

*Agreement*

*BETWEEN*

**THE MOUNTAIN LAKES BOARD OF EDUCATION**

**AND**

**THE MOUNTAIN LAKES EDUCATION ASSOCIATION**

**FOR THE PERIOD**

**JULY 1, 2022 TO JUNE 30, 2027**

## Preamble

This Agreement is entered into this 1<sup>st</sup> day of July, 2022 by and between the Board of Education of Mountain Lakes, New Jersey, hereinafter called the “Board” and the Mountain Lakes Education Association, hereinafter called the “Association”.



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## ARTICLE I RECOGNITION

- A. The Mountain Lakes Board of Education (hereinafter the “Board”) hereby recognizes the Mountain Lakes Education Association (hereinafter “the Association”) as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all custodial/maintenance/groundskeeper personnel, secretaries/clerks, paraprofessionals, interpreters, and all certificated personnel in the unit described below.
- B. Unless otherwise indicated, the term “teacher” or “teachers,” when used hereinafter in this Agreement, shall refer to all employees who are required to hold appropriate certificates issued by the State Board of Examiners including: teachers, itinerant teachers, guidance counselors, librarians, nurses, psychologists, speech therapists, social workers, learning consultants, audiologists, occupational therapists, and athletic trainers.
- C. Unless otherwise indicated, the term “secretary” or “secretaries,” when used hereinafter in this Agreement, shall refer to all secretaries, and clerks, employed by the Board: excluding the secretary (ies) to the Superintendent and the secretary (ies) to the Board Secretary/Business Administrator, the Payroll Supervisor and the Health Benefits/Lake Drive Specialist.
- D. Unless otherwise indicated, the term “paraprofessional” or “paraprofessionals,” when used hereinafter in this Agreement, shall refer to all paraprofessionals employed by the Board.
- E. Unless otherwise indicated, the term “custodian” or “custodians,” when used hereinafter in this Agreement, shall refer to all custodial/maintenance/groundskeeper personnel employed by the Board.
- F. Unless otherwise indicated, the term “interpreter” or “interpreters” when used hereinafter in this Agreement, shall refer to all interpreters employed by the Board, who hold appropriate interpreting certificates issued by the New Jersey State Board of Examiners.
- G. Unless otherwise indicated, the “technology personnel” when used hereinafter in this Agreement, shall refer to the following employee classifications employed by the Board: “technician”, “computer tech” “technology personnel” and “junior technician”.
- H. Unless otherwise indicated, the term “education support professional” when used hereinafter in this Agreement, shall refer to the following employee classifications employed by the Board: “secretaries”, “paraprofessionals”, “custodial/maintenance/groundskeeper”, “interpreters”, and “technology personnel”. Unless otherwise indicated, the term “employee(s)” when used hereinafter in this Agreement, shall refer to all “teachers” and all “education support professionals” as above defined.
- I. All gender specific references shall be deemed to include all genders.

**ARTICLE II  
NEGOTIATION PROCEDURE**

- A. Consistent with NJSA 34:13A-1 et seq., the Board shall not affect any change in policy concerning terms and conditions of employment except those so negotiated and included as part of this Agreement and contained herein.
- B. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article I of this Agreement with any organization other than the Association for the duration of this Agreement.
- C. The Board and the Association agree to commence collective negotiations on a successor agreement after January 1 of the calendar year in which this Agreement, or any part thereof, is scheduled to expire.
- D. This Agreement shall not be modified in whole, or in part, by the parties except by an instrument in writing, duly approved by both parties.

**ARTICLE III  
GRIEVANCE PROCEDURE**

**A. Definitions**

- 1. A grievant shall be defined as any employee, group of employees, or the Association.
- 2. A grievance shall be defined as a claim by any employee or the Association that there has been a violation of a term or terms of this Agreement, a Board policy, or an administrative decision which sets or affects terms and conditions of employment.
- 3. A “work day(s)” for purpose of this grievance procedure shall mean a typical business day, Monday through Friday, when the District is open for business. Approved holidays and inclement weather days when the school does not open for business shall not be considered “Work Days.”

**B. Rights of the Grievant**

- 1. A grievant shall have the right to file a grievance alone, or to designate representatives to appear with the grievant and to present arguments on the grievant’s behalf at any step of that procedure.
- 2. A group grievant shall have the right to designate representatives to appear with or for it at any step of the procedure; a member of the grieving group shall be present to clarify issues.
- 3. The right to have someone speak on the grievant’s behalf does not relieve the grievant of the responsibility to answer direct questions.
- 4. All parties to this Agreement shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in processing a grievance.
- 5. It is understood that a grievant shall continue to observe all assignments and applicable rules and regulations of the Board until such grievance has been fully determined.

**C. Time Limits**

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant to proceed to the next step.
2. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be a waiver of further appeal of the decision.
3. Time for further study and investigations may be agreed upon by all the parties involved. This time period shall not exceed ten (10) work days.
4. A grievance to be considered valid must be initiated within thirty (30) calendar days from the date of the incident or the date of actual implementation of the policy.

**D. Level I**

1. If a grievant believes there is a basis for a grievance, the grievant shall discuss the grievance with the immediate superior with the object of resolving the grievance informally.
2. The grievant may choose to bring a representative at this level if he believes this will enhance communication.
3. If the grievance is not resolved satisfactorily within five (5) work days, the grievant may proceed to Level II.

**E. Level II**

1. If, after Level I, an agreeable solution is not forthcoming, the grievant may submit a written grievance to the appropriate principal. This must be done within seven (7) work days of the decision at Level I. The written grievance shall set forth:
  - a. The sections of this contract of Board policy that have been violated or the administrative decision that sets or affects the terms and conditions of employment.
  - b. The nature and extent of the injury, loss or inconvenience.
  - c. The date of occurrence.
  - d. The relief sought.
2. The Building Principal or his/her designee shall meet with the involved parties not more than five (5) work days after receipt of the written grievance.
3. The Building Principal or his/her designee shall communicate to the grievant the decision, in writing, along with the supporting reasons, within five (5) work days after such meeting.

**F. Level III**

1. If the decision at Level II is unacceptable, or if the matter exceeds the scope of the Building Principal's authority, the grievant may then submit the grievance within five (5) work days to the Superintendent or his/her designee.
2. The grievant, the principal, and any other party to the grievance, must present written statements to support their positions.
3. The Superintendent or his/her designee must meet with the parties not more than five (5) work days after receiving the grievance.
4. The Superintendent or his/her designee shall communicate the decision in writing, with supporting reasons, within five (5) work days, to the grievant, the Building

Principal, any other party to the grievance and the Chairperson of the Association Grievance Committee.

**G. Level IV**

1. If the decision at Level III is unacceptable, the grievant may submit the grievance to the Board within seven (7) work days after receipt of the decision at Level III. The grievant will notify the Superintendent and the Board in writing of intent to appeal the decision.
2. The grievant and the Superintendent shall make written presentations of their positions, together with supporting evidence, to the Board at its next regularly scheduled meeting following the Superintendent's receipt of the notice of intent to appeal the decision at Level III.
3. After such presentations, the Board will have ten (10) work days to render its decision.
4. The Board may on its own initiative or upon the request of the grievant, conduct a hearing wherein the grievant shall have the opportunity to make a presentation. The hearing may be open to the public only by mutual agreement.

**H. Level V**

1. If the grievance affects a teacher, and the Board's decision is unacceptable or not rendered within the next ten (10) work days, the grievance may be appealed in writing within the (10) work days to advisory arbitration.
2. The Board's decision shall not be subject to arbitration in the following matters:
  - a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education, or
  - b. A complaint of a non-tenured teacher which arises by reason of the non-tenured teacher not being re-employed, or
  - c. A complaint by any teacher occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure either is not possible or not required.

**I. Procedure for Securing the Services of an Arbitrator**

1. Either party may request the Public Employment Relations Commission (PERC) to submit a roster of persons qualified to function as arbitrators.
2. If the parties are unable to agree upon a mutually satisfactory arbitrator from the submitted list, they will request the Public Employment Relations Commission (PERC) to submit a second roster of names.
3. If agreement cannot be obtained on an arbitrator from the second roster of names, the Public Employment Relations Commission (PERC) may be requested by either party to designate an arbitrator.
4. The arbitrator will confer with the parties and hold hearings promptly and will issue a decision not later than twenty (20) days after the close of the hearing. The arbitrator's decision shall be in writing and shall set forth findings of fact, the arbitrator's reasoning and conclusions. The decision shall be considered as advisory by both parties.
5. The cost of arbitration shall be shared equally by the parties involved.



**ARTICLE IV  
EMPLOYEE RIGHTS**

**A. TEACHERS/INTERPRETERS**

1. No teacher/interpreter shall have an increment or raise withheld, be disciplined, reprimanded, reduced in rank or compensation or be deprived of professional advantage without just cause.
  - a. An increment is a change in salary due to the next step of the guide.
  - b. A raise is a change in salary at the same step.
2. Whenever a teacher/interpreter is formally required to appear before the Superintendent or Board, concerning any matter which directly affects the continuation of that teacher/interpreter in office, position or employment or the salary or any increments pertaining thereto, the teacher/interpreter shall be given written notice at least five (5) school days in advance.
  - a. The notice shall state the reasons for such meeting or interview.
  - b. The notice shall list all those to be present at such meeting or interview.
  - c. The teacher/interpreter shall be entitled to have a representative or representatives present for advice and counsel during such meeting or interview. Those names shall be forwarded to the Superintendent at least one day in advance of the meeting.
3. In so far as possible, every teacher/interpreter shall be notified in writing by May 15th as to whether an increment or raise will be withheld or employment terminated for the next school year.
4. Teachers/Interpreters who intend to accept a contract for the following year will so notify the Superintendent by June 15<sup>th</sup>.

**B. EDUCATION SUPPORT PROFESSIONAL**

1. No education support professional shall have an increment or raise withheld, be disciplined, reprimanded, reduced in rank or compensation or be deprived of professional advantage without just cause.
  - a. An increment is a change in salary due to the next step of the guide.
  - b. A raise is a change in salary at the same step.
2. Whenever an education support professional is formally required to appear before the Board, concerning any matter which directly affects the continuation of that education support professional in his/her position, employment, or salary the education support professional shall be given written notice at least five (5) work days in advance:
  - a. The notice shall state the reasons for such meeting or interview.
  - b. The notice shall list all those to be present at such meeting or interview.
  - c. The education support professional shall be entitled to have a representative or representatives present for advice and counsel during such meeting or interview. Those names shall be forwarded to the Superintendent at least one day in advance of the meeting.
3. In so far as possible, education support professionals shall be notified in writing May 15th of their employment status. Insofar as possible, all education support professionals shall be given notice of their annual assignment no later than thirty (30) days after the above employment status notification dates; however, the Board reserves the right to reassign education support professionals at any time.

4. In so far as possible, education support professionals who intend to accept a contract for the following year will so notify the Superintendent by June 1<sup>st</sup>.

## **ARTICLE V BOARD RIGHTS**

The Board, subject only to the language of this Agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with applicable laws and regulations:

- A. To direct employees of the school district.
- B. To hire, promote, transfer, assign, and retain employees in positions within the school district and to suspend, demote, discharge or take other disciplinary action against employees.
- C. To relieve employees because of reduced work load or other legitimate reasons.
- D. To determine the methods, means and personnel by which school operations are to be conducted.
- E. To maintain the efficiency of the school district operations entrusted to them, and
- F. To take whatever actions might be necessary to carry out the function of the school district.

## **ARTICLE VI ASSOCIATION RIGHTS**

- A. The Association will receive a copy of the Board's agenda and minutes prior to each public Board meeting.
- B. A child of a nonresident staff member can attend District schools for a yearly tuition amount of \$500. If the student was enrolled prior to the ratification of this Agreement by both parties, there shall be a cost of \$2,500 for any extra services. Effective upon the date of ratification of this Agreement by both parties, the tuition shall be \$500 annually, and any payment for extra services required shall be borne by the employee. Enrollment shall be in accordance of Board Policy 5111.

## **ARTICLE VII EMPLOYEE WORK YEAR, HOURS AND WORK LOAD**

- A. **TEACHERS**
  1. All other aspects of the teachers' work year shall remain as provided in past practices existing prior to this Agreement. That is, 181 days when students are in attendance, 184 days when teachers are in attendance.
    - a. Staff new to the district may be invited to participate in orientation prior to the start of the school year. This day shall be in addition to the 184-day work year for teachers. Any days in addition to one shall be paid at their daily rate.
  2. **Check-in**
    - a. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. They shall not be required to clock in

or out by hours and minutes. Teachers shall indicate their presence for duty by placing initials in the appropriate column of the faculty sign-up roster if the building principal requires it.

- b. Itinerant teachers shall sign a time sheet in the office indicating the time of arrival and departure from each school building in each respective school district for which they work each day.

**3. Professional Responsibilities**

- a. Teachers will provide extra-help for students and supervise extra-curricular activities as well as participate in curriculum work.
- b. Committee heads, principals and the Superintendent shall notify teachers in writing at least one week in advance of planned committee meeting dates. This interval may be shortened only under extraordinary circumstances.
- c. Teachers shall not be arbitrarily assigned to committees as a matter of administrative policy.
- d. No teacher is routinely expected to participate in more than two (2) meetings in one (1) week.
- e. Each teacher shall be required to attend one (1) Back-to-School Night per year.
- f. Teachers of grades Kindergarten through Grade Eight shall hold parent conferences for all parents between the opening of school and mid-winter recess. Coverage will be provided when necessary to schedule these conferences during the school day.

**4. Teaching Hours and Load**

**a. Wildwood Elementary School, Lake Drive School and Teacher Itinerants**

- i. Student-contact time shall not exceed twenty-five (25) hours + ten (10) minutes per week.
- ii. There will be a minimum forty (40) minute daily, duty-free lunch period.
- iii. There will be a minimum of two hundred fifteen (215) minutes per week for preparation and planning during which no other duties shall be assigned.
- iv. The work day for all Association members housed at Wildwood and Lake Drive Schools and Itinerant Teachers shall be six (6) hours and thirty-six (36) minutes.
- v. The full-time itinerant teachers shall be entitled to an annual stipend of \$2,500, which shall be paid in equal monthly installments.
- vi. The full-time itinerant teachers whose annual mileage exceeds 10,000 miles shall be paid an additional stipend of seventy dollars (\$70) for each additional 250 miles traveled, or for any fraction thereof, which shall be paid monthly upon the submission of certified mileage reimbursement vouchers.
- vii. The part-time itinerant teachers and the out-of-district case manager who performs such duties as part of his/her full time

responsibilities shall be entitled to an annual stipend of \$1,250, which shall be paid in equal monthly installments.

- viii. The part-time itinerant teachers and the out-of-district case manager who performs such duties as part of his/her full time responsibilities whose annual mileage exceeds 5,000 miles shall be paid an additional stipend of seventy dollars (\$70) for each additional 250 miles traveled, or for any fraction thereof, which shall be paid monthly upon the submission of certified mileage reimbursement vouchers.
- ix. In addition to the stipends described in the foregoing paragraphs, the itinerant teachers and the out-of-district case manager shall be reimbursed 47 cents (\$0.47) per mile traveled in his or her private vehicle and in the course of his or her assigned duties.
- x. If, during the term of this Agreement, the NJOMB reimbursement rate changes from 47 cents (\$0.47) per mile, the rate paid to itinerant teachers and out-of-district case manager under this Agreement shall change accordingly.
- xi. An itinerant teacher or out-of-district case manager shall be responsible to keep consistent and accurate records of all mileage he or she accrues in the course of traveling to or from out-of-district assignments.
- xii. At the end of each month, the itinerant teachers and the out-of-district case manager shall submit their mileage records to the Business Administrator. Upon the Business Administrator's review and approval, the Board shall reimburse the itinerant teachers and the out-of-district case manager pursuant to the provisions of this Agreement.
- xiii. All mileage driven by the itinerant teachers and the out-of-district case manager in his or her private vehicle and in the course of his or her assigned duties shall be reimbursable, except that an itinerant teacher or out-of-district case manager is not entitled to mileage reimbursement for his or her normal commuting between home and their home school. Those itinerant teachers and the out-of-district case manager who begin or end their day at an out-of-district placement shall therefore deduct the distance between their homes and their first stop (segment 1) and their last stop of the day to their homes (final segment of trip) from that day's mileage. Such deductions not to exceed the mileage of a normal commute to and from their home school.

**b. Briarcliff Middle School and Mountain Lakes High School**

- i. Student contact time shall not exceed nineteen (19) hours + ten (10) minutes per week; however, teachers may be assigned increased teaching loads in accordance with the conditions set forth in Sub-section C.3. herein below.

- ii. There will be the equivalent of three (3) hours and fifty (50) minutes weekly for planning and preparation during which no other duties may be assigned.
- iii. There will be the equivalent of seven (7) hours and forty (40) minutes weekly of non-teaching involvement which may be assigned at the sole discretion of the administration. Said activities shall include, but not be limited to the following: extra-help involvement, supervisor involvement, additional extra-help, inservice training, curriculum reporting, preparation for monitoring, preparation for Middle States Evaluation, preparation for the U.S. DOE Recognition Programs, staff development, and special activities or responsibilities arising from extracurricular assignments during the day.
- iv. There shall be one (1) daily duty-free lunch period that is the equivalent of the student lunch period (which for teachers at the Middle School also includes student recess time).
- v. LUNCH DUTY - Assignment of lunch duty – each certified staff member assigned to the High School shall be assigned to lunch supervision for the term of the four day block schedule. Each week four staff members will be assigned for the first half of the lunch period and four staff members will be assigned for the second half of the lunch period. Staff will be chosen on a rotating basis with the exception of staff assigned to a sixth period. Staff will be chosen on a rotating basis with the exception of staff assigned to a sixth period. All attempts will be made to assign teachers lunch duty as the only duty on that day. However, if it is not possible to relieve the teacher of the duty period, the teacher shall be paid \$25 for coverage of one half of the lunch period. In addition, any staff member who is asked to cover lunch duty, who is NOT currently on their four day block schedule rotation, shall also receive \$25 for the coverage.
- vi. Teachers shall not teach more than two (2) subject areas nor have more than four (4) teaching preparations at any time.
  - (1). Teachers who are assigned more than four (4) teaching preparations will be compensated at a rate of ten percent (10%) above their existing salary.
- vii. One preparation shall be separate from another preparation by virtue of its title and course description.

**c. Excess**

- i. A sixth (6th) teaching assignment shall be proportionately compensated at the rate of twenty percent (20%) of the individual teacher's annual contracted salary or sixteen thousand five hundred dollars (\$16,500), whichever is less. Said compensation shall be based upon the assumption of ten (10) additional mods of teaching per week for a full school year.

- ii. Any teacher who is assigned a sixth (6th) teaching assignment shall not be assigned “non-teaching involvement” under Subsection 4.b. However, any such teacher may be assigned homeroom duties.
  - iii. Remuneration for assignments other than those explained under Subsection 1.c. herein above shall be adjusted proportionately.
  - iv. The Board agrees that it shall not assign any teacher to more than six (6) teaching assignments.
- d. Part-time Definition**
- i. A teacher who teaches less than full-time at a single level shall have instructional and preparation time computed as follows:
    - (1). The number (#) of allowable instruction and preparation minutes multiplied (x) by the percentage (%) of time at each level equals (=) the number of minutes of instructional and preparation time assigned.
  - e. School Counselors, School Nurses, School Psychologists, Learning Consultants, School Social Worker, and Student Assistance Counselors shall receive a one (1) hour meal break per day.
5. Educational services assessments that are conducted after the end of the employee’s contractual work year shall be at the rates charged by Morris County Education Services Commission. Any additional assessments that are not on the schedule of rates shall be paid at \$150 per evaluation.

**B. SECRETARIES**

**1. Regular Work Schedule**

- a. The starting and ending times for secretaries shall be established by the Superintendent
- b. Secretaries employed twelve (12) months per year shall work seven (7) hours per day, five (5) days per week, with an additional hour off for lunch. Said personnel shall report to work during school vacation periods and holidays unless otherwise directed by the Superintendent. During the months of July and August, secretaries shall work six and one-half (6 1/2) hours per day, five (5) days per week, with an additional hour for lunch.
- c. Secretaries employed for ten (10) months per year shall work seven (7) hours per day, five (5) days per week, with an additional hour off for lunch. Said secretaries shall be entitled to the same holidays and vacation periods as the teaching staff.
- d. Secretaries employed for ten (10) months per year shall work forty-three (43) weeks.
- e. Each full-time secretary who works a seven (7) hour day shall receive a fifteen (15) minute break during the a.m. and another fifteen (15) minute break during the p.m. During “summer hours,” secretaries shall receive one fifteen (15) minute break per day.
- f. Emergency Closings, Delayed Openings and Early Dismissal**
  - i. On any day when schools are closed due to an emergency (including weather emergencies) that same emergency shall be understood to exist for all secretaries and they shall be excused

from work on such days. Under such circumstances, secretaries shall suffer no loss of pay on such days. If such an emergency is due to excessive heat and secretaries work in air-conditioned offices, said condition does not constitute an emergency.

- ii. On any day when schools are closed earlier than usual due to emergency (including weather emergencies), that same emergency shall be understood to exist for all secretaries and every effort shall be made to release them as soon as practicably possible. Secretaries shall suffer no loss of pay for such closings. If such an emergency is due to excessive heat and secretaries work in air-conditioned offices, said condition does not constitute an emergency.
- iii. On days designated as delayed openings for students, secretaries shall be required to report for work no sooner than the normal starting time adjusted by the length of the delay.

## 2. Overtime

- a. The Board will compensate authorized overtime work in accordance with the Fair Labor Standards Act. "Overtime work" is defined as work in excess of forty (40) hours in a single work week, not including compensatory time off, time off for any other reason, or time during which the secretary voluntarily substitutes for another secretary in the same work category. For purposes of Section b. herein, all authorized overtime shall be rounded to the nearest quarter (1/4) hour. Make up time arrangements are not eligible for overtime pay.

Under the above circumstances, the hourly rate to be used in determining overtime pay for secretaries shall be calculated as follows:

- i. **Twelve (12) Month Secretaries**  
Full-time annual salary divided by fifty-two (52) weeks divided by thirty-five (35) hours.
  - ii. **Ten (10) Month Secretaries**  
Full-time annual salary divided by forty-three weeks divided by thirty-five (35) hours.
- b. Secretaries who work authorized overtime shall earn compensatory time at the rate of one and one-half (1 1/2) hours for every hour of overtime worked, in lieu of overtime compensation. Such secretaries may accrue compensatory time to a limit of two hundred forty (240) hours. All authorized overtime beyond the two hundred forty (240) hours shall be paid at the rate of one and one-half (1 1/2) times the secretary's regular rate.
  - c. A secretary who has unused accrued compensatory time when his/her employment is terminated shall be paid, upon termination, for the unused time at a rate of pay not less than (1) the average rate received by the secretary during the last three years of employment or (2) the final regular rate received by the secretary, whichever is higher.
  - d. A request for the use of compensatory time shall be submitted to the

secretary's supervisor and must be approved by the Superintendent or her designee. A secretary will be permitted the use of accrued compensatory time within twelve (12) months of her request for time off. Said request shall not be unreasonably denied

- e. Compensatory time shall be recorded by the secretary's supervisor and must be approved by the superintendent or her designee. A quarterly report shall be provided to each secretary for her own record keeping.

**3. Vacations**

- a. All secretaries continuously employed on a twelve (12) month basis will be allowed annual vacation in accordance with the following schedule:

Years of Service	Vacation Days
1 to 5	10
6	11
7	12
8	13
9	14
10 to 14	15
15 or more	20

All secretaries hired before September 1, 1989, as continuously employed, twelve (12) month employees shall continue to receive twenty (20) vacation days annually. Thereafter, the schedule set forth in Subsection 3.a. herein above shall apply.

- b. For less than one (1) year of service, vacation shall be earned at the rate of one (1) day per month worked after completion of the first two (2) full months of work.
- c. Said vacation days shall be scheduled by mutual agreement between the secretary and his/her immediate superior.
- d. All vacation days must be utilized prior to December 31 following the contract year in which they were earned unless some part of it shall not have been taken at the Board's request. In such event the secretary may, at the discretion of the Board, carry the unused portion over to the following year or be paid on the basis of the salary in effect when the vacation was earned.
- e. Twelve-month employees who have accumulated vacation bank days as of January 1, 2022, must use or cash out their vacation bank days on or before June 30, 2025.

**4. Holidays**

- a. All 12-month secretaries shall receive the following holidays:

Labor Day	New Year's Eve	Memorial Day
Thanksgiving Day	New Year's Day	Fourth of July
Christmas Eve	Presidents' Day	
Christmas Day	Good Friday	



- b. In addition, all 12-month secretaries shall receive three (3) floating leave days, which shall be taken upon mutual agreement between the employee and his/her supervisor.
- c. Any 12-month secretary who wishes to receive holidays in addition to 4-a and 4-b listed above may use accrued compensatory time as per Article VII, Section B-2.
- d. Secretaries who are required to work on the holidays cited above shall be paid for the hours worked at double (2X) the hourly rate or, with the consent of the Superintendent, may elect to receive proportionate time off, at the rate of two (2) hours for every one (1) hour worked.

**C. PARAPROFESSIONALS**

**1. Full-time Work Schedule**

- a. All paraprofessionals shall work the number of hours and days for which they are contracted.
- b. All full-time paraprofessionals shall work one hundred eighty-four days per school year. This includes Staff Orientation Day and In-Service Day. In addition, all paraprofessionals must attend Back to School Night and an additional three hours by attending Parent/Teacher Conferences, completing the Sexual Harassment Survey or other appropriate in-service for no additional compensation.
- c. All paraprofessionals who work beyond their regularly contracted work day/work year shall be compensated at their hourly rate of pay up to forty (40) hours per week; thereafter, paraprofessionals shall be compensated in accordance with the provisions of the Fair Labor Standards Act.
- d. Work year: Paraprofessionals working beyond the equivalent of 184 days will be compensated at their regular daily rate.
- e. Paraprofessionals who, upon the approval of the Director of Special Services or Principal, voluntarily attend meetings beyond their contracted day shall be compensated at a percentage of their own daily rate.
- f. When a paraprofessional is assigned to substitute for a classroom teacher/interpreters, they will be paid fifty percent (50%) of a teacher's substitute's daily rate in addition to their own daily rate for each day they are assigned without a substitute teacher or paraprofessional. If they are assigned to cover a class period, they will be paid the appropriate percentage of the teacher's substitute rate.
- g. No non-certificated paraprofessional shall be assigned to substitute for a classroom teacher.

**D. CUSTODIAL/MAINTENANCE/GROUNDSKEEPER EMPLOYEES**

**1. Full-time Work Schedule**

- a. All full-time custodial/maintenance/groundskeeper employees shall work eight (8) hours per day, five (5) days per week, including a one (1) hour meal break; in addition said employees shall receive a daily fifteen (15) minute morning break.

- b. Custodial/maintenance/groundskeeper employees shall report to work during school vacation periods and holidays unless said days are otherwise listed as official holidays for custodial/maintenance/groundskeeper employees under Section 4. herein below; such employees also shall report to work when schools are closed for inclement weather.
- c. The starting time for custodial/maintenance/groundskeeper employees shall be established by the facilities manager according to the building to which he/she is assigned.
- d. When on duty, no custodian may leave the property without the consent of the building principal.
- e. Each day, all custodial/maintenance/groundskeeper employees shall utilize a time management system to indicate the time of arrival and departure from his/her assignment.
- f. On days when schools are closed for inclement weather, custodial/maintenance/groundskeeper employees will work a six (6) hour shift including a fifteen (15) minute break in the morning and a one-half (1/2) hour lunch break.

**2. Overtime**

- a. The Board will compensate authorized overtime work in accordance with the Fair Labor Standards Act. "Overtime work" is defined as work in excess of forty (40) hours in a single work week, not including compensatory time off, time off for any other reason, or time during which a custodial/maintenance/groundskeeper employee voluntarily substitutes for another custodial/maintenance/groundskeeper employee. For purposes of subsection e. herein, all authorized overtime shall be rounded to the nearest quarter (1/4) hour. Make up time arrangements are not eligible for overtime pay.
- b. Custodial/maintenance/groundskeeper employees who work authorized overtime shall be paid at the rate of one and one-half (1.5) times the custodial/maintenance/groundkeeper employee's regular rate. When such authorized overtime occurs on designated holidays (when such holidays occurs on a regular workday) as set forth in this Agreement under Subsection 4. below, overtime shall be paid at the rate of two and one-half (2.5) times the custodial/maintenance/groundskeeper employee's regular rate in addition to regular pay. When such authorized overtime occurs on Sundays, overtime shall be paid at the rate of two times (double) the custodial/maintenance/groundskeeper employees' regular rate.
- c. Under the above circumstances, the hourly rate to be used in determining overtime pay for full-time custodial/maintenance/groundskeeper employees shall be calculated as follows: Annual salary divided by fifty-two (52) weeks divided by forty (40) hours.
- d. No overtime shall be worked by a custodial/maintenance/groundskeeper employee without the express advance approval of the facilities manager, Superintendent, or Superintendent's designee.
- e. Overtime work will be allocated based on a listing of custodial employees by building seniority and a separate listing of maintenance employees by

district seniority. All overtime work will be offered using the appropriate list as required. If a custodial/maintenance/groundskeeper employee is called and is not available, his name will be moved to the bottom of the respective list. If no custodial, maintenance or groundskeeper employees volunteer to work, the supervisor or principal shall assign the work based upon the individual's ability to do the job within the specific job classification.

- i. Under such circumstances, every attempt will be made to assign such involuntary overtime based on district seniority.
- f. Custodial/maintenance/groundskeeper employees who are required to work before or after their normal shift shall be guaranteed a minimum of three (3) hours at overtime rate.

**3. Vacations**

- a. All custodial/maintenance/groundskeeper employees initially employed prior to July 1, 1994 and continuously employed on a twelve (12) month basis will be allowed annual vacation in accordance with the following schedule:

<b>Years of Service</b>	<b>Vacation Days</b>
1 to 5	13
6	14
7	15
8	16
9	17
10 to 14	18
15 or more	20

All custodians/maintenance/groundskeeper employees initially employed on or after July 1, 1994 and continuously employed on a twelve (12) month basis will be allowed annual vacation in accordance with the following schedule:

<b>Years of Service</b>	<b>Vacation Days</b>
1 to 5	10
6	11
7	12
8	13
9	14
10 to 14	15
15 or more	20

- b. For less than one (1) year of service, vacation shall be earned at the rate of one (1) day per month worked after completion of the first, two (2) full months of work.
- c. Said vacation days shall be scheduled by mutual agreement of the

custodial/maintenance/groundskeeper employee and his/her immediate supervisor.

- d. All vacation days must be utilized prior to December 31 following the contract year in which earned unless some part of it shall not have been taken at the Board's request. In such event the custodial/maintenance/groundskeeper employee may, at the discretion of the Board, carry the unused portion over to the following year or be paid on the basis of the salary in effect when the vacation was earned.
- e. Twelve-month employees who have accumulated vacation bank days as of January 1, 2022, must use or cash out their vacation bank days on or before June 30, 2025.

**4. Holidays**

- a. All custodial/maintenance/groundskeeper employees shall receive the following holidays:

Thanksgiving Day	Memorial Day
Christmas Day	July 4th
New Year's Day	Labor Day

- b. In addition, custodial/maintenance/groundskeeper employees shall be granted a half day on Christmas Eve and New Year's Eve.
- c. In addition, all full-time custodial/maintenance/groundskeeper employees shall receive three (3) additional holidays as listed annually by the Board.
- d. The Board shall issue to each custodial/maintenance/groundskeeper employee a list of the holidays for the next succeeding work year not later than June 1st of the preceding work year.

**E. INTERPRETERS**

**1. Full-time Work Schedule**

- a. Interpreters will work a seven (7) hour day.
- b. Interpreters will work 181 days when students are in attendance, 184 days when teachers are in attendance. 1.5 of the days scheduled as professional development days will be used for professional development. 1.5 of the days scheduled as professional development days will be used for providing interpreting services for Deaf and hard of hearing faculty and staff.
- c. There will be one non-interpreting period daily, during which interpreters will not be required to perform tasks that would require repetitive hand and arm motions.
- d. There will be one period daily for duty-free lunch.
- e. Interpreters who substitute for an absent interpreter or who are assigned to interpret meetings during a non-interpreting period will be compensated per additional period at the rate of full-time annual salary divided by 200 divided by 7.
- f. Interpreters who work beyond 3:00 p.m. shall be compensated at their

hourly rate of pay for those hours worked until 6:00 p.m., and will be compensated at 1 1/2 times their hourly rate after 6:00 p.m. Hours in excess of 40 per week during the week will be compensated at 1 1/2 times their hourly rate. Hourly rates are computed as annual salary divided by 200 divided by 7.

- g. Saturday and vacation pay rates will be at 1 1/2 times the interpreter's hourly pay rate, with the exception of Sunday and the following holidays which will be paid at two (2) times their hourly salary:

Labor Day	New Year's Day
Thanksgiving Day	President's Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
New Year's Eve	July 4 <sup>th</sup>

- h. When an assignment causes Interpreters to be away overnight, Interpreters shall be compensated at their hourly rate (as established in this section above) for active interpreting hours, as well as receive an overnight stipend in the amount of \$125 per night (as established in Article IX, Section A(5) below).
- 2. **Part-Time Definition:** An interpreter who interprets less than full time shall have interpreting and preparation time computed as follows:
    - a. The number of allowable interpreting and preparation minutes/periods multiplied by the percentage of time equals the number of minutes/periods of interpreting and preparation time assigned.
  - 3. **Interpreting for Extracurricular Activities**
    - a. Interpreters who are contracted to provide full-time or part time interpreting services during the school day will be compensated as written above in addition to the following:
    - b. Interpreters who are not assigned for one hour or longer between assignments shall be compensated at half (1/2) their hourly rate of pay for their waiting time up to a maximum of one (1) hour's pay.

## F. TECHNOLOGY EMPLOYEES

### 1. FULL TIME WORK SCHEDULE

- a. All full-time technology employees shall work eight (8) hours per day, five (5) days per week, including one (1) hour meal break.
- b. Technology employees shall report to work during school vacation periods and holidays unless said days are otherwise listed as official holidays for technology employees under Section 4 herein below.
- c. The starting time for technology employees shall be established by the Director of Technology.

### 2. EMERGENCY CLOSINGS, DELAYED OPENINGS, and EARLY DISMISSAL

- a. On any day when schools are closed due to an emergency (including weather emergencies) that same emergency shall be understood to exist for

all technology employees and they shall be excused form work on such days. Under such circumstances, technology employees shall suffer no loss of pay on those days.

- b. On any day when schools are closed earlier than usual due to emergency (including weather emergencies), that same emergency shall be understood to exist for all technology employees and every effort shall be made to release them as soon as practicably possible. Technology employees shall suffer no loss of pay on those days.
- c. On days designated as delayed openings for students, technology employees shall be required to report for work no sooner than the normal starting time adjusted by the length of the delay.

**3. VACATIONS**

- a. All technology employees continuously employed on a twelve (12) month basis will be allowed annual vacation in accordance with the following schedule:

<b>Years of Service</b>	<b>Vacation Days</b>
1 to 5	10
6	11
7	12
8	13
9	14
10 to 14	15
15 or more	20

- b. For less than one (1) year of service, vacation shall be earned at the rate of one (1) day per month worked after completion of the first, two (2) full months of work.
- c. Said vacation days shall be scheduled by mutual agreement of the custodial/maintenance employee and his/her immediate superior.
- d. All vacation days must be utilized prior to December 31 following the contract year in which earned unless some part of it shall not have been taken at the Technology Coordinator’s request. In such event the technology employee may, at the discretion of the Board, carry the unused portion over to the following year or be paid on the basis of the salary in effect when the vacation was earned.
- e. Twelve-month employees that have accumulated vacation bank days as of January 1, 2022, must use or cash out their vacation bank days on or before June 30, 2025.

**4. Holidays**

a. All technology employees shall receive the following holidays:

Labor Day	New Year's Day
Thanksgiving Day	President's Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
New Year's Eve	July 4 <sup>th</sup>

b. In addition, all full-time technology employees shall receive three (3) additional floating leave days mutually agreed upon with their supervisor.

c. Technology employees who are required by the Technology Coordinator or the Superintendent to work on the holidays cited above shall be paid for the hours worked at two times (2X) the hourly rate or, with the consent of the Superintendent, may elect to receive proportionate time off, at the rate of two (2) hours for every one (1) hour worked.

G. Staff members whose assignments as substitutes result in loss of their preparation time shall be compensated at fifty dollars (\$50) per period.

**ARTICLE VIII  
CLASS SIZE**

It is recognized by the Board that class size is an important aspect of an effective educational program. The Board agrees to continue its effort to keep class size at an acceptable number as dictated by sound educational practice, the financial conditions of the district, the building facilities available, the availability of qualified teachers, and the best interests of the district.

**ARTICLE IX  
NON-TEACHING DUTIES**

**A. TEACHERS**

1. The Board and the Association acknowledge that a teacher's primary responsibility is to teach. The teacher's energies should to the extent possible, be utilized to this end.
2. Teachers shall not be required to perform the following duties:
  - a. Non-professional assignments, including milk distribution, and supervision of sidewalks.
  - b. Keeping register and permanent record cards.
3. Supervision of Clubs and Activities
  - a. Teachers shall not be arbitrarily assigned to clubs, and activities, as a matter of administrative policy.
  - b. Teachers will supervise clubs and activities where student interests and the teacher's abilities require their services.
  - c. Teachers shall not be required to supervise more than one club or activity which is active throughout the school year.

4. Teachers shall not be required to drive students to activities which take place away from the school building. A teacher may do so voluntarily with the advance approval of the teacher's principal.
  - a. A teacher shall be compensated at the rate set forth in Article XVIII A., for the use of the teacher's own automobile.
  - b. A teacher, coach or paraprofessional who possesses the appropriate license and utilizes a vehicle provided by the Board of Education for after school interscholastic sporting events or extra-curricular activities shall be compensated at the rate of forty dollars (\$40) per event. The Board of Education shall provide the time and training, and assume cost of said license for any teacher, coach or paraprofessional who agrees, upon request of the Board, to obtain such a license.
  - c. A teacher who possesses the appropriate license and who requests to use a vehicle provided by the Board of Education to transport students to extra-curricular activities during school hours shall submit a request to the Superintendent at least two (2) weeks in advance. Under such circumstances, no compensation shall be granted.
5. Staff who chaperone approved curricular overnight trips at will be paid at a rate of \$125 per night.
6. Behavior and Control
  - a. Student control in the classroom is the responsibility of the teacher in charge.
  - b. Control of students directly participating in an extra-curricular activity is the responsibility of the teacher in charge of that activity.
  - c. Detention assigned by individual teachers shall be handled by individual teachers.
  - d. Student control is a mutual responsibility of teachers and administrators in all areas of the school at all times. It is both appropriate and necessary for teachers to assist administrators from time to time when special need arises in the supervision of students in areas not directly associated with the teacher's primary assignment.
7. Teacher-Interpreters For Extra-Curricular Sports And Events
  - a. Teachers who hold the NJDOE Educational Interpreter - Sign Language Interpreting Standard Certificate (ENDORSEMENT CODE: 3463) shall be paid an hourly rate for interpreting after school sports and events based on the Interpreters Salary Guide (Schedule F) for that year.
    - i. Teacher-Interpreters will initially be placed on a step on the "Standard" column of the Interpreters' Salary Guide by mutual agree between the Teacher-Interpreter and his/her immediate supervisor. Thereafter, they will advance to the next step on the guide for each year they work.
    - ii. The hourly rate shall be calculated by using the following formula: full-time annual salary divided by 200 divided by 7.
    - iii. Teacher-Interpreters will be paid the hourly rate from 3:00 p.m. to 6:00 p.m., and will be compensated at one and one-half (1 ½) times their hourly rate after 6:00 p.m.



- iv. Saturday and vacation pay rates will be at 1 1/2 times the Teacher-Interpreter's hourly pay rate, with the exception of Sundays and the following holidays, which will be paid at two (2) times their hourly rate:

Labor Day	New Year's Day
Thanksgiving Day	President's Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day
New Year's Eve	July 4th

- v. When an assignment causes Teacher-Interpreters to be away overnight, Teacher-Interpreters shall be compensated at their hourly rate (as established in this section above) for active interpreting hours, as well as receive an overnight stipend in the amount of \$125 per night (as established in Article IX, Section A(5) above).
8. **Bus Chaperone Coverage**  
Teachers shall be assigned to AM/PM bus duty before and after the school day. AM Coverage and PM Coverage are separate assignments. The rate of pay shall be \$25 per coverage. Volunteers shall be requested and if there are not a sufficient number of volunteers, teachers shall be assigned to this duty on a rotating basis.

## **B. INTERPRETERS**

- 1. The Board and the Association acknowledge that an interpreter's primary responsibility is to interpret. The interpreter's energies should, to the extent possible, be utilized to this end.
- 2. Interpreters shall not be required to perform the following duties:
  - a. Non-professional assignments, including milk distribution, supervision of sidewalks.
  - b. Record-keeping such as attendance, grades, permanent records, etc.
  - c. Interpreters shall not be required to drive students to activities that take place away from the school building.
- 3. **Behavior and Control**
  - a. The board acknowledges that student management is the responsibility of the appropriately certified personnel. Interpreters are not primarily responsible for controlling the behavior of deaf or hard of hearing students.
- 4. It is appropriate and necessary for interpreters to be assigned to interpret for teachers and administrators charged with the supervision of deaf or hard of hearing students. Such assignments will be counted toward the interpreter's assigned time.

## **ARTICLE X SALARIES**

### **A. TEACHERS**

- 1. The salaries for all teachers covered by this Agreement are set forth in Schedule A. Said Schedule, which is attached hereto and made a part hereof.

2. Annual increments and/or raises, as set forth in the teacher's salary guide now in effect, shall not be considered automatic.
3. Annual increments and/or raises, as set forth in the teacher's salary guide now in effect, may be withheld when, in the judgment of the Board, the performance of a teacher is judged less than satisfactory, based on the provisions of Article XIII, Employee Evaluation, A. TEACHERS.
4. Teachers must notify the Board through the Superintendent, in writing, of any anticipated changes in salary level by November 1 of the year preceding the contract year to which the level change becomes effective.
5. Movement from one degree level of the guide to another shall be as follows:
  - a. If the change in degree or credit status takes place between September 1 and January 31, the movement on the guide shall be on the first day of the February following the change.
  - b. If the change in degree or credit status takes place between February 1 and August 31, the movement on the guide shall be on the first day of September following the change.
  - c. Change in degree or credit status must be supported by official transcripts or official notification from the college or university to be followed by the official transcripts.
6. Any teacher employed to work during the summer months shall be paid at the rate of two and one-quarter percent (2 and 1/4%) of the teacher's annual salary for that fiscal year for each week worked. A week is hereby defined as five (5) school days.
7. The salaries for seasonal extra-curricular activities (Schedule B) shall be paid in two (2) equal installments during each particular activity season. The second installment shall be held until all activity supervision obligations have been met, as determined by the appropriate administrator.
8. A teacher who has worked one hundred (100) school days under contract during any single school year shall receive a full year's credit towards the next increment on the salary guide. This in no way implies a change in the current tenure policy.
9. The Board shall deduct from the salaries of teachers, who wish to participate, a specified dollar amount to be deposited in a tax shelter annuity plan chosen by the teacher. The number of tax shelter annuity options shall not exceed eleven (11) plans. Said deductions shall be made twice per month (each pay period) and forwarded promptly to the plan.
10. **INSERVICE TRAINING**
  - a. If the Board of Education offers in-service training outside the teacher's regular workday, teachers choosing to attend will be paid \$125.00 per five hour in-service training day or \$150.00 per six hour in-service training day. The Superintendent will specify which form(s) of compensation is (are) being offered and which category of teachers will be eligible to participate in the program. Teachers shall not be required to attend these in-service training sessions.
11. **SUMMER CURRICULUM WORK**  
Teachers employed for work on and completion of curriculum projects shall be paid as follows per project:

- a. One person writing/revising:
    - i. Full year course: \$1000 (One thousand dollars.)
    - ii. Half year course: \$500 (five hundred dollars.)
    - iii. One quarter course: \$300 (three hundred dollars.)
  - b. More than one person writing:
    - i. Using the above curriculum rates, a 20% (twenty percent) premium will be added to the total and then divided by the number of people working on the project.
  - c. If only one person agrees to write curriculum that multiple people have been asked to write, the payment would be the regular pay as referenced above plus a 20% premium all paid to one individual.
  - d. The Superintendent shall determine the number of teachers to be assigned to each curriculum project. Each curriculum project, when advertised, shall contain a list of specific outcomes. Completion of the project is defined as effectuation of the stated outcomes.
12. EVENING EVENTS/PRESENTATIONS.  
This stipend is to be pre-approved by building principals and is to include all staff that volunteer to present or be present at such events, paying a stipend of \$100 per person for each two hour period. If the events exceed two hours, a payment of \$50 per hour, per person will be paid.

**B. SECRETARIES**

- 1. The Board shall compensate full-time secretaries in accordance with the Salary Schedule C. Part-time secretaries shall be compensated in accordance with Salary Schedule C, prorated to their part-time service.

**C. PARAPROFESSIONALS**

- 1. The Board shall compensate all paraprofessionals in accordance with the Salary Schedule D - Table of Hourly Rates. A paraprofessional's annual salary shall be calculated by multiplying the number of hours worked per year X the employee's hourly rate. For purposes of this provision, the number of hours worked per year shall be determined by multiplying the paraprofessional's approved number of regular hours worked per day X the approved number of regular days he/she is authorized to work per year.

**D. CUSTODIAL/MAINTENANCE/GROUNDSKEEPER EMPLOYEES**

- 1. The Board shall compensate full-time custodial/maintenance/groundskeeper employees in accordance with the Salary Schedule E. Part-time custodial/maintenance/groundskeeper employees shall be compensated in accordance with Salary Schedule E, prorated to their part-time service.
- 2. **Required Licenses**
  - a. Custodial/maintenance/groundskeeper employees who possess a valid Black Seal Boiler license or other licenses required by their supervisor shall receive an additional amount as described below per year in addition to their normal salary as described herein above in Subsection 1.
    - i. The stipend shall be paid as follows: \$675 (six hundred seventy-five dollars) yearly, and as of July 1, 2019, that amount shall be increased to \$700 (seven hundred dollars) yearly.

**E. INTERPRETERS**

1. The Board shall compensate all interpreters in accordance with salary schedule F. Part time interpreters shall be compensated in accordance with Salary Schedule F, pro-rated to their part time service.
2. Interpreters must notify the board through the superintendent, in writing, of any anticipated changes in salary level by November 1<sup>st</sup> of the year preceding the contract year to which the level change becomes effective.
3. Movement from one degree level of the guide to another shall be as follows:
  - a. If the change in degree or credit status takes place between September 1 and January 31, the movement on the guide shall be on the first day of the February following the change.
  - b. If the change in degree or credit status takes place between February 1 and August 31, the movement on the guide shall be on the first day of September following the change.
  - c. Change in degree or credit status must be supported by official transcripts or official notification from the college or university to be followed by the official transcripts.
4. The Board shall deduct from the salaries of interpreters, who wish to participate, a specified dollar amount to be deposited in a tax shelter annuity plan chosen by the interpreter. The number of tax shelter annuity options shall not exceed the current eleven (11) plans. Said deductions shall be made twice per month (each pay period) and forwarded promptly to the plan.
5. If the Board of Education offers in-service training outside the interpreter's regular work day, interpreters who, upon the approval of their principal, attend such training, will attend in lieu of a scheduled non-interpreting in-service training day or will be paid \$125.00 per five hour in-service training day, or \$150.00 per six hour training day. The Superintendent will specify which form(s) of compensation is (are) being offered and which interpreters will be eligible to participate in the program. Interpreters shall not be required to attend these in-service training sessions.

**F. TECHNOLOGY EMPLOYEES**

1. The Board shall compensate full-time technology employees in accordance with the Salary Schedule G. Part-time technology employees shall be compensated in accordance with Salary Schedule G, prorated to their part-time service.

**G. CREDIT UNION**

1. All employees may elect to have a specific amount deducted from their semi-monthly paychecks and forwarded to the Visions Federal Credit Union, Morristown, New Jersey, in an interest bearing account in their respective names. Said deductions shall be made to Visions within five (5) work days of each pay date.

**H. PAY DAYS**

1. Employees shall be paid twice per month in equal installments (annual salary divided by twenty-four) for twelve (12) month employees; annual salary divided by twenty (20) for ten (10) month employees.

2. All employees shall receive the first September paycheck by the 10th of September. After September 15th all employees shall be paid on the last working day closest to the 15th and the last working day of the month.
- I.** The salary base for negotiation purposes for each classification of employee, shall be the last year of the current contract base salary for all the employees in the classification.
- J. LONGEVITY**
1. All Education Support Professionals shall be eligible to receive longevity payments as long as the following conditions are satisfied and in accordance with the following schedule:
    - a. Longevity shall be paid in accordance with the rates set forth below to those Educational Support Professionals who:
      - i. Possess the requisite years of experience in the Mountain Lakes School District; and
 

Years 16 through 26	An annual non-cumulative payment of \$500 year will be added to the base pay. Effective July 1, 2023, an annual non-cumulative payment of \$700 per year will be added to the base pay.
Years 27 and on	An annual non-cumulative payment of \$1000 year will be added to the base pay. Effective July 1, 2023, an annual non-cumulative payment of \$1,400 per year will be added to the base pay.
      - ii. Have been at the maximum step of their respective salary guide in the prior year.
- K. SICK LEAVE PAYOUT**
1. Upon completion of 15 consecutive years of service in the Mountain Lakes School District, Education Support Professionals retiring shall be compensated for unused sick days as specified in Article XV Section 6.

**ARTICLE XI  
ASSIGNMENT AND EMPLOYMENT STATUS**

**A. TEACHERS**

1. All teachers shall be given written notice of their salary schedule at the time of signing of contracts or receipt of letters of agreement.
2. All teachers shall be given their building assignments, subject areas, grade levels and anticipated courses, no later than the first of June. Every effort shall be made to give such information as early as possible.
3. These assignments shall not be changed unless there is no other practical recourse
4. Staff who intend to retire will notify the Board of Education in writing on or before the first day of February. Exceptions will be made in unusual circumstances by the Superintendent of Schools.

**B. EDUCATION SUPPORT PROFESSIONAL**

**1. Assignment**

- a. The Board reserves the right to assign and reassign education support professional to the positions for which they are qualified and in which their service will best serve the operation of the district.

**2. Part-time Employment Status**

- a. Part-time education support professionals will be compensated at a pro-rata portion of his/her appropriate placement on the salary schedule.
- b. Part-time education support professionals shall receive all benefits and entitlements on a pro-rata basis except Insurance Protection as described in Article XX herein, which shall not be provided unless the education support professional is regularly employed a minimum of thirty (30) hours per week.

**3. Termination of Employment**

- a. Each education support professionals shall give at least two weeks prior written notice to the Board of intent to resign. Failure to provide sufficient notice of resignation shall result in payment only through the last day of his/her service.

**ARTICLE XII  
VACANCIES AND TRANSFERS**

**A. TEACHERS AND EDUCATIONAL SUPPORT PERSONNEL**

- 1. It is the policy of the Board to encourage the professional development and the advancement of its teachers and education support personnel.
- 2. With this policy in mind, the Board will notify the President of the Association, all of its teachers and education support personnel by email, website, or some other accessible electronic communication of all positions as vacancies arise, and such notice shall describe the position with sufficient detail to identify the location and official title of the vacant position(s).
- 3. A list, to be maintained by the Superintendent and available to the President of the Association, will include all teaching positions, administrative posts and extra-pay positions.
  - a. A listing of the above positions shall be circulated during the regular building meetings in September and January.
  - b. All staff members who are certified, qualified and interested in any of these positions will so indicate their interest by checking those positions and signing their names.
  - c. The qualifications, duties and responsibilities for all positions shall be clearly set forth in writing.
    - i. Copies of the written qualifications, duties, etc. shall be in each school and made available to all staff members.
    - ii. These qualifications, duties, etc. shall not be changed during the school year unless mutually agreed upon by the parties to this Agreement.
    - iii. The qualifications, etc. set forth for a particular position shall not be changed when such future vacancies occur unless the

Association has been notified in advance of such changes and the reasons therefore.

4. As vacancies arise within the school year:
  - a. They will be posted in appropriate and conspicuous places and described with sufficient detail to identify the location and official title of the position.
  - b. All teachers, who have indicated interest, shall be notified in writing immediately.
  - c. All personnel who desire to apply shall, within five (5) school days, notify the Superintendent directly in writing. All such notifications shall be acknowledged in writing.
5. As vacancies arise during the summer:
  - a. All teachers who have indicated interest in the positions shall be notified by certified mail at their summer address.
  - b. Personnel who desire to apply shall, within two (2) weeks, notify the Superintendent directly in writing. All such notifications shall be acknowledged in writing. The initial teacher reply may be by telephone or in person.
6. There shall be at least a two (2) week time period, to begin upon the mailing of the notification to the interested staff members, to allow for proper communications (to mean acknowledgments, interviews, or any other form of communication) prior to the signing of a contract.
7. The Board will consider the request of an education support professional who requests a transfer to a new position. Said transfer may be granted if, in the opinion of the Superintendent, such transfer is determined to be in the best interest of the school district.
8. In considering any transfer, the Superintendent shall base the choice on the education support professional's success in former positions; their length of service in the district; the recommendation of their supervisor; the operational efficiency advanced by the proposed transfer; and most importantly, the skills and abilities of the education support professional to perform the duties and responsibilities of the job at a high level of performance.

### **ARTICLE XIII EMPLOYEE EVALUATION**

#### **A. TEACHERS**

1. The primary purpose of teacher evaluation shall be to improve teacher performance.
2. Evaluations of all teachers shall comply with applicable State laws and Administrative Regulations.<sup>1</sup>

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<sup>1</sup> If the State laws and Regulations governing the evaluations of employees are subsequently repealed, the language found in the Parties CNA for the period of July 1, 2015 to June 30, 2018 shall be reinstated and controlling.

**B. SECRETARIES**

1. The primary purpose of evaluation shall be to improve performance, determine annual salary adjustments/raises, and to provide a basis of recommendation for continuous employment.
  - a. Annual adjustments/raises shall require favorable reports covering the secretary's competence and thoroughness in the performance of assigned duties as well as the secretary's record of attendance and compliance with district procedures and regulations.
  - b. The Superintendent shall base a recommendation for wage freeze or increment denial on evaluations of the secretary's performance and conduct.
2. **Evaluation Procedures**
  - a. The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when a secretary fails to remediate the identified deficiencies within a reasonable time period.
  - b. Each secretary shall be informed of the specific objectives of his/her position, the standards that will be used to assess his/her performance against those objectives, and the name or names of his/her evaluator. The evaluation shall be in written form using the current evaluation tool. This instrument may be refined from time to time after the staff and administration have conferred on refinements to be made.
  - c. Any records created in the evaluation process shall become part of the secretary's employment file and subject to Board policy on personnel records.
  - d. The secretary shall be allowed five (5) work days in which to respond to any evaluation.
  - e. The signing of any evaluation by a secretary shall imply only that the secretary has received and read the document.
  - f. All evaluations and conferences must be completed before contracts are issued.

**C. PARAPROFESSIONALS**

1. Paraprofessionals shall be evaluated annually by the Director of Special Services or the building principal.
2. The evaluation shall be in written form, using the current evaluation tool. This instrument may be refined from time to time after staff and administration have conferred on refinements to be made.
3. **Mandatory Evaluations**
  - a. Paraprofessionals shall receive their first observation no later than March 15<sup>th</sup>.
4. **Evaluation Procedures**
  - a. The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of



discipline or dismissal when a paraprofessional fails to remediate the identified deficiencies within a reasonable time period.

- b. Each paraprofessional shall be notified of the duties/responsibilities that will be used to assess his/her performance and the name or names of his/her evaluator. The evaluation shall be in written form.
- c. Any records created in the evaluation process shall become part of the paraprofessional's employment file and subject to Board policy on personnel records.
- d. The paraprofessional shall be allowed five (5) work days in which to respond to any evaluation.
- e. The signing of any evaluation by a paraprofessional shall imply only that the paraprofessional has received and read the document.
- f. All evaluations and conferences must be completed before contracts are issued.

**D. CUSTODIAL/MAINTENANCE/GROUNDSKEEPER EMPLOYEES**

- 1. Custodial/maintenance/groundskeeper employees shall perform their duties under the supervision of the facilities manager, custodial supervisor or building principal and shall be responsible to the facilities manager, custodial supervisor or building principal for the efficient performance of their duties.
- 2. Custodial/maintenance/groundskeeper employees shall be evaluated annually using the district evaluation instrument. The evaluation shall be in written form using the current evaluation tool. This instrument may be refined from time to time after the staff and administration have conferred on refinements to be made.
- 3. **Evaluation Procedures**
  - a. The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when a custodial/maintenance/groundskeeper employee fails to remediate the identified deficiencies within a reasonable time period.
  - b. Each custodial/maintenance/groundskeeper employee shall be notified of the duties/responsibilities that will be used to assess his/her performance and the name or names of his/her evaluator.
  - c. Any records created in the evaluation process shall become part of the custodial/maintenance/groundskeeper employee's employment file and subject to Board policy on personnel records.
  - d. The custodial/maintenance/groundskeeper employee shall be allowed five (5) work days in which to respond to any evaluation.
  - e. The signing of any evaluation by a custodial/maintenance/groundskeeper employee shall imply only that the custodial/maintenance/groundskeeper employee has received and read the document.
  - f. All evaluations and conferences must be completed before contracts are issued.

**E. INTERPRETERS**

- 1. The primary purpose of interpreter evaluation shall be to improve interpreter performance.

2. The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of dismissal when an interpreter fails to remediate the identified deficiencies within a reasonable time period, all of which will be in written form.
3. Interpreters will be notified in writing of the duties/responsibilities that will be used to assess his/her performance, and the name or names of his/her evaluator.
4. Any records created in the evaluation process shall become part of the interpreter's employment file and subject to Board policy on personnel records.
5. (3-5-3 Rule)
  - a. All formal evaluations of the work performance of an interpreter shall include personal observations by the Board appointed coordinator of interpreters. The evaluation shall be in written form using the current performance appraisal forms.
  - b. This instrument may be refined from time to time after the staff and administration have conferred on refinements to be made.
  - c. The observation shall be followed within three (3) days by a conference.
  - d. Within five (5) days after the conference, the interpreter will receive the written evaluation.
  - e. The interpreter shall be allowed three (3) school days in which to respond to any evaluation.
6. **Mandatory Evaluations**
  - a. All interpreters shall receive their first observation and evaluation by the end of January, and
  - b. Shall have at least one additional evaluation prior to May 15<sup>th</sup>.
  - c. **Evaluation Procedures**
    - i. The employee feedback form will be provided to the employee before the observation, and may be submitted during a conference between the interpreter and the evaluator(s).
    - ii. Evaluations shall be spaced throughout the course of the school year.
    - iii. Evaluations shall be a minimum of one full class or lesson in length.
    - iv. In the event that an interpreter's evaluation is unsatisfactory, suggestions for improvement shall be written.
    - v. The signing of any evaluation by an interpreter shall imply only that the interpreter has received and read the document.
  - d. All evaluations and conferences must be completed before contracts are issued.

**F. TECHNOLOGY EMPLOYEES**

1. Technology Employees shall perform their duties under the supervision of the Technology Coordinator and shall be responsible to him/her for the efficient performance of their duties.
2. Technology Employees shall be evaluated annually using the district evaluation instrument. The evaluation shall be in written form using the current evaluation tool. This instrument may be refined from time to time after the staff and administration have conferred on refinements to be made.

3. The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when a technology employee fails to remediate the identified deficiencies within a reasonable time period.
4. Each technology employee shall be notified of the duties/responsibilities that will be used to assess his/her performance and the name or names of his/her evaluator.
5. Any records created in the evaluation process shall become part of the technology employee's employment file and subject to Board policy on personnel records.
6. The technology employee shall be allowed five (5) work days in which to respond to any evaluation.
7. The signing of any evaluation by a technology employee shall imply only that the employee has received and read the document.
8. All evaluations and conferences must be completed before contracts are issued.

**G. EMPLOYEES**

**1. Complaint Procedure**

- a. If any complaints of substance are made to any member of the administration or the Board of Education by any parent, student or other person, they shall be promptly investigated and promptly brought to the attention of the employee.
- b. The particular of the complaint and the investigation, including the names of the complainant, shall be promptly called to the attention of the employee.

**ARTICLE XIV  
EMPLOYEE-ADMINISTRATION LIAISON**

The Association's representative shall meet with the Superintendent once a month or as deemed necessary by either party during the school year to review and discuss current school problems and practices and the administration of this Agreement.

**ARTICLE XV  
EMPLOYEE ABSENCE**

**A. Sick Leave**

An employee may be absent from school because of personal illness or injury in accordance with the following provisions:

**1. TEACHERS**

- a. Teachers shall be granted ten (10) days cumulative sick leave plus five (5) non-cumulative sick days per year.
- b. Of the fifteen days of sick leave allowed per year, the first ten days are cumulative.
  - i. As absences because of illness occur, they will be deducted first from the ten annually allowed cumulative days.
  - ii. When these are exhausted, absences because of illness will be deducted from the five non-cumulative sick days annually provided.

- iii. When these are exhausted, absences because of illness will be deducted from any sick leave accumulated during previous years.
- c. Teachers employed for less than full-time and/or less than a full school year shall receive an annual sick leave allowance in proportion to the time for which they are regularly scheduled.
- d. Full salary shall be paid to all teachers for absence due to illness or injury until such accumulated leave is used up, after which the full-time teacher may receive the difference between the contract salary and the substitute's pay for the duration of the contract period. If the teacher is granted extended sick leave, the per diem pay shall be calculated as follows:
  - i. For all teachers on a ten months contract, one two-hundredths of the annual salary;
  - ii. For all teachers on a twelve months contract, one two-hundred fortieth of the annual salary.
- e. Teachers shall be paid for unused, accumulated sick leave as follows:
  - i. Any teacher who retires according to the provisions of the T.P.A.F. in order to receive immediate benefits as opposed to "deferred" benefits and has fifteen (15) continuous years of teaching service in the Mountain Lakes School District shall be eligible for payment for unused sick leave. For purposes of clarification, "deferred" shall mean "vesting" as opposed to "collecting." Thus, any payment for unused accumulated sick leave shall be considered "retirement pay:" rather than "severance pay."
  - ii. Teachers planning to retire must notify the Superintendent no later than ninety (90) days in advance in order to receive prompt payment. Those who fail to comply with the notification procedure described herein shall be required to wait for said payment until such time as (1) the money is allocated in the next school budget and (2) the next school budget becomes effective.
  - iii. Teachers retiring shall receive fifty-five dollars (\$55) per day for the first 75 days, and seventy dollars (\$70) for each day after that, provided, however, that the total amount paid to any teacher shall not exceed nine thousand five hundred dollars (\$9,500).
  - iv. If a teacher who has notified the Board of his/her intent to retire in accordance with the provisions set forth herein above subsequently dies prior to the effective date of his/her retirement, the payment to which said teacher would have been entitled under this provision shall be paid to the teacher's estate.
  - v. In the event of the teacher's death prior to retirement, payment of the above benefit shall be made to the estate of the teacher as a death benefit.

**2. SECRETARIES**

- a. Twelve (12) month secretaries shall be granted twelve (12) days cumulative sick leave per school year;
- b. Ten (10) month secretaries shall be granted ten (10) days cumulative sick leave per school year.

- c. Secretaries employed for less than full-time and/or less than a full year shall receive an annual sick leave allowance in proportion to the time for which they are regularly scheduled.
- 3. PARAPROFESSIONALS**
- a. A ten (10) month paraprofessional who may be absent from school because of personal illness or injury shall be entitled to fifteen (15) days sick leave per school year of which the first ten (10) days are cumulative;
  - b. Paraprofessionals employed for less than full-time and/or less than a full year shall receive an annual sick leave allowance in proportion to the time for which they are regularly scheduled.
- 4. CUSTODIAL/MAINTENANCE/GROUNDSKEEPER PERSONNEL**
- a. Twelve (12) month custodial/maintenance/groundskeeper personnel who may be absent from school because of personal illness or injury shall be entitled to eighteen (18) days per school year of which the first twelve (12) days are cumulative
  - b. Custodial/maintenance/groundskeeper personnel employed for less than full-time and/or less than a full year shall receive an annual sick leave allowance in proportion to the time for which they are regularly scheduled.
- 5. INTERPRETERS**
- a. Interpreters shall be granted ten (10) days cumulative sick leave plus five (5) non-cumulative sick days per year.
  - b. Of the fifteen days of sick leave allowed per year, the first ten days are cumulative.
    - i. As absences because of illness occur, they will be deducted first from the ten annually allowed cumulative days.
    - ii. When these are exhausted, absences because of illness will be deducted from the five non-cumulative sick days annually provided.
    - iii. When these are exhausted, absences because of illness will be deducted from any sick leave accumulated during previous years.
  - c. Interpreters employed for less than full-time and/or less than a full school year shall receive an annual sick leave allowance in proportion to the time for which they are regularly scheduled.
  - d. Full salary shall be paid to all interpreters for absence due to illness or injury until such accumulated leave is used up, after which the full-time interpreters may receive the difference between the contract salary and the substitute's pay for the duration of the contract period. If the interpreters is granted extended sick leave, the per diem pay shall be calculated as follows:
    - i. For all interpreters on a ten months contract, one two-hundredths of the annual salary;
    - ii. For all interpreters on a twelve months contract, one two-hundred fortieth of the annual salary.

**6. TECHNOLOGY EMPLOYEES**

- a. Twelve (12) month technology personnel who may be absent from school because of personal illness or injury shall be entitled to eighteen (18) days per school year of which the first twelve (12) days are cumulative.

**7. EDUCATION SUPPORT PROFESSIONALS**

- a. Education Support Professionals shall be paid for unused, accumulated sick leave as follows:
  - i. Any ESP who retires according to the provisions of the P.E.R.S. in order to receive immediate benefits as opposed to “deferred” benefits and has fifteen (15) continuous years of service in the Mountain Lakes School District shall be eligible for payment for unused sick leave. For purposes of clarification, “deferred” shall mean “vesting” as opposed to “collecting.” Thus, any payment for unused accumulated sick leave shall be considered “retirement pay” rather than “severance pay.”
  - ii. ESPs planning to retire must notify the Superintendent no later than ninety (90) days in advance in order to receive prompt payment. Those who fail to comply with the notification procedure described herein shall be required to wait for said payment until such time as (1) the money is allocated in the next school budget and (2) the next school budget becomes effective.
  - iii. ESPs retiring shall receive thirty dollars (\$30) per day for the first 75 days, and thirty-five dollars (\$35) for each day after that, provided, however, that the total amount paid to ESPs shall not exceed five thousand five hundred dollars (\$5,500).
  - iv. If an ESP who has notified the Board of his intent to retire in accordance with the provisions set forth herein above subsequently dies prior to the effective date of his retirement, the payment to which said ESP would have been entitled under this provision shall be paid to the ESP’s estate.
  - v. In the event of the ESP’s death prior to retirement, payment of the above benefit shall be made to the estate of the ESP as a death benefit.

**8. EMPLOYEES**

- a. An employee may be absent from school because of personal illness or injury in accordance with the following provisions:
  - i. Unused cumulative sick leave days will be added to the accumulated sick leave reserve in the ensuing years.
  - ii. The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service.
    - (1). A leave of absence as granted by the Board does not constitute an interruption of service.
    - (2). A full-time employee is rendering consecutive service as long as the individual or the Board does not officially terminate the employment contract.

- b. A record kept in the office of the Superintendent shall determine the number of accumulated days. Employees will receive an annual statement of their accumulated sick leave.
- c. Absence due to an infectious disease as specified by the Mountain Lakes Board of Health, contracted in the performance of duties, shall not cause deduction from the regular or accumulated sick leave.
- d. Employees who are absent because of personal illness or injury for a period of more than three (3) consecutive days may be required to file with the Superintendent a certificate from their physician attesting to the illness and the necessity for the absence. Employees who wish a leave of absence due to illness or health reasons shall file with the Superintendent for such leave. The Board reserves the right to grant special extension of such leave in individual cases, which, in its judgment, are deserving of such.

**B. Bereavement Leave**

- 1. Employees shall be allowed bereavement leave, with full pay, five (5) workdays for death within the immediate family.
  - a. Additional days may be granted with deductions of substitute's salary, where, in the opinion of the Superintendent, such additional absence is necessary and unavoidable.
  - b. "Immediate family" shall be understood to include spouse, parent, child, brother, sister, mother-in-law, father-in-law, domestic partner, civil union partner, grandchild and any other member of the employee's immediate household.
- 2. In the case of death of a relative of the second degree, employees shall be allowed bereavement leave, of one workday with full pay.
  - a. Additional days may be granted with deductions of substitute's salary where, in the opinion of the Superintendent, such additional absence is necessary and unavoidable.
  - b. A relative of the second degree shall be understood to include brother-in-law, sister-in-law, uncle, aunt, nephew, niece, cousin, and grandparent.
- 3. Application for bereavement leave provided herein above must be made in writing to the Superintendent within five (5) workdays subsequent to the absence.

**C. Personal Leave**

- 1. Employees shall be allowed a maximum of three (3) workdays in any one year with full pay upon notification of need arising from one or more of the following:
  - a. Religious observance as recognized by State Law for students,
  - b. Marriage or civil union of the employee or the employee's immediate family,
  - c. Legal business which cannot be conducted at any other time, or
  - d. For a just and compelling cause.
    - i. An employee, who feels the reason for the request is of such a personal nature that he/she does not wish to give the specific reason, will still be granted the personal day.
    - ii. Personal leave shall not be granted on days immediately preceding or following school holidays, or on the first and/or last days of the

school year unless under special circumstances approved in advance by the Superintendent.

2. Unused personal leave shall be accrued as sick leave, with all rights and benefits as described in Article XV, e, 1-5. However, in no event shall an employee be permitted to roll over more than fifteen (15) unused sick leave days in any given year.

**D. Absence Caused by On-the-job Injury**

1. Whenever an employee is absent as a result of a compensable personal injury caused by an accident arising out of and in the course of the employee's employment, the Board shall pay to such employee the full salary for the period of such absence for up to one calendar year without having such absence charged to the annual sick leave or the accumulated sick leave reserve pursuant to N.J.S.A. 18A: 30-2.1.
2. Salary provided in this section shall be paid for absence during the waiting period and during the period the employee received or was eligible to receive a temporary disability benefit under the labor and workmen's compensation statutes.
3. Any amount of salary paid or payable to the employee pursuant to this section shall be reduced by the amount of any workmen's compensation award made for temporary disability.

**E. Critical Illness Leave**

**1. TEACHERS/EDUCATIONAL SUPPORT PERSONNEL**

- a. A teacher may be allowed up to five (5) school days in any one year with full pay because of critical illness within the immediate family. Additional days may be granted with deductions of substitute's salary when, in the opinion of the Superintendent, such absence is necessary and unavoidable.
- b. "Immediate family" shall be understood to include spouse, parent, child, brother, sister, mother-in-law, father-in-law, and any other member of the teacher's immediate household.
- c. "Critical illness" shall be construed to mean of the nature of or constituting a crisis requiring emergency medical treatment or hospitalization.
- d. Application for critical illness leave provided herein above must be made in writing to the Superintendent within five (5) school days subsequent to the absence.

**F. Civil Union/Domestic Partner**

1. A civil union partner and a domestic partner shall be treated the same as spouse in the definition of family for the purposes of the administration of health insurance, sick leave, personal leave, extended leave, leaves of short duration and any other areas for which definition of family is a criteria.



**ARTICLE XVI  
EXTENDED LEAVES OF ABSENCE**

**A. Pregnancy Disability**

1. As soon as is practicable an employee should report their pregnancy to their principal or immediate supervisor and submit a physician's certificate to their principal or immediate supervisor stating the expected date of delivery.
2. When such employee is physically unable to continue to perform their normal duties on account of pregnancy, they shall submit a physician's certificate to their immediate supervisor attesting to that fact and the date of disability. In the absence of extenuating circumstances, the period of normal disability shall be defined as twenty (20) working days before and twenty (20) working days after the birth of the child not to exceed a total of forty (40) working days.
3. After childbirth, the employee shall submit a physician's certificate certifying the date upon which said physical disability will terminate.
4. If the employee fails to submit the required medical certificate provided in paragraphs 1., 2., and 3 above, the district may require that a physician of its own choosing perform the required examination and produce the required certificates.
5. The school district reserves the right to require a second medical opinion by a physician who shall be chosen by mutual agreement of the Superintendent and the employee.
6. An employee's actual disability due to pregnancy, delivery and necessary after-care shall be treated as sick leave as provided in Article XV, subject to the conditions herein above set forth in Sections 2 and 3.

**B. Child Care Leave**

**1. TENURED EMPLOYEES**

- a. Upon written request of a tenured employee, a leave of absence, without pay, shall be granted for the purpose of child care for a newborn infant or newly adopted child. Such leave will commence when the employee assumes primary care of the child and shall continue for one full year after the school year during which the employee first takes custody.
- b. This leave shall be contingent upon the employee's ability to verify to the satisfaction of the Superintendent that he/she is the primary caretaker of the child, and in the case of adoption, is the adoptive parent or legal guardian.
- c. Any and all exceptions to the aforementioned length of child care leave shall be by written mutual agreement between the Board of Education and the employee.
- d. The employee shall notify the Superintendent of his/her intention to return no later than February 1<sup>st</sup> of that year.

**2. NONTENURED EMPLOYEES**

- a. Upon written request of an employee who is either nontenured or not eligible for tenure, a leave of absence, without pay, shall be granted for the purpose of child care for a newborn infant or newly adopted child in accordance with the provisions of the Family Leave Act – i.e. N.J.S.A. 34:11B-1 et seq.

**C. Military Leave**

1. Military leave is governed by law and is without pay. Any employee who may enlist or who may be conscripted into the Armed Forces of the United States may make application for military leave.
2. The employee shall be reinstated to his/her position and given credit for that period of military service on the salary schedule immediately upon written request as prescribed by law.
3. The application for reinstatement shall be made within ninety (90) days from the date of release or discharge.

**D. Association Leave**

1. A leave of absence of up to two (2) years shall be granted to an employee for the purpose of filling a position in the county, state or national employee's associations.

**E. Other Leaves**

1. Leaves of absence for extended periods for reasons other than those stated above may be granted by the Board to employees under tenure. Employees who are on such leaves of absence will not be remunerated in any way, either by salary or fringe benefits, by the Board. Neither shall they receive experience credit on the guide for the time they were on leave.

**F. Jury Duty**

1. Leave and compensation for jury duty will be in accordance with New Jersey statutes (N.J.S.A. 2B:20-16). Employees who are called to jury duty shall receive full pay for all time served on jury duty during which they would be required to report to work.

**ARTICLE XVII  
SABBATICAL LEAVE**

- A. To encourage superior performance in its professional staff, a teacher or interpreter who has completed seven or more years of continuous full-time service in any professional capacity in the Mountain Lakes Schools shall after filing the appropriate forms, be eligible for a leave of absence of up to one full year for study or study oriented travel. The granting of Sabbatical Leave requires the recommendations of the Superintendent and the approval by the Board.

1. Prior to making his recommendation to the Board of Education, the Superintendent will confer with a Sabbatical Committee composed of the principal of each building and a teacher from each building in the district elected by the certificated staff members in each of the buildings.

**B. Granting of Leave**

Granting of leave will be based upon:

1. Purpose of leave
2. Teacher's/interpreter performance
3. Needs of the district
4. The availability of budgetary funds
  - a. However, once the budget has been approved by the public and the formal granting of the leave has been completed, it shall not be rescinded except

for the provisions of Subsection L. of this Article.

- C. Applications for such leave shall be made before November 1 prior to the year for which such absence is requested. Such application shall be made upon a form furnished by the Board and shall include a program approved by the Board, to be followed by the teacher/interpreter during the period of leave.
- D. Applicants shall agree to abide by all conditions determined by the Board to govern such leaves of absence.
- E. As a condition to such leave, teachers/interpreters on a one-year sabbatical leave shall enter into a contract to continue in the service of the Mountain Lakes Public Schools for a period of at least two years after the expiration of the leave of absence. Teachers/interpreters on a half-year sabbatical leave shall enter into a contract to continue in the service of the Mountain Lakes Public Schools for a least one full regular school year after the expiration of the leave of absence. Failing to continue in service, the teacher/interpreter (not the Association) shall repay to the Board full salary received while on leave.
- F. The Board shall have the right to fix the duration of the leave. A teacher/interpreter granted sabbatical leave shall receive compensation of three-fourths of the salary he would be entitled to receive if not on leave. From such salary shall be deducted monthly the regular deductions for the Teacher's Pension and Annuity Fund and other deductions authorized by the teacher/interpreter. Salary payments shall be made semi-monthly in accordance with the schedule for payment of salaries in the school system.
- G. Not more than two teachers/interpreters shall be granted sabbatical leave for the same year. In granting such leaves of absence due consideration shall be given to the reasonable and equitable distribution of the applicants among the different schools and departments. Approved applicants shall be notified by April 15. If, after being granted leave, the teacher/interpreter withdraws his/her request for such leave, and if there is an additional qualified candidate who has been granted "waiting list" status by the Superintendent, the Superintendent shall recommend that candidate to the Board, provided that the original list of candidates exceeded two. Once granted, a sabbatical leave shall not be rescinded unilaterally except in the event of a budget defeat or in accordance with the provisions of Subsection L.
  - 1. It is recognized by the Board and the Association that the date upon which the initially approved teacher/interpreter withdraws his/her request may have an impact on how successfully the Administration can arrange for replacement of any subsequently recommended teacher/interpreter.
- H. If more than two teachers/interpreters of the system shall apply for leave, selection shall be made on the basis of benefits to the school system. At all times the needs of the school system as a whole shall be paramount.
- I. Teachers/interpreters on such leave may associate for compensation with any person, persons, or organization during the sabbatical year, providing the Board gives prior written approval for such association.
- J. Teachers/interpreter on such leave shall make such regular written reports as the Superintendent may require.
- K. Such leave of absence shall be without prejudice to the teacher's tenure rights.

- L. Such leave of absence may be rescinded by the Board at its discretion at any time during the year for which it is granted when in the judgment of the Board the conditions under which it was granted are not being met.
- M. Teachers/interpreter on such leave will be considered as in the employ of the Board of Education of Mountain Lakes, and the time thus spent shall count as a regular service toward retirement and for consideration in regard to salary adjustment. In addition, they will accumulate toward their sick leave bank, the number of days equal to the average number of days accumulated per year during the time of their employment by the Mountain Lakes Board of Education.

**ARTICLE XVIII  
PROFESSIONAL DEVELOPMENT**

**A. TEACHERS**

It is the policy of the Board and the Association to encourage in all possible ways the professional development of its teachers. Teachers may, therefore, be absent from school in order to participate in professional meetings or inter-school visitations.

- 1. The Superintendent shall exercise judgment in granting permission for teachers to attend activities deemed to benefit their professional development. These shall include:
  - a. Meetings on subjects pertaining to the teacher's field of interest or related subjects;
  - b. Visits to schools which are believed to encourage professional growth and development.
- 2. Two days will be granted annually for attendance at the New Jersey Education Association Convention.
- 3. Reimbursement by the Board for attending approved meetings shall be in accordance with applicable State Law and Administrative Regulations<sup>2</sup>.
  - a. Car use shall not be considered as being for Board business, and the Board shall not be liable for any damage resulting from accidents incurred through the use of a car.
  - b. All requests for reimbursement of expenses by teachers are subject to examination and approval by the Superintendent and the Board.
  - c. Expenses for the New Jersey Education Association Convention are normally borne by the teacher.
- 4. It is the policy of the Board and the Association to encourage in all possible ways the professional development of its staff. Staff may participate in continuing educational experiences which shall include, but not be limited to, in-service programs, approved local professional development experiences, and other state approved or mandated professional development experiences.
- 5. The District will provide three (3) six – hour days during the contractual year to meet this requirement. This requirement can be met in the following ways:
  - a. District provided workshops (including televised and on-line)

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<sup>2</sup> If the State laws and Regulations governing reimbursement for travel and expenses of employees are subsequently repealed, the language found in the Parties CNA for the period of July 1, 2015 to June 30, 2018 shall be reinstated and controlling.

- b. Focus groups
- c. Out – of - District workshops/conferences
- d. Documented attendance at the NJEA Convention workshops
- e. Summer workshops/conferences
- f. Independent/research studies
- g. Graduate level courses, not fully reimbursed, shall be credited two (2) hours per credit hour completed.
- h. Professional Learning Communities

Any Professional Development that counts toward the 18 hours must meet with the approval of the staff member’s supervisor, and where appropriate, the Professional Development Committee.

**B. SECRETARIES**

**1. Employment Training**

- a. The Board shall pay the cost of any seminar or course that is requested by the secretary and approved by the Superintendent not to exceed three hundred fifty dollars (\$350) per secretary per year.
- b. If the administration requests that the secretary attend such a seminar or course, the Board shall pay the full cost.

**C. CUSTODIAL/MAINTENANCE EMPLOYEES**

**1. Black Seal Boiler License**

- a. The Board shall reimburse custodial/maintenance employees for training, books, testing and other direct expenses incurred in obtaining and/or renewing the Black Seal Boiler License.

**D. INTERPRETERS**

- 1. It is the policy of the Board and the Association to encourage in all possible ways the professional development of the interpreters. Interpreters may, therefore be absent from school in order to participate in professional meetings or activities that promote professional development.
- 2. The superintendent shall exercise judgment in granting permission for interpreters to attend activities deemed to benefit their professional development. These shall include meetings, conventions, conferences, or workshops pertaining to educational interpreting or general visual language interpreting.
- 3. Reimbursement by the Board for expenses incurred in attending approved meetings shall be in accordance with applicable State Law and Administrative Regulations<sup>3</sup>.
- 4. Car use shall not be considered as being for Board business, and the Board shall not be liable for any damage resulting from accidents incurred through use of a car.
- 5. All requests for reimbursement of expenses by interpreters are subject to approval by the Superintendent and the Board.
- 6. Should a credential become required for continuing employment, the Board shall reimburse interpreters for training/tuition incurred in obtaining or renewing state

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<sup>3</sup> If the State laws and Regulations governing reimbursement for travel and expenses of employees are subsequently repealed, the language found in the Parties CNA for the period of July 1, 2015 to June 30, 2018 shall be reinstated and controlling.

interpreting credentials. Reimbursement shall be from the tuition reimbursement pool.

## **ARTICLE XIX EXCHANGE TEACHING PROGRAM**

Leaves of absence for one year will also be granted for participation in the Foreign Exchange Teaching Program under the Fulbright Act, or in any similar program. Such leaves will be granted:

- A. With salary, and an exchange teacher whose salary is paid by his/her own school authority, will be accepted. It is understood that the credentials of the exchange teacher will be submitted to the Superintendent for approval before an exchange arrangement is completed or
- B. Without salary, to permit a teacher to accept a United States Government grant to teach in a national school abroad. The Board will pay a salary to an exchange teacher whose credentials it approves. The salary to be agreed upon will be in accordance with the exchange teacher's education and experience on the salary guide.

## **ARTICLE XX INSURANCE PROTECTION**

### **A. Medical Plan**

- 1. Effective September 1, 2014, all employees who are regularly employed a minimum of thirty (30) hours per week by the Board are eligible for membership in the district's medical plan, currently with Horizon Blue Cross Blue Shield. Employees will contribute towards their health and prescription insurance premiums, (as appropriate) consistent with the rates set forth in Tier 4 as reflected in Chapter 78, P.L. 2011 for the duration of this Agreement.
- 2. All employees who are eligible to receive medical coverage as outlined above and whose spouse/civil union/domestic partner is not employed by and eligible to receive medical coverage from the Board may choose to waive this coverage (January 1 - December 31). All requests for this waiver must be submitted, in writing, with proof of alternate coverage. They shall receive an annual stipend as outlined below:
  - a. Employees who choose to 'opt out' of health insurance coverage will receive payment in the amount of \$5,000 for family and dependent coverage plans and \$3,000 for single coverage
  - b. The premium rates will be those in effect on January 1 of each year in which the 'opt out' occurs.
  - c. Notification of the insurance waiver by the employee to the School Business Administrator must be made no less than 30 days prior to the waiver period, which is for a full calendar year, and must be restated each year. The School Business Administrator shall send out a reminder letter/email each year prior to the waiver period to all employees who have chosen to 'opt out' the previous year.

- d. Thereafter the waiver period is for a full calendar year effective January 1 of each year.
- e. This stipend, which is taxable but not pensionable, will be paid in two equal installments. Each installment shall be paid at the conclusion of each six month period: June 30 and January 15.
- f. Re-enrollment may occur unconditionally during the open enrollment period to be effective January 1. An employee can re-enroll in the health plan immediately if he/she submits proof of a life status change (e.g. unemployment, death or disability of a spouse; divorce or legal separation; activation to full-time military status; or a material change in the status of the spouse's insurance coverage.
- g. For 12-month employees hired after July 1 and for 10-month employees hired after September 1, waivers will be pro-rated in the first year of their employment.

**B. Dental Program**

- 1. Employees and their dependents are eligible for dental care insurance.
- 2. Dental care insurance is currently underwritten by Delta Dental.
- 3. Employees receiving dental coverage shall pay annually \$150 toward the premium cost of the Dental Insurance program.
- 4. All premium payments will be made through payroll deductions. Employees will have the option of making payments through a premium only 125 Plan for which all administrative costs will be borne by the Board.
- 5. Employees may also choose to participate in a Flexible Spending Account. The cost of set-up fee and administrative costs will be borne by the Board with individual monthly costs paid by the individual members participating in said plan.

**C. Disability Insurance**

- 1. All employees who are members of the New Jersey Education Association are eligible for sickness and accident insurance in the NJEA Group Accident and Sickness Insurance Plan, currently underwritten by the Prudential Insurance Company, and monthly deductions from paychecks are made by the Board Secretary upon written request from the employees.

**D. Application for Coverage**

- 1. Each eligible employee will complete an application form provided by the insurance carrier.

**E. Termination of Insurance**

- 1. An employee's insurance terminates for himself and his dependents when his employment terminates, except as otherwise eligible for COBRA benefits.

**F. Interpretation of Coverage**

- 1. In assuming the premium cost the Board assumes no further responsibility regarding interpretation of the policy, processing of claims, or any matter which is determined by the insurance carrier.

**G. Insurance Coverage**

- 1. The Board shall provide Workmen's Compensation Insurance and shall save harmless every employee from financial loss because of alleged negligence by the Board within the scope of his duties which results in accidental bodily injury or property damage for a period not to exceed one year from the date of occurrence.



**ARTICLE XXI  
DEDUCTIONS FROM SALARY**

The Board agrees to deduct from the salaries of its employees, unified dues for the Mountain Lakes Education Association, the Morris County Council of Education Associations, the New Jersey Education Association and the National Education Association as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967, (N.J.S.A. 52:15-19,9e), and under rules established by the State Department of Education.

The Association agrees to inform the Secretary of the Board of Education, in writing, not later than August 1 of a change in Association dues for the period beginning September 1.

**ARTICLE XXII  
MISCELLANEOUS PROVISIONS**

**A. TEACHERS**

1. This Agreement constitutes a portion of Board policies as they apply to teachers for the terms of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
2. Unless otherwise provided in this Agreement nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any teacher benefit existing prior to its effective date.
3. Itinerant teachers and out-of-district case managers will receive a monthly stipend of \$40 for cell phone use.

**B. CUSTODIAL/MAINTENANCE/GROUNDSKEEPER EMPLOYEES**

1. The Board shall provide custodial/maintenance/groundskeeper employees the following:
  - a. Five (5) sets of uniforms per year;
  - b. One (1) pair of work shoes per year;
  - c. One (1) lightweight jacket every two (2) years;
  - d. One (1) winter jacket every two (2) years; and
  - e. Work gloves as needed.
  - f. Full time maintenance employees on maintenance only guide, grounds employees, and the custodial night supervisor will receive a monthly stipend of \$40 for cell phone use.

**C. INTERPRETERS**

1. This agreement constitutes a portion of Board policies as they apply to interpreters for the terms of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect of Board policy.
2. Unless otherwise provided in this Agreement nothing contained herein shall be interpreted or implied so as to eliminate, reduce, or otherwise detract from any interpreter benefit existing prior to its effective date.



**D. TECHNOLOGY EMPLOYEES**

- 1. Full-time and part-time technology employees will receive a monthly stipend of \$40 for cell phone use.

**E. EMPLOYEES**

- 1. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provisions or applications shall not be deemed valid, but all other provisions or applications shall continue in full force and effect.
- 2. The Board and the Association agree that there shall be established an “Advisory Council” for Administrative Procedures and Curriculum Change.
- 3. The Board and the Association agree that there shall be no discrimination and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees in the application of administration of this Agreement on the basis of race, creed, color, religion, national origin, age, sex, physical handicap, domicile, or marital status.
- 4. Copies of this Agreement shall be printed at the expense of the Board within thirty (30) days after the agreement is signed and presented to all employees now employed, or considered for employment by the Board.

**ARTICLE XXIII  
REDUCTION IN FORCE**

**A. TEACHERS**

- 1. Reductions in force shall be carried out in accordance with applicable statutes, rules and regulations, and case law affecting said RIF.
- 2. The Board shall provide the Association with an up-to-date seniority list each school year reflecting the status of professional staff members through June 30 of that school year.

**B. EDUCATION SUPPORT PROFESSIONAL**

- 1. The Board reserves the right to abolish education support professional positions and reduce staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of pupils, or other cause so warrants.

**ARTICLE XXIV  
TUITION REIMBURSEMENT**

- A. The Board of Education shall budget the amount set below for reimbursement of tuition for each school year covered by this Agreement. A teacher new to the district is not eligible for tuition reimbursement until he/she begins his/her second year in the district. Teachers must present grades of B or higher in a class for which reimbursement is being sought. An individual staff member will be allowed to submit up to twelve (12) credits per year.

2022-2023: \$50,000  
2023-2024: \$50,000  
2024-2025: \$50,000  
2025-2026: \$50,000  
2026-2027: \$50,000

- B. The Superintendent may recommend and the Board of Education may approve applications for tuition reimbursement. The following criteria for course approval will be used.
1. Those courses planned and offered by the district through accredited schools offered on site. The Board will announce the courses during the summer.
  2. Staff who apply for reimbursement for courses that are directly related to their teaching assignment; e.g. a mathematics teacher taking courses in mathematics or toward a degree in mathematics or mathematics education. For staff who are not subject area specialists; e.g. an elementary or special education teacher who has responsibility for all subject areas. In these cases approved courses must relate specifically to content; e.g. a course that provides staff with strategies to implement the new mathematics standards. Similarly, a course that provides real opportunity to develop new instructional materials that can be piloted and woven into the existing curriculum; e.g. hands-on-science. Also, courses that directly effect changes in teaching strategy; e.g. alternative assessment or cooperative teaching methods.
  3. Summer institutes provided at universities that are sponsored and developed by organizations such as National Endowment for the Humanities or the National Science Foundation; e.g. the mathematics institute at Princeton.
  4. Staff who have already begun graduate degree programs that have been approved prior to the establishment of these guidelines. Any approval of future graduate programs must be consistent with the staff member's current assignment.
- C. If the Administration and/or Board of Education request/require that a staff member embark on a particular program of study, the said program will be deemed eligible for reimbursement.
- D. Only those courses directly application to the teacher's improvement in the classroom shall be considered for reimbursement. Consideration for reimbursement shall not be limited to the teacher's job assignment.
- E. For other than full-time professional staff, payment will be prorated according to the percent of full-time employment rendered by a staff member to the district during the time they are taking the course.
- F. Tuition reimbursement shall be paid in one installment on July 15th following the close of the previous school year. All required documentation (official copies of transcripts, paid receipts, etc.) must be submitted to the office of the Superintendent of Schools by June 15th of the school year to be eligible for reimbursement.
- G. Tuition reimbursement shall be determined as follows:  

$$\text{Total available dollars divided by the total number of credits requested} = \text{Cost Per Credit.}$$

$$\text{Cost Per Credit multiplied by number of individual credits requested (not to exceed maximum allowable)} = \text{Individual Tuition Reimbursement.}$$
- H. In order for a course to be eligible for tuition reimbursement a request for Course Approval for specific courses must be approved by the Board of Education prior to the beginning of the course.

**ARTICLE XXV  
REPRESENTATION FEE**

**A. Purpose of Fee**

1. If an employee does not become a member of the Association during any membership year (i.e., from July 1 to the following June 30) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year.

**B. Amount of Fee**

1. Fee shall not be in excess of eighty-five (85) percent of the dues of a full member.
2. **Notification**

- a. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. Said fee shall conform to the rules and regulations promulgated by the Public Employment Relations Commission.

**C. Deduction and Transmission of Fee**

**1. Notification**

- a. Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will then deduct from the salaries of such employees, in accordance with paragraph 2, below, the full amount of the representation fee and promptly will transmit the amount to the Association.

**2. Payroll Deduction Schedule**

- a. Upon annual written notification that the Association has adopted and implemented a valid "demand and return system," the Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
  - i. Twenty (20) days after receipt of the aforesaid list by the Board; or
  - ii. Sixty (60) days after the employee begins his/her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event the deductions will begin with the first paycheck paid twenty (20) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

**D. Termination of Employment**

1. If an employee who is required to pay a representation fee terminates his/her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will

deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.

**E. Mechanics**

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

**F. Changes**

1. The Association will notify the Board in writing of any changes in the list provided for in Section C. above and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than thirty (30) days after the Board received said notice. Deductions shall be made February 1 and/or June 15 for such changes.

**G. New Employees**

1. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, and dates of employment for all such employees. Said deductions shall be **pro rata** for the remainder of the membership year effective sixty (60) days after the employee's initial date of employment provided that a minimum of ninety (90) days exists between the day the employee began his/her employment and the end of the current membership year. (June 30).

**H. Indemnification**

1. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.
  - a. **Liability.** It is understood that the Board will:
    - i. Give the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; provided, however, failure to notify will not invalidate said indemnification; and
    - ii. Cooperate fully with the Association in gathering evidence, securing witnesses and in all other aspects of said defense.
  - b. It is expressly understood that paragraph 1, above will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board.

**ARTICLE XXVI  
HORIZONTAL ADVANCEMENT ON THE GUIDE**

- A. The Superintendent may recommend and the Board may approve application for horizontal advancement on the salary guide. Any horizontal advancement and/or supplemental compensation that is provided shall be in accordance with applicable State law and Administrative Regulations. All courses that are taken to qualify for horizontal

advancement on the salary guide must be submitted to the Superintendent and the Board for approval /rejection prior to enrollment. The following criteria for course approval will be adhered to:

1. Those courses planned and offered by the district through accredited schools offered on site. The Board will announce the courses during the summer.
  2. Staff who apply for advancement for courses that are directly related to their teaching assignment; e.g. a mathematics teacher taking courses in mathematics or toward a degree in mathematics or mathematics education. For staff who are not subject area specialists; e.g. an elementary or special education teacher who has responsibility for all subject areas - in these cases approved courses must relate specifically to content; e.g. a course that provides staff with strategies to implement the new mathematics standards. Similarly, a course that provides real opportunity to develop new instructional materials that can be piloted and woven into the existing curriculum; e.g. hands-on-science. Also, courses that directly effect changes in teaching strategy; e.g. alternative assessment or cooperative teaching methods.
  3. Summer institutes provided at universities that are sponsored and developed by organizations such as National Endowment for the Humanities or the National Science Foundation; e.g. the mathematics institute at Princeton.
  4. Teachers must notify the Board through the Superintendent, in writing, of any anticipated changes in salary level by November 1 of the year preceding the contract year to which the level change becomes effective.
  5. Movement from one degree level of the guide to another shall be as follows:
    - a. If the change in degree or credit status takes place between September 1 and January 31, the movement on the guide shall be on the first day of February following the change.
    - b. If the change in degree or credit status takes place between February 1 and August 31, the movement on the guide shall be on the first day of September following the change.
    - c. Change in degree or credit status must be supported by official transcripts or official notification from the college or university to be followed by the official transcripts.
  6. Staff who have already begun graduate degree programs that have been approved prior to the establishment of these guidelines. Any approval of future graduate programs must be consistent with the staff member's current assignment.
- B. If the Administration and/or Board of Education request/require that a staff member embark on a particular program of study, the said program will be deemed eligible for horizontal advancement on the guide.
- C. Graduate level professional development courses that result in a Certificate are no longer eligible and will not receive approval for horizontal guide movement on the salary guide.

## Schedule A-1 Mountain Lakes Teachers Salary Guide 2022-2023

Step	BA	BA+30	MA	MA+30	MA+60	PHD
1	61,920	64,620	70,020	72,720	75,420	78,120
2	63,010	65,710	71,110	73,810	76,510	79,210
3	64,125	66,825	72,225	74,925	77,625	80,325
4	65,265	67,965	73,365	76,065	78,765	81,465
5	66,430	69,130	74,530	77,230	79,930	82,630
6	67,620	70,320	75,720	78,420	81,120	83,820
7	68,835	71,535	76,935	79,635	82,335	85,035
8	70,075	72,775	78,175	80,875	83,575	86,275
9	71,340	74,040	79,440	82,140	84,840	87,540
10	72,630	75,330	80,730	83,430	86,130	88,830
11	74,805	77,505	82,905	85,605	89,382	91,005
12	77,380	80,268	85,480	88,198	92,858	93,858
13	80,355	83,369	88,455	91,702	96,616	97,616
14	83,730	86,966	91,830	95,790	100,999	101,999
15	87,505	90,827	95,605	99,924	105,373	106,373

For employees currently receiving longevity as of July 1, 2023, longevity shall be paid in accordance with the rates set forth below to those teachers who (1) possess the requisite years of experience as recognized by the Mountain Lakes Board of Education, and (2) have been at the maximum step (15) of the salary guide in the prior year. Teachers hired after 8/31/96 shall be entitled to a longevity payment of \$6,315 after they have completed their 15<sup>th</sup> year of service in Mountain Lakes. This longevity payment will remain in effect for years 16-26 of service. Years of service for teachers hired prior to 9/1/96 shall include all years of service in education. A longevity payment of \$7,040 shall be added to the maximum step (15) for years of service (as determined above) in year 27 and beyond.

Effective July 1, 2023, the longevity for teachers shall be revised to provide the following for any teacher who is **not** currently receiving longevity: Tier 1 – at 16 years of service in the Mountain Lakes School District is \$2,500; Tier 2 – at 20 years of service in the Mountain Lakes School District is \$5,000; and Tier 3 – at 25 years of service in the Mountain Lakes School District is \$7,040.

## Schedule A-2 Mountain Lakes Teachers Salary Guide 2023-2024

Step	BA	BA+30	MA	MA+30	MA+60	PHD
1	62,765	65,465	70,865	73,565	76,265	78,965
2	63,885	66,585	71,985	74,685	77,385	80,085
3	65,055	67,755	73,155	75,855	78,555	81,255
4	66,275	68,975	74,375	77,075	79,775	82,475
5	67,545	70,245	75,645	78,345	81,045	83,745
6	68,865	71,565	76,965	79,665	82,365	85,065
7	70,240	72,940	78,340	81,040	83,740	86,440
8	71,670	74,370	79,770	82,470	85,170	87,870
9	73,150	75,850	81,250	83,950	86,650	89,350
10	74,680	77,380	82,780	85,480	88,180	90,880
11	77,145	79,845	85,245	87,945	91,722	93,345
12	79,910	82,798	88,010	90,728	95,388	96,388
13	82,975	85,989	91,075	94,322	99,236	100,236
14	86,340	89,576	94,440	98,400	103,609	104,609
15	90,005	93,327	98,105	102,424	107,873	108,873

For employees currently receiving longevity as of July 1, 2023, longevity shall be paid in accordance with the rates set forth below to those teachers who (1) possess the requisite years of experience as recognized by the Mountain Lakes Board of Education, and (2) have been at the maximum step (15) of the salary guide in the prior year. Teachers hired after 8/31/96 shall be entitled to a longevity payment of \$6,315 after they have completed their 15<sup>th</sup> year of service in Mountain Lakes. This longevity payment will remain in effect for years 16-26 of service. Years of service for teachers hired prior to 9/1/96 shall include all years of service in education. A longevity payment of \$7,040 shall be added to the maximum step (15) for years of service (as determined above) in year 27 and beyond.

Effective July 1, 2023, the longevity for teachers shall be revised to provide the following for any teacher who is **not** currently receiving longevity: Tier 1 – at 16 years of service in the Mountain Lakes School District is \$2,500; Tier 2 – at 20 years of service in the Mountain Lakes School District is \$5,000; and Tier 3 – at 25 years of service in the Mountain Lakes School District is \$7,040.

## Schedule A-3 Mountain Lakes Teachers Salary Guide 2024-2025

Step	BA	BA+30	MA	MA+30	MA+60	PHD
1	63,670	66,370	71,770	74,470	77,170	79,870
2	64,900	67,600	73,000	75,700	78,400	81,100
3	66,185	68,885	74,285	76,985	79,685	82,385
4	67,525	70,225	75,625	78,325	81,025	83,725
5	68,920	71,620	77,020	79,720	82,420	85,120
6	70,370	73,070	78,470	81,170	83,870	86,570
7	71,875	74,575	79,975	82,675	85,375	88,075
8	73,435	76,135	81,535	84,235	86,935	89,635
9	75,045	77,745	83,145	85,845	88,545	91,245
10	76,705	79,405	84,805	87,505	90,205	92,905
11	79,465	82,165	87,565	90,265	94,042	95,665
12	82,425	85,313	90,525	93,243	97,903	98,903
13	85,585	88,599	93,685	96,932	101,846	102,846
14	88,945	92,181	97,045	101,005	106,214	107,214
15	92,505	95,827	100,605	104,924	110,373	111,373

For employees currently receiving longevity as of July 1, 2023, longevity shall be paid in accordance with the rates set forth below to those teachers who (1) possess the requisite years of experience as recognized by the Mountain Lakes Board of Education, and (2) have been at the maximum step (15) of the salary guide in the prior year. Teachers hired after 8/31/96 shall be entitled to a longevity payment of \$6,315 after they have completed their 15<sup>th</sup> year of service in Mountain Lakes. This longevity payment will remain in effect for years 16-26 of service. Years of service for teachers hired prior to 9/1/96 shall include all years of service in education. A longevity payment of \$7,040 shall be added to the maximum step (15) for years of service (as determined above) in year 27 and beyond.

Effective July 1, 2023, the longevity for teachers shall be revised to provide the following for any teacher who is **not** currently receiving longevity: Tier 1 – at 16 years of service in the Mountain Lakes School District is \$2,500; Tier 2 – at 20 years of service in the Mountain Lakes School District if \$5,000; and Tier 3 – at 25 years of service in the Mountain Lakes School District is \$7,040.



**Schedule A-4**  
**Mountain Lakes Teachers Salary Guide 2025-2026**

<b>Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>MA+60</b>	<b>PHD</b>
<b>1</b>	64,555	67,255	72,655	75,355	78,055	80,755
<b>2</b>	65,805	68,505	73,905	76,605	79,305	82,005
<b>3</b>	67,105	69,805	75,205	77,905	80,605	83,305
<b>4</b>	68,455	71,155	76,555	79,255	81,955	84,655
<b>5</b>	69,855	72,555	77,955	80,655	83,355	86,055
<b>6</b>	71,310	74,010	79,410	82,110	84,810	87,510
<b>7</b>	72,820	75,520	80,920	83,620	86,320	89,020
<b>8</b>	74,390	77,090	82,490	85,190	87,890	90,590
<b>9</b>	76,805	79,505	84,905	87,605	90,305	93,005
<b>10</b>	79,395	82,095	87,495	90,195	92,895	95,595
<b>11</b>	82,160	84,860	90,260	92,960	96,737	98,360
<b>12</b>	85,105	87,993	93,205	95,923	100,583	101,583
<b>13</b>	88,230	91,244	96,330	99,577	104,491	105,491
<b>14</b>	91,530	94,766	99,630	103,590	108,799	109,799
<b>15</b>	95,005	98,327	103,105	107,424	112,873	113,873

For employees currently receiving longevity as of July 1, 2023, longevity shall be paid in accordance with the rates set forth below to those teachers who (1) possess the requisite years of experience as recognized by the Mountain Lakes Board of Education, and (2) have been at the maximum step (15) of the salary guide in the prior year. Teachers hired after 8/31/96 shall be entitled to a longevity payment of \$6,315 after they have completed their 15<sup>th</sup> year of service in Mountain Lakes. This longevity payment will remain in effect for years 16-26 of service. Years of service for teachers hired prior to 9/1/96 shall include all years of service in education. A longevity payment of \$7,040 shall be added to the maximum step (15) for years of service (as determined above) in year 27 and beyond.

Effective July 1, 2023, the longevity for teachers shall be revised to provide the following for any teacher who is **not** currently receiving longevity: Tier 1 – at 16 years of service in the Mountain Lakes School District is \$2,500; Tier 2 – at 20 years of service in the Mountain Lakes School District if \$5,000; and Tier 3 – at 25 years of service in the Mountain Lakes School District is \$7,040.

## Schedule A-5 Mountain Lakes Teachers Salary Guide 2026-2027

Step	BA	BA+30	MA	MA+30	MA+60	PHD
1	65,395	68,095	73,495	76,195	78,895	81,595
2	66,795	69,495	74,895	77,595	80,295	82,995
3	68,245	70,945	76,345	79,045	81,745	84,445
4	69,745	72,445	77,845	80,545	83,245	85,945
5	71,295	73,995	79,395	82,095	84,795	87,495
6	72,895	75,595	80,995	83,695	86,395	89,095
7	74,545	77,245	82,645	85,345	88,045	90,745
8	76,865	79,565	84,965	87,665	90,365	93,065
9	79,355	82,055	87,455	90,155	92,855	95,555
10	82,005	84,705	90,105	92,805	95,505	98,205
11	84,805	87,505	92,905	95,605	99,382	101,005
12	87,755	90,643	95,855	98,573	103,233	104,233
13	90,855	93,869	98,955	102,202	107,116	108,116
14	94,105	97,341	102,205	106,165	111,374	112,374
15	97,505	100,827	105,605	109,924	115,373	116,373

For employees currently receiving longevity as of July 1, 2023, longevity shall be paid in accordance with the rates set forth below to those teachers who (1) possess the requisite years of experience as recognized by the Mountain Lakes Board of Education, and (2) have been at the maximum step (15) of the salary guide in the prior year. Teachers hired after 8/31/96 shall be entitled to a longevity payment of \$6,315 after they have completed their 15<sup>th</sup> year of service in Mountain Lakes. This longevity payment will remain in effect for years 16-26 of service. Years of service for teachers hired prior to 9/1/96 shall include all years of service in education. A longevity payment of \$7,040 shall be added to the maximum step (15) for years of service (as determined above) in year 27 and beyond.

Effective July 1, 2023, the longevity for teachers shall be revised to provide the following for any teacher who is **not** currently receiving longevity: Tier 1 – at 16 years of service in the Mountain Lakes School District is \$2,500; Tier 2 – at 20 years of service in the Mountain Lakes School District if \$5,000; and Tier 3 – at 25 years of service in the Mountain Lakes School District is \$7,040.

**Schedule B-1**  
**Extra Pay for Extra Services 2022-2023 to 2026-2027**

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
<b><u>MOUNTAIN LAKES HIGH SCHOOL</u></b>			
Academic Team	\$3,570	\$4,080	\$4,590
Art Director	\$2,040	\$2,550	\$3,060
Chess Club	\$3,191	\$3,497	\$3,978
Choir	\$2,991	\$3,297	\$3,703
Choreographer	\$2,040	\$2,550	\$3,060
Costumes	\$2,040	\$2,550	\$3,060
Distributive Education Club of America	\$2,040	\$2,550	\$3,060
Drama Assistant	\$2,805	\$3,060	\$3,468
Drama Club	\$2,040	\$2,550	\$3,060
Drama Director	\$5,610	\$6,120	\$7,140
Fall Drama Technical Director	\$2,805	\$3,060	\$3,468
Fall Drama Set Costume/Director	\$2,040	\$2,550	\$3,060
Forensics - Debate	\$6,116	\$6,422	\$6,825
Forensics - Speech	\$3,116	\$3,422	\$3,825
French Club	\$1,020	\$1,530	\$1,734
Freshman Class (2)	\$1,020	\$1,530	\$1,734
Instrumental Director	\$2,805	\$3,060	\$3,570
Investment Club	\$1,020	\$1,530	\$1,734
Jazz Band (2)	\$2,991	\$3,297	\$3,703
Junior Class (2)	\$1,530	\$2,040	\$2,244
Key Club	\$2,040	\$2,550	\$3,060
Literary Magazine	\$2,040	\$2,550	\$3,060
Math Club	\$1,020	\$1,530	\$1,734
MLHS Art Club	\$1,020	\$1,530	\$2,040
MLHS Cooking Club	\$1,020	\$1,530	\$2,040
MLHS Environmental Club	\$2,040	\$2,550	\$3,060
MLHS Robotics Club	\$3,060	\$3,570	\$4,080
Mock Trial	\$3,188	\$3,497	\$3,978
Model UN Club	\$2,959	\$3,238	\$3,655
Mountaineer	\$4,395	\$4,701	\$5,100
Musical Assistant	\$2,805	\$3,060	\$3,570
Musical Director	\$5,916	\$6,324	\$7,344
Peer Group (2)	\$1,530	\$2,040	\$2,244
Pep Band (2)	\$2,040	\$2,550	\$3,060
Politics Club	\$1,020	\$1,530	\$1,734
Science Olympiad	\$2,040	\$2,550	\$3,060
Senior Class (2)	\$2,040	\$2,550	\$2,754
Set Design	\$2,040	\$2,550	\$3,060
SGA	\$2,040	\$2,550	\$3,060
Sophomore Class (2)	\$1,020	\$1,530	\$1,734
Spanish Club	\$1,020	\$1,530	\$1,734
Spring Musical Producer	\$2,805	\$3,060	\$3,468
Spring Musical Technical Director	\$2,805	\$3,060	\$3,468
Stage Craft	\$2,040	\$2,550	\$3,060
Toastmasters Gravel Club	\$1,020	\$1,530	\$1,734
Vocal Director	\$2,805	\$3,060	\$3,570
Yearbook	\$4,395	\$4,701	\$5,100

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
<b><u>BRIARCLIFF</u></b>			
Baseball	\$3,264	\$3,774	\$4,284
BC Academic Team	\$3,116	\$3,422	\$3,825
Boys Basketball	\$3,264	\$3,774	\$4,284
Boys Soccer	\$3,264	\$3,774	\$4,284
Broadcast Club	\$1,836	\$2,040	\$2,550
Choreography	\$918	\$1,122	\$1,530
Costume Design	\$1,530	\$2,040	\$2,550
Cross Country (2)	\$3,264	\$3,774	\$4,284
Environmental Club	\$1,836	\$2,040	\$2,550
End of Year Slideshow	\$408	\$510	\$612
Family Math	\$918	\$1,122	\$1,530
Girls Basketball	\$3,264	\$3,774	\$4,284
Girls Soccer	\$3,264	\$3,774	\$4,284
Jazz Band	\$2,550	\$2,805	\$3,060
Math Counts Club	\$918	\$1,122	\$1,530
Mock Trial	\$1,836	\$2,040	\$2,550
Multi Media	\$1,836	\$2,040	\$2,550
Musical Director	\$3,570	\$4,080	\$4,590
Newspaper	\$1,836	\$2,040	\$2,550
Robotics	\$1,836	\$2,040	\$2,550
School Store	\$612	\$816	\$1,020
Set Design	\$1,530	\$2,040	\$2,550
Softball	\$3,264	\$3,774	\$4,284
Student Gov't	\$1,020	\$1,224	\$1,428
Vocal/Instrumental Director	\$2,040	\$2,550	\$3,060
Yearbook	\$1,836	\$2,040	\$2,550
8th Grade Trip Coordinator	\$1,020	\$1,224	\$1,428
Upstanders Club	\$1,202	\$1,224	\$1,428
<b><u>WILDWOOD</u></b>			
Art Club	\$1,201	\$1,507	\$1,813
Chess (2)	\$1,020	\$1,530	\$2,040
Chorus Club	\$1,201	\$1,507	\$1,813
Computer Club	\$1,201	\$1,507	\$1,813
Giraffe	\$1,201	\$1,507	\$1,813
Jazz Band	\$2,550	\$2,805	\$3,060
Junior Nature Club	\$1,201	\$1,507	\$1,813
Math Olympiad	\$1,020	\$1,530	\$2,040
Robotics Club	\$1,201	\$1,507	\$1,813
Strings	\$1,201	\$1,507	\$1,813
Student Gov't	\$1,201	\$1,507	\$1,813
Yearbook	\$1,201	\$1,507	\$1,813
5th Grade Show	\$2,805	\$3,162	\$3,570

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
<b><u>LAKE DRIVE</u></b>			
Academic Team (2)	\$2,040	\$2,346	\$2,652
Junior NAD (2)	\$1,020	\$1,224	\$1,428
Yearbook	\$1,020	\$1,224	\$1,428

<b>Position</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b><u>DISTRICT</u></b>			
Assistant Coordinator of Testing	\$1,484	\$1,484	\$1,484
AP Test Coordinator	\$2,800	\$2,800	\$2,800
DI Coordinator	\$2,040	\$2,346	\$2,652
DI Team Manager (6)	\$2,040	\$2,346	\$2,652
<b><u>INTRAMURAL K-8 SPORTS</u></b>			
Wildwood (3)	\$1,020	\$1,224	\$1,428
Briarcliff Football	\$1,020	\$1,224	\$1,428
Briarcliff Intramural Basketball	\$2,550	\$2,856	\$3,162

Homework Club for Mountain Lakes High School, Briarcliff and Wildwood will be compensated at a rate of \$45 per hour.

**TEAM LEADERS / COORDINATORS**

Wildwood Team Leaders – \$1,000 per grade per year [7 total positions (K-5 and allied)].

Briarcliff Team Leaders- \$500 (4 positions, grade 6-8 and allied) positions already exists adding release time.

Athletic Coordinator/Liaison for Briarcliff - \$5,000

Teacher Leader for School Security- \$1,000 and limited release time [1 each (Wildwood, Briarcliff, Lake Drive) 2 leaders for MLHS]

Teacher Coordinator for Student Enrichment Programs- \$5,000 and consistent release time

NJ State Reporting/Parent Forum Coordinator - \$2,000

Canvas Coordinator - \$2,500 per year plus release time (80 minutes per week)

Lead Teacher - \$4,000 per year

Attendance Coordinator - \$2,500 per year

Wingman Trainer (2) Districtwide - \$4,500 per year per trainer.

Wingman Champion (6) - \$500 per year per champion.

<b>District Professional Development Committee Members</b>	
Wildwood Representative	\$3,000
Briarcliff Representative	\$3,000
Mountain Lakes High School Representative	\$3,000
Lake Drive Representative	\$3,000
Child Study Team Representative	\$3,000
Student Health and Safety	\$3,000

**NON-ATHLETIC**

**For the 2022-2023 through 2026-2027 School Years:**

<b>Position</b>	<b>Stipend Amount (1 game)</b>	<b>Stipend Amount (2 games)</b>	<b>Stipend Amount (3 games)</b>
Clock Worker	57.00	83.00	103.00
Crowd Control	57.00	83.00	103.00
Ticket Takers	57.00	83.00	103.00
Site Manager*	77.00	103.00	123.00

\* -- In absence of the Athletic Director, Building Principal and/or Building Vice Principal)

**Schedule B-2**  
**Extra Pay for Head Coaches and Assistant Coaches**  
**2022-2023 to 2026-2027**

**HEAD COACHES**

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
FOOTBALL	8,084	8,859	9,634	10,409
BASKETBALL	6,737	7,494	8,521	9,008
LACROSSE	6,737	7,494	8,521	9,008
BASEBALL	5,197	5,801	6,404	7,806
SOFTBALL	5,197	5,801	6,404	7,806
FIELD HOCKEY	5,197	5,801	6,404	7,806
SKI	5,197	5,801	6,404	7,806
ICE HOCKEY	5,197	5,801	6,404	7,806
SWIM	5,197	5,801	6,404	7,806
WRESTLING	5,197	5,801	6,404	7,806
TRACK (2)	5,197	5,801	6,404	7,806
SOCCER	5,197	5,801	6,404	7,806
XC (2)	4,620	5,214	5,809	7,204
TENNIS (2)	4,620	5,214	5,809	7,204
WINTER TRACK	4,620	5,214	5,809	7,204
VOLLEYBALL	4,620	5,214	5,809	7,204
GOLF	4,234	4,825	5,415	6,405
CHEER	3,657	4,039	4,422	5,204

**ASSISTANT COACHES**

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
FOOTBALL (4) (Varsity Assistant)	5,388	6,135	6,883	7,631
BASKETBALL (2)	5,388	6,135	6,883	7,631
LACROSSE (4)	4,620	5,214	5,809	6,404
G LAX (3)	4,620	5,214	5,809	6,404
FOOTBALL (2) (frosh)	4,620	5,214	5,809	6,404
BASEBALL (2)	3,465	3,912	4,358	5,472
SOFTBALL (2)	3,465	3,912	4,358	5,472
FIELD HOCKEY (3)	3,465	3,912	4,358	5,472
SKI (1)	3,465	3,912	4,358	5,472
ICE HOCKEY (1)	3,465	3,912	4,358	5,472
SWIM (1)	3,465	3,912	4,358	5,472
WRESTLING (1)	3,465	3,912	4,358	5,472
TRACK (3)	3,465	3,912	4,358	5,472
SOCCER (3)	3,465	3,912	4,358	5,472
WINTER TRACK	3,465	3,912	4,358	5,472
VOLLEYBALL	3,096	3,495	3,893	4,960
TENNIS (2)	3,096	3,495	3,893	4,960
WEIGHT ROOM (4) (Flat rate per season)	3096	3096	3096	3096

**Schedule C-1  
Mountain Lakes Secretaries Salary Guide 2022-2023**

<b>STEP</b>	<b>SEC/CLK 10-Month</b>	<b>ADMIN/AUD 12-Month</b>
1	45,055	56,320
2	45,955	57,445
3	46,875	58,595
4	47,810	59,765
5	48,765	60,955
6	49,740	62,175
7	50,735	63,420
8	51,750	64,690
9	52,785	65,980
10	53,840	67,300
11	54,915	68,645
12	56,015	70,020
13	57,135	71,420

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

In addition to the above, a noncumulative \$500 stipend will be provided to the administrative assistants assigned to the Building Principals and the Director of Special Services.

## Schedule C-2 Mountain Lakes Secretaries Salary Guide 2023-2024

STEP	SEC/CLK 10-Month	ADMIN/AUD 12- Month
1	46,445	58,055
2	47,375	59,220
3	48,320	60,400
4	49,285	61,605
5	50,270	62,840
6	51,275	64,095
7	52,300	65,375
8	53,345	66,680
9	54,410	68,015
10	55,500	69,375
11	56,610	70,765
12	57,740	72,175
13	58,895	73,620

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

In addition to the above, a noncumulative \$500 stipend will be provided to the administrative assistants assigned to the Building Principals and the Director of Special Services.



## Schedule C-3 Mountain Lakes Secretaries Salary Guide 2024-2025

STEP	SEC/CLK 10-Month	ADMIN/AUD 12--Month
1	47,875	59,845
2	48,830	61,040
3	49,805	62,255
4	50,800	63,500
5	51,815	64,770
6	52,850	66,065
7	53,905	67,380
8	54,985	68,730
9	56,085	70,105
10	57,205	71,505
11	58,350	72,940
12	59,515	74,395
13	60,705	75,880

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

In addition to the above, a noncumulative \$500 stipend will be provided to the administrative assistants assigned to the Building Principals and the Director of Special Services.

**Schedule C-4  
Mountain Lakes Secretaries Salary Guide 2025-2026**

STEP	SEC/CLK 10-Month	ADMIN/AUD 12-Month
1	49,335	61,670
2	50,320	62,900
3	51,325	64,155
4	52,350	65,440
5	53,395	66,745
6	54,465	68,080
7	55,555	69,445
8	56,665	70,830
9	57,800	72,250
10	58,955	73,695
11	60,135	75,170
12	61,340	76,675
13	62,568	78,210

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

In addition to the above, a noncumulative \$500 stipend will be provided to the administrative assistants assigned to the Building Principals and the Director of Special Services.

**Schedule C-5  
Mountain Lakes Secretaries Salary Guide 2026-2027**

<b>STEP</b>	<b>SEC/CLK 10-Month</b>	<b>ADMIN/AUD 12-Month</b>
<b>1</b>	50,845	63,555
<b>2</b>	51,860	64,825
<b>3</b>	52,895	66,120
<b>4</b>	53,955	67,445
<b>5</b>	55,035	68,795
<b>6</b>	56,135	70,170
<b>7</b>	57,260	71,575
<b>8</b>	58,405	73,005
<b>9</b>	59,575	74,470
<b>10</b>	60,765	75,955
<b>11</b>	61,980	77,475
<b>12</b>	63,220	79,025
<b>13</b>	64,483	80,605

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

In addition to the above, a noncumulative \$500 stipend will be provided to the administrative assistants assigned to the Building Principals and the Director of Special Services.

**Schedule D  
Mountain Lakes Paraprofessionals Salary Guide  
2022-2023 to 2026-2027**

<b>2022-2023</b>		<b>2023-2024</b>		<b>2024-2025</b>		<b>2025-2026</b>		<b>2026-2027</b>	
<b>STEP</b>	<b>RATE</b>	<b>STEP</b>	<b>RATE</b>	<b>STEP</b>	<b>RATE</b>	<b>STEP</b>	<b>RATE</b>	<b>STEP</b>	<b>RATE</b>
<b>1</b>	18.53	<b>1</b>	19.53	<b>1</b>	20.53	<b>1</b>	21.53	<b>1</b>	22.28
<b>2</b>	18.78	<b>2</b>	19.78	<b>2</b>	20.78	<b>2</b>	21.87	<b>2</b>	22.69
<b>3</b>	19.03	<b>3</b>	20.03	<b>3</b>	21.03	<b>3</b>	22.22	<b>3</b>	23.12
<b>4</b>	19.28	<b>4</b>	20.28	<b>4</b>	21.28	<b>4</b>	22.57	<b>4</b>	23.55
<b>5</b>	19.92	<b>5</b>	20.92	<b>5</b>	21.92	<b>5</b>	22.92	<b>5</b>	23.98
<b>6</b>	20.66	<b>6</b>	21.66	<b>6</b>	22.66	<b>6</b>	23.66	<b>6</b>	24.41
<b>7</b>	21.45	<b>7</b>	22.45	<b>7</b>	23.45	<b>7</b>	24.45	<b>7</b>	25.20
<b>8</b>	22.29	<b>8</b>	23.29	<b>8</b>	24.29	<b>8</b>	25.29	<b>8</b>	26.04
<b>9</b>	23.18	<b>9</b>	24.18	<b>9</b>	25.18	<b>9</b>	26.18	<b>9</b>	26.93

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**Schedule E-1  
Mountain Lakes Custodial/Maintenance/Groundskeeper Salary Guide  
2022-2023**

<b>STEP</b>	<b>CUST.</b>	<b>NIGHT SUP.</b>	<b>HD. CUST.</b>	<b>MAINT</b>	<b>GROUNDS</b>
1	50,950	56,500	57,485	61,185	41,953
2	51,450	57,000	57,985	61,685	42,986
3	51,950	57,500	58,485	62,185	44,019
4	52,430	57,980	58,965	62,665	45,052
5	52,930	58,480	59,465	63,165	46,085
6	53,430	58,980	59,965	63,665	47,118
7	54,230	59,780	60,765	64,465	48,151
8	55,330	60,880	61,865	65,565	49,184
9	56,730	62,280	63,265	66,965	50,217
10	58,420	63,970	64,955	68,655	51,250
11					52,283
12					53,316
13					54,349
14					55,382
15					56,415

Custodians who are assigned a staggered weekly schedule will receive a \$300 stipend monthly, exclusive of other contractual agreements such as overtime.

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**Schedule E-2  
Mountain Lakes Custodial/Maintenance/Groundskeeper Salary Guide  
2023-2024**

<b>STEP</b>	<b>CUST.</b>	<b>NIGHT SUP.</b>	<b>HD. CUST.</b>	<b>MAINT.</b>	<b>GROUNDS</b>
1	52,350	57,900	58,885	62,585	43,325
2	52,850	58,400	59,385	63,085	44,360
3	53,350	58,900	59,885	63,585	45,395
4	53,850	59,400	60,385	64,085	46,430
5	54,350	59,900	60,885	64,585	47,465
6	54,845	60,395	61,380	65,080	48,500
7	55,640	61,190	62,175	65,875	49,535
8	56,740	62,290	63,275	66,975	50,570
9	58,140	63,690	64,675	68,375	51,605
10	59,820	65,370	66,355	70,055	52,640
11					53,675
12					54,710
13					55,745
14					56,780
15					57,815

Custodians who are assigned a staggered weekly schedule will receive a \$300 stipend monthly, exclusive of other contractual agreements such as overtime.

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**Schedule E-3  
Mountain Lakes Custodial/Maintenance/Groundskeeper Salary Guide  
2024-2025**

<b>STEP</b>	<b>CUST.</b>	<b>NIGHT SUP.</b>	<b>HD. CUST.</b>	<b>MAINT.</b>	<b>GROUNDS</b>
1	53,925	59,475	60,460	64,160	44,895
2	54,425	59,975	60,960	64,660	45,930
3	54,925	60,475	61,460	65,160	46,965
4	55,425	60,975	61,960	65,660	48,000
5	55,925	61,475	62,460	66,160	49,035
6	56,425	61,975	62,960	66,660	50,070
7	57,220	62,770	63,755	67,455	51,105
8	58,320	63,870	64,855	68,555	52,140
9	59,720	65,270	66,255	69,955	53,175
10	61,390	66,940	67,925	71,625	54,210
11					55,245
12					56,280
13					57,315
14					58,350
15					59,385

Custodians who are assigned a staggered weekly schedule will receive a \$300 stipend monthly, exclusive of other contractual agreements such as overtime.

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**Schedule E-4**  
**Mountain Lakes Custodial/Maintenance/Groundskeeper Salary Guide**  
**2025-2026**

<b>STEP</b>	<b>CUST.</b>	<b>NIGHT SUP.</b>	<b>HD. CUST.</b>	<b>MAINT.</b>	<b>GROUNDS</b>
1	55,620	61,170	62,155	65,855	46,560
2	56,120	61,670	62,655	66,355	47,595
3	56,620	62,170	63,155	66,855	48,630
4	57,120	62,670	63,655	67,355	49,665
5	57,620	63,170	64,155	67,855	50,700
6	58,120	63,670	64,655	68,355	51,735
7	58,920	64,470	65,455	69,155	52,770
8	60,020	65,570	66,555	70,255	53,805
9	61,420	66,970	67,955	71,655	54,840
10	63,055	68,605	69,590	73,290	55,875
11					56,910
12					57,945
13					58,980
14					60,015
15					61,050

Custodians who are assigned a staggered weekly schedule will receive a \$300 stipend monthly, exclusive of other contractual agreements such as overtime.

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.



**Schedule E-5  
Mountain Lakes Custodial/Maintenance/Groundskeeper Salary Guide  
2026-2027**

<b>STEP</b>	<b>CUST.</b>	<b>NIGHT SUP.</b>	<b>HD. CUST.</b>	<b>MAINT.</b>	<b>GROUNDS</b>
1	57,385	62,935	63,920	67,620	48,315
2	57,885	63,435	64,420	68,120	49,350
3	58,385	63,935	64,920	68,620	50,385
4	58,885	64,435	65,420	69,120	51,420
5	59,385	64,935	65,920	69,620	52,455
6	59,885	65,435	66,420	70,120	53,490
7	60,685	66,235	67,220	70,920	54,525
8	61,785	67,335	68,320	72,020	55,560
9	63,185	68,735	69,720	73,420	56,595
10	64,810	70,360	71,345	75,045	57,630
11					58,665
12					59,700
13					60,735
14					61,770
15					62,805

Custodians who are assigned a staggered weekly schedule will receive a \$300 stipend monthly, exclusive of other contractual agreements such as overtime.

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**SCHEDULE F1  
MOUNTAIN LAKES INTERPRETERS' SALARY GUIDE 2022-2023**

<b>Step</b>	<b>Standard</b>	<b>RID/State Screen</b>
<b>1</b>	60,469	60,969
<b>2</b>	60,969	61,469
<b>3</b>	61,469	61,969
<b>4</b>	61,969	62,469
<b>5</b>	62,469	62,969
<b>6</b>	62,969	63,469
<b>7</b>	63,469	63,969
<b>8</b>	63,969	64,469
<b>9</b>	64,469	64,969
<b>10</b>	64,969	65,469

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

**SCHEDULE F2  
MOUNTAIN LAKES INTERPRETERS' SALARY GUIDE 2023-2024**

Step	Standard	RID/State Screen
1	62,619	63,119
2	63,119	63,619
3	63,619	64,119
4	64,119	64,619
5	64,619	65,119
6	65,119	65,619
7	65,619	66,119
8	66,119	66,619
9	66,619	67,119
10	67,119	67,619

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

**SCHEDULE F3  
MOUNTAIN LAKES INTERPRETERS' SALARY GUIDE 2024-2025**

<b>Step</b>	<b>Standard</b>	<b>RID/State Screen</b>
<b>1</b>	64,839	65,339
<b>2</b>	65,339	65,839
<b>3</b>	65,839	66,339
<b>4</b>	66,339	66,839
<b>5</b>	66,839	67,339
<b>6</b>	67,339	67,839
<b>7</b>	67,839	68,339
<b>8</b>	68,339	68,839
<b>9</b>	68,839	69,339
<b>10</b>	69,339	69,839

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**SCHEDULE F4  
MOUNTAIN LAKES INTERPRETERS' SALARY GUIDE 2025-2026**

<b>Step</b>	<b>Standard</b>	<b>RID/State Screen</b>
1	67,134	67,634
2	67,634	68,134
3	68,134	68,634
4	68,634	69,134
5	69,134	69,634
6	69,634	70,134
7	70,134	70,634
8	70,634	71,134
9	71,134	71,634
10	71,634	72,134

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

**SCHEDULE F5  
MOUNTAIN LAKES INTERPRETERS' SALARY GUIDE 2026-2027**

<b>Step</b>	<b>Standard</b>	<b>RID/State Screen</b>
1	69,504	70,004
2	70,004	70,504
3	70,504	71,004
4	71,004	71,504
5	71,504	72,004
6	72,004	72,504
7	72,504	73,004
8	73,004	73,504
9	73,504	74,004
10	74,004	74,504

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26	An annual non-cumulative payment of \$700 each year added to the base pay;
Years 27 and on	An annual non-cumulative payment of \$1,400 per year added to the base pay.

**Schedule G**  
**Mountain Lakes Technology Salary Guide**  
**2022-2023 to 2026-2027**

2022-2023			2023-2024		
Step	Tech	Jr. Tech	Step	Tech Staff	Jr. Tech
1	58,025	48,740	1	59,832	50,260
2	59,745	50,185	2	61,552	51,705
3	61,515	51,675	3	63,322	53,190
4	63,335	53,200	4	65,142	54,720
5	65,210	54,775	5	67,017	56,295
6	67,140	56,400	6	68,947	57,915
7	69,125	58,065	7	70,932	59,585
8	71,170	59,785	8	72,977	61,300
9	73,275	61,210	9	75,082	63,070
10	75,445	63,375	10	77,252	64,890
11	77,680	65,250	11	79,487	66,770
12	79,946	67,155	12	81,753	68,675

2024-2025			2025-2026			2026-2027		
Step	Tech Staff	Jr. Tech	Step	Tech Staff	Jr. Tech	Step	Tech Staff	Jr. Tech
1	61,827	51,935	1	63,896	53,675	1	66,728	56,050
2	63,547	53,380	2	65,616	55,115	2	68,448	57,495
3	65,317	54,865	3	67,386	56,605	3	70,218	58,985
4	67,137	56,395	4	69,206	58,135	4	72,038	60,510
5	69,012	57,970	5	71,081	59,710	5	73,913	62,085
6	70,942	59,590	6	73,011	61,330	6	75,843	63,710
7	72,927	61,260	7	74,996	62,995	7	77,828	65,375
8	74,972	62,975	8	77,041	64,715	8	79,873	67,095
9	77,077	64,745	9	79,146	66,485	9	81,978	68,860
10	79,247	66,565	10	81,316	68,305	10	84,148	70,685
11	81,482	68,445	11	83,551	70,185	11	86,383	72,560
12	83,748	70,350	12	85,817	72,085	12	88,649	74,465

Longevity shall be paid in accordance with the rates set forth below to those educational support professionals who: (1) possess the requisite years' experience in the Mountain Lakes School District; and (2) have been at the maximum step of their respective salary guide in the prior year:

Years 16 through 26

An annual non-cumulative payment of \$700 each year added to the base pay;

Years 27 and on

An annual non-cumulative payment of \$1,400 per year added to the base pay.

**ARTICLE XXVIII  
DURATION OF AGREEMENT**


IN WITNESS WHEREOF, the Association and the Board have caused this Agreement to be signed by their respective presidents as well as the Superintendent of Schools, and attested by their secretaries, all on the day and year first above written.

**Mountain Lakes Education Association**

  
\_\_\_\_\_

M.L.E.A. Co-President

7/17/23  
Date

  
\_\_\_\_\_

M.L.E.A. Co-President

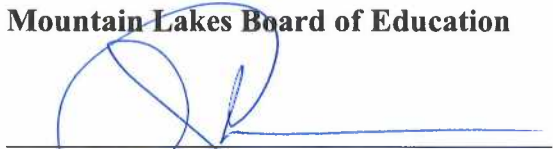
7/17/23  
Date

  
\_\_\_\_\_

M.L.E.A. Chief Negotiator

7/17/23  
Date

**Mountain Lakes Board of Education**

  
\_\_\_\_\_

Joanne Barkauskas  
Board President

7-17-23  
Date

  
\_\_\_\_\_

Alex Ferreira  
Business Administrator/ Board Secretary

7-17-23  
Date