

AGREEMENT

Between:

**ROSELLE PARK BOARD OF EDUCATION
UNION COUNTY, NEW JERSEY**

and

ROSELLE PARK EDUCATION ASSOCIATION

**July 1, 2015
through
June 30, 2018**

CONTENTS

	<u>Page</u>
PREAMBLE	1
GENERAL PROVISIONS.....	1
<u>ARTICLE I</u>	
RECOGNITION.....	1
<u>ARTICLE II</u>	
NEGOTIATION PROCEDURE.....	1
<u>ARTICLE III</u>	
ASSOCIATION RIGHTS AND PRIVILEGES	2
<u>ARTICLE IV</u>	
ASSOCIATION RESPONSIBILITIES	3
<u>ARTICLE V</u>	
BOARD RIGHTS AND RESPONSIBILITIES.....	3
<u>ARTICLE VI</u>	
SEPARABILITY AND SAVINGS	4
<u>ARTICLE VII</u>	
FULLY-BARGAINED PROVISIONS.....	4
TEACHERS' PROVISIONS	4
<u>ARTICLE VIII</u>	
GRIEVANCE PROCEDURE	4
<u>ARTICLE IX</u>	
TEACHER RIGHTS	7
<u>ARTICLE X</u>	
TEACHING HOURS AND TEACHING LOAD.....	8
<u>ARTICLE XI</u>	
NON-TEACHING DUTIES	12

<u>ARTICLE XII</u>	
TEACHER EMPLOYMENT	12
<u>ARTICLE XIII</u>	
SALARIES	13
<u>ARTICLE XIV</u>	
HEALTH INSURANCE.....	14
<u>ARTICLE XV</u>	
TEACHER PROTECTION.....	15
<u>ARTICLE XVI</u>	
TEACHER WORK YEAR.....	16
<u>ARTICLE XVII</u>	
EXTENDED LEAVES OF ABSENCE.....	16
<u>ARTICLE XVIII</u>	
TEMPORARY LEAVE OF ABSENCE.....	18
<u>ARTICLE XIX</u>	
TEACHER EVALUATION	20
<u>ARTICLE XX</u>	
TRANSFERS	20
<u>ARTICLE XXI</u>	
RELEASE OF NON-TENURED TEACHERS.....	20
<u>ARTICLE XXII</u>	
TEACHER-ADMINISTRATION LIAISON.....	21
<u>ARTICLE XXIII</u>	
MISCELLANEOUS PROVISIONS	21
<u>ARTICLE XXIV</u>	
PROFESSIONAL DEVELOPMENT/EDUCATIONAL IMPROVEMENT	22
<u>ARTICLE XXV</u>	
POSTING OF VACANCIES	24
<u>ARTICLE XXVI</u>	
DUES DEDUCTION AND AGENCY SHOP.....	25

<u>ARTICLE XXVII</u>	
RETIREMENT.....	25
 SECRETARIES' PROVISIONS.....	 26
<u>ARTICLE XXVIII</u>	
GRIEVANCE PROCEDURE	26
<u>ARTICLE XXIX</u>	
BOARD RIGHTS AND RESPONSIBILITIES.....	29
<u>ARTICLE XXX</u>	
HEALTH INSURANCE.....	29
<u>ARTICLE XXXI</u>	
TEMPORARY LEAVES OF ABSENCE	31
<u>ARTICLE XXXII</u>	
WORK YEAR/WORK SCHEDULE	33
<u>ARTICLE XXXIII</u>	
EVALUATION	34
<u>ARTICLE XXXIV</u>	
RETIREMENT.....	34
<u>ARTICLE XXXV</u>	
PROFESSIONAL DEVELOPMENT.....	35
 PARAPROFESSIONALS' PROVISIONS.....	 36
 <u>ARTICLE XXXVI</u>	 36
 SCHEDULE A-1	
Teachers' Salary Guides	37
 SCHEDULE A-2	
Secretaries' Salary Guide.....	38

Ten (10) Month Secretaries
Ten (10) Month Part-time Secretaries
Twelve (12) Month Secretaries

SCHEDULE B

Coaches Salary Guide..... 39

SCHEDULE C

Stipends Salary Guide..... 42

SCHEDULE D

Paraprofessional Salary Guide..... 44

ARTICLE XXXVII

DURATION OF AGREEMENT..... 45

SIGNATURES..... 45

PREAMBLE

This contract, made and entered into on the _____ day of _____, 2015, by and between the BOARD OF EDUCATION OF ROSELLE PARK, NEW JERSEY, hereinafter called the "Board," and the ROSELLE PARK EDUCATION ASSOCIATION, INCORPORATED, hereinafter called the "Association," represents the complete and final understanding on all bargainable issues between the Board and the Association during the lifetime of the Agreement.

GENERAL PROVISIONS

ARTICLE I RECOGNITION

- A. The Board hereby recognizes the Association during the lifetime of this Agreement as the exclusive representative for collective negotiations concerning the terms and conditions of employment for all personnel not engaged as supervisory employees and who comprise the bargaining unit as follows:

- | | |
|------------------------------------|-------------------------|
| 1. Teachers | 6. Paraprofessional |
| 2. Guidance Counselors | 7. Administrative Aides |
| 3. Secretaries | 8. Enterprise Clerk |
| 4. Child Study Team | 9. Computer Aide |
| 5. Substance Awareness Coordinator | |

Articles shall apply to all employees as specified in A unless noted otherwise.

- B. Unless otherwise indicated, the term "teachers" when used hereinafter in this Agreement, shall refer to all professional employees represented by the Association in the negotiations unit as defined above.
- C. All other individuals employed by the Board not specifically enumerated above are excluded from the bargaining unit.

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 all matters concerning the terms and conditions of employees' employment. The Association and the Board will simultaneously exchange initial proposals at the mutually agreed upon date not later than March 15. Such proposals shall be presented in writing at the mutually agreed upon date not later than March 15 as set forth above. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

The signature of the Association on the Agreement shall be pursuant to authorization received from the membership and the Association shall notify the Board in writing when the Agreement has been ratified by the membership. The parties agree to be bound by the provisions of the rules and regulations of the Public Employment Relations Commission as the same affect Negotiations Procedures.

- B. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with any necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. Nothing herein contained shall be construed as a delegation of the authority of the Board.
- C. It is understood by all parties that the Board and the Association expressly agree that negotiations will be conducted without the use of pressure tactics. The parties also agree that during the period of negotiations the only publicity accorded the negotiation by the parties will consist of a joint press release, or, in the event the parties are unable to agree upon wording, a joint press release stating that "no progress has been made," unless an impasse has been declared to exist to which both parties agree. This does not preclude both parties reporting back to their respective memberships.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined in Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. The minutes of the negotiation session shall be approved by the Association and Board negotiations committees and shall be signed by duly authorized representatives of each negotiating committee.

ARTICLE III ASSOCIATION RIGHTS AND PRIVILEGES

- A. 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, the employee shall suffer no loss in pay. Up to five (5) days, in total, of release time for association business shall be allowed for the President, Grievance Officer, Negotiations Chairperson, or designee.
- B. The Association and its representatives shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, provided that the superintendent will be notified in advance and assignment of space is allotted.
- C. The Association shall have the privilege, with the permission of the school principal, to use school equipment on the site, including office equipment, and all types of audio-visual equipment at reasonable times, and when such equipment is not otherwise in use. The

Association shall pay for the cost of all materials and supplies incident to such use and assume liability for any damage to any equipment occurring during such use.

- D. The Association shall have, in each school building, the exclusive use of a bulletin board in each faculty lounge. Copies of all materials to be posted on such bulletin boards shall be given to the building principal, but no approval shall be required.
- E. The Association may have the privilege of reasonable use of inter-school mail facilities and school mail boxes for the distribution of material dealing with the proper and legitimate business of the Association. However, the Board and the Administration cannot assume responsibility or liability for such usage.
- F. 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 organization.
- G. The association president or designee shall have release time as needed and scheduled with the building administrator.

ARTICLE IV ASSOCIATION RESPONSIBILITIES

- A. The Association shall be responsible for acquainting its members with the provisions of this Agreement, and shall take all reasonable steps to insure the adherence to the provisions of this Agreement by its members during the life of this Agreement and providing a written copy.
- B. It is the responsibility of personnel covered in Article I to carry out administrative directions and regulations required by Board policy, subject to the understanding that the Grievance Procedure shall be available under the terms specified in Articles VIII and XXX if it is felt any such regulation is in conflict with the express terms of this Agreement.

ARTICLE V BOARD RIGHTS AND RESPONSIBILITIES

- A. The Board, on its own behalf and on behalf of the citizens of the Borough of Roselle Park, New Jersey, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it prior to the signing of this Agreement by the laws and the Constitution of the State of New Jersey, and of the United States.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of New Jersey and of the United States.

- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities, and the authority under R.S. 18:A, School Laws of New Jersey, or any other national, state, or county district, or local laws or regulations as they pertain to education.

ARTICLE VI SEPARABILITY AND SAVINGS

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

ARTICLE VII FULLY-BARGAINED PROVISIONS

- A. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

TEACHERS' PROVISIONS

ARTICLE VIII GRIEVANCE PROCEDURE

A. Definition

1. The term "grievance" as used herein means a claim by an individual employee or the Association on behalf of an individual employee or group of employees, from the interpretation, application, or violation of policies, agreements, and administrative decisions affecting them.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to alleged violations of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

Except as is otherwise provided by law, any individual member of the staff shall have the right to process a grievance affecting the employee through administrative channels. The employee shall have the right to present her/his own appeal or designate a representative of the Association to appear with her/him at any step of the appeal.

1. Any employee who has a grievance shall within thirty (30) calendar days of its occurrence discuss it first with her/his principal (or immediate supervisor or department head, if applicable) in an attempt to resolve the matter informally at that level.
2. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five(5) school days, the employee shall set forth her/his grievance in writing to the principal. The principal shall communicate the decision to the employee in writing within five (5) school days of receipt of the written grievance.
3. If the employee wishes to pursue the matter within five (5) school days from notification of the principal, the employee shall submit her/his grievance to the superintendent of schools in writing specifying:
 - a. the nature of the grievance;
 - b. the results of the previous discussion;
 - c. the basis of her/his dissatisfaction with the determination.
4. A copy of the writing called for in Paragraph 3 above is to be submitted to the school principal and to the immediate superior of the aggrieved employee.
5. Within ten (10) days from receipt of the written grievance, the superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
6. Within ten (10) days of the said hearing, the superintendent shall, in writing, advise the employee and her/his representative, if there be one, of this determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.
7. In the event of the failure of the superintendent to act in accordance with the provisions of Paragraphs 5 and 6, or in the event a determination by him/her in accordance with the provisions thereof is deemed unsatisfactory by either party, the dissatisfied party, within ten (10) school days of the determination by him/her, may appeal to the Board.
8. Where an appeal is taken to the Board, there shall be submitted by the appellant the following: the writing set forth in Paragraph 3 and 6, and a further statement in writing setting forth the appellant's dissatisfaction with the superintendent's action. A copy of said statement shall be submitted to the superintendent and other adverse party.

9. The Board will conduct a meeting on the grievance within thirty (30) calendar days after receipt of the appeal from the grievant and will render its decision within fifteen (15) calendar days after such a meeting on the grievance. The grievant may have a representative with her/him at the meeting on the grievance, and such conference shall be limited to a review of the data and other materials and arguments made at the preceding steps of the Grievance Procedure. The grievant and/or her/his representative may make a statement to the Board. However, no witnesses or new materials or testimony may be introduced at the conference.
10. Grievances that relate to contractual clauses covering terms and conditions of employment which are not resolved to the satisfaction of the employee or the Association after review by the Board may, at the discretion of the employee or the Association, be submitted to binding arbitration, except that disputes concerning terms and conditions of employment which are specifically delegated to an administrative agency or court by statute, court decision, or state or federal regulations may not be submitted beyond the Board level. All other grievances which are not related to the Contract will terminate at the Board level of the procedure.
11. The aggrieved employee has ten (10) working days after the Board's decision in which to request arbitration pursuant to rules and regulations established by the Public Employment Relations Commission. Failure to file within said time shall constitute a bar to such arbitration, unless the aggrieved employee and the Board shall mutually agree upon a longer period of time within which to assert such a demand.
12. In the event the aggrieved employee elects thereafter to pursue a review by the County Superintendent, Commissioner of Education, or other agency as provided by State Statute, the arbitration hearing shall be canceled and the matter withdrawn. The Association shall pay whatever cost may have been incurred in processing the arbitration case. In pursuing a case to arbitration, the aggrieved employee and the Association waive any other legal remedy which they may have.
13. The arbitrator's decision shall be in writing and shall set forth her/his reasons and conclusions on the issue or issues submitted. The arbitrator's decision shall be submitted to the Board and the Association and shall be final and binding on the parties.
14.
 - a. The parties direct the arbitrator to decide as a preliminary question whether the employee has jurisdiction, under the provisions of Article VIII to hear and decide the matter in dispute.
 - b. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and Laws of the State of New Jersey, and be restricted to the application of the facts presented to him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from or alter in any way the provisions of this Agreement or any amendment or supplement thereto.

15. In the event of arbitration, the cost of the arbitrator's services shall be shared equally by the Board and the aggrieved employee, or if represented by the Association, by the Board and the Association. All other expenses incurred in connection with the arbitration shall be paid by the party incurring same.
16. Since it is important that the grievances be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum and every effort shall be made to expedite the process. The time limit specified may, however, be extended by mutual consent.
17. In the event the grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, it shall be suspended the last day of the school year and commenced on the first day of the following school year.
18. Pending determination of a grievance or in any dispute between teachers and the Board, the grievant and all teachers shall continue to perform their duties under the direction of the superintendent until the grievance is settled and decided.

ARTICLE IX TEACHER RIGHTS

- A. Pursuant to Chapter 123, Public Laws of 1974, the Board and the Association hereby agree that every employee of the Board shall have the right freely to organize, join and support the duly elected Association and its affiliates for the purpose of engaging in collective negotiations or to refrain from any such activity. The parties undertake and agree that they shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974, or other laws of New Jersey or the Constitutions of New Jersey or the United States, and they shall not discriminate against any teacher because of her/his participation or lack of participation in any activities of the Association and its affiliates.
- B. Any individual member of the staff shall have a right to propose a policy or policies and/or administrative procedure or procedures through administrative channels.
- C. Nothing contained herein shall be construed to deny or restrict to any teacher such rights as the employee may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to the teachers hereunder shall be in accordance with law.
- D. 1. It is the responsibility of the teacher to determine grades under the grade policy of the Roselle Park District based upon available criteria related to any subject area or activity for which the employee is responsible. However, all parties recognize that the final determination as to any grade rests with the Board of Education in order to prevent the assignment of unreasonable or arbitrary grades.

2. The Board agrees that prior to considering a grade change for other than an attendance or tardiness problem, it will seek input from a review committee composed of administrators and teacher staff members relevant to the situation.
- E. Whenever any teacher is scheduled to appear before a representative of the Board concerning a matter which may adversely affect the continuation of the teacher in her/his position, the teacher will receive within ten (10) school days a written notice of the charge or charges, if any, so that the employee may have an opportunity to study the charges, and if the employee desires, have a representative of the Association present at a subsequent meeting scheduled to discuss the matter.

ARTICLE X TEACHING HOURS AND TEACHING LOAD

- A. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in/out" roster. All teachers must be at their assigned duty area five (5) minutes prior to the student entrance bell or their first scheduled assignment if on flex schedule. Teachers shall remain at least ten (10) minutes after their last scheduled assignment to meet needs for counseling, extra help, and necessary make-up. At the discretion of the building principal, this requirement (5 minutes prior/10 minutes after) may be met by reporting fifteen (15) minutes prior to the teacher's first scheduled assignment. It is understood by both parties that regularly scheduled planning time is essential to the educational program of the district. At the elementary level it is recognized that the structure of the day makes this difficult to achieve. The required planning time should be meaningful and directly related to the activities of the individuals involved. Up to one hour of planning time per week will be required, scheduled at the discretion of the employees, and reported to the building administrator on a monthly report. District planning time for purposes of aligning curriculum and professional learning communities may be scheduled by building administrators, as needed, and will count toward the one hour commitment.
- B. The work day shall be as follows:
1. Teachers at the elementary school will have a maximum work day of six (6) hours and thirty (30) minutes which shall include a lunch period. Pre and post duty time requirements in A. above are excluded.
 2. Teachers at the middle school and high school will have a maximum work day of six (6) hours and forty (40) minutes which shall include a lunch period. Pre and post duty time requirements in A. above, are excluded.
 3. Child Study Team members will have a maximum work day of seven (7) hours and thirty (30) minutes which shall include a lunch period.
 4. Any teacher holding the Athletic Trainer's position will have a maximum work day of six (6) hours and thirty (30) minutes which shall include a lunch period. Should this individual be assigned to teach classes in more than one school building, he/she shall only be assigned to teach five (5) periods.

C. Teachers shall have a daily duty-free lunch period as required by law. For the duration of the contract, lunch periods shall be as follows: (i) Elementary- 50 minutes; (ii) Middle School- 40 minutes; and (iii) High School- 30 minutes.

D. Classroom teachers shall, in addition to their lunch period, have a daily preparation period during which they will not be assigned to any other duties as follows:

1. Elementary classroom teachers: Seven (7) periods per week. A period is considered to be of at least thirty (30) minutes.
2. Elementary specials teachers: Five (5) periods per week.
3. Middle school: Two (2) periods per day.
4. High school: Two (2) periods per day.
5. Teachers assigned to and involved in classroom inclusion and support programs shall, if possible, have one (1) additional preparation period per week for common planning, discussions, and development of appropriate instructional strategies.
6. Each traveling teacher shall be required to attend meetings at the school that has been designated as their home base. Traveling teachers shall have the same lunch and prep time as other teachers in their home school.

Traveling teachers shall work the time schedule designated by their home base. The home base shall be assigned by the Superintendent and/or his designee. Times may be adjusted if necessary at the beginning or end of the day.

7. Any certified teacher holding the Athletic Trainer's position shall have the first period of the day for a preparation period. This individual shall not be required to be on school grounds during this preparation period.

If the Athletic Trainer is not a certified teacher, the Athletic Trainer will receive a \$3,000 stipend for summer work. Summer work is defined as the period of time that begins with the New Jersey State Interscholastic Athletic Association ("NJSIAA") August start date and ends on the first day of school.

- E.
1. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period.
 2. Teachers may be permitted to leave the school building during professional preparation periods provided they receive permission in advance from the building principal or designee and complete a sign in/out upon leaving and returning to the school building any time during the day.
 3. A teacher who volunteers for elementary school lunch time supervision during his/her duty free lunch period will be compensated at a rate of \$25 per day for 2012-2015. When there are an insufficient amount of volunteers, the selection and scheduling of elementary teachers shall be done on a rotating basis at the discretion of the building principal.

- F.
1. For the 2012-2013 school year, teachers in grades 6-12 who volunteer to teach an additional period shall be paid an additional 1/7 of their salary.

2. Beginning with the 2013-2014 school year, teachers in grades 6-12 who volunteer to teach an additional period beyond their normal teaching assignment shall be paid an additional 1/8 of their salary.
 3. Effective July 1, 2013, any special education teacher of grades 6-12 shall not receive additional compensation for teaching a 6th period. As of June 30, 2013, any teaching assignment not currently receiving a stipend for the 6th period assignment shall not be eligible to receive 6th period assignment compensation as set forth in this Article.
 4. When scheduling teachers in grades 6-12 for a teaching assignment beyond their normal teaching schedule, the administration shall post the assignment and seek volunteers. When there are an insufficient amount of volunteers, the selection and scheduling of the additional teaching assignment, whenever possible, shall be done as equitably as possible on a rotating basis. Effective July 1, 2015, English as a Second Language ("ESL") teachers in grades 6-12 shall not receive additional compensation for teaching a 6th period.
 5. Any high school teacher who is scheduled to have six (6) teaching periods during the normal school day shall have no other non-teaching duties scheduled except assigned home room.
- G.
1. All teachers may be required to remain after the end of the regular work day, without additional compensation, for the purpose of attending general faculty meetings not to exceed 20 per school year and every effort will be made not to exceed three (3) per month unless an emergency situation requires additional meetings. Meetings will generally conclude after sixty (60) minutes.

In the event a teacher misses the regularly scheduled meeting, the teacher shall be required to remain before or after the school day, without additional compensation, for the purposes of obtaining the information that was disseminated and/or discussed at that meeting as well as fulfill any obligation or responsibility resulting from that meeting.
 2. An Association representative may speak to the teachers at any meeting referred to in Paragraph 1. above for at least five (5) minutes before the close of the meeting at the request of the representative.
 3. The notice of the agenda for the faculty meetings shall be given to the teachers involved at least two (2) days prior to the meeting, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- H. The superintendent shall require teachers to assume extracurricular activities as part of the normal teaching day, and the same shall be performed without additional compensation. Teacher participation in other extracurricular activities shall be voluntary, and shall be compensated according to the rate of pay and/or release time in attached schedule.

- I. Teacher participation in field trips; which extend beyond the teacher's in-school work day, and overnight or weekend trips, shall be voluntary. Approved food, lodging, and transportation expenses in connection with such trips shall be paid by the Board. All such trips shall be upon the approval of the superintendent, and due authorization from parents shall be required in accordance with Board policy.
- J. The Board recognizes the concern of their dedicated teachers for presentation of programs and attendance at after school hours pupil and parent programs and feels this high degree of professionalism will result in continued cooperation for pupil welfare. In view of this, the Board will require attendance at Back-to-School Night and at an evening Parent-Teacher Conference. Special teachers, who serve at more than one school, will attend two (2) Back-to-School Nights at two different schools. A 1:45 dismissal will be given at each school on the day of their back-to-school night.
- K. Pupil programs presented in vocal and instrumental music will be continued as part of the working conditions of the vocal and instrumental music teachers' position classification.
- L.
 - 1. Professional preparation periods should not be used for the purpose of covering classes. When this is unavoidable, class coverage, beyond regular scheduled assignments, shall be compensated as follows:

2015-2018 - \$29.68 per day

- 2. When the class of an absent teacher is combined with the class of another teacher, the same class period rate shall be paid, but will be divided among the receiving teachers involved (up to three [3] teachers).
 - 3. If such classes are divided among more than three (3) teachers, each teacher shall receive a sum equal to one-third (1/3) of the class rate.
 - 4. Teachers called upon to provide language translation during their professional periods, lunch period, or before and/or after their regularly scheduled hours, shall be entitled to compensation equal to class coverage rates pro-rated to 15 minute increments.

2015-2018 - \$15.48

Teachers shall not be removed from their regular classes for language translation purposes except in cases of emergency.

- M. No teacher for grades 6-12 shall be assigned more than four (4) class preparations. Each class preparation shall have a distinct course of study. Special Education: this is exclusive of In-Class support for which the special education teacher is not responsible for the preparation of a distinct course of study. Should the special education teacher be assigned to a self-contained class, preparing and teaching five distinct courses of study, then that teacher will not be assigned

or required to attend team meetings.

- N. The Teacher Coordinator of Cooperative Marketing Education shall be assigned no more than five (5) teaching and/or duty periods and one (1) period for job placement and supervision provided the number of students is fifteen (15) or less. Where the number of students in the class is greater than fifteen (15), the Teacher Coordinator of Cooperative Marketing Education shall have four (4) teaching periods and two (2) periods for job placement.
- O. Teachers may be assigned to work a flexible work schedule. If this is necessary, no teacher will be required to work more than the time specified in D. above.
- P. Teachers, including home instructors, appointed to instruct beyond the scheduled workday will be compensated at the rate of \$34.83 per hour for 2015-2018. In the event that a student does not attend the scheduled session, the teacher shall be compensated at the agreed upon rate for one half (1/2) hour.
- Q. Effective January 3, 2005, the High School RPTV Dir./CATV-34 Coordinator shall be paid an additional 1/8th of his current salary for the additional teaching duties required of the RPTV Director.
- R. In the event all snow days are not used during the course of the school year, the remaining snow days shall be removed from the calendar pursuant to the discretion of the Board after consultation with the Association.

ARTICLE XI NON-TEACHING DUTIES

- A. Effort will be made to eliminate non-teaching duties.

ARTICLE XII TEACHER EMPLOYMENT

- A. The Board agrees to hire only certified teachers according to law.
- B. Teachers shall be notified of their contract and salary status for the ensuing year in accordance with law, unless this is not possible due to unforeseen circumstances.
- C. Whenever possible, no teacher shall serve as a mentor to more than one provisional/alternate route teacher in a school year.

ARTICLE XIII SALARIES

- A. The salaries of all teachers covered by this Agreement are set forth in schedules which are attached hereto and made a part thereof, designated as Schedules A, B, and C.
- B. Upon written request of the individual employee, the Board will deduct under the present payroll system the deposits to the Union County Educators Federal Credit Union and a tax sheltered annuity.
- C. The Child Study Team shall be paid in accordance with proper placement on the teachers' guide.
- D. The compensation for the Child Study Team/Guidance members will be paid as follows:

2012-2013 - \$5,675.00 per year
2013-2015 - \$5,788.50 per year

- E. The Child Study Team and Guidance personnel are paid the above compensation for work above and beyond the student school year and hours. The extended school year shall commence one week prior to school opening and end one week after school completion. One week is defined as five (5) working days. Should the Board of Education find it necessary to eliminate or reduce the need for these services during the term of this agreement, the compensation will be eliminated or proportionately reduced, whichever is appropriate. If, in the future the Board decided to "reemployment" or increase these services, the compensation would also be reactivated or proportionately increased, whichever is appropriate. The dates of notification shall be specified by Article XII.

Any referrals after the May 1 to the Child Study Team, will be considered summer cases. Summer cases will be paid in accordance with the published Child Study Team Consultation Fees as published by the Union County Educational Services Commission..

- F. Members of the Child Study Team shall be reimbursed at the IRS rate per mile for all approved travel.
- G. A teacher who obtains an additional degree or additional validated credits which qualify him/her for advancement on the salary guide prior to the first day of a new school year, shall be placed in the proper column of the teachers' salary guide effective September 1 of the academic year. Teachers must notify the business office/board in writing on or before September 15th in order to be paid retroactive to September 1st.

A teacher who obtains an additional degree or additional validated credits which qualify him/her for advancement on the salary guide between September 1 and January 31 of any academic year shall be placed in the proper column of the salary guide effective February 1 of that academic year Teachers must notify the business office/board in writing on or before February 15th in

order to be paid retroactive to February 1st.

- H. The Student Assistance Coordinator shall be placed on the appropriate step on the teachers' salary guide.
- I. Nurses who work on sports physicals exams outside the workday or work year shall receive pay at the hourly extended school year / Home Instruction rate for each day worked equal to the documented hours worked.
- J. The hourly rate for extended school year shall be the same as the current rate for Home Instruction.

ARTICLE XIV HEALTH INSURANCE

- A. The Board shall provide health insurance coverage to all eligible teachers and their dependents through the plans available as of July 1, 2015.

Eligible teachers shall contribute the amount established pursuant to law towards premiums. The minimum contribution shall be as set forth by P.L. 2011, Chapter 78. Should P.L. 2011, Chapter 78 be repealed during the term of the Agreement, teachers shall contribute \$150 per year towards health insurance.

Teachers who provide proof of alternative health insurance coverage may waive coverage with the Board in exchange for a waiver payment. The amount of the waiver payment shall be as follows:

- (i) If less than 20% of teachers waive, the payment shall be 25% or \$3,500, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;
- (ii) If between 20% and 25% of teachers waive, the payment shall be 25% or \$4,000, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;
- (iii) If between 25% and 30% of teachers waive, the payment shall be 25% or \$4,500, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;
- (iv) If more than 30% of teachers waive, the payment shall be 25% or \$5,000, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;

The percentage of teachers who waive shall be measured on September 1 of each year.

If a teacher chooses to waive only a portion of his or her coverage, *i.e.* waives medical insurance coverage and selects dental coverage, the teacher shall be required to contribute the greater amount set by statute, code or regulation or 1.5% of his or her base salary towards the cost of such coverage. If the amount of the teacher's 1.5% contribution exceeds the total cost of the selected coverage, *i.e.* the total cost of such dental coverage, the teacher's annual contribution shall be reduced and the teacher shall only contribute an amount equal to the cost of the selected

coverage, unless otherwise dictated and/or prohibited by law.

Teachers who waive health benefits, and subsequently incur one of the life events as described by the New Jersey Department of Banking and Insurance (Birth, Death Marriage, Divorce or loss of coverage by a spouse) shall be entitled to immediate reenrollment in health insurance. Any waiver monies paid shall be reimbursed on a pro-rated basis.

Where the Board employs two married employees, one of the two must choose either Family or Husband/Wife Coverage. The other employee shall not be permitted to receive a waiver payment or health benefit coverage. Two employees who were married and employed by the Board prior to July 1 2012, shall be exempt from this provision.

- B.
 - 1. All employees currently enrolled in the traditional indemnity plan shall be enrolled in the Direct Access medical plan.
 - 2. All employees currently enrolled in the Point of Service medical plan shall have the option of remaining in the Point of Service medical plan or enrolling in the Direct Access medical plan. If an employee enrolled in the Point of Service medical plan enrolls in the Direct Access medical plan, the employee may not reenroll in the Point of Service medical plan.
 - 3. All employees hired on or after July 1, 2015, shall be enrolled in the Direct Access medical plan.

C. The POS office Co-Pay shall be \$15.00. The Direct Access office Co-Pay shall be \$10.00.

D Dental Plan

Either party, prior to January 1st of each year, may request a change in the present dental insurance coverage. The party requesting the change must submit to the other party all the necessary facts and figures to determine the costs and benefits of the newly proposed dental insurance coverage plan. The parties may mutually agree to change the dental insurance coverage plan or benefits. If the parties cannot agree on the proposed dental insurance coverage plan, the present dental insurance coverage plan shall remain in effect.

- E. If available, the Board shall provide each new teacher with a written description of the insurance coverage at the beginning of the school year and replacements as requested.
- F. The Board shall have the right to change insurance carriers as long as there is no diminution of benefits. Prior to implementing any such change, the Board agrees to notify the Association of said proposed change. The Association shall be permitted to make suggestions regarding said proposed change.
- G. The Board shall implement a Section 125 Plan.

**ARTICLE XV
TEACHER PROTECTION**

- A. No teacher shall be required to transport children in her/his private vehicle for school purposes.

**ARTICLE XVI
TEACHER WORK YEAR**

- A. The teacher work year for those assigned to grades Pre-K through 12 shall be as follows: (i) Tenured Teachers – 186 work days, which shall be inclusive of one (1) teacher preparation day prior to the start of the school year, 183 student contact days, and two (2) full day in-service workshops; (ii) Non-Tenured Teachers – 188 work days, which in addition to those days required of tenured teachers, shall also include two (2) additional days prior to the start of school for professional development, or other reasons as determined by the administration; and (iii) New Teacher Hires – 189 work days, which in addition to those days required of tenured teachers, shall also include three (3) additional days prior to the start of school for professional development, orientation, or other reasons as determined by the administration.
- B. Prior to the Board's adopting the school calendar, the superintendent shall submit a copy of the proposed calendar to the Association and shall meet, upon request, with the Association's representative to discuss and consider suggestions regarding the calendar.
- C. When staff and students have an early dismissal for the purpose of providing staff development, the teachers' afternoon session shall be from 1:15 p.m. to 3:15 p.m. The Association President shall provide annual written notice of the start time for the afternoon staff professional development sessions as well as the staff's contractual obligation to attend.

**ARTICLE XVII
EXTENDED LEAVES OF ABSENCE**

- A. Any pregnant teacher may apply for a leave of absence without pay, except as provided in Section 8 below. Upon request, such leave shall be granted prior to the anticipated date of birth and continue for a reasonable period of time to a specific date following birth.
1. Maternity leave shall be granted subject to the following conditions:
- a. A teacher shall request such leave as far in advance as is reasonable but in no event less than ninety (90) days to its commencement.
 - b. A request for maternity leave shall include a statement from a physician confirming the pregnancy and anticipated date of birth.
 - c. Exact dates of the leave will be arranged, if possible, to coincide with summer or winter recess. Where medically contra-indicated, the parties shall arrange other leave dates in consideration of both medical evidence and administrative feasibility.

- d. A statement from a physician certifying that the teacher is physically able to return to duty shall be furnished to the Board before a teacher is permitted to return from maternity leave.
 - e. Maternity leave shall be granted in accordance with all applicable Federal and State Laws.
- 2. A teacher's return date to employment may be extended for a reasonable period of time at her request for reasons associated with pregnancy, birth, or other related causes, subject to the approval of the Superintendent. If the requested extension of return date is for other than the September opening or the Christmas recess, the parties may adjust the date in consideration of both medical evidence and administrative feasibility.
- 3. The leave of absence granted a non-tenured teacher hereunder may not be extended beyond the end of the contract school year in which the leave is obtained.
- 4. No teacher shall be barred from returning to duty after the birth of her child solely on the ground that there has not been a time lapse between the birth and her desired date of return. However, on or before March 1 of the school year in which the teacher desires to return from said maternity leave, the teacher shall indicate to the Board, in writing, that she intends to return to teaching the following September. Failure to notify the Board will be deemed to be a waiver by the teacher of her right to return from maternity leave that year.
- 5. Leave for adoption shall be treated the same as leave for maternity. Any teacher planning to adopt a pre-school child which will necessitate an eventual maternity leave, shall advise the superintendent as soon as practicable prior to assuming custody of the child. Any request for maternity leave shall be submitted by the teacher to the superintendent.
- 6. The time spent on maternity leave shall not count toward the fulfillment of the time requirements for acquiring tenure, nor shall it count toward placement on the salary guide or for seniority.
- 7. No teacher shall be removed from her teaching duties during pregnancy except for the following:
 - a. The Board has found her teaching performance has substantially declined from the time immediately prior to pregnancy.
 - b. Her physical condition or capacity is such that her health would be impaired if she were to continue teaching, and which physical capacity shall be deemed to exist if:
 - (1) The pregnant teacher fails to produce a certification from her physician that she is medically able to continue teaching, or
 - (2) Board's physician and the teacher's physician agree that she cannot continue teaching, or

- (3) Following any difference of medical opinion between the Board's physician and the teacher's physician, a physician selected jointly by the Board and the teacher shall render a binding opinion on the physical capacity to continue teaching. The expense of any examination by an impartial third physician under this paragraph shall be shared equally by the teacher and Board.
 - c. Any other just cause.
8. If a teacher desires, she may use her accumulated sick leave for the period of her disability related to her pregnancy and childbirth and receive full pay and benefits for said period or until she has exhausted her sick leave. The period of disability for the purpose of this Section shall be defined as the period commencing one (1) month before the anticipated delivery date and ending one (1) month after the actual delivery or such other period of actual disability as shall be certified to the Board by the teacher's physician.
 9. The Board agrees to continue benefit coverage for teachers on extended sick leave after accumulated sick days have been exhausted and beyond the period that the insurance company already provides. Coverage will continue for a minimum of six (6) months or to the end of the school year, whichever is greater. Repayment of these premiums will be made by the employee at a mutually agreeable rate upon the employee's return to active employment. In case of death of the employee, the Board will absorb the cost. Should the employee accept employment elsewhere, the employee will be responsible for reimbursement to the Board of Education.

ARTICLE XVIII

TEMPORARY LEAVE OF ABSENCE

A. Illness

1. Each employee, employed on or before June 30, 2012, shall be allowed sick leave with full pay for eleven (11) days in any one (1) school year. Each employee whose first day of employment is on or after July 1, 2012, shall be allowed sick leave with full pay for ten (10) days in any one (1) school year. All unused sick leave shall be accumulated to be used for additional sick leave as needed in subsequent years. Employees whose first day of employment is between July 1, 2012 and June 30, 2013, shall be exempt from this provision for the period July 1, 2012 to June 30, 2013.
2. A doctor's certificate shall be required for any illness of three (3) or more successive days and may be required by the superintendent for any illness.

B. Extended Illness

In the event of extended illness, the Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment appears desirable.

C. Bereavement Leave

Notification of the need for bereavement leave must be given to the immediate supervisor or designee prior to the leave being taken. Employees will have up to five (5) days for immediate family bereavement, up to three (3) days for other relatives not defined by immediate family and one (1) day for any other death. Immediate family is interpreted to mean spouse, parents, grandparent, parents-in-law, sibling, child, grandchild, significant other or other relative residing in the employee's household.

D. Personal Business

1. Every year each employee may be granted three (3) days of leave for personal business, subject to written request three (3) days in advance, except in unusual situations, and approved by the superintendent of schools. Such leave may not be requested on the days immediately before or immediately after a holiday, school vacation, or teacher workshop days unless the leave is for religious observance or in the event of any unusual situation. The Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable. Documentary evidence of the reason for such absence immediately before or immediately after a holiday or school vacation shall be submitted when requested by the superintendent of schools or the superintendent's designee.
2. "Personal business" is interpreted as religious holiday and other personal matters of such emergency nature as cannot be accomplished outside of school hours.
3. Leave without pay will be granted for religious observance if all available personal business leave time has been used.
4. On June 30 of each year, unused personal days will be converted to sick leave days commencing with the following school year. A separate accounting of these days will be maintained, and they will be accumulated. An employee must exhaust accumulated regular sick leave, as set forth in paragraph A of this Article, before drawing upon converted personal days.

E. Special Cases

In the event of any unusual situation, the Board of Education, upon the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable.

F. Deductions

In the event an employee is absent beyond the leave granted above, deductions shall be made as follows:

1. Service personnel employed on a ten (10) month basis: For each day's absence, a deduction of 1/200th of the annual salary shall be made.
2. Service personnel employed on a twelve (12) month basis: For each day's absence, a deduction of 1/220th of the annual salary shall be made.

- G. Each employee may use up to five (5) days sick leave per year to care for an ill member of the employee's immediate family. "Immediate family" shall be defined as in Section C of this article.

ARTICLE XIX TEACHER EVALUATION

- A. Any provisions regarding teacher evaluations contained in this Article or anywhere else in this Agreement shall be consistent with the Board approved evaluation model and the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ). N.J.S.A. 18A:6-17 et al. Any provisions regarding teacher evaluations not consistent with the Board approved evaluation model and TEACH-NJ N.J.S.A. 18A:6-17, et al. shall be deemed null and void and shall have no force or effect.
- B. Before effecting any policy change in the present Board Policy #3221, Evaluation of Tenured and Non-Tenured Teaching Staff Members, the Board will provide an opportunity for the Association through the Evaluation Committee to submit its reaction to the present program. The Board will consider such reactions before putting any new teacher evaluation policy into effect which would revise present Board Policy #3222.
- C. Evaluation reports shall be presented to each teacher by her/his immediate superior. The employee's signature will indicate that he/she has read the evaluation and will have an opportunity to submit a rebuttal within thirty (30) school days.
- D. The Board of Education reserves the right to withhold increments.
- E. No peer coaching review shall be permitted under this article.

ARTICLE XX TRANSFERS

- A. Every effort will be made to give notice of transfer or reassignment of an employee no later than June 1 whenever possible and practical, except in cases of emergency or other contingencies beyond the control of the Board.
- B. An involuntary transfer or reassignment will be accompanied by a meeting between the principal or the supervisor who made the recommendation. At this time, the reasons for the transfer and the objections of the staff member will be discussed.

ARTICLE XXI
RELEASE OF NON-TENURED TEACHERS

- A. The non-tenure period of a teacher is a probationary period in which a new teacher is evaluated in order to determine whether or not the employee should be retained on a permanent basis in the school system.
- B. The Board shall make available to all non-tenured teachers the criteria utilized for evaluating the teachers' performance.
- C. The Board shall notify all non-tenured teachers of their employment status for the following school year in accordance with law. Teachers shall notify the Board in writing rejecting or accepting the offer in accordance with law .
- D. A non-tenured teacher who is notified of the Board's intention not to continue her/him in employment may, with fifteen (15) days of such notice, make a written request for a statement of reasons concerning such intention.
- E. The Board will present reasons for non-reemployment in writing, if the teacher so requests, within thirty (30) days of the teacher's request.
- F. The teacher may, in writing, request an appearance before the Board. Such request must be made within ten (10) calendar days after receipt of the Board's written statement of reasons and will be scheduled within thirty (30) calendar days from the receipt of the requested statement of reasons. The Board shall issue its written determination within three (3) days of the teacher's appearance before the Board.

ARTICLE XXII
TEACHER-ADMINISTRATION LIAISON

- A. The Association's representative shall meet with the superintendent and administrators and supervisors selected upon request once a month during the school year to review and discuss district problems and practices. An agenda for this meeting will be established ten (10) days in advance of the meeting date.

ARTICLE XXIII
MISCELLANEOUS PROVISIONS

- A. Any individual contract between the Board and an individual teacher 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.

- B. 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 registered letter at the following addresses:

1. If by the Association, to the Board at:
Roselle Park Board of Education
510 Chestnut Street, Roselle Park, New Jersey, 07204
2. If by the Board, to Association at the legal address of its president.

**ARTICLE XXIV
PROFESSIONAL DEVELOPMENT/EDUCATIONAL IMPROVEMENT**

- A. In order to encourage professional staff members to take courses which will improve their effectiveness and their value to the classroom, the Board will pay tuition charges, subject to the following limitations:

1. Pursuant to statute, the courses must be related to the teacher's present or probable assignment and must be approved in advance by the Superintendent.
2. The recipient must have received tenure in Roselle Park before he/she is eligible for reimbursement for courses as hereinafter provided.
3. Teachers requesting approval of college courses for reimbursement must follow the procedures outlined below:

a. Pursuant to statute, courses for MA Degree or MA+30 must be in the teacher's present or probable field of teaching.

b. Courses for MA Degree or MA+30 must be taken at an accredited university, college or program. No more than one third (1/3) of the masters program may be conducted on-line, and at least two thirds (2/3) of the program must be site based. There shall be a list of schools exempt from this requirement kept in the office of the Superintendent and available upon request.

c. Courses will not be approved in the following categories:

- (1) MA or MA+30 Degree in administration and supervision.
- (2) Courses for certification in other areas of teaching that are not required for present teaching assignment.
- (3) Equivalency courses primarily for salary guide purposes, without teaching improvement in the classroom.
- (4) No reimbursement shall be made for courses required by the State Department of Education to complete full certification or for recertification.

(5) A teacher who expects to be reimbursed must obtain a final grade average of B or better, for each course which reimbursement is sought and shall submit his/her official transcripts, tuition course and receipt of payment to college or university.

4. The Board will reimburse for no more than \$335 per credit, up to a maximum of \$2,010 for the duration of this Agreement. A year will start July 1 of one year to June 30 of the following year. The total amount of funds available shall be capped at \$91,800.00 annually for the duration of this Agreement.

5. Teachers will continue to improve their proficiency and keep abreast of changing technology and trends in education. The district will comply with the state mandated twenty (20) hours of professional development per year and will follow the recommended state guidelines accordingly. The district will provide workshops during the in-school year toward meeting the twenty (20) hour requirement. Required in-serve programs shall be conducted during the in-school teacher work day and work year.

6. Teachers who are required to attend conferences and seminars when schools are not in session shall be compensated their per diem rate of pay (1/200th) of their annual salaries and the Board shall pay the Seminar/Conference fee.

7. Teachers who request permission to attend conferences and seminars when schools are not in session, and whose request is granted by the Superintendent or Designee, shall only be entitled to have the Board pay for the Seminar/Conference fee.

8. All reimbursements shall be made within thirty (30) days of June 30.

9. No tuition reimbursement will be made to a teacher who has resigned, is planning to retire within the following year, or who will be on leave of absence for any reason.

10. Any teacher who leaves the District's employment, excluding those terminated or non-renewed, shall pay back the tuition reimbursement as follows:

- (1) Within 1 Year of receipt of the reimbursement – 100% payback to the District.
- (2) Within 2 Years of receipt of the reimbursement – 75% payback to the District.
- (3) Within 3 Years of receipt of the reimbursement – 50% payback to the District.
- (4) Within 4 Years of receipt of the reimbursement – 25% payback to the District.

11. Payment will be made on a first-come-first-serve basis in accordance with the procedures established by the Superintendent.

12. The Association President shall receive an accounting of the tuition reimbursements at the end of each tuition reimbursement payment cycle.

B. Professional Conferences, Seminars, and Workshops

Upon prior approval of the superintendent, consistent with board policy, the board shall reimburse teachers for the cost of attending conferences, seminars and workshops, including registration fees, travel by own automobile at the current OMB rate per mile plus tolls, or by public transportation, meals up to seventy-eight (\$78) dollars per day, and lodging up to two hundred and thirty four (\$234) dollars per day. All expenses must be supported by receipts submitted to the board. An employee who has been approved to attend a conference, seminar, or workshop, may request an advance from the board to cover up to seventy-five (75%) percent of anticipated expense. All reimbursements set forth herein shall be made subject to the prevailing law, and the limitations provided therein.

C. New Staff Orientation

Since the orientation of new staff is an integral component of our in-service program, new staff members will be required to participate in New Staff Orientation meetings. These meetings will be held after school and will address topics important to help them adjust to the district. Administration will make every effort not to exceed six (6) meetings, however, if circumstances require, additional meetings may be called.

**ARTICLE XXV
POSTING OF VACANCIES**

- A. During the school year, the Board shall post a notice of all bargaining unit vacancies on the teacher bulletin board in each of the schools.
- B. Between the end of the school year and the beginning of the next school year, the Board shall send a notice of all bargaining unit vacancies to the Association's president and vice-presidents.

Note: Vacancies will be posted on the RP web site.

**ARTICLE XXVI
DUES DEDUCTION AND AGENCY SHOP**

- A. The Board agrees to deduct from the salaries of its employees subject to this Agreement dues for the Association. Such deductions shall be made in compliance with N.J.S.A. (R.S.) 52:14-15.9e, as amended, and in compliance with the Rules and Regulations of the New Jersey State Board of Education.
- B. Dues deduction shall commence for each employee who signs a properly dated authorization form supplied by the Association and verified by the Board Secretary in accordance with the regulations of the New Jersey Department of Education.

- C. If during the life of this Agreement there shall be any change in the rate of membership dues, the Association shall furnish the Board official written notice thirty (30) days prior to the effective date of such change.
- D. Any such written authorization may be withdrawn at any time by the filing of notice of such withdrawal with the Board Secretary. The filing of notice of withdrawal shall be effective to halt deductions in accordance with N.J.S.A. 52:14-15.9e, as amended.
- E. The Board agrees to deduct the fair share fee from the earnings of those employees who elect not to become members of the Association, and transmit the fee to the majority representative.
- F. The deduction shall commence for each employee who elects not to become a member of the Association during the month following written notice from the Association of the amount of the fair share assessment.

ARTICLE XXVII RETIREMENT

- A. Teachers, upon retirement from the district with a minimum of fifteen (15) years of service to the district, and in compliance with TPAF requirements, will receive compensation for accumulated sick leave. The schedule for compensation for the duration of this contract will be the same as the minimum per diem rate for a New Jersey certified substitute times the number of unused sick days, not to exceed \$22,440 for 2015-2018. Converted personal days shall not be considered sick days for the purposes of reimbursement and shall not accrue toward retirement compensation. Employees hired before July 1, 2003, who have converted personal days eligible for retirement compensation, may be paid for any days accumulated as of June 30, 2003, at their time of retirement.
- B. The employee agrees to give notification of retirement by January 1 of the year of retirement. Exceptions for this notice will be made on a case-by-case basis at the discretion of the superintendent.
- C. Teachers may defer all or part of their payment to the January in the year following their retirement.

SECRETARIES' PROVISIONS

ARTICLE XXVIII GRIEVANCE PROCEDURE

A. Definition

The term "grievance" as used herein means a claim by an individual employee or the Association on behalf of an individual employee or group of employees from the interpretation, application, or violation of policies, agreements, and administrative decisions affecting them.

B. Purpose

1. The purpose of the grievance procedure is to secure, at the lowest possible level, equitable solutions to alleged violations of this Agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any secretary having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

Except as is otherwise provided by law, any secretary shall have the right to process a grievance affecting her/him through administrative channels.

A secretary shall have the right to present her/his own appeal or designate a representative of the Association to appear with her/him at any step of the appeal.

1. Any employee who has a grievance shall within thirty (30) calendar days of its occurrence discuss it first with her/his principal (or immediate superior or department head, if applicable) in an attempt to resolve the matter informally at that level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, the employee shall set forth her/his grievance in writing to the principal.
 - a. The principal shall communicate her/his decision to the employee in writing within five (5) school days of receipt of the written grievance.
3. If the employee wishes to pursue the matter within five (5) days from notification of the principal, the employee shall submit her/his grievance to the superintendent of schools in writing specifying:
 - a. the nature of the grievance;
 - b. the results of previous discussions;
 - c. the basis of her/his dissatisfaction with the determination.

4. A copy of the writing called for in Paragraph 3 above is submitted to the school principal and to the immediate superior of the aggrieved employee.
5. Within ten (10) days from the receipt of the written grievance, the superintendent shall hold a hearing at which all parties in interest shall have the right to be heard.
6. Within ten (10) school days of the said hearing, the superintendent shall, in writing, advise the employee and her/his representative, if there be one, of this determination and shall forward a copy of said determination to the school principal and to the immediate superior of the aggrieved employee.
7. In the event of the failure of the superintendent to act in accordance with the provisions of Paragraphs 5 and 6, or in the event a determination by him in accordance with the provisions thereof is deemed unsatisfactory by either party, the dissatisfied party, within ten (10) school days of the determination by him, may appeal to the Board.
8. Where an appeal is taken to the Board there shall be submitted by the appellant the following: the writing set forth in Paragraph 3 and 6, and a further statement in writing setting forth the appellant's dissatisfaction with the superintendent's action. A copy of said statement will be submitted to the superintendent and other adverse party.
9. The Board will conduct a meeting on the grievance within thirty (30) calendar days after receipt of the appeal from the grievant and will render its decision within fifteen (15) calendar days after such a meeting on the grievance. The grievant may have a representative with her/him at the meeting on the grievance and such conference shall be limited to a review of the data and other materials and arguments made at the preceding steps of the Grievance Procedure. The grievant and/or her/his representative may make a statement to the Board. However, no witnesses or new materials or testimony may be introduced at the conference.
10. Grievances that relate to contractual clauses covering terms and conditions of employment, which are not resolved to the satisfaction of the employee or the Association after review by the Board, may, at the discretion of the employee or the Association, be submitted to binding arbitration; except that disputes concerning terms and conditions of employment which are specifically delegated to an administrative agency or court by statute, court decision, or state or federal regulations may not be submitted beyond the Board level. All other grievances, which are not related to the contract, will terminate at the Board level of the procedure.
11. The aggrieved employee has ten (10) working days after the Board's decision in which to request arbitration pursuant to the rules and regulations established by the Public Employment Relations Commission. Failure to file within said time shall constitute a bar to such arbitration, unless the aggrieved employee and the Board shall mutually agree upon a longer period of time which to assert such a demand.

12. In the event the aggrieved employee elects thereafter to pursue a review by the County Superintendent, Commission of Education, or other agency as provided by State Statute, the arbitration hearing shall be canceled and the matter withdrawn. The Association shall pay whatever cost may have been incurred in processing the arbitration case. In pursuing a case to arbitration, the aggrieved employee and the Association waive any other legal remedy which they may have.
13. The arbitrator's decision shall be in writing and shall set forth her/his reasons and conclusions on the issue or issues submitted. The arbitrator's decision shall be submitted to the Board and the Association and shall be final and binding upon the parties.
14.
 - a. The parties direct the arbitrator to decide, as a preliminary question, whether the employee has jurisdiction, under the provisions of Article VIII, to hear and decide the matter in dispute.
 - b. The arbitrator shall be bound by the provisions of this Agreement and the Constitution and laws of the State of New Jersey, and be restricted to the application of the facts presented to her/him involved in the grievance. The arbitrator shall not have the authority to add to, modify, detract from, or alter in any way the provisions of this Agreement or any amendment or supplement thereto.
15. In the event of arbitration, the cost of the arbitrator's services shall be shared equally by the Board and the aggrieved employee, or if represented by the Association, by the Board and the Association. All other expenses incurred in connection with the arbitration shall be paid by the party incurring same.
16. Since it is important the grievance be processed as rapidly as possible, the number of days indicated at each level shall be considered as a maximum, and every effort shall be made to expedite the process. The time limit specified may, however, be extended by mutual consent.
17. In the event the grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, it shall be processed at least through steps #1 and #2. Further processing shall be suspended the last day of school year and commenced on the first day of the following school year.
18. Pending determination of a grievance or in any dispute between secretaries and the board, the grievant and all secretaries shall continue to perform their duties under the direction of the superintendent until the grievance is settled and decided.

**ARTICLE XXIX
BOARD RIGHTS AND RESPONSIBILITIES**

- A. The Board hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it prior to the signing of this Agreement or which may hereafter be conferred upon it and vested in it by the laws and Constitution of the State of New Jersey and of the United States, including, but without limiting the generality of the foregoing, the following rights:
1. The management and administrative control of the operation of the School District and its properties and facilities and activities of its employees;
 2. To hire all employees and to determine their qualifications and condition for continued employment;
 3. To suspend, demote, discharge or take other disciplinary action for good and just cause;
 4. To determine the methods, means and personnel by which the District operations are conducted;
 5. To determine the content of job qualifications and duties;
 6. To take all necessary actions to carry out its responsibilities in the conduct of regular business.
- B. The exercise of the foregoing powers, rights, authority, duties, and responsibilities of the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the express terms of this Agreement, and then only to the extent such terms hereof are in conformance with the Constitution and laws of the State of New Jersey and of the United States.
- C. Nothing contained herein shall be construed to deny or restrict the Board of its rights, responsibilities and authority under R.S. 18A, School Laws of New Jersey, or any other national, state, county, district, or local laws or regulations.

**ARTICLE XXX
HEALTH INSURANCE**

- A. The Board shall provide health insurance coverage to all eligible secretaries and their dependents through the plans available as of July 1, 2015.

Eligible secretaries shall contribute the amount established pursuant to law towards premiums. The minimum contribution shall be as set forth by P.L. 2011, Chapter 78. Should P.L. 2011, Chapter 78 be repealed during the term of the Agreement, secretaries shall contribute \$100 per year towards health insurance.

Secretaries who provide proof of alternative health insurance coverage may waive coverage with the Board in exchange for a waiver payment. The amount of the waiver payment shall be as follows:

- (i) If less than 20% of secretaries waive, the payment shall be 25% or \$3,500, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;
- (ii) If between 20% and 25% of secretaries waive, the payment shall be 25% or \$4,000, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;
- (iii) If between 25% and 30% of secretaries waive, the payment shall be 25% or \$4,500, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;
- (iv) If more than 30% of secretaries waive, the payment shall be 25% or \$5,000, whichever is greater, of the amount saved by the Board, or a lesser amount if set by law;

The percentage of secretaries who waive shall be measured on September 1 of each year.

If a secretary chooses to waive only a portion of his or her coverage, *i.e.* waives medical insurance coverage and selects dental coverage, the secretary shall be required to contribute the greater amount set by statute, code or regulation or 1.5% of his or her base salary towards the cost of such coverage. If the amount of the secretary's 1.5% contribution exceeds the total cost of the selected coverage, *i.e.* the total cost of such dental coverage, the secretary's annual contribution shall be reduced and the secretary shall only contribute an amount equal to the cost of the selected coverage, unless otherwise dictated and/or prohibited by law.

Secretaries who waive health benefits, and subsequently incur one of the life events as described by the New Jersey Department of Banking and Insurance (Birth, Death Marriage, Divorce or loss of coverage by a spouse) shall be entitled to immediate reenrollment in health insurance. Any waiver monies paid shall be reimbursed on a pro-rated basis.

Where the Board employs two married employees, one of the two must choose either Family or Husband/Wife Coverage. The other employee shall not be permitted to receive a waiver payment or health benefit coverage. Two employees who were married and employed by the Board prior to July 1 2012, shall be exempt from this provision.

- B.
 - 1. All employees currently enrolled in the traditional indemnity plan shall be enrolled in the Direct Access medical plan.
 - 2. All employees currently enrolled in the Point of Service medical plan shall have the option of remaining in the Point of Service medical plan or enrolling in the Direct Access medical plan. If an employee enrolled in the Point of Service medical plan enrolls in the Direct Access medical plan, the employee may not reenroll in the Point of Service medical plan.
 - 3. All employees hired on or after July 1, 2015, shall be enrolled in the Direct Access medical plan.
- C. The POS office Co-Pay shall be \$15.00. The Direct Access office Co-Pay shall be \$10.00.

D. **Dental Plan**

Either party, prior to January 1st of each year, may request a change in the present dental insurance coverage. The party requesting the change must submit to the other party all the necessary facts and figures to determine the costs and benefits of the newly proposed dental insurance coverage plan. The parties may mutually agree to change the dental insurance coverage plan or benefits. If the parties cannot agree on the proposed dental insurance coverage plan, the present dental insurance coverage plan shall remain in effect.

E. If available, the Board shall provide each new teacher with a written description of the insurance coverage at the beginning of the school year and replacements as requested.

F. The Board shall have the right to change insurance carriers as long as there is no diminution of benefits. Prior to implementing any such change, the Board agrees to notify the Association of said proposed change. The Association shall be permitted to make suggestions regarding said proposed change.

G. The Board shall implement a Section 125 Plan.

**ARTICLE XXXI
TEMPORARY LEAVES OF ABSENCE**

A. **Illness**

1. Each twelve (12) month employee shall be allowed sick leave with full pay for twelve (12) days in any one (1) school year. Each ten (10) month employee, employed on or before June 30, 2012, shall be allowed sick leave with full pay for eleven (11) days in any one (1) school year. Each ten (10) month employee, employed on or after July 1, 2012, shall be allowed sick leave with full pay for ten (10) days in any one (1) school year. All unused sick leave shall be accumulated to be used for additional sick leave as needed in subsequent years. Employees whose first day of employment is between July 1, 2012 and June 30, 2013, shall be exempt from this provision for the period July 1, 2012 to June 30, 2013.

2. A doctor's certificate shall be required for any illness of three (3) or more successive days for which accumulated leave is used, and may be required by the superintendent for any illness.

B. **Extended Illness**

In the event of extended illness, the Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment appears desirable.

C. **Bereavement Leave**

Notification of the need for bereavement leave must be given to the immediate supervisor or

designee prior to the leave being taken. Employees will have up to five (5) days for immediate family bereavement, up to three (3) days for other relatives not defined by immediate family and one (1) day for any other death. Immediate family is interpreted to mean spouse, parents, grandparent, parents-in-law, sibling, child, grandchild, significant other or other relative residing in the employee's household.

D. Personal Business

1. Every year, each employee may be granted three (3) days of leave for personal business, subject to written request three (3) days in advance, except in unusual situations, and approved by the superintendent of schools. Such leave may not be requested on the days immediately before or immediately after a holiday, school vacation, or teacher workshop unless the leave is for religious observance, or in the event of any unusual situation.

The Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable. Documentary evidence of the reason for such absence immediately before or immediately after a holiday or school vacation shall be submitted when requested by the superintendent of schools or the superintendent's designee.

2. "Personal business" is interpreted as religious holiday and other personal matters of such emergency nature as cannot be accomplished outside of school hours.
3. Leave without pay will be granted for religious observance if all available personal business leave time has been used.
4. On June 30 of each year, unused personal days will be converted to sick leave days commencing with the following school year. A separate accounting of these days will be maintained and they will be accumulated. An employee must exhaust accumulated regular sick leave days before drawing upon converted personal days.

E. Special Cases

In the event of any unusual situation, the Board of Education, on the recommendation of the superintendent, may give special consideration and make whatever adjustment seems desirable.

F. Deductions

In the event an employee is absent beyond the leave granted above, deductions shall be made as follows:

1. Service personnel employed on a ten (10) month basis: For each day's absence, a deduction of 1/200th of the annual salary shall be made.
2. Service personnel employed on a twelve (12) month basis: For each day's absence, a deduction of 1/220th of the annual salary shall be made.

ARTICLE XXXII
WORK YEAR/WORK SCHEDULE

- A. A work year for a 10 month secretary shall be from September 1, to June 30.
- B. A work year for a 12 month secretary shall be from July 1, to June 30.
- C. A normal work week for secretaries shall consist of five (5) working days, namely Monday through Friday.
- D. The normal work week will be thirty-five (35) hours with a one (1) hour lunch. During the summer months of July and August secretaries will have the option of taking a one-half ($\frac{1}{2}$) hour lunch and leaving one-half ($\frac{1}{2}$) hour early. Secretaries will be required to work on legal holidays when school is in session, or when staff workshops are held during the school year. In any other situation when called in on a legal holiday, they will receive an equal amount of time off or compensation at a rate of one and one-half ($1\frac{1}{2}$) times their hourly rate.
- E. The hourly rate will be computed by dividing their base salary by 1/200th for 10 month secretaries and 1/220th for 12 month secretaries.
- F. Starting time for all secretaries will be determined by his/her immediate supervisor.
- G. In an office where there is more than one (1) twelve (12) month employee, time off shall be allotted according to the mutual needs of the school district and the employee.
- H. Vacations
 - 1. Twelve-Month Entitlement
 - a. Vacation entitlement shall be determined by a common anniversary date of July 1.
 - b. Entitlement for their first year of employment shall be pro-rated based on the number of full months worked prior to July 1. New secretaries shall accrue one day of vacation for each full month worked prior to July 1, not to exceed ten (10) days by the first July 1 anniversary date.
 - c. Secretaries reaching their fifth (5) anniversary date (July 1) shall be eligible for fifteen (15) days vacation.
 - d. Secretaries reaching their eleventh (11) anniversary date (July 1) shall be eligible for sixteen (16) days vacation. For each successive anniversary date from the 11th to the 14th, the secretary shall be entitled to one additional day's vacation for each year worked, so that on the 15th anniversary date of July 1, the secretary shall be entitled to a maximum of twenty (20) days vacation.
 - e. Secretaries reaching their 20th anniversary date (July 1) shall be eligible for 25 days vacation.
 - f. Vacation entitlement shall be based upon total service in Rosele Park.
 - g. All employees hired prior to January 1, 1994, shall be grandfathered as to the above provision.

- h. Vacations may not be taken more than 2 weeks at a time without prior approval of the immediate supervisor.

2. Other Provisions

- a. Twelve-month secretaries shall typically schedule vacations during the months of July and August, with the exception of the week prior to school opening unless previously approved by the superintendent. However, secretaries and their supervisors may, by mutual agreement, arrange for vacations at times other than July and August. Final approval for such arrangement must come from the superintendent.
- b. If, due to extraordinary circumstances, some portion of a secretary's vacation entitlement is not taken within the school year, the secretary may request, in writing, permission from the superintendent to take the unused vacation entitlement by January 1 of the next school year. All unused vacation must be taken by January 1.

**ARTICLE – XXXIII
EVALUATION**

- A. All non-tenured employees shall be evaluated by the supervisory personnel at least twice a year. The evaluation shall be reviewed with each employee and a copy placed in the employee's file with the superintendent. The first evaluation shall be completed by December 1.
- B. Tenured employees shall be evaluated at least once a year as above.
- C. The Board of Education reserves the right to withhold increases or portions of increases of salary to be provided. Meritorious services may be recognized by partial or total additional salary increases in any one year.

**ARTICLE – XXXIV
RETIREMENT**

- A. Secretaries, upon retirement from the district with a minimum of fifteen (15) years of service to the district, and in compliance with PERS requirements, will receive compensation for accumulated regular sick leave. The schedule for compensation for the duration of this contract will be:

\$45 per day- \$11,000 maximum allowed

Converted personal days shall not be considered sick days for the purposes of reimbursement and shall not accrue toward retirement compensation. Employees hired before July 1, 2003, who have converted personal days eligible for retirement compensation, may be paid for any days accumulated as of June 30, 2003, at their time of retirement.

- B. The employee agrees to give notification of retirement by January 1st of the year of retirement. Exceptions will be made on a case-by-case basis at the discretion of the superintendent.

**ARTICLE - XXXV
PROFESSIONAL DEVELOPMENT**

- A. Secretaries may apply for tuition reimbursement for courses under the following circumstances:
1. The courses are subject to advance approval by the superintendent.
 2. The courses must be directly connected to the secretary's present assignment.
 3. The secretary must furnish proof to the superintendent of satisfactory completion of the course(s) and the proof of payment to qualify for reimbursement.
 4. The maximum amount for which a secretary may be reimbursed shall be \$561 for 2015-2018.

PARAPROFESSIONALS' PROVISIONS

ARTICLE - XXXVI

- A.
1. The following Articles in the secretaries' provisions shall also apply to paraprofessionals: Articles XXVIII (Grievance Procedure) and XXXI (Temporary Leaves of Absence).
 2. Paraprofessionals working 25 hours per week shall be entitled to insurance and shall make contributions under Article XXX.
 3. The Association agrees that any Paraprofessional who has waived insurance coverage for the additional \$2 per hour salary as of June 30, 2006 may continue this practice. It shall not be available to any other employee.
 4. The Board agrees to establish a Section 125 IRS Plan document for the waiver of benefits in effect.
 5. The term "Paras" whenever used shall refer to paraprofessionals.
- B.
1. The work year for Paras shall be 184 days, (183 student contact days, plus one welcome back day).
 2. Paras shall work on all days of early dismissal and follow teachers' schedules. On days of early dismissal for in-service, Back-to-School night and parent teacher conferences, Paras will work their regular hours by attending relevant in-service programs, completing work assigned by their administrator, or attend the evening program. In the event Paras attend the evening program, said Paraprofessionals shall sign out at the time designated by the administration.
 3. On days of early dismissal, District Paras will complete their regular hours, unless otherwise directed by their administrators.
- C. Paraprofessionals shall be paid in twenty (20) equal installments during the work year. Each installment shall be calculated as follows: $(\text{Hourly Rate} \times \text{Hours per day} \times 184 \text{ days}) / 20 =$

Installment.)

If a paraprofessional leaves the District prior to the end of his/her work year and if the salary payments under the above formula result in an under-payment or over-payment of his/her salary compared to the actual hours worked prior to leaving, then an adjustment shall be made to his/her final paycheck.

Paraprofessionals who are required to do language translation shall receive the same stipend as Article X, L.4.

- D. Paraprofessionals employed as substitutes shall be paid twenty dollars (\$20) per day or four dollars (\$4) per class in addition to their regular salary.
- E. Any Paraprofessional who has the responsibility of diapering and/or toileting students, shall be compensated an additional \$1.00 per hour. No Para shall be required to diaper or assist students in grades 3-12 without another adult present.
- F. Paraprofessionals, upon retirement from the district with a minimum of fifteen (15) years of service to the district, will receive compensation for accumulated regular sick leave. The schedule for compensation for the duration of this contract will be: \$30 per day - \$5,500 maximum allowed.

Converted personal days shall not be considered sick days for the purpose of reimbursement and shall not accrue toward retirement compensation.

SCHEDULE A-1

YEAR 1				YEAR 2				YEAR 3			
2015-16 Roselle Park Teachers				2016-17 Roselle Park Teachers				2017-18 Roselle Park Teachers			
Salary Guide				Salary Guide				Salary Guide			
Step	BA	MA	MA+30	Step	BA	MA	MA+30	Step	BA	MA	MA+30
1	54,300	58,551	63,261	1	55,165	59,416	64,126	1	55,873	60,242	64,834
2	54,511	58,762	63,472	2	55,376	59,627	64,337	2	56,084	60,335	65,045
3	54,722	58,973	63,683	3	55,587	59,838	64,548	3	56,295	60,546	65,256
4	54,933	59,184	63,894	4	55,798	60,049	64,759	4	56,506	60,757	65,467
5	55,144	59,395	64,105	5	56,009	60,260	64,970	5	56,717	60,968	65,678
6	55,355	59,606	64,316	6	56,220	60,471	65,181	6	56,928	61,179	65,889
7	55,566	59,817	64,527	7	56,431	60,682	65,392	7	57,139	61,388	66,100
8-11	55,777	60,028	64,738	8	56,642	60,893	65,603	8	57,350	61,599	66,311
12	55,988	60,239	64,949	9-12	56,853	61,104	65,814	9	57,561	61,810	66,522
13	56,199	60,450	65,160	13	57,064	61,315	66,025	10-13	57,772	62,021	66,733
14	56,410	60,661	65,371	14	57,275	61,526	66,236	14	57,983	62,232	66,944
15	56,621	60,872	65,582	15	57,486	61,737	66,447	15	58,194	62,443	67,155
16	56,832	61,083	65,793	16	57,697	61,948	66,658	16	58,405	62,654	67,366
								Z	58,616	62,865	67,577
				Y	58,908	63,239	67,047	Y	59,127	63,186	67,896
X	66,018	74,321	77,788	X	67,538	75,841	79,308	X	69,162	77,465	80,932
W	66,789	75,092	78,559	W	68,309	76,612	80,079	W	69,933	78,236	81,703
V	67,594	75,897	79,364	V	69,114	77,417	80,884	V	70,738	79,041	82,508
U	68,449	76,752	80,219	U	69,969	78,272	81,739	U	71,593	79,896	83,363
T	68,899	76,802	80,269	T	70,019	78,322	81,789	T	71,643	79,946	83,413
S	68,879	77,182	80,649	S	70,399	78,702	82,169	S	72,023	80,326	83,793
R	69,509	77,812	81,279	R	71,029	79,332	82,799	R	72,653	80,956	84,423
Q	70,088	78,993	81,862	Q	71,608	80,513	83,382	Q	73,232	82,137	85,006
P	71,022	80,726	83,371	P	72,542	82,246	84,891	P	74,166	83,870	86,515
N	73,144	82,664	85,303	N	74,664	84,184	86,823	N	76,288	85,808	88,447
M	73,535	83,690	86,144	M	75,055	85,210	87,364	M	76,679	86,834	89,288
L	74,672	84,911	87,050	L	76,192	86,431	88,570	L	77,816	88,055	90,194
K	75,896	86,496	88,950	K	77,416	88,016	90,470	K	79,040	89,640	92,094
J	77,233	88,313	92,056	J	78,753	89,833	93,576	J	80,377	91,457	95,200
G	79,713	91,724	98,660	G	81,233	93,244	100,180	G	82,857	94,868	101,804
E	85,358	96,426	104,566	E	85,963	97,031	105,121	E	86,611	97,679	105,769
D	89,602	99,476	109,645	D	90,207	100,081	110,250	D	90,855	100,729	110,898

Read across for Step Movement. Note that employees on Step 16 move to the next lettered step in the following year. (ex: Employees in Year 1 move to Step Y in Year 2.)

SCHEDULE A-2

YEAR 1				YEAR 2				YEAR 3			
15-16 Roselle Park Secretaries				2016-17 Roselle Park Secretaries				2017-18 Roselle Park Secretaries			
Salary Guide				Salary Guide				Salary Guide			
Step	10 Mo	P/T 10 Mo	12 Mo	Step	10 Mo	P/T 10 Mo	12 Mo	Step	10 Mo	P/T 10 Mo	12 Mo
1	45,384	24,262	50,273	1	46,074	24,952	50,963	1	46,822	25,700	51,711
2	45,884	24,512	50,848	2	46,574	25,202	51,538	2	47,322	25,950	52,286
3	46,384	24,762	51,423	3	47,074	25,452	52,113	3	47,822	26,200	52,861
4	46,884	25,012	51,998	4	47,574	25,702	52,688	4	48,322	26,450	53,436
5	47,384	25,262	52,573	5	48,074	25,952	53,263	5	48,822	26,700	54,011
6	47,884	25,512	53,148	6	48,574	26,202	53,838	6	49,322	26,950	54,586
7	48,384	25,762	53,723	7	49,074	26,452	54,413	7	49,822	27,200	55,161
8	48,884	26,012	54,298	8	49,574	26,702	54,988	8	50,322	27,450	55,736
9	49,384	26,262	54,873	9	50,074	26,952	55,563	9	50,822	27,700	56,311
N	49,999	26,877	55,488	N	51,274	28,152	56,763	N	52,639	29,517	58,128
M	50,065	27,127	55,624	M	51,340	28,402	56,899	M	52,705	29,767	58,264
L	50,078	27,357	55,638	L	51,353	28,632	56,913	L	52,718	29,997	58,278
K	50,103	27,587	55,668	K	51,378	28,862	56,943	K	52,743	30,227	58,308
I	50,252	28,047	55,833	I	51,527	29,322	57,108	I	52,892	30,687	58,473
H	50,352	28,277	55,945	H	51,627	29,552	57,220	H	52,992	30,917	58,585
G	50,680	28,507	56,313	G	51,955	29,782	57,588	G	53,320	31,147	58,953
D	52,314	29,197	58,143	D	53,589	30,472	59,418	D	54,954	31,837	60,783
Read across for Step Movement											

SCHEDULE B

2015-2018

Type	Steps						
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Football Head	7,772	8,095	8,432	8,782	9,149	9,424	9,706
Football Asst (5)	5,005	5,212	5,430	5,802	6,546	6,743	6,943
Cross Country Head	4,146	4,318	4,499	4,686	4,826	4,972	5,120
Field Hockey Head	5,924	6,170	6,427	6,695	6,896	7,104	7,316
Field Hockey Asst	4,146	4,318	4,499	4,686	4,826	4,972	5,120
Soccer Head	5,924	6,170	6,427	6,695	6,896	7,104	7,316
Soccer Asst	4,146	4,318	4,499	4,686	4,826	4,972	5,120
Soccer MS Boys/Girls	3,653	3,805	3,964	4,128	4,251	4,380	4,510
Basketball Girls Head	7,306	7,611	7,926	8,257	8,504	8,760	9,023
Basketball Girls Asst	4,936	5,143	5,355	5,578	5,745	5,918	6,095
Basketball Girls MS	3,982	4,148	4,321	4,501	4,636	4,775	4,917
Basketball Boys Head	7,306	7,611	7,926	8,257	8,504	8,760	9,023
Basketball Boys Asst	4,936	5,143	5,355	5,578	5,745	5,918	6,095
Basketball MS Boys	3,982	4,148	4,321	4,501	4,636	4,775	4,917
Wrestling Head	7,306	7,611	7,926	8,257	8,504	8,760	9,023
Wrestling Asst	4,936	5,143	5,355	5,578	5,745	5,918	6,095
Wrestling MS Head	3,982	4,148	4,321	4,501	4,636	4,775	4,917
Wrestling MS Asst	3,028	3,153	3,285	3,422	3,524	3,631	3,738
Winter Track Head	5,199	5,414	5,640	5,875	6,052	6,233	6,420
Baseball Head	5,924	6,170	6,427	6,695	6,896	7,104	7,316
Baseball Asst	4,146	4,318	4,499	4,686	4,826	4,972	5,120
Softball Head	5,924	6,170	6,427	6,695	6,896	7,104	7,316
Softball Asst	4,146	4,318	4,499	4,686	4,826	4,972	5,120
Softball MS Head	3,653	3,805	3,964	4,128	4,251	4,380	4,510
Track Head	5,924	6,170	6,427	6,695	6,896	7,104	7,316
Track Asst	4,146	4,318	4,499	4,686	4,826	4,972	5,120
Track MS Head	3,653	3,805	3,964	4,128	4,251	4,380	4,510
Track MS Asst	2,763	2,880	2,998	3,124	3,217	3,314	3,415
Golf Head	3,225	3,358	3,499	3,645	3,754	3,866	3,982
Bowling Head	3,225	3,358	3,499	3,645	3,754	3,866	3,982
Tennis Girls Head	4,409	4,593	4,784	4,984	5,132	5,286	5,446
Tennis Asst	2,763	2,880	2,998	3,124	3,217	3,314	3,415
Tennis Boys Head	4,409	4,593	4,784	4,984	5,132	5,286	5,446
Trainer Fall	7,771	8,095	8,432	8,783	9,149	9,425	9,706
Trainer Winter	7,305	7,611	7,926	8,257	8,505	8,760	9,022
Trainer Spring	4,409	4,593	4,784	4,984	5,132	5,286	5,446
Volleyball Head	5,924	6,170	6,427	6,695	6,896	7,104	7,316
Volleyball Asst	4,146	4,318	4,499	4,686	4,826	4,972	5,120

*******2 YEARS PER STEP*******

SCHEDULE C

**Roselle Park Education Association:
2015-2018 STIPENDS FOR EXTRA CURRICULAR ACTIVITIES
HIGH SCHOOL**

Type	2015-2018	
	A	B
Forensics	1,961	2,063
Newspaper	2,722	2,861
Student Council	3,153	3,315
Yearbook	4,097	4,308
Yearbook Proofreader	1,366	1,436
Cheerleader – Head Fall	2,784	2,927
Cheerleader – Head Winter	2,784	2,927
Cheerleader - Asst. Fall	2,326	2,446
Cheerleader – Asst. Winter	2,326	2,446
Musical – Dir.	4,456	4,687
Musical – Set Dir.	4,215	4,431
Musical - Vocal Dir.	4,028	4,234
Orchestra Dir.	4,028	4,234
Musical – Technical Director	3,809	4,006
Musical – Choreographer	3,792	3,988
Senior Class Advisor	1,920	2,020
Junior Class Advisor	1,920	2,020
Fresh/Soph Class Advisor	1,440	1,516
Marching Band Director	7,318	7,694
Color guard instructor	5,291	5,564
Assistant Band Director	5,633	5,922
Winter Guard Advisor	5,462	5,744
Jazz Band	1,783	1,876
AVA/Multimedia/Communic.	2,496	2,625
Intramurals HS	971	1,024

Honor Society	1,743	1,832
Peer Leadership Coordinator	2,965	3,119
Peer Leadership Coord. Asst.	1,604	1,688
Activities Chaperones to be used at most five (5) times a year with a maximum of 4 chaperones per activity. Rate is for each chaperone	105	110
Approved Club Advisors	1,441	1,516
Stage Manager HS	2,802	2,948
Newspaper Printing	2,383	2,504
RPTV Dir/CATV-34 Dir/RPTV Tech Mgr/CATV- 34 Coord.	10,176	10,701
Robotics – Head Advisor	7,318	7,694
Robotics – Assistant Advisor	5,633	5,922
Weight Room Supervisor Fall	2,500	2,600
Weight Room Supervisor Winter	2,500	2,600
Weight Room Supervisor Spring	2,500	2,600
Weight Room Supervisor Summer	2,500	2,600

Type	<u>MIDDLE SCHOOL 2015-2018</u>	
	2015-2018	
	<u>A</u>	<u>B</u>
Newspaper	2,026	2,130
Student Council	1,613	1,696
Cheering	2,040	2,146
AVA/Multimedia/Communications	2,390	2,513
Intramurals 6&7	1,151	1,209
Intramurals 8	1,062	1,114
Approved Club Advisors	1,441	1,516

*******"A" Column = Employees New to Position*******

SCHEDULE D

Roselle Park Education Association:
2015-2018 Salary Guide for Paraprofessionals

	Year 1	Year 2	Year 3
	2015-2016	2016-2017	2017-2018
Enterprise Clerk	26.11	26.73	27.40
Admin/Clerical Paras	13.88	14.22	14.57
Computer Aide	\$31,963	\$32,730	\$33,548

YEAR 1		YEAR 2		YEAR 3	
2015-16	Roselle Park Inst Para	2016-17	Roselle Park Inst Para	2017-18	Roselle Park Inst Para
Freeze on Step		*Freeze on Step*		*Freeze on Step*	
Salary Guide		Salary Guide		Salary Guide	
Step	Hourly	Step	Hourly	Step	Hourly
1	14.52	1	14.89	1	15.28
2	15.22	2	15.58	2	15.97
3	15.93	3	16.29	3	16.68
4	16.64	4	17.00	4	17.39
5	17.37	5	17.73	5	18.12
6	18.09	6	18.45	6	18.85

**ARTICLE XXXVII
DURATION OF AGREEMENT**


This Agreement shall be in full force and effect as of July 1, 2015 through June 30, 2018.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective secretaries, and their respective corporate seals affixed hereto, at Roselle Park, New Jersey, on this 5th day of January, 2016.

ROSELLE PARK BOARD OF EDUCATION


ROSELLE PARK EDUCATION ASSOCIATION

BY: 
CHRISTOPHER MILLER, PRESIDENT

BY: 
KATHLEEN G. MacDONALD, PRESIDENT

ATTEST:

BY: 
SUSAN GUERCIO, BOARD SECRETARY

BY: 
SECRETARY

THIS AGREEMENT SUBJECT TO ERRORS AND OMISSION

