

AGREEMENT

between the

READINGTON TOWNSHIP BOARD OF EDUCATION

and the

READINGTON TOWNSHIP EDUCATION ASSOCIATION

JULY 1, 2014 through JUNE 30, 2017

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1 **PREAMBLE**

2 This Agreement is entered into this ___ day of _____ 2015 by and between the
3 **READINGTON TOWNSHIP BOARD OF EDUCATION** in the Township of Readington, the
4 State of New Jersey (hereinafter called the “Board”), and the **READINGTON TOWNSHIP**
5 **EDUCATION ASSOCIATION** (hereinafter called the “Association”).

6
7 **WITNESSETH**

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

11 **WHEREAS**, the parties have reached certain understandings which they desire to confirm
12 in this Agreement,

13 In consideration of the following mutual covenants, it is hereby agreed as follows:
14

1 **ARTICLE I**

2 **RECOGNITION**

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

- 7 Classroom Teachers
8 Special Subject Teachers
9 Nurses
10 Librarians/Media Specialists
11 Special Services Personnel
12 Secretaries
13 Custodians
14 Paraprofessionals (certificated and non-certificated teaching assistants and
15 clerical aides)

16
17 but excluding all other employees.

18
19 B. Unless otherwise indicated, the term “teacher,” when used hereinafter in this Agreement,
20 shall refer to Classroom Teachers, Special Subject Teachers, and Librarians/Media
21 Specialists represented by the Association in the negotiating unit as above defined.

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

24

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. 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 days after the grievance was delivered to the Principal/ supervising administrator, he/she may, within ten (10) school days after the decision or twenty (20) school

1 days after their grievance was delivered to the Principal/ supervising administrator,
2 whichever is sooner, submit the grievance in writing to the Superintendent.

3 Level Three. If the aggrieved person is not satisfied with the disposition of his/her
4 grievance at Level Two, or if no decision has been rendered within ten (10) school
5 days after the grievance was delivered to the Superintendent, he/she may, within
6 ten (10) school days after a decision by the Superintendent, or twenty (20) school
7 days after the grievance was submitted to the Superintendent, whichever is sooner,
8 submit the grievance to the Board. The aggrieved person shall have the right to
9 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 may,
13 within ten (10) school days of the Board's decision, or fifty-five (55) school days
14 from the date on which the grievance was submitted to the Board, whichever is
15 sooner, submit the grievance to binding arbitration if the grievance alleges a
16 violation of the specific and express written terms of the Agreement, as defined in
17 Section B.1. of this Article. On all other grievances, the decision of the Board will
18 be final.

19 3. Procedure for Invoking Arbitration.

20 a. The demand for a list of arbitrators shall be made to the Public Employment
21 Relations Commission in accordance with its rules and regulations.

22 b. The arbitrator shall be limited to the facts as presented to him/her in
23 rendering his/her decision. He/she shall not have authority to add to,

1 modify, or detract from the specific and express terms of the Agreement.
2 His/her decision shall be binding.

- 3 c. The costs for the services of the arbitrator, including per diem expenses, if
4 any, and actual and necessary travel, subsistence expenses, and the costs of
5 the hearing room, if any, shall be borne by the party who loses the grievance.
6 Any other expenses incurred shall be paid by the party incurring same.

7 D. Rights of Employees to Representation.

- 8 1. Any aggrieved person may be accompanied at all stages, including Level One of
9 the grievance procedure, by his/her representative. The Association shall have the
10 right to be present and to state its views at all stages of the grievance procedure.
11 2. Any participant in the grievance process shall be assured freedom from restraint,
12 interference, coercion, discrimination, or reprisal by reason of such participation.

13 E. Miscellaneous.

- 14 1. If, in the judgment of the Association, a grievance affects a group or class of
15 employees, the Association may initiate such grievance by submitting it in writing
16 to the Superintendent directly, and the processing of such grievance shall be
17 commenced at Level Two. This grievance shall be signed by at least one of the
18 employees who claims to be an aggrieved person.
19 2. Forms for filing grievances, serving notices, making appeals, making reports and
20 recommendations, and other necessary documents shall be prepared jointly by the
21 Superintendent and the Association and given appropriate distribution so as to
22 facilitate operation of the grievance procedure.

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3. All meetings and hearings under this procedure shall not be conducted in public and shall include only the aggrieved person and his/her designated or selected representatives heretofore referred to in this Article, and appropriate administrative representatives.

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 1. The Board and the Superintendent shall decide whether there is appropriate space
2 and school available for the child.
- 3 2. The Board shall decide what the tuition rate shall be for the child.
- 4 3. The tenured teacher shall accept whatever grade placement the district
5 administrators feel is appropriate for the child.
- 6 4. The tenured teacher shall accept whatever classroom teacher(s) the child is assigned
7 to by the district administrators.

8 F. The Board and the Association acknowledge that all employees shall be free from reprisal
9 by either party based upon their legal activities on behalf of the Association or their
10 determination to refrain from such activities.

11 G. Personnel Records

- 12 1. Records maintained in the personnel files of this district are not open to inspection
13 except as provided for by law.
- 14 2. Effective with the date of this Agreement, no derogatory material shall be entered
15 into an employee's personnel file without the member's knowledge of its inclusion.
16 The employee shall indicate his/her knowledge by signing the material to be added.
17 A letter may be attached with comments from the employee.

18 H. Reduction in Force. The Association recognizes the right of the Board of Education to
19 reduce the number of tenured employees in the district in accordance with Title 18A of the
20 Laws of New Jersey.

ARTICLE V
BOARD RIGHTS

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

- 10 1. to approve what is considered to be the school program or curriculum;
- 11 2. to introduce or modify co-curricular activities or other special school programs;
- 12 3. to approve textbooks;
- 13 4. to approve the types and amounts of instructional materials and equipment to be
14 available;
- 15 5. to set policy for grade placement, promotion, and retention of pupils;
- 16 6. to apply for and use federal or state funds;
- 17 7. to approve the number, type, assignments, and qualifications of personnel;
- 18 8. to approve personnel evaluation report formats, procedures for staff evaluations,
19 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.

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

- 1 E. Exclusive Rights and Privileges. The rights and privileges of the Association and its
2 representatives as set forth in this Agreement shall be granted only to the Association as
3 the exclusive representative of the Association's members and to no other organization.
- 4 F. The President and Vice President shall not have any assigned duties in order to provide
5 him/her with time to conduct Association business.
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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 2014-2015, 2015-2016 and 2016-2017 school years, teachers, custodians,
6 secretaries and paraprofessionals will advance through all steps sequentially.

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

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

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

16 a. Salary adjusted in October for documentation received by August 31st.

17 b. Salary adjusted in March for documentation received by January 31st.

18 5. The MA +15 column shall be eliminated by attrition. Only those teachers who were
19 on salary steps in the MA +15 column on or before June 30, 2006 shall continue to
20 advance on the MA + 15 column. No other employee is eligible to advance to the
21 MA +15 column. A teacher who earns graduate credits after receiving his or her
22 Masters degree shall remain on the MA column unless and until he or she obtains
23 thirty (30) credits, entitling him or her to move to the MA +30 column. Effective
24 July 1, 2006, the MA +45 column shall be eliminated because as of June 30, 2006

1 there were no longer any teachers remaining on or eligible to advance to the MA
2 +45 column.

3 B. Payment of Salary.

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

13 C. Extra Compensation.

- 14 1. Teachers assigned specific curriculum work or professional development activities
15 beyond the workday shall receive Thirty (\$30.00) Dollars per hour.
- 16 2. Teachers assigned by the Board to supervise after-school activities for which
17 compensation has been approved shall be paid at the rate set forth in Appendix B.
- 18 3. The Board agrees to pay Thirty (\$30.00) Dollars per hour, plus mileage expense
19 when applicable, to an employee who is engaged in homebound instruction.
- 20 4. Nurses will stay for after-school activities, when needed, up to 5:30 p.m. Except in
21 the event of an emergency, nurses will be advised of such assignment during the
22 previous school day. Nurses will be paid at the rate of Thirty (\$30.00) Dollars per
23 hour.

- 1 5. Teachers employed for the summer with the athletics camp and/or summer school
2 shall be paid at the rate of Forty (\$40.00) Dollars per hour.
- 3 6. Upon Administrator and Superintendent recommendation, and with prior Board
4 approval, teachers will be paid a stipend for the following extra-duty positions:
- 5 a. Instructional Leader (Grades 6-8) - \$4,500 per year for work beyond the
6 regular school day and ten (10) days beyond the contractual school year.
- 7 b. After-School Homework Room Instructor- \$25.00 per hour from 2:15 p.m.
8 to 5:45 p.m. for all full session days.
- 9 c. Before-School Homework Room Instructor- \$25.00 per hour from 6:50 a.m.
10 to 7:20 a.m. for all days that school is in session.
- 11 d. Grade Level Team Leader (Grades Kindergarten - 5) -\$1,000 per year.

12 D. Financial Compensation for Accumulated Sick Days.

- 13 1. Upon retirement, teachers who were hired with an effective contract date prior to
14 July 1, 1997 and who have accumulated ten (10) years of service in the Readington
15 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

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

- 18 2. Upon retirement, teachers who were hired with an effective contract date beginning
19 July 1, 1997 or later and who have accumulated ten (10) years of service in the
20

1 Readington Township School District shall be paid for unused sick leave at the
2 following rates:

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

For days accumulated thereafter: \$50.00 per day

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

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

8 3. For secretaries and custodians, upon their retirement or death, the Board shall pay
9 said secretary or custodian, or his/her estate a stipend of Forty (\$40.00) Dollars for
10 each unused sick day accumulated prior to June 30, 1989, a stipend of Fifty (\$50.00)
11 for those days earned from September 1989 to June 30, 1992; Sixty (\$60.00)
12 Dollars for days earned from July 1, 1992 to June 30, 1997; Twenty (\$20.00)
13 Dollars for the days earned from July 1, 1997 to June 30, 2000; Twenty-five
14 (\$25.00) Dollars per day for all days accumulated thereafter. The total number of
15 days for which payment will be made will not exceed one hundred eighty (180)
16 days.

17 4. The total number of days for which payment will be made to any employee shall
18 not exceed one hundred ninety (190) days and shall be capped at Seven Thousand
19 Dollars (\$7,000); provided, however, that the maximum number of days or dollar
20 amount for any employee otherwise eligible for this benefit who is entitled to
21 accumulate more than one hundred ninety (190) days and/or is entitled to payment

1 of more than Seven Thousand Dollars (\$7,000) on June 30, 2006, shall be the
2 number of days or dollar amounts as of June 30, 2006.

- 3 5. For paraprofessionals, upon their retirement or death, the Board shall pay said
4 paraprofessional, or his/her estate a stipend of Fifteen (\$15.00) Dollars for each
5 accumulated unused sick day. The total number of days for which payment will be
6 made will not exceed one hundred eighty (180) days.
7

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 All employees shall pay the employee contribution toward the premium cost
7 required by N.J.S.A. 18A:16-17 or any amendments thereto. Employees shall be
8 able to enroll in the NJ Direct 10, NJ Direct 15, or HMO plans offered by the
9 SEHBP, provided that the Board shall be required to pay the premium cost for all
10 employees and their dependents for health benefits in accordance with the NJ Direct
11 15 plan, with the employee paying one hundred percent (100%) of any premium
12 cost that exceeds the cost of the NJ Direct 15 plan. Prescription drug coverage shall
13 be available through the Employee Prescription Drug Reimbursement Plan for NJ
14 Direct. For all ten (10) month employees, the employee contribution toward the
15 premium cost required by N.J.S.A. 18A:16-17, or any amendments thereto, for the
16 months of July and August shall be paid on a prorated basis during the school year
17 from September through June. Any employee whose employment with the District
18 is terminated, who will receive his or her final month of coverage until the end of
19 the month immediately subsequent to his or her termination, shall pay the employee
20 contribution toward the premium cost required by N.J.S.A. 18A:16-17, or any
21 amendments thereto, for said final month of coverage. Certificated and non-
22 certificated teaching assistants shall only be eligible to receive such insurance
23 coverage provided the employee pays 100% of the premium cost of such coverage
24 for himself/herself and any of his/her eligible dependents.

- 1 2. The Board shall pay one hundred (100%) percent of the premium cost of disability
2 insurance in accordance with the level of benefits provided by the Board on June
3 30, 2000 from Principal Life Insurance Company. Effective July 1, 2006, all
4 employees shall pay One Hundred Dollars (\$100) annually toward the premium
5 costs in accordance with Fort Dearborn Life Insurance Company, or a comparable
6 plan. This annual contribution toward the premium costs shall be paid by the
7 employees through periodic payroll deductions over the course of the employees'
8 applicable work year. Paraprofessionals shall only be eligible for this benefit if
9 they are regularly employed for more than thirty (30) hours per week in accordance
10 with this paragraph.
- 11 3. The Board shall pay one hundred (100%) percent of the premium cost of employee
12 and dependent dental coverage in accordance with the level of benefits provided by
13 the Board on June 30, 2000 from Horizon Healthcare Dental Services. Only
14 paraprofessionals who were employed on or before August 30, 1989, shall receive
15 dental benefits in accordance with this paragraph.
- 16 4. Effective January 1, 2001, the Board shall establish a Section 125 plan pursuant to
17 which employees would be entitled to contribute pre-tax dollars for health care
18 premium payments, unreimbursed medical expenses, and child/elder care
19 reimbursement.

1 B. Sick Leave Bank.

- 2 1. The Sick Leave Bank will be operated by Trustees made up of officers of the
3 Association.
- 4 2. Any Association member may voluntarily join the Bank who is willing to
5 contribute one (1) of his/her personal sick days to the Bank during the enrollment
6 period to be determined by the Trustees from time to time when the Trustees
7 determine the Bank so requires. Said enrollment period shall be from September 1
8 to September 30 of any school year covered in this contract period. New
9 Association members must apply within thirty (30) days of initial employment. The
10 value of each day contributed by a member shall be deducted from the maximum
11 amount an employee is entitled to be paid under Article VIII.D.
- 12 3. Participation withdrawal from the Bank may be at any time after donation. Said
13 individual may not withdraw his/her donated sick days. Withdrawal must be done
14 in writing.
- 15 4. Individuals may withdraw Bank days from the Bank only after all personal sick
16 days have been used and withdrawal is authorized by the Trustees of the
17 Association and approved by the Board.
- 18 5. Application for Bank days may be made only when an individual is affected by a
19 catastrophic illness or accident determined by medical certification. Application
20 will be made to the Trustees.
- 21 6. Beginning each school year, an individual unable to return to active duty who is
22 entitled to annual sick leave must withdraw from his/her sick leave accumulation
23 before reapplying to the Bank.

- 1 7. At the end of the school year, any unused sick days remaining in the Bank will be
2 carried over to the next year.
- 3 8. If, in the judgment of the Trustees, the employee qualifies, the Trustees shall submit
4 the requests to the Board. If the Board agrees with the Trustees, the Board will
5 arrange payment to the employee. If the Board rejects the request, the Board will
6 notify the Trustees of the Bank.
- 7 9. A contributor will be entitled to withdraw up to sixty (60) Bank days in a school
8 year at which time an individual may reapply. N.J.S.A. 18:30-6 will apply when
9 Sick Leave Bank days have been exhausted.
- 10 10. Should the Bank be dissolved, each contributing member will receive an equal
11 amount, or fraction thereof, of the remaining Sick Leave Bank days, not to exceed
12 the original amount each individual contributed.
- 13 11. The parties acknowledge that the decision of the Board shall be final and binding
14 and shall not be reviewable by a court or agency of competent jurisdiction or subject
15 to the grievance procedure referenced in Article III of this Agreement.
- 16 12. The cost of the substitute or the estimated cost of the substitute shall be deducted
17 from each additional sick day granted. A day's salary is defined as 1/200th of the
18 annual salary for teachers and 1/220th of the annual salary for secretaries and
19 custodians.
- 20 13. The Board and the Association shall maintain a current accounting of the Bank, to
21 include members who have joined, sick leave days utilized, and sick leave days on
22 deposit in the Bank. A joint accounting will take place in June of each year.
- 23
- 24

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 four (4) 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 three (3) half-days and four (4) full days. All other pupil contact days shall be
7 full 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 ten (10) minutes. There shall
10 be five (5) minutes of assigned time in the morning (before the student school day begins)
11 and there shall be ten (10) minutes of assigned time in the afternoon (after the student day
12 ends). In extenuating circumstances, as determined by the Superintendent and/or Building
13 Principal, teachers may be required to stay beyond the ten (10) minutes after the student
14 day ends. All elementary school teachers shall have a duty free lunch period of thirty (30)
15 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 C. Middle School (Grades 6-8)

4 The middle school workday shall be seven (7) hours and ten (10) minutes. There
5 shall be five (5) minutes of assigned time in the morning (before the student school day
6 begins) and there shall be ten (10) minutes of assigned time in the afternoon (after the
7 student school day ends). In extenuating circumstances, as determined by the
8 Superintendent and/or Building Principal, teachers may be required to stay beyond the ten
9 (10) minutes after the student day ends. All middle school teachers shall have a duty free
10 lunch period of at least twenty-five (25) consecutive minutes.

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

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

1 Each middle school teacher shall receive an average of three hundred and sixty
2 (360) minutes of Individual Planning Time per week, inclusive of three (3) C.P.T.s per
3 week, in accordance with a posted weekly schedule. Individual planning time of no less
4 than thirty (30) consecutive minutes per day shall be provided. When a teacher's regularly
5 scheduled C.P.T. falls at a time when school is not in session (e.g., holiday, half-curriculum
6 day, early dismissal), that teacher will not have C.P.T. that day. The remainder of the
7 school day shall be considered pupil contact/instructional time.

8 D. Elementary classroom teachers shall not be assigned to lunch duty. Available aides with
9 teacher certification already on staff for instructional purposes will be utilized for lunch
10 duty prior to the utilization of teachers. Elementary specials may be assigned lunch duty
11 as part of their assignments, if necessary. Travel time shall not be counted as preparation
12 time.

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

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

21 G. The Child Study Team members shall work a total of two hundred (200) days, which shall
22 include work days during the summer that shall be determined by the Superintendent. The

1 annual salary for Child Study Team members shall be 107.5% of their salary as defined in
2 Appendix A.

3 H. The guidance counselors' work year shall extend five (5) consecutive days during the
4 period from July 1st to August 31st to perform assigned guidance responsibilities. The
5 annual salary for guidance counselors shall be 102.7% of their salary as defined in
6 Appendix A.

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

9 J. Evening Meetings.

10 1. There shall be one (1) back to school night, one (1) fall parent conference, and one
11 (1) spring parent conference.
12

1 **ARTICLE XI**

2 **TEACHER ASSIGNMENT**

3 A. All teachers shall be given notice of their tentative salary schedules, class and/or subject
4 assignments, building assignments, and room assignments for the forthcoming year not
5 later than July 15 except in the event of extraordinary circumstances.

6 B. Inter-School Assignments.

7 1. Schedules of teachers who are assigned to more than one school in the district shall
8 be arranged so that no said teachers shall be required to engage in an unreasonable
9 amount of inter-school travel. Said teachers shall be notified of any changes in
10 their schedules as soon as practicable.

11 2. Teachers who may be required to use their own automobiles in the performance of
12 their duties, and teachers who are assigned to more than one school per day, shall
13 be reimbursed for all such travel at the rate set by the NJOMB for all driving done
14 between arrival at the first location at the beginning of their work day and departure
15 from the last location at the end of their work day.

16

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, up to a maximum of five (5) work days per death, if necessary,
15 because of a death in the immediate family. Three (3) days of leave shall be granted
16 in all circumstances involving the death of an immediate family member. Two (2)
17 additional days may be granted but only upon the approval of the Superintendent.

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

23 4. Bereavement leave for an aunt, uncle or grandparent shall be up to a maximum of
24 three (3) days per death, if necessary. Two (2) days of leave shall be granted in all

1 circumstances involving the death of an employee's aunt, uncle or grandparent.
2 One (1) additional day may be granted but only upon the approval of the
3 Superintendent.

4 C. Extended Leave of Absence

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

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

10 3. Child-Care Leave

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

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

20 c. Contractual child-care leave shall commence upon the termination of
21 disability leave or at the beginning of a scheduled marking period
22 immediately preceding the anticipated birth or adoption date, or at the end
23 of any family leave.

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

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

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

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

18 D. Disability Leave

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

1 E. Personal Leave.

2 1. Each teacher, custodian and/or secretary shall be granted three (3) days leave from
3 his/her duties for personal reasons for each school year. Personal Leave shall not
4 be used during the first five (5) school days and the last seven (7) school days in a
5 school year, except in the event of extenuating circumstances (i.e. a wedding,
6 graduation, religious holiday on the State approved list, and/or an emergency). The
7 teacher, custodian and/or secretary shall give notice to his/her Building Principal at
8 least three (3) school days before such leave is taken, except in the case of an
9 emergency. The applicant has only to say that he/she is going to take such leave
10 and state the specific day(s).

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

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

17 F. Other Leave. Other leaves of absence, for hitherto unspecified reasons, may be granted
18 upon the recommendation of the Superintendent and approval of the Board. All requests
19 for initial leaves of absence and extensions or renewals of leaves of absence shall be applied
20 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 Eighty Thousand
22 Dollars (\$80,000). 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.

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

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.

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.

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

7 C. Holidays and Vacation

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

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D. Other Compensation

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

E. Attendance at Association Meetings

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

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 D. Other Compensation

18 1. Custodians who are required to use their own automobiles in the performance of
19 their duties shall be reimbursed at the NJOMB rate.

20 2. Yearly stipend for full-time Custodians with Black Seal license:

21 a. Custodians on Steps 0-5.....\$312.75

22 b. Custodians on Steps 6-9.....\$417.00

23 c. Custodians on Steps 10-14.....\$521.25

- 1 3. Stipend for Head Custodian:
- 2 a. Readington Middle School\$5,838.00
- 3 b. Holland Brook School.....\$4,274.25
- 4 c. Three Bridges School.....\$3,753.00
- 5 d. Whitehouse School\$3,753.00

6 4. The Board shall, based on the recommendation of the Superintendent, reimburse
7 custodial employees for the costs of all job-related course work successfully
8 completed by the custodial employee.

9 5. The Board shall provide each custodian with five (5) uniforms consisting of a work
10 shirt and slacks. The Board shall also provide each custodian with an allowance of
11 Three Hundred (\$300.00) Dollars to be used to purchase one set of foul weather-
12 gear, which may include a pair of boots, winter jacket, rain gear, a safety vest, a hat
13 and a pair of gloves, if required for the performance of his/her duties. Upon
14 termination of employment or leave of absence, the custodian must return all foul
15 weather gear to the school district or be charged for the items. Custodians are
16 required to wear their uniforms during work hours.

17 6. The Board shall reimburse each custodian up to a maximum of One Hundred Fifty
18 Dollars (\$150.00) for the purchase of safety shoes at the beginning of each year in
19 this Agreement. Custodians are required to wear their safety shoes during work
20 hours.

21 E. Miscellaneous

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

24

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, paraprofessionals may be required to attend up to four (4)
- 9 professional development days, for which paraprofessionals will be
- 10 compensated at their hourly rate. Paraprofessionals will provide input as to
- 11 the substance of professional development days via the District's
- 12 professional development 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 paraprofessionals is computed as follows: 181 x the number
3 of hours assigned x the hourly rate, which appears on the “Instructional and Clerical
4 Aides Salary Guides”.

5 C. Health Insurance

6 Certificated and non-certificated teaching assistants shall only be eligible to receive the
7 same health insurance benefits as are received by all employees provided the employee
8 pays 100% of the premium cost of such coverage for himself/herself and any of his/her
9 eligible dependents. All paraprofessionals shall be entitled to disability insurance if they
10 are regularly employed for more than thirty (30) hours per week.

11 D. Personal Leave

- 12 1. Each clerical aide shall be granted two (2) days leave from his/her duties for
13 personal reasons for each school year.
- 14 2. Each certificated and non-certificated teaching assistant shall be granted three (3)
15 days leave from his/her duties for personal reasons for each school year.
- 16 3. The applicant shall give notice to his/her building principal at least three (3) school
17 days before such leave is taken, except in the case of emergency. The applicant has
18 only to say that he/she is going to take such leave and state the specific date(s).
19

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.
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DURATION OF AGREEMENT

This Agreement will be binding as of July 1, 2014 and shall continue in effect until June 30, 2017.

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

9

TEACHERS' ADVANCEMENT/PLACEMENT CHART

2014-2015 Steps	2015-2016 Steps	2016-2017 Steps
		1
	1	2
1	2	3
2-3	3-4	4-5
4-5	5-6	6-7
6	7	8
7	8	9
8	9	10
9	10	11
10	11	12
11	12	13
12	13	14
13	14	15
14	15	16
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21	22	23
22	23	23
23	23	23
23	23	23

TEACHERS' SALARY GUIDES

YEAR 1
2014-15

Salary Guide Step	BA	BA+15	MA	MA+15	MA+30	PHD
1	52,755	54,355	57,955		60,755	
2-3	53,265	54,865	58,465		61,265	
4-5	53,775	55,375	58,975		61,775	
6	54,290	55,890	59,490		62,290	
7	54,800	56,400	60,000		62,800	
8	55,310	56,910	60,510		63,310	
9	56,210	57,810	61,410		64,210	
10	57,440	59,040	62,640		65,440	
11	58,870	60,470	64,070		66,870	
12	60,460	62,060	65,660		68,460	
13	62,155	63,755	67,355		70,155	
14	63,950	65,550	69,150		71,950	
15	66,045	67,645	71,245		74,045	
16	68,240	69,840	73,440		76,240	
17	70,535	72,135	75,735		78,535	
18	72,930	74,530	78,130		80,930	
19	75,425	77,025	80,625		83,425	
20	78,020	79,620	83,220		86,020	
21	80,715	82,315	85,915		88,715	
22	83,510	85,110	88,710		91,510	
23	86,405	88,005	92,005	93,155	94,405	99,505

**YEAR 2
2015-16**

Salary Guide

Step	BA	BA+15	MA	MA+15	MA+30	PHD
1	53,280	54,880	58,480		61,280	
2	53,790	55,390	58,990		61,790	
3-4	54,300	55,900	59,500		62,300	
5-6	54,810	56,410	60,010		62,810	
7	55,320	56,920	60,520		63,320	
8	55,830	57,430	61,030		63,830	
9	56,730	58,330	61,930		64,730	
10	57,955	59,555	63,155		65,955	
11	59,385	60,985	64,585		67,385	
12	60,975	62,575	66,175		68,975	
13	62,670	64,270	67,870		70,670	
14	64,465	66,065	69,665		72,465	
15	66,560	68,160	71,760		74,560	
16	68,755	70,355	73,955		76,755	
17	71,050	72,650	76,250		79,050	
18	73,445	75,045	78,645		81,445	
19	75,940	77,540	81,140		83,940	
20	78,535	80,135	83,735		86,535	
21	81,230	82,830	86,430		89,230	
22	84,025	85,625	89,225		92,025	
23	86,920	88,520	92,520	93,670	94,920	100,020

**YEAR 3
2016-17**

**Salary
Guide**

Step	BA	BA+15	MA	MA+15	MA+30	PHD
1	53,810	55,410	59,010		61,810	
2	54,320	55,920	59,520		62,320	
3	54,830	56,430	60,030		62,830	
4-5	55,340	56,940	60,540		63,340	
6-7	55,850	57,450	61,050		63,850	
8	56,360	57,960	61,560		64,360	
9	57,260	58,860	62,460		65,260	
10	58,475	60,075	63,675		66,475	
11	59,905	61,505	65,105		67,905	
12	61,495	63,095	66,695		69,495	
13	63,190	64,790	68,390		71,190	
14	64,985	66,585	70,185		72,985	
15	67,080	68,680	72,280		75,080	
16	69,275	70,875	74,475		77,275	
17	71,570	73,170	76,770		79,570	
18	73,965	75,565	79,165		81,965	
19	76,460	78,060	81,660		84,460	
20	79,055	80,655	84,255		87,055	
21	81,750	83,350	86,950		89,750	
22	84,545	86,145	89,745		92,545	
23	87,440	89,040	93,040	94,190	95,440	100,540

* The MA +15 column shall be eliminated by attrition. Only those teachers who were on salary steps in the MA +15 column on or before June 30, 2006 shall continue to advance on the MA +15 column. No other employee is eligible to advance to the MA +15 column. 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.

SECRETARIES' ADVANCEMENT/PLACEMENT CHART

2014-2015 Steps

2015-2016 Steps

2016-2017 Steps

				1
		1	----->	2-3
1	----->	2-3	----->	4-5
2-3	----->	4-5	----->	6-7
4-5	----->	6-7	----->	8-9
6-7	----->	8-9	----->	10
8-9	----->	10	----->	11
10	----->	11	----->	12
11	----->	12	----->	13
12	----->	13	----->	14
13	----->	14	----->	15
14	----->	15	----->	16
15	----->	16	----->	17
16	----->	17	----->	18
17	----->	18	----->	19
18	----->	19	----->	20
19	----->	20	----->	21
20	----->	21	----->	22
21	----->	22	----->	23
22	----->	22	----->	23

SECRETARIES' SALARY GUIDES

2014-2015		2015-2015		2016-2017	
1	35,027	1	35,208	1	35,484
2-3	35,527	2-3	35,708	2-3	35,984
4-5	36,527	4-5	36,708	4-5	36,984
6-7	37,527	6-7	37,708	6-7	37,984
8-9	38,527	8-9	38,708	8-9	38,984
10	39,527	10	39,708	10	39,984
11	40,527	11	40,708	11	40,984
12	41,527	12	41,708	12	41,984
13	42,527	13	42,708	13	42,984
14	43,527	14	43,708	14	43,984
15	44,527	15	44,708	15	44,984
16	45,527	16	45,708	16	45,984
17	46,527	17	46,708	17	46,984
18	47,527	18	47,708	18	47,984
19	48,527	19	48,708	19	48,984
20	49,527	20	49,708	20	49,984
21	50,250	21	50,708	21	50,984
22	50,995	22	51,995	22	51,984
				23	52,995

CUSTODIAN'S ADVANCEMENT/PLACEMENT CHART

<u>2014-2015 Steps</u>		<u>2015-2016 Steps</u>		<u>2016-2017 Steps</u>
				1
1	----->	1	----->	2
2-5	----->	2	----->	3
6-8	----->	3-6	----->	4-7
9-10	----->	7-9	----->	8-10
11-12	----->	10-11	----->	11-12
13	----->	12-13	----->	13-14
14	----->	14	----->	15
15	----->	15	----->	16
16	----->	16	----->	17
17	----->	17	----->	18
18	----->	18	----->	18
				18

CUSTODIANS' SALARY GUIDE

2014-2015		2015-2016		2016-2017	
1	35,275	1	35,560	1	35,760
2-5	36,140	2	36,360	2	36,560
6-8	37,005	3-6	37,160	3	37,360
9-10	37,910	7-9	38,025	4-7	38,160
11-12	38,840	10-11	39,010	8-10	39,160
13	39,770	12-13	39,995	11-12	40,200
14	40,700	14	40,980	13-14	41,240
15	41,630	15	41,965	15	42,285
16	42,560	16	42,950	16	43,330
17	43,490	17	43,935	17	44,375
18	44,420	18	44,920	18	45,420

PARAPROFESSIONAL AIDES ADVANCEMENT/PLACEMENT CHART

<u>2014-2015 Steps</u>		<u>2015-2016 Steps</u>		<u>2016-2017 Steps</u>
				1
		1	----->	2
1	----->	2	----->	3
2	----->	3	----->	4
3	----->	4	----->	5
4	----->	5	----->	6
5	----->	6	----->	7
6	----->	7	----->	8
7	----->	8	----->	9
8	----->	9	----->	10
9	----->	10	----->	11
10	----->	11	----->	12
11	----->	12	----->	13
12	----->	13	----->	14
13	----->	14	----->	15
14	----->	15	----->	16
15	----->	16	----->	17
16	----->	17	----->	18
17	----->	18	----->	19
18	----->	19	----->	20
19	----->	20	----->	21
20	----->	21	----->	22
21	----->	22	----->	23
22	----->	23	----->	24
23	----->	24	----->	25
24	----->	25	----->	25
25	----->	25	----->	25

PARAPROFESSIONAL AIDES SALARY GUIDES

YEAR 1
2014-15

Salary Guide Step	Inst. Cert.	Non Cert	Clerical
1	17.83	15.83	12.83
2	18.08	16.08	13.08
3	18.33	16.33	13.33
4	18.58	16.58	13.58
5	18.87	16.87	13.87
6	19.17	17.17	14.17
7	19.47	17.47	14.47
8	19.78	17.78	14.78
9	20.10	18.10	15.10
10	20.42	18.42	15.42
11	20.74	18.74	15.74
12	21.06	19.06	16.06
13	21.38	19.38	16.38
14	21.71	19.71	16.71
15	22.04	20.04	17.04
16	22.37	20.37	17.37
17	22.70	20.70	17.70
18	23.03	21.03	18.03
19	23.36	21.36	
20	23.69	21.69	
21	24.02	22.02	
22	24.35	22.35	
23	24.68	22.68	
24	25.01	23.01	
25	25.34	23.34	

YEAR 2
2015-16

Salary Guide
Step

	Inst. Cert.	Non Cert	Clerical
1	18.05	16.05	13.05
2	18.30	16.30	13.30
3	18.55	16.55	13.55
4	18.80	16.80	13.80
5	19.05	17.05	14.05
6	19.35	17.35	14.35
7	19.66	17.66	14.66
8	19.97	17.97	14.97
9	20.29	18.29	15.29
10	20.61	18.61	15.61
11	20.93	18.93	15.93
12	21.25	19.25	16.25
13	21.57	19.57	16.57
14	21.89	19.89	16.89
15	22.22	20.22	17.22
16	22.55	20.55	17.55
17	22.88	20.88	17.88
18	23.21	21.21	18.21
19	23.54	21.54	
20	23.87	21.87	
21	24.20	22.20	
22	24.53	22.53	
23	24.86	22.86	
24	25.19	23.19	
25	25.52	23.52	

YEAR 3
2016-17

Salary Guide
Step

	Inst. Cert.	Non Cert	Clerical
1	18.27	16.27	13.27
2	18.52	16.52	13.52
3	18.77	16.77	13.77
4	19.02	17.02	14.02
5	19.27	17.27	14.27
6	19.57	17.57	14.57
7	19.88	17.88	14.88
8	20.19	18.19	15.19
9	20.51	18.51	15.51
10	20.83	18.83	15.83
11	21.15	19.15	16.15
12	21.47	19.47	16.47
13	21.79	19.79	16.79
14	22.11	20.11	17.11
15	22.44	20.44	17.44
16	22.77	20.77	17.77
17	23.10	21.10	18.10
18	23.43	21.43	18.43
19	23.76	21.76	
20	24.09	22.09	
21	24.42	22.42	
22	24.75	22.75	
23	25.08	23.08	
24	25.41	23.41	
25	25.74	23.74	

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. All stipend amounts shall remain at their 2014-2015 levels throughout the 2015-2016 and 2016-2017 school years. 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.

THREE BRIDGES SCHOOL		
CLUB	STIPEND	
Art	\$	711.51
Physical Fitness	\$	711.51
Readers Theatre	\$	355.75
“	\$	355.75
Science	\$	711.51
Technology	\$	711.51
Young Authors	\$	711.51

WHITEHOUSE SCHOOL		
CLUB	STIPEND	
Fitness	\$	711.51
Newspaper	\$	711.51
Reading	\$	355.75
“	\$	355.75
Sign Language	\$	355.75
“	\$	355.75
Technology Club	\$	711.51

HOLLAND BROOK SCHOOL		
CLUB	\$	STIPEND
Animals in Science	\$	711.51
Art (3 Dimensional Castles)	\$	711.51
Astronomy	\$	711.51
Chorus	\$	1751.40
Concert Band	\$	875.70
CSI Forensic	\$	711.51
Destination Imagination	\$	1750.35
“	\$	1750.35
Digital Photography	\$	711.51
Drama	\$	875.70
“	\$	875.70
Environmental	\$	355.75
“	\$	355.75
Fit Girls	\$	711.51
Innovation & Design Lab	\$	711.51
Multicultural	\$	355.75
“	\$	355.75
Newspaper I	\$	711.51
Newspaper II	\$	711.51
Orchestra	\$	875.70
Rocketry	\$	711.51
Sports/Cooperative Games	\$	711.51
Student Leadership	\$	1094.63
“	\$	1094.63
Web-Based Broadcasting	\$	711.51
World Games (Robotics)	\$	355.75
“	\$	355.75
Yearbook	\$	875.70
“	\$	875.70

READINGTON MIDDLE SCHOOL	
CLUB	STIPEND
Art Club	\$ 355.75
“	\$ 355.75
Chorus Club	\$ 1668.00
Concert Band	\$ 1751.40
Concert Band 8	\$ 1751.40
Dance Club	\$ 711.51
Destination Imagination	\$ 1751.40
“	\$ 1751.40
Jazz Band	\$ 1751.40
Lighting for Musical	\$ 711.51
Math Club	\$ 711.51
Mock Trial Club	\$ 711.51
Nature & Garden Club	\$ 711.51
Newspaper Club	\$ 711.51
Notebook Club	\$ 711.51
Blue Orchestra	\$ 1751.40
Gold Orchestra	\$ 1751.40
Photography Club	\$ 711.51
Readington Rhapsody	\$ 1751.40
Robotics – 6	\$ 711.51
Robotics – 7/8	\$ 711.51
Sound for Musical	\$ 711.51
Spanish Club	\$ 355.75
“	\$ 355.75
Spring Musical Director	\$ 1751.40
Stage Ensemble (Choral Director of Musical)	\$ 1668.00
Stage Manager for the Musical	\$ 912.19
Student Council	\$ 1668.00
“	\$ 1668.00
Technology Club	\$ 711.51
Tennis Club – Fall	\$ 711.51
Tennis Club – Spring	\$ 711.51
Ultimate Frisbee	\$ 711.51
Concert Band 6	\$ 1751.40
Yearbook	\$ 1751.40

RMS COACHING SALARIES

RMS COACHING SALARIES	
Interscholastic Sports	
Athletic Coordinator	\$ 12,000
Fall Sports	
Field Hockey	
A	\$ 4,500
B	\$ 3,800
Boys' Soccer	
A	\$ 4,500
B	\$ 3,800
Girls' Soccer	
A	\$ 4,500
B	\$ 3,800
Cross County	
Boys	\$ 4,500
Girls	\$ 4,500
Girls' Volleyball	
A	\$ 4,500
B	\$ 3,800
Winter Sports	
Boys Basketball	
A	\$ 4,500
B	\$ 3,800
Girls' Basketball	
A	\$ 4,500
B	\$ 3,800
Cheerleading	
A	\$ 4,500
B	\$ 3,800
Spring Sports	
Baseball	
A	\$ 4,500
B	\$ 3,800
Softball	
A	\$ 4,500
B	\$ 3,800
Boys' Lacrosse	
A	\$ 4,500
B	\$ 3,800
Girls' Lacrosse	
A	\$ 4,500
B	\$ 3,800
Track and Field	
Head Coach	\$ 4,500
Assistant Coach	\$ 3,800
Assistant Coach	\$ 3,800
Assistant Coach	\$ 3,800
Total	\$ 128,200