

CONTENTS OF AGREEMENT
FOR
RIVERSIDE EDUCATION ASSOCIATION

<u>Article</u>		<u>Page</u>
	PREAMBLE	1
I	RECOGNITION	2
II	NEGOTIATION PROCEDURE	3
III	GRIEVANCE PROCEDURE	4
IV	EMPLOYEE RIGHTS	7
V	ASSOCIATION RIGHTS AND PRIVILEGES	9
VI	TEACHER/EMPLOYEE HOURS AND LOAD	11
VII	EMPLOYEE EVALUATIONS	28
VIII	PERSONNEL FILE	30
IX	EMPLOYEE FACILITIES	30
X	PROTECTION OF EMPLOYEES, STUDENTS & PROPERTY	31
XI	NON-TEACHING DUTIES	32
XII	CLASSROOM CONTROL	32
XIII	PROMOTIONS	33
XIV	ASSOCIATION – ADMINISTRATIVE LIAISON	34
XV	SCHOOL CALENDAR	34
XVI	DEDUCTIONS FROM SALARY	36
XVII	TEMPORARY LEAVES OF ABSENCE	37
XVIII	SICK LEAVE	40
XIX	SALARIES	42
XX	INSTRUCTIONAL COUNCIL	43
XXI	MISCELLANEOUS PROVISIONS	45
XXII	INSURANCE PROTECTION	47
XXIII	COMPLAINT PROCEDURE	49
XXIV	REDUCTION IN FORCE	51
XXV	SENIORITY	54
XXVI	PERSONAL AND ACADEMIC FREEDOM	54
XXVII	REPRESENTATION FEE	55
XXVIII	DURATION OF AGREEMENT	57
	SCHEDULE A – SALARY GUIDE	58
	SCHEDULE B – EXTRA-CURRICULAR ACTIVITIES	66
	SCHEDULE C – ATHLETIC ACTIVITIES	68
	SCHEDULE D – RATES FOR SPECIAL EVENTS	70

PREAMBLE

This Agreement entered into July 1, 2010, between the Board of Education of Riverside Township, Burlington County, New Jersey, hereinafter called the “Board” and the Riverside Education Association, hereinafter called the “Association.”

Article I
RECOGNITION

A. The Board hereby recognizes the Riverside Education Association, hereinafter “REA” or the Association, as the exclusive and sole representative for the collective negotiations concerning the terms and conditions of employment for all of the non-excluded positions of employment within the following classifications of employment.

1. Certified teaching staff member, including: classroom teachers, department heads, guidance counselors, school nurses, librarians, speech correctionists and all athletic and co-curricular personnel, below the level of administrator or supervisor.
2. In-School supplemental teacher.
3. Instructional teaching aides/Ambulatory aides.
4. Secretary/clerk.
6. Athletic Trainer.
7. JROTC Personnel.
8. Child Study Team members.
9. Custodial/maintenance personnel (full and part-time).

But excluding the superintendent, assistant superintendent, principals, assistant principals, administrators, supervisory staff, and confidential employees.

B. Job Descriptions for recognized positions shown above are set forth in total and made a part of the Agreement by reference.

C. Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined and references to male teachers shall include female teachers.

Increase to salary, including increment, new dollar salary, and Schedule B/C shall be increased by 1.9% (one and nine tenths percent), 1.9% (one and nine tenths percent), 1.9% (one and nine tenths percent) in the 2010-13 years.

D. The Board agrees that there will be no temporary promotions or assignments to supervisory positions during the life and term of this agreement.

Article II
NEGOTIATION PROCEDURE

- A. The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1974, in a good faith effort to reach agreement on employment. Negotiations shall begin as prescribed by law.
- B. During negotiations, the Board and the Association shall exchange points of view and make proposals and counterproposals.
- C. Neither party in any negotiation shall have control over the selection of the negotiating representatives of the other party.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- E. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

Article III
GRIEVANCE PROCEDURE

A. Definition

1. A. "Grievance" is a claim by an employee or a group of employees based upon the interpretation, application, or violation of the Agreement, policies or administrative decisions and practices affecting an employee or group of employees.
2. A grievance to be considered under this procedure must be initiated by the employee or group of employees within thirty (30) calendar days from the time the action is taken which gives rise to the claim.
3. An aggrieved person is the person or persons or the Association making the claim.

B. Procedure

1. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.
2. Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.
3. Any employee who has a grievance shall discuss it first with his principal or immediate supervisor and attempt to resolve the matter informally at that level.
4. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within six (6) school days, he shall set forth his grievance, in writing to the principal or immediate supervisor, specifying:
 - a. The nature of the grievance.
 - b. The results of the previous discussions.
 - c. His dissatisfaction with decisions previously rendered.

The principal or immediate supervisor shall communicate his decision to the aggrieved and his representative, in writing, within six (6) school days of receipt of the written grievance.

5. The employee, no later than six (6) school days after receipt of the immediate supervisor's decision, may appeal the immediate supervisor's decision, in writing, to the superintendent of schools. The superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days after the receipt of the grievance. The superintendent shall communicate his decision in writing to the employee, his representative, and the immediate supervisor.
 6. If the grievance is not resolved to the employee's satisfaction, he, or they, no later than six (6) school days after receipt of the superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request to the Board. The Board, or a committee thereof, shall review the grievance and render a decision, in writing within thirty (30) calendar days of receipt of the grievance by the Board.
 7. If the decision of the Board does not resolve the grievance to the satisfaction of the Association, and the Association wishes review by an arbitrator, the Association shall notify the Board through the superintendent within ten (10) days of receipt of the Board's decision. Grievances may be submitted to arbitration except as follows:
 - a. A complaint of a non-tenure employee which arises by reason of his not being re-employed.
 - b. **TEACHERS ONLY:** A complaint of any teacher occasioned by the appointment to, or lack of appointment to, retention in, or lack of retention in, any position for which tenure is either not possible or not required.
- C. The following procedure will be used to secure the services of an arbitrator:
1. A request by the Association will be made to the American Arbitration Association (A.A.A.) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
 2. If the parties, within five (5) school days, are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the A.A.A. to submit a second roster of names.
 3. If the parties are unable to determine within six (6) school days of the receipt of the second list, a mutually satisfactory arbitrator, the A.A.A. may be requested by letter by either party to designate an arbitrator.
 4. The arbitrator so selected shall confer with the representatives of the Board and the Association, shall hold hearings promptly, and shall issue his decision not later than twenty (20) days from the date of the close of hearings.

5. The arbitrator shall limit himself to the issue submitted to him and shall consider nothing else. He can add nothing to, nor subtract anything from the agreement between the parties.
6. The recommendations of the arbitrator shall be binding, except when the grievance involves a violation of policies or administrative decisions, in which instances the recommendations of the arbitrator shall be advisory only.
7. The costs for the services of the arbitrator and the administrative costs of the American Arbitration Association shall be divided equally between the parties.
8. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the superintendent directly and the processing of such grievance shall commence at this level. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

Article IV
EMPLOYEE RIGHTS

- A. Pursuant to Chapter 123, Public Laws 1974, the Board hereby agrees that employees 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. 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 or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws 1974; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions or employment by reason of his membership in the Association, and its affiliates, in collective negotiations with the Board, or his institution of any grievance, complaint or proceeding under this Agreement.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey Laws.
- C. Whenever any employee is required to appear before the Board or any committee of the Board, or at the Board's request, concerning any matter which could adversely affect the continuation of that employee in his office, position or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise him and represent him during such meeting or interview.
- D. No employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage, or given an adverse evaluation of his professional services 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.
- E. Any question or criticism by a supervisor, administrator, or Board member of any employee's performance shall be made in confidence and not in the presence of students, parents, or other public gatherings. Violators of this clause shall be subject to reprimand.
- F. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates, provided it is in good taste.

TEACHERS ONLY

- G. Administration shall have the right to question individual teachers with regard to their determination of grades.
- H. The teacher shall maintain the right and responsibility to determine grades of students within the grading policies of the Riverside School District. No change in grade shall be made without prior consultation with the teacher involved.

- I. It is understood that the purchase and maintenance of the grading program is the responsibility of the School district. No teacher is to be held responsible for data loss caused by the failure of the system.
- J. The Superintendent and his or her designees may establish and enforce reasonable timelines and procedures for timely grading and posting of grades to provide internet access to parents.

Article V
ASSOCIATION RIGHTS AND PRIVILEGES

- A. The Board agrees to make available to the Association in response to reasonable requests from time to time that information which is in public domain.
- B. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.
- C. The Association and its representatives may have the right to use the school buildings at all reasonable hours for meetings. The superintendent of the building in question shall be notified in advance of the time and place of all such meetings and may grant approval for its use.
- D. The Association may have the right to use school facilities and equipment, at reasonable times, when such equipment is not otherwise in use and with prior approval of the principal.
- E. The Association may purchase for its own use expendable office supplies and other materials from the Board's supplies at the price paid by the Board.
- F. The Association shall have the exclusive use of a bulletin board in each faculty lounge and employees' dining room. Consideration shall be given for Association notices to be posted in the central office on a bulletin board.
- G. The Association may use inter-school mail facilities and school mailboxes with prior approval of the building principal.
- H. All orientation programs for new employees may be co-sponsored by the Board and the Association with the Association obligated to assume only such costs as may be mutually agreed upon during the planning of such programs.
- I. 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, and to no other employee organizations.
- J. The Board of Education, when necessary, will instruct the superintendent to make the necessary time arrangements for the Board and the Association personnel to transact business at hand.

- K. The Board shall provide two (2) duty-free periods each week for the Association President to permit conference with the Board Representative, to communicate with the administrators and to do any research work as long as it does not interfere with the educational process or with any employee while on duty. Said time shall be in addition to regular preparation and lunchtime as provided in this Agreement. Additional time may be requested in writing by the President of the Association for conducting Association business. The request shall be made to the superintendent and he may grant the additional time at his discretion.

Article VI
TEACHING HOURS AND TEACHING LOAD
EMPLOYEE HOURS AND EMPLOYEE LOAD

TEACHERS ONLY

- A. As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities.
1. All elementary teachers shall sign in and be ready to work at least twenty (20) minutes prior to the official opening of their respective school and shall remain at least twenty (20) minutes after the close of the official school day. Teachers are required to remain at their respective places of assignment during the times specified above. Teachers shall be available for providing aid to students, conferring with parents or staff members and professional meetings and shall not be required to remain beyond twenty (20) minutes after the close of the students' scheduled school day.
 - a. All elementary classroom teachers must report to their respective classrooms by 8:00 a.m., and remain there until 8:10 a.m. for the purpose of preparation for their respective teaching functions during the school day.
 - b. Elementary teachers with homeroom assignments will be in their assigned room with their assigned students from 8:10 a.m. to 8:20 a.m. for homeroom activities.
 2. All HS and MS teachers shall report to work and sign in no later than 7:20 am and shall remain until 2:20 pm. Teachers are required to remain at their respective places of assignment during the times specified above. Teachers shall be available for providing aid to students, conferring with parents or staff members, and professional meetings.
 3. All basic skills and special area teachers will report for assigned duty for ten (10) minutes in the AM or PM, as assigned by administration. On days of early student dismissal, (whether in-service or half days), or on Fridays when teachers are by contract, permitted to leave at student dismissal, all aforementioned teachers, will be assigned to AM duty by administration, who will arrange for PM coverage as needed.

TEACHERS ONLY

B. Teaching Day

1. The elementary teaching day shall be seven (7) hours except on Fridays, and the day before school holidays and vacation, when the teachers shall be permitted to leave five (5) minutes beyond the close of the pupils' day.

2. The high school and middle school teaching day shall be seven (7) hours except on Fridays, and the day before school holidays and vacation, when the teachers shall be permitted to leave at the close of the pupils' day.

C. Teachers may leave the building without requesting permission during their scheduled duty-free lunch periods. Said teacher should initial "sign out" book.

D. School Day

I. All elementary teachers including elementary specials and elementary basic skills:

a. PreK- 5: Seven Hours

b. All full day kindergarten teachers will be guaranteed a minimum of 200 minutes of preparation time per week. All other kindergarten, pre-k and transitional first grade teachers will be guaranteed a minimum of 190 minutes of preparation time per week. The Principal shall make a reasonable effort to provide an uninterrupted 40 minute prep period per day.

c. All other elementary teachers will be guaranteed a minimum of 200 minutes of preparation time per week. An integrated curriculum for art/music/library/physical education will be instituted to accomplish this.

d. One (1) lunch period one (1) hour in length. A lunch of one-half (1/2) hour and one-half (1/2) hour playground duty instead of a one (1) hour lunch, at most one (1) time per week.

e. Status-quo for class coverage in the elementary school will be maintained for the remainder of the contract. Records will be available of all class coverage.

f. As a general guideline, the scheduling of classes in excess of two hours and fifty minutes (2 hours & 50 minutes) should be avoided.

TEACHERS ONLY

2. High School (9-12) and Middle School (6-8)
 - a. Seven hours.
 - b. Five (5) or six (6) teaching periods
 - c. One (1) lunch
 - d. One duty period for teachers teaching five (5) periods, and no duty period for those teachers teaching six (6) teaching periods.
 - e. One (1) preparation period.
 - f. For full time teachers, one (1) professional contact period. Examples of the acceptable and required types of activities are those which involve the teacher's professional in-district teaching functions, such as:
 - (1) Parent/student telephone calls
 - (2) Parent conferences
 - (3) Student assistance
 - (4) Guidance and related activities
 - (5) Similar functions as currently accepted for performance during contract day pre and post assignments.
 - g. The Board shall have the option to implement a flexible period schedule for the high school and/or Middle School. This flexible period schedule will have the school day starting one period earlier than otherwise, and for teachers assigned thereto, ending one period earlier. The overall length of the workday is not intended to be modified.
3. Certified Child Study Team
 - a. Monday – Thursday: 8:15 a.m. – 3:30 p.m.
 - b. Friday and prior to holiday and vacation: 8:15 a.m. – 3:15 p.m.
 - c. One (1) hour lunch period.
 - d. Afternoon hours may be extended to four (4) p.m. at the discretion of the Director of the Child Study Team, if that time is required to complete the assigned duties.

TEACHERS ONLY

4. Half-Time Teacher

- a. Description of duties: 3.5 hours consisting of three (3) teaching and one (1) preparation period; exclusive of librarian, nurse, counselor or C.S.T.

5. Athletic Trainer

- a. Work Year: At minimum, the work year will begin three days prior to the opening of fall practices, and end two days after the last day of any spring sport competition. Due to the expansion of the Fall sports pre-season practice calendar, the trainer will be permitted a maximum of five days of compensatory time during the school year, which must be scheduled in consultation with and with the approval of the Athletic Director, and the prior approval of the Superintendent.

b. Seasonal Schedule

Fall: 12-6 p.m. or all until all competitors' needs are met

1. All pre-season/or in-season practices and games
2. Saturday home/away football games
3. Other home Saturday events
4. Work day extends until competitors' needs are met
5. Flexibility of schedule to accommodate scheduled night games.

Winter: 2:15-8:15 p.m. or all until competitors' needs are met

1. Holiday/Post season practices and games
2. Weekend home events and practices

Spring: 12-6 p.m. or until all competitors' needs are met

1. Holiday/Post season practices and games
2. Weekend home events and practices

Miscellaneous: Days off will be Christmas, New Year's Day and Sundays. (If an emergency re-scheduled game, tournament, or post season game is played on a Sunday, attendance by the trainer will be expected).

c. Benefits:

Trainer to receive same health and leave benefits as teaching staff members. Additionally, the Board of Education will pay New Jersey Registration fee and NATA dues.

TEACHERS ONLY

6. Technology Coordinator
 - a. Four classes maximum
 - b. Two Computer Technology periods
 - c. One preparation period
 - d. One professional contact period
 - e. One lunch

Stipend would be the six period day rate but would not count as one of the six period positions.

7. Exceptions
 - a. School nurses will be paid for summer work (pre-school examinations).
 - b. Six teaching periods: The Principals have the discretion to schedule any teacher in a department for six teaching periods per day subject to the following exceptions:
 1. No more than two teachers in any particular department, except for the fine arts department teachers (home economics, shop and art), which shall be no more than three (3) teachers, should be scheduled for six teaching periods at the same time.
 2. Other than counselors, nurses, time out room teacher, and librarians, there would be no exceptions.
 3. If possible, no teacher would be required to teach six teaching periods for two consecutive years.
 4. The assigning of six teaching periods will not be used for the basis of a RIF or the hiring of additional staff.
 5. Partial payment may be made for those teachers teaching less than 30 periods per regular work week. A pro-rated amount of 20% of the stipend will be paid for each period taught that exceeds 25 periods per regular week. The total amount of 10 extra periods per department (15 in Fine Arts and Phys. Ed./JROTC) will not be changed due to this split.

TEACHERS ONLY

6. A third department member may teach a six period schedule on a non-permanent, or emergency basis, dependent upon student course selections in grade 6-12. The total number of six period teachers will not exceed 21 teacher positions (105 periods per week).

c. Teachers who perform extra duties of school improvement or special tasks may be relieved from regular duty period.

Whenever possible, the scheduling of more than three (3) different class preparations should be avoided and also, schedule permitting, four (4) classes in consecutive order should be avoided.

Homeroom assignments and duty periods will be on a rotating basis as much as practicable for the efficient operation of the schools.

- E. Teaching schedules for the following school year will be made available as soon as possible at the end of the present year.
- F. It is necessary for each teacher to have an uninterrupted preparation period each day. The practice of using regular teachers, Compensatory Education teachers, Basic Skills teachers, or Title I teachers, etc., as a substitute, thereby depriving the teacher of a preparation period, is undesirable and shall be discouraged.
- I. In those cases where regular substitute teachers are not available, teachers will be assigned as follows:
- a. Teachers who have been assigned duties that particular period
 - b. Teachers who have assigned time that particular period, compensation will be as indicated in schedule D. Payment will be made twice a year, the same as extra-curricular positions. Coverage of classes shall be distributed as equitably as possible among teachers.
 - c. Records shall be available of all class coverage
 - d. Such coverage shall be arranged by the principal or his designee

TEACHERS ONLY

- G. Teachers and aides shall not leave the building at any time other than their duty-free, lunch periods, except with prior approval of the building principal or his designee, and shall sign in and out when doing so.
- H. Employees covered by this contract shall notify the substitute service whenever they are not going to report for work. They shall call the service not later than 6:00 a.m. of the day in question whenever possible and shall state specifically why they are absenting themselves from work.
- I. Professional Meetings:
Three (3) meetings may be held every month other than the early release day. These Meetings shall be held on the Wednesday of each week and shall not exceed one hour past the student dismissal time. These meetings may be utilized for general faculty, department or professional development purposes as necessary, or for emergent reasons.
- J. Teacher's Required Evening Assignments

The Administration will designate for teachers the two required evening assignments for any academic year and inform staff of same no later than the first day of school for the teaching staff. Unauthorized absences will be charged to personal leave time (1/2 day for each absence).

INSTRUCTIONAL AIDES ONLY

- A. As professionals, teacher aides are expected to devote to their assignments the time necessary to meet their responsibilities.
1. All elementary teacher aides shall be in their assigned rooms and ready to work at least twenty (20) minutes prior to the official opening of their respective school and shall remain at least twenty (20) minutes after the close of the official school day. Teacher aides are required to remain at their respective places of assignment during the times specified above. Teacher aides shall be available for providing aid to students, conferring with parents or staff members and professional meetings and shall not be required to remain beyond twenty (20) minutes after the close of the students' scheduled school day.
 - a. All elementary teacher aides must report to their respective classrooms by 8:00 a.m. and remain there until 8:10 a.m. for the purpose of preparation for their respective teaching functions during the school day.
 - b. Elementary teacher aides with homeroom assignments will be in their assigned room with their assigned students from 8:10 a.m. to 8:20 a.m. for homeroom activities.
 2. All high school and middle school teacher aides shall report to work and sign in by 7:20 am and shall remain until 2:20 pm. Teacher aides are required to remain at their respective places of assignment during the times specified above. Teacher aides shall be available for providing aid to students, conferring with parents or staff members, and professional meetings and shall not be required to remain beyond 2:20 pm.
 3. The teaching aides' official opening and closing time will coincide with the official opening and closing time of the classroom teacher they are assigned to assist, and will conform with Section B of Article VI.
- B. The teaching day shall be seven (7) hours except on Fridays, and before holidays, and vacation, when the aides shall be permitted to leave five (5) minutes beyond the close of the pupil's day.
- C. Teacher aides may leave the building without requesting permission during their scheduled duty free, lunch periods. Said aide should initial "sign out" book.

INSTRUCTIONAL AIDES ONLY

- D. School Day:
- I. Elementary (PreK-5):
 - a. Seven hours
 - b. One (1) lunch period one (1) hour in length. A lunch of one-half (1/2) hour approximately four (4) times per month. Lunch or playground duty four (4) times per month.
 2. Middle School (6-8) and High School (9-12):
 - a. Seven hours
 - b. Six (6) class assignments maximum, 1 preparation period, one (1) lunch period, and 1 professional contact period.
- E. Employees covered by this contract shall notify the substitute service whenever they are not going to report to work. They shall call the service no later than 6:00 a.m. of the day in question whenever possible and shall state specifically why they are absenting themselves from work.
- F. School Calendar as set each year by the Board of Education, including all teacher days.
- G. In the event that the regular teacher is absent, with no substitute, the aide will be compensated an additional rate as outlined in Schedule D.
- H. One-on-one or ambulatory aides are hourly employees, and will work student days only. The schedule, hours and length of work day are to be determined on a case-by-case basis based on student needs. Such aides hired after July 1, 2007 are temporary employees and are not eligible for health benefits.

SECRETARIES, CLERKS ONLY

A. As in the past, the employee will work the school calendar, in addition to their summer hours.

1. The employee day during the school year shall be eight and one-half (8 ½) hours with a one (1) hour non-paid lunch period, a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon.

2. Summer hours for the employee shall be seven and one-half (7 ½) hours beginning on the teachers' last day in June and ending the day before the students return in September (the first day of school).

3. Employee lunch hour shall be as near as mid-day as possible and will be a non-paid period.

4. Ten month employees' work year will fall between July 1st, and June 30th. It will be ten (10) consecutive months which will be established by the superintendent.

B. Vacations

1. All vacation time must be used during the year. Unused vacation time will not accrue from the previous year. The time will be lost if not used.

2. Vacation will be granted to regular twelve (12) month employees based on their completed years employed in the district as of July 1 of each year.

3. Weeks of vacation do not have to be taken consecutively and may be used a day at a time.

4. Vacation eligibility will be determined as of July 1st of each year.

5. One week may be taken during the school year, with administrative approval.

6. Employees shall be eligible for vacations on their July 1st anniversary using the following basis:

- a. 0 years completed; 1 day for each full month worked prior to July 1 for a maximum of 5 days
- b. One full year completed by June 30: 2 weeks
- c. Nine full years completed by June 30: 3 weeks
- d. Fifteen full years completed by June 30: 4 weeks

All parties understand that the above chart reflects the total time worked prior to July 1st as the criteria for awarding vacation time in the following work year.

- C. Employees shall not leave the building at any time other than their lunch periods, except with prior approval of the building principal or his designee.
- D. Employees covered by this contract shall notify the service and their supervisor whenever they are not going to report for work. They shall call their supervisor no less than one-half hour before they are due to report for work and shall state specifically why they are absenting themselves from work.
- E. **TEACHERS, AIDES AND SECRETARIES/CLERKS-PART TIME WORK SCHEDULE**
1. All employees will be salaried except Supplemental Instructors and Ambulatory Aides.
 2. The fractional salary will be determined by the number of months worked and based on the number of days normally worked in a ten (10) day pay period (each day = 1/10 pay).
 3. Half-day will be defined as one-half (1/2) of a normal work day with regard to break, lunch and work time.
 4. The fraction above will be the criteria established for sick days, salary, etc., offered in a full-time contract. The only exceptions are longevity and health benefits which will be the same as offered in a full time contract.
 5. Any employee working twenty hours or more shall be entitled to full health benefits except Ambulatory Aides.
 6. Starting time may be flexible, to accommodate work loads.

MAINTENANCE-CUSTODIAL ONLY

A. Daily work hours:

1. Schedule Posting – work schedules showing the employees' shifts, work days, and hours shall be posted.

2.a. Work Shift – day working hours are from 7:00 a.m. to 3:30 p.m. Monday to Friday. A lunch period of thirty (30) minutes is authorized. This regulation applies to evening employees on the days they are performing “daytime” duties. The work day for evening custodians shall consist of an eight (8) hour day beginning at 3:00 p.m. to 11:00 p.m. and 11:00 p.m. to 7:00 a.m. A thirty (30) minute lunch period is authorized. In all cases, employees must clock in and out when leaving the premises. No employee shall leave their assigned work area during working time without the permission of the supervisor. Whenever school is not in session, the work day during the summer may be reduced by one hour due to unbearable heat and/or humidity at the discretion of the superintendent and/or the supervisor if the superintendent is unavailable. Changes to an employee's working hours shall be by mutual agreement between the employee and his/her supervisors, whenever possible. Any involuntary change shall be subject to the provisions of Article III & XXII.

2.b. Custodian Holiday Hours- Custodians will be given the option to start their shift early the evening before a holiday at the discretion of the supervisor depending on work needs.

3. Coffee Breaks – one (1) uninterrupted period of twenty (20) minutes each day during the school year when students are present, and two (2) uninterrupted periods of fifteen (15) minutes each day at all other times. Break times are to be set by the supervisor for the efficient operation of the department. Employees may not leave the premises during break times without clocking out. On a rotating basis, when an employee on break is needed to handle an emergency, the time missed will be made up as soon as the emergency is handled.

4. Clean-up Period – custodians shall be granted a five (5) minute period prior to the end of the work shift in which to put away equipment and supplies and for the purpose of personal clean-up. Where custodians are involved in a difficult and “dirty” job, the supervisor may allow more time.

5. Procedure for Change in Employee Work Shift/Area:

a. The superintendent shall deliver to the Association and post a list of known vacancies as they occur.

b. Employees who desire a change in work shift/area may file a written statement of such desire with the superintendent. Such statement shall include the work

shift/area which the employee desires in order of preferences. Such requests shall be submitted no later than five (5) days after posting.

- c. The wishes of current employees for a change in work shift/area shall be honored before any vacancy is filled. If more than one employee has applied for the same position, the determination as to which employee shall receive it shall be made on the basis of seniority.

B. Call Time and Overtime:

1. Eight (8) continuous hours, except for lunch periods, shall constitute a day's work and forty (40) hours shall constitute a week's work, made up of five consecutive days worked between Monday and Friday.
2. Time and one-half shall be paid for all hours or portions of hours worked in excess of forty (40) hours in any one week.
3. The Board shall have the right to expect its employees to work overtime that is necessary to conduct its business providing the employee is physically able to work such overtime and that it is not excessive or unreasonable. On a daily basis, if overtime is necessary and a reasonable notice is not given to an employee, he will have the right to refuse. Whenever possible, the supervisor shall post a notice on the Thursday preceding Saturday, when it is necessary to schedule overtime.
4. In the event an employee is called back to work after leaving school at the end of his regular shift, he shall be guaranteed a minimum of two (2) hours pay at the appropriate overtime rate.

Employees shall be guaranteed a minimum of three (3) hours pay at the appropriate overtime rate when these overtime assignments occur between midnight and 5 a.m.

5. Sundays and Holidays will be double time. The basic hourly rate will be determined by dividing the annual salary by 2080 hours.
6. All overtime on a particular type of work shall be distributed equally among all employees engaged in doing that type of work. The Supervisor shall determine the category of overtime assignments (Custodial/Maintenance). The only lists used in this rotation system will be:
 - a. Maintenance
 - b. Custodialwithout regard to Black Seal certification. To insure equal opportunity and distribution of assignments, a rotation system based on seniority will be established and accurate records kept. These records, for the proceeding and current year only, will be made available to the Association upon request.
7. Overtime Rotation Procedures:

- a. A custodial/maintenance employee list arranged by seniority will be developed each year. Based on that list, an overtime list will always start with the next employee after the last employee who worked overtime.
 - b. Employees shall have the day of posting and the next day to sign the scheduled overtime list to refuse the assignment. If any employee fails to sign the refusal of overtime, it will be considered acceptance of the assignment. If multiple employees fail to sign, the overtime will be given to the first non-signee in order after the start of the list.
 - c. If all employees refuse the assignment of scheduled overtime and more than one is at zero overtime hours, the assignment will be given to the employee with the least seniority.
8. **Unscheduled (Emergency) Overtime Procedure**
- a. Any regular area that is not covered due to the absence of a custodian for any reason shall be considered an unscheduled overtime assignment.
 - b. The supervisor shall use the following ordered procedure:
 1. Secure a substitute to do the assignment prior to/ or sometime during the normal shift.
 2. If a substitute is unavailable, an REA custodian will be given the overtime work area at the completion of their shift or prior to their next shift. The first available REA custodian will be asked to work the overtime. If all members refuse, the employee with the least number of overtime hours will be assigned. Anyone on a scheduled vacation day will not be asked to work the assignment.

MAINTENANCE-CUSTODIAL ONLY

Notification of overtime and clean-up work will be made as far in advance as possible.

C. Vacation Schedule:

1. All vacation time must be used during the year. Unused vacation time will not be accrued from the previous year. The time will be lost if not used.
2. Vacation will be granted to regular twelve (12) month employees based on their completed years employed in the district as of July 1 of each year.
3. Weeks of vacation do not have to be taken consecutively and may be used a day at a time.
4. Vacation eligibility shall be determined as of July 1st of each year.
5. Vacation times shall be scheduled to coordinate with the work schedule and shall be subject to the approval of the immediate supervisor. Such approval shall not be arbitrarily withheld.
6. Employees shall be eligible for vacations on their July 1 anniversary using the following basis:
 - a. 0 years completed: One day for each full month worked prior to July for a maximum of 5 days.
 - b. One full year completed by June 30: 2 weeks
 - c. 7 full years completed by June 30: 3 weeks
 - d. 14 full years completed by June 30: 4 weeks

All parties understand that the above chart reflects the total time worked prior to July 1st as the criteria for awarding vacation time in the following work year.

MAINTENANCE-CUSTODIAL ONLY

D. Holiday Schedule

1. Scheduled holidays are:
 - a. July 4th
 - b. Labor Day
 - c. Columbus Day
 - d. Thanksgiving Day
 - e. Day after Thanksgiving
 - f. Christmas Eve Day
 - g. Christmas Day
 - h. New Year's Eve Day
 - i. New Year's Day
 - j. Martin Luther King Day
 - k. President's Day
 - l. Good Friday
 - m. Easter Monday
 - n. Memorial Day
2. If Christmas Day and New Year's Day fall on a Saturday, Friday is the day off. If Christmas Day and New Year's Day fall on a Sunday, Monday is the day off.
3. If Christmas Eve falls on a Saturday or Sunday, the following Tuesday will be granted as a holiday. If New Year's Eve falls on a Saturday or Sunday, the previous Friday will be granted as a holiday. In the case of an emergency when the building must be opened for an event, employee(s) who volunteer to work one of these holidays shall be granted another holiday that week as compensation for the day worked. If no one volunteers, the employee(s) with the lowest amount of overtime shall be assigned.
4. Two floating holidays shall be granted whenever students are not in school. These holidays shall be treated like vacation days (Art. VI, Sec. C).

E. Notification of Absence

1. All "daytime" workers unable to report for duty shall notify their supervisor or designee at home prior to 11:00 p.m. If illness occurs after 11:00 p.m., call the supervisor's office or designee at 7:00 a.m. All night shift workers should notify their supervisors at least four (4) hours prior to the time of reporting for duty.
2. All employees of the bargaining unit must work the day before and the day after a paid holiday in order to receive holiday pay except in the case of illness. A doctor's certificate shall be requested if sick days are taken on these days.

MAINTENANCE-CUSTODIAL ONLY

F. Resignation

1. An employee who is resigning from his position shall be required to give thirty (30) days notice.
2. Vacation pay will be on a pro-rated basis.

G. The Board of Education shall investigate the feasibility of providing substitutes when custodians are absent.

H. All custodial and maintenance employees shall wear uniform shirts and appropriately fitting, but not torn or frayed work pants while on duty during the school year.

I. Black Seal License to be required of all custodial and maintenance employees. Employees hired without Black Seal license must show progress towards their black seal in the first year and attain the license in the second year.

Article VII
EMPLOYEE EVALUATIONS

The purpose of an evaluation is to cite strengths and weaknesses for the improvement of performance and to seek appropriate remedies for such weaknesses.

A. Procedure

All monitoring or observation for the purpose of evaluating a teacher, aide, supplemental instructors, custodians, maintenance workers, clerks, and secretaries shall be conducted openly and with full knowledge of the employee involved. Teachers and aides shall be observed through classroom visitation by a certified supervisor at least one time in each school year and when the initial evaluation is less than satisfactory they may be evaluated as often as deemed necessary by the school administration based on the contents of Article VII, Section H. Evaluations of supplemental instructors, clerks, secretaries, custodians, and maintenance workers may be as often as necessary, but must be done a minimum of one time per year. These observations must refer to the full job responsibilities of each employee as described in their job description.

B. Observations

1. Each observation shall consist of at least a full period for teachers and supplemental instructors. For support personnel any observation shall indicate the time frame of same, be it the results of a shift of work in the case of custodians, or a reasonable period of secretarial duties.

2. Reports shall be issued in the name of the evaluator. The evaluator is the person who observed the teaching performance as required in procedure of this Article.

3. Following each instance, a written evaluation report and a conference between the employee and his supervisor shall be held for the purpose of identifying any deficiencies. During the conference, deficiencies shall be identified and assistance will be extended for the correction and improvement of performance.

4. Should any employee receive an unsatisfactory evaluation, the employee will be granted another evaluation within fifteen days after the evaluation conference.

C. Evaluation conferences as described herein shall occur within fifteen (15) days of the observation. The conferences shall be held within the workday at a time and place agreeable to the parties.

D. No observation shall occur prior to the previous evaluation conference. All observations shall occur in the same work year.

- E. An employee shall be given a copy of any evaluation report prepared by his evaluator. No reports will be filed without prior conference with the employee. Employees may place written comments on the evaluation form.
1. No written evaluation may become a part of the employee's personnel file without the employee's signature. The signature in no way indicates agreement with the contents thereof.
 2. If a formal complaint is made against an employee which is going to be placed in his personnel file, the employee shall be notified and given an opportunity to respond.

TEACHERS ONLY

- H. The administration shall conduct a minimum of three written evaluations per year for each non-tenured teacher.
- I. Emergency plans shall be maintained by the teacher in a form consistent with the needs of the supervisory staff and the teacher, and shall be regularly submitted as required by the supervisory staff. They shall be in sufficient detail to permit a proper continuance of the instructional program by a substitute in the event of the teacher's absence.

Article VIII
PERSONNEL FILE

- A. Official employee files shall be maintained in accordance with the following procedure:
1. Administrators will be encouraged to place in the file information of a positive nature indicating special competencies, achievements, performances, or contributions of an academic professional or civic nature.
 2. An employee shall have the right, upon request, to review the contents of his personnel file located in the superintendent's and immediate principal's office only, at least once a year. An employee shall be entitled to have a representative of the Association accompany the employee during such review.
- B. No material derogatory to an employee's conduct, service, character or personality shall be placed in his personnel file unless the employee shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with express understanding that such signature merely signifies that he has read the material to be filed. TEACHER ONLY: If said infraction does not re-occur for a five (5) year period, any item related to the infraction placed in the teacher's personnel file will be removed by the Superintendent of Schools, upon the written request of the professional staff member.
- C. 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.
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Article IX
EMPLOYEE FACILITIES

The Board will continue its efforts to keep the schools reasonably and properly equipped and maintained. The Board shall give serious consideration to Association requests for improvement in both working areas and the furnishing of equipment and supplies.

Article X
PROTECTION OF EMPLOYEES, STUDENTS, AND PROPERTY

- A. Any employee who believes he is working under unsafe or hazardous conditions or is performing tasks which endanger his health, safety, or well-being may institute a grievance.
- B. When absence arises out of or from assault or injury, while acting in discharge of his duties, the employee shall not forfeit any sick leave or personal leave.
- C. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

Such notification shall be immediately forwarded to the superintendent who shall comply with any reasonable request from the employee for information in the possession of the superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the employee, the police, and the courts.

- D. The Board shall reimburse employees for any loss, damage, or destruction of clothing or personal property on the person of the employee while on duty in the school, on the school premises, or on a school sponsored activity if such loss results from assault.

Article XI
NON-TEACHING DUTIES

- A. The Board and the Association recognize that a teacher's primary responsibility is to teach and that his energies should, to the extent possible, be utilized to this end.
 - B. Non-teaching duties shall be equally distributed among all non-administrative personnel at the discretion of the superintendent.
 - C. Teachers who perform extra duties for school improvement or special tasks may be relieved from the regular duty period. Superintendent will make available a list of jobs which provide for duty-free periods.
 - D. The Board will attempt to enlist volunteer aides to assist with playground, cafeteria and library duties.
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Article XII
CLASSROOM CONTROL

When in the judgment of a teacher, a student is by his own behavior seriously disrupting the instructional program to the detriment of other students, the teacher may send the student to the principal or designee. In such cases, the principal or designee shall arrange as soon as possible, a conference with the teacher to discuss the problem. The principal or designee, at his discretion, may further provide for a conference to include the parent and/or guidance personnel. At the discretion of the principal or designee, the student may be returned to class pending the results of such conference or conferences.

Article XIII
POSTING AND BIDDING FOR PROMOTIONAL
OR EXTRA-CURRICULAR POSITIONS

- A. All employees shall be given an opportunity to apply for promotional positions.
- B. Extra curricular positions shall be composed of co-curricular and athletics. All qualified staff shall be given an opportunity to apply for these positions. Extra curricular positions shall be filled by qualified staff employed by the Riverside School District to coincide with current law.
- C. All open, new, extra curricular or promotional positions shall be posted in the main office and sent to all staff via e-mail and an equal opportunity given to the entire staff so that they may apply. Criteria necessary to fulfill such positions should also be listed at this time. In the event of technological failure of any kind, the Board of Education shall not be responsible for the aforementioned electronic or digital posting.
- D. Employees who desire to apply for such vacancies shall submit their application in writing to the superintendent or his designee within five (5) days after the date of the posting of the notice. All postings will be five (5) working days inside the building followed by posting to the general public.
- E. Nothing contained herein can be construed to imply that the Board has waived the right to fill any position in the system with other than presently employed personnel, nor has the Board waived the right to determine qualifications of all those considered for such positions.
- F. When openings occur, notification of such opening(s) shall be sent to the President or Vice President of the Association for the purpose of posting.

Article XIV
ASSOCIATION-ADMINISTRATION LIAISON

The Association shall select a liaison committee or up to six (6) members to meet with the building principals and superintendent at least three (3) times a year to review and discuss local school problems and practices. Meetings and agenda shall be arranged mutually through the office of the superintendent. Minutes of these meetings will be forwarded to the Board of Education.

Article XV
SCHOOL CALENDAR

- A. The superintendent shall draw a school calendar to recommend to the Board, and shall consult with the Association prior to its adoption by the Board, and may consult with other individuals and organizations.

TEACHERS AND TEACHING AIDES ONLY

- B. The school calendar as indicated in Schedule E. will consist of 180 students days; 184 teacher days; 1 in-service day.
- C. Emergency days to be made up at the end of the year or by adjustment of the calendar with reasonable notice.
- D. C.S.T. Certified Employees and 11 month Guidance Counselors
- I. Eleven (11) month employees will commence working on the first day of August each year.

2. All certified C.S.T. members will work until the last day of the teachers' calendar year.
3. At the discretion of the Child Study Team Director, they will be required to work additional days until June 30th to complete assigned duties. Should this occur, they will be granted a "comp day" or "comp days" in August for eleven (11) month employees and during the school year for ten (10) month employees.

E. Schedule

1. The first day of school for student attendance will be a one-half (1/2) day for the students only. It will be a full day for staff.
2. The administration will annually establish a schedule applicable to half-day and early release days for the elementary, middle and high school with the consideration for the reasonable distribution of prep time for all applicable staff members.

Article XVI
DEDUCTION FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Riverside Education Association, the Burlington County Education Association, The New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 New Jersey Public Laws of 1969 (NJSA 52: 14-15, 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 Riverside Education 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. Each of the associations named above shall certify to the Board, in writing , the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.
- C. The Board agrees to deduct from employees salaries money for ABCO Credit Union, United Way and sheltered annuities, as said employees individually and voluntarily authorize.

Article XVII
TEMPORARY LEAVES OF ABSENCE

- A. Employees shall be entitled to the following temporary non-cumulative leaves of absence with full pay during the school year:
1. All REA members – for serious illness of any relative in the employee’s immediate household,, or serious illness of the employee’s parents, upon receipt of a doctor’s certificate, not to exceed two (2) days in any one year.
 2. For death in the employee’s immediate family (parent, husband, wife, child, brother, sister, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law) (ALL EMPLOYEES) not to exceed five days in any one instance.
 3. For death in the employee’s non-immediate family (grandparents, nephew, niece, aunt, uncle, cousin, brother-in-law, sister-in-law) not to exceed the day of the funeral, unless with the approval of the Superintendent of Schools.
 4. One time only during an employee’s employment with the Riverside School District, each employee shall be entitled to up to three (3) days for the purpose of marriage and honeymoon.
 5. Court order absence by reason of subpoena by any court, providing the employee is not a party to a suit, and upon the presentation of proper written evidence to the superintendent.
 6. Religious Holidays
 - a. When school employees are members of a religious faith which requires absence from work on certain days when school is in session, they shall be excused with pay for a total of not more than two (2) such days in any one school year. The two (2) days mentioned above will be personal days. Upon prior request, they may be excused for additional such religious days without pay.

7. Two (2) days leave of absence will be granted for personal business such as legal transactions or family matters which cannot be cared for during non-school hours. No reason need be given. An additional day may be granted with reason at the discretion of the superintendent when he deems the reasons for the absence is justified. Application to employee's supervisor for such leave shall be made at least five (5) school days before taking such leave. When application is made on less than five (5) school days notice, and prior to or immediately after a scheduled vacation or legal holiday, the approval of the superintendent must also be obtained. A maximum cap of 3 personal days for the school district shall be authorized for teachers only on any particular school day, with the exception of religious holidays. The superintendent shall reserve the right to make exceptions for any emergency situations. With respect to teachers only, any remaining personal days of the 3 listed above shall convert into accumulated sick leave. For all other units, when three (3) of the personal days are not used at the end of the year, two (2) of those days will be credited to the accumulative sick leave and when two (2) of the personal days are not used at the end of the year, one (1) of those days will be credited to the accumulative sick leave.
8. Time necessary for persons called into temporary active duty of any unit of the U.S. Reserves, or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid consistent with R.D. 38:23-1 and R.S. 38A: 4-4.
8. At least one (1) day for physical examination related to service induction.
9. Family Leave
 - a. Family leave shall commence and terminate on the day requested by the employee.
 - b. Any employee requesting family leave may at her discretion use all or any part of her accumulated sick leave, during the period of such absence, provided a medical certification is received certifying her illness due to maternity.
 - c. Any employee granted family leave or leave for adoption shall at her request be restored to a position in her area or teaching position in her area of certification.
 - d. No employee shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the grounds that there has not been a time lapse of specific duration between childbirth and the desired date of return.

- e. The Board may remove employee from her duties during pregnancy if the employee cannot produce a certificate from her physician stating her pregnancy does not result in her being medically able to perform.
 - f. The Board shall not discriminate against any person in violation of N.J.S.A. 10:5-1 et. seq., the Law against Discrimination, nor in violation of the Constitution of the State of New Jersey and the United States.
 - g. Any employee who does not elect to take a family leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when her physician certifies that she is physically able to do so. The period of such absence will be deemed the same as for any other physical disability and she will be entitled to her annual and accumulated sick leave with pay during the period of absence.
10. Any employee adopting an infant shall at her request, by giving thirty (30) calendar days notice to Administration, receive similar leave which shall commence upon receiving de facto custody of said infant or earlier if necessary to fulfill the requirement for adoption
11. TEACHERS ONLY – a Professional Day granted at the request of the teacher with approval by the administrator. A written summary of the activity will be submitted to the Principal and the Superintendent.
12. Other leaves of absence with or without pay may be granted by the Board for good reason. MAINTENANCE/CUSTODIAL/TEACHING AIDES ONLY: Other leaves of absence with or without pay may be granted by the superintendent for good reason. The superintendent will make the decision for a maximum of thirty (30) days leave of absence: all others must be submitted to the Board for approval.
13. Child-Rearing Leave pursuant to Law.
- B. Leaves taken pursuant to Article XVIII shall be in addition to any sick leave to which the employee is entitled.

Article XVIII
SICK LEAVE AND RETIREMENT

- A. Any sick day taken before or after a holiday may require a doctor's certificate as per State law.
- B. Upon request to the superintendent, employees shall be given a written account of accumulated sick leave no later than October 1 of each school year.
- C. Death Clause – In the case of death of an employee who has accumulated sick leave, his or her estate shall be compensated at the current daily rate of each unused sick leave day up to the current maximum in payments that are in compliance with the guidelines of this contract.
- D. 1. TEACHERS covered by this contract who have less than ten (10) years of service in the Riverside School System shall be paid for eleven (11) days on which they are sick. Within each school year, unused sick days will be accumulated and applied to subsequent years.
- D. 2. TEACHING AIDES covered by this contract who have less than ten (10) years of service in the Riverside School System shall be paid for ten (10) days on which they are sick. Within each school year, unused sick days will be accumulated and applied to subsequent years.
- D. 3. SECRETARIES/CLERKS/MAINTENANCE/CUSTODIANS – Twelve (12) month employees covered by this contract who have less than ten (10) years of service in the Riverside School System shall be paid for twelve (12) days on which they are sick. SECRETARIES/CLERKS - Ten (10) month employees will be granted ten (10) days. Within each school year, unused sick days will be accumulated and applied to subsequent years.
- E. 1. TEACHERS covered by this contract who have ten (10) or more years of service in the Riverside School System shall be paid for twelve (12) days on which they are sick within each school year. Unused sick days will be accumulated and applied to subsequent years.
- E. 2. TEACHING AIDES covered by this contract and who have ten (10) or more years of service in the Riverside School System shall be paid for eleven (11) days on which they are sick within each school year.
- E. 3. SECRETARIES/CLERKS / MAINTENANCE / CUSTODIANS – Twelve (12) month employees covered by this contract and who have ten (10) or more years of service in the Riverside School System shall be paid for thirteen (13) days on which they are sick within each school year. SECRETARIES/ CLERKS – ten (10) month employees will be granted eleven (11) days.

F. Any employee retiring from the district at age fifty-five (55) or after twelve (12) years of service in the district will receive the following amounts listed below per accumulated sick days up to a limit of:

Teachers	\$26.00	275 days
Teaching Aides	\$23.00	100 days
Secretaries/Clerks	\$21.50	150 days
Maintenance/Custodians	\$21.50	100 days

TEACHERS ONLY

G. Teachers covered by this contract and who have ten (10) or more years of service in the Riverside School System shall be entitled to a severance pay under the conditions set forth in this article and specifically shown below.

1. Any teacher who resigns his or her position will not receive a severance payment.
2. Any teacher who is dismissed from their position will not receive a severance payment.

H. The term separation as used above shall be construed to mean separation from their employment as a result of “reduction of force.”

1. Special Note: Teachers who retire from their employment with the Riverside School System shall be granted a retirement allowance equal to payments described above for persons who are separated from their positions.
2. Retiring teachers who provide the earliest written notice to the Board during the year of retirement shall be given priority for payment. Further priority shall be established in accordance with the date of notification. Payment will be made with the availability of funds.

I. An employee who has been separated from his/her employment and who has received a separation allowance as described in Section G of this Article and who is subsequently reinstated in employment by the Riverside Board of Education will be credited with the number of sick days for which they were paid a severance allowance.

1. Upon returning to employment, the employee will be required to reimburse the Riverside Board of the entire amount that had been paid to the employee as severance pay.
2. This reimbursement may be made in a lump sum or in equal installments based on the number of pays in that school year.
3. Upon returning to work, the employee will sign a form prepared for that purpose indicating their choice of reimbursement to the Riverside Board of Education.

Article XIX
SALARIES

- A. Subject to the following restrictions, the salary of each employee covered by this Agreement is set forth in Schedule A which is attached hereto and made a part hereof.
- B. Each employee shall be paid on a semi-monthly basis.
- C. When a pay day falls on or during a school holiday or vacation, employees shall receive their pay checks on the last previous working day.

TEACHERS/TEACHING AIDES ONLY

- D. Each teacher/aide shall receive his final pay and the pay schedule for the following year on his last working day in June.
- E. Payment for activities as listed in Schedule B and Schedule C shall be one-half (1/2) at mid-year and one-half (1/2) at the close of the school year, in the case of full year activities and at the end of the activity in all other cases.

Article XX
INSTRUCTIONAL COUNCIL

A. Preamble

1. It is the intent of both the Board and the Association to recognize the present and continuing challenges of maintaining a quality school program. Adequate and diversified instructional staff, texts and other educational materials and a setting conducive to learning should be maintained in order to ensure that we provide the educational opportunity to our students that our modern age requires. To this end, the Instructional Council has been established and remains an important vehicle for continuing self-assessment and improvement.

B. Organization

1. The purpose of the Council shall be to strengthen the educational program through recommendations, research, implementation, and evaluation studies to best meet the needs of the students, the school, and the community. The Council may advise the Board on such matters as curriculum improvements, teaching techniques, extra-curricular programs, in-service training, pupil testing and evaluation, class size, specialists, teacher evaluations, teacher recruitment, and research as regarding the effective operation of the Riverside Township School District.
2. The Council shall consist of a maximum of six (6) representatives appointed by the superintendent and six (6) representatives appointed by the Association.
3. The Council shall be authorized to establish Study Committees for specific projects to allow for those who would be affected by Council recommendations to have an opportunity to be involved.
4. The Council shall encourage the initiation of ideas and suggestions for projects by individuals, teachers, departments, grade levels, Association committees, administrators, Board members, students, parents, or other interested parties.
5. Nothing in this Article shall be interpreted to prevent the Council from consulting with such additional teachers, administrators, professional advisors, students, parents, or other persons as the original members herein designated shall determine are desirable and appropriate for said purposes.
6. The Council shall establish its own rules of procedure and shall provide for a rotating chairperson who shall be responsible for the arrangement and conduct of meetings.

7. The Council shall meet at least four (4) times a year, unless it is mutually agreed the meetings be postponed.
- C. The Board shall review all written recommendations submitted from the Council through the superintendent to it by the Council for consideration.
- D. Prior to any meeting of this group, the REA Chairperson and the superintendent will review any prospective agenda to determine the relevance of topics to be discussed at this forum.

Article XXI
MISCELLANEOUS PROVISIONS

- A. The Board and the Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- B. This Agreement shall be construed as Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give full force and effect as Board policy.
- C. Except as this Agreement shall otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the administrative procedures and practices in force on said date, shall continue to be applicable during the terms of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, nor otherwise detract from any employee benefit existing prior to its effective date.
- D. 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.
- E. Copies of this Agreement shall be printed at the expense shared by the Board and the Association on a mutually agreed format within thirty (30) days after the Agreement is signed. Copies shall be made available to the Association.
- F. 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:
1. If by Association: Riverside Board of Education
112 E. Washington St.
Riverside, NJ 08075
 2. If by Board: Riverside Education Association
112 E. Washington St.
Riverside, NJ 08075

TEACHING AIDES /MAINTENANCE / CUSTODIANS ONLY

- G. The superintendent or his designee shall meet with the Association at least once annually for the purpose of discussing matters of concern to the employees and supervisors. The date of this meeting to be mutually agreed upon by both parties.

Article XXII
INSURANCE PROTECTION

- A. The Board shall provide the health-care insurance protection designated.
- The Board shall pay the full premium for each employee, plus in cases where appropriate one hundred percent (100%) of full family plan insurance coverage in the 2007-08 school year for all three plans.
 - The Board shall pay the full premium for each employee, plus in cases where appropriate one hundred percent (100%) of full family plan insurance coverage in the 2008-09 and 2009-10 school years for the \$2 and \$5 copay plans, and employees who select the \$10 copay plan will pay one hundred percent (100%) of the difference in premium cost between the \$5 and \$10 copay plans.
- B. The Board of Education will provide 100% of a Prescription Program Plan (full family coverage). Effective July 1, 2001, the co-pay shall be \$5/\$10/\$5. (Generic, Brand, Mailer) and the coverage shall be provided through enrollment in the NETWORK plan. This provision shall apply to all unit positions represented by the REA.
- C. Rate Increase – it is understood by the Riverside Board of Education and the Riverside Education Association that any increase in premium for the existing coverage shall be borne by the Riverside Board of Education.
- D. The Board will provide a Dental Program for employees covered by this contract that will include full family coverage.
- E. Health Benefits/Employed Spouses – Health benefits for any husband and wife both employed by the district shall be as follows:
- a. Two separate and distinct medical coverage's (i.e., one traditional plan, and one HMO, or PPO).
 - b. One prescription plan
 - c. Two dental plans. Dental plans to be subject to the same buy-back provisions as any other employees' plans.
 - d. If an employee has waived his hospitalization, dental, or prescription plan and has not reenrolled in the open enrollment period for a particular year in that plan, he shall be paid 33 1/3% of the premiums chosen on June 30th annually. The employee must prove he is covered by some other insurance plan to participate in this waiver.
- F. Both parties agree to engage in a good faith, mutual effort to develop ways to reduce premium costs to the Board of Education.

- G. As a compromise reached by the parties for recognition of the inclusion of the following positions in the REA represented unit commencing with the 1998-99 contract year, irrespective of any other provision of this contract, the following limitations on insurance coverage's shall be in existence until expressly modified in writing by the parties in a subsequent round of negotiations:
1. ROTC Personnel – no obligation for the Board for health insurance coverage of any type.
 2. Part-time Psychologist – single hospitalization and single dental insurance coverage only.
 3. Ambulatory aides – no obligation for the board for health insurance coverage of any type (per Article VI, Instructional Aides only, H).

Article XXIII
COMPLAINT PROCEDURE

- A. Any complaints regarding a teacher made to any member of the administration by any parent, student, or other person which does or might influence evaluation of a teacher shall be processed according to outlined procedure below.
- B. The principal or immediate supervisor shall meet with the teacher to apprise the teacher of the full nature of the complaint and they shall attempt to resolve the matter informally.
- C. The teacher shall have the right to be represented by the Association at any meetings or conferences regarding such complaints.
- D. Further procedure:
1. In the event a complaint is unresolved to the satisfaction of all parties, the teacher may request a conference with the complainant. If unresolved as a result of such conference, the complaint shall move to the next step.
 2. Any complaint unresolved above at the request of the teacher or complainant shall be reviewed by the building principal in an attempt to resolve the matter to the satisfaction of all parties concerned.
 3. Any complaints unresolved at step two (2) may be submitted in writing by the complainants or the teacher to the building principal who shall forward a copy to the superintendent and the complainant.
 4. Upon receipt of the written complaint, the superintendent shall confer with all parties. The teacher shall have the right to be present at all meetings of the superintendent and the complainant.
 5. If the superintendent is unable to resolve a complaint to the satisfaction of all parties concerned, at the request of the complainant or the teacher, he shall forward the results of his investigation along with his recommendation, in writing, to the Board and a copy to all parties concerned.
 6. After receipt of the findings and recommendations of the superintendent, and before action thereof, the Board shall afford the parties the opportunity to meet with the Board and show cause why the recommendations of the superintendent should not be followed. Copies of the action taken by the Board shall be forwarded to all parties.

7. Any complaint unresolved under six (6) maybe submitted by the teacher to the grievance procedure as set forth in Article III of this Agreement and shall commence at level of arbitration.

Article XXIV
REDUCTION IN FORCE

- A. Leaves of absence without pay shall automatically be granted to all employees affected by a reduction. These leaves of absence shall not prohibit the employees from seeking and accepting gainful employment elsewhere, and shall not be terminated for that reason except on written request of the employee. An employee may elect to take and will be granted leave of absence without pay during the staff reduction irrespective of his position or the seniority list. Such leave shall be in effect for one (1) year.
- B. During said leave of absence, the employee shall receive no insurance benefits at Board expense. Provisions will be made where possible that employees may continue, at their own expense, the insurance coverage at the group rate.
- C. During said leave of absence, the employee's seniority shall remain unbroken despite such leave, and his accumulated sick leave shall not be cancelled, but shall remain credited to him pending his return to an assignment in this district within the procedure outlined in Paragraph H, Section I of this Article.
- D. The fact that an employee is placed on leave of absence for the purpose of staff reduction shall not result in the loss of status or credit for previous years of service. Upon return to the district, he shall assume the step position on the salary schedule which he would have held had he been actively employed in the district to a maximum of one (1) year's credit.

- E. Reduction of certified personnel who are represented by the bargaining unit shall be made according to the following:
1. Seniority for the purpose of this Article shall be defined as non-terminated years of employment in the district. Leaves of absence shall be subject to the provisions in Article XVIII of this Agreement.
 2. A seniority list shall be prepared by the Board and presented to the Association (which includes all present bargaining unit personnel) sixty (60) days prior to the anticipated reduction.
 3. It is expressly understood that the Association shall have the right to review the layoff list prior to notification of the individual employees to be laid off. In the event of a disagreement concerning the layoff list, the Association shall have the right to meet with the superintendent prior to notification of the individual employees and prior to the notification deadline.

TEACHERS ONLY NO. 4, 5, 6, 7, 8

4. Probationary teachers will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of the probationary employee.
5. In the event teachers must be laid off, layoff will be on the basis of seniority and certification, except as provided for in Number 4 above.
6. In the case of teachers with identical seniority, this level of certification shall be the standard. Those with less than standard certification shall be considered for layoff before anyone with standard certification.
7. In the case of identical certification, the accumulation of credits toward standard certification shall be the standard.
8. In the case of all the above factors being equal, teachers shall be considered on the basis of their evaluation ratings with the least satisfactory to be released from service first providing that the evaluations were performed according to the terms of this Agreement.

- F. Recall – Employees shall be recalled in inverse order of layoff for positions for which they are classified where appropriate and qualified in accordance with the following:
1. If a position exists within the district for which the employee is certified pursuant to this Agreement, the employee shall be notified by certified mail. Within ten (10) days of the receipt of written offer to return to employment, the employee shall accept the position by replying in writing or it shall be determined that he has declined the position. If an employee accepts the position he is offered, he shall have twenty (20) work days from receipt of the offer to return to work.
 2. All employees in layoff and the Association shall be notified by certified mail on or before April 1, of their position on the recall list and be given the opportunity to remain on recall for the following school year. The employee shall notify the superintendent in writing by April 15, of his intent to return to the school district, or his leave shall be terminated.
 3. No new staff shall be hired until all properly certified staff on leave, in accordance with this Article, have been offered an opportunity in writing to return to active employment.

TEACHERS ONLY NO. 4

4. In the event more than one person occupies the same position on the recall list, then in the presence of an Association Representative, the names shall be drawn to establish a register of recall for positions which may become available and for which they are qualified and certified.

The recall list shall be maintained by the Board Secretary.

Article XXV
SENIORITY

- A. Seniority shall be based upon an employee's service in the district as calculated for tenure purposes. The Board shall maintain a seniority list of employees, copies of which shall be made available to the Association. Such list shall be updated quarterly.
 - B. In the event that a reduction in force that involves tenured employees should occur, the reduction for tenured employees shall be based upon seniority, provided that said tenured employee may be permitted to bump into a lower classification, if they possess the requisite qualifications and ability to perform the functions of the job to which they desire to bump into and further have more seniority in the district than the employee in that lower classification. No one shall be permitted to bump into a higher classification.
 - C. In the event that the Board determines to recall any tenured employees who have been reduced in force, said recall shall be on the basis of the tenured employee with the greatest seniority who has held a job within the classification in which the opening exists, or who held a higher classification immediately prior to being reduced in force and has the requisite qualifications and ability to perform the job.
 - D. In the event of a reduction in force, an employee will have a two-year period "recall privilege". The employee will be notified by registered letter. Return receipt will be requested.
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Article XXVI
PERSONAL AND ACADEMIC FREEDON

The personal life of an employee is not an appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly his assigned functions during the workday.

Article XXVII
REPRESENTATION FEE

- A. If an employee represented by the negotiated bargaining unit does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
- B. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85% of that amount.
- C. In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee should be equal in amount to the regular membership dues, initiation fees, and assessments charged by the Association to its own members, and representation fee has been set at 85% of that amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of the representation fee automatically will be increased to the maximum allowed, said increase to become effective as of the beginning of the Association's membership year immediately following the effective date of the change.
- D. Once during each membership year covered in whole in part by this Agreement, the Association will submit to the Board a list of those employees who have neither become members of the Association for the then current membership year, nor paid directly to the Association the full amount of the representation fee for that membership year. The Board will deduct from the salaries of such employees, in accordance with Paragraph E below, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.
- E. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid:
1. Ten (10) days after receipt of the aforesaid list by the Board; or
 2. Thirty (30) days after the employee begins his or her employment in a bargaining unit position, unless the employee previously served in a bargaining unit position and continued in the employ of the Board in a non-bargaining unit position or was on layoff, in which event, the deductions will begin with the first paycheck paid ten (10) days after the resumption of the employee's employment in a bargaining unit position, whichever is later.

- F. If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said employee during the membership year in question.
- G. The Association will notify the Board in writing of any changes in the list provided for in Paragraph D above, and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than then (10) days after the Board receives such notice.
- H. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. This list will indicate name, job titles and dates of employment for all such employees.

Article XXVIII
DURATION OF AGREEMENT

- A. This Agreement shall be effective July 1, 2010, and shall continue in effect until June 30, 2013, subject to the Association’s right to negotiate over a successor Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, all on the day and year first above written.

RIVERSIDE TOWNSHIP
BOARD OF EDUCATION

By: _____, President

Attest: _____, Secretary

Date: _____

RIVERSIDE EDUCATION ASSOCIATION

By: _____, Negotiation Chair

Attest: _____, Secretary

Date: _____

SCHEDULE A
SECRETARIES & CLERKS
SALARY GUIDE FOR 2010-2013
12 MONTHS

<u>Administrative</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
0	37756	38261	38911	39661
1	39265	39770	40420	40661
2	40783	41288	41938	41661
3	41256	41761	42411	42661
4	41756	42261	42911	43661
5	42256	42761	43411	44661
6	42756	43261	43911	45661
7	44731	45236	45886	46661

Secretary

0	37276	37781	38431	39206
1	38276	38781	39431	40206
2	39276	39781	40431	41206
3	40276	40781	41431	42206
4	41276	41781	42431	43206
5	42276	42781	43431	44206
6	43276	43781	44431	45206

Clerk

0	33401	33906	34556	35331
1	34401	34906	35556	36331
2	35401	35906	36556	37331
3	36401	36906	37556	38331
4	37401	37906	38556	39331
5	38401	38906	39556	40331

A. Longevity:

- After 3 years of service completed add \$ 100 to base.
- After 7 years of service completed add \$ 200 to base.
- After 10 years of service completed add \$ 400 to base.
- After 20 years of service completed add \$1,000 to base.
- After 30 years of service completed add \$1,500 to base.

Longevity Bump for the 2010-2011 School Year ONLY

Any employee covered under the CBA who has reached a longevity benchmark of 20 yrs or more will receive an additional \$300.00 in longevity for the 2010-2011 school year ONLY.

- B. One secretarial position will be established in each of the following offices:
1. Child Study
 2. Guidance

SCHEDULE A
 MAINTENANCE/CUSTODIAL STAFF
 SALARY GUIDE FOR 2010-2013
 TWELVE MONTHS

<u>CUSTODIAN</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
(NON-BLACK SEAL)				
0	34326	34831	35481	36256
1	35326	35831	36481	37256
2	36326	36831	37481	38256
3	37326	37831	38481	39256
4	38326	38831	39481	40256
5	39326	39831	40481	41256

MAINTENANCE

(NON-BLACK SEAL)

0	43369	43874	44524	45299
1	44169	44674	45324	46099
2	44969	45474	46124	46899

A. Longevity

- After 3 years of service completed add \$ 100 to base.
- After 7 years of service completed add \$ 200 to base.
- After 10 years of service completed add \$ 400 to base.
- After 15 years of service completed add \$ 700 to base.
- After 20 years of service completed add \$ 1,000 to base.
- After 30 years of service completed add \$ 1,500 to base.

Longevity Bump for the 2010-2011 School Year ONLY

Any employee covered under the CBA who has reached a longevity benchmark of 20 yrs or more will receive an additional \$300.00 in longevity for the 2010-2011 school year ONLY.

- B. With respect to employee(s) holding a black seal license, the Board agrees to pay a compensation of nine hundred dollars (\$900) to every employee who holds a license in a particular year. This compensation will be paid as salary to each licensed employee in their regular paychecks.

SCHEDULE A
INSTRUCTIONAL TEACHING AIDES
SALARY GUIDE FOR 2010-2013

<u>TEACHING AIDES</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
	25898	26390	26891	27402

A. Payment for degrees and certification:

- 80 credits add \$220 to the base.
- 120 credits add \$400 to the base.
- Bachelor's Degree add \$600 to the base.

B. Longevity:

- After 3 years of service completed add \$100 to base.
- After 7 years of service completed add \$200 to base.
- After 9 years of service completed add \$300 to base.
- After 12 years of service completed add \$400 to base.
- After 15 years of service completed add \$500 to base.
- After 30 years of service completed add \$1,000 to base.

Longevity Bump for the 2010-2011 School Year ONLY

Any employee covered under the CBA who has reached a longevity benchmark of 20 yrs or more will receive an additional \$300.00 in longevity for the 2010-2011 school year ONLY.

INSTRUCTIONAL AMBULATORY AIDES

<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
12.25	12.48	12.72	12.96

SCHEDULE A
SUPPLEMENTAL INSTRUCTORS
SALARY GUIDE FOR 2010-2013

<u>SUPPLEMENTAL</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Hourly Rate	38.85	39.59	40.34	41.11

A. These positions shall receive only those fringe benefits as required by law.

B. These positions shall continue to be compensated on an hour for hour basis which can vary on a day to day basis.

- C. The aforementioned contains the only contractual provisions which are applicable to these positions.
- D. After 30 years of service an additional \$500 stipend.

SCHEDULE A
TEACHERS
SALARY GUIDE FOR 2010-2013

<u>TEACHERS</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
0	49900	50515	51571	52672
1	51200	51515	52571	53672
2	52971	53286	53571	54672
3	54742	55057	55342	55672
4	56513	56828	57113	57443
5	57240	57555	57840	58170
6	57966	58281	58566	58896
7	58693	59008	59293	59623
8	59419	59734	60019	60349
9	60250	60565	60850	61180
10	61288	61603	61888	62218
11	62430	62745	63030	63360
12	63571	63886	64171	64501
13	64713	65028	65313	65643
14	65855	66170	66455	66785
15	68372	68687	68972	69302
16	71272	71587	71872	72202
17	74272	74587	74872	75202
18	77272	77587	77872	78202

The part-time psychologist shall receive per diem salary rates of:

<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
\$399/day	\$407/day	\$415/day	\$423/day

A. Longevity:

1. An additional \$100 to be paid after three (3) years of service in Riverside Schools on the fourth contract.
2. An additional \$250 to be paid after ten (10) years service in Riverside Schools on the eleventh contract.
3. An additional \$300 to be paid after fifteen (15) years service in Riverside Schools on the sixteenth contract.
4. An additional \$900 to be paid after twenty (20) years service in Riverside Schools on the twenty-first contract.
5. To go into effect in the 1992-1993 contract: An additional \$500 to be paid after twenty-five (25) years of service in Riverside Schools on the twenty-sixth (26) contract.
6. An additional \$500 to be paid after 30 years service in Riverside Schools on the thirty-first contract.

After 3 years of service completed add \$ 100 to base.
 After 10 years of service completed add \$ 350 to base.
 After 15 years of service completed add \$ 650 to base.
 After 20 years of service completed add \$ 1,550 to base
 After 25 years of service completed add \$ 2,050 to base.
 After 30 years of service completed add \$ 2,550 to base.

Longevity Bump for the 2010-2011 School Year ONLY

Any employee covered under the CBA who has reached a longevity benchmark of 20 yrs or more will receive an additional \$500.00 in longevity for the 2010-2011 school year ONLY.

B. The Board of Education will pay for approved graduate credit courses after the degree as follows:

BA + 15 credits	add to base	\$1000
BA + 30 credits	add to base.	\$2000
MASTERS DEGREE	add to base.	\$3000
MS + 15 credits	add to base.	\$4000
MA + 30 credits	add to base.	\$5000
DOCTORATE	add to base.	\$6000

- C. Control of Graduate Credits and Degrees:
1. For those credits earned and certified to the Superintendent prior to March 1, payment will be retroactive to September 1 of the current school year.
 2. Graduate credits earned after February 1 of the current school year will be included in the teacher's contract in September of the subsequent school year.
- D. The Board of Education reserves the right to withhold salary increments for any teacher subject to the Rights and Reserves under Title 18A.
- E. The Board of Education agrees to provide for tuition reimbursement as follows:
1. Covers tuition for college and university courses only.
 2. A total reimbursement pot per year of \$16,500.
 3. Maximum of \$750 per course with a \$1,500 maximum per year.
 4. Superintendent has prior approval/rejection authority on requested courses.
 5. Presentation of transcript prior to payment with payment only for an "A" or "B" grade.
 6. Employee pays transportation/books fees.
 7. To insure equitable access to all REA employees, reimbursement will be made at the end of the school year to all first course applicants. If monies are still available for second course people, then those monies will be applied in a equitable manner up to the maximum \$750.
 8. Requests for approval must be submitted to the Superintendent at least 2 weeks prior to the beginning of class.

SCHEDULE B
EXTRA-CURRICULAR ACTIVITIES

ACTIVITY	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
AVA				
Elementary	1409	1436	1463	1491
Secondary	1409	1436	1463	1491
Band, Asst. Director	2303	2347	2392	2437
Band –				
Elementary	1019	1038	1058	1078
Middle School	1074	1094	1115	1136
Jazz	3888	3962	4037	4114
Marching	3096	3155	3215	3276
Summer	2649	2699	2750	2802
Chorus –				
Elementary/Middle	1019	1038	1058	1078
High	1074	1094	1115	1136
Breakfast Caf. Monitor	1712	1745	1778	1812
Class Advisors –				
9 th & 10 th (4)	1606	1637	1668	1700
11 th & 12 th (4)	1996	2034	2073	2112
Department Heads (11)	1801	1835	1870	1906
Drama Club	2298	2342	2386	2431
Elem. Science Night Adv	762	776	791	806
Environmental Club –Elem.	762	776	791	806
Fire Marshall	869	886	903	920
F.B.L.A.	962	980	999	1018
F.T.A.	962	980	999	1018
Grade Level Heads (2)	1801	1835	1870	1906
Interact	1272	1296	1321	1346
JROTC Summer (2)	924	942	960	978
Keyettes	539	539	539	539
Media Club –				
High School	1496	1524	1553	1583
Middle	1212	1235	1258	1282
M.S. Science Club/Fair Adv	962	980	999	1018
M.S. Family Math Advisor (2)	772	787	802	817
National Honor Society	962	1013	1032	1052
Newspaper (Middle Sch.)	1170	1192	1249	1273
Odyssey of the Mind (MS)	690	690	690	690
Peer Leadership –				
Elementary	2331	2375	2420	2466

SCHEDULE B – CONTINUED

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Secondary	2331	2375	2420	2466
Rampage	3826	3890	3964	4073
Safety Patrol – Elem.	490	499	508	518
Sports Night Assn.	800	815	831	846
Stage Crew –				
Elementary	1496	1524	1553	1583
Secondary	1496	1524	1553	1583
Student Council –				
Elementary	957	975	994	1013
Middle School	1289	1313	1338	1363
High School	3015	3072	3130	3189
Summer School (120 hrs)	3125	3184	3244	3306
Torch	4621	4709	4798	4889
Yearbook				
Elementary	1365	1391	1417	1444
Middle School	1365	1391	1417	1444

SCHEDULE C
ATHLETIC ACTIVITIES

<u>Athletic Activities</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Athletic Director	5301	5301	5301	5301
<u>Head Coaches-</u>				
Football	6830	6960	7092	7227
Basketball – boys	6830	6960	7092	7227
Basketball – girls	6830	6960	7092	7227
Wrestling	6830	6960	7092	7227
Hockey	6750	6878	7009	7142
Soccer – boys	6750	6878	7009	7142
Soccer – girls	6750	6878	7009	7142
Softball	6750	6878	7009	7142
Baseball	6750	6878	7009	7142
Track - boys	6750	6878	7009	7142
Track – girls	6750	6878	7009	7142
Cross Country	6653	6779	6908	7039
<u>Assistant Coaches –</u>				
Football (4)	5012	5107	5204	5303
Basketball – boys (2)	5012	5107	5204	5303
Basketball – girls (2)	5012	5107	5204	5303
Wrestling	5012	5107	5204	5303
Hockey	4944	5038	5134	5231
Soccer – boys	4944	5038	5134	5231
Soccer – girls	4944	5038	5134	5231
Softball	4944	5038	5134	5231
Baseball	4944	5038	5134	5231
Track (2)	4944	5038	5134	5231
<u>Middle School Coaches –</u>				
Basketball – boys	3786	3858	3931	4006
Basketball – girls	3786	3858	3931	4006
Hockey	3739	3810	3882	3956
Soccer – boys	3739	3810	3882	3956
Soccer – girls	3739	3810	3882	3956
Softball	3739	3810	3882	3956
Baseball	3739	3810	3882	3956

SCHEDULE C - Continued

<u>Athletic Activities</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
<u>Adjunct Sports –</u>				
Sports Night (2)	2470	2517	2565	2613
Colorguard	2017	2127	2169	2212
Colorguard Winter	1344	1454	1480	1506
Drill Raider Challenge(2)	1329	1354	1380	1406
Equipment Manager	1309	1309	1309	1309
Weightlifting/season (3)	1170	1192	1215	1238
Weightlifting/summer (1)	1170	1192	1215	1238
Cheerleading/season –				
Varsity (2)	3422	3487	3553	3621
Freshman (2)	591	591	591	591
Faculty Manager	3145	3145	3145	3145

All Freshmen Coaches are to be paid on the Assistant Coach Scale.
 All coaches and assistants will be appointed by the Board of Education.

SCHEDULE D
RATES FOR SPECIAL EVENTS

	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Home Instruction	40.00	40.76	41.53	42.32
Computer Instruction	33.85	34.49	35.15	35.82
Saturday Detention	20.76	21.15	21.56	21.97
After-School Detention	19.35	19.72	20.09	20.47
Homework Club	19.35	19.72	20.09	20.47
Ticket Seller	48.37	49.29	50.23	51.18
Ticket Collector	48.37	49.29	50.23	51.18
Faculty Official	48.37	49.29	50.23	51.18
Crowd Control	48.37	49.29	50.23	51.18
Dance Chaperone	48.37	49.29	50.23	51.18
Class Coverage	25.84	26.33	26.83	27.34
Curriculum Work	25.07	25.55	26.03	26.53
Teacher Replacement by Aide	45.60	46.47	47.35	48.25
Crowd Control Sub. Var.	31.02	31.61	32.21	32.82
Clock Oper. Sub. Var.	31.02	31.61	32.21	32.82
Sixth Period Teacher	3012	3069	3128	3187
Lead Custodian	1071	1091	1112	1133

SCHEDULE D - Continued

- A, Teachers will be paid for mileage when using their vehicle for school business at the current OMB rate. Only authorized trips approved by the Board of Education, Superintendent of Schools or his designee will be compensated. Mileage is computed to and from Riverside Public Schools.
- B. Each high school teacher who is assigned and functions as a six (6) teaching period teacher shall receive an annual stipend as indicated above. This stipend shall not be added to the teachers base salary. This stipend shall be paid on a semiannual basis, half in December, and half in June. This stipend shall be subject to proration in the event that the teacher functions for less than a full year as a six (6) teaching period teacher.
- C. Lead Custodian shall receive an annual stipend as indicated above. This stipend shall be paid half in December and half in June and shall be prorated for actual time of appointment and service in the assignment.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE BOARD OF EDUCATION
RIVERSIDE TOWNSHIP
BURLINGTON COUNTY, NEW JERSEY

AND

THE RIVERSIDE EDUCATION ASSOCIATION

JULY 1, 2010– JUNE 30, 2013