

**AGREEMENT**

**BETWEEN**

**NORTHFIELD BOARD OF EDUCATION**

**AND**

**NORTHFIELD EDUCATION ASSOCIATION**

**Effective**

**July 1, 2022**

**through**

**June 30, 2025**

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AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2022, by and between the NORTHFIELD BOARD OF EDUCATION, hereinafter referred to as "Board", and the NORTHFIELD EDUCATION ASSOCIATION, hereinafter referred to as "the Association;"

WITNESSETH:

IN CONSIDERATION of the mutual covenants and conditions contained herein, it is hereby agreed by and between the parties hereto as follows:

## ARTICLE I - RECOGNITION

### A. Recognition

The Board hereby recognizes the Northfield Education Association as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for certified teachers and support personnel, as hereinafter defined.

### B. Definition of Teacher

Unless otherwise indicated, the term "teacher(s)," when used in this Agreement, shall refer to all professional employees represented by the Association, including teachers, school nurses, librarians, guidance counselors, but excluding the Superintendent of Schools, Business Administrator, principals, confidential personnel which by law are not included in the unit, Support Staff, Maintenance and Custodial Staff, and substitute teachers. (Professional employees must hold current certificates).

### C. Definition of Support Staff

The term "support staff" when used hereinafter in this Agreement shall refer to non-certificated personnel, including Technology Technician, receptionist and part-time Clerk but excluding part-time non-instructional aides, confidential personnel which by law are not included in a unit, Maintenance Supervisor and substitutes.

### D. Definition of Maintenance and Custodial Staff

The term "Maintenance and Custodial Staff" when used hereinafter in this agreement, shall refer to all employees who perform those duties that are related to Maintenance and Custodial functions and who are represented by the Association in the negotiating unit as defined above.

E. Definition of Technology Technician

The term "Technology Technician" when used hereinafter in this agreement, shall refer to all employees who perform the duties of the Technology Technician and are represented in the negotiating unit as defined above.

F. Definition of Employee

Unless otherwise indicated, the term employee when used in this agreement shall refer to all employees represented by the Association in the negotiating unit referenced in Paragraph A and defined in Paragraphs B, C, D and E. Within the Agreement, summer school staff is excluded from this definition.

## **ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT**

### **A. Deadline Date**

The parties agree to enter into collective negotiation over a successor Agreement in accordance with Chapter 123, Public Laws 1974 in a good faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin in accordance with the rules and regulations of the Public Employment Relations Commission. Subsequent to ratification by the Board and the Association, any Agreement so negotiated shall apply to all Employees in the unit, be reduced to writing, and be signed by the Board and by the Association. Written notification of readiness to negotiate shall be tendered by both parties, no later than November 1<sup>St</sup> of the final year of the Agreement.

### **B. Modification**

The Agreement incorporates the entire understanding of the parties and shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## ARTICLE III - GRIEVANCE PROCEDURE

### A. Definitions

#### 1. Grievance

A "grievance" is a claim by an Employee or Employees that he or she has suffered harm based upon the interpretation, application, or violation of the Agreement, administrative decisions or policies, as pertains to terms and conditions of employment.

#### 2. Aggrieved Person

An "aggrieved person" is the Employee, Employees or the Association making the claim.

### B. Purpose

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

### C. Procedure

#### 1. Time Limits

The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. A grievance must be instituted within 10 (ten) school days of occurrence or when grievant reasonably knew of occurrence.

#### 2. Year End Grievances

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits set forth herein may be exhausted prior to the end of the school year, or as soon thereafter as is practical.

### 3. Levels

#### a. Level One

An employee with a grievance shall first discuss it with the principal or immediate superior with the objective of resolving the matter informally.

#### b. Level Two

If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, the employee shall set forth the grievance, in writing, to the principal or business administrator, specifying:

- (1) The nature of the grievance and the injury or loss and the contractual or other basis of the grievance.
- (2) The disposition at the proceeding level.
- (3) A statement of the relief sought.

Upon receipt of the grievance, the Principal or business administrator shall send a copy of the grievance to the superintendent. The principal or business administrator shall communicate the decision to the employee and the superintendent in writing, within five (5) school days of receipt of the written grievance.

#### c. Level Three

If the aggrieved person is not satisfied with the disposition of the grievance at level two, or if no decision has been rendered within five (5) school days after presentation of the grievance, the aggrieved person may file the grievance in writing with the superintendent within (5) school days after the decision at level two or ten (10) school days after the grievance was presented, whichever is sooner.



d. Level Four

If the aggrieved person is not satisfied with the disposition of the grievance at level three or if no decision has been rendered within five (5) school days after the grievance has been delivered to the superintendent, the aggrieved person may, within five (5) school days after a decision by the superintendent or ten (10) school days after the grievance has been delivered to the superintendent, whichever is sooner, appeal in writing for a hearing by the Board or a committee thereof for a review of the grievance.

e. Level Five

(1) If the aggrieved person is not satisfied with the disposition of the grievance at level four, or if no decision has been rendered within twenty (20) school days after the grievance was delivered to the Board or committee thereof, the grievant(s) may, within five (5) school days after a decision by the Board or twenty-five (25) school days after the grievance was delivered to the Board or committee thereof, whichever is sooner, request in writing that the grievance be submitted to arbitration.

(2) Within (10) school days after such written notice of submission to arbitration, the Board and the grievant(s) shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve.

If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the Public Employees Relations Commission by either party. The parties shall be bound by the rules and procedures of the Public Employees Relations Commission.

(3) The arbitrator so selected shall confer with the representatives of the Board and grievant(s) and hold a hearing promptly. The arbitrator's decision shall be in writing and

shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the grievant(s) and shall be binding on the parties.

- (4) The cost for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the respective parties.
- (5) The following shall not be subject to arbitration:
  - (a) Any matter for which a method of review is prescribed by law;
  - (b) Any rule or regulation of the State Commissioner of Education;
  - (c) Any bylaw, rule, regulation, and/or policy of the Board of Education which does not adversely affect an employee's terms and conditions of employment;
  - (d) A complaint of a non-tenured employee as defined in Article I, which arises by reason of not being rehired;
  - (e) A complaint of any employee occasioned by appointment to, or lack of appointment to, or retention in, any presently nonexistent position for which tenure is either not possible or not required

#### D. Rights of Employees to Representation

##### 1. Employee and Association

Any aggrieved person may be represented in the grievance procedure by a representative of choice at all stages beyond level one.

2. Reprisals

No reprisals of any kind shall be taken by the Board or by any member of the administration against the aggrieved person.

E. Miscellaneous

1. Meetings and Hearings

All meetings and hearings under this procedure shall not be conducted in public and shall include only the grievant and the selected representative(s). Any employee has the right to a public discussion of his grievance under the "Sunshine Law."

2. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants until the conclusion of the grievance.

## ARTICLE IV - ASSOCIATION RIGHTS AND PRIVILEGES

### A. Information

The Board agrees to furnish to the Association or its representative the following information as soon as it becomes available:

1. Final Budget
2. Employer's Contract Lists
3. Budget Caps
4. Individual Medical Coverage Census Data and Costs
5. Individual Extra-Curricular Stipends
6. Seniority Lists
7. All changes to Board Policy will be sent in writing to the Association President once they are approved by the Board.
8. Upon the issuance of a contract to any employee, s/he will receive a current job description that is listed in the Board office.

### B. Released Time for Meetings

If both parties agree, released time with no loss of pay will be granted to employees who participate during working hours in negotiations or grievance proceedings.

### C. Use of School Building

With the approval of the building principal, the Association or its representatives shall have the right to use the school building at all reasonable hours. These meetings will not interfere with school or community functions.

D. Use of School Equipment

The Association shall have the right to use school facilities and equipment, including computers, duplicating equipment, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use and in accordance with the District's Acceptable Use Policy. The Association shall pay for the reasonable cost of all materials and supplies incidental to such use, and for any repairs necessitated as a result thereof. Any equipment that is removed from the building requires the approval of the Superintendent.

E. Bulletin Board

The Association shall have the exclusive use of a bulletin board in each faculty lounge.

F. Mailboxes

The Association shall have the right to use school mail boxes as it deems necessary without the approval of building principals or other members of the administration.

G. Exclusive Rights

The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative of the employees.

## ARTICLE V - EMPLOYEE RIGHTS

### A. Right to Organize

Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey the Board undertakes and agrees that it shall not directly nor indirectly discourage, deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, negotiations with the Board or the institution of any grievance, complaint, or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

### B. New Jersey School Laws

Nothing contained herein shall be construed to deny or restrict to any employee such rights as employees have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.

### C. Just Cause Provision

No employee shall be discharged, disciplined, or reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

D. Required Meetings or Hearings

Except in case of emergency, whenever any employee is required to appear before the superintendent, Board or any committee thereof concerning any matter which could adversely affect the continuation of that employee in his/her office, position or employment or the salary or increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meetings or interview and shall be entitled to have representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview.

E. Due Process

1. Secretary/Clerk

If a non-tenured secretary or clerk is relieved of duty, the employee will be given due process.

2. Support Staff

If a support staff member is relieved of duty, the employee will be given due process.

3. Teacher

If a non-tenured teacher is relieved of duty, the employee will be given due process.

4. Custodial and Maintenance Staff

If a Custodial or Maintenance Staff member is relieved of duty, the employee will be given due process.

F. Evaluation of Students

If a student's grade, determined by the teacher, is changed by a school administrator or the Board of Education, that teacher shall be so notified immediately. In addition, the teacher shall have the right to submit in writing his/her objection to said change. This objection shall be placed in the teacher's file.

G. Employees shall have the right to participate in any activities of the Association or its affiliates, and the Board shall not deny any employee the rights given under the New Jersey Employer-Employee Relations Act, N.J.S.A. 34:13A-1 et, seq., as amended.



## ARTICLE VI - MANAGEMENT RIGHTS

The Northfield Board of Education reserves the right to administer the operation of the school system, including the day-to-day operation as required; to assure the effective management of personnel; to accomplish appropriate use of the facilities; subject to the collective bargaining agreement, state, and federal statutes. The Northfield BOE hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and constitution of the State of New Jersey and of the United States, and all other applicable laws, codes and regulations and any modifications made thereto. Further, all rights which ordinarily vest in and are exercised by employers, except such as are relinquished herein, are reserved to and remain vested in the School District, including but without limiting the generality of the foregoing, the right:

- A. To manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any new services, materials or methods of operation;
- B. To establish policies to govern the School District, to introduce new equipment, methods, machinery or processes, change or eliminate existing equipment, and institute technological changes, decide on materials, supplies, equipment and tools to be purchased;
- C. To determine the number, location and type of facilities and installations;
- D. To determine the size of the work force and increase or decrease its size;
- E. To hire and lay off employees;
- F. To direct the work force, assign work and determine the number of employees assigned to operation, subject to limitations imposed by this Agreement;
- G. To evaluate employees in accordance with and as required by NJ State Law;
- H. To establish, change, combine or discontinue job classifications and prescribe and assign job duties, content & classifications, to prepare job descriptions and alter those job descriptions, as necessary. However, the effect on the bargaining unity of any establishment, change, combination or discontinuance of job classifications and the establishment of wage rates for any new or changed classification shall be subject to collective bargaining;
- I. To determine qualifications for any positions that are not covered by State certification or other requirements;
- J. To determine daily work schedule of all members of the bargaining unit;
- K. To discipline and discharge employees for just cause;
- L. To discipline and discharge probationary employees without just cause in accordance with the provisions of the Teachers' Tenure Act.

## ARTICLE VII - WORK YEAR

### A. Teachers

#### 1. Number of Days

The number of teaching working days for teachers employed on a ten-month basis shall not exceed 185 days with the five days of professional development to take place when students are not present. The professional development days will begin at 8:00 a.m. and will end at 1:30 p.m. with no break for lunch, and the last day of the school year for teachers will coincide with the last day of the school year for students. New personnel may be required to attend an additional two days of orientation.

#### 2. Included Days

The in-school work year shall include days when pupils are in attendance, orientation days, and other days when teacher attendance is required. Teachers who have not completely checked out at the end of the school year may be required to do so on their own time. "Checked Out" means to have fully met all end-of-year obligations to the district as defined by the Superintendent and appropriate Principal.

#### 3. Inclement Weather

Teacher attendance shall not be required whenever student attendance is not required due to inclement weather. All staff shall report 10 minutes before their students' arrival time on days where there is a delayed opening.

#### 4. Early Dismissals

On the day before Thanksgiving, winter and spring vacation and the last day of school for pupils, dismissal shall be no later than 1:00 P.M. for the middle school staff and 1:15 P.M. for the elementary staff.

5. Calendar

The superintendent shall confer with representatives of the Association during preparation of the school calendar.

6. Orientation

Any parent orientation will be held during any in-service day in September except for the first day of the school year.

B. Secretaries, Receptionists, Clerks and Technology Technician

1. The work year shall be as follows:

Ten-Month Employees: September 1 through June 30

Twelve-Month Employees: July 1 through June 30

All vacations shall be scheduled with the approval of the Superintendent. If the employee takes ten (10) consecutive vacation days, the employee must then work five (5) consecutive days before using another vacation day. If the District determines that, a 10-month employee is needed before September 1, any working days used before September 1 must be subtracted from the end of the year (June 30) on a one-for-one working day exchange.

2. Vacation and/or Holiday Schedule

a. School holidays shall be the same as the teachers' schedule

b. Twelve-month secretaries shall be granted the following vacations:

- 3-5 months.....2 days
- 6 months-11 months .....5 days
- 1-year – 3 years .....10 days
- 4 years – 9 years ..... 15 days
- 10+ years ..... 20 days

c. Vacation does not include July 4 and shall be scheduled in agreement with the direct supervisor.

d. Twelve-month secretaries may carry over 5 vacation days at the discretion of the Superintendent.

3. **Preschool Registration:** Any secretary responsible for the registration of preschool students and processing of preschool supplies shall be paid a stipend equal to 1% of the secretary's base salary.

C. Support Staff

1. The work year shall be as follows:

The work year shall be the same as the student calendar year.

2. Holiday Schedule

School holidays shall be the same as the teachers' schedule

D. Custodial and Maintenance Staff

1. The work year shall be as follows:

Twelve Month Staff: July 1 through June 30.

2. Vacation and/or Holiday Schedule

Twelve-month employees shall be granted the following vacations:

3-5 months.....	2 days
6 months-11 months .....	5 days
1-year – 3 years .....	10 days
4 years – 9 years .....	15 days
10+ years .....	20 days

a. All vacations shall be scheduled with the approval of the Superintendent. If the employee takes ten (10) consecutive days, the employee must then work five (5) consecutive days before using another vacation day.

b. Twelve-month custodial or maintenance staff may carry over 5 vacation days at the discretion of the Superintendent.

### 3. Scheduled Holidays

New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Presidents' Day	Christmas Eve Day
Friday before Spring Break	Christmas
Easter Monday	Day After Christmas
Memorial Day	New Year's Eve Day
Independence Day	Labor Day
Floating Holiday (subject to the approval of the Superintendent or his/her designee for each request)	

A floating holiday will be given whenever the scheduled holiday falls on a weekend, provided it is a holiday listed in the contract. It shall be a Friday when it falls on a Saturday, and a Monday when it falls on Sunday.

Note: If a day off is unable to be given as the holiday stipulated, then a compensatory day will be mutually agreed upon, determined by the Superintendent and the employee, as long as the association is notified.

## ARTICLE VIII - HOURS

### A. Full Time Teachers

#### 1. Teacher Day

##### a. Length of Day

The total in-school work day, inclusive of lunch, shall not consist of more than 7 hours for full-time teachers.

##### b. Arrival and Dismissal

Teachers shall report and remain 10 minutes before their students and shall remain 10 minutes after their students are dismissed. The ten minutes before and after the students arrive and are dismissed is considered student- contact time.

##### c. Planning Period

Each full-time teacher shall receive no less than one continuous preparation period of at least forty (40) minutes per day. Planning and preparation periods shall be devoted to professional obligations such as grading papers, preparation of teaching materials, articulating with colleagues, participation in one grade level meeting per month, conferring with students, principal, or other staff members, and pre-or-post evaluation conferences and to other activities that result in knowledge or skill used in future lesson preparation.

##### (1) Loss of Planning Period

Teachers shall not lose more than two (2) planning periods per week for the purpose of IEP meetings, NJTSS committee meetings, parent conferences not requested by a teacher. Any teacher that loses more than two (2) planning periods in any given week will be compensated at the curriculum hourly rate paid in thirty (30) minute increments.

## 2. Teaching Load

- a. During that time in which a specialist is meeting with a class in a classroom, the elementary and middle school teachers shall not be given another classroom assignment except in case of emergency.
- b. The Board shall attempt to provide time within the day for articulation between the part-time BSI teachers and the full-time teaching staff.
- c. Specialty Teachers shall teach up to six 40-minute classes per day. Any class beyond six periods shall be compensated at \$5,000 per year, for Art, Gym, Music, Library, and the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grade Spanish teacher. It shall be paid at the end of the school year similar to a stipend.

## 3. Lunch Periods

- a. All teachers shall have a daily lunch period, which shall be no shorter than that afforded the students and which shall be duty free except in cases of emergency.
- b. Upon notifying the principal, teachers may leave the building during their scheduled duty-free lunch periods.

## 4. Meetings

Teachers may be required to attend meetings after the end of the regular workday without additional compensation.

- a. Such meetings shall not exceed sixty (60) minutes and shall commence ten minutes after the pupils' dismissal.
- b. There will be no more than one staff meeting and one articulation/PLC meeting after school per month. No training will occur during the staff meeting of the month.

(1) Coaches and advisors may be excused from meetings scheduled the day before an event (i.e. game, meet, competition, deadline, etc.). Coaches and advisors excused from such meetings are required to meet with administration to review information presented.

c. If teachers are required to attend evening meetings, exclusive of conferences, the time spent in after school and evening meetings shall not exceed four hours.

5. Conferences

- a. There shall be no more than three (3) formal parent-teacher conferences per year. Each conference shall be no longer than three (3) hours duration. Such meetings will be scheduled in advance by the school principal. Information will be disseminated to staff and parents/guardians in the Parent Information Guide.
- b. Early dismissal on conference days will be as follows:
  - Middle School 12:50 p.m.
  - Grades 3-4 1:00 p.m.
  - Grades Pre-K-2 1:10 p.m.

6. Prior to Holidays and Weekends

Meetings that take place after the regular in-school workday and which require attendance normally shall not be called on Fridays, or on any day immediately preceding any holiday, or other day upon which teacher attendance is not required at school.

7. Calendar

Under normal circumstances, a month's calendar of meetings will be established by the superintendent and made available to all staff members.

8. Extra-curricular Activities Salary

Teachers shall be paid extra-curricular compensation for coaching, intramurals, and clubs and activities. See attached schedule. All openings shall be posted for both Middle and Elementary schools for at least five (5) days.



9. Extra Pay for Extra Services

- a. Home instruction shall be compensated at a rate of:

\$46.00 per hour for 2022-2023

\$46.00 per hour for 2023-2024

\$46.00 per hour for 2024-2025

- b. Curriculum or program development not included in the regular teacher work day or in any monthly meetings shall be compensated at the rate of:

\$46.00 per hour for 2022-2023

\$46.00 per hour for 2023-2024

\$46.00 per hour for 2024-2025

- c. Summer Work: Any teacher that engages in curriculum writing or program development for the District during the summer months, with the approval of the Superintendent, shall be paid at the current curriculum rate. Teachers will only be compensated for training or professional development if it is requested by the Administration.

- d. Staff Development: When a staff member provides a Professional Development workshop to district staff with the Superintendent's approval, they will be compensated at the curriculum rate for the hours spent providing the workshop when the presentation occurs outside the workday. S/he will also receive an honorarium of sixty-five (\$65.00) for the preparation hours for the workshop, which is approved by the superintendent and exceeds two (2) hours in length. Said payments shall be limited to one per day.

- e. Team Leader Stipend: Any teacher who takes on the added responsibility of a team leader shall receive a stipend of \$1,000 for the school year. The stipend will be paid in two payments: the first being paid the last day before winter break and the last payment being paid the final pay of the school year. Duties of said position will be performed outside the regular school day. The total number of Team Leader Stipends will be no greater than fourteen (14) in any school year.

e. Webmaster

Stipend will be equal to all other club stipends.

f. COVID/Pandemic Stipend

In the event of a pandemic where the school nursing staff is required to take on extra work attributed to the pandemic, the superintendent shall have the discretion to recommend additional compensation up to \$5,000.

Part-time Teachers

10. Teacher Day

a. Length of a Day

The total in-school workday for part time teachers will be determined on an as need basis. Once a schedule is agreed upon by the teacher and the administration, it shall remain in effect for the duration of the school year unless changes are agreed upon by the teacher and the administration.

b. Arrival and Dismissal Time

Student contact time for part time teachers will be for the length of their schoolwork day, exclusive of their lunch and planning period.

c. Planning Period

Part time teachers shall receive no less than a preparatory period prorated for the length of their workday at the same ratio as full time teachers (40 minutes/420 minutes = 9.52%)

(1) Loss of Planning Period

Part-time Teachers shall not lose more than two (2) planning periods per week for the purpose of IEP meetings, NJTSS committee meetings, parent conferences not requested

by a teacher. Any teacher that loses more than two (2) planning periods in any given week will be compensated at the curriculum hourly rate paid in thirty (30) minute increments.

#### 11. Lunch Period

Part time teachers will be entitled to a duty-free paid lunch period, except in cases of emergency, prorated for the length of their workday at the same ratio as full time teachers (30 minutes/420 minutes = 7.14%)

#### 12. Meetings

Part time teachers are required to meet with administration to review information presented.

#### 13. Conferences

There shall be no more than three (3) formal parent-teacher conferences per year. Part time teachers will be required to attend one (1) formal parent-teacher conference per year. Each conference shall be no longer than three (3) hours duration. Such meetings will be schedule in advance by the school principal. Information will be disseminated to staff and parents/guardians in the Parent Information Guide.

#### 14. Prior to Holidays and Weekends

Meetings that take place after the regular in-school workday which require attendance normally shall not be called on Fridays, or on any day immediately preceding a holiday, or other day upon which teacher attendance in not required at school.

#### 15. Calendar

Under normal circumstances, a month's calendar of meetings will be established by the superintendent and made available to all staff members.

16. Extra-curricular Activities Salaries

Teachers shall be paid extra-curricular compensation for coaching, intramurals, and clubs and activities. See attached schedule. All openings shall be posted for both Middle and Elementary schools for at least five (5) days.

17. Extra Pay for Extra Services

a. Home instruction shall be compensated at a rate of:

\$46.00 per hour for 2022-2023

\$46.00 per hour for 2023-2024

\$46.00 per hour for 2024-2025

b. Curricular or program development not included in the regular teacher work day or in any monthly meetings shall be compensated at the rate of:

\$46.00 per hour for 2002-2023

\$46.00 per hour for 2023-2024

\$46.00 per hour for 2024-2025

c. Summer Work: Any teacher that engages in curriculum writing or Program development for the District during the summer months, with approval of the Superintendent, shall be paid at the current curriculum rate. Teachers will only be compensated for training or professional development if it is requested by the Administration.

d. Staff Development: When a staff member provides a Professional Development workshop to district staff with the superintendent's approval, they will be compensated at the curriculum rate for the hours spent providing the workshop when the presentation occurs outside of the work day. S/he will also receive an honorarium of sixty-five (\$65.00) for the preparation

hours for the workshop, which is approved by the superintendent and exceeds two (2) hours in length. Said payments shall be limited to one per day.

B. Secretaries, Clerks, and Receptionist

1. Daily hours shall be as follows:

September 1 until the last day of school in June: 8:00 AM to 4:00 PM

Middle School Secretary Hours: 7:30 AM to 3:30 PM

Elementary School Secretary Hours: 7:45 AM to 3:45 PM

First day after the students last day of school in June-August 31: 9:00 AM to 3:00 pm

Door 6 receptionist

September 1 until the last day of school in June: 8:00 AM to 4:00 PM

First day after students last day in June-June 30 9:00am-3:00pm

2. Coffee Breaks

Employees are entitled to two (2) ten minute (10) coffee breaks, per day, one in the morning and one in the afternoon.

3. Lunch Breaks

Employees shall have one (1) hour duty free lunch period. Times to be agreed upon between employee and direct supervisor.

4. Overtime

Overtime is defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, either before/after regular daily work hours, or any day other than provided in the regular work year.

- a. All overtime accrued shall be remunerated at the rate of 1-1/2 times the hourly salary for hours worked over forty (40) hours per week.
- b. Overtime for employees must be assigned by the supervisor and approved by the superintendent or his/her designee.

5. Early Dismissals

- a. On the day before Thanksgiving, winter and spring break and the last day of school, dismissal shall be 1:25 for clerks and receptionists.
- b. School secretaries, clerks and receptionist on in-service days shall be dismissed with teaching staff. Professional development days shall begin at 8:00 AM and will end at 1:30 PM with no break for lunch.

C. Technology Technician

1. Daily hours shall be as follows:

July 1- June 30: 7:00 AM to 3:00 PM

2. Technology Technician on in-service days shall be dismissed with teaching staff.

Professional development days shall begin at 8:00 AM and will end at 1:30 PM with no break for lunch.

D. Support Staff

1. Minimum daily hours shall be as follows:

- a. Library Aides - 6 hours per day.
- b. Resource Room Aides - 6 hours per day.
- c. Classroom Aides - 5 hours per day.

2. Coffee Break

Employees are entitled to one (1) ten-minute (10) coffee break per day. Times to be agreed upon between employee and direct supervisor.

3. Lunch Break

Employees shall have a duty-free lunch period. Times to be agreed upon between employee and direct supervisor.

E. Custodial and Maintenance Staff

1. Coffee Breaks

Custodial and Maintenance Staff are entitled to two (2) ten (10) minute coffee breaks per day. Times are to be agreed upon between the employee and the direct supervisor.

2. Meal Breaks

Full time Custodial and Maintenance staff shall have a one (1) hour duty free lunch period. Times are to be agreed upon between the employee and the direct supervisor.

3. Overtime

Overtime is defined as any time spent at regular duties or other assigned duties, consistent with this Agreement, either before/after regular daily work hours, or any day other than provided in the regular work year.

- a. All overtime accrued shall be remunerated at the rate of 1<sup>1</sup>/<sub>2</sub> times the hourly salary for hours worked over forty (40) hours per week.
- b. Overtime for employees must be assigned by the supervisor and approved by the Superintendent and/or his designee.

4. Call-in Pay

An employee shall be entitled to call-in pay when the employee is required to return to work after going home. Such pay shall be at the rate of time and one half the employee's base rate for a minimum of two (2) hours regardless of the time actually worked, so long as said call-in time is not contiguous with the employee's regular work schedule.

5. Leader of Night Custodians Stipend

Any custodian who takes on the added responsibility of the lead night custodian shall receive a stipend of \$1000 for the school year. The stipend will be paid in two payments: the first being the last day before winter break and the last payment being paid the final pay of the school year.

F. All Employees:

Employees who chaperone shall be paid at the rate of \$85.00 per event for events occurring from July 1, 2022 through June 30, 2025.

Employees scheduled to work during the hours of an event will not be eligible to chaperone said event.



## ARTICLE IX - EMPLOYMENT PROCEDURES

### A. Teachers

#### 1. Placement on Salary Schedule

Any teacher employed prior to February 1 shall be given full credit for one (1) year of service toward the next increment step for the following year.

#### 2. Credit for Previous Experience

- a. Up to ten (10) years of credit for previous experience as a teacher may be allowed to determine starting salary.
- b. The starting salary of any teacher shall be any amount agreed upon by the teacher and the Board of Education.
- c. Up to four (4) years of credit for military active duty experience shall be allowed to determine position on the salary guide.

#### 3. Notification of Contract and Salary

Teachers shall be notified of their contract and salary status for the ensuing year no later than May 15.

#### 4. Notification of Vacancies

##### a. Date

No later than June 1 of each school year, the superintendent shall deliver to the Association and post in all school buildings a list of the known vacancies, which shall occur during the following school year.

##### b. Filing Requests

Teachers who desire a change in grade and/or subject assignment may file a written statement to the Superintendent. Such statement shall include the grade and/or subject to which the teacher

desires to be assigned. Such requests for transfers and reassignments for the following year shall be submitted no later than June 15.

c. Criteria for Assignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher may be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system.

d. Priority in Reassignment

A teacher being involuntarily transferred or reassigned shall be placed only in a position which does not involve reduction in total compensation.

e. Notification

All teachers shall be given written notice of their salary schedules, class and/or subject assignment and room assignments for the forthcoming year no later than August 15 (EXCEPT IN THE CASE OF AN EMERGENCY).

f. Meeting and Appeal

(1) Step 1

In the event of an involuntary transfer to which the teacher involved objects, that teacher may request a meeting with the principal. This meeting shall be requested within ten (10) days of notification of the involuntary transfer being made as defined herein. In the event such meeting is not requested within ten (10) days, the right to the meeting shall be deemed waived.

(2) Step 2

In the event the teacher involved in an involuntary transfer is dissatisfied with the results of the meeting with the principal, he/she may, within five (5) days of such meeting, request

a meeting with the superintendent to discuss such transfer. At that meeting, the teacher may, at his/her option, have an association representative present.

5. Resignation

A teacher who is resigning from their position shall give sixty (60) days' notice.

B. Secretaries, Clerks, Custodial and Maintenance and Support Staff

1. Placement on Salary Schedule

- a. For ten-month employees, each ten-month employee employed prior to February 1 shall be given full credit for 1 year of service toward the next increment step for the following year.
- b. For twelve-month employees, each twelve-month employee employed prior to January 1 shall be given full credit for 1 year of service toward the next increment step for the following year.
- c. Placement on the Salary Schedule does not apply to Custodial and Maintenance Staff.

2. Notification of Contract and Salary

Employees shall be notified of their contract and salary status for the ensuing year not later than the date mandated by the State of New Jersey for their position. If notice has not been given by the mandated date, the employee shall automatically be considered employed in the same position as occupied before the mandated date.

3. Resignation

An employee who is resigning from their position shall give thirty (30) days' notice. Earned vacation [twelve (12) month employees] shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given. Earned vacation shall be paid only in the same proportion as the amount of notice actually given.

4. Notification of Vacancies

The superintendent shall make known to the Association staff, vacancies as they occur throughout the year. Employees who desire to transfer to a vacant position may file a written statement of request for transfer to the Superintendent and shall be given first consideration.

5. Use of Voluntary Request

No vacancy shall be filled by means of involuntary transfer or reassignment if there is a qualified volunteer, approved by the supervisor of the position to be filled, available to fill said position.

6. Involuntary Transfer

An involuntary transfer or reassignment shall be made only after a meeting between the employee involved and the superintendent, at which time the employee shall be notified of the reason therefore.

7. Tenure

Secretaries shall acquire tenure and shall be hired, employed and dismissed in accordance with the laws and regulations governing employees who may acquire tenure.

8. Seniority for Aides

School district seniority shall be defined as service to the District in the employee's title. An employee will lose all accumulated District seniority if s/he resigns, is discharged for cause or is non-renewed, regardless of whether s/he is re-hired by the District.

In the event the number of full time aides working in the District is to be reduced, the individual holding the position being eliminated shall have the right to 'bump' the least senior full time aide, provided that in the Superintendent's discretion, the employee being retained is able to perform the duties of the position s/he is assuming, and provided that the aide position being "bumped" is not a

one-on-one aide for a student with an IEP requiring a one-on-one aide. The Board will give as much notice of a reduction as possible, but in no event will that be less than fourteen (14) calendar days. Any employee who loses his or her position as a result of this action shall remain on a recall roster for a period of one year from the date of the layoff.

If more than one person is on the recall roster, recall shall be by seniority.

Notices of recall will be addressed to the employee's last known address appearing in the District's records, by certified mail, return receipt requested and regular mail. The employee must notify the Board in writing whether s/he wishes to return to the District in the position offered within ten (10) days of the date of original mailing. If s/he fails to reply, report as required, or declines the position, s/he shall forfeit all seniority and recall rights.

9. Seniority for Secretaries and Clerks

School district seniority shall be defined as service to the District in the employee's title. An employee will lose all accumulated District seniority if s/he resigns, is discharged for cause or is non-renewed, regardless of whether s/he is re-hired by the District.

In the event the number of full time secretaries/clerks working in the District is to be reduced, the individual holding the position being eliminated shall have the right to bump the least senior full time secretary/clerk, provided that in the Superintendent's discretion, the employee being retained is able to perform the duties of the position s/he is assuming. The Board will give as much notice of reduction as possible, but in no event will that be less than fourteen (14) calendar days.

Any employee who loses his or her position as a result of this action shall remain on a recall roster for a period of one year from the date of the layoff. If more than one person is on the recall roster, recall shall be by seniority.

Notices of recall will be addressed to the employee's last known address

appearing in the District's records, by certified mail, return receipt requested and regular mail. The employee must notify the Board in writing whether s/he wishes to return to the District in the position offered within ten (10) days of the original mailing date. If s/he fails to reply, report as required, or declines the position, s/he shall forfeit all seniority and recall rights.

## ARTICLE X - EMPLOYEE EVALUATION

### A. Secretaries, Clerks and Support Staff, Custodians & Maintenance Staff

Secretaries, Clerks and Support Staff shall be evaluated by the immediate supervisor (s) at least two (2) times in each school year, to be followed in each instance by a written evaluation report and by a conference between the employee and the evaluator.

Custodians and Maintenance Staff shall be evaluated by the immediate supervisor at least two (2) times in each school year, to be followed in each instance by a written evaluation and by a conference between the employee and the evaluator. One evaluation per year will be performed by the immediate supervisor with the collaboration of the supervising administrator.

### B. Teacher Evaluation

#### 1. Tenured Teachers

In accordance with NJ State law and regulations for teacher evaluations, all tenured teaching staff shall be evaluated by the immediate supervisor(s) at least two (2) times in each school year for at least twenty (20) minutes each, to be followed in each instance by a written evaluation. At least one evaluation will be announced and one will be unannounced. Announced evaluations will include a pre evaluation conference form completed by the teacher on-line. All evaluations will include a post evaluation conference. At least one post evaluation conference must be face-to-face. Post evaluation conferences will be conducted within a reasonable period of time, but in no instance more than fifteen (15) days after the evaluation. Observations will be conducted by multiple observers.

#### 2. Non-tenured Teachers

In accordance with NJ State law and regulations for teacher evaluations, all non-tenured teaching staff shall be evaluated by the immediate supervisor(s) at least three (3) times in each school year. One long evaluation will be for at least forty (40) minutes and two short

evaluations will be for at least twenty (20) minutes. At least one observation will be announced and the others will be unannounced. Announced evaluations will have a face-to-face pre-evaluation conference and all evaluations will have face-to-face post-evaluation conferences. Post evaluation conferences will be conducted within a reasonable period of time, but in no instance more than fifteen (15) days after the evaluation. Observations will be conducted by multiple observers. Non-tenured teachers present for less than 40% of the total school days in an academic year are required to have at least two (2) evaluations.

3. Acknowledgment

Reports of evaluations shall be signed by tenured and non-tenured teaching staff members to acknowledge receipt. Tenured and non-tenured teaching staff members shall have the right to submit his/her written rebuttal of an evaluation within ten (10) days following the post evaluation conference, and such rebuttal shall be attached to each party's copy of the evaluation report.

4. General Criteria

a. Formal Evaluations

All formal observations of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. Covert observations or the use of public address, cameras, audio systems and similar surveillance devices shall be strictly prohibited.

However, such devices may be used for evaluation with the knowledge of the teacher.

b. Evaluation by Certified Supervisors

Teachers shall be evaluated only by persons certified by the New Jersey

State Board of Examiners to supervise instruction.



c. Copies of Formal Evaluation

A teacher shall be given a copy of any formal class visit or formal evaluation report prepared by his/her evaluators at least one (1) day before any conference to discuss it. No such report shall be submitted to the central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form.

d. Informal Evaluations

(1) Definition

An informal evaluation is an observation which has been reduced to writing, comprises less than a full class period or other full block of instruction, is not formally scheduled and consists of observations of routine, day-to-day activities related to teaching.

(2) Acknowledgement

Reports of informal evaluations shall be signed by the teacher to acknowledge receipt. The teacher may request a conference concerning such evaluations and may respond in writing to them.

C. Personnel Records

1. File

An Employee shall have the right, upon reasonable request, to review the contents of his/her personnel file and to receive copies, at actual cost, of any documents contained therein. An employee shall have the annual right to indicate those documents and/or materials in his/her file which he/she believes to be obsolete or otherwise inappropriate to retain. Said documents shall be reviewed by the superintendent or his designee and if, in fact, they are obsolete or otherwise

inappropriate to retain, they shall be destroyed. Disputes over the retention of said documents shall be resolved through the grievance procedure at the Board level.

2. Derogatory Material

No material derogatory to an Employee's conduct, service, character or personality shall be placed in his/her personnel file unless the employee has had an opportunity to review the material. The employee shall acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the superintendent or his/her designee and attached to the file copy.

3. No Separate File

Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

4. Termination of Employment

Final evaluation of an employee upon termination of his/her employment shall be concluded prior to severance and no documents and/or other material shall be placed in the personnel file of such employee after severance or otherwise than in accordance with the procedure set forth in this article.

## ARTICLE XI - SABBATICAL LEAVE - TEACHERS

### A. Granting Sabbaticals

The Board may, in its sole, reasonable discretion, grant sabbatical leave to any teacher employed by the Board.

### B. Purpose

The purpose of the sabbatical leave must be one of potential benefit to the District.

### C. For Study

Sabbatical leave sought for the purpose of study must be done at an accredited college, university or other institution suitably accredited in its field.

### D. Extended Travel or Other

In addition to granting sabbatical leave for the purpose of study, the Board may also grant sabbatical leave for the purpose of extended travel or for other reasons which the Board deems to be of potential benefit to the District.

### E. Eligibility

To be eligible, a teacher must have served a minimum of seven (7) years in the Northfield School District.

### F. Pay

Sabbatical leave shall be at half pay for the period that the individual is on such leave.

### G. Total Number

No more than two individuals may be on sabbatical leave from the District at the same time.

### H. Requests

Requests for sabbatical leave must be received by the superintendent, in writing, no later than December 1 of the year preceding the school year for which the sabbatical leave is requested. Requests will include

a clear explanation of the sabbatical project and a full explanation of the nature of the benefit the individual requesting such leave feels it will have for the District.

I. Initial Review

For teachers requesting sabbatical leave, an initial review of the proposed project will be by a committee composed of the superintendent, appropriate principal and one (1) teacher selected by the Association. The recommendations of the committee shall then be reported to the Board.

J. Final Approval

Final approval of all sabbaticals shall be by the full Board after review by the Personnel and Instruction Committee. Applicants will be notified not later than five (5) school days after the first meeting of the Board following final approval of the budget.

K. Report to Board

Upon return from sabbatical, the individual shall render a full report to the Board, in writing, setting forth what was accomplished on this sabbatical.

L. Finished Product

If, as a result of the sabbatical, a thesis, paper, book or other graphic or similarly reproducible product is produced, two copies shall be deposited with the District, at no cost to the District, with any costs to be borne by the employee. It is the Board's belief that where such a concrete end-product results, this is one of the benefits to the District which mitigated in favor of approving the application for sabbatical leave in the first instance.

M. Obligation of Employment

Upon return from sabbatical leave, a teacher shall be obligated to remain in the employ of the Northfield Board of Education for a period of no less than two (2) full school years. If the teacher does not remain in the full-time employ of the Board for two (2) full school years, he/she shall reimburse the Board an amount equal to the salary actually paid to such person during the sabbatical leave. Such reimbursement may be extended over three years, one-third of the total amount due to

be paid each year. It is the express intention of the Board that the provisions of this Paragraph be considered an integral part of the conditions under which it approved sabbatical leave. Any employee of the Board who goes on sabbatical leave is deemed to have accepted and agreed to the provisions of this Paragraph.

N. Written Notice of Approval

If approved, the superintendent shall send written notice to the employee advising him/her that the Board has approved the requested sabbatical leave. The notice shall specify the terms of the sabbatical leave, including the school or place where the leave is to be taken, the duration of the leave, the purpose for the leave, and state that the leave is approved subject to the terms of this Agreement. The notice shall require the employee to indicate acceptance of the terms and conditions of the sabbatical by signing and returning a copy of the notice to the Board.

O. Salary Schedule

Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence and he/she shall be credited with all other benefits for which he/she would have been entitled during the period of his/her leave and continuing thereafter upon his/her return.

## ARTICLE XII - SICK LEAVE

### A. Sick Leave

#### 1. Number

All ten (10) month employees shall be entitled to ten (10) sick leave days with pay each school year. Employees on a twelve (12) month contract shall be entitled to twelve (12) days sick leave with pay each year. Unused sick leave shall be accumulated from year to year with no maximum limit.

#### 2. Notification

Employees shall be notified within the first month of each school year the amount of sick leave accumulated or remaining.

#### 3. Leaving Early Due to Illness or Personal Reasons

The following guidelines will be adhered to in the event an employee must leave work due to illness or personal reasons:

- c. The employee will be charged with one (1) sick day if the employee leaves works before 50% of his/her scheduled workday has been completed, based upon their daily scheduled hours.
- d. In the event the employee leaves after 50% of their workday has been completed, the employee will be charged with one-half (1/2) sick day.

### B. Reimbursement for Unused Sick Leave

#### 1. Recognition

Reimbursement for accumulated unused sick leave will be recognized upon retirement according to New Jersey Statutes.

2. Credit

All employees retiring from the District shall receive credit for unused sick leave based upon the following formula: \$125.00 per day for to a maximum of one hundred (100) days which is a total of \$12,500.

3. Retroactive

Compensation for unused sick leave is not retroactive for previously retired Employees.

4. Definition

Retirement is defined as leaving the District and collecting a pension from a N.J. State Pension and Annuity Fund.

5. Employee's Estate

Remuneration for unused accumulated sick leave up to the contract limits shall be paid to the estate of an employee who dies while actively employed in the District.

C. Perfect Attendance Incentive

Employees who use no sick leave days during the course of the school year shall be awarded a two hundred and fifty dollars (\$250.00) check payable no later than the start of the following school year.

## ARTICLE XIII - TEMPORARY LEAVES OF ABSENCE

All employees subject to this Agreement shall be entitled to the following temporary, non-cumulative leaves of absence with full pay each school year at the discretion of the Superintendent of Schools or his/her designee. Teachers employed by the District on a less than full-time basis shall be entitled to sick, personal and bereavement leaves in proportion to the number of hours worked each week.

### A. Personal Leave

#### 1. Requests

Those requesting personal leave shall do so on a form designed for this purpose. The request shall be given to the building principal at least two (2) school days in advance and forwarded to the superintendent. Personal days may be taken in half ( $\frac{1}{2}$ ) day increments.

#### 2. Conditions

An allowance of up to three (3) days absence without pay deduction during any one school year for personal reasons.

#### 3. Exceptions

No days of absence with pay shall be allowed for emergency or urgent reasons when such days are taken during the first three (3) or last three (3) days of the school year, or the first day immediately preceding, or the first day immediately following a vacation, except upon the approval of the Superintendent of Schools.

#### 4. Unused personal days shall be added to the employees' accumulated sick days.



## B. Professional/Educational Improvement Leaves

### 1. Teachers

Absence without pay deduction will be allowed for professional visitations, conventions, conferences, workshops, special short courses, when approved by the Superintendent of Schools or his/her designee.

### 2. Secretaries and Support Staff

Absence without pay deduction will be allowed for educational improvement visitations, conventions, conferences, workshops, special short courses, when approved by the Superintendent of Schools or his/her designee.

## C. Death in the Family

### 1. Immediate Family

In the event of a death in the immediate family, an allowance of up to five (5) days leave without pay deduction shall be granted per occurrence. Immediate family shall be considered husband or wife, father, mother, father-in-law, mother-in-law, child, unborn child (i.e. miscarriage), brother, sister, grandchild, the employee's grandmother or grandfather, immediate step relative, or any member of the immediate household or civil union or domestic partner, as those terms are defined in the New Jersey Statutes.

### 2. Near Relative

An allowance of one (1) day leave without pay deduction will be allowed for death of near relative.

D. Family Illness

In the event of an illness in the immediate family, an allowance without pay deduction, for up to twelve (12) days shall be granted. Immediate family shall be considered husband or wife, father, mother, father-in-law, child, unborn child (i.e. miscarriage), brother, sister, grandchild, the employee's grandmother or grandfather, immediate step relative, or any member of the immediate household or civil union or domestic partner, as those terms are defined in the New Jersey Statutes. Written proof will be required after three (3) consecutive absences.

E. In Addition to Sick Leaves

Leaves taken pursuant to all sections above shall be in addition to any sick leave to which the employee is entitled.

## ARTICLE XIV - EXTENDED LEAVES OF ABSENCE

### A. Medical Disability

Due to medical disability which is substantiated by a certificate from a medical doctor, an employee shall be granted an extended leave of absence without pay. However, during the period of the employee's personal medical disability, accumulated sick leave benefits shall be paid until such benefits are exhausted or the personal medical disability has terminated. Upon termination of medical benefits when applicable, the employee may elect to retain said benefits by prepaying the Board of Education on a monthly basis, so as to continue group rate premiums, in accordance with the New Jersey Public Employee Benefit Manual.

### B. Non-tenured Employees

The Board need not grant or extend the leave of absence of any non-tenured employee beyond the end of the contract school year in which the leave is obtained.

### C. Returning

An employee returning from a medical disability leave shall be entitled to all benefits to which said employee was entitled at the time leave commenced.

### D. Recovery Time

No employee shall be barred from returning to work after a medical disability leave on the grounds that not enough time has elapsed during the recovery time. A doctor's note indicating that the employee is fit to return to work shall be provided.

### E. Granting Tenure

Nothing herein contained shall be construed to require the Board to grant tenure to any non-tenured teacher or secretary who would not have been granted tenure in the absence

of this provision or to offer a new contract for a new school year to any non-tenured teacher or secretary who would not have been offered such a contract in the absence of this provision.

F. Child-Rearing

An employee may make application to the Board for a child-rearing leave of absence for a period of up to one year. Said application shall be made to the Superintendent at least ninety calendar days prior to the commencement of the child-rearing leave. The date of requested return may be adjusted by the Board to commence in January or September or any other natural break in time which the Board deems in keeping with the educational needs of the system, and may preclude the one-year time period cited above. Said child-rearing leave shall be without pay. The Board of Education Secretary shall, upon request, provide the employee with the necessary information in order that the employee can take over the payments of insurance premiums.

G. Care of Sick Family Member

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

H. Other Leaves

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

I. Returning from Leave

Upon return from leave granted according to Section A above, an employee shall be considered as if he/she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level as he/she would have achieved if he/she had not been absent, provided, however, that time spent on such leaves shall not count toward fulfillment of time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on a leave granted under Sections F, G, and

H above, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure. Leave granted under Section A shall count toward increment if the employee worked during that school or calendar year, whichever is applicable.

J. Salary Guide

Advancement on the salary guide or raises the following year of the extended leaves of absence shall be based upon the day of commencement of the leave of absence. The employee will be granted a full salary guide step or raises, if he/she works more than one-half (1/2) of the teacher contract year, according to the adopted calendar of that specific year. Working 90 days or less, or less than one-half (1/2) year, shall result in no advancement on the salary guide or raise the following year.

K. Extensions

All extensions or renewals of leave shall be applied for and granted in writing.

L. Salary and Benefits

Unless otherwise noted, all leaves without pay are also without benefits.

## ARTICLE XV - TUITION REIMBURSEMENT

### A. Employees

Tuition reimbursement will be paid for classes up to three (3) credits per staff member per semester at the Stockton rate as of July 1<sup>st</sup> of each year of the contract upon completion of courses as defined herein. The maximum Board pay out shall not exceed \$30,000 per school year. Reimbursement shall be made for courses that are directly related to the employee's present position or related to an area of potential responsibility. Certified staff will be reimbursed only for graduate level courses.

The following conditions apply to tuition reimbursement:

#### 1. Approved Courses

Reimbursement shall be made for courses that are directly related to the teacher's present position or related to an area of potential educational responsibility.

#### 2. Accredited Institutions

Reimbursement shall be given for approved courses taken at accredited institutions of higher education or in-service programs for which the teacher has been required to expend tuition monies.

#### 3. Minimum Grade

A minimum grade of B or its equivalent must be attained in order to be eligible for reimbursement.

#### 4. Application

Application for course reimbursement shall be approved by the superintendent prior to enrollment in the course to be taken.

5. Emergency or Provisional Certificates

Courses taken to comply with State requirements for emergency or provisional certificates do not qualify for reimbursement.

6. Reimbursement

Reimbursement shall be made within sixty (60) days of submission of documentation supporting the request.

7. In the event an employee voluntarily leaves the district within two (2) years of receiving a tuition reimbursement, he/she must reimburse the district for any tuition monies received.

## ARTICLE XVI - INSURANCE PROTECTION

A. Upon ratification of this agreement employees will be offered insurance through the New Jersey School Employees Health Benefit Plan. The Board of Education shall enroll all eligible employees who apply for medical insurance in the New Jersey State Employees Health Benefit Plan – Direct 15, or an equivalent plan. Direct 10 is available as an option for selection by members of the unit, provided the employee pays 100% of the additional cost to “buy up” to Direct 10.

For all full-time employees, the Board shall provide single coverage subject to the employee’s Chapter 78 Tier 3.5 premium sharing contribution and dependent coverage to be paid in full by the employee until the first day of the second year after one year of continuous eligibility for health benefits. The parties agree to reopen this provision if the Board and the Association find that single coverage negatively impacts recruitment efforts.

For the purposes of entitlement to insurance benefits, a part time employee was defined as one who works in the district for 28 hours or less per week as of July 1, 2010. Effective upon ratification, the out of network deductible for the PPO plan and the office visit co-pay will be determined annually by the School Employee Health Benefits Plan.

Effective upon ratification, the out of network deductible for the PPO plan, and the office visit co-pay will be determined annually by the School Employee Health Benefits Plan.

1. Effective July 1, 2019, all employees shall contribute premium sharing contribution TIER 3.5 of their base salary toward the cost of their health benefits. Health care premium sharing contributions shall remain in TIER 3.5 for all three (3) years of this contract.

### A. New Jersey School Employees Health Benefit Plan Prescription Drug Program

The Board of Education shall enroll all eligible employees who apply in the New Jersey School Employees Health Benefit Plan Prescription Drug Program or an equivalent plan as soon as possible after the date of this Agreement.



1. The Board agrees to pay the total cost of the individual employee in the above plan subject to the agreed upon Chapter 78 TIER 3.5 employee contribution rate, if the employee requests coverage.
  2. The Board agrees to pay the additional costs subject to the employee's Chapter 78 TIER 3.5 contribution rate if an employee requests coverage under the family plan, the husband and wife plan, or the parent and child plan. Single and dependent coverage only will be provided as per Article XV, Part A.
- B. Upon ratification of this agreement employees will be offered Dental through the New Jersey School Employees Health Benefit Plan.

The Board of Education shall enroll all eligible employees who apply in the Dental Program or an equivalent plan as soon as possible after the date of this Agreement.

1. The Board agrees to pay the total cost of the individual employee in the above plan if the employee requests coverage, or the two party or three party plan if applicable. Single and dependent coverage only will be provided as per Article XV, Part A.
- C. Waiver of Insurance Benefits
- Members may choose to waive or 'opt-out' of medical, dental and prescription insurance benefits. Members choosing to 'opt-out' of all three of these coverages will be required to sign a release indicating that their dependents are covered under another health benefit program. Members shall be told how to re-enroll in the health benefits program if needed. Members are responsible for informing the school business administrator of any changes in circumstances regarding health benefits. Employees who are not employed during the full year (Sept.1-Aug.31) and who choose the waiver option shall have their payments prorated accordingly. This applies to new hires after September 1<sup>st</sup> and any employment termination that is effective

prior to August 31<sup>st</sup>. Employees who choose the waiver and are on an unpaid leave of absence without health benefits shall have their payments prorated as well. The Board shall pay members who waive their insurance benefits as follows: \$2,500 for opt-out of single coverage; \$3,000 for opt-out of parent/child (ren) coverage; \$3,500 for opt-out of husband/wife coverage; and \$4,000 for opt-out of whole family coverage. The payment shall not exceed 25% or \$5,000, whichever is less, of the amount saved by the employer because of the employee's coverage.

D. Section 125 Plan

The Board of Education shall establish a Section 125 Plan.

E. Flexible Savings Account

A Flexible Savings Account (FSA) shall be made available to all employees.

## ARTICLE XVII - SALARIES

### A. Salary Schedule

The salary of each employee covered by this Agreement is set forth in the attached schedules hereto and made a part hereof. The Board and the Association agree to mutually develop these salary guides.

### B. Withholding of Increments

Employment or adjustment increments may be withheld in whole or in part for inefficiency, incapacity, conduct unbecoming a teacher or other just cause. It shall not be mandatory upon the Board of Education to pay any such denied increment in any future year as an adjustment increment.

### C. Method of Payment

#### 1. Ten (10) Month

Each employee shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> day of each month, on either a ten or twelve-month basis, whichever is applicable. Eleven-month employees will be paid on a twelve-month schedule.

#### 2. Exceptions

When a payday falls on or during a school holiday the funds shall be available on the last working day prior to the holiday.

#### 3. Summer Pay Plan

Each employee paid on a ten (10) month basis may individually elect, in writing, to have a portion of his/her salary deducted from his/her pay.

4. Automatic Deposit Plan

Effective July 1, 2016, the Board shall require net pay of employees to be directly deposited in a specific banking institution in a checking account, savings account or share account designated in writing by the employee. The Board shall make available for such employees all information concerning net pay and any accompanying information approved for distribution with net pay available on the internet with restricted access.

5. Final Pay

Each 10-month employee shall receive his/her final pay for June on his/her last working day in June.

D. Salary Adjustments

1. Notice

If a teacher or support staff member anticipates a change in range on the salary schedule for the next school year, written notice to this effect must be given to the superintendent prior to August 31 for implementation on the first September pay.

2. Midyear Salary Adjustments

Mid-year salary adjustments shall occur only three times per year based upon the notification of the successful completion of a course or courses which warrant a status change. The adjustment shall take place either on October 1, January 1, or May 1.

3. Transcripts

Transcripts showing courses successfully completed shall be evidence of training.

4. Adjustment of Salary

The adjustment in salary necessary to effect a change in training level shall be in addition to the regular employment and adjustment increments.

5. Credits

Credits applied for a change in salary range shall be computed as one (1) credit equal to one (1) semester hour; shall be earned from an accredited institution of higher learning or approved in-service program, and shall be related to an educational program designed for improvement in an area of responsibility. It shall be the responsibility of the superintendent to approve such credits and certify accuracy in applying for a change in salary range. Credits applied to salary range "M + 15" and "M + 30" shall be earned following the receipt of the Master's Degree.

6. Coordinator of Special Services

Any properly certificated employee appointed as Coordinator of Special Services shall receive ten percent (10%) of their annual base salary as a stipend.

7. Longevity

Beginning one's 21<sup>st</sup> year of service in the Northfield School District, \$1,000 longevity payment will be added to one's base salary.

Beginning one's 31<sup>st</sup> year of service in the Northfield School District, \$2,000 longevity payment will be added to one's base salary.

8. Door 6 Receptionist

Door 6 Receptionist will receive \$20.94 per hour for year one and increase 4.5% year two (2) and three (3) of the contract:

9. In the event that the Supervisor of Maintenance is out for more than ten (10) consecutive days, and the Maintenance Worker assumes the duties and responsibilities of the Supervisor during that time, the Maintenance Worker will receive an extra \$5.00 per hour on days

actually worked in that capacity for undertaking and carrying out the additional responsibilities of the Supervisor with the exception of staff evaluation.

## **ARTICLE XVIII - ASSOCIATION PAYROLL DUES DEDUCTION**

### **A. Dues**

The Board agrees to deduct from the salaries of its employees the dues for the Northfield Education Association, the Atlantic County Education Association, the New Jersey Education Association or the National Educational Association, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (N.J.S.A. 52:14-14.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such persons as may from time-to-time be designated by the Northfield Educational Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

### **B. Certification**

The Association shall certify to the Board, in writing, the current rate of its membership dues. If the Association named in Paragraph A.1 above shall change the rate of their membership dues, the Association shall give the Board written notice prior to the effective date of such change.

## **ARTICLE XIX - REPRESENTATION FEE**

### A. Purpose of Fee

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

### B. Amount of Fee/Notification

Prior to September 1st of the membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees, and assessment charged by the Association to its own members for that membership year. The representation fee to be paid by nonmembers will be equal to the amount permitted by law.

### C. Deduction and Transmission of Fee

#### 1. Notification

On or about the fifteenth (15<sup>th</sup>) of September of each year the board will submit to the Association, a list of all employees in the bargaining unit. On or about December 1st of each year the Association shall notify the Board of Education as to the names of those employees who are required to pay the representative fee.

#### 2. Payroll Deduction Schedule

The board will deduct from the salaries of the employees referred to in Section C1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in January.



3. Termination of Employment

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 annual 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 current membership year.

4. Mechanics

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

5. Changes

The Association will notify the Board in writing, of any changes in the list provided in Paragraph Cl, and/or the amount of the representation fee, and such changes will be reflected in any deductions made no more than thirty (30) days after the Board receives said notice.

6. New Employees

On or about the last day of each month of the membership year, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all eligible employees who began their employment in a bargaining unit position during the preceding 30-day period. This list will include names, job titles, dates of employment and places of assignment for all such employees. Negative reports are not required. The Board will also notify the

Association of any changes in the status of an employee regarding transfer, leave of absence, return from leave, retirement, resignation, separation from employment, or death.

7. Indemnification

The Board of Education hereby grants to the Association the right to collect a representation fee from those unit members who do not elect membership in the Association. The implementation and administration of this provision shall be in accordance with Chapter 477, P.L. of 1979. In meeting its obligations pursuant to this paragraph, the Association shall save the Board harmless from any claims, liabilities, damages or other financial demands made by an employee, whether in litigation or elsewhere, including the cost of legal fees.

## ARTICLE XX - MISCELLANEOUS PROVISIONS

### A. Severability

If any provision of this Agreement or any application of this Agreement to any employee is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

### B. Compliance Between Individual Contract and Master Agreement

Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

### C. Non-Waiver

Nothing contained in any section or subsection of this Agreement shall be interpreted in any manner or construed to constitute an implied waiver by the Board of any of its rights. All rights not expressly waived herein are deemed retained.

### D. Reproduction of Agreement

Copies of this Agreement shall be printed at the joint and equal expense of the Board and the Association after agreement on the format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all employee's now employed or hereafter employed by the Board.

### E. Mileage

Employees who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the rate of the accepted State Tax Rate.

F. Uniforms

1. The Board will provide three (3) uniforms (shirts and pants) and three (3) t-shirts to all custodial and maintenance staff during the school year.
2. Ponchos will be provided to custodial and maintenance staff by the Board as the Board deems necessary.
3. The Board shall supply all necessary equipment and supplies to be used by the custodial and maintenance staff in fulfilling their obligations under the job descriptions contained in this Agreement.
4. The Board will furnish to all custodial and maintenance staff assigned to work outside with insulated or quilted outwear (jumpsuit or coat). This item shall remain the property of the Board and will be replaced as the Board deems necessary.

G. Insurance

If an employee is required to transport a schoolchild or children, said employee shall be properly insured by the Board of Education and saved harmless from any lawsuit that might result if an accident(s) occurs.

H. Notice

Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

- a. If by Association, to Board at:

Northfield Board of Education  
2000 New Road  
Northfield, NJ 08225

- If by Board, to Association at:

Northfield Education Association  
NCS  
2000 New Road  
Northfield, NJ 08225

I. Tuition Student Rate

The Northfield Board of Education shall offer tuition to all children of staff members at half the cost of the regular tuition rate beginning in the 2020-2021 school year.

J. Liaison Committee

A Liaison committee will be established to meet *on an as needed basis* with BOE and Superintendent.

1. The purpose of this committee is to promote cooperation and harmony as well as open communication between the Northfield Education Association the Northfield BOE and the Superintendent of Schools.
2. Both parties agree to establish and maintain a Liaison Committee which shall consist of at least 3 Association members plus one alternate, 3 Board members plus one alternate and the Superintendent of Schools.
3. The Committee at its first meeting shall establish the rules and guidelines for all future meetings.
4. This Committee shall meet on as needed basis. Dates and times must be mutually agreed upon by both parties. Meetings can be cancelled by a mutual agreement.

**ARTICLE XXI - DURATION OF AGREEMENT**

A. Duration Period

This Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2025 subject to the Association's right to negotiate over a successor agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

NORTHFIELD EDUCATION  
ASSOCIATION

By: Kristen Polak  
President

By: Cheryl Bonsall  
Secretary

NORTHFIELD BOARD OF  
EDUCATION

By: [Signature]  
President

By: [Signature]  
Secretary

**2022-23****Northfield Teachers**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	54,536	55,702	56,741	58,314	59,364	60,985
2	55,036	56,213	57,261	58,850	59,909	61,546
3	55,536	56,724	57,782	59,386	60,455	62,107
4	56,036	57,235	58,303	59,921	61,000	62,668
5	56,716	57,930	59,011	60,650	61,742	63,431
6	57,866	59,105	60,209	61,882	62,997	64,721
7	59,056	60,321	61,449	63,157	64,296	66,055
8	60,656	61,957	63,115	64,871	66,041	67,850
9	62,356	63,694	64,886	66,692	67,896	69,757
10	64,531	65,917	67,151	69,022	70,269	72,197
11	67,006	68,446	69,729	71,674	72,970	74,973
12	69,586	71,083	72,417	74,438	75,785	77,867
13	72,986	74,558	75,958	78,080	79,495	81,681
14	76,786	78,441	79,916	82,151	83,641	85,943
15	81,061	82,810	84,369	86,731	88,305	90,738
16	85,578	87,427	89,074	91,570	93,234	95,805

**2023-24****Northfield Teachers**

Step	BA	BA+15	BA+30	MA	MA+15	MA+30
1	56,108	57,274	58,313	59,886	60,936	62,557
2	56,608	57,785	58,833	60,422	61,481	63,118
3	57,108	58,296	59,354	60,958	62,027	63,679
4	57,608	58,807	59,875	61,493	62,572	64,240
5	58,288	59,502	60,583	62,222	63,314	65,003
6	59,438	60,677	61,781	63,454	64,569	66,293
7	60,628	61,893	63,021	64,729	65,868	67,627
8	62,228	63,529	64,687	66,443	67,613	69,422
9	63,928	65,266	66,458	68,264	69,468	71,329
10	66,103	67,489	68,723	70,594	71,841	73,769
11	68,578	70,018	71,301	73,246	74,542	76,545
12	71,158	72,655	73,989	76,010	77,357	79,439
13	74,558	76,130	77,530	79,652	81,067	83,253
14	78,358	80,013	81,488	83,723	85,213	87,515
15	82,633	84,382	85,941	88,303	89,877	92,310
16	87,150	88,999	90,646	93,142	94,806	97,377

**2024-25  
Northfield  
Teachers**

<b>Step</b>	<b>BA</b>	<b>BA+15</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+15</b>	<b>MA+30</b>
1	57,630	58,796	59,835	61,408	62,458	64,079
2	58,130	59,307	60,355	61,944	63,003	64,640
3	58,630	59,818	60,876	62,480	63,549	65,201
4	59,130	60,329	61,397	63,015	64,094	65,762
5	59,810	61,024	62,105	63,744	64,836	66,525
6	60,960	62,199	63,303	64,976	66,091	67,815
7	62,150	63,415	64,543	66,251	67,390	69,149
8	63,750	65,051	66,209	67,965	69,135	70,944
9	65,450	66,788	67,980	69,786	70,990	72,851
10	67,625	69,011	70,245	72,116	73,363	75,291
11	70,100	71,540	72,823	74,768	76,064	78,067
12	72,680	74,177	75,511	77,532	78,879	80,961
13	76,080	77,652	79,052	81,174	82,589	84,775
14	79,880	81,535	83,010	85,245	86,735	89,037
15	84,155	85,904	87,463	89,825	91,399	93,832
16	88,672	90,521	92,168	94,664	96,328	98,899

**2022-23 Northfield Secretaries Salary Guide**

<b>Step</b>	<b>Salary</b>
1	58,359
2	58,859
3	59,359
4	59,859
5	60,359
6	60,859
7	61,409
8	61,959
9	62,509
10	63,119
11	63,729
12	64,354



**2023-24****Northfield Secretaries Salary Guide**

<b>Step</b>	<b>Salary</b>
1	60,057
2	60,557
3	61,057
4	61,557
5	62,057
6	62,557
7	63,107
8	63,657
9	64,207
10	64,817
11	65,427
12	66,052

**2024-25****Northfield Secretaries Salary Guide**

<b>Step</b>	<b>Salary</b>
1	61,829
2	62,329
3	62,829
4	63,329
5	63,829
6	64,329
7	64,879
8	65,429
9	65,979
10	66,589
11	67,199
12	67,824

**2022-23 Northfield Aides Salary Guide**

<b>Step</b>	<b>Less 60</b>	<b>60 or More</b>	<b>BA</b>
1	15.47	17.24	20.40
2	15.67	17.47	20.70
3	15.87	17.70	21.01
4	16.12	17.98	21.32
5	16.42	18.32	21.70
6	16.77	18.72	22.31
7	17.12	19.12	22.93
8	17.52	19.57	23.54
9	18.02	20.13	24.30
10	18.62	20.82	25.07
11	19.32	21.61	25.83
12	20.12	22.52	27.95
OG	22.87		29.51

**2023-24 Northfield Aides Salary Guide**

<b>Step</b>	<b>Less 60</b>	<b>60 or More</b>	<b>BA</b>
1	16.14	17.91	21.07
2	16.34	18.14	21.37
3	16.54	18.37	21.68
4	16.79	18.65	21.99
5	17.09	18.99	22.37
6	17.44	19.39	22.98
7	17.79	19.79	23.60
8	18.19	20.24	24.21
9	18.69	20.80	24.97
10	19.27	21.47	25.72
11	19.97	22.26	26.48
12	20.77	23.17	28.60
OG	23.52		30.16

**2024-25 Northfield Aides Salary Guide**

<b>Step</b>	<b>Less 60</b>	<b>60 or More</b>	<b>BA</b>
1	16.83	18.60	21.76
2	17.03	18.83	22.06
3	17.23	19.06	22.37
4	17.48	19.34	22.68
5	17.78	19.68	23.06
6	18.13	20.08	23.67
7	18.48	20.48	24.29
8	18.88	20.93	24.90
9	19.38	21.49	25.66
10	19.96	22.16	26.41
11	20.66	22.95	27.17
12	21.46	23.86	29.29
OG	24.20		30.84

**2022-23 Northfield Custodians Salary Guide**

<b>Step</b>	<b>Salary</b>
1	27,994
2	28,694
3	29,394
4	30,094
5	30,934
6	31,774
7	33,034
8	33,874
9	35,554
10	37,234
11	39,334
12	41,014
13	42,694
14	45,573
OG	58,419

**2023-24 Northfield Custodians Salary Guide**

<b>Step</b>	<b>Salary</b>
1	28,694
2	29,394
3	30,094
4	30,794
5	31,634
6	32,474
7	33,734
8	34,574
9	36,254
10	37,934
11	40,034
12	41,714
13	43,394
14	46,273
<b>OG</b>	<b>59,119</b>

**2024-25 Northfield Custodians Salary Guide**

<b>Step</b>	<b>Salary</b>
1	30,271
2	30,971
3	31,671
4	32,371
5	33,211
6	34,051
7	34,891
8	35,731
9	37,411
10	39,091
11	41,191
12	42,871
13	44,551
14	47,430
<b>OG</b>	<b>60,276</b>

**2022-23  
Northfield  
Maintenance  
Salary  
Guide**

<b>Step</b>	<b>Salary</b>
1	31,272
2	31,922
3	32,572
4	33,222
5	33,872
6	34,522
7	35,172
8	36,012
9	36,852
10	37,692
11	38,532
12	39,372

**2023-24 Northfield Maintenance Salary Guide**

<b>Step</b>	<b>Salary</b>
1	32,090
2	32,740
3	33,390
4	34,040
5	34,690
6	35,340
7	35,990
8	36,830
9	37,670
10	38,510
11	39,350
12	40,190

**2024-25 Northfield Maintenance Salary Guide**

<b>Step</b>	<b>Salary</b>
1	32,983
2	33,633
3	34,283
4	34,933
5	35,583
6	36,233
7	36,883
8	37,723
9	38,563
10	39,403
11	40,243
12	41,083

<u>Hourly</u>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
Door 6 Receptionist	\$ 20.94	\$ 21.88	\$ 22.87
<u>Salary</u>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
Technology Technician	\$ 46,780	\$ 48,886	\$ 51,085

**Schedule E- Co-Curricular and Coaching Stipends**

**CO-CURRICULAR AND COACHING STIPENDS**

<b>Position</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>
Board of Education funded			
Head Coach Boys	3,162	3,162	3,162
Asst. Coach Boys	1,581	1,581	1,581
Head Coach Girls	3,162	3,162	3,162
Asst. Coach Girls	1,581	1,581	1,581
Student Council Advisor	3,162	3,162	3,162
Co-Advisors	1,581	1,581	1,581
Yearbook Advisor	3,162	3,162	3,162
Yearbook Assistant	1,581	1,581	1,581
Band Director all Bands	3,162	3,162	3,162
Builders Club	3,162	3,162	3,162
Chorus Director (all)	3,162	3,162	3,162

All the currently filled and sponsored clubs and sports that are funded by the Board of Education will be funded by the Board through the life of this contract. At the expiration of this contract previously sponsored PTO clubs can revert to the PTO. Clubs that revert to the PTO will be paid by the sponsor to the advisor and appropriate tax forms given. The list of PTO sponsored clubs is:

- |                                      |                      |
|--------------------------------------|----------------------|
| Book Club K-2                        | Future Engineers 5-8 |
| Book Club K-2                        | Chess Club 5-8       |
| Book Club K-2                        | Media Club 5-8       |
| Chess Club                           | Mock Trials 5-8      |
| Garden Club K-4                      | Robotics 5-8         |
| Robotics & Makerspace 2-4            | Intramurals 4-5      |
| Computer Science/STEM STEAM Club 3-4 | Mathletes 4-5        |
| Junior Stars 4-7                     |                      |