

AGREEMENT

between the

READINGTON TOWNSHIP BOARD OF EDUCATION

and the

READINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2023 through JUNE 30, 2028

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WITNESSETH

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

In consideration of the following mutual covenants, it is hereby agreed as follows:

ARTICLE I
RECOGNITION

A. For the period of this contract, the Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all personnel under contract, or on an approved leave basis, employed by the Board, including the following:

Classroom Teachers
Special Subject Teachers
Nurses
Librarians/Media Specialists
Special Services Personnel
Secretaries
Custodians
Paraprofessionals (certificated and non-certificated teaching assistants and clerical aides)

but excluding all other employees.

B. Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement, shall refer to Classroom Teachers, Special Subject Teachers, and Librarians/Media Specialists represented by the Association in the negotiating unit as above defined.

C. Unless otherwise indicated, the term “employee,” when used hereinafter in this Agreement, shall refer to all personnel specified in Article I.A.

1 **ARTICLE II**

2 **NEGOTIATION PROCEDURE**

- 3 A. The parties agree to enter into collective negotiations over a successor Agreement in
4 accordance with Chapter 303, Public Laws 1968, in a good faith effort to reach agreement
5 on all matters concerning the terms and conditions of Association members' employment.
6 Such negotiations shall begin no later than the date required by law. Any Agreement so
7 negotiated shall apply to all employees represented by the Association, be reduced to
8 writing and, after ratification by the Board and the Association, will be signed by the Board
9 and the Association.
- 10 B. During negotiations, the Board and the Association shall present relevant data, exchange
11 points of view, and make proposals and counterproposals. The Board shall provide for
12 inspection by the Association, upon reasonable request, such pertinent information
13 regarding the terms and conditions of employment and benefits as required by law.
- 14 C. Neither party in any negotiation shall have any control over the selection of the negotiating
15 representatives of the other party.
- 16 D. The parties agree to establish ground rules in writing as a condition of proceeding to the
17 commencement of negotiations. It is understood that any tentative agreement reached is
18 subject to ratification or rejection by the full Association membership and to ratification or
19 rejection by the members of the Board of Education.
- 20 E. This Agreement incorporates the entire understanding of the parties on all matters which
21 were or could have been the subject of negotiation. During the term of this Agreement,
22 neither party shall be required to negotiate with respect to any such matter, whether or not
23 covered by this Agreement and whether or not within the knowledge or contemplation of
24 either or both of the parties at the time they negotiated or executed this Agreement.

- 1 F. The Board agrees not to negotiate concerning said employees in the negotiating unit as
2 defined in Article I of this Agreement with any organization other than the Association for
3 the duration of this Agreement, unless the legally designated negotiations representative
4 has been changed.
- 5 G. This Agreement shall not be modified in whole or in part by the parties except by an
6 instrument in writing duly executed by both parties.
7

ARTICLE III
GRIEVANCE PROCEDURE

A. Purpose.

1. The purpose of this procedure is to secure, at the lowest possible level, an equitable solution to grievances which may arise affecting the terms and conditions of this Agreement, and to resolve such grievances as quickly as possible so as to ensure efficiency and employee morale. The parties agree that this procedure will be kept as informal as may be appropriate.
2. Nothing contained herein 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.

B. Definition.

1. The term “grievance,” as used herein, means an allegation that there has been as to a particular individual employee or group of employees an improper application, interpretation, or violation of the provisions of this Agreement, Board Policy or an administrative decision.
2. An “aggrieved person” is the person or persons making the claim that a grievance has occurred as to his/her terms and conditions of employment set forth in the Agreement.
3. The term “grievance,” and the procedure relative thereto, shall not be deemed applicable if either the alleged improper application, interpretation or violation of the Agreement, or the redress sought concerns:

- a. The failure or refusal of the Board to renew the contract of a non-tenured employee or to exercise the severance provision of any individual employee contract;
- b. In any matter wherein a specific method of review is set forth by law, by any rule, regulation, or Order of the State Commissioner of Education, or the State Board of Education; or,
- c. Any complaint by any personnel occasioned by the non-renewal in any position for which tenure is either not possible or not required.

C. Procedure.

1. Time Limits. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limit specified may, however, be extended by mutual agreement.

2. All responses from the District will be provided in writing to the Grievance Chair and President of the Association.

3. Sequence of Levels for Resolving Grievances.

Level One. Any employee having a grievance shall, within thirty (30) calendar days of the occurrence thereof or from when the employee could reasonably have been expected to have knowledge of the occurrence, submit said grievance in writing to the Building Principal or immediate supervising administrator and shall meet with the Principal/supervising administrator in an effort to resolve the matter.

Level Two. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One or if no decision has been rendered within ten (10) school

1 days after the grievance was delivered to the Principal/supervising administrator,
2 he/she has an additional ten (10) school days from the administrator's decision or
3 lack of response, to submit the grievance in writing to the Superintendent.

4 Level Three. If the aggrieved person is not satisfied with the disposition of his/her
5 grievance at Level Two, or if no decision has been rendered within ten (10) school
6 days after the grievance was delivered to the Superintendent, he/she has an
7 additional ten (10) school days from the Superintendent's decision or lack of
8 response to submit the grievance to the Board. The aggrieved person shall have the
9 right to address a committee of the Board in reference to his/her grievance.

10 Level Four. If the aggrieved person is not satisfied with the disposition of the
11 grievance at Level Three, or if no decision has been rendered within forty-five (45)
12 school days after the grievance was delivered to the Board, the Association has an
13 additional ten (10) school days from the Board's decision or lack of response to
14 submit the grievance to binding arbitration if the grievance alleges a violation of
15 the specific and express written terms of the Agreement, as defined in Section B.1.
16 of this Article. On all other grievances, the decision of the Board will be final.

17 4. Procedure for Invoking Arbitration.

- 18 a. The demand for a list of arbitrators shall be made to the Public Employment
19 Relations Commission in accordance with its rules and regulations.
- 20 b. The arbitrator shall be limited to the facts as presented to him/her in
21 rendering his/her decision. He/she shall not have authority to add to,
22 modify, or detract from the specific and express terms of the Agreement.
23 His/her decision shall be binding.

1 c. The costs for the services of the arbitrator, including per diem expenses, if
2 any, and actual and necessary travel, subsistence expenses, and the costs of
3 the hearing room, if any, shall be borne by the party who loses the grievance.

4 Any other expenses incurred shall be paid by the party incurring same.

5 D. Rights of Employees to Representation.

6 1. Any aggrieved person may be accompanied at all stages, including Level One of
7 the grievance procedure, by his/her representative. The Association shall have the
8 right to be present and to state its views at all stages of the grievance procedure.

9 2. Any participant in the grievance process shall be assured freedom from restraint,
10 interference, coercion, discrimination, or reprisal by reason of such participation.

11 E. Miscellaneous.

12 1. If, in the judgment of the Association, a grievance affects a group or class of
13 employees, the Association may initiate such grievance by submitting it in writing
14 to the Superintendent directly, and the processing of such grievance shall be
15 commenced at Level Two. This grievance shall be signed by at least one of the
16 employees who claims to be an aggrieved person.

17 2. Forms for filing grievances, serving notices, making appeals, making reports and
18 recommendations, and other necessary documents shall be prepared jointly by the
19 Superintendent and the Association and given appropriate distribution so as to
20 facilitate operation of the grievance procedure.

21 3. All meetings and hearings under this procedure shall not be conducted in public
22 and shall include only the aggrieved person and his/her designated or selected

1 representatives heretofore referred to in this Article, and appropriate administrative
2 representatives.

3

1 **ARTICLE IV**

2 **EMPLOYEE RIGHTS**

- 3 A. The Board and the Association agree that employees shall have the right to form, join and
4 support all lawful activities of the Association, or to refrain from such conduct.
- 5 B. No employee shall be disciplined arbitrarily or without a reason.
- 6 1. Disciplinary action may include, but not be limited to:
- 7 a. verbal reprimand
8 b. written reprimand
9 c. fine
10 d. suspension
- 11
- 12 2. The Board agrees to utilize the concepts of progressive discipline in its application
13 of this Article, consistent with the circumstances surrounding the infraction and the
14 disciplinary history of the employee.
- 15 C. Whenever any employee is required to appear before the Board, any committee of the
16 Board, the Superintendent, or Principal(s), concerning any matter, the purpose of which is
17 to adversely affect the continuation of that employee in his/her office, position, or
18 employment, or the salary or any increments pertaining thereto, then he/she shall be given
19 prior written or verbal notice of the reasons for such meeting or interview and shall be
20 entitled to have a representative of the Association present to advise him/her and represent
21 him/her during such meeting or interview.
- 22 D. No employee shall be prevented from wearing pins or other identification of membership
23 in the Association or its affiliates.
- 24 E. Any tenured teacher not residing in the Readington Township School District may request
25 that any of his/her children be admitted as a student into the Readington Township Schools.

1. The Board and the Superintendent shall decide whether there is appropriate space and school available for the child.
 2. The Board shall decide what the tuition rate shall be for the child.
 3. The tenured teacher shall accept whatever grade placement the district administrators feel is appropriate for the child.
 4. The tenured teacher shall accept whatever classroom teacher(s) the child is assigned to by the district administrators.
- F. The Board and the Association acknowledge that all employees shall be free from reprisal by either party based upon their legal activities on behalf of the Association or their determination to refrain from such activities.
- G. Personnel Records
1. Records maintained in the personnel files of this district are not open to inspection except as provided for by law.
 2. Effective with the date of this Agreement, no derogatory material shall be entered into an employee's personnel file without the member's knowledge of its inclusion. The employee shall indicate his/her knowledge by signing the material to be added. A letter may be attached with comments from the employee.
- H. Reduction in Force. The Association recognizes the right of the Board of Education to reduce the number of tenured employees in the district in accordance with Title 18A of the Laws of New Jersey.

ARTICLE V
BOARD RIGHTS

A. The Board, on its own behalf, on behalf of the citizens of the Township of Readington, New Jersey, subject to the limitations of this Agreement, hereby retains and reserves unto itself all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey and of the United States of America, including, but not limited to and with the advice of the Superintendent, the following:

1. to approve what is considered to be the school program or curriculum;
2. to introduce or modify co-curricular activities or other special school programs;
3. to approve textbooks;
4. to approve the types and amounts of instructional materials and equipment to be available;
5. to set policy for grade placement, promotion, and retention of pupils;
6. to apply for and use federal or state funds;
7. to approve the number, type, assignments, and qualifications of personnel;
8. to approve personnel evaluation report formats, procedures for staff evaluations, and uses of evaluations.

1 **ARTICLE VI**

2 **ASSOCIATION RIGHTS & PRIVILEGES**

3 A. Release Time for Meetings. Whenever any representative of the Association or any
4 employee is mutually scheduled by the parties to participate during working hours in
5 negotiations, grievance proceedings, conferences, or meetings, he/she shall suffer no loss
6 in regular pay.

7 B. Use of School Property. Representatives of the Association and its united affiliates shall
8 be permitted to transact official Association business on school property at all reasonable
9 times, provided that this shall not interfere with or interrupt normal school operations.

10 C. Use of School Buildings and Equipment.

11 1. Upon approval from the appropriate building administrator, the Association and its
12 representatives shall have the right to use any of the district's buildings during
13 Association member lunch periods or before or after the student school day. The
14 appropriate building administrator shall be notified in advance of the time and place
15 of each such meeting.

16 2. The Association shall have the right to use school facilities and equipment, when
17 such equipment is not otherwise in use, as per Board policy.

18 3. The Association shall pay for the reasonable cost of all materials and supplies.

19 4. The Association shall have, in each school building, use of a bulletin board in each
20 faculty lounge and teachers' dining room. The location of the Association bulletin
21 board in each room shall be designated by the Association. The Association shall
22 also be assigned adequate space on the bulletin board in each school building's
23 central office for Association notices. Copies of all materials to be posted on such
24 bulletin board shall be given to the building Principal(s).

1 5. The Association shall have the right to use the inter-school mail facilities and school
2 mail boxes, including e-mail, only upon prior approval given in writing by the
3 appropriate building administrator. The Association is permitted to use the
4 computer network(s)/computers for education and legitimate Association business
5 activities only. Use of computer network(s)/computers for commercial activity or
6 posting of personal information is strictly forbidden. It is expressly understood that
7 the computer network(s)/computers shall not be used, under any circumstances, by
8 the Association or any staff member to communicate any information concerning
9 job actions.

10 6. The Board shall establish office space in one (1) of the District's school buildings
11 which may be used for the Association's business. The office space shall be
12 provided only if such space is deemed available annually by the Superintendent of
13 Schools and the individual school building's Principal. The determination shall be
14 based upon the availability of office space along with the District's and the
15 individual school building's ability to provide such space. The District will notify
16 the Association regarding the availability of office space on or before June 30 of
17 each year.

18 D. Leave for Association Officers.

19 1. The Board shall grant five (5) days leave with pay to the President of the
20 Association or his/her designated representatives in order for him/her to conduct
21 Association business or represent the Association on the local, county, state or
22 national level. The President of the Association is permitted to use two (2) of the

1 five (5) days in increments so long as sufficient advance notice is provided to obtain
2 substitute coverage.

3 2. Additional days may be granted at the discretion of the Superintendent.

4 E. Exclusive Rights and Privileges. The rights and privileges of the Association and its
5 representatives as set forth in this Agreement shall be granted only to the Association as
6 the exclusive representative of the Association's members and to no other organization.

7 F. The President and Vice President shall not have any assigned duties in order to provide
8 him/her with time to conduct Association business.

9 G. The President and Vice President may meet with the Superintendent at least once on a bi-
10 monthly basis to discuss District and Association business. Each Association building
11 representative (4) may meet with the building principal monthly to discuss building and
12 Association business.
13

ARTICLE VII

TEACHER EMPLOYMENT

- A. Each teacher shall be notified of his/her contract and salary status for the ensuing contract year no later than the date required by law.

1 **ARTICLE VIII**

2 **SALARIES AND COMPENSATION**

3 A. All employees shall be compensated for all years of this Agreement in accordance with the
4 salary guides attached hereto as Appendix A.

5 1. For the 2023-2024, 2024-2025, 2025-2026, 2026-2027 and 2027-2028 school
6 years, teachers, custodians, secretaries and paraprofessionals will advance through
7 all steps sequentially.

8 2. Any teacher must receive an earned doctorate from an accredited university before
9 being placed at the Doctorate level on the teachers' salary guide. Teachers placed
10 at the doctorate level prior to September 1, 1994 will remain at that level.

11 3. A teacher is required to notify the Business Administrator in writing of his or her
12 intention to make a horizontal movement on the salary guide. Presentation of a
13 signed copy of the Superintendent's approval form and either transcripts or
14 grade/course completion forms evidencing earned credits must be submitted by a
15 teacher in order to be eligible for a salary adjustment.

16 4. Salary adjustments will be made according to the following schedule:

17 a. Salary adjusted in October for documentation received by August 31st
18 (retroactive to September 1).

19 b. Salary adjusted in March for documentation received by January 31st
20 (retroactive to February 1).

21 5. The MA +15 column shall be eliminated by attrition. Only those teachers who were
22 on salary steps in the MA +15 column on or before June 30, 2006 shall continue to
23 advance on the MA + 15 column. No other employee is eligible to advance to the
24 MA +15 column. A teacher who earns graduate credits after receiving his or her

1 Masters degree shall remain on the MA column unless and until he or she obtains
2 thirty (30) credits, entitling him or her to move to the MA +30 column. Effective
3 July 1, 2006, the MA +45 column shall be eliminated because as of June 30, 2006
4 there were no longer any teachers remaining on or eligible to advance to the MA
5 +45 column.

6 B. Payment of Salary.

- 7 1. Employees employed on a twelve (12) month basis shall be paid in twenty-four
8 (24) semi-monthly installments or twelve (12) monthly installments.
- 9 2. Employees employed on a ten (10) month basis shall be paid in twenty- (20) semi-
10 monthly or ten (10) monthly installments, or shall also have the option of being
11 paid in twenty-four (24) semi-monthly installments, or twelve (12) monthly
12 installments.
- 13 3. When a payday falls on or during a school holiday, vacation, or weekend,
14 employees shall receive their paychecks on the last previous working day.
- 15 4. Teachers employed on a ten (10) month basis shall receive their final installment
16 on the last school day in June provided that final clearance has been obtained by
17 the Principal or other supervising administrator.

18 C. Extra Compensation.

- 19 1. Teachers assigned specific curriculum work or professional development activities
20 beyond the workday shall receive Thirty Dollars (\$30.00) per hour for the 2023-
21 2024 school year, Thirty Five Dollars (\$35) per hour for the 2024-2025 school year,
22 Forty Dollars (\$40) per hour for the 2025-2026 school year, Forty Five Dollars
23 (\$45) per hour for the 2026-2027 school year and 2027-2028 school year.

2. Teachers assigned by the Board to supervise after-school activities for which compensation has been approved shall be paid at the rate set forth in Appendix B.
3. The Board agrees to pay Thirty Dollars (\$30.00) per hour for the 2023-2024 school year, Thirty Five Dollars (\$35) per hour for the 2024-2025 school year, Forty Dollars (\$40) per hour for the 2025-2026 school year and Forty Five Dollars (\$45) per hour for the 2026-2027 school year and 2027-2028 school year, plus mileage expense when applicable, to an employee who is engaged in homebound instruction.
4. Nurses will stay for after-school activities, when needed, up to 5:30 p.m. Except in the event of an emergency, nurses will be advised of such assignment during the previous school day. Nurses will be paid at their prorated hourly rate.
5. Teachers employed for the summer with the athletics camp and/or summer school shall be paid at the rate of Forty (\$40.00) Dollars per hour.
6. Upon Administrator and Superintendent recommendation, and with prior Board approval, teachers will be paid a stipend for the following extra-duty positions:
 - a. After-School Homework Room Instructor- \$25.00 per hour from 2:15 p.m. to 5:45 p.m. for all full session days.
 - b. Before-School Homework Room Instructor- \$25.00 per hour from 6:50 a.m. to 7:20 a.m. for all days that school is in session.
 - c. Team Leaders (Grades 4 to 8) - \$1,500 per year.
7. Chaperoning a field trip beyond the regular contracted work day shall be compensated at \$25 per hour for the 2023-2024 school year, Thirty Five Dollars (\$35) per hour for the 2024-2025 school year, Forty Dollars (\$40) per hour for the

2025-2026 school year, and Forty Five Dollars (\$45) per hour for the 2026-2027 school year and 2027-2028 school year. School nurses assigned to a field trip beyond the regular contracted workday shall be compensated at their prorated hourly rate of pay. Overnight field trips shall be a flat rate of \$159 per night per overnight, without payment of the hourly rate in addition to the flat rate. Field trips must be Board approved in advance.

D. Financial Compensation for Accumulated Sick Days.

1. Upon retirement, teachers who were hired with an effective contract date prior to July 1, 1997 and who have accumulated ten (10) years of service in the Readington Township School District shall be paid for unused sick leave at the following rates:

For days accumulated prior to June 30, 1989: \$40.00 per day

For days accumulated from September 1989 to June 30, 1992: \$50.00 per day

For days accumulated thereafter: \$60.00 per day

In the event a teacher, otherwise eligible for this benefit, dies while actively employed by the District, payment shall be paid to the teacher's estate.

2. Upon retirement, teachers who were hired with an effective contract date beginning July 1, 1997 or later and who have accumulated ten (10) years of service in the Readington Township School District shall be paid for unused sick leave at the following rates:

For days accumulated prior to June 30, 2000: \$45.00 per day

For days accumulated thereafter: \$50.00 per day

The total number of days for which payment will be made will not exceed one hundred eighty-five (185) days.

1 In the event a teacher, otherwise eligible for this benefit, dies while actively
2 employed by the District, payment shall be paid to the teacher's estate.

- 3 3. For secretaries and custodians, upon their retirement or death, the Board shall pay
4 said secretary or custodian, or his/her estate a stipend of Forty (\$40.00) Dollars for
5 each unused sick day accumulated prior to June 30, 1989, a stipend of Fifty (\$50.00)
6 for those days earned from September 1989 to June 30, 1992; Sixty (\$60.00)
7 Dollars for days earned from July 1, 1992 to June 30, 1997; Twenty-five (\$25.00)
8 Dollars for the days earned from July 1, 1997 to June 30, 2000; Thirty (\$30.00)
9 Dollars per day for all days accumulated thereafter. The total number of days for
10 which payment will be made will not exceed one hundred eighty (180) days.

- 11 4. The total number of days for which payment will be made to any employee shall
12 not exceed one hundred ninety (190) days and shall be capped at Seven Thousand
13 Dollars (\$7,000); provided, however, that the maximum number of days or dollar
14 amount for any employee otherwise eligible for this benefit who is entitled to
15 accumulate more than one hundred ninety (190) days and/or is entitled to payment
16 of more than Seven Thousand Dollars (\$7,000) on June 30, 2006, shall be the
17 number of days or dollar amounts as of June 30, 2006.

- 18 5. For paraprofessionals, upon their retirement or death, the Board shall pay said
19 paraprofessional, or his/her estate a stipend of Fifteen (\$15.00) Dollars for each
20 accumulated unused sick day. The total number of days for which payment will be
21 made will not exceed one hundred eighty (180) days.
22

1 **ARTICLE IX**

2 **HEALTH INSURANCE**

3 A. 1. Effective July 1, 2011, the Board shall pay a portion of the premium cost for all
4 employees and their dependents for health benefits in accordance with the NJ Direct
5 15 plan offered by the School Employees' Health Benefits Program ("SEHBP").
6 For new employees who commence employment on or after July 1, 2021, the Board
7 shall pay a portion of the premium cost for the employee and their dependents for
8 health benefits in accordance with the NJ Direct 1525 plan (plan in effect as of
9 January 1, 2020, in the SEHBP). All employees shall pay the employee contribution
10 toward the premium cost required by N.J.S.A. 18A:16-17 or any amendments
11 thereto and as set forth below. Employees shall be able to enroll in the NJ Direct
12 10, NJ Direct 15, or HMO plans offered by the SEHBP, provided that the Board
13 shall be required to pay the premium cost for all employees and their dependents
14 for health benefits in accordance with the NJ Direct 15 plan or the NJ Direct 1525
15 plan, depending on whether the employee began employment on or after July 1,
16 2021, with the employee paying one hundred percent (100%) of any premium cost
17 that exceeds the cost of the NJ Direct 15 plan or the NJ Direct 1525 plan, as
18 applicable. Prescription drug coverage shall be available through the Employee
19 Prescription Drug Reimbursement Plan for NJ Direct. For all ten (10) month
20 employees, the employee contribution toward the premium cost required by
21 N.J.S.A. 18A:16-17, or any amendments thereto, for the months of July and August
22 shall be paid on a prorated basis during the school year from September through
23 June. Any employee whose employment with the District is terminated, who will
24 receive his or her final month of coverage until the end of the month immediately

subsequent to his or her termination, shall pay the employee contribution toward the premium cost required by N.J.S.A. 18A:16-17, or any amendments thereto, for said final month of coverage. The Board shall offer health benefits in accordance with P.L. 2020, Chapter 44 (New Jersey Educators Health Plan or Garden State Health Plan) for paraprofessionals who work a minimum average of thirty (30) hours per week less the employee's contributions to premium costs as required by law for the duration of this Agreement. Paraprofessionals employed on or before June 30, 2020 shall have the option of continuing to receive employee only coverage in the PPO 2035 with the ability to pay 100% of the premium cost of such coverage for any their eligible dependents.

a. Effective July 1, 2020, employees will contribute towards the cost of insurance as follows:

Individual Coverage		Child/Spouse Coverage		Family Coverage	
Salary	Rate	Salary	Rate	Salary	Rate
< \$20,000	2%	< \$25,000	1%	< \$25,000	0.5%
\$20,000 to \$24,999	3%	\$25,000 to \$29,999	2%	\$25,000 to \$29,999	1.5%
\$25,000 to \$29,999	5%	\$30,000 to \$34,999	3.5%	\$30,000 to \$34,999	2.5%
\$30,000 to \$34,999	7.5%	\$35,000 to \$39,999	4.5%	\$35,000 to \$39,999	3.5%
\$35,000 to \$39,999	8.5%	\$40,000 to \$44,999	5.5%	\$40,000 to \$44,999	4.5%
\$40,000 to \$44,999	9.5%	\$45,000 to \$49,999	7.5%	\$45,000 to \$49,999	6.5%
\$45,000 to \$49,999	11.5%	\$50,000 to \$54,999	12.5%	\$50,000 to \$54,999	9.5%
\$50,000 to \$54,999	17.5%	\$55,000 to \$59,999	14.5%	\$55,000 to \$59,999	11.5%
\$55,000 to \$59,999	20.5%	\$60,000 to \$64,999	18.5%	\$60,000 to \$64,999	14.5%
\$60,000 to \$64,999	24.5%	\$65,000 to \$69,999	20.5%	\$65,000 to \$69,999	16.5%
\$65,000 to \$69,999	26.5%	\$70,000 to \$74,999	23.5%	\$70,000 to \$74,999	19.5%
\$70,000 to \$74,999	29.5%	\$75,000 to \$79,999	24.5%	\$75,000 to \$79,999	20.5%
\$75,000 to \$79,999	30.5%	\$80,000 to \$84,999	25.5%	\$80,000 to \$84,999	21.5%
\$80,000 to \$94,999	31.5%	\$85,000 to \$99,999	27.5%	\$85,000 to \$89,999	23.5%

> \$95,000	32.5%	> \$100,000	32.5%	\$90,000 to \$94,999	25.5%
Employees must contribute the greater of the amount set forth in this table or 1.5% of their base salary as required by N.J.S.A. 18A:16-17, whichever is greater.				\$95,000 to \$99,999	26.5%
				\$100,000 to \$109,999	29.5%
				> \$110,000	32.5%

Employees will move through the above chart in accordance with their salary increases.

b. Effective July 1, 2021, employees will contribute towards the cost of insurance as follows:

Individual Coverage		Child/Spouse Coverage		Family Coverage	
Salary	Rate	Salary	Rate	Salary	Rate
< \$20,000	1%	< \$25,000	n/a	< \$25,000	n/a
\$20,000 to \$24,999	2%	\$25,000 to \$29,999	1%	\$25,000 to \$29,999	0.5%
\$25,000 to \$29,999	4%	\$30,000 to \$34,999	2.5%	\$30,000 to \$34,999	1.5%
\$30,000 to \$34,999	6.5%	\$35,000 to \$39,999	3.5%	\$35,000 to \$39,999	2.5%
\$35,000 to \$39,999	7.5%	\$40,000 to \$44,999	4.5%	\$40,000 to \$44,999	3.5%
\$40,000 to \$44,999	8.5%	\$45,000 to \$49,999	6.5%	\$45,000 to \$49,999	5.5%
\$45,000 to \$49,999	10.5%	\$50,000 to \$54,999	11.5%	\$50,000 to \$54,999	8.5%
\$50,000 to \$54,999	16.5%	\$55,000 to \$59,999	13.5%	\$55,000 to \$59,999	10.5%
\$55,000 to \$59,999	19.5%	\$60,000 to \$64,999	17.5%	\$60,000 to \$64,999	13.5%
\$60,000 to \$64,999	23.5%	\$65,000 to \$69,999	19.5%	\$65,000 to \$69,999	15.5%
\$65,000 to \$69,999	25.5%	\$70,000 to \$74,999	22.5%	\$70,000 to \$74,999	18.5%
\$70,000 to \$74,999	28.5%	\$75,000 to \$79,999	23.5%	\$75,000 to \$79,999	19.5%
\$75,000 to \$79,999	29.5%	\$80,000 to \$84,999	24.5%	\$80,000 to \$84,999	20.5%
\$80,000 to \$94,999	30.5%	\$85,000 to \$99,999	26.5%	\$85,000 to \$89,999	22.5%
≥ \$95,000	31.5%	≥ \$100,000	31.5%	\$90,000 to \$94,999	24.5%
Employees must contribute the greater of the amount set forth in this table or 1.5% of their base salary as required by N.J.S.A. 18A:16-17. Employees whose rate is listed as “n/a” must contribute 1.5% of their base salary.				\$95,000 to \$99,999	25.5%
				\$100,000 to \$109,999	28.5%
				≥ \$110,000	31.5%

Employees will move through the above chart in accordance with their salary increases.

c. Effective July 1, 2022, employees will contribute towards the cost of insurance as follows:

Individual Coverage		Child/Spouse Coverage		Family Coverage	
Salary	Rate	Salary	Rate	Salary	Rate
< \$20,000	n/a	< \$25,000	n/a	< \$25,000	n/a
\$20,000 to \$24,999	1%	\$25,000 to \$29,999	n/a	\$25,000 to \$29,999	n/a
\$25,000 to \$29,999	3%	\$30,000 to \$34,999	1.5%	\$30,000 to \$34,999	0.5%
\$30,000 to \$34,999	5.5%	\$35,000 to \$39,999	2.5%	\$35,000 to \$39,999	1.5%
\$35,000 to \$39,999	6.5%	\$40,000 to \$44,999	3.5%	\$40,000 to \$44,999	2.5%
\$40,000 to \$44,999	7.5%	\$45,000 to \$49,999	5.5%	\$45,000 to \$49,999	4.5%
\$45,000 to \$49,999	9.5%	\$50,000 to \$54,999	10.5%	\$50,000 to \$54,999	7.5%
\$50,000 to \$54,999	15.5%	\$55,000 to \$59,999	12.5%	\$55,000 to \$59,999	9.5%
\$55,000 to \$59,999	18.5%	\$60,000 to \$64,999	16.5%	\$60,000 to \$64,999	12.5%
\$60,000 to \$64,999	22.5%	\$65,000 to \$69,999	18.5%	\$65,000 to \$69,999	14.5%
\$65,000 to \$69,999	24.5%	\$70,000 to \$74,999	21.5%	\$70,000 to \$74,999	17.5%
\$70,000 to \$74,999	27.5%	\$75,000 to \$79,999	22.5%	\$75,000 to \$79,999	18.5%
\$75,000 to \$79,999	28.5%	\$80,000 to \$84,999	23.5%	\$80,000 to \$84,999	19.5%
\$80,000 to \$94,999	29.5%	\$85,000 to \$99,999	25.5%	\$85,000 to \$89,999	21.5%
≥ \$95,000	30.5%	≥ \$100,000	30.5%	\$90,000 to \$94,999	23.5%
Employees must contribute the greater of the amount set forth in this table or 1.5% of their base salary as required by N.J.S.A. 18A:16-17. Employees whose rate is listed as “n/a” must contribute 1.5 % of their base salary.				\$95,000 to \$99,999	24.5%
				\$100,000 to \$109,999	27.5%
				≥ \$110,000	30.5%

Employees will move through the above chart in accordance with their salary increases.

2. The Board shall pay one hundred (100%) percent of the premium cost of employee and dependent dental coverage, less the Tier 4 contributions set forth in Chapter 78, Public Laws 2011, as modified in Section (A)(1) of this Article, in accordance with the level of benefits provided by the Board on June 30, 2000 from Horizon

1 Healthcare Dental Services. Only paraprofessionals who were employed on or
2 before August 30, 1989, shall receive dental benefits in accordance with this
3 paragraph.

- 4 3. Effective January 1, 2001, the Board shall establish a Section 125 plan pursuant to
5 which employees would be entitled to contribute pre-tax dollars for health care
6 premium payments, unreimbursed medical expenses, and child/elder care
7 reimbursement.

8 B. Sick Leave Bank.

- 9 1. The Sick Leave Bank will be administered by a committee which shall be
10 comprised of three (3) members selected by the Board and three (3) members
11 selected by the Association.

- 12 2. Any Association member may voluntarily join the Bank who is willing to
13 contribute one (1) of his/her personal sick days to the Bank during the enrollment
14 period to be determined by the Committee from time to time when the Committee
15 determine the Bank so requires. Said enrollment period shall be from September 1
16 to September 30 of any school year covered in this contract period. New
17 Association members must apply within thirty (30) days of initial employment. The
18 value of each day contributed by a member shall be deducted from the maximum
19 amount an employee is entitled to be paid under Article VIII.D.

- 20 3. Participation withdrawal from the Bank may be at any time after donation. Said
21 individual may not withdraw his/her donated sick days. Withdrawal must be done
22 in writing.

4. Individuals may withdraw Bank days from the Bank only after all personal sick days have been used and withdrawal is authorized by the Committee.
5. Application for Bank days may be made only when an individual is affected by a catastrophic illness or accident determined by medical certification. Application will be made to the Committee.
6. Beginning each school year, an individual unable to return to active duty who is entitled to annual sick leave must withdraw from his/her sick leave accumulation before reapplying to the Bank.
7. At the end of the school year, any unused sick days remaining in the Bank will be carried over to the next year.
8. If, in the judgment of the Committee, the employee qualifies, the Committee shall submit the request to the Board and the Board will arrange payment to the employee.
9. A contributor will be entitled to withdraw up to sixty (60) Bank days in a school year at which time an individual may reapply. N.J.S.A. 18A:30-6 will apply when Sick Leave Bank days have been exhausted.
10. Should the Bank be dissolved, each contributing member will receive an equal amount, or fraction thereof, of the remaining Sick Leave Bank days, not to exceed the original amount each individual contributed.
11. Upon death or retirement, an employee may donate up to thirty (30) sick days from his or her accumulated sick leave to the sick leave bank. No donation from accumulated sick leave may be made if the sick leave bank holds four thousand (4,000) or more days at the time of the employee's death or retirement. In the event

1 the sick leave bank holds more than 4,000 days, the only donations permitted will
2 be the one (1) day each employee is required by Section (B)(2) of this Article to
3 donate to join the sick leave bank.

4 12. The parties acknowledge that the decision of the Committee shall be final and
5 binding and shall not be reviewable by a court or agency of competent jurisdiction
6 or subject to the grievance procedure referenced in Article III of this Agreement.

7 13. The Board and the Association shall maintain a current accounting of the Bank, to
8 include members who have joined, sick leave days utilized, and sick leave days on
9 deposit in the Bank. A joint accounting will take place in June of each year.

1 **ARTICLE X**

2 **TEACHER WORK YEAR, DAY & LOAD**

3 A. The teacher work year shall consist of one hundred eighty-one (181) pupil contact days
4 plus an additional five (5) days to be utilized for professional purposes, including but not
5 limited to orientation, in-service, and curriculum development. In-service days will be
6 taken on two (2) half-day and five (5) full days. All other pupil contact days shall be full
7 days except the days prior to Thanksgiving, Winter and Spring recesses.

8 B. Elementary (Grades K-5)

9 The elementary workday shall be seven (7) hours and fifteen (15) minutes. There
10 shall be five (5) minutes of assigned time in the morning (before the student school day
11 begins) and there shall be fifteen (15) minutes of assigned time in the afternoon (after the
12 student day ends). In extenuating circumstances, as determined by the Superintendent
13 and/or Building Principal, teachers may be required to stay beyond the fifteen (15) minutes
14 after the student day ends. All elementary school teachers shall have a duty free lunch
15 period of thirty (30) consecutive minutes per day.

16 Effective July 1, 2011, each elementary school teacher shall receive an average of
17 three hundred and twenty-five (325) minutes of Individual Planning Time per week,
18 inclusive of one (1) C.P.T. (Common Planning Time) per week, in accordance with a
19 posted weekly schedule. Individual Planning Time of no less than thirty (30) consecutive
20 minutes each day shall be provided. When a teacher's regularly scheduled C.P.T. falls at
21 a time when school is not in session (e.g., holiday, half-curriculum day, early dismissal),
22 that teacher will not have C.P.T. that week. The remainder of the school day shall be
23 considered pupil contact/instructional time. Elementary school teachers shall include only
24 Classroom Teachers, Special Subject Teachers, and Librarians/Media Specialists. Nothing

1 contained herein shall be interpreted to deny daily preparation time to Special Services
2 Personnel.

3 Effective July 1, 2024, each elementary school teacher shall receive an average of
4 three hundred (300) minutes of Individual Planning Time per week, inclusive of one (1)
5 C.P.T. (Common Planning Time) per week of a minimum of thirty (30) consecutive
6 minutes, in accordance with a posted weekly schedule. Individual Planning Time of no less
7 than thirty (30) consecutive minutes per day shall be provided. Individual Planning Time
8 shall be defined as a full period of teacher-directed time free of coverage and pupil contact.
9 When a teacher's regularly scheduled C.P.T. falls at a time when school is not in session
10 (e.g., holiday, half-curriculum day, early dismissal), that teacher will not have C.P.T. that
11 week. The remainder of the school day shall be considered pupil contact/instructional time.
12 Elementary school teachers shall include only Classroom Teachers, Special Subject
13 Teachers, and Librarians/Media Specialists. Nothing contained herein shall be interpreted
14 to deny daily preparation time to Special Services Personnel.

15 C. Middle School (Grades 6-8)

16 The middle school workday shall be seven (7) hours and fifteen (15) minutes. There
17 shall be five (5) minutes of assigned time in the morning (before the student school day
18 begins) and there shall be fifteen (15) minutes of assigned time in the afternoon (after the
19 student school day ends). In extenuating circumstances, as determined by the
20 Superintendent and/or Building Principal, teachers may be required to stay beyond the

1 fifteen (15) minutes after the student day ends. All middle school teachers shall have a duty
2 free lunch period of at least twenty-five (25) consecutive minutes.

3 Effective July 1, 2024, all middle school teachers shall have a duty-free lunch period
4 of at least thirty (30) consecutive minutes.

5 Academic teachers involved with Block Scheduling will not be required to teach
6 more than five (5) classes per day or ten (10) classes in a 2-day cycle. These teachers will
7 be scheduled to have an average of two (2) preparation periods and two (2) C.P.T. periods
8 in a normally scheduled 2-day cycle.

9 Special teachers (i.e., physical education, music, art, health, computer, library,
10 world languages) and special education teachers may teach in their respective disciplines
11 a total of more than five (5) periods out of an eight (8) period day. They will be scheduled
12 to have an average of two (2) preparation periods and two (2) C.P.T. periods in a normally
13 scheduled 2-day cycle. Any special teacher teaching more than five (5) periods in an eight
14 (8) period day shall not be assigned additional duties during that day. Additional activities
15 asked of these teachers (such as coaching, music, clubs, or other extracurricular activities)
16 will be accounted for as an after-school activity and will be regarded on the appropriate
17 schedule for extracurricular reimbursement.

18 Each middle school teacher shall receive an average of three hundred and sixty
19 (360) minutes of Individual Planning Time per week, inclusive of three (3) C.P.T.s per
20 week, in accordance with a posted weekly schedule. Individual planning time of no less
21 than thirty (30) consecutive minutes per day shall be provided. When a teacher's regularly
22 scheduled C.P.T. falls at a time when school is not in session (e.g., holiday, half-curriculum

1 day, early dismissal), that teacher will not have C.P.T. that day. The remainder of the
2 school day shall be considered pupil contact/instructional time.

3 Effective July 1, 2024, each middle school teacher shall receive an average of three
4 hundred (300) minutes of Individual Planning Time per week, inclusive of two (2) to three
5 (3) C.P.T.s (Common Planning Times) per week of a minimum of thirty (30) consecutive
6 minutes. Individual Planning Time of no less than thirty (30) consecutive minutes per day
7 shall be provided. An Individual Planning Time shall be defined as a full period of teacher-
8 directed time free of coverage and pupil contact. When a teacher's regularly scheduled
9 C.P.T. falls at a time when school is not in session (e.g., holiday, half-curriculum day, early
10 dismissal), that teacher will not have C.P.T. that day. The remainder of the school day
11 shall be considered pupil contact/instructional time.

12 D. Elementary classroom teachers shall not be assigned to lunch duty.

13 E. Teachers may not be required to remain beyond the workday for attendance at meetings
14 more than twenty (20) times per school year and not more than three (3) times per month.
15 These meetings shall not extend more than sixty (60) minutes beyond the workday.
16 Meetings at Holland Brook School may be held for sixty (60) minutes before the start of
17 the workday. A schedule of these meetings will be published in advance.

18 F.

19 1. In the event that emergency coverage is necessary, teachers shall be assigned on a
20 rotating basis and shall be compensated at Thirty Dollars (\$30.00) per hour
21 commencing with the third coverage.

22 2. In the event a middle school teacher agrees to teach a seventh class for consecutive
23 days of a single assignment beyond their contractual workday, they shall be paid

1 Thirty Dollars (\$30) per hour prorated commencing with the third coverage through
2 the twentieth day. Beginning with the twenty-first day, the teachers shall be paid
3 their prorated hourly rate for the duration of the seventh-class assignment.

4 G. The Child Study Team members shall work a total of two hundred (200) days, which shall
5 include work days during the summer that shall be determined by the Superintendent. The
6 annual salary for Child Study Team members shall be 107.5% of their salary as defined in
7 Appendix A.

8 H. The school counselors' work year shall include five (5) cumulative days during the period
9 from July 1st to August 31st as needed in the Superintendent's discretion to perform
10 assigned school counselor responsibilities. The dates the school counselor works during
11 the summer will be as agreed between the school counselor and the principal.. The annual
12 salary for school counselors shall be 102.7% of their salary defined in Appendix A.

13 I. Common Planning Time (C.P.T.) Teachers are required to prepare and submit a weekly
14 agenda and minutes setting forth the purpose of the C.P.T.

15 J. Evening Meetings.

16 1. There shall be one (1) back to school night, one (1) fall parent conference, and one
17 (1) spring parent conference.

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1 **ARTICLE XII**

2 **SHORT-TERM & EXTENDED LEAVES**

3 A. Sick Leave. Each teacher employed by the Board shall be entitled to ten (10) sick leave
4 days, and each twelve (12) month employee entitled to twelve (12) sick leave days, each
5 school year as of the first official day of said school year, whether or not he/she reports for
6 duty on that day.

7 1. Unused sick leave days shall be accumulated from year to year with no maximum
8 limit.

9 2. Any employee who requires medical disability leave must provide to their
10 supervising administrator a written doctor's note explaining the disability.

11 B. Short-Term Leave. The following leaves of absence may be granted to all employees:

12 1. Family illness leave, up to a maximum of four (4) days per school year, because of
13 serious illness or accident in the immediate family.

14 2. Bereavement leave of five (5) work days per death, because of a death in the
15 immediate family.

16 3. Immediate family, for purposes of bereavement leave or family illness leave, shall
17 include the employee's spouse, domestic partner, civil union partner, child, legal
18 ward, grandchild, foster child, parent, legal guardian, sibling, stepchild, stepparent,
19 son-in-law, daughter-in-law, father-in-law, mother-in-law, and other relatives
20 residing in the employee's household.

21 4. Bereavement leave for an aunt, uncle or grandparent shall be up to a maximum of
22 three (3) days per death, if necessary. Two (2) days of leave shall be granted in all
23 circumstances involving the death of an employee's aunt, uncle or grandparent.

One (1) additional day may be granted but only upon the approval of the Superintendent.

5. Bereavement leave for a sister-in-law or a brother-in-law shall be two (2) days per death.

C. Extended Leave of Absence

1. Whenever applicable, all extended leaves under this article shall be counted and run concurrently with leave available for the same circumstances under federal and state statutes.

2. Employees requesting extended leaves shall be informed of their eligibility for leave under law and this Agreement.

3. Child-Care Leave

- a. Child-care leave shall be available to tenured teachers only, upon the birth or adoption of a child. Time spent on child-care leave shall count concurrently as leave available under federal and state laws.

- b. A tenured teacher requesting child-care leave shall provide no less than sixty (60) calendar days written notice to the Board before the anticipated delivery date when requesting child-care leave. In case of adoption, the employee shall provide written notification to the Board when application for the adoption is made and shall file their written request for a specific leave period as soon as the employee is notified of the date of custody.

- c. Contractual child-care leave shall commence upon the termination of disability leave or at the beginning of a scheduled marking period

1 immediately preceding the anticipated birth or adoption date, or at the end
2 of any family leave.

3 d. Child-care leave shall end on the last day of the school year in which the
4 leave commenced.

5 e. A tenured teacher eligible for child-care leave may choose to return from a
6 child-care leave either at the beginning of a school year or on the first day
7 of the third marking period.

8 f. A tenured teacher eligible for child-care leave may apply for an extended
9 child-care leave of up to one additional school year. Applications for an
10 extended child-care leave shall be filed by April 1st immediately preceding
11 the July in which the leave is to commence. Only one year of extended
12 child-care leave shall be granted per eligible tenured teacher in any three-
13 year period who was actively employed for the full three years.

14 4. Any staff member who utilizes leave under the Family Medical Leave Act and/or
15 the New Jersey Family Leave Act, and resigns at the end of the leave period, or any
16 subsequent contractual child care leave period, shall reimburse the Board for all
17 health and dental insurance benefit costs incurred by the Board during said leave.
18 Exceptions may be requested in writing and presented to the Board of Education
19 for consideration and approval.

20 D. Disability Leave

21 1. An employee who anticipates a disability shall, if possible, notify his/her immediate
22 supervisor at least ninety (90) days prior to the anticipated commencement of the
23 disability or as soon as the employee knows of it. In the case of pregnancy, the

employee shall inform their immediate supervising administrator of the anticipated delivery date.

E. Personal Leave.

1. Each teacher, custodian and/or secretary shall be granted three (3) days leave from his/her duties for personal reasons for each school year. Personal Leave shall not be used during the first five (5) school days and the last three (3) school days in a school year, except in the event of extenuating circumstances (i.e. a wedding, graduation, religious holiday on the State approved list, and/or an emergency). The teacher, custodian and/or secretary shall give notice to his/her Building Principal at least three (3) school days before such leave is taken, except in the case of an emergency. The applicant has only to say that he/she is going to take such leave and state the specific day(s).

a. A teacher, custodian and/or secretary may not take a personal day before or after a school holiday or on a teachers' in-service workday.

2. Any personal day unused by the end of the school year shall be added to the employee's accumulated sick leave and utilized as sick leave as may be required in future years, or may be cashed out at the applicable rate as specified in Article VIII.D.

F. Other Leave. Other leaves of absence, for hitherto unspecified reasons, may be granted upon the recommendation of the Superintendent and approval of the Board. All requests for initial leaves of absence and extensions or renewals of leaves of absence shall be applied for in writing as soon as possible.

1 **ARTICLE XIII**

2 **PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT**

3 A. The Board and the Association support the principles of continuing training of teachers and
4 the improvement of instruction. The Board agrees to implement the following:

- 5 1. Graduate level courses may be taken at an accredited institution of higher learning
6 and must have prior approval from the Superintendent once having deemed the
7 course work to be relevant to the teacher's current assignment.
- 8 2. Tuition shall be reimbursed at the current Rutgers rate.
- 9 3. Reimbursement shall be contingent upon receipt of a grade of B or better in a
10 graduate level course.
- 11 4. The maximum number of credits eligible for reimbursement is twelve (12) credits
12 per year for a tenured teacher. For non-tenured teachers, the maximum number of
13 credits eligible for reimbursement shall be six (6) credits per year. No more than
14 six (6) credits during the Readington Township academic school year may be
15 scheduled. All non-tenured teachers agree to work in the Readington Township
16 School district for two (2) additional years upon receipt of tuition reimbursement.
17 If the teacher leaves before the two (2) year period he/she will refund the cost of
18 reimbursed tuition to the Board, unless he/she was non-renewed.
- 19 5. Teachers will be reimbursed for the cost of textbooks, to a maximum of One
20 Hundred Fifty (\$150.00) Dollars per approved course, upon submitting receipts.
- 21 6. The District's annual cap for tuition reimbursement shall be Ninety Thousand
22 Dollars (\$90,000). Teachers shall receive fifty percent (50%) of the tuition
23 reimbursement upon successful completion of each course, and the remaining
24 balance shall be paid at the end of the school year. Should reimbursement requests

1 exceed the District's annual cap, each individual shall be equally reimbursed on a
2 pro-rata basis.

3 B. Professional Day(s). The Superintendent may grant teachers a professional day(s) each
4 school year to attend meetings, workshops, or other such events that will contribute to the
5 teacher's professional growth. The Superintendent may in his/her sole discretion grant a
6 paraprofessional a professional development day. The Superintendent's decision will not
7 be subject to a grievance and/or arbitration.

8 C. National Board Certification. Teaching staff who apply and are accepted into the National
9 Board Certification Program will be reimbursed by the Readington Township Board of
10 Education for all accredited course work that is not covered by an outside grant. There
11 shall exist in each year of this contract a cap of Eight Thousand Dollars (\$8,000) (or Two
12 Thousand Dollars (\$2,000) per teacher accepted in this program) eligible to be applied
13 toward reimbursement for course work related to this certification program. Upon
14 completion of this program, the teacher will agree to work in the Readington Township
15 School District for at least two (2) years. They will be elevated on the salary guide
16 appropriately for the number of additional graduate level credits they have obtained. In the
17 event a teacher resigns from a position during the first or second school year following the
18 year in which the Board reimbursed the teacher for such course work, the teacher will repay
19 the Board the amount reimbursed in full within thirty (30) days of resignation. If the Board
20 is forced to resort to legal action to recover repayment, the teacher shall be required to
21 reimburse the Board for its attorneys' fees incurred in prosecuting the action.

1 D. Paraprofessionals are eligible to participate in the tuition reimbursement program. The
2 terms and conditions listed under Section A. 2, 3, 5, and 6 shall apply to paraprofessionals
3 as well. Additionally, the following eligibility limitations shall apply to all coursework:

- 4 1. Undergraduate level courses required as part of an accredited teacher certification
5 program are eligible for tuition reimbursement provided they are taken at an
6 accredited institution of higher learning and must have prior approval from the
7 Superintendent. The maximum number of credits eligible for reimbursement shall
8 be six (6) credits per year. No more than six (6) credits during the academic school
9 year shall be scheduled. All paraprofessionals agree to work in the District for three
10 (3) additional years upon receipt of their last tuition reimbursement. If the
11 paraprofessional leaves before the three-year period, they shall reimburse the Board
12 for the full amount of tuition paid on their behalf, unless they are nonrenewed or
13 terminated before the three-year period expires. If the District is required to pursue
14 legal action to recover the amounts paid by the Board, the paraprofessional shall
15 also be responsible for reasonable attorney's fees and cost of suit.
- 16 2. Paraprofessionals must be enrolled as matriculated students in an accredited teacher
17 certification program for undergraduate courses to qualify for tuition
18 reimbursement.
- 19 3. Graduate level courses that are part of an accredited teacher certification program
20 are eligible for tuition reimbursement subject to all other limitations as listed in this
21 Article.

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A. Purpose. If any employee does not become a member of the Association during any membership year (i.e., September 1 to the following August 31), said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.

B. Notification. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the law.

1. On or about September 15 of each year, the Board will submit to the Association a list of all employees in the bargaining unit.
2. On or about December 1 of each year, the Association shall notify the Board as to the names of those employees who are required to pay the representation fee.
3. The Association will notify the Board in writing of any changes in the list provided for in the preceding paragraph and/or the amount of the representation fee, and such changes will be reflected in any deductions made more than ten (10) days after the Board receives said notice.
4. On or about the last day of each month, beginning with the month this Agreement becomes effective, the Board will submit to the Association a list of all employees who began their employment in a bargaining unit position during the preceding thirty (30) day period. The list will include names, job titles, dates of employment,

1 and places of assignment for all such employees. The Board will also notify the
2 Association of any change in the status of an employee regarding transfer, leave of
3 absence, return from leave, retirement, resignation, separation from employment,
4 or death.

5 C. Deduction and Transmission of Fee.

- 6 1. The Board will deduct from the salaries of the employees referred to in paragraph
7 2 of the preceding subsection the full amount of the yearly representation fee in
8 equal installments beginning with the first paycheck in January.
- 9 2. If an employee who is required to pay a representation fee terminates his/her
10 employment with the Board before the Association has received the full amount of
11 the representation fee to which it is entitled under this Article, the Board will deduct
12 the unpaid portion of the fee from the last paycheck paid to said employee during
13 the membership year in question.

14 D. Indemnification. In consideration of the Board's participation as set forth herein, the
15 Association agrees to indemnify, defend, and hold harmless the Board from any claim, suit,
16 or other form of liability premised on its compliance with this paragraph. This shall include
17 reimbursement for reasonable counsel fees.

18

1 **ARTICLE XV**

2 **SECRETARIAL TERMS AND CONDITIONS**

3 A. **Work Day and Work Year**

- 4 1. The secretaries' workday shall be seven and one-half (7 1/2) hours excluding the
5 lunch break. Secretaries in the Association are considered twelve (12) month
6 employees and their salaries are based upon a twelve (12) month position. Salaries
7 for secretaries who are not twelve (12) month employees shall be prorated for the
8 number of months (less than twelve (12)) which the secretary works per year.
- 9 2. Secretaries shall have a duty free consecutive thirty (30) minute break for lunch
10 between the hours of 11:00 a.m. and 1:00 p.m.
- 11 3. Secretaries may leave the building during their duty-free lunch break.
- 12 4. If the district's schools are closed for reasons of safety, such as weather conditions,
13 then the district's schools are also closed for Association secretaries.
- 14 5. All secretaries, including those returning from leave, shall be informed in writing
15 of their tentative assignment and salary status no later than the date required by law.

16 B. **Overtime**

- 17 1. Secretaries who work overtime shall be entitled to straight compensation for hours
18 worked in excess of 37.5 hours but less than forty (40) hours. Hours worked in
19 excess of forty (40) hours shall be compensated at time and one-half. At the option
20 of the secretary, time worked in excess of forty (40) hours may be taken in cash or
21 compensatory time off.
- 22 2. Overtime shall be authorized by the secretary's principal or other supervisor.
- 23 3. Any secretary required to work on a school holiday will receive straight time
24 compensation as defined above in addition to their regular day's pay.

4. For the purpose of computing overtime and in keeping in accordance with the Fair Labor Standards Act, a forty-hour work week is defined in terms of working time, whereby days not worked (such as sick days, personal days, vacation days, or other leave days) are not counted as part of the forty-hour work week.
5. Every effort shall be made by the principal or other supervisor to provide the secretary with advanced notice of the required overtime.

C. Holidays and Vacation

1. Secretaries shall receive eight (8) paid holidays annually in accordance with the school calendar established by the Board. Six (6) additional days will be added as floating holidays.
2. Secretaries will not be required to work during the Winter Break.
3. Secretaries in the employment of the district prior to July 1, 1995, will maintain their current number of vacation days earned annually. Only ten (10) of those days will be granted during the school year.
4. Secretaries hired on or after July 1, 1995, shall earn vacation according to the following schedule:
 - a. Less than five (5) years of service by July 1 -- ten (10) days earned at a rate of 0.834 days per month from the date of hire annually, of which five (5) may be taken during the school year.
 - b. Five (5) or more years of service by July 1 -- fifteen (15) days earned at a rate of 1.25 days per month from date of hire annually, of which five (5) may be taken during the school year.

1 5. Secretaries who have accrued more than five (5) vacation days on June 30, 2023,
2 shall be required to cash out those days at their current per diem rate of pay.
3 Effective July 1, 2023, a maximum of five (5) vacation days accrued in any year
4 may be carried over to the next succeeding year upon approval by the
5 Superintendent or the Superintendent's designee. Any days carried over to the next
6 succeeding school year must be used in the next school year.

7 D. Other Compensation

8 Secretaries who are required to use their own automobiles in the performance of their duties
9 shall be reimbursed at the NJOMB rate.

10 E. Attendance at Association Meetings

11 1. Any elected Association Representative, not to exceed one (1) secretarial staff
12 member, will be permitted to attend Association meetings during working hours.
13

1 **ARTICLE XVI**

2 **CUSTODIAL TERMS AND CONDITIONS**

3 A. **Hours and Work Year**

- 4 1. All full-time custodial personnel shall be employed on an annual twelve (12) month
5 basis.
- 6 2. All full-time custodians shall receive all health benefits provided for in this
7 agreement.
- 8 3. The custodial workday shall be eight (8) hours excluding the lunch/dinner break.
- 9 4. Custodians shall have a duty-free thirty (30) minute break for lunch or dinner
10 provided during the workday, with the time period to be determined by a schedule
11 that is generated and posted by the head custodian or immediate supervisor. Except
12 in the event of an emergency, lunch break will occur any given thirty (30) minute
13 period to be scheduled between 11:00 a.m. and 1:30 p.m.

14 B. **Overtime**

- 15 1. Custodians shall be paid overtime for all authorized hours worked beyond the
16 regular work week forty (40) hours at the rate of time and one-half.
- 17 2. All approved, unscheduled overtime not continuous with regular work hours shall
18 be for a minimum of two (2) hours.
- 19 3. All overtime worked must be voluntarily and mutually agreed to by the custodian
20 and his/her supervisor and shall be assigned to qualified custodians on a rotating
21 seniority basis in the building where the need arises. All overtime worked by each
22 custodian shall be posted in a conspicuous place.
- 23 4. Holidays and funeral days will count as days worked in the computation of
24 overtime.

- 1 5. Overtime on holidays and vacation days will be paid at time and one-half plus the
2 regular day's pay.

3 C. Holidays and Vacations

- 4 1. Custodians shall receive thirteen (13) paid holidays annually in accordance with the
5 school calendar established by the Board.

- 6 2. Custodians shall earn vacation days at the rate of 0.834 per month from the date of
7 hire to July 1, up to a maximum of ten (10) days per work year. After the first year,
8 the schedule for earned vacation days is as follows:

- 9 a. Less than five (5) years of service by July 1 -- ten (10) days earned at a rate
10 of 0.834 days per month from the date of hire annually, of which five (5)
11 may be taken during the school year.

- 12 b. Five (5) years or more of service by July 1 -- fifteen (15) days earned at a
13 rate of 1.25 days per month from the date of hire annually, of which five (5)
14 may be taken during the school year.

- 15 3. Custodians as of July 1, 1995, who have earned a higher number of vacation days
16 per year shall maintain that number for the life of this Agreement.

- 17 4. Custodians who have accrued more than five (5) vacation days on June 30, 2023,
18 shall be required to cash out those days at their current per diem rate of pay.
19 Effective July 1, 2023, a maximum of five (5) vacation days accrued in any year
20 may be carried over to the next succeeding year upon approval by the
21 Superintendent or the Superintendent's designee. Any days carried over to the next
22 succeeding school year must be used in the next school year.

23 D. Other Compensation

1. Custodians who are required to use their own automobiles in the performance of their duties shall be reimbursed at the NJOMB rate.
2. Yearly stipend for full-time Custodians with Black Seal license:
 - a. Custodians on Steps 0-5.....\$312.75
 - b. Custodians on Steps 6-9.....\$417.00
 - c. Custodians on Steps 10-14.....\$521.25
3. Differential for Head Custodian:
 - a. Readington Middle School\$5,900.00
 - b. Holland Brook School.....\$5,000.00
 - c. Three Bridges School.....\$4,000.00
 - d. Whitehouse School\$4,000.00
4. The Board shall, based on the recommendation of the Superintendent, reimburse custodial employees for the costs of all job-related course work successfully completed by the custodial employee.
5. The Board shall provide each custodian with uniforms as follows:
 - a. First year: five (5) work pants, five (5) short sleeve shirts, five (5) long sleeve shirts, one (1) jacket, one (1) rain outfit (top and bottom) and one (1) set of gloves.
 - b. Second year and up: up to five (5) work pants, five (5) short sleeve shirts, five (5) long sleeve shirts, one (1) jacket, one (1) rain outfit (top and bottom) and one (1) set of gloves every two (2) years. Custodians are required to wear their uniforms during work hours.

1 6. The Board shall reimburse each custodian up to a maximum of Two Hundred
2 Dollars (\$200) for the purchase of safety shoes having a steel or composite toe at
3 the beginning of each year in this Agreement. Custodians are required to wear their
4 steel or composite toe safety shoes during work hours.

5 E. Miscellaneous

6 1. Any elected Association Representative, not to exceed one (1) custodial staff
7 member, will be permitted to attend Association meetings during working hours.
8

1 **ARTICLE XVII**

2 **PARAPROFESSIONAL TERMS AND CONDITIONS**

3 A. **Hours and Work Year**

4 1. All paraprofessionals shall be employed on an annual ten (10) month basis.

5 2. The work year for paraprofessionals shall be as follows:

6 a. For certificated and non-certificated teaching assistants, the work year shall
7 be one hundred eighty-one (181) days. However, at the discretion of the
8 administration, teaching assistants may be required to attend up to five (5)
9 professional development days, for which they will be compensated at their
10 hourly rate. Teaching assistants will provide input as to the substance of
11 professional development days via the District's professional development
12 survey.

13 b. For clerical aides, the work year shall be two hundred (200) days.

14 3. The paraprofessional workday shall be as follows:

15 a. For certificated and non-certificated teaching assistants, the workday shall
16 be six and one half (6 ½) hours excluding the lunch break; however, that
17 varies depending on the teaching assistant's assignment.

18 b. For clerical aides, the workday shall be seven and one half (7 ½) hours
19 excluding the lunch break; however, that varies depending on the clerical
20 aide's assignment.

21 4. The paraprofessionals shall have a duty-free consecutive thirty (30) minute break
22 for lunch.

1 B. Annual Salary

- 2 1. The annual salary for certificated and non-certificated teaching assistants is
3 computed as follows: 181 x the number of hours assigned x the hourly rate, which
4 appears on the “Paraprofessional Aides Salary Guides”.
- 5 2. The annual salary for clerical aides is computed as follows: 200 x number of hours
6 assigned x the hourly rate, which appears on the “Paraprofessional Aides Salary
7 Guides.”
- 8 3. Beginning with the 2023-2024 school year, a special skills stipend of \$1,000
9 prorated annually shall be paid to full time aides who are assigned to full time self-
10 contained autism and behavior disabilities programs, or who are required to provide
11 extraordinary services to students to address their sanitary, feeding and bodily fluid
12 cleanup needs as specifically set forth in their Individualized Education Programs.

13 C. Insurance

- 14 1. The Board shall offer health benefits in accordance with P.L. 2020, Chapter 44
15 (New Jersey Educators Health Plan or Garden State Health Plan) for
16 paraprofessionals who work a minimum average of thirty (30) hours per week less
17 the employee’s contributions to premium costs as required by law for the duration
18 of this Agreement. Paraprofessionals employed on or before June 30, 2020 shall
19 have the option of continuing to receive employee only coverage in the PPO 2035
20 with the ability to pay 100% of the premium cost of such coverage for any their
21 eligible dependents.

2. Paraprofessionals shall be eligible to receive the same dental insurance benefits as are received by all employees provided the employee pays 100% of the premium cost of such coverage for himself/herself and any of his/her eligible dependents.
 - a. This provision shall be null and void if Federal or State law prevents it.
 - b. This provision shall be null and void if the current dental provider rejects the addition of these groups listed above.
 - c. If the event set forth in sub-section B above occurs, the Board agrees to shop for a new dental carrier (during to 2018-2019 school year) that will accept all employees as the above terms and those mentioned in the current contract language, if feasible under sub-section A.
 - d. The Board will make every effort, in good faith, to ensure that dental coverage is not lost for the whole unit.

D. Personal Leave

1. Each paraprofessional shall be granted three (3) days leave from his/her duties for personal reasons for each school year.
2. Personal Leave shall not be used during the first five (5) school days and the last three (3) school days in a school year, except in the event of extenuating circumstances (i.e., a wedding, graduation, religious holiday on the State approved list, and/or emergency). A paraprofessional also may not take a personal day before or after a school holiday or on a teachers' in-service workday. The applicant shall give notice to his/her building principal at least three (3) school days before such

1 leave is taken, except in the case of emergency. The applicant has only to say that
2 he/she is going to take such leave and state the specific date(s).

3 E. Other Compensation

- 4 1. Certificated or non-certificated teaching assistants acting as substitute for a teacher
5 shall receive a stipend of \$10 per half day, \$20 per full day.
- 6
- 7

1 **ARTICLE XVIII**

2 **MISCELLANEOUS PROVISIONS**

- 3 A. Copies of this Agreement shall be readily available and posted on the District website after
4 the Agreement is ratified and signed by representatives of the Board and the Association.
- 5 B. Employees who desire to have any deductions made from their compensation for payment
6 to the Hunterdon County Credit Union shall submit both a written request and the proper
7 forms to the Board Secretary/Business Administrator; and regular deductions shall be made
8 and transmitted to the treasurer of the Credit Union.
- 9 1. Any such written authorization may be withdrawn upon filing notice of such
10 withdrawal with the Board Secretary/Business Administrator.
- 11 2. Changes in status shall be made on or before June 1 and/or January 1 of each year
12 covered in this Agreement.
13

DURATION OF AGREEMENT

This Agreement will be binding as of July 1, 2023 and shall continue in effect until June 30, 2028.

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Secretary, and the Board has caused this Agreement to be signed by its President, attested to by its Secretary, and its corporate seal to be placed hereon, all on the day and year first above written.

**READINGTON TOWNSHIP
EDUCATION ASSOCIATION**

**READINGTON TOWNSHIP
BOARD OF EDUCATION**

BY: _____
President

BY: _____
President

BY: _____
Secretary

BY: _____
Secretary

TEACHERS' ADVANCEMENT/PLACEMENT CHART

<u>2022-2023</u> <u>Steps</u>		<u>2023-</u> <u>2024</u> <u>Steps</u>		<u>2024-</u> <u>2025</u> <u>Steps</u>		<u>2025-</u> <u>2026</u> <u>Steps</u>		<u>2026-</u> <u>2027</u> <u>Steps</u>		<u>2027-</u> <u>2028</u> <u>Steps</u>
										1
								1		2
					-->	1	-->	2	-->	3
				1	-->	2	-->	3	-->	4
		1	-->	2	-->	3	-->	4	-->	5
1		2	-->	3	-->	4	-->	5	-->	6
2	-->	3	-->	4	-->	5	-->	6	-->	7
3-4	-->	4-5	-->	5-6	-->	6-7	-->	7-8	-->	8-9
5	-->	6	-->	7	-->	8	-->	9	-->	10
6	-->	7	-->	8	-->	9	-->	10	-->	11
7	-->	8	-->	9	-->	10	-->	11	-->	12
8	-->	9	-->	10	-->	11	-->	12	-->	13
9	-->	10	-->	11	-->	12	-->	13	-->	14
10-11	-->	11-12	---	12-13	-->	13-14	-->	14-15	-->	15-16
12-13	-->	13-14	-->	14-15	-->	15-16	-->	16-17	-->	17-18
14	-->	15	-->	16	-->	17	-->	18	-->	19
15	-->	16	-->	17	-->	18	-->	19	-->	20
16	-->	17	-->	18	-->	19	-->	20	-->	21
17	-->	18	-->	19	-->	20	-->	21	-->	22
18	-->	19	-->	20	-->	21	-->	22	-->	23
19	-->	20	-->	21	-->	22	-->	23	-->	23
20	-->	21	-->	22	-->	23	-->	23	-->	23
21	-->	22	-->	23	-->	23	-->	23	-->	23
22	-->	23	-->	23	-->	23	-->	23	-->	23
23	-->	23	-->	23	-->	23	-->	23	-->	23

TEACHERS' SALARY GUIDES

**YEAR 1
2023-2024**

**Salary Guide
Step**

	BA	BA+15	MA	MA+30	PHD
1-2	58,080	59,680	63,680	66,080	
3	58,580	60,180	64,180	66,580	
4-5	59,080	60,680	64,680	67,080	
6	59,780	61,380	65,380	67,780	
7	60,685	62,285	66,285	68,685	
8	62,230	63,830	67,830	70,230	
9	63,895	65,495	69,495	71,895	
10	65,660	67,260	71,260	73,660	
11-12	67,525	69,125	73,125	75,525	
13-14	69,490	71,090	75,090	77,490	
15	71,555	73,155	77,155	79,555	
16	73,720	75,320	79,320	81,720	
17	75,985	77,585	81,585	83,985	
18	78,350	79,950	83,950	86,350	
19	80,815	82,415	86,415	88,815	
20	83,380	84,980	88,980	91,380	
21	86,045	87,645	91,645	94,045	
22	88,810	90,410	94,410	96,810	
23	91,675	93,275	97,275	99,675	104,775

**YEAR 2
2024-2025**

Salary Guide

Step	BA	BA+15	MA	MA+30	PHD
1	58,860	60,460	64,460	66,860	
2-3	59,360	60,960	64,960	67,360	
4	59,860	61,460	65,460	67,860	
5-6	60,560	62,160	66,160	68,560	
7	61,460	63,060	67,060	69,460	
8	63,015	64,615	68,615	71,015	
9	64,750	66,350	70,350	72,750	
10	66,575	68,175	72,175	74,575	
11	68,495	70,095	74,095	76,495	
12-13	70,505	72,105	76,105	78,505	
14-15	72,605	74,205	78,205	80,605	
16	74,795	76,395	80,395	82,795	
17	77,075	78,675	82,675	85,075	
18	79,445	81,045	85,045	87,445	
19	81,905	83,505	87,505	89,905	
20	84,455	86,055	90,055	92,455	
21	87,095	88,695	92,695	95,095	
22	89,825	91,425	95,425	97,825	
23	92,645	94,245	98,245	100,645	105,745

**YEAR 3
2025-2026**

Salary Guide

Step	BA	BA+15	MA	MA+30	PHD
1-2	60,430	62,030	66,030	68,430	
3-4	60,930	62,530	66,530	68,930	
5	61,680	63,280	67,280	69,680	
6-7	62,430	64,030	68,030	70,430	
8	63,830	65,430	69,430	71,830	
9	65,580	67,180	71,180	73,580	
10	67,380	68,980	72,980	75,380	
11	69,310	70,910	74,910	77,310	
12	71,370	72,970	76,970	79,370	
13-14	73,520	75,120	79,120	81,520	
15-16	75,750	77,350	81,350	83,750	
17	78,060	79,660	83,660	86,060	
18	80,450	82,050	86,050	88,450	
19	82,920	84,520	88,520	90,920	
20	85,470	87,070	91,070	93,470	
21	88,100	89,700	93,700	96,100	
22	90,810	92,410	96,410	98,810	
23	93,600	95,200	99,200	101,600	106,700

**YEAR 4
2026-2027**

Salary Guide

Step	BA	BA+15	MA	MA+30	PHD
1	61,440	63,040	67,040	69,440	
2-3	61,940	63,540	67,540	69,940	
4-5	62,690	64,290	68,290	70,690	
6	63,440	65,040	69,040	71,440	
7-8	64,795	66,395	70,395	72,795	
9	66,545	68,145	72,145	74,545	
10	68,360	69,960	73,960	76,360	
11	70,410	72,010	76,010	78,410	
12	72,530	74,130	78,130	80,530	
13	74,720	76,320	80,320	82,720	
14-15	76,980	78,580	82,580	84,980	
16-17	79,310	80,910	84,910	87,310	
18	81,710	83,310	87,310	89,710	
19	84,180	85,780	89,780	92,180	
20	86,720	88,320	92,320	94,720	
21	89,330	90,930	94,930	97,330	
22	92,010	93,610	97,610	100,010	
23	94,760	96,360	100,360	102,760	107,860

**YEAR 5
2027-2028**

Salary Guide

Step	BA	BA+15	MA	MA+30	PHD
1-2	62,720	64,320	68,320	70,720	
3-4	63,470	65,070	69,070	71,470	
5-6	64,220	65,820	69,820	72,220	
7	65,570	67,170	71,170	73,570	
8-9	67,345	68,945	72,945	75,345	
10	69,465	71,065	75,065	77,465	
11	71,635	73,235	77,235	79,635	
12	73,855	75,455	79,455	81,855	
13	76,125	77,725	81,725	84,125	
14	78,445	80,045	84,045	86,445	
15-16	80,815	82,415	86,415	88,815	
17-18	83,235	84,835	88,835	91,235	
19	85,705	87,305	91,305	93,705	
20	88,225	89,825	93,825	96,225	
21	90,795	92,395	96,395	98,795	103,895
22	93,415	95,015	99,015	101,415	106,515
23	96,085	97,685	101,685	104,085	109,185

* A teacher who earns graduate credits after receiving his or her Masters degree shall remain on the MA column unless or until he or she obtains thirty (30) credits, entitling him or her to move to the MA +30 column. Effective July 1, 2006, the MA +45 column was eliminated because as of June 30, 2006 there were no longer any teachers remaining on or eligible to advance to the MA +45 column. Effective July 1, 2020, the MA+15 column was eliminated because as of June 30, 2020 there were no longer any teachers remaining on or eligible to advance to the MA+15 column.

SECRETARIES' ADVANCEMENT/PLACEMENT CHART

2022-2023 Steps		2023- 2024 Steps		2024- 2025 Steps		2025- 2026 Steps		2026- 2027 Steps		2027- 2028 Steps
										1
								1		2
					-->	1	-->	2	-->	3
				1	-->	2	-->	3	-->	4
		1	-->	2	-->	3	-->	4	-->	5
1		2	-->	3	-->	4	-->	5	-->	6
2	-->	3	-->	4	-->	5	-->	6	-->	7
3-4	-->	4-5	-->	5-6	-->	6-7	-->	7-8	-->	8-9
5	-->	6	-->	7	-->	8	-->	9	-->	10
6	-->	7	-->	8	-->	9	-->	10	-->	11
7	-->	8	-->	9	-->	10	-->	11	-->	12
8-9	-->	9-10	-->	10-11	-->	11-12	-->	12-13	-->	13-14
10-11	-->	11-12	-->	12-13	-->	13-14	-->	14-15	-->	15-16
12-13	-->	13-14	---	14-15	-->	15-16	-->	16-17	-->	17-18
14-15	-->	15-16	-->	16-17	-->	17-18	-->	18-19	-->	19-20
16	-->	17	-->	18	-->	19	-->	20	-->	21
17	-->	18	-->	19	-->	20	-->	21	-->	22
18	-->	19	-->	20	-->	21	-->	22	-->	23
19	-->	20	-->	21	-->	22	-->	23	-->	23
20	-->	21	-->	22	-->	23	-->	23	-->	23
21	-->	22	-->	23	-->	23	-->	23	-->	23
22	-->	23	-->	23	-->	23	-->	23	-->	23
23	-->	23	-->	23	-->	23	-->	23	-->	23

SECRETARIES' SALARY GUIDES

YEAR 1	2023-2024
Step	Salary
1	42,140
2	43,140
3	44,140
4-5	45,140
6	46,140
7	47,140
8	48,140
9-10	49,140
11-12	50,140
13-14	51,140
15-16	52,140
17	53,140
18	54,140
19	55,140
20	56,140
21	57,140
22	58,140
23	59,150

YEAR 2	2024-2025
Step	Salary
1	43,575
2	44,575
3	45,575
4	46,575
5-6	47,575
7	48,575
8	49,575
9	50,575
10-11	51,575
12-13	52,575
14-15	53,575
16-17	54,575
18	55,575
19	56,575
20	57,575
21	58,575
22	59,575
23	60,585

YEAR 3	2025-2026
Step	Salary
1	45,045
2	46,045
3	47,045
4	48,045
5	49,045
6-7	50,045
8	51,045
9	52,045
10	53,045
11-12	54,045
13-14	55,045
15-16	56,045
17-18	57,045
19	58,045
20	59,045
21	60,045
22	61,045
23	62,055

YEAR 4	2026-2027
Step	Salary
1	46,780
2	47,780
3	48,780
4	49,780
5	50,780
6	51,780
7-8	52,780
9	53,780
10	54,780
11	55,780
12-13	56,780
14-15	57,780
16-17	58,780
18-19	59,780
20	60,780
21	61,780
22	62,780
23	63,790

YEAR 5	2027-2028
Step	Salary
1	48,590
2	49,590
3	50,590
4	51,590
5	52,590
6	53,590
7	54,590
8-9	55,590
10	56,590
11	57,590
12	58,590
13-14	59,590
15-16	60,590
17-18	61,590
19-20	62,590
21	63,590
22	64,590
23	65,600

CUSTODIAN’S ADVANCEMENT/PLACEMENT CHART

2022-2023 Steps		2023- 2024 Steps		2024- 2025 Steps		2025- 2026 Steps		2026- 2027 Steps		2027- 2028 Steps
										1
								1		2
					-->	1	-->	2	-->	3
				1	-->	2	-->	3	-->	4
		1	-->	2	-->	3	-->	4	-->	5
1		2	-->	3	-->	4	-->	5	-->	6
2	-->	3	-->	4	-->	5	-->	6	-->	7
3	-->	4	-->	5	-->	6	-->	7	-->	8
4	-->	5	-->	6	-->	7	-->	8	-->	9
5	-->	6	-->	7	-->	8	-->	9	-->	10
6	-->	7	-->	8	-->	9	-->	10	-->	11
7	-->	8	-->	9	-->	10	-->	11	-->	11
8	-->	9	-->	10	-->	11	-->	11	-->	11
9	-->	10	-->	11	-->	11	-->	11	-->	11
10-13	-->	11	-->	11	-->	11	-->	11	-->	11

CUSTODIANS' SALARY GUIDE

YEAR 1	2023-2024
Step	Salary
1	39,040
2	39,840
3	40,640
4	41,440
5	42,440
6	43,480
7	44,520
8	45,565
9	46,610
10	47,655
11	48,700

YEAR 2	2024-2025
Step	Salary
1	40,170
2	40,970
3	41,770
4	42,570
5	43,570
6	44,610
7	45,650
8	46,695
9	47,740
10	48,785
11	49,830

YEAR 3	2025-2026
Step	Salary
1	41,220
2	42,020
3	42,820
4	43,620
5	44,620
6	45,660
7	46,700
8	47,745
9	48,790
10	49,835
11	50,880

YEAR 4 2026-2027

Step	Salary
1	42,280
2	43,080
3	43,880
4	44,680
5	45,680
6	46,720
7	47,760
8	48,805
9	49,850
10	50,895
11	51,940

YEAR 5 2027-2028

Step	Salary
1	43,400
2	44,200
3	45,000
4	45,800
5	46,800
6	47,840
7	48,880
8	49,925
9	50,970
10	52,015
11	53,060

PARAPROFESSIONAL AIDES ADVANCEMENT/PLACEMENT CHART

2022-2023 Steps		2023- 2024 Steps		2024- 2025 Steps		2025- 2026 Steps		2026- 2027 Steps		2027- 2028 Steps
										1
								1		2
					-->	1	-->	2	-->	3
				1	-->	2	-->	3	-->	4
		1	-->	2	-->	3	-->	4	-->	5
1		2	-->	3	-->	4	-->	5	-->	6
2	-->	3	-->	4	-->	5	-->	6	-->	7
3-4	-->	4-5	-->	5-6	-->	6-7	-->	7-8	-->	8-9
5	-->	6	-->	7	-->	8	-->	9	-->	10
6	-->	7	-->	8	-->	9	-->	10	-->	11
7	-->	8	-->	9	-->	10	-->	11	-->	12
8	-->	9	-->	10	-->	11	-->	12	-->	13
9	-->	10	-->	11	-->	12	-->	13	-->	14
10	-->	11	---	12	-->	13	-->	14	-->	15
11	-->	12	-->	13	-->	14	-->	15	-->	16
12	-->	13	-->	14	-->	15	-->	16	-->	17
13	-->	14	-->	15	-->	16	-->	17	-->	18
14	-->	15	-->	16	-->	17	-->	18	-->	19
15	-->	16	-->	17	-->	18	-->	19	-->	20
16	-->	17	-->	18	-->	19	-->	20	-->	21
17	-->	18	-->	19	-->	20	-->	21	-->	22
18	-->	19	-->	20	-->	21	-->	22	-->	23
19	-->	20	-->	21	-->	22	-->	23	-->	23
20	-->	21	-->	22	-->	23	-->	23	-->	23
21	-->	22	-->	23	-->	23	-->	23	-->	23
22	-->	23	-->	23	-->	23	-->	23	-->	23
23	-->	23	-->	23	-->	23	-->	23	-->	23

PARAPROFESSIONAL AIDES SALARY GUIDES

**YEAR 1
2023-2024**

Salary Guide

Step	Inst Cert	Non Cert	Clerical
1	20.93	18.93	15.98
2	21.13	19.13	16.18
3	21.32	19.32	16.37
4-5	21.51	19.51	16.56
6	21.71	19.71	16.76
7	22.00	20.00	17.05
8	22.30	20.30	17.35
9	22.61	20.61	17.66
10	22.92	20.92	17.97
11	23.24	21.24	18.29
12	23.56	21.56	18.61
13	23.87	21.87	18.92
14	24.20	22.20	19.25
15	24.52	22.52	19.57
16	24.84	22.84	19.89
17	25.16	23.16	20.21
18	25.48	23.48	20.53
19	25.80	23.80	
20	26.12	24.12	
21	26.44	24.44	
22	26.76	24.76	
23	27.08	25.08	

**YEAR 2
2024-2025**

Salary Guide

Step	Inst Cert	Non Cert	Clerical
1	21.49	19.49	16.54
2	21.69	19.69	16.74
3	21.89	19.89	16.94
4	22.11	20.11	17.16
5-6	22.33	20.33	17.38
7	22.62	20.62	17.67
8	22.92	20.92	17.97
9	23.22	21.22	18.27
10	23.52	21.52	18.57
11	23.84	21.84	18.89
12	24.16	22.16	19.21
13	24.48	22.48	19.53
14	24.80	22.80	19.85
15	25.12	23.12	20.17
16	25.44	23.44	20.49
17	25.76	23.76	20.81
18	26.08	24.08	21.13
19	26.40	24.40	
20	26.72	24.72	
21	27.04	25.04	
22	27.36	25.36	
23	27.68	25.68	

**YEAR 3
2025-2026**

Salary Guide

Step	Inst Cert	Non Cert	Clerical
1	22.03	20.03	17.08
2	22.23	20.23	17.28
3	22.43	20.43	17.48
4	22.63	20.63	17.68
5	22.86	20.86	17.91
6-7	23.14	21.14	18.19
8	23.45	21.45	18.50
9	23.76	21.76	18.81
10	24.08	22.08	19.13
11	24.40	22.40	19.45
12	24.72	22.72	19.77
13	25.04	23.04	20.09
14	25.35	23.35	20.40
15	25.67	23.67	20.72
16	25.99	23.99	21.04
17	26.31	24.31	21.36
18	26.63	24.63	21.68
19	26.95	24.95	
20	27.27	25.27	
21	27.59	25.59	
22	27.91	25.91	
23	28.23	26.23	

**YEAR 4
2026-2027**

Salary Guide

Step	Inst Cert	Non Cert	Clerical
1	22.62	20.62	17.67
2	22.82	20.82	17.87
3	23.02	21.02	18.07
4	23.22	21.22	18.27
5	23.42	21.42	18.47
6	23.71	21.71	18.76
7-8	24.01	22.01	19.06
9	24.32	22.32	19.37
10	24.63	22.63	19.68
11	24.95	22.95	20.00
12	25.27	23.27	20.32
13	25.59	23.59	20.64
14	25.91	23.91	20.96
15	26.23	24.23	21.28
16	26.55	24.55	21.60
17	26.87	24.87	21.92
18	27.19	25.19	22.24
19	27.51	25.51	
20	27.83	25.83	
21	28.15	26.15	
22	28.47	26.47	
23	28.79	26.79	

**YEAR 5
2027-2028**

Salary Guide

Step	Inst Cert	Non Cert	Clerical
1	23.36	21.36	18.41
2	23.56	21.56	18.61
3	23.76	21.76	18.81
4	23.96	21.96	19.01
5	24.16	22.16	19.21
6	24.36	22.36	19.41
7	24.62	22.62	19.67
8-9	24.90	22.90	19.95
10	25.22	23.22	20.27
11	25.54	23.54	20.59
12	25.86	23.86	20.91
13	26.18	24.18	21.23
14	26.50	24.50	21.55
15	26.82	24.82	21.87
16	27.14	25.14	22.19
17	27.45	25.45	22.50
18	27.78	25.78	22.83
19	28.10	26.10	
20	28.42	26.42	
21	28.75	26.75	
22	29.07	27.07	
23	29.39	27.39	

APPENDIX B

EXTRA CURRICULAR COMPENSATION

- A. All Extra-Curricular Sports, Clubs, and Activities must be recommended by the Superintendent and have prior Board approval.
- B. All Chaperones, including those for special needs students, shall be compensated Twenty-Five Dollars (\$25.00) per hour
- C. The following flat dollar stipends shall apply to each Coach, Club or Activity stipend. If an employee does not complete the Coach, Club or Activity assignment in its entirety, the amount of the stipend shall be prorated accordingly. The Athletic Coordinator stipend shall be an annual stipend.

CLUBS

A. The Application, Selection, and Reflection Process

1. Club Application Process

All staff members who wish to host a club shall draft a brief proposal to the principal for approval. The proposal shall include the following information: teacher's name, the club name, proposed activities, number of times the club will meet (i.e., number of sessions and tier), the number of students expressing an interest in the club, the length of the school year the club will meet, and the length of each meeting.

2. Club Selection by Principal

All club proposals will be due on the same date in the late spring for the following year. The principal will review all proposals and tentatively approve the clubs. If the number of club proposals exceeds the aggregate budgeted dollar amount set by the Board of Education, the principal must make a selection as to what clubs will be offered. The selection will be based on the number of students interested in a club or the final club enrollment. The club(s) with the lowest number of interested students or the lowest enrollment will not be offered. However, these clubs will be added to a waiting list, and, if other clubs with higher enrollment are not offered for unanticipated reasons, the principal will offer clubs that are on the waiting list provided they meet the other criteria set forth in this section. The maximum enrollment for the club will be mutually agreed upon by the principal and the club advisor. Final approval to be determined by the principal no later than October 1 of the school year with the option for rolling applications after that date if the aggregate dollar amount allows.

3. Club Reflection Meeting with Principal

At the end of the school year the principal will meet with each club advisor and review the learning/activity goals set out by the application. The purpose of the meeting will be to review the club enrollment, activities completed, and extra-curricular learning experiences gained. The principal and advisor will discuss the future of the club in subsequent years and possibilities to expand student experiences in a potential upcoming application.

- B. Cancellations and Make-ups
Detailed below are the criteria for each tier level club. Specifically, clubs are required to meet based upon the number of sessions for the indicated tier level. If the club meeting is cancelled due to snow, illness, or some other circumstances, the club advisor will still be required to meet the established number of sessions. Every effort will be made to reschedule a cancelled session as per a conversation with the building principal.
- C. Enrollment Requirements for Clubs
All clubs, in order to be offered, must have no fewer than 5 student participants. The maximum enrollment for the club will be mutually agreed upon by the principal and the club advisor.
- D. Definition of a Club Session
A session is defined as at least 45 minutes but no more than 1 hour. Project Based Clubs (PBCs) would not necessarily follow the definition of a club session, as those clubs encompass a variety of different club session meetings with varied timeframes.
- E. Criteria Set for the Clubs
1. Tiers for the Clubs
 - Club 10: Will meet for 10 sessions at a rate of \$715
 - Club 15: Will meet for 15 sessions at a rate of \$1,073
 - Club 20: Will meet for 20 sessions at a rate of \$1,430
 2. Project Based Clubs
Requirements for a PBC club are as follows:

The PBC category of clubs is designated for clubs that meet several times a week, involve a final performance, final product, or service learning. This category of clubs will not exceed 25 sessions by administrative directive.

The following clubs are listed as PBCs with their associated rates:

Readington Middle School	
Project Based Club	Stipend
Readington Rhapsody	\$1,755
Viking Chamber Orchestra	\$1,755
Jazz Ensemble	\$1,755 x 2
Director of the School Musical	\$4,500
Musical Director of the School Musical	\$3,800
Destination Imagination	\$1,755 x 2
Student Council	\$1,755 x 2
Yearbook	\$1,755
Stage Manager for the Musical	\$915
Audio Technician for the Musical	\$715
Lighting Technician for the Musical	\$715

Holland Brook School	
Project Based Club	Stipend
Chorus	\$1,755
Destination Imagination	\$1,755 x 2
Drama	\$1,755
Student Leadership	\$1,430 x 2
Yearbook	\$1,755

3. New Clubs

Any new club that is proposed must meet the criteria of either Club 10, 15, or 20 and will be placed appropriately. A club may be considered a PBC club, but would need to meet the criteria listed above and will receive a stipend mutually agreed upon by the Board of Education and the Association of no less than \$715 and no greater than \$1,755.

F. Aggregate Dollar Limits to Clubs

1. The aggregate dollar amounts will be as follows for each building:
RMS: \$41,315
HBS: \$23,400
TBS: \$4,290
WHS: \$4,290
2. These dollar amounts will be used to determine the number of clubs offered at each building in one singular school year. To choose the clubs, the principal will use the application and selection process listed above.

RMS COACHING SALARIES

Readington Middle School	
Athletic Coordinator	\$4,000 per season
Head Coach	\$4,500
Assistant Coach	\$3,800

Sports offered will be selected by the Athletic Coordinator in conjunction with the school Principal. Final determination of sports offered will be made by the school Principal.

For each school year, the maximum aggregate amount payable by the Board for all sports shall not exceed \$136,500.