

COLLECTIVE BARGAINING  
AGREEMENT

WALL TOWNSHIP BOARD OF  
EDUCATION

AND

WALL TOWNSHIP EDUCATION  
ASSOCIATION

**2022-2023**

**2023-2024**

**2024-2025**

**2025-2026**

**2026-2027**

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## FULLY BARGAINED PROVISION

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either of both the parties at the time they negotiated or signed this Agreement, except as may otherwise be provided herein.

## DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2022 and shall be effective through June 30, 2027 subject to the Association's right to negotiate a successor agreement as provided in the Negotiation Procedure. Language and salaries are retroactive to July 1, 2022.

Salary guides are located at the end of this document.

## WITNESS SIGNATURES

IN WITNESS WHEREOF the Board and the Association have each caused this agreement to be duly executed by their respective presidents, secretaries, and negotiations committee members. The undersigned parties hereby agree:

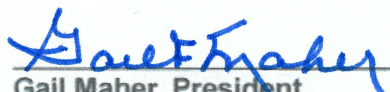
### For the Board:

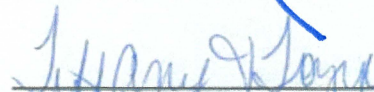
  
Adam Nasr, Vice President      9/2/22  
date

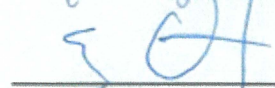
  
Brian Smyth, Board Secretary      9/2/22  
date

  
Adam Nasr, Chairperson      9/2/22  
date

### For the Association:


  
Gail Maher, President      9-2-2022  
date

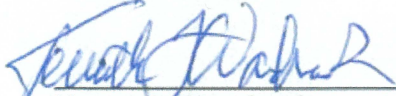
  
Tiffany Tozer, Secretary      8-19-2022  
date

  
Eugene DeLutio, Chairperson      8/23/22  
date

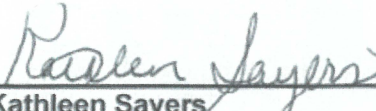
For the Board Cont'd.:

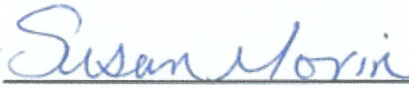
 9/2/2022  
Christopher San Filippo date

 9/2/2022  
Christine Steitz date

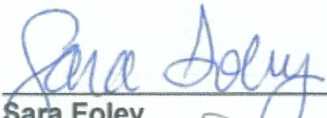
 9/2/2022  
Kenneth Wondrack date


For the Association Cont'd.:

 8/22/22  
Kathleen Sayers date

 8/22/22  
Susan Morin date

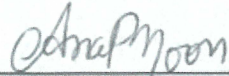
 8/22/22  
Liz Cross date

 8/22/22  
Sara Foley date

 8/27/22  
Chrissy Oppegaard date

 8/22/22  
Joe Nardino date

 24 AUG 22  
Eddie Malanga date

 8/22/22  
Ana Noon date

 8/22/22  
Patricia Branco date



# COMMON LANGUAGE

## ARTICLE 1 RECOGNITION

The Board of Education of Wall Township (hereinafter referred to as “the Board”) and the Wall Township Education Association (hereinafter referred to as “the Association”) do hereby agree that the welfare of the children of Wall Township is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby agree as follows:

- A. The Board hereby recognizes the Wall Township Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all professional certificated staff, clerical personnel, and support staff personnel, part-time and full-time, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board including:

Administrative Assistants  
Athletic Trainer  
Board Certified Behavior Analyst (BCBA)  
Bus Driver  
Cafeteria Worker  
Career/Job Placement Counselor  
Classroom Teacher  
Cooperative Industrial Education Coordinator  
Custodian  
Department Chairperson  
Family Liaison Counselor  
Guidance Counselor  
Learning Disabilities Teacher Consultant  
Librarian  
Maintenance Personnel  
Mechanic  
NNDCC/NOTC/NJROTC Personnel  
Nurse  
Occupational Therapist  
Other Certificated Staff  
Paraprofessional  
Physical Therapist  
Psychologist  
Reading Specialist  
Resource Center Instructor  
Social Worker  
Special Education Instructor  
Speech Therapist  
Student Assistance Counselor  
Transition Coordinator  
Unit Chairperson

and all others not listed above

but excluding:

Superintendent

Assistant Superintendent  
Assistant to the Superintendent  
Business Administrator  
Comptroller  
Principals  
Assistant Principals  
Director of Curriculum & Instruction  
Director of Special Services  
Director of Operations  
Director of Technology  
Director of Technology & Media  
Network Manager  
Curriculum Coordinator  
Adult School Director  
Athletic Director  
Department Supervisors  
Supervisor  
Curriculum Assistant  
Supervisory and confidential employees as defined In New Jersey Statutes  
Business Administrator Secretarial Assistant  
Data Processing Coordinator  
Administrative Assistant  
Management Services Director  
Human Resources Manager  
Human Resources Coordinator  
Human Resources Assistant  
Central Office & Business Office Secretaries & Personnel  
Technology Staff Members  
Facilities Manager

1. Unless otherwise indicated the term "teachers", when used hereinafter in this agreement, shall refer to all professional employees; the term "other certificated staff" refers to professional staff members other than teachers; the term "secretary" shall refer to all clerical employees; the term "custodian" shall refer to all custodial, maintenance, and mechanic employees; the term "cafeteria" shall refer to all food service employees; the term "paraprofessional" shall refer to all instructional and non-instructional paraprofessionals; the term "bus driver" shall refer to all those driving buses and vans; the term "employee" shall refer to all employees represented by the Association in the negotiating unit as above defined.

2. It is agreed that the Board has the right to create new classifications during the life of this Agreement. Whenever new classifications of support staff personnel are created, the Board shall notify the Association of the classification and the salary guide assigned. If requested, the Board will discuss clarification with the Association before the job is posted.

## **ARTICLE 2 NEGOTIATION PROCEDURE**

### **A. Deadline Date**

The parties agree to enter into collective negotiations over a successor agreement provided the Association represents the majority of employees in the bargaining unit, in accordance with Chapter 303 Public Law 1968 as amended by Chapter 123, P.L. 1974, in good faith effort to reach agreement on all matters concerning the terms and conditions of

teachers', secretaries', bus drivers', paraprofessionals', cafeteria workers', custodians', maintenance personnel, and mechanics' employment. Such negotiations shall begin in accordance with a time established under the rules and regulations of the Public Employment Relations Commission. Any Agreement so negotiated shall apply to all employees, be reduced to writing and be signed by the Board and the Association upon ratification by the Board and the Association.

- B. During negotiations, the Board and the Association shall present relevant data and exchange points of view. The Board shall make available to the Association for inspection all pertinent records, data and information of the Wall Township School District. The Board shall provide the Association with a complete, tentative line budget for the next fiscal year as well as preliminary budgetary proposals, requirements and allocations subsequent to the County Superintendent's approval.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make counter proposals in the course of negotiations. The negotiating representatives shall submit all tentative agreements contained in the memorandum of understanding to their respective parties who retain final authority to accept or reject them.
- D. This agreement incorporates the entire understanding of the parties on all matters, which were negotiated.
- E. Proposed new rules or modifications of existing rules shall be bargained with Association before they are enacted, as provided for in the N.J.S.A. 34:13A-53.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined by this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

### **ARTICLE 3 GRIEVANCE PROCEDURE**

A. Definitions  
Grievance

A grievance is a claim by an employee or employees in the bargaining unit or the bargaining unit representatives based upon the interpretation, application or violation of this agreement, policies or administrative decisions affecting the terms and conditions of employment.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to problems affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Principles

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible by changing all references to working days or school days in Section D., Procedure to calendar days, except that in no event shall a party have less than five (5) calendar days to take action.

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. This file shall be maintained until such time as final decision is made, at which time all records except the final decision shall be destroyed.

Any aggrieved employee may be represented at all stages of the grievance procedure by him or herself, or, at his or her option, by a representative. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

#### D. Procedure

Any member of the Association who has a grievance shall discuss it with his or her immediate supervisor or principal in an attempt to resolve the matter informally at that level. In the event that the member has no immediate supervisor or principal in their building, they are to report the grievance to the Business Administrator. The principal or immediate supervisor shall give his/her decision on the matter within five (5) school days of the date of the discussion. To be considered, the employee must initiate a grievance within thirty (30) calendar days of its occurrence.

The Association member may appeal this decision in writing to the Business Administrator or the Principal, according to the district's current organizational chart, within five (5) school days. The Business Administrator or the Principal shall have the option to meet with the Association member and their representative and then will communicate his/her decision in writing to the Association member within five (5) school days of receipt of the written complaint.

If the grievance is not settled at the above step, the grievance shall proceed in writing to the Superintendent of Schools within five (5) school days of the above decision. The Superintendent shall receive a report on the grievance and shall take such steps as he/she deems necessary and desirable. Either party may request a private conference. The Superintendent shall determine whether a conference is necessary. The Superintendent shall attempt to resolve the matter as quickly as possible, within a period not to exceed ten (10) school days. The Superintendent shall communicate the decision in writing, along with supporting reasons, to the Association member, the principal or immediate supervisor, and the Association.

In the event that the grievance is not resolved at the Superintendent level, the following process should be followed:

1. For Teaching Staff:

If the grievance is not resolved to the Association member's satisfaction, the Association member may request a review by the Board within five (5) school days. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related materials and forward the request to the Board. The Board, or a committee thereof, shall review the grievance, hold a hearing with the Association member if requested, and render a decision within thirty-five (35) calendar days.

If the Association is dissatisfied with the determination of the Board and in the further event that the grievance involves the interpretation of application of this contract, but does not involve a tenure charge (18A:6-10), withholding of an increment (18A:29-14), or a non-renewal of a non-tenured teacher's contract (18A:27-10), then a request for arbitration shall be made by the Association within fifteen (15) calendar days following the determination by the Board, with a copy sent to the Board.

- a. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission (P.E.R.C.) as to the selection of an arbitrator. The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties.
- b. The compensation of the Arbitrator shall be borne equally by the parties.
- c. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within a specified time limit shall be deemed to be acceptance of the decision rendered at that step. Failure at any step of the procedure to communicate a decision of the grievance to the grievant within the specified time limits shall automatically advance the grievance to the next level.

2. For Support Staff:

If the grievance is not resolved to the Association member's satisfaction, the Association member may request a review by the board within five (5) school days. The request shall be submitted in writing, through the Superintendent of Schools, who shall attach all related materials and forward the request to the Board. The Board or a committee thereof, shall review the grievance and may hold a hearing with the Association member if requested, and granted by the Board, and render a decision within thirty-five (35) calendar days.

If the grievance is not resolved at the above step, the Association may request within fifteen (15) calendar days arbitration using the following procedure provided the dispute concerns the application, meaning or interpretation of the Agreement.

- a. The Superintendent and a representative of the Association will attempt to select a mutually satisfactory arbitrator.
- b. If the parties are unable to determine a mutually satisfactory arbitrator within fifteen (15) days, the Public Employment Relations Commission (PERC) may be requested by either party to submit a list of five names. Both the Board and the Association shall have the right to strike names alternately from the list, with the Board striking first, until there is one name left. The remaining person shall be the arbitrator.

- c. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission (PERC). The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be binding on the parties.
- d. All costs of, and expenses incurred by the Arbitrator, shall be shared equally by the Board and the Association.
- e. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step. Failure at any step of the procedure to communicate a decision of the grievance to the grievant within the specified time limits shall automatically advance the grievance to the next level.

#### **ARTICLE 4 ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning: the financial reports, audits, register of certificated personnel, agendas, minutes of all open public Board meetings, and census data (names and addresses of all Association members).

The term "representative" used herein shall apply to any employee(s) representing the bargaining unit.

- B. Whenever any representatives of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences, or meetings, the employee shall suffer no loss in pay.
- C. Representatives of the Association, the Monmouth County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official association business on school property at all reasonable times after regular school hours or during regular school hours with the approval of the principal or the designee.
- D. 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 all such meetings. Prior approval shall be required by the building principal. In case of an evening meeting or workshop involving outside groups named in (C) above, all such organizations will complete the necessary forms required by the Board for the use of school facilities.
- E. With prior approval of the principal, the Association shall have the right to use school facilities and equipment including typewriters, copy machines, computers and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall supply all materials and supplies necessary to such use. It shall be the obligation of the Association to provide qualified, adequately trained personnel to operate the equipment. The Association shall be held responsible for any damage to the equipment. The Association shall submit to the Board Secretary copies of receipts for materials and supplies used in equipment referred to above.

- F. The Association shall have the right to install a bulletin board for its exclusive use in staff lounges and staff work rooms.
- G. The Association shall have the right to use inter-school mail facilities, school mailboxes and electronic mail. The exception that there shall be no bulk mailing.
- H. The rights and privileges of the Association and its representatives as set forth in the agreement may be granted only to the Association as the exclusive representative of the employees and to no other organization.
- I. The President and Grievance Chairperson of the Association shall not be scheduled for homeroom or duty periods, but will be given this time for Association business. The President and Grievance Chairperson of the Association will receive one (1) block of released time, per day, if employed at the Intermediate School or the High School, and two consecutive periods if employed at an elementary school, so as to conduct Association business. This period will be in addition to other duty free periods as stated above.
- J. Professional days for representatives of the Association to attend state and national conferences and conventions may be taken under Articles 6.J and 30.B.
- K. No employee shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. Any criticism of an employee by a supervisor/administrator shall be made in confidence and not in the presence of teachers, parents, students, other employees, or a public gathering. The Association and the Board agree that any discipline towards any member of the association shall be progressive in nature and corrective in its action.
- L. Whenever any employee is required to appear before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in the office, position or employment, or the salary or any increments pertaining thereto, then the employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent him or her during such meeting or interview.
- M. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates (NEA, NJEA, MCEA, WTEA)

## **ARTICLE 5 DEDUCTION FROM SALARIES**

- A. The Board agrees to deduct from the salaries of its employees dues for the Wall Township Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, if said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Wall Township Education Association authorizes the distributing officer of the school district to transmit all monies deducted from the earnings of employees in the bargaining units represented by this association as membership dues, representative fee, or voluntary contribution deductions to the New Jersey Education Association (NJEA), 180 W. State St., P.O.Box 1211, Trenton, NJ 08607-1211. The distributing officer of the school district shall provide records of monthly employee associations related contributions, contributions breakdown summary and any

corrections shall be transmitted to the Treasurer of the Wall Township Education Association on the last payroll day of each month following the monthly pay period in which deductions were made. Employee authorization shall be in writing on the current "Authorization To Deduct Association Membership Dues" form.

## **ARTICLE 6 MISCELLANEOUS PROVISIONS**

- A. This agreement constitutes Board policy, insofar as said policies have been incorporated herein, for the term of said agreement, and the Board and the Association shall carry out the commitments herein and give them full force and effect as Board policy.
- B. If any provision of this agreement or any application of any provision of this agreement to any employee or group of employees is held to be contrary of law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee heretofore or hereafter executed shall be subject to and consistent with the terms and conditions of this agreement. If any individual contract contains any language inconsistent with this agreement, this agreement, during its duration, shall be controlling.
- D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system will clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile, age or marital status.
- E. Copies of this agreement shall be published at the combined expense of the Board and the Association. The Board shall be limited to 50% of the cost.
- F. Name badges/security badges must be worn at all times by all staff assigned a badge.
- G. **SCHOOL CALENDAR**
  - 1. A joint committee comprised of the Board, the Association and the Superintendent shall meet on or about January 1, but not later than February 1, to consult on a school calendar for the ensuing school year.
  - 2. If this joint committee cannot reach mutual agreement on a proposed school calendar, the Association representative shall have the right to meet with the Board not later than February 15 to present its viewpoints and proposals regarding the calendar.
- H. **VACANCY POSTINGS**

All new or vacant positions must be posted.

The Superintendent or his/her designated representative shall post in all buildings where unit members work, a listing of any vacancy that may occur so that members of the Association may apply for such vacancy. The posting will be in effect for ten (10) days.



In filling these vacancies, the Board shall consider the qualifications, background, and other relevant factors, including years of service within the School District. The parties recognize, however, that the filling of these vacancies is a prerogative of the Board and the decision of the Board with respect to such matters shall be final.

**I. PERSONNEL FILES**

Each staff member shall, upon request with twenty-four (24) hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this Agreement and included in his/her permanent personnel folder. The staff member may file a written response to such materials and upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each staff member will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

**J. WORKSHOPS & SEMINARS**

When a staff member (certificated or educational support staff) is required to attend professional development, fees and mileage related to the workshop/seminar will be paid by the district, provided prior Board approval was obtained.

When a staff member (certificated or educational support staff) requests to attend professional development, and the administration approves the request, only the fees related to the workshop will be paid by the district, provided prior Board approval was obtained. (Mileage will not be paid.)

**K. BULLETIN BOARDS**

The Board will provide space for a bulletin board in all Buildings.

**L. Workplace Democracy Enhancement Act**

The Board of Education will implement the Workplace Democracy Enhancement Act.

**M. The Board of Education shall provide a safe and healthy workplace, notify the Association and employees of all hazards, and correct all hazards as expediently as possible.**

The Board of Education shall provide staff with the equipment, materials and facilities to safely accomplish its duties and responsibilities.

No employee shall be required to work under unsafe or hazardous conditions or to perform tasks which endanger his/her health, safety or well-being. Should a workplace health/safety dispute arise, the Health and Safety Committee shall investigate within 24 hours and communicate with the Facilities Director within 72 hours as per policy.

**ARTICLE 7  
SICK LEAVE BANK**

**A. Sick Leave Bank Program shall enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they**

are otherwise entitled. To implement a Sick Leave Bank, pursuant to N.J.S.A. 18A:30-10 and 11, with the following conditions and interpretations:

1. A catastrophic health condition or injury is a condition or combination of conditions that is life threatening.
2. The distribution of the voluntarily donated sick days shall be closely regulated and granted only after approval by a Sick Leave Bank Committee (SLBC). The SLBC will be comprised of six members, three chosen by the Board of Education and three from the WTEA. The committee members shall sign an agreement of confidentiality, recuse themselves from voting if that committee member or family member of the committee member is requesting days from the Sick Leave Bank, be appointed each year by either the Board of Education or the Executive Council of the WTEA and conduct a year-end review of the program and recommend necessary changes.
3. The Sick Leave Bank shall be available to all WTEA members signing an agreement to join. Employees shall be given notice to enroll and become a member of the Sick Leave Bank program yearly. Members must enroll by September 15th.
4. Members must contribute at least one (1) sick day, annually, to be a member of the Sick Leave Bank. Members may donate any number of their own sick days to the Sick Leave Bank program for the school year. Once contributed, the sick days shall not be returned to the member. If a member decides to no longer participate in the Sick Leave Bank, the member shall not be entitled to reimbursement of the sick days he/she previously contributed to the Sick Leave Bank.
5. If at any time the number of available days in the Sick Leave Bank falls below fifty (50) days, all current members of the Sick Leave Bank program will be asked to contribute one (1) day. The additional enrollment period shall last no more than ten (10) working days. Members who are on extended leaves of absence or sabbaticals will neither be required to contribute to nor be allowed to draw on the Sick Leave Bank.
6. Any member who has a catastrophic health condition or injury may apply for sick leave days from the Sick Leave Bank program. A member will initiate a request or an application to use the Sick Leave Bank through the President of the Association. At that time, the member's medical practitioner/physician's statement will be completed. Once the "Request to Utilize" and the physician's statement are received, the SLBC will be called to meet to discuss the specific request. An approval of four (4) members needs to be received for the request to be approved. The identity of the member making the request will NOT be shared outside of the committee.
7. Sick days granted and awarded from this Bank will apply only in cases where the member will need to be out of work for a minimum of thirty (30) school days, as documented in the member's medical practitioner/physician's statement. No more than sixty (60) sick days may be granted to any one member per occurrence. The SLBC will analyze the validity and eligibility of each request and submit written approval or denial to the member. The request cannot be appealed to the Superintendent and must follow the provisions, standards and procedures of the Sick Leave Bank. Decisions shall be final and binding and shall be excluded from the contractual grievance procedure up to and including binding arbitration. Any

member obtaining approval to receive sick days will be required to donate at least one (1) sick day upon his/her return to work to be eligible for the program in the future. Upon the member's return to work, all unused sick days provided by the SLBC shall be donated back to the Sick Leave Bank.

**ARTICLE 8  
EXTENDED LEAVES OF ABSENCE  
MATERNITY AND CHILD CARE LEAVE**

The Board shall grant maternity leave without pay to any employee upon request subject to the following stipulations and limitations:

- A. The Board shall grant a leave of absence for medical reason associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et seq.
- B. It is recognized that an employee's maternity leave application involves both a disability phase and a child care phase. The disability phase is that period of time, both prenatal and postnatal, during this time the employee voluntarily suspends his or her working career to care for the newborn child.

1. Disability Phase

- a. An employee shall notify the Superintendent of Schools of her pregnancy as soon as it is medically confirmed. Any employee seeking such leave shall apply to the Board within sixty (60) days prior to the beginning of leave unless an emergency prevents such notice.
- b. At the time of application, the employee shall specify in writing the date on which he or she wishes to commence leave and the date on which he or she wishes to return to work after birth.
- c. An employee is required to produce a certificate from her physician in support of the requested leave dates. Where the projected disability period exceeds four (4) weeks in either the prenatal and six (6) or eight (8) weeks in the postnatal period, the employee's physician shall give specific reasons for the period so certified.
- d. Any employee granted maternity leave without pay according to the provisions of this section may at his or her decision elect to use all or any part of the accumulated sick leave during the period of such absence and receive full pay and benefits for the same. The employee shall indicate on his or her application whether or not he or she elects to exercise this right.
- e. The physician's certificate is subject to agreement by the Board's physician based upon the employee's medical records and upon consultation with the employee's physician. If after such analysis, the Board's physician and the employee's physician are unable to agree, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the

medical issue. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time, provided the employee produces a physician's certificate in support of the requested change. This certificate is subject to agreement by the Board's physician as above provided.

2. Child Care Phase:

- a. Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the tenured employee shall be entitled as a matter of right, and at his or her discretion to a child care leave:
  - (1) for the balance of the school year in which the birth occurred.
  - (2) if the birth occurred less than ninety (90) working days from the end of the school year, for the balance of the school year in which the birth occurred and the entire following school year.
- b. The Board need not grant or exceed the leave of any non-tenured employee beyond the end of the contract school year in which leave was obtained.
- c. An employee returning from a pregnancy leave shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled.
- d. An employee who becomes pregnant while on a child care phase leave of absence shall be entitled to all of the rights hereunder.
- e. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition of pregnancy or childbirth. A leave of absence beyond federal and state leaves do not count towards tenure.
- f. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The employee will be granted a full salary guide step and credit for longevity if he or she works more than ninety (90) working days during the year. Working ninety (90) days or less does not allow for advancement on the salary guide or credit for longevity.
- g. Upon return from a maternity leave of absence, the employee shall be reinstated in his or her same or similar position for which he or she is certified. The following year, the employee shall be returned to the same position subject to the Board's right to make involuntary transfers.

**ARTICLE 9  
JURY DUTY**

- A. Employees serving jury duty will limit their days of absence to the days of actual jury service. They shall receive their regular salary during the time of service and will turn over the jury duty check to the Board up to the amount of their salary.

**ARTICLE 10  
EXTENDED LEAVES OF ABSENCE**

A. Association Activities

The Board agrees that up to one (1) Association member, designated by the Association, shall upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

B. Peace Corps

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

C. Military Leave

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment or to the spouse of any employee who is so inducted or who enlists to join him or her for the period of special training in preparation for duty overseas in combat zones.

D. Adoption

An employee adopting an infant child may receive similar leave which shall commence upon the employee receiving "de facto" custody of said infant, or earlier if necessary, to fulfill the requirements of the adoption. No employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Wall Township School District in their area of certification or competence.

E. Family Illness

A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

F. Public Office

The Board shall grant a leave of absence without pay to any employee to campaign for or serve in public office.

G. Other Leaves

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

H. Seniority

Any employee who, for purposes of maternity, extends her/his leave to additional contract years shall not accrue seniority for those additional years.

I. Leave Benefits

Upon return from leave granted pursuant to Sections 1, 2, or 3, of this Article, an employee shall be considered as if he or she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he or she would have achieved if the employee had not been absent; provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on leave granted pursuant to Sections 5, 6, 7, or 8 of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

J. Requests for Extended Leaves

Requests for extended leaves of absence, and extensions of same, are to be made on or before April 1st of the preceding year. (Exceptions to the deadline on: 4, 5, 6). Every effort will be made to have extended leaves of absence start at the beginning of a school year (September) and conclude at the end of a school year (June). (This is recommended so as to allow reasonable time to secure capable replacements and so as to cause the least amount of disruption to a continuing school program).

Requests for extended leaves of absence are to be presented in writing to the Superintendent of Schools by April 1st in order that formal Board action can be taken at the annual May meeting. The applicant is to be advised of Board action in writing, within one (1) week of the regular May meeting.

**ARTICLE 11  
LABOR-MANAGEMENT CONFERENCES**

- A. To promote harmonious relations between the Association and the Board, both parties agree to set up a semi-annual labor/management conference to discuss matters of mutual interest. Attendance shall include but not be limited to the Board of Education President or designee, a second member of the Board, Superintendent of Schools, Association President or designee, and second member of the Association Executive Committee.
- B. These meetings can be called by either the Association or the representatives of the Board at a time and place of mutual convenience of both parties, and shall discuss whatever issues are involved. The side that calls for the meeting shall submit an agenda to the other party involved. These meetings are not intended to circumvent the grievance procedure.

**ARTICLE 12  
DEATH IN FAMILY**

- A. Each employee is entitled to:

Seven (7) consecutive days for death in family (spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, aunt, uncle, grandparents, grandchildren, niece, nephew, or any other members of the immediate household). A pregnant employee who suffers a miscarriage or stillbirth shall be eligible for bereavement leave.

Employees must submit bereavement documentation upon request.

### **ARTICLE 13 MEDICAL BENEFITS**

(This language does not apply to Paraprofessionals)

- A. Mental Health coverage to be corrected based on the Mental Health Parity Act which took effect January 1, 1998.
- B. The base plan for all unit members (other than paraprofessionals) shall be Direct 15. Benefits of such coverage shall not be reduced below the current coverage. Unit members shall have the option of selecting plans with reduced premiums during open enrollment periods.
- C. Emergency Room Care: Co-pay as per base plan or other selected reduced premium plan.
- D. In-patient & outpatient Rehab (i.e. Speech, Physical Therapy, Cognitive Therapy, Occupational Therapy as per base plan or other selected reduced premium plan.
- E. In the event a unit member selects an EPO or High Deductible Health Insurance Plan option, the employee shall contribute 6% of their salary toward the total cost of the health insurance benefit levels selected by the unit member.
- F. Any employee shall have the option of surrendering coverage under this article and any related insurance articles, in exchange for a lump sum cash payment of \$4500.00 for family coverage, and \$2000.00 for single coverage. Said payment shall be made in two (2) installments on January 30th and June 30th of the contract year in which benefits are surrendered. Each employee opting to surrender health benefits shall notify the Board Office no later than December 1st preceding the next contract year in which the employee will receive a stipend in lieu of benefits. Employees who accept the lump sum cash payment will be surrendering all benefits (Medical, Dental, and Prescription). Surrender of benefits for the following year shall not be considered automatic. Every employee shall be considered as covered unless and until such time as an employee shall affirmatively notify the Board that he/she is continuing to surrender benefits in return for the aforesaid stipend.

If an employee has family coverage, and opts to surrender this family coverage, he/she cannot opt to surrender family coverage, receive the monetary cash payment for such, and then wish to maintain single coverage, at the Board's expense. When an employee opts to surrender medical, dental, and prescription coverage under this Article, the employee is surrendering all medical, dental, and prescription coverage through the Board, family or single, for that school year.

The Board establishes a Section 125 Plan. A copy of the plan shall be kept on file in the Board Office with a copy to the Association.

- G. Unit member health insurance contributions shall continue in accordance with the State contribution schedule based upon payment of Tier 4 of Chapter 78; however, unit members shall contribute no more than 18% of their total cost of health insurance benefit levels selected by the unit member. This shall not apply to paraprofessionals whose language under Article 67 shall remain in full force and effect.
- H. Prescription co-payments shall be \$10/\$20, or \$20/\$40 mail order for all members of the bargaining unit covered by the Collective Bargaining Agreement in effect between the parties.
- I. Preventive Care  
  
Preventative flu shots shall be offered by the school nurse according to a schedule established by the administration at no expense to the employee.
- J. Should a "cadillac tax" be imposed during the duration of this contract, the parties agree to open the contract and renegotiate health benefit plans and employee contributions toward the cost of premiums.

#### **ARTICLE 14 MILEAGE**

- A. Employees shall be reimbursed at the New Jersey Office of Management & Budget (NJOMB) rate, per mile, for using their personal car when required to travel inside or outside the township in the course of employment, at the request of the administration. If the nature of a position changes substantially to include commuting among the district schools, the employee, upon the recommendation of the Superintendent, shall be reimbursed at the prevailing NJOMB rate.

## **TEACHERS and OTHER CERTIFICATED STAFF**

#### **ARTICLE 15 TEACHER RIGHTS**

- A. The parties agree to TEACHER RIGHTS as defined in Chapter 303, Public Laws 1968, as amended by Chapter 123, P. L. 1974.
- B. Nothing contained herein shall be construed to deny or restrict to any teacher and other certificated staff such rights as he or she may have under New Jersey School Laws or other applicable laws and regulations.
- C. The teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the school district based upon the teacher's professional judgment. The Board has final supervisory power to review student grades and evaluations, but shall not make any change without receiving a report from or consulting with the teacher involved, the building principal involved, and at least one other teacher teaching either the same grade or the same subject matter area.



**ARTICLE 16  
PERSONAL AND ACADEMIC FREEDOM**

A. Where the observable behavior of a teacher and other certificated staff may be damaging to the image of the profession or could have the capacity to affect the lives of the students, the Board then has the right to make appropriate judgments. In all other matters, the personal life of a teacher is not an appropriate concern or attention of the Board except as it may prevent the teacher from performing the assigned functions during the work day.

B. Academic Freedom

According to existing Board policy on Controversial Issues and subject to changes as subsequent Board policy may dictate. Board policy is stated in the policy book.

**ARTICLE 17  
Workdays and In-Service Days**

Each school year shall consist of one hundred eighty six (186) total workdays and include three (3) in-service days for teachers and other certificated staff.

**ARTICLE 18  
TEACHING HOURS AND TEACHING LOAD**

A. The parties agree that teachers and other certificated staff are to commence and terminate the school day in accordance with the following schedule:

Primary teachers:

Commence fifteen (15) minutes prior to pupil hours. Terminate fifteen (15) minutes after pupil hours.

Elementary teachers:

Commence fifteen (15) minutes prior to pupil hours. Terminate fifteen (15) minutes after pupil hours.

Intermediate teachers:

Commence ten (10) minutes prior to pupil hours. Terminate ten (10) minutes after pupil hours.

High School teachers:

Commence ten (10) minutes prior to pupil hours. Terminate ten (10) minutes after pupil hours.

Teachers Hours:

The hours below are based on present school hours for students:

Primary	6 hrs. 20 mins (incl lunch)
Elementary	6 hrs. 15 mins (incl lunch)

Intermediate	6 hrs. 40 mins (incl lunch)
High School	6 hrs. 42 mins (incl lunch)

- B. All teachers and other certificated staff shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" and "sign-out" roster, or by signing in and out electronically.
- C. It shall be the responsibility of the teaching staff and other certificated staff members, as well as the Board, to provide the highest quality educational program to every student in the school district. Teachers are encouraged to participate in activities of the school; particularly those activities in which their students are involved.
- D. The Board shall continue to recognize that teacher and department efficiency results from optimum teaching loads and hours or pupil contact, and shall continue its effort to maintain the same.
- E. Efforts shall be made so that regular classroom teachers in the Intermediate School and the High School shall not be required to change subject area teaching stations more than two times during the school day. In the event of changes in student population more than two (2) moves may be necessary for staff. However, no staff will be required to move more than three (3) times. Teachers shall accept flexibility in cases of innovation and curriculum change.
- F. Teachers and other certificated staff shall have a daily duty-free lunch period in accordance with the State Board of Education regulations, and in accordance with present practice.
- G. Teachers and other certificated staff may leave the building without requesting permission during their scheduled duty-free lunch period so long as said teachers sign out and sign in.
- H. No meetings, conferences, or interviews shall be scheduled with the teachers and other certificated staff by the Administration during this duty-free lunch period.
- I. Teachers and other certificated staff may be required to remain after the end of the regular work day for the purpose of attending faculty or other professional meetings three (3) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than fifty (50) minutes. If travel between buildings is required, such meetings shall begin no later than thirty (30) minutes after student dismissal. This section does not apply to Association meetings needed for self-evaluation in preparation for State and Middle State evaluations. All new teachers are required to participate in workshops concerned with the educational program of Wall Township.
- J. An Association representative may speak to the teachers at any meeting referred to in "I" above for at least ten (10) minutes at the end of the meeting.
- K. Teachers and other certificated staff may be required to remain after the end of the regular workday for the purpose of giving students extra help, for helping students who have been absent due to illness, etc., one (1) afternoon each week. Efforts will be limited to no more than one (1) hour.
- L. When possible, the notice and the agenda for any meetings shall be given to the teachers and other certificated staff involved prior to the meeting. Teachers and other certificated staff shall have the right to suggest items for the agenda.

- M. Classroom teachers shall have, in addition to their duty-free lunch period, a daily preparation time during which they shall not be assigned to other duties:
1. Effective the 2019-2020 school year, self-contained elementary teachers and special education elementary teachers shall be provided six (6), thirty (30) minute preparation periods per week.
  2. All elementary teachers shall be provided not less than one (1) preparation period per day.
  3. Prep time for part-time teachers: Paid daily prep time will be pro-rated based on the number of hours worked in relation to full-time teachers. Part-time teachers shall work consecutive hours.
- N. Teachers and other certificated staff participating in extra-curricular activities during the regular school day and beyond the school day shall be compensated according to the currently existing negotiated guide.
- O. Elementary school teachers may be required to participate in evening parent conferences up to a maximum of one (1) evening during the Fall conference schedule. Such meetings shall not exceed the allotted time frame of daytime conferences. On days that evening conferences are scheduled, the teacher shall be dismissed fifteen (15) minutes following the student half-day dismissal.
- P. K-8 students will be released after the required minimum school day the last three (3) days of the school year in order to permit teachers (K-8) time for the necessary end-of-the-year reporting.
- Q. The days of final exams at the High School, at the end of the school year, will be half days for all high school teachers.
- R. Flex Time: (Guidance Counselors, Student Assistance Counselors, CST and Family Liaison Members): Flex time will be permitted for guidance counselors in order to conduct college fairs, etc., beyond the regular workday and for the Student Assistance Counselor to conduct parent meetings, seminars, etc., beyond the regular workday with prior approval of the principal. The amount of time that is spent beyond the regular workday to conduct such events, will be made up during the hours of regular time the guidance counselors and student assistance counselors work. This equal amount of time must be made up during the same week that the after school event(s) took place. No flex time may be carried over to another week.
- S. High School Teaching Loads
1. Block Schedule:  
The teaching assignments defined below are scheduled over two (2) days (A and B day).  
5 Block Teacher  
The 5 block teacher teaches 3 block classes on one day (A or B) with 0.5 Prep, 0.5 Curriculum Development, and a duty free lunch. He/she then teaches 2 block classes on the other day (A or B) with a 0.5 Prep, 1.5 Duties and a duty free lunch.

Teachers who are assigned a unit lunch support class will be scheduled for ½ block each day (A & B) for a full year, which is equivalent to 1 of the 5 block teaching assignments.

Unit lunch support teachers' duty time of 1.5 blocks will be distributed over a 2 day period. Unit lunch support class times are teaching assignments.

### 6 Block Teacher

The 6 block teacher teaches 3 block classes on one day (A or B) with 1 Prep and a duty free lunch. He/she then teaches 3 block classes on the second day (A or B) with a 0.5 Prep and 0.5 Curriculum Development and a duty free lunch.

### 5.5 Block Teacher

One Semester:

The 5.5 block teacher teaches 3 block classes on one day (A or B) with 1 Prep and a Duty free lunch. He/she then teaches 3 block classes on the second day (A or B) with a 0.5 Prep and 0.5 Curriculum Development and a duty free lunch.

Other Semester:

The 5.5 block teacher teaches 3 block classes on one day (A or B) with 0.5 Prep, 0.5 Curriculum Development and a duty free lunch. He/she then teaches 2 block classes on the other day (A or B) with 1 Prep, 1 Duty and a duty free lunch.

### 5.5 Teachers who are assigned a unit lunch support class

The 5.5 block teacher who is assigned a unit lunch support class teaches 3 block classes on one day (A or B) with 0.5 Prep, 0.5 Curriculum Development, and a duty free lunch. He/she then teaches 2 block classes on the other day (A or B) and a unit lunch support class with 1 Prep, 0.5 Duties and a duty free lunch.

Teachers who are assigned a unit lunch support class will be scheduled for ½ block every other day (A or B) for a full year. This is equivalent to .5 of the 5.5 block teaching assignments. Unit lunch support class times are teaching assignments.

The following are the maximum teaching loads for teachers in each department:

### 5 blocks (A/B)

- English / History

### 5.5 blocks (A/B)

- Science / Math / Computer Science

### 6 blocks (A/B)

- Special Education
- Art/Foreign Language/Music
- Technology Education/Physical Education/Health
- Home Economics (Family Life & Consumer Science)
- Business Department/NNDCC (NJROTC)/Media TV
- Teachers of any other elective areas newly created

Compensation to teach an additional class at the High School above and beyond the maximum teaching load shall be two-elevenths (1/5.5) of salary. The compensation will be prorated depending upon the number of days the class is taught by the teacher. Compensation will be paid in accordance with payroll schedules. High School maximum teaching load is:

English and History Departments	5 classes
Science, Math and Computer Science Departments:	5.5 classes
Special Education Department:	6 classes
Art, World Language and Music Departments:	6 classes
Technology Education and P.E./Health Departments:	6 classes
Home Economics (Family Life & Consumer Sciences):	6 classes
Business, ROTC, Media TV, and other elective areas:	6 classes

2. High School Teaching Assignment- 9 Period Schedule

- 5 classes – 1.5 duties - 1' prep - 1 lunch – 0.5 curriculum development
- 5.5 classes – 0.5 duty – 1.5 preps – 0.5 curriculum development - 1 lunch
- 6 classes - 0 duties – 1.5 preps – 0.5 curriculum development - 1 lunch

The following are the maximum teaching loads for teachers in each department:

English and History Departments	5 classes
Science, Math and Computer Science Departments:	5.5 classes
Special Education Department:	6 classes
Art, World Language and Music Departments:	6 classes
Technology Education and P.E./Health Departments:	6 classes
Home Economics (Family Life & Consumer Sciences):	6 classes
Business, ROTC, Media TV, and other elective areas:	6 classes

High School Science Department Teachers "Only":

25.5 classes per week:	1.5 duties
26 classes per week:	1 duty
26.5 classes per week:	0.5 duty
27 classes per week:	0.5 duty

T. Intermediate School Teaching Loads (Ten-Period Schedule)

5 classes - HR - 1.5 duties - 1.5 preps - 1 curriculum development - 1 lunch

Staff members assigned more than 5 but less than 6 full classes each day shall be assigned duties to fulfill their contractual teaching and student contact assignments.

6 classes - HR - 0.5 duties - 1.5 preps - 1 curriculum development - 1 lunch

Compensation to teach an additional class at the Intermediate School above and beyond the maximum teaching load shall be one sixth (1/6) of salary. The compensation shall be prorated depending upon the number of days the class is taught by the teacher. Compensation will be paid in accordance with payroll schedules. Intermediate School maximum teaching load is 6 classes.

U. Back to School Nights:

1. The Board shall cause administrative staff to produce a calendar which identifies the dates of Back to School Nights for all schools no later than the end of the Spring term immediately preceding the scheduled Fall Back to School Nights for the following school year.

2. Teachers and other Certificated Staff members who attend Back to School Nights shall verify their presence in the building in order to ensure adequate coverage for Back to School Night functions. Attendance at Back to School Night is mandatory and if an employee fails to attend, the employee will be charged one-half (1/2) of a personal day.
3. A teacher's and other certificated staff member's unexcused absence at Back to School Night will be reviewed on a case by case basis by Administrative Staff in consultation with the Association. Failing to provide an appropriate reason for absence, i.e., emergency, sickness, the teacher shall, upon finding of just cause, be charged with one-half (1/2) of a personal day.

V. Curriculum Development Period:

1. High School

The curriculum development period shall be used solely for the purpose of developing curriculum. The development of such curriculum shall be assigned by the content area supervisor and/or the building supervisor. The same individual shall develop the language, which will serve as rules for the curriculum development. Such curriculum development period is applicable only to the high school and will not replace summer curriculum development.

2. Intermediate School

Each staff member shall receive a curriculum development period each day for purposes of curriculum mapping, development of common assessments, development of quarterly or benchmark assessments and other topics related to curriculum enhancements in the school. However, this shall not be used for curriculum writing.

- W. All staff members will be required to undertake modifications to the curriculum without additional compensation, provided that they perform these tasks during the contractually mandated school day or contractually required after school tasks. This shall not apply to any regularly scheduled preparation periods during the teacher work day. Modifications are collegial dialogue and minor changes to a portion of a lesson/unit. Curriculum writing that involves major changes (revision/new development) will take place outside of the school day or school year and will take place on site under the supervision of a designated administrator. Staff members who are approved to work on said revisions will be paid in accordance with the Summer Curriculum rates established in the Co-Curricular Activities Guide.

Compensation shall be as follows:

At least ten (10) hours for the development of new curriculum content map

At least five (5) hours to revise a curriculum content map

Staff members shall be provided samples of "Examples of curriculum maps" to serve as models for writings, as well as definitions for curriculum mapping revisions.

- X. Whenever an Association member, at the request of the Superintendent, agrees to serve as a workshop trainer or tutor of other Wall Township employees, the Association members shall be paid for two (2) hours of work. These two (2) hours represent one (1) hour of

preparation time and one (1) hour for the workshop. Such Association members shall be paid for their time at the "Workshop Trainer/Tutor" hourly rate. Should the presenter need more time, he/she needs prior approval of the Superintendent.

- Y. Flat summer rate shall be fixed at sixty dollars (\$60.00) per hour for all certificated staff, effective summer of 2022. All other non-certificated staff rates for summer work shall be hourly.
- Z. The Preschool Handicapped teachers voluntarily agree to work more than four (4) hours straight without a break due to scheduling. Because of this arrangement, these teachers will not be scheduled for any other duties during their work day. It is also agreed that if any of the Preschool Handicapped teachers decide not to work this arrangement, it will resort back to its original schedule.
- AA. With High School Central Detention scheduled beyond the regular workday, the teacher/teachers who voluntarily agree to work detention, will work a day consisting of periods 2 -10 or 3 -11. This is strictly voluntary and cannot be assigned by administration.

**ARTICLE 19**  
**TEACHER and OTHER CERTIFICATED STAFF EMPLOYMENT**

- A. Each teacher and other certificated staff shall be placed on his or her proper step of the salary schedule as of the beginning of each school year.
- B. The basis for placement of newly hired teachers and other certificated staff on the salary guide shall be no less than equivalent years of experience to that of a teacher currently employed in the district. However, the starting salary step for teachers entering the district may be set at no less than one-half of their accumulated public school teaching experience and/or related industrial experience. Additional credit, not to exceed four years, will be given for military experience.

For newly hired teachers and other certificated staff coming from another school district where their salary is greater than that of the Wall Township Public School District's equivalent step, the Superintendent will confer with the WTEA President regarding placement on the salary guide. In this case, placement shall be on the step closest to their previous salary. With mutual agreement between the Superintendent and the WTEA President, salary guide placement can exceed previous salary.

- C. Teachers and other certificated staff with previous teaching experience in the Wall Township School District shall, upon returning to the system, receive full credit on the salary guide for all outside teaching experience and military experience. A teacher who has been rehired after leaving the Wall School System shall receive credit for ten (10) unused sick days, but in no case more than was accumulated through past experience in Wall.
- D. Previously accumulated unused sick leave days shall be restored to all teachers and other certificated staff returning from a Board approved leave.
- E. Teachers and other certificated staff shall be notified of their contract and salary status for the ensuing year no later than May 15th.
- F. The Board will offer written contracts of summer employment on or before May 15th which can be canceled upon the giving of ten (10) working days notice. The notice shall be given at least ten (10) working days prior to commencement of the summer employment. Those

teachers and other certificated staff who have applied and will not receive contracts will be so notified.

- G. Seniority lists for teachers will be maintained by the Board and monitored by the Board and the Association.

## **ARTICLE 20 SALARIES**

- A. For the purpose of administration of the salary guide, each "step" shall be defined as one year of employment in a duly accredited school or institution academic year, or major part thereof. Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the Superintendent and the Human Resource Department, in writing, before December first (1) of the preceding fiscal year. The Superintendent shall acknowledge in writing, receipt of such notification as soon as possible. The burden of proof of sufficient academic study (transcripts) to justify salary reclassification will rest with the teacher. Such academic study to be concluded prior to September first (1st) and evidence forwarded to the Superintendent's office prior to October first (1st).
- B. Teachers and other certificated staff shall be provided with a statement of earnings, and deductions made from these earnings, for each monthly salary payment.
- C. Longevity increments:
  - 1. For teachers who began working in the District prior to July 1, 2019:  
  
An additional \$550.00 increment for teachers and other certificated staff entering their 15<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup>, and 25<sup>th</sup> year of teaching as a fully certified teacher. Any teacher who is entering his/her 30<sup>th</sup> year in the Wall Township Public School District, shall receive an additional \$1000.00 longevity payment.
  - 2. For teachers who begin working in the district on or after July 1, 2019:  
  
An additional \$550.00 increment for teachers and other certificated staff entering their 15<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup>, and 25<sup>th</sup> year of teaching in the Wall Township Public School District as a fully certified teacher. Any teacher who is entering his/her 30<sup>th</sup> year of teaching in the Wall Township Public School District, shall receive an additional \$1000.00 longevity payment.
- D. To qualify for the "D" scale, a teacher and other certificated staff:  
  
Shall possess a Master's Degree in an educational field containing a minimum of fifteen (15) hours of graduate credit in the subject or area in which he or she is assigned.  
  
Possess a Master's Degree in any other field of education, plus a minimum of fifteen (15) hours of graduate credit in the subject or area of his or her assignment.  
  
For elementary teachers, the above requirements can be interpreted to include general elementary education or child growth and development.



For secondary teachers, the above requirements can be interpreted to include a Master's Degree in general secondary education.

To be eligible for increased tuition reimbursement and movement on the enhanced "Masters in Field" guide, the employee must provide Human Resources with a letter from an accredited college/university on school letterhead confirming matriculation in an approved Master's program. The approved Master's program must be in the discipline that the employee is certified and teaching in the District, for example, Math, Elementary Education, Science, Social Studies, English. The enhanced "Masters in Field" does not apply to degree programs in administration. All employees who do not qualify for the enhanced "Masters in Field" will continue to receive remuneration for graduate tuition and movement on the existing guide for accrued graduate credits.

- E. To qualify for the "E" & "F" scale, a teacher must have previously qualified for the "D" scale.
- F. Recognition of Educational credits for the purpose of Salary Classifications:

All credits accepted in a graduate program toward an advanced degree apply. Burden of proof rests upon the teacher.

All credits used to improve the quality of the subject being taught apply if prior approval is given by the administration before taking the course(s).

Elementary

Approval by Principal  
Final Approval by Superintendent

Secondary

Approval by Department Supervisor  
Approval by Principal  
Final Approval by Superintendent

- G. Co-Curricular Activities

All present head and assistant coaches in the Wall School System will go on scale as experience within the system dictates.

All coaches may be given credit for prior coaching experiences in the sport or sports they are involved. All of the above refer to each respective sport and are effective for the school year.

See salary guides at the end of this document.

- H. Teachers and other Certificated Staff: After serving twenty (20) consecutive days in the absence of a vice-principal or principal, a teacher will be placed on the administrative salary guide, step one (1).

**ARTICLE 21  
TEACHER ASSIGNMENT**

- A. All teachers shall be given written notice of their salary schedule, class and/or subject assignments, building and room assignments for the forthcoming school year not later than August 15<sup>th</sup>.

- B. Assignments shall be made at the discretion of the administration and within the area of teacher competency, teaching certificate, or major or minor fields of study.
- C. The Superintendent shall give notice of assignments to new teachers as soon as possible.
- D. Any teacher whose room has been changed for the upcoming school year, will be compensated for setting up the new room at the hourly rate associated with in-service orientation for new courses, with prior approval of the Superintendent.

**ARTICLE 22  
VOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. The Superintendent shall post in all school buildings a list of known vacancies which shall be available for the following year. The Superintendent shall post such vacancies as soon as possible so that teachers desiring to be considered for reassignment and transfer shall have knowledge of the vacancies which are anticipated for the next school year unless the vacancy occurs between August 15th and the first day of school in September.
- B. Teachers and other certificated staff who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such a desire with the Superintendent and their building principal within one (1) week of the posting of the known vacancies. Such a statement shall include the grade and/or subject to which the teacher desires to be assigned and the school, or schools, to which he or she desires to be transferred, in order of preference.
- C. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the teacher and other certificated staff shall be considered to the extent that the transfer does not conflict with the educational requirements and best interests of the school system. If a teacher's request for transfer or reassignment has been denied, a renewal or subsequent request may be made in the following school year under the conditions prescribed above.

**ARTICLE 23  
INVOLUNTARY TRANSFERS AND REASSIGNMENTS**

- A. Notice of an involuntary transfer or reassignment shall be given to teachers and other certificated staff as soon as possible. Prior to the Board meeting where official transfers are voted on, any teacher that may possibly be involuntarily transferred will be advised prior to this Board meeting, that this transfer possibility may become final after the Board vote.
- B. An involuntary transfer or reassignment shall be made only when it is in the best interest of the school system.
- C. An involuntary reassignment within a school shall be made only after a meeting between the teacher and other certificated staff and the principal involved, at which time the teacher shall be notified of the reason for the reassignment. The teacher shall have the option to discuss the involuntary reassignment with the Superintendent.
- D. An involuntary transfer or transfer/reassignment to another school shall be made only after a meeting between the teacher and other certificated staff and the Superintendent or his/her designee, at which time the teacher shall be notified of the reason, upon request.

## **ARTICLE 24 PROMOTIONS**

- A. Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrative/supervisory levels of responsibility. All vacancies in promotional positions, including specialists and/or special project teachers and other certificated staff, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

When school is in session, a notice shall be posted in each school as far in advance as possible. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent, but within the time limit specified in the notice, and the Superintendent shall acknowledge, in writing, receipt of all such applications.

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the positions for which they desire to apply, and an address where they can be reached for the summer. Such notice shall be sent as far in advance as possible.

- B. Upon request, any individual denied a promotion may meet and discuss the same with the Superintendent.
- C. Notices advertising all vacancies relating to co and extra-curricular positions would be posted where notices are normally posted. Specific procedures respecting these notices would be developed by the parties to this agreement. Criteria for filling these positions will not be subject to negotiations.
- D. The Board will be able to utilize non-unit school district personnel to perform co and extra-curricular responsibilities if there are not more qualified applicants within the teachers unit. Present incumbents of these positions, who are not included within the teachers unit, will be able to maintain their present positions as long as the individuals and the Board so agree.

## **ARTICLE 25 TEACHER EVALUATION**

- A. All monitoring and observation of the work performance of a teacher and other certificated staff shall be conducted openly and with full knowledge of the teacher. Observation and evaluation of professional staff members will be in accordance with adopted Board policies and applicable statutes.
- B. Any teacher and other certificated staff shall, upon request with 24-hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this agreement and included in his/her permanent personnel folder. The teacher may file a written response to such materials and, upon request; such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each teacher will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

Separate file -The Board shall not establish any file which contains materials that have not been available for teacher inspection.

The formal written reports of observation of tenured teaching staff members shall not exceed three (3) per year unless additional observations are requested by the teacher. A fourth observation may take place if the teacher is informed at least one (1) day in advance of the administrator's intent to observe.

- C. Any teacher and other certificated staff observation that contains areas that needs improvement, the administrator is required to give specific recommendations to the teacher, as to how to improve in these areas.

## **ARTICLE 26 TEACHER FACILITIES**

- A. The Board will continue its efforts to keep the school reasonably and properly equipped and maintained.
- B. The Board shall make available in each school a staff lounge. When practicable and possible, a staff lavatory facility, workroom, storage space and lockable filing cabinets will also be provided.

## **ARTICLE 27 SICK LEAVE AND MEDICAL COVERAGE**

- A. Ten (10) days, same as current policy allows.

When requested by the Superintendent, a physician's certificate shall be submitted in case of personal illness, which extends beyond four (4) consecutive school days.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

- B. A teacher and other certificated staff who is certified absent due to injury caused on the job shall not have such absence charged against his or her sick leave. The teacher must complete the proper accident forms prior to leaving school on the date of the accident or if unable because of the injury, such forms should be filed by the school nurse and given to the building principal.

- C. Medical Insurance Coverage

The Board agrees to provide full family, member/spouse, parent/child and single medical insurance, both basic and major medical. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured teachers and other certificated staff will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

In order to be eligible for medical coverage professional certificated staff must work at least twenty (20) hours or more per week. Professional certified staff that work at least twenty (20) hours per week are considered full time employees. Part time employees work less than twenty (20) hours per week. Part time employees are not eligible and will not receive medical benefits.

The Board shall have the discretion to offer Science, Math, Speech, World Language, and Child Study Team positions family health insurance coverage. In addition, any other position that may become difficult to fill shall be offered family health insurance coverage upon the mutual agreement of the President of the Association and the Superintendent of Schools. In the event that a new hire was a tenured employee in their prior school district, the Board shall have the discretion to also offer the new hire family health insurance coverage. This determination shall not be subject to the grievance procedure.

D. Dental Plan

The Board agrees to provide full family, Member/Spouse, Parent/Child, or Single dental coverage. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured teachers and other certificated staff will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all dental and dental related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

E. Prescription Drug Plan

The Board agrees to provide a Family, Member/Spouse, Parent/Child or Single Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured teachers and other certificated staff will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

F. Reimbursement of Sick Leave-Upon Retirement

\$60.00 per day to a maximum of \$12,000.00.

Fifteen (15) years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

**ARTICLE 28  
PERSONAL DAYS**

A. Each teacher and other certificated staff is entitled to:

Three (3) personal days without specified reasons unless the personal day is a work day immediately prior to or following a scheduled school closing. In such an instance, approval of the Superintendent of Schools or his/her designee is required. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

A leave for the purpose of marriage and honeymoon may be taken as Personal Days.

## **ARTICLE 29 TEMPORARY LEAVES OF ABSENCE**

A. Each teacher is entitled to:

Time necessary for appearances in any legal proceeding directly connected with the teacher's employment or with the school system if the teacher is required by law to attend.

In the event of the death of a teacher or student in the Wall Township District, the principal of said teacher or student shall grant, to an appropriate number of teachers, sufficient time to attend the funeral.

Up to a total of five (5) days at the end of a school year and/or at the beginning of a school year as may be required to attend summer classes and/or to travel to the place where such classes are held. Subject to the recommendation of the Superintendent of Schools and approval of the Board.

Permission for temporary leaves of absence must be secured from the Superintendent prior to the date of the absence. Exceptions will be made for cases of emergency.

## **ARTICLE 30 SABBATICAL LEAVE**

The Board, upon the recommendation of the Superintendent of Schools, shall grant a sabbatical leave to qualified personnel for the purpose of study, and for such other purposes as may be approved by the Board.

Upon the recommendation of the Superintendent of Schools, the Board shall grant a sabbatical leave to a certified teacher and other certificated staff who has rendered satisfactory service for seven (7) years in this school system. Such leave shall not exceed the period of one (1) academic year.

The number of certified personnel to be granted sabbatical leave shall not exceed more than five (5) members of the total professional staff.

Applications outlining the plans for the teacher and other certificated staff must be submitted to the Superintendent of Schools not later than November 15 preceding the year in which the leave is to become effective. If the number requesting sabbatical leave exceeds the number of such leaves available, as determined by the Board, the selection shall be based upon:

1. The estimated value of the plan of the individual to the school system.
2. The amount of seniority.
3. The length of time since the last sabbatical leave.

The teacher and other certificated staff may be granted a personal appearance with the Board in order to justify his/her request for a sabbatical leave.

The teacher and other certificated staff on sabbatical leave shall receive as compensation during the period of absence, one-half of his or her regularly scheduled salary for the year in which sabbatical leave is to be taken. It shall be paid in equal semi-monthly installments during the year's leave of absence.

The teacher and other certificated staff shall retain his or her seniority, retirement and all other rights afforded by the district. Any additional benefits granted to a certificated teacher will automatically accrue to the person on sabbatical leave.

The teacher and other certificated staff on sabbatical leave shall report all compensation received from sources other than the Board, provided that compensation shall not include such items as allowance for travel, cost of living adjustments for Foreign Service, research, and other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board shall be reduced to bring the total to the amount of salary he or she would have received if on active duty.

The teacher and other certificated staff granted a sabbatical leave shall agree to return to the service of the Wall Township Public Schools for the period of two (2) years following expiration of the sabbatical leave period or at the discretion of the Board, or must return all or part of the grant received.

A teacher and other certificated staff returning from sabbatical leave shall be restored to his or her former certificated position, or to one of comparable status. The teacher shall make such reports of his or her activities as may be required by the Superintendent of Schools and the Board.

1. A brief report on professional activity during Sabbatical (Follow-up of outlying plans for the employee for the period of absence) and a report on financial earnings during Sabbatical will be submitted to the Superintendent within thirty (30) days of return from Sabbatical leave.

## **ARTICLE 31**

### **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

- A. The Board and the Association support the principle of continuing training of teachers and other certificated staff and improvement of instruction. To work toward these ends the Board agrees:
  1. To cooperate with the Association in arranging those in-service courses, workshops, conferences and programs to improve the quality of instruction; and,
  2. To provide professional development in accordance with NJDOE mandates and regulations.
- B. Two (2) professional days. Approval must be obtained, in advance of the event, from the building principal and the Superintendent, or a representative. A written report of the activity of the professional day shall be forwarded to the Superintendent (through the building principal), within five (5) working days following the activity.
- C. Tuition Reimbursement:

Application for tuition reimbursement must be submitted to the Human Resources Department and Superintendent on or before February first (1st) for any coursework to be

completed within the next twelve (12) months. All coursework to be taken for tuition reimbursement purposes must first receive the approval of the superintendent. An itemized tuition receipt and an official grade of "B" or better must be submitted upon completion of the course in order to be reimbursed.

Documentation and requested reimbursement for approved coursework must be presented to the Human Resources Department within six (6) months of completion of the course. The Board will reimburse employees a dollar amount up to the cost of three (3) credits at the graduate per credit rate of Rutgers University (New Brunswick).

If the teacher fails to remain a teacher for a period of one year from the date the tuition reimbursement is paid, the teacher agrees to immediately repay 100% the money received as tuition reimbursement for the twelve (12) months prior to the last date of employment. If the teacher fails to remain a teacher for a period of two years from the last date the tuition reimbursement is paid, the teacher agrees to immediately repay seventy-five (75%) percent of the money received as tuition reimbursement for the twenty-four (24) months prior to the last date of employment.

Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the Superintendent and the Human Resource Department, in writing, before February first (1st) of the preceding fiscal year. The Superintendent shall acknowledge in writing, receipt of such notification as soon as possible. The burden of proof of sufficient academic study (transcripts) to justify salary reclassification will rest with the teacher. Such academic study to be concluded prior to September first (1st) and evidence forwarded to the Superintendent's office prior to October first (1st).

Reclassification for movement on the salary guide, to take place for the following school year, must be submitted to the Superintendent and the Human Resource Department on or before December 1st.

## **ARTICLE 32**

### **STUDENT DISCIPLINE AND TEACHER and OTHER CERTIFICATED STAFF PROTECTION**

- A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers and other certificated staff, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with established Board policy and State Law. It shall be the responsibility of the teacher to report to his or her principal the name of any student who, in the opinion of the teacher, needs particular assistance from specialized personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.
- B. The duties and responsibilities of all teachers and other certificated staff will appear in the Teacher's Handbook as prepared by the building principals and approved by the Superintendent.
- C. When a student requires the attention of specialized personnel, the teacher or other certificated staff will secure help through proper channels.
- D. When in the judgment of a teacher and other certificated staff, a student is by his or her behavior seriously disrupting the instructional program to the detriment of other students, the teacher and other certificated staff may refer him or her to the attending administrator. In such cases, the administrator shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between him or herself and the teacher to discuss the problem.
- E. Teachers and other certificated staff are to be guided by applicable School Law.



- F. Teachers and other certificated staff shall immediately report to their principal, or other immediate supervisor, cases of assault suffered by them in connection with their employment. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved.

The Board shall reimburse teachers for personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of his or her duties within the scope of employment. (The above shall hold true only if the teacher is not otherwise covered by personal insurance or worker's compensation).

In the event of any disorder or disruption in the regular school program the Board, the Administration and Staff shall act in accordance with Board policy in effect at the time of the disruption.

### **ARTICLE 33 SUBSTITUTES**

- A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall notify the principal's office (or the principal's home) or other designated answering service as soon as possible, and in any event, prior to the opening of the school day, to report unavailability for work. Once a teacher has so reported, it shall be the responsibility of the administration to arrange for a substitute.
- B. Teachers may be assigned to provide substitute coverage for a class. Such assignments should be made on a voluntary basis. If there are no volunteers and no teachers can be reassigned from another assignment, substitute coverage assignments may be made on an involuntary basis. If involuntary assignments are necessary, they shall be made on a rotation basis among the staff schedule for conference periods.
- C. Teachers assigned to provide substitute coverage for an A/B high school block shall be compensated at a rate of sixty dollars (\$60.00) per block class. Teachers assigned to provide substitute coverage during a 9 or 10 period day period shall be compensated at a rate of thirty dollars (\$30.00) per period.

## **ADMINISTRATIVE ASSISTANTS**

### **ARTICLE 34 ADMINISTRATION OF SALARY POLICY**

Upon initial employment, experience gained in related fields of work which are closely related to the prospective assignment shall be considered by the Superintendent of Schools and the Board for salary guide placement. A maximum of three (3) such years may be applied.

### **ARTICLE 35 INCREMENTS/SALARIES**

- A. Any and all increments may be withheld by the Board upon its own motion in a manner consistent with existing statutes. Reasons for withholding shall be furnished to the employee. If the employee does not agree with the reasons, he/she can grieve the action.

- B. An employee shall be in the employ of the Board not less than five (5) months for ten (10) month personnel, or six (6) months for twelve(12) month personnel, the previous school year in order to be eligible for an increment the following year.
- C. The hourly pay for a part-time administrative assistant will be based on the breakdown of a twelve (12) month administrative assistant position (240 work days). 240 days x 7.5 hours per day = 1800 hours. Full time salary divided by 1800 hours = \$\$\$ per hour

**ARTICLE 36  
STEPS**

- A. Each step of the salary guide shall be defined as one (1) calendar year of occupational experience within the school district.
- B. Seniority list for administrative assistants will be maintained by the Board and monitored by the Board and the Association.

**ARTICLE 37  
PROBATIONARY PERIOD**

- A. All newly hired non-certified personnel shall serve a six (6) month probationary period. After three (3) months, a written evaluation shall be given to newly hired employees by their immediate supervisor. At the end of the six (6) month period, a second evaluation will be given upon the employee's request.
- B. No employee other than those on probationary status shall be discharged or disciplined without just cause, subject to the grievance procedure.

**ARTICLE 38  
TENURE**

- A. Tenure contracts to be issued upon entering fourth (4th) year of service on a contractual basis.

**ARTICLE 39  
LONGEVITY**

- A. \$400 increment upon entering eleventh (11th) year of service in the district.
- B. Additional \$400 increment upon entering the fifteenth (15th) year of service in the district. (total: \$800.00)
- C. Additional \$400 increment upon entering the twenty-first (21st) year of service in the district. (total: \$1200.00)
- D. Additional \$400 increment upon entering the twenty-fifth (25th) year of service in the district. (total: \$1600.00)
- E. Employees entering their thirty-first (31<sup>st</sup>) year of employment with the Board will receive a one-time \$1,000.00 incentive bonus (all employees with the exception of professional staff.)

**ARTICLE 40  
HOURS**

- A. School year: Seven (7) hours and thirty (30) minutes daily, exclusive of lunch.
- B. Summer hours: Five (5) hours daily, exclusive of lunch. Summer hours to begin two (2) weeks after close of school or July 1<sup>st</sup>, whichever comes first. Winter hours begin two (2) weeks before the teachers come back in September. Summer hours shall be followed, provided that there are principal approved staggered work shifts that require coverage in the buildings up to 3:00 pm each day, based upon seniority.

**ARTICLE 41  
OVERTIME PAY**

- A. Overtime pay at the rate of time and one-half will be paid for assigned duty beyond forty (40) hours of actual work per week.
- B. Overtime pay shall not be authorized without prior approval of the Superintendent.
- C. Overtime pay during the school year shall be computed as follows: Beyond 37 1/2 hours, pay at straight rate until 40 hours; time and one-half beyond 40 hours.
- D. Overtime pay during summer hours shall be computed as follows: Beyond 25 hours pay at straight rate until 40 hours; time and one half beyond 40 hours.
- E. Employees working Saturday and Sunday shall be paid for those hours at the rate of time and one-half with prior approval of the Superintendent.

**ARTICLE 42  
VACATION DAYS**

- A. All personnel employed on a twelve (12) month basis will be eligible for vacation as follows:
  - After one (1) year of service: Ten (10) working days vacation
  - After eight (8) years of service: Fifteen (15) working days vacation
  - After fifteen (15) years of service: Twenty (20) working days vacation
- B. In general, vacation time granted may not be taken in amounts greater than ten (10) working days in any one period. The cooperation of the employees and district administration is required to avoid peak workload periods whenever possible.
- C. If an employee has less than one (1) year of service, the employee shall accrue one (1) day vacation per month, not to exceed ten (10) vacation days for a twelve (12) month employee.
- D. Employees with greater than ten (10) days vacation, under unusual circumstances, may request a vacation duration in excess of ten (10) consecutive days. The employee must first apply to the Building Principal or immediate supervisor for permission. If the Building Principal or Supervisor agrees to arrange the office workload to accommodate the request without creating undue hardship, the employee may then apply to the Superintendent of Schools for permission. All such extended vacation requests (over ten (10) consecutive days) require a minimum of sixty (60) days notice unless permission is granted by the Superintendent or his/her designee.

- E. In the case of an employee who has ten (10) vacation days in unusual circumstances (as described in Paragraph "D" above), the Board may grant permission for an employee to take an extra week or more without pay, following the procedure described in the paragraph above.
- F. Ten (10) month employees, who have completed at least one (1) contract year, going on to a twelve (12) month contract, must work one (1) year, after which the following July 1st they will be entitled to full credit for their years of service on a contract basis in the district toward their ten (10), fifteen (15) or twenty (20) working days paid vacation.

#### **ARTICLE 43 HOLIDAYS**

- A. A holiday schedule jointly developed and mutually agreed to will be presented to the Association prior to July 1st of each year.
- B. In the event the workload in any given office requires the administrator in charge to use the administrative assistant/clerical personnel to work during the Holiday Recess, they shall do so.
- C. They should be notified prior to December 15th whether they (a) will be required to work the full block of time, or (b) specified days during the holiday.
- D. If required to work the full block of time, the employee shall have the option to choose whether to be compensated with an equal block of time agreeable to the employee; individual days off during the remainder of the school year; or to be compensated monetarily - up to forty (40) hours straight time - over forty (40) hours, time and a half.
- E. The same procedure applies to the Spring Recess holidays as above Paragraphs "B" through "D".

#### **ARTICLE 44 SICK DAYS**

- A. Pursuant to the current Board policy, employees shall be allowed annual personal sick leave without loss of pay for such absences as follows:

Twelve (12) days for employees on a twelve (12) month contract

Ten (10) days for employees on a ten (10) month contract

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Employees may not apply accrued sick leave to any period of time contiguous to their employment termination, except for those cases where illness precludes the fulfillment of their contractual duties. Doctor's appointments which have to be made during the workday can be deducted as a sick day at the employees' discretion.
- C. A certificate of absence shall be filed by each employee for any absence, and for absences due to illness over four (4) consecutive days duration. A doctor's certificate shall be

required to be filed in the office of the Superintendent. After the first such occurrence in a contract year, a certificate may be requested for absences due to illness over three (3) days duration.

- D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district, except by action of the Board.
- E. In any instance of extended illness an employee who has used all regular sick days, vacation days, and extended sick days, will be placed on a Leave of Absence status and the vacated job may be posted. For ninety (90) days thereafter, the employee shall enjoy full group insurance benefits. The employee is entitled to reinstatement to his/her regular job upon presentation of a doctor's certificate for a period of up to six (6) months from the date the disability began. Upon mutual agreement of the Board and the Association, the Leave of Absence can be extended.
- F. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.
- G. Reimbursement of sick leave upon retirement:

\$50.00 per day to a maximum of \$6,250.00

Fifteen (15) years of service in the district is required to participate in this reimbursement. Retirement will be as per the P.E.R.S. definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

#### **ARTICLE 45 MEDICAL INSURANCE**

- A. Full family, member/spouse, parent/child or single coverage will be provided by the Board (Basic and Major Medical). Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured administrative assistants will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

- B. Dental Plan to include single or member plus one. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Member plus two or more plan may be purchased at the group rate, by the employee, at full cost to the employee for this additional coverage provided the employee notifies the board office during the spring preceding the new contract year.

Non-tenured administrative assistants will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing

all dental and dental related member plus one or member plus two or more benefits at full cost to the employee for this additional coverage.

C. Prescription Drug Plan:

The Board agrees to provide a Family, Member/Spouse, Parent/Child, or Single Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured administrative assistants will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

**ARTICLE 46  
LEAVE OF ABSENCE**

- A. Staff members shall not absent themselves from duty without obtaining a leave of absence from the Superintendent of Schools. Approval of such leave must be obtained before the absence occurs, unless circumstances are such as to render advance approval impossible.
- B. Requests for absence should be addressed to the Superintendent of Schools through the employee's immediate supervisor during school hours. When emergencies occasioning absence occur in the morning before 7:30 A.M., contact either the Building Principal, or your immediate supervisor advising him/her of the circumstances and possible length of absence.
- C. Employees covered by this Agreement may request leave of absence without pay, for a period not to exceed one year. Leaves for valid reasons, such as maternity and illness or pressing personal matters will be considered. Leave to assume other employment will not be considered. Applications will be subject to approval and discretion of the Board. The employee's employment status (including seniority, tenure or longevity) will be maintained at the level of the start of the leave of absence. Times spent on said level will not be applied to the seniority, tenure or longevity. However, the employee will be compensated in accordance with the salary schedule applicable at the time of his or her return.

The employee must notify the Board in writing at least ten (10) working days prior to the termination of the leave, of his or her intention to return. Failure to comply with notification, or return to work within ten (10) working days from the termination of the leave of absence, will be grounds for dismissal.

**ARTICLE 47  
PERSONAL DAYS**

- A. Each ten (10) month administrative assistant is entitled to three (3) personal days without specified reasons unless the personal day is a work day immediately prior to or following a holiday or vacation. Each twelve (12) month administrative assistant is entitled to four (4) personal days without specified reasons unless the personal day is a work day immediately prior to or following a holiday or vacation. In such an instance, approval of the Superintendent or his/her designee is required. Consecutive personal days will not be permitted without the approval of the Superintendent or his/her designee. All unused

personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

#### **ARTICLE 48 EMERGENCY CLOSINGS**

- A. Employees are not required to work in case of school closings due to snow days, unless called to work before 11:00 A.M. by the Building Principal.
- B. Employees are required to work in case of school closings other than snow days, if the emergency does not affect their working conditions.
- C. In cases of early dismissals due to inclement weather, secretaries may leave thirty (30) minutes after the students are dismissed.

#### **ARTICLE 49 OFFICE CONDUCT**

- A. The Board agrees to provide two (2) fifteen (15) minute breaks at times assigned by the immediate supervisor. Times will be so staggered, where possible, so as to provide courteous service to members of the General Public entering the office or calling on the phone.

#### **ARTICLE 50 TERMINATION OF EMPLOYMENT**

- A. Fifteen (15) days notice shall be required for the termination of all contracts.

#### **ARTICLE 51 EXISTING BENEFITS**

- A. All present conditions beneficial to administrative assistants not covered by this Agreement as of the date of signing and now in effect as regular employer practice, shall remain in effect unless provided for otherwise in this Agreement, or unless otherwise changed hereafter by mutual consent of the Board and the Association.

### **CAFETERIA EMPLOYEES**

#### **ARTICLE 52 HOURLY PAY**

- A. Probation: All newly hired personnel shall serve a one (1) year probationary period.
- B. In cases of delayed openings and early dismissals, cafeteria employees will receive full pay for these days
- C. In cases of emergency delayed openings and emergency early dismissals, cafeteria workers scheduled to work are required to report to work and will receive full pay for these days.
- D. Cafeteria workers will be paid for emergency closings (if there was a scheduled work day).

- E. The positions of "Cafeteria Leader" at the High School and Intermediate School will work a seven (7) hour day. The High School Cafeteria Leader will receive a \$400.00 stipend over and above his/her regular pay each year. Cafeteria Leader at Wall Intermediate School (if a need for the position is presented to the Board by the Food Service Director) will receive a \$400.00 annual stipend.
- F. The Cafeteria employee who is designated as the "truck driver" will receive a \$400.00 stipend over and above his/her regular pay, each year, starting with the 2003-2004 school year. If the job is split between employees, the stipend will be split accordingly.

**ARTICLE 53  
SICK DAYS**

- A. Each employee shall be allowed ten (10) sick days per year as the current Board policy allows.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.
- C. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.
- D. Reimbursement of Sick Leave Upon Retirement:

\$20.00 per day to a maximum of \$2,000.00

Fifteen (15) years of service is required to participate in this reimbursement. Retirement will be as the P.E.R.S. definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

**ARTICLE 54  
MEDICAL INSURANCE**

- A. Single coverage: Medical insurance will be provided by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.
- B. Family coverage: Any employee may purchase family, member/spouse or parent/child coverage at the current board rates.
- C. Prescription Plan: The Board agrees to provide an "employee only" Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.



Family Prescription: Those employees, to the extent only of their coverage with regular hospitalization, may enroll in the drug plan. The cafeteria workers must pay the applicable amount.

- D. Any employee may purchase single/family Dental Insurance at Board rates.

**ARTICLE 55  
UNIFORM ALLOWANCE**

- A. Yearly: \$220.00

Work shoes will be covered under uniform allowance. Employees can buy safety shoes of their choice and submit a receipt for reimbursement.

**ARTICLE 56  
LONGEVITIES**

- A. \$300.00 - upon entering the eighth (8<sup>th</sup>) year of service with the district

\$300.00 - upon entering the eleventh (11<sup>th</sup>) year of service with the district (total: \$600.00)

\$300.00 - upon entering the twenty-first (21<sup>st</sup>) year of service with the district (total: \$900.00)

Employees entering their thirty-first (31<sup>st</sup>) year of employment with the Board will receive a one-time \$1,000.00 incentive bonus (all employees with the exception of professional staff.)

**ARTICLE 57  
PERSONAL DAYS**

- A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.

Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Requests for personal days that precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of forty-eight (48) hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

**ARTICLE 58  
SENIORITY**

- A. A seniority list for cafeteria employees will be maintained by the Board and monitored by the Board and the Association.

**ARTICLE 59  
OVERTIME**

- A. The Board agrees to rotate overtime among all employees by seniority. If an employee is called back to work at night or any special function beyond the normal workday, the rate of pay will be \$2.00 extra per hour up to forty (40) hours. Over forty (40) hours, time and a half.

**ARTICLE 60  
BREAKS**

- A. Anyone working more than four (4) hours daily, is entitled to a ten (10) minute break as scheduled by the supervisor.

**ARTICLE 61  
INVOLUNTARY TRANSFERS**

- A. An involuntary transfer to another school shall be made only after a meeting between the employee and the Business Administrator and/or his/her designee, at which time the employee shall be notified of the reason, upon request.
- B. Unless an emergency occurs, involuntary transfers made during the school year to another building, can be made only after the employee has been given two (2) weeks notice.

**ARTICLE 62  
PERSONAL CONTRACTS**

- A. At the time of notification of their hours of work for the following year, cafeteria employees will sign a form stating whether they accept or reject these hours and return it to the Board Office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice."

**PARAPROFESSIONALS**

**ARTICLE 63  
HOURLY PAY**

- A. Paraprofessionals will be paid twice a month. Each paraprofessional's yearly pay will be determined by multiplying the hourly rate of pay by the scheduled hours per day by the number of days scheduled to work within the District calendar. Instructional paraprofessionals shall have a maximum of one hundred eighty-five (185) work days. Non instructional lunch paraprofessionals shall have a maximum of one hundred seventy-five

(175) work days. Paraprofessionals are to report to their respective building principals for in-service training and/or assignment.

- B. Paraprofessionals scheduled to work will not be docked for snow/weather-related closings. In case of delayed openings or early dismissals, paraprofessionals scheduled to work will receive full pay for these days. Any docking will be applied to contract pay as they occur.
- C. Overtime must be approved in advance by the building principal or supervisor and will be paid by payroll voucher as supplemental pay on a monthly basis.
- D. Overtime - If a paraprofessional is asked by their building principal to stay beyond their normal hours of work, they will be reimbursed at their hourly rate of pay.
- E. Personal Contracts - At the time of notification of their hours of work for the following year, paraprofessionals will sign a form stating whether they accept or reject these hours and return it to the board office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice"

Notification of employment for the following school year will take place by July 15th.

- F. If during the course of this contract, the Board assigns paraprofessionals to Title 1 projects which uses Title 1 money for paraprofessional salaries pursuant to ESEA Standards/Qualifications, payments necessary for compliance with tuition payments or in-service equivalent credit costs shall be borne by the Board, provided a grade of "B" or better is secured. Assignments shall rest with the Board.
- G.- Paraprofessionals will receive a paid duty-free lunch, if his/her total workday is six (6) or more hours.

**ARTICLE 64  
ADDITIONAL COMPENSATION  
CERTIFICATION STIPEND**

- A. Paraprofessionals who hold position-related certificates (RBT, ABA) will receive an annual stipend of \$700.00 if the certificate is aligned with the paraprofessional's assignment.
- B. The District will pay the cost of training associated with the receipt of position-related certificates (RBT, ABA) if the certificate is aligned with the paraprofessional's assignment and the paraprofessional receives administrative approval to obtain training and the certificate.

**ARTICLE 65  
SICK DAYS**

- A. Each employee shall be allowed ten (10) sick days per year as the current Board policy allows.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.

C. Reimbursement of Sick Leave Upon Retirement:

\$20.00 per day to a maximum of \$3,000.00

Fifteen (15) years of service is required to participate in this reimbursement. Reimbursement will be as the P.E.R.S definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

D. Sick Leave Bank

A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

#### **ARTICLE 66 LONGEVITIES**

A. \$400.00 upon entering the fifteenth (15th) year of service with the district. (total: \$400.00)

\$400.00 upon entering the twenty-first (21st) year of service with the district. (total: \$800.00)

\$400.00 upon entering the twenty-fifth (25th) year of service with the district. (total: \$1,200.00)

Employees entering their thirty-first (31<sup>st</sup>) year of employment with the Board will receive a one-time \$1,000.00 incentive bonus (all employees with the exception of professional staff).

#### **ARTICLE 67 MEDICAL INSURANCE**

A. Paraprofessionals may purchase EPO Health Insurance at their own expense through the Board. Effective the 2005-2006 school year, the Board will pay 30% of the yearly premium. Paraprofessionals may purchase family coverage at the Board rates. If a paraprofessional opts to purchase family coverage, the 30% Board contribution towards the premium only applies to single coverage. The following plans may be purchased:

Single EPO plan without prescription - Single EPO plan with prescription  
Family EPO plan without prescription - Family EPO plan with prescription

B. Paraprofessionals may purchase other plans offered by the District and pay the additional cost. The Board will contribute 30% of the cost of premium for the EPO single coverage.

C. Paraprofessionals may purchase dental coverage at 100% of the cost.

D. Should a "cadillac tax" be imposed during the life of or duration of this contract, the parties agree to open the contract and renegotiate health benefit plans and employee contribution toward the cost of premiums.

**ARTICLE 68  
PERSONAL DAYS**

- A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary. Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Request for personal days that precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of forty-eight (48) hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

**ARTICLE 69  
SENIORITY**

- A. A seniority list for instructional paraprofessionals and non-instructional paraprofessionals will be maintained by the Board and monitored by the Board and the Association.

Seniority is to be used only in reduction in force-situations and will not be used for upgrading positions or hours. The lists will be separate and distinct, and there shall be no cross bumping rights.

**ARTICLE 70  
IN-SERVICE DAYS**

- A. The first day of school for the teachers will also be a day of work for the paraprofessionals. Paraprofessionals shall receive training on in-service days on topics determined by the District.
- B. Two (2) in-service days will be included in the scheduled number of work days, with the first being on site. The second in-service day shall be a flex day where if the on-line training is completed by a specified date on their own time, then paraprofessionals will be granted a day off with pensionable pay on the day when teachers are scheduled for either their third (3rd) or flex in-service day. Paraprofessionals are to report to their respective building principals for in-service training and/or assignment.

# CUSTODIANS-MAINTENANCE-MECHANICS

## ARTICLE 71 ASSOCIATION REPRESENTATIVES

- A. A Building Representative shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to interview an employee who has a grievance and to process the grievance through all the steps as outlined in the terms of the grievance procedure.
- B. The Building Representative shall not leave his/her work without first obtaining permission from the immediate Supervisor or the Building Principal } whose permission shall not be unreasonably withheld.

## ARTICLE 72 SENIORITY

- A. Seniority shall be defined as either bargaining unit seniority or job classification seniority.
  - 1. Bargaining unit seniority is defined as the continuous unbroken employment by an employee in the bargaining unit covered by this Agreement irrespective of the job classification in which the service is rendered.
  - 2. Job Classification seniority is defined as the continuous unbroken employment by an employee in a job classification contained in the bargaining unit covered by this Agreement. In the event job classification seniority is broken by a transfer to another job classification in the bargaining unit, all prior service in the same classification will be accumulated in the event there is a return to the initial job classification.
  - 3. It is agreed that two seniority lists will be maintained by the Board and monitored by the Board and the Association. One list shall be entitled "Bargaining Unit Seniority" and the other shall be entitled "Job Classification Seniority". The latter list shall cover the following three (3) job classifications.
    - a. Mechanics
    - b. Maintenance Personnel
    - c. Custodians

There shall be annexed to this contract agreed upon lists establishing the seniority of all current employees. In establishing these and future lists it is recognized that the names of probationary employees (as elsewhere defined) shall not be added to the lists until the probationary period has been completed.

- 4. It is understood and agreed that the Board has the unqualified right to make assignments of work and assignments of shift.
- B. Whenever the Board decreases its work force the following procedure will be followed in making layoffs in the bargaining unit:
  - 1. Probationary employees in the job classification being reduced will be laid off first.
  - 2. In the event there are no probationary employees in the job classification then the employee with the least amount of job classification seniority shall be the first to be laid off.

- C. An employee who has been laid off for lack of work shall have the right to request a job transfer to another classification within the bargaining unit. This right shall be limited to a transfer to a classification lower in rank than the one from which he/she has been laid off. For purposes of this paragraph, the job classifications rank from highest to lowest as follows: (1) Mechanics (2) Maintenance personnel (3) Custodian. In order to be eligible for a transfer after lay-off for lack of work, the laid-off employee must apply in writing or transfer to a specific job classification no later than ten (10) working days after he/she has been notified of his/her layoff. He/she shall be eligible to replace an employee in the requested position only if his/her bargaining unit seniority exceeds that of the incumbent employee.

Mechanics can only bump down to custodian. Forepersons cannot be bumped.

- D. An employee who has been laid-off for lack of work shall have his/her name retained on the seniority lists for (a) a period of one (1) year from the date of layoff or (b) until he/she has refused a request to return from a lay-off, whichever period is shorter. If an employee should be reemployed by the Board after his/her name is one stricken from the seniority lists he/ she shall be treated as a new employee and shall be placed at the bottom of the lists when his/her probationary status is completed.

### **ARTICLE 73 PROBATIONARY PERIODS**

- A. All newly hired non-certified personnel shall serve a twelve (12) month probationary period. This probationary period may be extended an additional six (6) months upon notification to the Association by the Board during the first eleven (11) months of employment. Upon notification, joint review will be made by the Board and the Association.
- B. No employee, other than those on probationary status, shall be discharged or disciplined without just cause, subject to the grievance procedure.

### **ARTICLE 74 JOB TRANSFERS**

- A. In the event there is a job vacancy and two (2) or more employees make application for the position, the Board shall make a determination as to which, if any, of the applicants meet the job requirements established by the Board. In the event the Board determines that two (2) or more meet the qualifications, then the employee with the most bargaining unit seniority shall be awarded the position.
- B. Every reasonable effort will be made to notify employees of any changes to their employment prior to the posting of the board agenda where it is to be approved.

### **ARTICLE 75 SICK LEAVE AND MEDICAL COVERAGE**

- A. Each full time and twelve (12) month employee shall be allowed twelve (12) sick days per year as the current Board policy allows.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use.

C. Reimbursement of Sick Leave Upon Retirement:

\$40.00 per day to a maximum of \$4,000.00.

Fifteen (5) years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

D. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

E. Medical Insurance

The Board agrees that all employees shall be covered by the basic hospitalization, medical-surgical and major medical health insurance program. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

New employees will only be provided with single coverage for the first three (3) years of employment. However, during this time period, employees have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

F. Dental Plan

Dental Plan to be full family, member/spouse, parent/child, or single coverage inclusive of an orthodontia benefit according to the selected plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13B. Members contribute toward health insurance as per Article 13.

New employees will only be provided with single coverage for their first three (3) years of employment. However, during this time period, employees have the option of purchasing all dental and dental related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

G. Prescription Plan

The Board agrees to provide a Family, Member/Spouse, Parent/Child or Single Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Members contribute toward health insurance as per Article 13.

New employees will only be provided with single coverage for their first three (3) years of employment. However, during this time period, employees have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.



## H. Physical Disability

1. If an employee is injured while on the job, his/her position and salary will remain protected.
2. If an employee is injured outside of his/her job, his/her position can be changed to a position which he/she is capable of performing and his/her salary adjusted to agree with the salary guide for that position.
3. If the employee is physically unable to perform the duties of any position, he/she will be dismissed.
4. If the school doctor and the employee's physician are unable to reach an agreement on the ability of the employee to perform the duties of a position, a mutually agreed third (3<sup>rd</sup>) doctor will be selected. His/her decision will be binding upon both parties.

## **ARTICLE 76 PERSONAL DAYS**

- A. Each ten (10) month employee is entitled to three (3) personal days without specified reasons unless the personal day is a work day immediately prior to or following a scheduled school closing. Each twelve (12) month employee is entitled to four (4) personal days without specified reasons unless the personal day is a work day immediately prior to or following a scheduled school closing. In such an instance, approval of the Superintendent or his/her designee is required. Consecutive personal days will not be permitted without the approval of the Superintendent or his/her designee. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

Unless it is an emergency situation, notification must take place the day before.

- B. No more than five percent (5%) or ten (10) employees in each school building according to their job classification as listed in the Association contract shall take a personal day on the same day of work. Any such request for personal days shall only be granted with prior approval of the building Principal and/or his/her designee.

## **ARTICLE 77 HOLIDAYS**

- A. The Board agrees to guarantee twelve (12) paid holidays to the employees covered by this Agreement with the understanding that if less than twelve (12) paid holidays are provided in the school calendar, the remaining day or days shall be assigned at the discretion of the Supervisor. The Board also agrees to declare any day designated as a holiday or any day extended to employees by the Federal Government or by the State of New Jersey as a holiday for the employees providing school is not in session.
- B. The Board agrees to guarantee one (1) additional paid holiday to the employees covered by this agreement. The holiday will be considered a floating holiday mutually determined by the Superintendent and the WTEA.

**ARTICLE 78  
VACATION**

- A. All persons employed on a twelve (12) month basis and classified as non-instructional personnel will be eligible for vacation periods as follows:

After one (1) year service..... Ten (10) working days  
After seven (7) years service..... Fifteen (15) working days  
After fifteen (15) years service..... Twenty (20) working days

Vacations will be computed as of the date of hire for each employee. (Refer to paragraph "F" for less than one (1) year's service.)

- B. Those employees who have fifteen (15) days vacation and who make prior arrangements and changing such prior arrangements will cause a loss of income or expense to the individual shall be permitted to take those fifteen (15) days unencumbered. The present procedure for applying for more than two (2) consecutive weeks of vacation shall be followed. The Association agrees to discuss any problems caused by the above in the event an emergency makes it desirable for the individual to forego his/her vacation time.
- C. The Building Principal or immediate supervisor shall determine at his/her discretion the availability of requested vacation dates.
- D. In scheduling vacation where two (2) or more employees have submitted requests on the same date, the employee with the most job classification seniority shall be entitled to the available date if vacation is being approved. In all cases the first employee to have vacation approved will take precedence.
- E. The Board agrees to purchase vacation time at double pay from employees who desire to sell all or part of their vacation time in accordance with the following established guidelines:
1. The Administration may solicit custodians, grounds persons, maintenance personnel interested in selling all or part of their annual vacation allowance at the beginning of each school year (July).
  2. Vacation time will be purchased at the option of the Board. The Board reserves the right to establish the weeks vacations will be worked.
  3. Vacation time will be purchased on a seniority basis. The Board will attempt to see that time purchased will be distributed evenly.
  4. The employee will have the option of offering all or part of his/her vacation time in weekly parts (1,2, or 3, weeks).
  5. An employee may work in a school other than his/her assigned school during the vacation week.
  6. If a holiday falls on the week purchased, the employee will be paid for the full week and not work on the holiday.
  7. The employee who does not make a commitment to sell vacation time at the beginning of the school year may offer to sell time during the year, subject to a priority being placed on initial commitments.

8. Purchase time will be purchased thusly: Annual salary divided by fifty-two (52) multiplied by two (2) = vacation time purchase price.
- F. If an employee has less than one (1) year of service, he/she shall accrue one (1) day vacation per month, not to exceed the (10) vacation days. This time to be taken during the next full contract year. During the second full contract year he/she will be entitled to ten (10) full vacation days.

#### **ARTICLE 79 BREAKS**

- A. The Board agrees to provide one (1) thirty (30) minute break per work day to be assigned.

#### **ARTICLE 80 UNIFORMS**

- A. The Board reserves the right to select the style and the color of the uniform.
- B. Uniform allowance for all full time employees shall be \$350.00 yearly.

#### **ARTICLE 81 ASSOCIATION LEAVE TIME**

- A. The Board agrees to grant officially elected delegates of the Association time off with pay for the purpose of attending Association conventions, conferences or workshops provided that:
  1. The total time off does not exceed an aggregate of two (2) working days for the life of the contract.
  2. Not more than two (2) such Association delegates shall be permitted to attend such conventions or conferences at any one time.
  3. Written request specifying the amount of time off to be received by the Board at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

#### **ARTICLE 82 OVERTIME**

- A. Overtime
  1. The Board agrees to rotate overtime among all employees provided, however, that the employee to receive overtime must be fully qualified to perform the duties. Overtime will be at the rate of time and one half (1 1/2), Monday through Saturday. Double time on Sundays.
  2. The Association agrees that necessary overtime within the department must be performed and if no other person desires such overtime, the least senior man who is qualified must perform the required overtime.

3. The Board agrees to continue the present procedure of granting fifteen (15) minutes overtime pay for any portion of fifteen (15) minutes worked overtime.
4. Overtime procedure:
  - a. Employee "A" is scheduled for overtime and works it, therefore going to the bottom of the rotation list.
  - b. Employee "A" is scheduled for overtime, but the event is canceled. No other employee has been scheduled for overtime. So, employee "A" remains at the top of the list for the next scheduled overtime.
  - c. Employees "A" and "B" are scheduled for separate overtime events. Employee "A" has the event canceled. Since "B" is already scheduled, "B" remains in that position. "A" therefore gets the next overtime event that comes by. After "A" has worked the overtime event, "A" falls back into the normal rotation slot.
  - d. If a night crew employee is next in line to be scheduled for overtime, and the next overtime event is a night event and the employee is unable to work because he/she is working already, this employee therefore remains at the top of the overtime list until an overtime event becomes available that he/she can work.
  - e. If the next employee in line to be scheduled for an overtime event refuses to work the event, he/she will then go to the bottom of the rotation schedule.
  - f. If an overtime event is to be scheduled for work, and the next employee in the rotation schedule is sick, out on a personal day, or on vacation and therefore unable to work, this will be equivalent to a refusal and therefore his/her name will go to the bottom of the rotation schedule.
  - g. Every effort will be made to maintain the assignment of over-time on the basis of seniority (as described in paragraphs a - f above). However, in unusual circumstances when an overtime situation occurs and requires qualifications in a specialty area (maintenance, mechanic), that assignment will be made at the discretion of the Business Administrator and/or his/her designee.
  - h. Overtime in the custodial, maintenance, and mechanic departments will be separate and distinct in all overtime assignments.
  - i. The following is a list of overtime activities associated with the maintenance department:

Home & away football games (Nights, Saturday, Sunday), Home soccer games (Nights, Saturday, Sunday), Home Baseball games (Saturday), Graduation, Snow Removal, Storms, Emergencies, Graduation Security (Night Before), Halloween Security, and Repairs.
  - j. Prior to any upcoming weekend or vacation period, a form will be posted for any employee to sign if interested in being on call to fulfill an emergency or unscheduled overtime situation that may occur during this period of time. This list will be used to secure the necessary services related to the emergency/unscheduled overtime situation. If the qualifications in a specialty

area are needed to cover this emergency/unscheduled overtime situation, this assignment will be made at the discretion of the Business Administrator and/or his/her designee. A lottery method will be used to determine who will work the emergency/unscheduled overtime situation if more than one (1) employee has submitted their name for consideration. Two (2) refusals or unavailability to work after being called with your name on the list to work, will result in the name being removed from the list for the remainder of the year.

**B. Call In Pay**

1. The Board agrees to guarantee four (4) hours "call-in-pay" for all employees covered by this Agreement for any maintenance or custodial emergency, recognizing that emergency is only an unplanned situation and does not cover any assigned scheduled work, such as PTA meetings. The Association agrees that this four (4) hour guarantee does not apply at the beginning of a work day which runs into a regular scheduled work period.
2. Employees called in for snow removal prior to the regular starting time shall be guaranteed two (2) hours overtime provided he/she reports on the job within one (1) hour after notification.

**C. Sunday Work**

1. The Board agrees to pay overtime for scheduled Sunday work at the rate of double time. (Note: If a custodian is to be present at a concert held in the Auditorium on Sunday and is notified ahead of time, he/she will be paid at the rate of double time).
2. For emergency call-in service, the minimum of four (4) hours applied at the rate of time and one half (1-1/2); any time beyond the four (4) hours will be at the double time rate. (Note: A maintenance worker who is called in to repair storm damage. If he/she works two (2) hours, he/she would be paid a minimum of four (4) hours at time and one half (1-1/2). If he/she works six (6) hours, he/she would be paid four (4) hours at time and one half (1-1/2) and two (2) hours at double time.

**D. Sports Teams Practices**

1. If sports teams practice in buildings without a custodian present, the Board agrees to pay the custodian who is denied this overtime, the rate of 1-1/2 times his/her hourly rate on a weekday and a Saturday, and 2-1/2 times his/her hourly rate on a Sunday, from the time the teams started practicing, because the teams started practicing prior to the custodian's scheduled start time.

**ARTICLE 83  
SALARIES**

- A. Temporary head mechanic replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the Operations Manager.**
- B. Longevities**

The following longevity allowances will be applicable to all twelve (12) month full time employees. Part time contractual employees will receive longevity pro-rated.

\$300.00 upon entering the sixth (6) year of service with the district.

\$600.00 upon entering the tenth (10) year of service with the district.

\$900.00 upon entering the fifteenth (15) year of service with the district.

\$1,200.00 upon entering the twentieth (20) year of service with the district.

Employees entering their thirty-first (31<sup>ST</sup>) year of employment with the Board will receive a one-time \$1,000.00 incentive bonus (all employees with the exception of professional staff.)

- C. Temporary Custodial Supervisor replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the building principal or the Operations Supervisor.

D. Maintenance Annual Differentials

	22-23	23-24	24-25	25-26	26-27
Shop Foreperson	\$4313.00	\$4399.00	\$4487.00	\$4577.00	\$4669.00
Receiving Foreperson	\$4313.00	\$4399.00	\$4487.00	\$4577.00	\$4669.00
HVAC refrigeration A/C license stipend	\$3239.00	\$3304.00	\$3370.00	\$3437.00	\$3506.00
Licensed Electrician	\$3239.00	\$3304.00	\$3370.00	\$3437.00	\$3506.00
Licensed Plumber	\$3239.00	\$3304.00	\$3370.00	\$3437.00	\$3506.00
AHERA Leader	\$3239.00	\$3304.00	\$3370.00	\$3437.00	\$3506.00
New Jersey O & M & Floor Tile Certification (voluntary)	\$500.00	\$510.00	\$520.00	\$530.00	\$541.00
Head Mechanic Stipend	\$6775.00	\$6911.00	\$7049.00	\$7190.00	\$7334.00

Temporary foreperson replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the supervisor of Buildings and Grounds.

E. Black Seal License

- 1. Custodians will receive reimbursement for renewal of their Black Seal License. (Rates pro-rated for part-time employees)

F. Contract Renewal

- 1. The renewal of the individual yearly contract for each employee shall not be withheld without just cause, subject to the grievance procedure, unless the employee is probationary.

**ARTICLE 84  
EVALUATIONS**

- A. Forepersons will not be responsible for yearly evaluations.

**BUS DRIVERS**

**ARTICLE 85  
PROBATIONARY PERIOD**

- A. All newly hired non-certified personnel shall serve a one (1) year probationary period. This probationary period may be extended an additional six (6) months upon notification to the Association by the Board during the first five (5) months of employment. Upon notification, the Board and the Association will make a joint review.

**ARTICLE 86  
DISCHARGE AND DISCIPLINE**

- A. An employee may be disciplined, suspended or discharged only for just cause. A conference between the Employer and the Employee shall be held prior to discharge. In a disciplinary case, a conference shall be scheduled within two (2) working days of notification of disciplinary action. The Employee may request the presence of the Building Representative during disciplinary or discharge conferences. If the employee is dissatisfied with the result of a conference, he/she may use the grievance machinery.
- B. Any employee covered by this Agreement shall have the right to inspect and obtain copies (priced according to Board fee schedule) of documents from their personnel file upon three (3) working days notice to the custodian thereof.

**ARTICLE 87  
DRIVERS SALARY**

- A. Salary based on 183 school days - remuneration will reflect any changes made in the number of school days.

Full time base salary: six and one half (6.5) hours per day, with a weekly total of thirty two and one-half (32.5) hours per week. All drivers that work more than 32.5 hours in a given week, will be compensated at their contract rate for the additional time worked.

Drivers will be included in the Public Employees Retirement System (PERS).

Drivers are paid their contractual rate for the ESY Program.

- B. Guide Placement: Pertinent driving experience and other factors may be considered by the Board for salary guide placement for newly hired contract drivers.

**ARTICLE 88  
LONGEVITIES**

- A. 6 to 10 years of service: \$400.00
- 11 to 15 years of service: \$400.00 (Total: \$800.00)
- 16 to 20 years of service: \$400.00 (Total: \$1,200.00)
- 21 years and up: \$400.00 (Total: \$1,600.00)

Employees entering their thirty-first (31<sup>ST</sup>) year of employment with the Board will receive a one-time \$1,000.00 incentive bonus (all employees with the exception of professional staff.)

**ARTICLE 89  
NON-CONTRACT RUNS**

- A. Any trips not part of a continuous time schedule to be paid are to be paid at a rate equivalent to the driver's hourly salary.
- B. Non-contract runs and all extra work assignments shall be voluntary and shall be rotated from a seniority list at the beginning of the school year.
- C. Transportation supervisor will post extra trip assignments each Thursday morning and assignments the following week.
- D. Drivers on the "overtime list" may indicate a desire for an assignment by signing their name below the assignment on this list posted. Assignments will be made by the Transportation Supervisor on a rotation basis to the driver(s) responding to the posting. The rotation system shall be the prime method of assigning extra runs. However, the Transportation Supervisor may make assignments, as he/she deems necessary when the situation warrants it.
- E. The minimum pay for all trips shall be one (1) hour.
- F. If the Transportation Supervisor fails to notify a driver of a canceled trip prior to the driver's reporting time, a minimum of two (2) hours shall be paid to said driver. This provision applies only to assignments which require the driver to report to work. Trips scheduled between normal assignments, or at the end of the working day are exempt.
- G. If a non-contract run or an extra work assignment is canceled, for any reason, and rescheduled another day, because of this schedule change, the originally scheduled driver will retain his/her place in the rotation schedule as if they had never been assigned the trip in the first place.

**ARTICLE 90  
CONTRACT PACKAGES**

- A. Contract packages for full time drivers shall consist of no more than three (3) time blocks, two (2) time blocks if the package contains assignments presently known as "late runs",



which total no more than six and one half (6.5) hours. Additional duties may be assigned on either a temporary or permanent basis, so long as the assigned daily transportation duties, and additional duties do not exceed six and one half (6.5) hours.

- B. Assignments in excess of six and one half (6.5) hours will receive additional compensation, at the contract rate.
- C. All drivers will be compensated at the six and one half (6.5) hour rate. Ample time will be allowed within the framework of the daily six and one half (6.5) hour schedule to perform assigned maintenance and preparation duties.
- D. Assignments will not be made if it is anticipated that such assignment will cause the driver to work beyond their scheduled time. However, drivers known as floaters whose contract package is less than six and one half (6.5) hours will be required to perform any normal driving assignments not limited to, but including: field trips, athletic events, substitutions for drivers who are out sick, etc., so as to reach the daily six and one half (6.5) hours. Such duties performed mid-day will be done without further compensation.
- E. Any parochial runs scheduled on days beyond the Wall Township calendar shall be treated as non-contract runs with the regular driver driving the entire package. The driver who selects the parochial package shall be guaranteed two (2) hours minimum.
- F. Contract packages: A grouping of contract runs for assignments to individual drivers.
- G. All packages shall be picked in order of seniority. When the Transportation Supervisor does not agree that a driver is suited to a package chosen by that driver, the Supervisor will meet with the driver and give his/her reasons for not approving. If the driver does not agree with the reason set forth by the Transportation Supervisor, he/she may grieve the decision of the Supervisor through the grievance process.
- H. Packages will be posted for review at least two (2) days prior to the date for selection.
- I. The date of selection shall be no later than the last week in August. Drivers will be notified by mail in advance of the posting.
- J. Drivers not present for selection must provide a written proxy directing another driver to make the selection for them, or the Transportation Supervisor will make the selection for them in seniority order.
- K. Any and all packages may be altered during the school year to meet changing need. Adjustments to salary will be pro-rated accordingly.
- L. Drivers are required to perform a trial run of their contract package and submit written route directions with stop times within two (2) days after package selection. Drivers are to update and resubmit route directions with stop times and special conditions (i.e. kindergarten student) within fifteen (15) working days of the start of school, and at any time changes are made to the package.

The daily contract package will be six and one half (6.5) hours per day. Time not worked within the original daily contract package will not accumulate.

- M. Packages which become available at least thirty (30) calendar days before the end of the school year as established by the annual school calendar will be posted three (3) days for bidding by the employees. Transportation Supervisor would have full authority to choose the person for the position from this list with consideration given to the employee's seniority. Packages shall be posted within two (2) working days of vacancy and shall be awarded within three (3) working days after the posting period, subject to final approval by the Board. The Building Representative shall be responsible for ensuring that all drivers are aware of the posting.

## **ARTICLE 91 SICK DAYS**

- A. Pursuant to the current Board policy, employees shall be allowed annual personal sick leave without loss of pay of such absences as follows:

Ten (10) days for employees on a ten (10) month contract

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

- B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Under no circumstances is accrued sick leave to be considered or applied as terminal leave. Doctor's appointments which have to be made during the work day can be deducted from sick leave days.
- C. A certificate of absence shall be filed by each employee for any absence and for absences due to illness over three (3) consecutive days duration, a doctor's certificate shall be required to be filed in the office of the Board Secretary/Business Administrator. The doctor's certificate shall indicate the employee is fit to resume duties as a bus driver. The Board reserves the right to have its own physician examine the employee for final determination of fitness to perform duties.
- D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district.
- E. In the event a driver does not complete the assigned time slots due to illness or emergency, and said emergency arises during the first time slot, said driver will be docked one (1) sick day. If the emergency arises during the second time slot, the driver will be docked one-third (1/3) sick day, and if it occurs during the third (3<sup>rd</sup>) time slot, the driver will not be docked any sick time.
- F. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.
- G. Reimbursement of Sick Leave Upon Retirement:

\$40.00 per day to a maximum of \$4,000.00

Fifteen (15) years of service is required to participate in this reimbursement. Retirement will be as the P.E.R.S definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

## **ARTICLE 92 MEDICAL INSURANCE**

- A. Full family, member/spouse, parent/child or single coverage will be provided by the Board (Basic and Major Medical). Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Drivers employed less than four (4) years will only be provided with single coverage until the first day of their fourth (4th) year of employment. However, during the first three (3) years of employment, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

- B. Dental plan to include single or member plus one. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13B. Employees contribute toward health insurance as per Article 13.

Member plus two or more plans may be purchased at the group rate, by the employee, at full cost to the employee for this additional coverage provided the employee notifies the board office during the spring preceding the new contract year.

Drivers employed less than four (4) years will only be provided with single coverage until the first day of their fourth (4th) year of employment. However, during the first three (3) years of employment, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

- C. Prescription Plan: The Board agrees to provide a Family, Member/Spouse, Parent/Child or Single Prescription Drug Plan as detailed in the District's Group Prescription Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Drivers employed less than four (4) years will only be provided with single coverage until the first day of their fourth (4th) year of employment. However, during the first three (3) years of employment, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

## **ARTICLE 93 LEAVE OF ABSENCE WITHOUT PAY**

- A. Employees may be granted a leave of absence without pay for personal reasons for a period of up to one (1) year with the approval of the Board during which time they shall retain their seniority rights.

Seniority will accrue during the leave period.

**ARTICLE 94  
PERSONAL DAYS**

- A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.
- B. Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at the will of the individual employee.
- C. Requests for personal days which precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.
- D. Personal days are to be taken with internal control by both the Administration and the Association.
- E. Unused portions of personal leave shall be converted to accumulated sick leave on June 30th of each year.
- F. A minimum of forty-eight (48) hours notice requirement for personal days is required, except in the case of an emergency.

**ARTICLE 95  
ASSOCIATION ACTIVITY**

- A. The Board agrees to grant officially elected delegates time off with pay for the purpose of attending Association Conventions and/or conferences provided that time off does not exceed an aggregate of five (5) working days in the calendar year, and that not more than two (2) such Association delegates shall be permitted to attend such conventions or conferences at any one time, and applications of said time shall not exceed two (2) annually. Written request specifying the amount of time off is to be received by the Board at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

**ARTICLE 96  
ASSOCIATION REPRESENTATIVES**

- A. The Board agrees to recognize a minimum of one (1) Building Representative and one (1) Alternate selected by the Association. A Representative shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Association President or Representative shall be granted a reasonable amount of time during his/her regular work hours, without loss of pay, to present, discuss, and investigate grievances. Neither a representative nor an Association officer shall leave his/her work without first obtaining permission of his/her immediate supervisor, whose permission shall not be unreasonably withheld. The Association agrees to provide a listing of the current Building Representatives and Officers for the Board after the regular Association election and also to notify the Board of any interim changes.

**ARTICLE 97  
SENIORITY**

- A. A seniority list for bus drivers will be maintained by the Board and monitored by the Board and the Association. The Board and the Association agree that an updated seniority list will be provided to the Association once each year of this contract. Employees will be placed on the seniority list in accordance with their date of hire. Ties will be broken by the date of receipt of application for full time employment. Applications will be purged once a year.
- B. Seniority shall prevail in any layoff of employees, the least senior employee to be laid off first. Employees shall be recalled or offered recall from layoff in the inverse order of their layoff, the most senior laid off employee being the first to be recalled. Laid off employees shall be eligible for recall for a period up to one (1) year from the date of their layoff.
- C. Employees who refuse to return to work within ten (10) days of the time they are offered recall shall be terminated. Notification of layoff or recall shall be by registered letter, return receipt requested.

**ARTICLE 98  
MEDICAL EXAMINATIONS**

- A. To satisfy the medical examination requirements for the renewal of bus drivers' licenses, all drivers shall be required to have a physical examination by a medical doctor. 70+ year old drivers are examined yearly and 75+ year old drivers are examined two (2) times per year.
- B. All required medical and fitness examinations needed to maintain a CDL license shall be paid in full by the Wall Township School District. Any costs not covered by medical insurance will be reimbursed by the district.

The employee will use the District designated physician for said exams, when the District physician is available. IF the District physician is not available at the time a physical or fitness test is required, the employee may use a physician of their choice for said exams.

- C. Additional medical examinations may be required by the Board to verify a driver's physical capabilities following an extended illness.
- D. The Board will pay for bus driver drug testing that takes place every two (2) years up to a maximum of \$65.00, provided the results are negative. This amount is over and above the amounts reimbursed for medical exams.

**ARTICLE 99  
UNIFORMS**

- A. The Board reserves the right to select the style and color of uniforms.
- B. The uniform allowance shall be \$135.00 yearly for all full time employees.

**ARTICLE 100  
GENERAL PROVISIONS**

- A. The Board agrees to reimburse each driver for bus license renewal fee up to the cost of endorsements required by the Board.

**ARTICLE 101  
SUMMER WORK**

- A. Any driver interested in working during the summer months must notify the Transportation Supervisor, in writing, thirty (30) days prior to the end of the work year, of their desire to work any summer assignments that may become available.

Any letter of intent submitted after the thirty (30) days, will be honored at the discretion of the Board.

The Transportation Supervisor may approach any driver prior to the thirty (30) days from the end of the work year. After the expiration of the thirty (30) day limit, drivers may not be approached unless there are not sufficient responses to fill the needed assignments.

If more drivers have submitted a letter of intent than there are runs available, the assignments will be given out in order of seniority until all runs are covered.

# WTEA SALARY GUIDES

## YEAR 1 - TEACHERS 2022-2023

Prior Contract Step #	New Contract Step	A	B	C	D	E	F	G	H	I
				BA + 15 in Field or BA + 30	BA + 30 in Field or MA	MA in Field or MA + 15	MA + 15 in Field or MA + 30	MA + 30 in Field or MA + 45	MA +45 IN FIELD or MA + 60	MA + 60 in Field
		BA	BA +15							
<b>5</b>	<b>1</b>	57,390	58,090	58,790	59,490	60,190	60,890	61,590	62,290	62,990
<b>6</b>	<b>2</b>	57,790	58,490	59,190	59,890	60,590	61,290	61,990	62,690	63,390
<b>7</b>	<b>3</b>	58,190	58,890	59,590	60,290	60,990	61,690	62,390	63,090	63,790
<b>8</b>	<b>4</b>	58,690	59,390	60,090	60,790	61,490	62,190	62,890	63,590	64,290
<b>9</b>	<b>5</b>	59,190	59,890	60,590	61,290	61,990	62,690	63,390	64,090	64,790
<b>10</b>	<b>6</b>	59,790	60,490	61,190	61,890	62,590	63,290	63,990	64,690	65,390
<b>11</b>	<b>7</b>	60,690	61,390	62,090	62,790	63,490	64,190	64,890	65,590	66,290
<b>12</b>	<b>8</b>	61,890	62,590	63,290	63,990	64,690	65,390	66,090	66,790	67,490
<b>13</b>	<b>9</b>	63,640	64,340	65,040	65,740	66,440	67,140	67,840	68,540	69,240
<b>14</b>	<b>10</b>	65,640	66,340	67,040	67,740	68,440	69,140	69,840	70,540	71,240
<b>15</b>	<b>11</b>	67,900	68,600	69,300	70,000	70,700	71,400	72,100	72,800	73,500
<b>16</b>	<b>12</b>	70,700	71,400	72,100	72,800	73,500	74,200	74,900	75,600	76,300
<b>17</b>	<b>13</b>	73,500	74,200	74,900	75,600	76,300	77,000	77,700	78,400	79,100
<b>18</b>	<b>14</b>	76,350	77,050	77,750	78,450	79,150	79,850	80,550	81,250	81,950
<b>19</b>	<b>15</b>	79,250	79,950	80,650	81,350	82,050	82,750	83,450	84,150	84,850
<b>20</b>	<b>16</b>	82,450	83,150	83,850	84,550	85,250	85,950	86,650	87,350	88,050
<b>21</b>	<b>17</b>	85,800	86,500	87,200	87,900	88,600	89,300	90,000	90,700	91,400
<b>22</b>	<b>18</b>	90,200	90,900	91,600	92,300	93,000	93,700	94,400	95,100	95,800

## YEAR 2 - TEACHERS 2023-2024

STEP	A	B	C	D	E	F	G	H	I
	BA	BA +15	BA + 15 in Field or BA + 30	BA + 30 in Field or MA	MA in Field or MA + 15	MA + 15 in Field or MA + 30	MA + 30 in Field or MA + 45	MA +45 IN FIELD or MA + 60	MA + 60 in Field
1	58,475	59,175	59,875	60,575	61,275	61,975	62,675	63,375	64,075
2	58,875	59,575	60,275	60,975	61,675	62,375	63,075	63,775	64,475
3	59,275	59,975	60,675	61,375	62,075	62,775	63,475	64,175	64,875
4	59,775	60,475	61,175	61,875	62,575	63,275	63,975	64,675	65,375
5	60,275	60,975	61,675	62,375	63,075	63,775	64,475	65,175	65,875
6	60,875	61,575	62,275	62,975	63,675	64,375	65,075	65,775	66,475
7	61,775	62,475	63,175	63,875	64,575	65,275	65,975	66,675	67,375
8	62,975	63,675	64,375	65,075	65,775	66,475	67,175	67,875	68,575
9	64,725	65,425	66,125	66,825	67,525	68,225	68,925	69,625	70,325
10	66,725	67,425	68,125	68,825	69,525	70,225	70,925	71,625	72,325
11	69,025	69,725	70,425	71,125	71,825	72,525	73,225	73,925	74,625
12	71,825	72,525	73,225	73,925	74,625	75,325	76,025	76,725	77,425
13	74,625	75,325	76,025	76,725	77,425	78,125	78,825	79,525	80,225
14	77,475	78,175	78,875	79,575	80,275	80,975	81,675	82,375	83,075
15	80,375	81,075	81,775	82,475	83,175	83,875	84,575	85,275	85,975
16	83,575	84,275	84,975	85,675	86,375	87,075	87,775	88,475	89,175
17	86,900	87,600	88,300	89,000	89,700	90,400	91,100	91,800	92,500
18	91,200	91,900	92,600	93,300	94,000	94,700	95,400	96,100	96,800

## YEAR 3 - TEACHERS 2024-2025

STEP	A	B	C	D	E	F	G	H	I
	BA	BA +15	BA + 15 in Field or BA + 30	BA + 30 in Field or MA	MA in Field or MA + 15	MA + 15 in Field or MA + 30	MA + 30 in Field or MA + 45	MA +45 IN FIELD or MA + 60	MA + 60 in Field
1	59,950	60,650	61,350	62,050	62,750	63,450	64,150	64,850	65,550
2	60,350	61,050	61,750	62,450	63,150	63,850	64,550	65,250	65,950
3	60,750	61,450	62,150	62,850	63,550	64,250	64,950	65,650	66,350
4	61,200	61,900	62,600	63,300	64,000	64,700	65,400	66,100	66,800
5	61,700	62,400	63,100	63,800	64,500	65,200	65,900	66,600	67,300
6	62,300	63,000	63,700	64,400	65,100	65,800	66,500	67,200	67,900
7	63,200	63,900	64,600	65,300	66,000	66,700	67,400	68,100	68,800
8	64,400	65,100	65,800	66,500	67,200	67,900	68,600	69,300	70,000
9	66,150	66,850	67,550	68,250	68,950	69,650	70,350	71,050	71,750
10	68,150	68,850	69,550	70,250	70,950	71,650	72,350	73,050	73,750
11	70,450	71,150	71,850	72,550	73,250	73,950	74,650	75,350	76,050
12	73,250	73,950	74,650	75,350	76,050	76,750	77,450	78,150	78,850
13	76,050	76,750	77,450	78,150	78,850	79,550	80,250	80,950	81,650
14	78,925	79,625	80,325	81,025	81,725	82,425	83,125	83,825	84,525
15	81,825	82,525	83,225	83,925	84,625	85,325	86,025	86,725	87,425
16	85,025	85,725	86,425	87,125	87,825	88,525	89,225	89,925	90,625
17	88,325	89,025	89,725	90,425	91,125	91,825	92,525	93,225	93,925
18	92,600	93,300	94,000	94,700	95,400	96,100	96,800	97,500	98,200



## YEAR 4 - TEACHERS 2025-2026

STEP	A	B	C	D	E	F	G	H	I
	BA	BA +15	BA + 15 in Field or BA + 30	BA + 30 in Field or MA	MA in Field or MA + 15	MA + 15 in Field or MA + 30	MA + 30 in Field or MA + 45	MA +45 IN FIELD or MA + 60	MA + 60 in Field
1	61,425	62,125	62,825	63,525	64,225	64,925	65,625	66,325	67,025
2	61,825	62,525	63,225	63,925	64,625	65,325	66,025	66,725	67,425
3	62,225	62,925	63,625	64,325	65,025	65,725	66,425	67,125	67,825
4	62,675	63,375	64,075	64,775	65,475	66,175	66,875	67,575	68,275
5	63,175	63,875	64,575	65,275	65,975	66,675	67,375	68,075	68,775
6	63,675	64,375	65,075	65,775	66,475	67,175	67,875	68,575	69,275
7	64,600	65,300	66,000	66,700	67,400	68,100	68,800	69,500	70,200
8	65,800	66,500	67,200	67,900	68,600	69,300	70,000	70,700	71,400
9	67,550	68,250	68,950	69,650	70,350	71,050	71,750	72,450	73,150
10	69,550	70,250	70,950	71,650	72,350	73,050	73,750	74,450	75,150
11	71,850	72,550	73,250	73,950	74,650	75,350	76,050	76,750	77,450
12	74,650	75,350	76,050	76,750	77,450	78,150	78,850	79,550	80,250
13	77,450	78,150	78,850	79,550	80,250	80,950	81,650	82,350	83,050
14	80,325	81,025	81,725	82,425	83,125	83,825	84,525	85,225	85,925
15	83,225	83,925	84,625	85,325	86,025	86,725	87,425	88,125	88,825
16	86,425	87,125	87,825	88,525	89,225	89,925	90,625	91,325	92,025
17	89,725	90,425	91,125	91,825	92,525	93,225	93,925	94,625	95,325
18	94,000	94,700	95,400	96,100	96,800	97,500	98,200	98,900	99,600

## YEAR 5 - TEACHERS 2026-2027

STEP	A	B	C	D	E	F	G	H	I
	BA	BA +15	BA + 15 in Field or BA + 30	BA + 30 in Field or MA	MA in Field or MA + 15	MA + 15 in Field or MA + 30	MA + 30 in Field or MA + 45	MA +45 IN FIELD or MA + 60	MA + 60 in Field
1	63,250	63,950	64,650	65,350	66,050	66,750	67,450	68,150	68,850
2	63,650	64,350	65,050	65,750	66,450	67,150	67,850	68,550	69,250
3	64,050	64,750	65,450	66,150	66,850	67,550	68,250	68,950	69,650
4	64,500	65,200	65,900	66,600	67,300	68,000	68,700	69,400	70,100
5	65,000	65,700	66,400	67,100	67,800	68,500	69,200	69,900	70,600
6	65,500	66,200	66,900	67,600	68,300	69,000	69,700	70,400	71,100
7	66,200	66,900	67,600	68,300	69,000	69,700	70,400	71,100	71,800
8	67,500	68,200	68,900	69,600	70,300	71,000	71,700	72,400	73,100
9	69,250	69,950	70,650	71,350	72,050	72,750	73,450	74,150	74,850
10	71,250	71,950	72,650	73,350	74,050	74,750	75,450	76,150	76,850
11	73,550	74,250	74,950	75,650	76,350	77,050	77,750	78,450	79,150
12	76,350	77,050	77,750	78,450	79,150	79,850	80,550	81,250	81,950
13	79,150	79,850	80,550	81,250	81,950	82,650	83,350	84,050	84,750
14	82,000	82,700	83,400	84,100	84,800	85,500	86,200	86,900	87,600
15	84,900	85,600	86,300	87,000	87,700	88,400	89,100	89,800	90,500
16	88,100	88,800	89,500	90,200	90,900	91,600	92,300	93,000	93,700
17	91,400	92,100	92,800	93,500	94,200	94,900	95,600	96,300	97,000
18	95,650	96,350	97,050	97,750	98,450	99,150	99,850	100,550	101,250

# ADMINISTRATIVE ASSISTANTS

YEAR 1 2022-23				YEAR 2 2023-24			YEAR 3 2024-25		
Prior Step #	New Step	10 Mth	12 Mth	Step	10 Mth	12 Mth	Step	10 Mth	12 Mth
5	1	30,358	36,430	1	30,942	37,130	1	31,496	37,795
6	2	30,775	36,930	2	31,358	37,630	2	31,913	38,295
7	3	31,192	37,430	3	31,775	38,130	3	32,329	38,795
8	4	31,608	37,930	4	32,192	38,630	4	32,746	39,295
9	5	32,692	39,230	5	33,275	39,930	5	33,829	40,595
10	6	33,775	40,530	6	34,358	41,230	6	34,913	41,895
11	7	34,942	41,930	7	35,525	42,630	7	36,079	43,295
12	8	36,275	43,530	8	36,858	44,230	8	37,413	44,895
13	9	38,442	46,130	9	39,025	46,830	9	39,579	47,495
14	10	40,608	48,730	10	41,192	49,430	10	41,746	50,095
15	11	43,108	51,730	11	43,692	52,430	11	44,246	53,095
Year 4 2025-26				Year 5 2026-27					
Step	10 Mth	12 Mth	Step	10 Mth	12 Mth	Step	10 Mth	12 Mth	
1	32,358	38,830	1	33,150	39,780				
2	32,775	39,330	2	33,567	40,280				
3	33,192	39,830	3	33,983	40,780				
4	33,608	40,330	4	34,400	41,280				
5	34,192	41,030	5	34,983	41,980				
6	35,275	42,330	6	35,567	42,680				
7	36,442	43,730	7	36,733	44,080				
8	37,775	45,330	8	38,067	45,680				
9	39,942	47,930	9	40,233	48,280				
10	42,108	50,530	10	42,400	50,880				
11	44,608	53,530	11	44,900	53,880				

# CAFETERIA

<b>YEAR 1</b>		<b>YEAR 2</b>		<b>YEAR 3</b>	
<b>2022-23</b>	<b>Cafeteria</b>	<b>2023-24</b>	<b>Cafeteria</b>	<b>2024-25</b>	<b>Cafeteria</b>
<b>Step</b>	<b>Café</b>	<b>Step</b>	<b>Café</b>	<b>Step</b>	<b>Café</b>
1	16.71	1	17.11	1	17.53
2	16.81	2	17.21	2	17.63
3	16.91	3	17.31	3	17.73
4	17.06	4	17.46	4	17.83
5	17.21	5	17.61	5	17.98
6	17.45	6	17.85	6	18.22
7	17.85	7	18.25	7	18.62
8	18.65	8	19.05	8	19.42
9	19.25	9	19.65	9	20.02
10	19.90	10	20.30	10	20.67
11	20.85	11	21.25	11	21.62
12	21.80	12	22.20	12	22.57

<b>Year 4</b>		<b>Year 5</b>	
<b>2025-26</b>	<b>Cafeteria</b>	<b>2026-27</b>	<b>Cafeteria</b>
<b>Step</b>	<b>Café</b>	<b>Step</b>	<b>Café</b>
1	17.99	1	18.52
2	18.09	2	18.62
3	18.19	3	18.72
4	18.29	4	18.82
5	18.39	5	18.92
6	18.66	6	19.07
7	19.06	7	19.48
8	19.86	8	20.28
9	20.46	9	20.88
10	21.11	10	21.53
11	22.06	11	22.48
12	23.01	12	23.43

# INSTRUCTIONAL PARAPROFESSIONALS

<b>YEAR 1</b>			<b>YEAR 2</b>			<b>YEAR 3</b>		
<b>2022-23</b>			<b>2023-24</b>			<b>2024-25</b>		
Prior Step #	New Step		Step			Step		
2	1	14.85	1	15.27		1	15.73	
3	2	15.10	2	15.52		2	15.98	
4	3	15.50	3	15.77		3	16.23	
5	4	15.90	4	16.17		4	16.48	
6	5	16.40	5	16.67		5	16.92	
7	6	16.90	6	17.17		6	17.42	
8	7	17.40	7	17.67		7	17.92	
9	8	17.95	8	18.22		8	18.47	
10	9	18.50	9	18.78		9	19.04	
11	10	19.11	10	19.41		10	19.69	
12	11	20.27	11	20.56		11	20.82	
<b>Year 4</b>			<b>Year 5</b>					
<b>2025-26</b>			<b>2026-27</b>					
Step			Step					
1		16.33	1		17.00			
2		16.58	2		17.25			
3		16.83	3		17.50			
4		17.08	4		17.75			
5		17.33	5		18.00			
6		17.83	6		18.25			
7		18.34	7		18.75			
8		18.89	8		19.30			
9		19.46	9		19.90			
10		20.11	10		20.57			
11		21.21	11		21.67			

# NON INSTRUCTIONAL PARAPROFESSIONALS

<b>YEAR 1</b>			<b>YEAR 2</b>		<b>YEAR 3</b>			
<b>2022-23</b>	<b>Non Instructional Paras</b>		<b>2023-24</b>	<b>Non Instructional Paras</b>		<b>2024-25</b>	<b>Non Instructional Paras</b>	
<b>Prior Step #</b>	<b>New Step</b>		<b>Step</b>			<b>Step</b>		
2	1	14.71	1	15.17		1		15.67
3	2	14.96	2	15.42		2		15.92
4	3	15.36	3	15.67		3		16.17
5	4	15.76	4	16.07		4		16.42
6	5	16.26	5	16.55		5		16.88
7	6	16.76	6	17.05		6		17.38
8	7	17.26	7	17.55		7		17.88
9	8	17.81	8	18.10		8		18.43
10	9	18.36	9	18.66		9		19.00
11	10	18.97	10	19.29		10		19.65
12	11	20.13	11	20.44		11		20.78

<b>Year 4</b>			<b>Year 5</b>		
<b>2025-26</b>	<b>Non Instructional Paras</b>		<b>2026-27</b>	<b>Non Instructional Paras</b>	
	<b>Step</b>		<b>Step</b>		
	1	16.21	1		16.85
	2	16.46	2		17.10
	3	16.71	3		17.35
	4	16.96	4		17.60
	5	17.26	5		17.85
	6	17.77	6		18.20
	7	18.27	7		18.70
	8	18.82	8		19.25
	9	19.39	9		19.82
	10	20.04	10		20.47
	11	21.16	11		21.57

# CUSTODIANS

<b>YEAR 1</b>			<b>YEAR 2</b>		<b>YEAR 3</b>	
<b>2022-23</b>			<b>2023-24</b>		<b>2024-25</b>	
Prior Step #	New Step	Cust	Step	Cust	Step	Cust
2	1	44,130	1	45,375	1	46,950
3	2	44,730	2	45,875	2	47,450
4	3	45,430	3	46,475	3	47,950
5	4	46,130	4	47,175	4	48,550
6	5	47,130	5	48,175	5	49,550
7	6	48,130	6	49,175	6	50,550
8	7	49,580	7	50,625	7	52,000
9	8	51,980	8	53,025	8	54,400
10	9	54,480	9	55,525	9	56,900
11	10	57,180	10	58,225	10	59,600

<b>Year 4</b>		<b>Year 5</b>	
<b>2025-26</b>		<b>2026-27</b>	
Step	Cust	Step	Cust
1	48,640	1	50,215
2	49,140	2	50,715
3	49,640	3	51,215
4	50,140	4	51,715
5	50,940	5	52,515
6	51,940	6	53,515
7	53,390	7	54,965
8	55,790	8	57,365
9	58,290	9	59,865
10	60,990	10	62,565

# MAINTENANCE

<b>YEAR 1</b>			<b>YEAR 2</b>		<b>YEAR 3</b>	
<b>2022-23</b>			<b>2023-24</b>		<b>2024-25</b>	
<b>Prior Step #</b>	<b>New Step</b>	<b>Maint</b>	<b>Step</b>	<b>Maint</b>	<b>Step</b>	<b>Maint</b>
2	1	57,845	1	60,340	1	63,095
3	2	58,345	2	60,840	2	63,595
4	3	58,845	3	61,340	3	64,095
5	4	59,595	4	62,090	4	64,845
6	5	61,095	5	63,590	5	65,845
7	6	62,595	6	65,090	6	67,345
8	7	64,095	7	66,590	7	68,845
9	8	66,020	8	68,090	8	70,345
10	9	67,970	9	69,940	9	72,045

<b>Year 4</b>		<b>Year 5</b>	
<b>2025-26</b>		<b>2026-27</b>	
<b>Step</b>	<b>Maint</b>	<b>Step</b>	<b>Maint</b>
1	66,245	1	69,380
2	66,745	2	69,880
3	67,245	3	70,380
4	67,995	4	71,130
5	68,995	5	72,130
6	69,995	6	73,130
7	71,495	7	74,430
8	72,995	8	75,730
9	74,495	9	77,030

# MECHANICS

<b>YEAR 1</b>			<b>YEAR 2</b>		<b>YEAR 3</b>	
<b>2022-23</b>			<b>2023-24</b>		<b>2024-25</b>	
Prior Step #	New Step		Step		Step	
2	1	57,865	1	59,970	1	62,055
3	2	58,865	2	60,970	2	63,055
4	3	59,865	3	61,970	3	64,055
5	4	60,865	4	62,970	4	65,055
6	5	62,065	5	64,170	5	66,255
7	6	63,565	6	65,670	6	67,755
8	7	65,565	7	67,470	7	69,555
9	8	67,965	8	69,470	8	71,555
10	9	70,465	9	71,970	9	73,555

<b>Year 4</b>		<b>Year 5</b>	
<b>2025-26</b>		<b>2026-27</b>	
Step		Step	
1	65,055	1	68,140
2	66,055	2	69,140
3	67,055	3	70,140
4	68,055	4	71,140
5	69,255	5	72,340
6	70,755	6	73,840
7	72,255	7	75,340
8	74,055	8	76,840
9	76,055	9	78,640



# BUS DRIVERS

<b>YEAR 1</b>			<b>YEAR 2</b>		<b>YEAR 3</b>	
<b>2022-23</b>			<b>2023-24</b>		<b>2024-25</b>	
<b>Prior Step #</b>	<b>New Step</b>	<b>Bus</b>	<b>Step</b>	<b>Bus</b>	<b>Step</b>	<b>Bus</b>
2	1	30,800	1	31,835	1	33,130
3	2	31,050	2	32,085	2	33,380
4	3	31,450	3	32,485	3	33,780
5	4	32,050	4	33,085	4	34,180
6	5	32,850	5	33,885	5	34,980
7	6	33,650	6	34,685	6	35,780
8	7	34,450	7	35,485	7	36,580
9	8	35,400	8	36,430	8	37,530

<b>Year 4</b>		<b>Year 5</b>	
<b>2025-26</b>		<b>2026-27</b>	
<b>Step</b>	<b>Bus</b>	<b>Step</b>	<b>Bus</b>
1	34,705	1	36,150
2	34,955	2	36,400
3	35,355	3	36,800
4	35,755	4	37,200
5	36,155	5	37,600
6	36,955	6	38,100
7	37,755	7	38,900
9	38,655	8	39,855

Athletic/Co-curricular Activity Guides shall be frozen for the 2013-2014 school year, based upon 2012-2013 levels and longevity payments. Effective July 1, 2014, a single athletic coach rate shall be fixed at old level 10 (2012-2013 guides) new level 4. All coaches paid above level 10/4 in 2013-2014 shall be grandfathered at the rates paid in 2013-2014 school year. Effective July 1, 2014, longevity payments for athletics shall be sport specific in order to be eligible for the longevity.

## **CO-CURRICULAR ACTIVITIES GUIDES**

**2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027**

<b>ACTIVITY</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>HIGH SCHOOL CO-CURRICULAR ACTIVITIES</b>					
AFS (H.S.)	1276	1302	1328	1354	1381
ART CLUB ADVISOR	1276	1302	1328	1354	1381
ANTI-BULLYING TASK FORCE ADVISOR	5521	5632	5744	5859	5976
ARCHITECTURE CLUB	1276	1302	1328	1354	1381
ASSISTANT MARCHING BAND DIRECTOR (H.S.)	3147	3210	3274	3339	3406
ASTRONOMY CLUB	1276	1302	1328	1354	1381
ATHLETIC LEADERSHIP COUNCIL	1276	1302	1328	1354	1381
AVA COORDINATOR (H.S.)	6625	6757	6893	7030	7171
BADMINTON CLUB	1276	1302	1328	1354	1381
BAND AND SCHOOL CONCERTS DIRECTOR – (H.S.)	6496	6626	6759	6894	7032
BE WELL	1276	1302	1328	1354	1381
CLASS ADVISOR (GRADE 9) – (H.S.)	2658	2711	2766	2821	2877
CLASS ADVISOR (GRADE 10) - (H.S.)	3752	3827	3903	3981	4061
CLASS ADVISOR (GRADE 11) - (H.S.)	4304	4390	4478	4568	4659
CLASS ADVISOR (GRADE 12) - (H.S.)	4802	4898	4996	5096	5198
COMPUTER CLUB (H.S.)	1324	1350	1377	1405	1433
DANCE CLUB	1276	1302	1328	1354	1381
DEBATE TEAM (H.S.)	2750	2805	2861	2918	2977
DECA ADVISOR (H.S.)	1271	1296	1322	1349	1376
DELTA CLUB	1276	1302	1328	1354	1381
DEPARTMENT CHAIR	6073	6195	6318	6445	6574
DONATE LIFE	1276	1302	1328	1354	1381
DRAMATICS (MUSICAL) – (H.S.)	4492	4582	4674	4767	4862
DRAMATICS (CLUB) – (H.S.)	3033	3094	3156	3219	3284
ENGINEERING ACADEMY ADVISOR	3864	3941	4020	4100	4182

ENGINEERING ACADEMY ASSISTANT ADVISOR	1910	1949	1988	2027	2068
ENVIRONMENTAL CLUB (H.S.)	1587	1619	1651	1684	1718
FEA	3751	3826	3902	3980	4060
GAMES CLUB ADVISOR	1276	1302	1328	1354	1381
GREENHOUSE COORDINATOR (H.S.)	8892	9070	9252	9437	9625
GUITAR CLUB ADVISOR BI-MONTHLY	1276	1302	1328	1354	1381
HEROES AND COOL KIDS CLUB	1988	2028	2068	2110	2152
INSTRUMENTAL (MUSICAL) – (H.S.)	1597	1629	1662	1695	1729
INTERACT CLUB (H.S.)	1324	1350	1377	1405	1433
JAZZ BAND ADVISOR	2926	2985	3045	3105	3168
LITERARY CLUB (H.S.)	1324	1350	1377	1405	1433
LGBT ALLIANCE	1276	1302	1328	1354	1381
LOCKER/TEAM ROOM SUPERVISION (HOURLY RATE)	25	25.50	26	26.50	27
MATH CLUB (H.S.)	1276	1302	1328	1354	1381
MODEL UN	1276	1302	1328	1354	1381
NATIONAL ART HONOR SOCIETY (H.S.)	1276	1302	1328	1354	1381
NATIONAL HONOR SOCIETY (H.S.)	1276	1302	1328	1354	1381
NATIONAL MUSIC HONOR SOCIETY (H.S.)	1276	1302	1328	1354	1381
NNDCC DRILL TEAM	5735	5850	5967	6087	6208
PEACE FOR PAWS	1276	1302	1328	1354	1381
PEER LEADERSHIP (H.S.)	1988	2028	2068	2110	2152
RED CROSS CLUB	1263	1288	1314	1340	1367
SATURDAY DETENTION MONITOR (HOURLY RATE) – (H.S.)	48	49	50	51	52
SCHOOL MUSICAL DIRECTOR VOCAL MUSIC – (H.S.)	3033	3094	3156	3219	3284
SCHOOL NEWS MEDIA (H.S.)	3254	3319	3385	3453	3522
SCHOOL VOCAL MUSIC CONCERT DIRECTOR – (H.S.)	1276	1302	1328	1354	1381
SCIENCE COMPETITION TEAM ADVISOR (H.S.)	1281	1307	1333	136	1387
SERVICE AND LEADERSHIP CLUB ADVISOR	3826	3903	3981	460	4141
SKI/SNOWBOARD CLUB	1276	1302	1328	1354	1381
SOUND AND LIGHT ADVISOR PER HOUR	48	49	50	51	52
SPORTS MEDICINE CLUB	1276	1302	1328	1354	1381
STAGE & DESIGN/DECORATING (H.S.) FALL DRAMA	2552	2603	2655	2708	2762

STAGE & DESIGN/DECORATING (HS) SPRING MUSICAL	2552	2603	2655	2708	2762
STAGE AND LIGHTING ADVISOR	2552	2603	2655	2708	2762
STRENGTH AND CONDITIONING COACH (SUMMER-H.S)	5070	5172	5275	5381	5488
STUDENT AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.) TASK FORCE (H.S.)	2750	2805	2961	2918	2977
STUDENT COUNCIL ADVISOR (H.S.)	3441	3510	3581	3652	3725
SUMMER BAND CAMP ADVISOR	2868	2926	2984	3044	3105
TECHNOLOGY STUDENT ASSOCIATION (H.S.)	1876	1913	1952	1991	2030
THESPIAN SOCIETY	1324	1350	1377	1405	1433
TRIPLE THREAT CLUB	1276	1302	1328	1354	1381
WALL BUSINESS & FINANCE ACADEMY ADVISOR	3864	3941	4020	4100	4182
WALL BUSINESS & FINANCE ACADEMY ASSISTANT ADVISOR	1930	1968	2008	2048	2089
WALL KNIGHTS CARE ADVISOR	1988	2028	2068	2110	2152
WALL KNIGHTS SOCIAL CLUB	1263	1288	1314	1340	1367
WEIGHT ROOM SUPERVISOR (H.S. – PER SEASON)	2766	2822	2878	2936	2994
WORLD LANGUAGE CLUB ADVISOR	1276	1302	1328	1354	1381
YEARBOOK (H.S.)	4716	4811	4907	5005	5105
YOGA CLUB	1276	1302	1328	1354	1381

<b>ACTIVITY</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>2026-2027</b>
<b>INTERMEDIATE CO-CURRICULAR ACTIVITIES</b>					
ANIME CLUB	1276	1302	1328	1354	1381
AVA COORDINATOR (INT.)	4310	4396	4484	4573	4665
BOOK BUZZ	1276	1302	1328	1354	1381
CHAMBER ORCHESTRA CLUB	2926	2985	3045	3105	3168
CHESS CLUB	1276	1302	1328	1354	1381
COMPETITIVE BAND	2869	2926	2985	3045	3105
COMPETITION CHOIR ADVISOR Jan-June	1500	1530	1561	1592	1624
COMPUTER CLUB	1276	1302	1328	1354	1381
DATA COORDINATOR PER HOUR	60	61	63	64	65
DEBATE CLUB	1276	1302	1328	1354	1381
DIVERSITY CLUB	1276	1302	1328	1354	1381
EIGHTH GRADE TRIP CHAPERONE – Intermediate (Stipend for One Night) (Stipend per Chaperone)	220	225	229	234	238

ENGAGE AND CREATE CLUB	1276	1302	1328	1354	1381
FITNESS CLUB (INT.)	1276	1302	1328	1354	1381
GO GREEN CLUB ADVISOR	1276	1302	1328	1354	1381
GUITAR CLUB ADVISOR WEEKLY	2926	2985	3045	3105	3168
HOMEWORK CLUB (INT.)	4181	4265	4350	4437	4526
INSTRUMENTAL MUSIC CONCERT- PER CONCERT	365	372	380	388	395
JAZZ BAND (INT.)	2926	2985	3045	3105	3168
JUNIOR ART HONOR SOCIETY (INT.)	1276	1302	1328	1354	1381
LIGHT AND SOUND ADVISOR	48	49	50	51	52
MATH CLUB (INT.)	1276	1302	1328	1354	1381
MEDIA CLUB (INT.)	1276	1302	1328	1354	1381
MINDFULNESS CLUB	1276	1302	1328	1354	1381
NATIONAL JUNIOR HONOR SOCIETY CLUB	1276	1302	1328	1354	1381
NEWSPAPER CLUB (INT.)	1276	1302	1328	1354	1381
PRIDE CLUB ADVISOR	1731	1766	1801	1837	1874
ROBOTICS CLUB	1276	1302	1328	1354	1381
SCHOOL MUSICAL DIRECTOR VOCAL MUSIC	2974	3033	3093	3154	3217
SCHOOL PLAY ADVISOR	3478	3548	3619	3691	3765
SIGN LANGUAGE CLUB (INT.)	1276	1302	1328	1354	1381
SIXTH GRADE JAZZ CLUB	2813	2869	2926	2985	3045
STAGE & LIGHTING ADVISOR (INT.)	2557	2608	2660	2714	2768
STAGE CREW	2100	2142	2185	2228	2273
STAGE & DESIGN/DECORATING (INT.)	2557	2608	2660	2714	2768
STUDENT COUNCIL (INT.)	2541	2592	2643	2696	2750
TEAM LEADER (UNIT CHAIR)	4417	4505	4595	4687	4781
UKULELE CLUB	1276	1302	1328	1354	1381
VIDEO CLUB	1276	1302	1328	1354	1381
WALL YOUTH BAND ADVISORS-SPLIT	2926	2985	3045	3105	3168
WALL YOUTH CHOIR ADVISORS- SPLIT	2926	2985	3045	3105	3168
YEARBOOK (INT.)	2707	2761	2816	2873	2930
WIS AFTER SCHOOL LANGUAGE ARTS OR MATH INTERVENTION TEACHER	66	68	69	70	72

<b><u>ACTIVITY</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>	<b><u>2026-2027</u></b>
<b>ELEMENTARY CO-CURRICULAR ACTIVITIES</b>					
AFTER SCHOOL SOCIAL SKILLS PROGRAM (TO BE HOUSED AT ALLENWOOD SCHOOL) – (rate per hour per instructor)	66	68	69	70	72
AFTER SCHOOL SUPPLEMENTAL INSTRUCTION TEACHERS	66	68	69	70	72
ELEMENTARY INSTRUMENTAL MUSIC CONCERTS – (PER CONCERT)	365	372	380	388	395
ESL NIGHT SCHOOL FOR PARENTS WORKSHOP (rate per hour per instructor)	66	68	69	70	72
EVENING SCHOOL FOR PARENTS OF ELL (rate per hour per instructor)	66	68	69	70	72
TEACHER IN CHARGE - Elementary School	3618	3690	3764	3839	3916
TEACHER IN CHARGE - Primary School	4915	5014	5114	5216	5321
TECHNOLOGY COORDINATOR	3500	3570	3641	3714	3788
TRAINING FOR PARENTS WORKSHOP (hourly rate per instructor)	66	68	69	70	72
VOLUNTARY LUNCHROOM/PLAYGROUND COVERAGE PER HOUR	48	49	50	51	52
WORKSHOP PRESENTER (rate per hour)	66	68	69	70	72

<b><u>ACTIVITY</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>	<b><u>2026-2027</u></b>
<b><i>DISTRICT CO-CURRICULAR ACTIVITIES</i></b>					
AFTER SCHOOL/BEFORE SCHOOL SUPPLEMENTAL INSTRUCTION PER HOUR	66	68	69	70	72
BEDSIDE INSTRUCTION/HOME INSTRUCTION (Rate per Hour)	56	57	58	60	61
CURRICULUM EDITORS– BA (Rate per Hour)	50	51	52	53	54
CURRICULUM EDITORS– MA (Rate per Hour)	61	62	64	65	66
ELL Tutor or Provider of Supplemental Instruction	65	67	68	69	71
HEAD NURSE (DISTRICT)	3532	3603	3675	3748	3823
IN-SERVICE ORIENTATION FOR NEW COURSES (Rate per Hour)	44	45	46	47	47
MENTOR TEACHERS (DISTRICT)	1544	1575	1607	1639	1672
PAY FOR AFTER SCHOOL ACTIVITIES (To be paid from Fund Raising Activities) (Rate per Hour)	29	29	30	30	31
SUMMER CURRICULUM – BA (Rate per Hour)	50	51	52	53	54
SUMMER CURRICULUM – MA (Rate per Hour)	61	62	64	65	66
TRAINING FOR PARENTS' WORKSHOP (hourly rate per instructor)	65	67	68	69	71

## **COACHING GUIDES**

**2022-2023, 2023-2024, 2024-2025, 2025-2026, 2026-2027**

<b><u>ATHLETICS</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>	<b><u>2026-2027</u></b>
<b><i>HIGH SCHOOL</i></b>					
Equipment Manager	8115	8277	8443	8612	8784
Band Front *	4181	4265	4350	4437	4526
Asst. Band Front*	2294	2340	287	2434	2483
Head Baseball & Head Softball	8523	8694	8867	9045	9226
Asst. Baseball & Asst. Softball	5354	5461	5570	5682	5795
Head Basketball Men & Women	8898	90076	9258	9443	9632
Asst. Basketball Men & Women	5762	5877	5995	6115	6237
Bowling (Winter)	4866	4964	5063	5164	5268

Bowling (Intramural)	3639	3712	3786	3862	3939
Head Cheerleading Fall & Winter	3794	3870	3948	4027	4107
Asst. Cheerleading Fall & Winter	3483	3553	3624	3697	3770
Head Chess	3848	3925	4004	4084	4166
Asst. Chess	2450	2499	2549	2600	2652
Competitive Cheerleading	4058	4139	4221	4306	4392
Head Cross Country Men & Women	4991	5091	5192	5296	5402
Asst. Cross Country Men & Women	4025	4105	4188	4271	4357
Head Field Hockey	8523	8694	8867	9045	9226
Asst. Field Hockey	5376	5484	5594	5705	5820
Head Football	9304	9491	9680	9874	10071
Asst. Football	6170	6293	6419	6548	6679
Head Golf Men & Women	4968	5068	58169	5273	5378
Asst. Golf Men & Women	2429	2477	2527	2577	2629
Head Gymnastics Men & Women	8523	8694	8867	9045	9226
Asst. Gymnastics Men & Women	4943	5042	5143	5245	5350
Head Ice Hockey	8523	8694	8867	9045	9226
Asst. Ice Hockey	5354	5491	5570	5682	5796
Head Lacrosse Men & Women	8523	8694	8867	9045	9226
Assy. Lacrosse Men & Women	5354	5461	5570	5682	5795
Head Soccer Men & Women	8523	8694	8867	9045	9226
Asst. Soccer Men & Women	5376	5484	5594	5705	5820
Surfing	3794	3870	3948	4027	4107
Head Swimming Men & Women	8523	8694	8867	9045	9226
Assistant Swimming	5354	5461	5570	5682	5795
Head Tennis Men & Women	5521	5632	5744	5859	5976
Asst. Tennis Men & Women	3629	3702	3776	3851	3928
Head Track Men & Women	6357	6484	6613	6746	6881
Asst. Track Men & Women	4991	5091	5192	5296	5402
Head Volleyball Men & Women	8523	8694	8867	9045	9226
Asst. Volleyball Men & Women	5354	5461	5570	5682	5795
Head Wrestling	8898	9076	9258	9443	9632
Asst. Wrestling	5376	5484	5594	5705	5820

\*Band Front Advisor is to receive an additional 10% of the above salary, for participation in the Belmar St. Patrick's Day Parade. This 10% is to be paid in a supplemental check in March.



<b><u>ATHLETICS</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>	<b><u>2026-2027</u></b>
<b><i>INTERMEDIATE SCHOOL</i></b>					
Asst. Athletic Director (per season)	4042	4123	4206	4290	4375
Head Coach	4991	5091	5192	5296	5402
Asst. Coach	3983	4063	4144	4227	4311
Intramural Activities Coach	1823	1859	1896	1934	1973
Cheerleading (Fall Season/Winter Season)	3629	3702	3776	3851	3928

Additional \$200 shall be paid upon the tenth (10th) season of service in their sport to each High School and Intermediate School coach having served ten (10) or more seasons in their sport. Additional \$200 shall be paid upon the twentieth (20th) season of service in their sport to each High School and Intermediate School coach having served twenty (20) or more seasons in their sport. Any coaches who were being paid above step 4 on the original guide will be grandfathered into their salaries for the 14-15 and 15-16 years.