	\$67,626	\$78,030
25	\$70,000	\$80,000	25	\$69,360	\$79,560	25	\$68,666	\$79,070

2027-2028			2028-2029		
Step	Associates	BA	Step	Associates	BA
1	\$40,750	\$50,750	1	\$41,000	\$51,000
2	\$41,310	\$51,510	2	\$41,565	\$51,765
3	\$41,876	\$52,280	3	\$42,136	\$52,540
4	\$42,448	\$53,060	4	\$42,714	\$53,326
5	\$44,571	\$55,183	5	\$43,297	\$54,122
6	\$45,632	\$56,244	6	\$45,462	\$56,286
7	\$46,693	\$57,305	7	\$46,545	\$57,369
8	\$47,754	\$58,366	8	\$47,627	\$58,451
9	\$48,816	\$59,428	9	\$48,709	\$59,534
10	\$49,877	\$60,489	10	\$49,792	\$60,616
11	\$50,938	\$61,550	11	\$50,874	\$61,699
12	\$53,060	\$63,672	12	\$51,957	\$62,781
13	\$54,122	\$64,734	13	\$54,122	\$64,946
14	\$55,183	\$65,795	14	\$55,204	\$66,028
15	\$56,244	\$66,856	15	\$56,286	\$67,111
16	\$57,305	\$67,917	16	\$57,369	\$68,193
17	\$58,366	\$68,979	17	\$58,451	\$69,276
18	\$59,428	\$70,040	18	\$59,534	\$70,358
19	\$60,489	\$71,101	19	\$60,616	\$71,441
20	\$61,550	\$72,162	20	\$61,699	\$72,523
21	\$62,611	\$73,223	21	\$62,781	\$73,605
22	\$63,672	\$74,285	22	\$63,863	\$74,688
23	\$65,264	\$75,876	23	\$64,946	\$75,770
24	\$67,387	\$77,999	24	\$66,570	\$77,394
25	\$68,979	\$79,591	25	\$68,735	\$79,559

Placement on guide: For registered nurses employed by the Board as of July 1, 2024, the nurse shall be placed on the step which corresponds to the nurse’s total years of full-time service in the North Arlington School District. For all registered nurses hired after July 1, 2024, the nurse will be placed on the step that corresponds to the nurse’s total years of full-time employment as a nurse. After spending one school year at Step 25, a registered nurse will be moved off guide and receive an annual salary increment of 2%.

The Board will provide tuition reimbursement to registered nurses for undergraduate or graduate courses taken to fulfill the requirements for school nurse certification, subject to the limitations set forth in Article IV regarding tuition reimbursement for teachers (with the exception that registered nurses are eligible to be reimbursed for undergraduate credits that fulfill the requirements for school nurse certification). Tuition reimbursement for registered nurses counts towards the \$20,000 annual tuition reimbursement maximum for teachers. Any registered nurse receiving reimbursement under this provision must remain employed in the District for one (1) school year following the receipt of certification as a school nurse by the New Jersey Department of Education. In the event a nurse resigns before the expiration of this period, the nurse will repay the Board the amount reimbursed in full within thirty (30) days of resignation.

SCHEDULE I

Course Approval, Reimbursement, & Salary Advancement Guide			
Deadline to submit course approval form to Superintendent	Deadline for sealed transcripts and tuition bill to Superintendent	When will I be reimbursed?	When will I move up on the Salary Guide?
Winter Course: December 1 st	June 30 th	July 15 th (if transcripts and tuition bill have been received)	September 1 st of subsequent school year
Spring Course: December 20 th	June 30 th	July 15 th (if transcripts and tuition bill have been received)	February 1 st of subsequent school year
Summer Course: March 1 st	January 31 st	February 15 th (if transcripts and tuition bill have been received)	February 1 st of subsequent school year
Fall Course: July 20 th	January 31 st	February 15 th (if transcripts and tuition bill have been received)	September 1 st of subsequent school year
*New Hire or Special Circumstance (i.e. Need for SWD Certification) may be exempt from submission of course approval deadline under Superintendent's discretion.			
For accelerated courses and non-traditional shortened semesters that do not fall within Column 1's submission schedule, the course approval form must be submitted to the Superintendent at least two weeks before the course begins.			
<i>Employees have two opportunities to make advancements on the Salary Guide per school year. A sealed copy of the teacher's transcripts and a salary advancement form must be submitted to the Superintendent's office for review.</i>			