

Agreement
between
The Hillsborough Education Association
and
the Board of Education
of the
Township of Hillsborough

Effective

July 1, 2025

through

June 30, 2030

THIS AGREEMENT ENTERED INTO THIS 23rd day of June, 2025, by and between the **HILLSBOROUGH EDUCATION ASSOCIATION**, hereinafter called the “Association”, and the **BOARD OF EDUCATION OF THE TOWNSHIP OF HILLSBOROUGH**, Somerset County, New Jersey, hereinafter called the “Board”, to be effective July 1, 2025 and to continue in effect until June 30, 2030

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Section One

General

Applies to All Recognized Employees

1. Recognition

1.1. Pursuant to Chapter 303, Laws of 1968, State of New Jersey Employer-Employee Relations Act, the Hillsborough Board of Education recognizes the Hillsborough Education Association as the exclusive representative for the purpose of collective negotiations concerning the terms and conditions of employment for all personnel whether under contract or on leave employed by the Board as included herein:

- a. Teachers
- b. Nurses
- c. Media Specialists
- d. Social Workers
- e. School Psychologists
- f. Home Instruction Teachers
- g. Learning Disability Specialists
- h. Occupational Therapists (HEA Members or Salary only)
- i. Physical Therapists
- j. Special Education Teachers
- k. Ten and Twelve Month Office Personnel
- l. Athletic Trainers
- m. Instructional Assistants
- n. Coaches
- o. Accounting Clerks
- p. Custodians (HEA Members or Salary only)
- q. Maintenance Personnel
- r. Maintenance Trainee
- s. Student Transportation Drivers
- t. Mechanics
- u. School Counselors
- v. Student Assistance Counselors
- w. Payroll Bookkeeper
- x. Head Bookkeeper
- y. Clerical Assistants
- z. Lunch Aides
- aa. Speech Language Specialists
- bb. High School Parking Lot Attendants
- cc. District Behaviorists
- dd. Transportation Aides
- ee. Leave Replacements
- ff. Building Monitors

but excluding

- a. Superintendent
- b. Board Secretary-Business Administrator
- c. Assistant Superintendent
- d. Principals

- e. Vice-Principals
- f. Directors
- g. Board Office Supervisory Personnel
- h. Confidential Executive Administrative Assistant to Superintendent
- i. Confidential Executive Secretary/Administrative Assistant to Board Secretary-Business Administrator
- j. Coordinators
- k. Confidential Executive Secretary/Administrative Assistant to Assistant Superintendent for Curriculum and Instruction
- l. Personnel Assistant
- m. Clerk/Secretary to Personnel Assistant
- n. District Data Manager
- o. Human Resource Coordinator
- p. Human Resource Generalist
- q. All other positions not listed as included

1.2. Unless otherwise indicated, reference to employees shall be deemed to include both male and female except where a context clearly limits the intent to one sex, and the words used in the singular shall include words in the plural as the text so requires. (Example: the provision for leaves of absence on account of pregnancy).

1.3. Definition of Full-Time Personnel (Custodial, Maintenance, and Transportation)

1.3.1. Unless otherwise indicated, the term “full-time personnel”, who are represented by the Association in the negotiating unit as defined above, when used in this Agreement, shall refer to such persons steadily employed by the Board and who work not less than forty hours per calendar week in the case of custodial and maintenance personnel, and in the case of student transportation drivers, those steadily employed on regularly scheduled routes, who work not less than forty hours per calendar week.

1.4. *Limited Benefits to Part-Time Transportation Personnel*

1.4.1. Student transportation drivers, steadily employed by the Board on regular routes, who work less than forty hours per calendar week shall be included in the negotiating unit for all purposes and shall receive prorated leaves of absence benefits and sick leave benefits (based on forty-hour calendar week, under Articles 32 and 33 and insurance benefits subject to the conditions of Article 31).

2. Agency Fee

2.1. Upon receipt of written authorization from the Association, the Board shall deduct a representation fee from the wages of each employee who is not a member of the Association and shall remit the moneys collected to the Association once each month, not later than the 15th of the month.

- 2.2. The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits, and other forms of liability, including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of any action taken or not taken by the Board in conformance with this provision.
- 2.3. Effective July 1, 1984, any employee in the bargaining unit on the effective date of this Agreement who does not join the Association within thirty days thereafter, any new employee who does not join within thirty days of initial employment within the unit and any employee previously employed within the unit who does not join within ten days of reentry into employment within the unit shall as a condition of employment pay a representation fee to the Association by automatic payroll deduction.
- 2.4. The representation fee shall be in the amount permitted by law as certified to the Board by the Association. The Association will certify to the Board prior to the start of each membership year that the amount of the representation fee to be assessed does not exceed eighty-five percent of dues, fees, and assessments and does not include any amount of dues, fees, and assessments that are expended (1) for partisan, political, or ideological activities or causes that are only incidentally related to terms and conditions of employment or (2) applied toward the cost of benefits available only to members of the Association.
- The Association may revise its certification of the amount of the representation fee prior to the start of each membership year to reflect changes in the Association membership dues, fees and assessments.
- 2.5. For the purposes of this provision, employees who are reappointed from year to year shall be considered to be in continuous employment.
- 2.6. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:15A-5.4(2)(c) and (3) (L1979,c.477), and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system or if membership is not so available, the Board shall immediately cease making said deductions. The Association shall provide evidence of the existence of this system to the Board and to all non-Association members before any deductions are made.
- 2.7. 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 day period. The list will include names, job titles, work site location, and dates of employment for all such employees.

- 2.8. The Association agrees that any moneys collected under provisions for Agency Fee shall be held in a special account by the Board of Education until such time as legal questions currently under consideration are decided.

3. Vandalism Reimbursement Fund

- 3.1. The Board shall establish each year a fund of \$500.00 to be used to reimburse employees as authorized by the Superintendent for damage caused by vandalism committed on their cars while in school district parking facilities. At the end of each year, unused moneys (if there are any) will be continued in the fund, but only until the fund reaches a maximum of \$1,000.00.

4. Negotiation Procedure

- 4.1. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws of 1968 in a good-faith effort to reach agreement on matters concerning the terms and conditions of staff members' employment. Such negotiations shall be scheduled in accordance with the timetable established by the Public Employment Relations Commission during the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all recognized personnel under Article 1, Paragraph 1 and shall be reduced to writing, approved and signed by the Board and the Association.
- 4.2. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counterproposals. The Board shall make available to the Association for inspection all records, data, and information of the Hillsborough Township School District that are in the public domain.
- 4.3. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations. The full Board retains the right to ratify or reject any agreements reached during negotiations.
- 4.4. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined as Article 1 of this Agreement, with any organization other than the Association for the duration of this Agreement.
- 4.5. This Agreement shall not be modified in whole or in part unless both parties negotiate a mutually acceptable amendment to this Agreement. Said amendment shall be reduced to writing, be approved and be signed by the Board and the Association.

5. Management Rights

- 5.1. Subject to the express provisions of the Agreement and in compliance with law, the Board, on its own behalf and on behalf of the electors of the District, hereby retains and reserves unto itself all powers, rights, authority, 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, including all decisional law and rules and regulations of the State Department of Education of the State of New Jersey, including, but not limited to, the following:
 - 5.1.1. To the executive management and administrative control of the school system and its properties and facilities, and the activities of its employees in the performance of their employment;
 - 5.1.2. To hire, direct, promote, transfer, assign, and retain employees in positions within the school district, and to determine their qualifications and the conditions for their dismissal or demotion, and to relieve employees from duties because of lack of work or for other legitimate reasons pursuant to rules and regulations of the Board;
 - 5.1.3. To maintain the efficiency of the school district operations entrusted to the Board, and to determine the methods, means and personnel by which such operations are to be conducted;
 - 5.1.4. To determine work schedules, the hours of work, and the duties, responsibilities and assignments of employees with respect thereto;
 - 5.1.5. To take what actions as may be necessary to carry out the functions of the school district in emergency situations.
- 5.2. The Association agrees that it will not engage in any slow down, job action, or other retaliatory practice, including withholding labor and services during the duration of this Agreement.

6. Miscellaneous

- 6.1. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by the Agreement, and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement, except that proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the Association as may be required by N.J.S.A. 34:13A-5.3.

- 6.1.1. The Board agrees that its employees shall have the right to freely organize, join, and support the Association and its affiliates and that it shall not discriminate against any employee on the basis of the employee's involvement with the Association and its affiliates.

6.2. *Association Business and Meetings*

- 6.2.1. The Board shall grant full time leave to the Association President for the term of this Agreement only. The terms of the Association President's release time, including reimbursing the Board for the President's salary and benefits, shall be in accordance with the terms of the parties' Sidebar Agreement, dated May 24, 2007. Article 6.2.1 shall be automatically eliminated in its entirety if the Association has not successfully negotiated a continuation of the provision in the successor agreement. Failure to reach an agreement in the successor agreement shall not result in a continuation of the benefits set forth in Article 6.2.1; instead, this Article shall remain as the status quo until a successor agreement has been reached, and thereafter shall only be continued if the Association has successfully negotiated its continuation.
- 6.2.2. In the event that Article 6.2.1 is not renewed or otherwise modified, the Association President's release time shall be as follows: The Association President shall be excused from one duty period per day at the middle and high school levels or from forty non-instructional/non-assigned consecutive minutes per day at the elementary and intermediate school/support staff levels for purposes of conducting Association business.
 - 6.2.2.1. The Board shall ensure that the daily schedule of the Association First Vice-President will have the First Vice-President's contractual duty period at the end of the day, and that the First Vice-President will be released from said duty period on a daily basis for Association business.
- 6.2.3. Representatives of the Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times provided that this shall not interfere with or disrupt normal school operations or interfere with the assigned duties of school personnel. The Association and its representatives shall have the privilege to use school buildings for meetings upon prior notice and approval consistent with the present Board policies as to the use of the schools. The Association shall have the right to use the inter-school mail facilities, use of the courier on the courier's regularly assigned district routes and school mail boxes in accord with reasonable regulations to be adopted by the Superintendent of Schools.
- 6.3. The Board and the Association agree that there shall be no discrimination and that all practices, procedures, and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this

Agreement on the basis of race, creed, color, religion, national origin, gender, domicile, marital status, age, or sexual orientation.

6.4. ***Access to Members of the Negotiations Unit***

6.4.1. The Board shall provide to the Association access to members of its negotiations units.

6.4.2. The access required under Section 6.4.1 of this Article includes, but is not limited to, the following:

6.4.2.1. The right to meet with individual employees on the Board's premises during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;

6.4.2.2. The right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the Board's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of an exclusive representative employee organization, and internal union matters involving the governance or business of the exclusive representative employee organization; and

6.4.2.3. The right to meet with newly hired negotiations unit employees, without charge to the pay or leave time of the employees, for a minimum of thirty and a maximum of 120 minutes with the exact amount to be determined jointly by the Board and the Association, within thirty calendar days from the date of hire, during new employee orientations, or if the Board does not conduct a new employee orientation, at individual or group meetings.

6.4.3. Within 10 calendar days from the date of hire of negotiations unit employees, the Board will provide the following contact information to the Association in an Excel file format or other format agreed to by the Association: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Board. Every 120 calendar days beginning on January 1, 2019, the Board shall provide the Association, in an Excel file or similar format agreed to by the Association, the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal telephone numbers, date of hire, and work email address and personal email address on file with the public employer. If the date on which the Board must provide the information file described in this section to the Association falls on a holiday, weekend, or emergency closing day, the Board will provide the information file on the next business day or, in the event of an emergency closing day, when school resumes.

6.4.4. The home addresses, phone numbers, email addresses, dates of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, prospective

members, and non-members, are not government records and are exempt from any disclosure requirements of P.L. 1963, c. 73 (C.47:1A-1 et seq.).

- 6.4.5. The Association shall have the right to use the Board's email system to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union.
- 6.4.6. The Association shall have the right to use school buildings and other facilities that are owned or leased by the Board to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union, provided such use does not interfere with District operations. Meetings conducted in school buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or for the purpose of distributing literature or information regarding partisan elections. An exclusive representative employee organization conducting a meeting in a school building or other District facility pursuant to this section may be charged for maintenance, security, and other costs related to the use of the school building or facility that would not otherwise be incurred by the Board.
- 6.4.7. Employees in the negotiations unit who have authorized the payroll deduction of fees to employee organizations may revoke such authorization by providing written notice to the Board during the ten days following each anniversary date of their employment. The anniversary date of employment is the first day of work in the District for any employee, including any new employee orientation days. Within five days of receipt of notice from an employee of revocation of authorization for the payroll deduction of fees, the Board shall provide notice to the employee organization of an employee's revocation of such authorization. An employee's notice of revocation of authorization for the payroll deduction of employee organization fees shall be effective on the 30th day after the anniversary date of employment.

Section Two

Applies to Teachers, Nurses, Media Specialists, Social Workers, Home Instruction Teachers, Learning Disability Specialists, Special Education Teachers, School Psychologists, Occupational Therapists, Physical Therapists, Coaches, Ten and Twelve Month Office Personnel, Athletic Trainers, Lunch Aides, Instructional Assistants, Accounting Clerks, School Counselors, Student Assistance Counselors, Clerical Assistants, Payroll Bookkeeper, Head Bookkeeper, Speech Language Therapists, High School Parking Lot Attendants, District Behaviorists, Building Monitors, and Transportation Aides Grievance Procedure

7. Grievance Procedure

7.1. *Definition:*

7.1.1. A “grievance” shall mean a claim by an employee that there has been a misinterpretation, misapplication, or a violation of Board Policy, this Agreement, or an administrative decision resulting in personal loss or injury or otherwise adversely affecting the employee’s terms and conditions of employment.

7.1.2. An “aggrieved person” is the person or persons making the claim.

7.2. *General Conditions*

7.2.1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

7.2.2. A grievance, to be considered under this procedure, must be initiated by the employee within twenty calendar days of the time the employee knew or should reasonably have known of its occurrence.

7.2.3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance by the grievant of the decision rendered at that step.

7.2.4. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.

7.2.5. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum, and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement of the parties hereto in writing.

7.2.6. School days when used in this Article refer to days when school is in session, and during the summer, to days when the Central Office is open for the transaction of business, whether or not students or employees are in scheduled attendance.

7.3. *Right of Employees to Representation*

7.3.1. Any aggrieved person may be represented at all stages of the grievance procedure by themselves, or at the employee’s option, by a representative selected or approved by the Association.

- 7.3.2. When an employee is not represented by the Association in the processing of a grievance, the Association shall at the time of submission of the grievance at Level Two be notified that the grievance is in process, have the right to be present and present its position in writing at all meetings with the employee held concerning the grievance, and shall receive a copy of all decisions rendered.

7.4. Procedure

- 7.4.1. **Level One** - Any employee who has a grievance shall discuss it first with their Principal, or immediate superior, in an attempt to resolve the matter informally at that level.

- 7.4.2. **Level Two** - If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five school days, the employee may set forth the employee's grievance in writing to their Principal on the grievance forms provided. The Principal shall communicate their decision to the employee in writing within five school days of receipt of the written grievance.

- 7.4.3. **Level Three** - The employee, no later than five school days after receipt of the Principal's decision, may appeal the Principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the Principal as specified above, and the employee's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten school days. The Superintendent shall communicate the Superintendent's decision in writing to the employee and the Principal.

- 7.4.4. **Level Four** - If the grievance is not resolved to the employee's satisfaction, the employee, no later than ten school days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent of Schools who shall attach all related papers and forward the request within five school days to the Board of Education. The Board shall review the grievance and shall, at the option of the Board or upon request of the employee, hold a hearing with the employee and render a decision in writing within thirty-five calendar days of receipt of the grievance by the Board or of the date of the hearing with the employee, whichever comes later.

- 7.4.5. **Level Five** - No claim by an employee shall constitute a grievance matter beyond Level Four or be processed beyond Level Four if it pertains to (a) any matter for which a detailed method of review is prescribed by law; or (b) any rule or regulation of the State Commissioner of Education; or (c) any existing by-laws of the Board of Education; or (d) any matter which according to law is beyond the scope of Board authority or limited to unilateral action of the Board alone; or (e) any complaint of a non-tenure employee which arises by reason of a non-tenured employee's not being reemployed. However, a non-tenure employee shall have the right to a hearing before the Board of Education, wherein a decision shall be

rendered to the non-tenure employee forthwith (due process shall be adhered to by the parties); or (f) a complaint by any certified personnel occasioned by lack of appointment to or lack of retention in any position for which tenure is either not possible or not required. However, in all situations, due process shall be guaranteed.

If the employee is dissatisfied with the decision of the Board of Education and only if the grievance pertains to an alleged violation of this Agreement between the Board and the Association, the employee may request the appointment of an arbitrator, such request to be made in writing to the Superintendent no later than two calendar weeks after receipt of the decision of the Board of Education. An employee, in order to process the employee's grievance beyond Level Four, must have the employee's request for such action accompanied by the written recommendation for such action by the Association. Such request can be honored only if the grievant or grievants and the Association representing them waive the right, if any, in writing of said grievant or grievants and the Association representing them to submit the underlying dispute to any other administration or judicial tribunal, except for the purpose of enforcing the arbitrator's report.

7.5. *Procedure for Securing the Services of an Arbitrator.*

7.5.1. The following procedure will be used to secure the services of an arbitrator:

7.5.2. A request will be made to the Public Employment Relations Commission ("PERC") to submit a roster of persons qualified to function as an arbitrator in the dispute in question.

7.5.3. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request PERC to submit a second roster of names. If the parties are unable to determine within ten school days (within ten calendar days for those employees included in Section Three of this Agreement) of the initial request for arbitration a mutually satisfactory arbitrator from the second submitted list, PERC may be requested by either party to designate an arbitrator.

7.5.4. The arbitrator shall limit themselves to the issues submitted to the arbitrator and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from, the Agreement between the parties or any policy of the Board of Education. The findings of the arbitrator shall be binding to the parties. Only the Board and the aggrieved and the aggrieved's representatives shall be given copies of the arbitrator's report and recommendations. This shall be accomplished within thirty calendar days of the completion of the arbitrator's hearings.

7.6. *Miscellaneous*

7.6.1. Forms pertaining to the filing of grievances shall be prepared jointly by the Association and Superintendent, and shall require the employee to specify the exact nature of the alleged misinterpretation, misapplication, or violation of the Board policy, this Agreement, or administrative decision adversely affecting the

employee's terms and conditions of employment. Forms shall require the employee to identify the specific provisions of this Agreement or principal areas that allegedly were violated and how they were violated. Further, the forms shall require the employee to specify the exact remedy sought. See Section Four, Schedule A.

7.7. *Costs*

7.7.1. Each party shall bear the total cost incurred by itself.

7.7.2. The fees and expenses of the arbitrator shall be paid by the losing party.

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

7.9. No employee shall be disciplined without just cause.

8. School Calendar

Parties agree to:

8.1. Representatives of the Association are to meet with the Superintendent at a time prior to formal acceptance of the school calendar for the subsequent school year(s). At that time the Superintendent will consult with the representatives of the Association on the specifics of the school calendar.

8.2. The school work year of certificated staff members will be 185 days long. New certificated staff will be required to attend additional orientation days as provided for by the Board, as existed in prior practice.

8.2.1. The school year for school nurses will be extended five days to 190 days. The additional five days will be scheduled in conjunction with the building principal and/or Assistant Superintendent between the end of each school year in June and the start of each new school year which shall begin no earlier than the Monday before Labor Day. The additional five days shall be paid pro rata in accordance with District practice.

8.3. The Board reserves the right to make modifications in the school calendar, after consultation with the Association. The Board further reserves the right to terminate school in the event of an emergency without prior consultation with the Association.

9. Certificated Staff Hours and Workload

9.1 The standard number of hours per day for certificated staff and full-time instructional assistants is 6.5 hours, only for the purpose of calculating the

certificated staff and instructional assistants' hourly rate. Certificated staff and full-time instructional assistants are required to report to work fifteen (15) minutes before the start of the scheduled student day in the morning, and that the following schedule represents the times certificated staff and full-time instructional assistants are required to report to work at their respective schools:

School Building	Reporting Time
Hillsborough High School	7:15am
Hillsborough Middle School	8:15am
Auten Road Intermediate School	8:58am
Hillsborough Elementary School	8:15am
Triangle Elementary School	7:25am
Amsterdam Elementary School	7:25am
Sunnymead Elementary School	8:15am
Woods Road Elementary School	8:15am
Woodfern Elementary School	8:15am

The certificated staff and full-time instructional assistant working day will end ten (10) minutes after the scheduled departure of the last bus or van in the afternoon, provided, however; the full-time instructional assistants may leave following the departure of the last bus or van transporting the students they are assigned to provide assistance during the school day and that the following schedule represents the scheduled departure of the last bus or van in the afternoon at their respective schools:

School Building	End of Workday	Bus Departure Time
Hillsborough High School	2:40pm	2:30pm
Hillsborough Middle School	3:21pm	3:11pm
Auten Road Intermediate School	4:10pm	4:00pm
Hillsborough Elementary School	3:25pm	3:15pm
Triangle Elementary School	2:35pm	2:25pm
Amsterdam Elementary School	2:35pm	2:25pm
Sunnymead Elementary School	3:25pm	3:15pm
Woods Road Elementary School	3:25pm	3:15pm
Woodfern Elementary School	3:25pm	3:15pm

The certificated staff will continue to perform in a professional manner as currently practiced.

In case of an emergency delay or unusual circumstance in the arrival of one or more buses, the Principal may require the number of staff the Principal deems necessary to remain with the students to provide the necessary supervision until the buses arrive. The certificated staff shall be reimbursed if they provide supervision beyond their contractual workday.

- 9.1.1. Certificated staff members may be required to work a flexible schedule. The flexible schedule is subject to annual review and approval by the Administration. In those cases, the certificated staff members' in-school workday shall be the same number of hours as the certificated staff members' regular work day.
- 9.1.2. The Athletic Trainer's work day and work week shall be consistent with current practice.
- 9.2. Classroom certificated staff will receive at least five conference/preparation periods per week except in cases of emergency.
- 9.3. Elementary certificated staff will receive approximately the same gross preparation time per week as afforded them in past practice.

9.4. *Meetings*

- 9.4.1. A PLC will be flexible and in collaboration with staff to determine the topics of study and when the ten (10) hours of PLC work required to be completed over the course of the school year will be completed. These hours shall be scheduled collaboratively with the members of the PLC over the course of the school year. A PLC shall be defined as an ongoing process in which educators work collaboratively in recurring cycles of collective inquiry and action research to achieve better results for the students they serve. PLCs operate under the assumption that the key to improved learning for students is continuous job-embedded learning for educators. A PLC is composed of collaborative teams whose members work interdependently to create and achieve common goals. PLC time shall be used in the manner stated above and not for curriculum writing.

In addition, one faculty/departmental meeting per month shall be scheduled, with at least forty-eight hours' notice, unless there is an emergency. The Administration will make every effort to limit department and faculty meetings to forty-five minutes.

- 9.4.2. Beginning in the 2014-2015 school year, meetings scheduled pursuant to Articles 9.4.1 shall occur as follows: Hillsborough High School employees shall meet on Mondays; Hillsborough Middle School employees shall meet on Tuesdays; Auten Road Intermediate School employees shall meet on Wednesdays; Elementary School employees shall meet on Thursdays.
- 9.4.3. The Administration will make every effort to begin meetings no later than twenty minutes after dismissal of the students, provided, however, that nothing contained herein shall prohibit the Administration from scheduling meetings before the day begins, consistent with past practice.
- 9.5. Certificated staff members are required to attend Back to School Night event(s) on a date(s) designated by the Superintendent's office. Any certificated staff member who is required to attend more than one Back to School Night event shall be compensated with an early release day.

A certificated staff member who is unable to attend a Back to School night event for any reason shall be required, within two weeks of the missed event, to schedule and complete a two hour “make-up” session, to which the parents of all students in the certificated staff member’s class(es) or caseload shall be invited. The certificated staff member shall be required to remain present at the location of the session for the entire two hour duration irrespective of parental attendance.

9.6. In the event of an emergency during the contractual day or at the close of the contractual day during which students are ordered out of the building (e.g. bomb threat, fire, fire drill), the certificated staff members shall remain to assist in the control of the students.

9.7. Elementary certificated staff shall receive, on a daily basis, a duty-free lunch period of at least forty minutes, unless the lunch period allotted to students is less than forty minutes, due to such items as half-day session, delayed opening, or early dismissal, in which case the certificated staff shall receive the same amount of time as the students.

9.8. *Sixth Instructional Period*

9.8.1. The Board may assign a sixth instructional period to high school teachers who volunteer for a sixth period teaching assignment.

9.8.2. Compensation for the sixth instructional period shall be paid to the high school teachers on a per diem basis in the amount of 20% of the teachers’ respective daily base salaries, inclusive of longevity payments, for those teachers teaching a full sixth instructional period, i.e., thirty-six classes per six day cycle.

9.8.3. High School teachers who teach less than thirty-six classes per six day cycle, but more than thirty classes per six day cycle, shall be compensated on a per diem basis in accordance with the following schedule:

<u>Periods</u>	<u>Rate</u>
31 periods/6 day cycle	3.33%
32 periods/6 day cycle	6.66%
33 periods/6 day cycle	10.00%
34 periods/6 day cycle	13.33%
35 periods/6 day cycle	16.66%

9.8.4. Any District speech therapist who absorbs the caseload of a vacant position would be compensated at the above sixth period rate set forth in Article 9.8.2.

9.8.5. Any Speech Language Therapist voluntarily performing requested speech therapy services outside of their negotiated teaching hours and teaching load shall be compensated for said services at an hourly rate equivalent to 1/185th of the Speech Language Therapist’s annual salary divided by the hours of the regular school day.

- 9.8.6. The parties understand and agree that any high school teacher who ceases to teach six periods per day as part of the high school teacher's regular teaching load in any year will cease to receive the benefits described herein and shall receive the compensation level that would apply if said teacher had not been carrying a six-period teaching load in that year.
- 9.8.7. The parties understand and agree that neither the receipt of the benefits described herein, nor the fact that a high school teacher is teaching or has taught a sixth period per day will have any effect on that teacher's step level assignment, entitlement to seniority, entitlement to tenure, or entitlement to assignment or any other right or benefit that may be available to employees of the Board.
- 9.8.8. High school teachers who agree to mentor an Independent Study Enrichment Course shall be compensated according to the home instruction rate set forth in the "Additional Items" section of this Agreement for those hours approved by the principal.
- 9.9. *Seventh Instructional Period***
- 9.9.1. The Board may assign a seventh instructional period to middle school teachers or intermediate school teachers who volunteer for a seventh period teaching assignment.
- 9.9.2. Compensation for the seventh instructional period shall be paid to the middle school teachers or intermediate school teachers on a per diem basis in the amount of one sixth of the teachers' respective daily base salaries, inclusive of longevity payments.
- 9.9.3. The parties understand and agree that any middle school teacher or intermediate school teacher who ceases to teach seven periods per day as part of their regular teaching load in any year will cease to receive the benefits described herein and shall receive the compensation level that would apply if said teacher had not been carrying a seven-period teaching load in that year.
- 9.9.4. The parties understand and agree that neither the receipt of the compensation described herein, nor the fact that a middle school teacher or intermediate school teacher is teaching or has taught a seventh period per day will have any effect on that teacher's step level assignment, entitlement to seniority, entitlement to tenure, or entitlement to assignment or any other right or benefit that may be available to employees of the Board.
- 9.10. The Board may assign an additional instructional period to elementary school teachers, who volunteer for an additional instructional period during their preparation time. Compensation for the additional instructional period shall be paid to the elementary teachers on a per diem basis in the amount that corresponds to the location of the additional instructional period, inclusive of longevity payments.

10. Certificated Staff Assignment

- 10.1. All certificated staff shall be given a tentative, written notice of their salary schedules specifically noting the year, step on guide and level of longevity, K-12 subject and building assignment, and K-6 assignments for the forthcoming year by June 15, but in no case later than two days prior to the close of school.
- 10.2. The Superintendent shall notify all newly appointed personnel of their specific positions within that subject area and/or grade level for which the Board has appointed the certificated staff member. The Superintendent shall give notice of assignments to new certificated staff members as soon as practicable, and except in cases of emergency not later than June 30. This does not apply to certificated staff members who are unassigned.
- 10.3. In the event that changes in such schedules, subject assignments, and/or building assignments are proposed after the deadline date as specified in Articles 10.1 and 10.2 above, any certificated staff affected shall be notified in writing and upon request of the certificated staff member the changes shall be reviewed between the Superintendent or the Superintendent's designee and the certificated staff affected.
- 10.4. Certificated staff who may be required to use their own automobiles in the performance of their duties and certificated staff who are assigned to more than one school per day shall be reimbursed for all such travel in accordance with the provisions of Article 20.9.

11. Transfers and Reassignments

11.1. Voluntary Transfers and Reassignments

- 11.1.1. Certificated staff who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent not later than February 1. Such statements shall include the grade and/or subject to which the certificated staff member desires to be assigned and the school or schools to which the certificated staff member desires to be transferred, in order of preference if there is a vacancy foreseen as of that date.

11.2. Involuntary Transfers and Reassignments

- 11.2.1. Notice of an involuntary transfer or reassignment shall be given to certificated staff as soon as practicable, and except in cases of emergency not later than May 20.

12. Promotions

- 12.1. Notice of all open positions (except those of certificated staff) in the Hillsborough Schools shall be sent electronically via e-mail to all schools and employees and to

the Hillsborough Education Association President. The notice shall set forth qualifications for the position and the minimum salary the Board expects to pay. Individuals interested in applying for the position shall do so in the manner prescribed in the notice within fifteen calendar days after the date of the notice. No permanent appointment to the position shall be made until twenty calendar days after the notice has been issued.

- 12.2. Employees who desire to apply for a promotional position which may be filled during the summer months, when school is not in session, shall submit their names to the Superintendent, together with the positions for which they wish to apply, and an address where they can be reached during the summer. The Superintendent shall notify such employees of any vacancy in a position for which they wish to apply. Employees interested in applying for the positions shall do so within fifteen calendar days of the date of such notification. No appointment shall be made until twenty calendar days after the date of such notification.

13. Certificated Staff Evaluation

- 13.1. A certificated staff member shall be given a copy of any class observation report or annual evaluation report prepared by the certificated staff members' evaluators in accordance with the applicable provisions of Title 6A. No written notice shall be submitted to the Central Office, placed in the certificated staff member's file or otherwise acted upon without an opportunity for prior conference being afforded to the certificated staff member. After this conference, the certificated staff member shall be permitted five school days in which to make written comments on the observation report or evaluation report before signing the form. No certificated staff member shall be required to sign a blank or incomplete evaluation form. If the certificated staff member refuses to sign material to be filed, the certificated staff member shall notify the Association President of such action, and said material shall be filed, signature notwithstanding.
- 13.2. A certificated staff shall have the right, upon request, to review the contents of the certificated staff member's personnel file, with the exception of references and recommendations that were made by previous employers. A certificated staff member shall be entitled to have one of the certificated staff members' colleagues accompany them during such review.
- 13.3. No material derogatory to a certificated staff member's conduct, service, character, or personality shall be placed in the certificated staff member's personnel file unless the certificated staff member has had the opportunity to review the material. The certificated staff member shall acknowledge that the certificated staff member has had the opportunity to review such material by affixing the certificated staff member's signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The certificated staff member shall also have the right to submit a written answer to such material within thirty calendar days and the certificated

staff member's answer shall be received by the Superintendent or the Superintendent's designee and attached to the file.

- 13.4. Any complaints regarding a certificated staff member made to any member of the administration by any parent, student, or other person which are used in any manner in evaluating a certificated staff member shall be related to the certificated staff member and the certificated staff member shall be given an opportunity to respond to and/or rebut such a complaint.
- 13.5. Supervisory reports on certificated staff performance shall include, but not be limited to:
 - 13.5.1. Strengths of the certificated staff as evidenced during the time observed.
 - 13.5.2. Improvements noticed since the previous report.
 - 13.5.3. Weaknesses of the certificated staff member or of the procedures used during the time observed.
 - 13.5.4. Specific suggestions as to measures which the certificated staff member might take to improve the certificated staff member's performance in each of the areas wherein weaknesses have been indicated.
- 13.6. Such supervisory reports should be provided for non-tenured certificated staff at least three times a year; the first no later than December 15, and the last not later than April 1. In addition, an annual evaluation report will be completed on every non-tenured certificated staff no later than April 30th.
- 13.7. Nothing contained herein shall be interpreted as to conflict with the requirements of the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ), P.L. 2012, c.26.

14. Sick Leave

- 14.1. All ten-month employees shall be entitled to twelve sick leave days each school year as of the first official day of said school year. Twelve-month employees shall be entitled to fourteen sick leave days. Unused sick days shall be accumulated from year to year with no maximum limit, for only those employees who are included in Section Two of this Agreement.
- 14.2. "Sick Leave" herein shall be defined by N.J.S.A. 18A:30-1.
- 14.3. In the case of sick leave claimed, the Board may require a physician's certificate to be filed with the Secretary of the Board, as provided for in N.J.S.A. 18A:30-4.
- 14.4. Ten month employees who begin employment after September 1, and twelve month employees who begin employment after July 1, will have their sick leave prorated.

- 14.5. Arrangements of additional sick leave in cases of emergency may be made at the discretion of the Board.

14.6. Sick Leave Bank

- 14.6.1. **Purpose.** The purpose of this Sick Leave Bank (“Bank”) is to allow employees who are suffering from a catastrophic illness or injury and have exhausted all paid sick leave available to them (e.g., personal days, sick days, EFI days) the opportunity to potentially use additional sick leave through withdrawal of sick days that employees donated to the Bank.
- 14.6.2. **Administration.** The Bank will be operated by six Trustees; the Board and the Association shall each appoint three Trustees, who shall be responsible for:
- 14.6.2.1. Reviewing and approving employee applications for the withdrawal of days from the Bank, and submitting said applications to the Board for final approval.
- 14.6.2.2. Keeping a current accounting of the Bank’s operation, including the members who have joined, the sick days utilized, and the sick days deposited in the Bank. The Trustees and the Board shall ensure that a joint accounting is completed in June of each year.
- 14.6.3. **Participation.** Participation in the Bank is voluntary and subject to the following conditions:
- 14.6.3.1. **Enrollment period.** The Bank shall have an annual enrollment period that runs from September 1 through September 30 of each school year. New Association members must apply within thirty days of initial employment.
- 14.6.3.2. **Enrollment and donation of sick days.** Association members seeking to enroll in the Bank must initially donate two of their personal sick days to the Bank during the enrollment period.
- 14.6.3.3. **Rollover of Bank days.** At the end of each school year (June 30), any unused sick days remaining in the Bank will be carried over to the next year.
- 14.6.3.4. **Special enrollment period.** When the Bank balance of sick days decreases to 240 days or less, a special enrollment period will open up for all Association members who are not already Bank members, who may enroll in accordance with the provisions of Article 14.6.3.2 above. In such an event, the Trustees shall send written notice to all Association members within fifteen school days after the Trustees are made aware that the Bank balance of sick days has decreased to 240 days or less. This special enrollment period shall last for thirty days from the provision of such notice.
- 14.6.3.5. **Additional donations may be occasionally required.** Continued participation in the Bank may require the contribution of additional personal sick days when the Bank balance of sick days decreases to 120 days or less. In such an event, the

Trustees shall send written notice to all Bank members that they shall be required to contribute one personal sick day to the Bank no later than fifteen school days after the Trustees are made aware that the Bank balance of sick days has decreased to 120 days or less. Unless a Bank member notifies the Trustees in writing within five school days of the Bank member's receipt of the notice above that the Bank member no longer wishes to participate in the Bank, one personal sick day shall automatically be withdrawn from the Bank member's accumulated sick days and shall be donated to the Bank. An employee who does not have any sick days to donate, or who refuses to contribute the required sick day, shall be involuntarily withdrawn from the Bank in accordance with Article 14.6.3.7 below.

- 14.6.3.6. ***Withdrawal from participation in the Bank.*** Bank members may withdraw from the Bank at any time after donation. Voluntary withdrawal must be made through written notice to the Trustees. When a member withdraws, whether voluntarily or involuntarily, the Bank member is not entitled to withdraw any personal sick days that the Bank member previously donated to the Bank.
- 14.6.3.7. ***Withdrawal after maximum usage of sick days from the Bank.*** Once a Bank member has withdrawn ninety sick days from the Bank, the Bank member shall be involuntarily withdrawn from participation in the Bank. In such circumstances, that employee may reenroll at the next enrollment period.
- 14.6.4. ***Eligibility.*** In order to be eligible to apply to withdraw days from the Bank, employees must be members of the Bank, and must satisfy the following additional criteria:
 - 14.6.4.1. ***Exhaustion of available leave before withdrawing from the Bank.*** A member of the Bank is not eligible to withdraw sick days from the Bank unless, as of the time the Bank member wishes to start using sick days from the Bank, the Bank member will have exhausted all available personal sick days and personal days.
 - 14.6.4.2. ***Catastrophic illness or injury.*** Members of the Bank are only eligible to withdraw sick days from the Bank when they suffer from a catastrophic illness or injury substantiated by a medical certification. "Catastrophic illness or injury" is defined as a serious illness or injury of a catastrophic nature that is either an unexpected illness or injury causing disability, or an illness or injury that requires non-elective surgery; such illnesses or injuries include, but are not limited to, cancer, heart problems, stroke, kidney disease, paralysis, AIDS, major surgery, complications due to pregnancy, or emotional disturbance that requires institutionalization.
- 14.6.5. ***Applications and approval.*** Withdrawals from the Bank shall be subject to the application process and approvals set forth herein.
 - 14.6.5.1. ***Application.*** A Bank member wishing to withdraw sick days from the Bank shall make an application to the Trustees by filling out an official application form. The application form shall be accompanied by a medical certification attesting to the catastrophic illness or injury.

- 14.6.5.2. ***Review and approval by the Trustees.*** If, in the judgment of the Trustees, the applicant meets the eligibility requirements, the Trustees shall sign the form indicating their approval and submit it to the Board for final approval, with a copy sent to the applicant. If the Trustees reject the application, they shall sign the form indicating their disapproval and provide a copy to the applicant.
- 14.6.5.3. ***Review and approval by the Board.*** If the Board agrees with the Trustees, it shall sign the form indicating its approval, provide a copy of the same to the Trustees and the applicant, and shall arrange payment to the employee. If the Board rejects the application, it shall sign the form indicating its disapproval and send a copy to the Trustees and the applicant.
- 14.6.5.4. ***Board decisions are final.*** The parties acknowledge that the Board's decisions with regard to any applications for the withdrawal of sick days from the Bank are made on a case-by-case basis, and shall be final and binding, meaning that they shall not be reviewable by a court or agency of competent jurisdiction or subject to the grievance procedure of the Agreement.
- 14.6.6. ***Limitations on Bank withdrawals and usage.*** All Bank members shall be subject to the following limitations.
- 14.6.6.1. ***Maximum days that may be withdrawn.*** A Bank member shall be entitled to withdraw up to a maximum of sixty sick days in any one school year (for ten-month employees) or work year (for twelve-month employees), and up to a maximum of ninety sick days in a twenty-four month period beginning with the date when sick days from the Bank are first used. Once a member has used the maximum number of sick days a Bank member can withdraw from the Bank in any given period, the Bank member may apply to the Board for additional sick days in accordance with N.J.S.A. 18A:30-6.
- 14.6.6.2. ***Leave extending beyond one year.*** A Bank member who is unable to return to active duty at the beginning of the Bank member's work year (July 1 for twelve-month employees, September 1 for ten-month employees) must first draw from and exhaust the Bank member's annual sick leave accumulation before the Bank member will be eligible to withdraw additional sick days from the Bank.
- 14.6.6.3. ***Intermittent usage.*** The Trustees shall not approve the withdrawal of sick days from the Bank for use by the applicant on an intermittent basis.
- 14.6.6.4. ***Substitute costs deducted.*** The cost of the substitute or the estimated cost of the substitute shall be deducted from each day's salary paid to a Bank member for each sick day used that was withdrawn from the Bank. A day's salary is defined as 1/200th of the annual salary for those employees who are included in Section Two of this Agreement, and as 1/240th of the annual salary for those employees who are included in Section Three of this Agreement.

- 14.6.7. ***Dissolution.*** In the event that the Bank is dissolved, each contributing member will receive an equal amount, or fraction thereof, of the remaining sick days in the Bank, not to exceed the original amount each Bank member contributed.
- 14.6.8. ***Exceptions.*** No exceptions shall be made to the rules and requirements set forth above absent extenuating circumstances and mutual written agreement between the Board and the Association.

15. Leaves of Absence

15.1. Extended Leaves of Absence Without Pay

- 15.1.1. A leave of absence without pay of up to two years shall be granted to any tenured certificated staff who joins the Peace Corps, or serves in an exchange position or overseas position, and is a full-time participant in any such programs, or accepts a Fulbright Scholarship. Note: This must be a bona fide teaching assignment and will be granted at the discretion of the Superintendent.
- 15.1.2. A tenured certificated staff member shall be granted a leave of absence without pay for up to one year to teach in an accredited college or university. Such leave is subject to the approval of the Superintendent, and may be renewed.
- 15.1.3. Military leave up to three years without pay shall be granted to any certificated staff who is inducted or enlists in any branch of the armed forces of the United States for the period of such induction or initial enlistment.
- 15.1.3.1. Any tenured certificated staff or any certificated staff who has been or would have been recommended for tenure, may request a consecutive child care leave to commence immediately after the period of maternity disability (15.1.3.2) and Federal and/or NJ Family Leave the certificated staff member may be eligible for by applying to the Board of Education for said leave forty-five calendar days before the day on which said leave is to commence. Said certificated staff must supply the Board with the date on which said leave is to commence and the date on which the certificated staff member expects to return to work. If an employee begins a child care leave prior to January 1, the leave may extend only to the remainder of the school year in which it was granted. If the child care leave commences after January 1, the leave must terminate no later than June 30 of the following school year. Said dates may be further extended or reduced for medical reasons upon application by the certificated staff member to the Board together with a certificate from the certificated staff member's physician in support thereof. Said child care leave is to be without pay or benefits. The Board may change the requested dates upon finding that the grant of a leave for those days would substantially interfere with the administration of the school. Certificated staff on child care leave shall notify the Board of their intent to return on September 1st for leaves terminating on June 30th by May 15th.

- 15.1.3.2. A pregnant employee may work until any time before the expected birth, provided that the employee's ability to work effectively is not impaired due to the employee's pregnancy, and, at the discretion of the Superintendent, the employee's requested date of leave commencement does not interfere with the continuity of the employee's duties. Sick leave pay may be applied to that period during the leave of absence which qualifies as medical disability due to pregnancy or childbirth. The Board may require certificates from the employee's physician and the Board's physician as to the employee's physical ability to continue working during the period of pregnancy. In the event that the employee's physician and the Board's physician disagree as to the employee's physical ability to fulfill the employee's duties, the Board may request expert consultations, in which case, the Somerset County Medical Society shall appoint an impartial third physician whose medical opinion shall be conclusive and binding. Such examinations shall be conducted expediently and without undue delay. The expense of such third examination shall be shared equally by the employee and the Board.
- 15.1.3.3. Any tenured certificated staff or any certificated staff who has been or would have been recommended for tenure adopting an infant/child may receive leave similar to a natural parent which shall commence upon receiving de facto custody of said infant/child or earlier if necessary to fulfill the requirements for the adoption.
- 15.1.3.4. Any employee on child care leave shall have the opportunity to substitute, if qualified.
- 15.1.3.5. The Board will comply with the provisions of the New Jersey Family Leave Act (FLA) and the Federal Family and Medical Leave Act (FMLA).
- Upon written request at least thirty days in advance, whenever possible, the Board will grant leave pursuant to FLA or FMLA to eligible employees. (Eligibility criteria will be centrally posted in each work location.)
- 15.1.4. A leave of absence without pay of up to one year may be granted to an employee for the purpose of caring for a sick member of the immediate family at the discretion of the Board, upon recommendation of the Superintendent. Additional leave may be granted at the discretion of the Board, upon recommendation of the Superintendent. The employee shall apply for readmission by February 1, prior to the school year in question.
- 15.1.5. Other leaves of absence without pay may be granted by the Board for good reason.
- 15.1.6. Upon return from leave granted pursuant to Paragraph 15.1.1, 15.1.2, and 15.1.3, an employee shall be considered as if the employee were actively employed by the Board during leave and shall be placed on the salary schedule at the level the employee would have achieved if the employee had not been absent, provided, however, that time spent on said leaves shall not count toward the fulfillment of

the time requirements for acquiring tenure. An employee does not receive increment credit for time spent on a leave granted pursuant to Paragraph 15.1.4, 15.1.5, and 15.1.6, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure. To be eligible for increment credit, the employee must have worked at least one half of the preceding contractual year.

- 15.1.7. All benefits to which an employee was entitled at the time the leave of absence commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored upon the employee's return to work.
- 15.1.8. All extensions or renewals of leaves shall be applied for in writing with forty-five (45) days advance notice, except where otherwise noted (ex. See Child Care Leave guideline, etc.). This does not include emergent medical leaves and emergent FMLA/NJFLA Leaves.

15.2. *Temporary Leaves of Absence With Full Pay*

- 15.2.1. Employees shall be entitled to the following non-accumulative leaves of absence with full pay each school year.
- 15.2.2. Two days personal leave without reason shall be granted, as authorized by the Superintendent, for matters which require absence from work. Effective July 1, 2019 two personal days may be carried over as two personal days in the next school year. No member shall have more than four personal days in any given school year.

Application to the Superintendent for personal leave shall be made at least three work days before such leave is to be taken. One of the two personal days, however, may be used for a personal emergency day without the three work days' notice with the approval of the Superintendent. A personal emergency day is defined as an unexpected or sudden emergency that impacts an employee's attendance that day. If the anticipated absentee rate on any given day may exceed 5% of the entire staff, then requests for personal days shall be granted on a first-come first-serve basis, up to the maximum 5%. If not taken, personal leave shall be added to the sick day accumulation for retirement, provided that the number of days does not exceed the fifteen day statutory maximum.

Staff will use the FRONTLINE system or current system utilized by the Board to make requests for personal/personal emergency days.

- 15.2.2.1. Personal leave on days immediately preceding or following scheduled school holidays may be granted only for extenuating circumstances, such as marriage of employee; high school or college graduation of the employee, spouse, or the employee's child, aunt, uncle, niece, nephew, and members of the employee's immediate household; examination for degree of the employee; marriage in immediate family as defined under emergency days below (Article 15.2.5.2), the employee's aunt, uncle, niece, nephew, and members of the employee's immediate household; religious holiday, at the discretion of the Superintendent.

15.2.3. Provision may be made for excused absences for the purpose of visiting other schools or attending meetings or conferences of an educational nature by applying to the Superintendent. This leave may be granted at the discretion of the Superintendent.

15.2.4. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system or in any other legal proceeding for which the employee has been subpoenaed to attend will be granted upon request by the employee who will give reasonable notice.

15.2.5. *Emergency Days:*

15.2.5.1. In the case of emergency, notification shall be given through FRONTLINE or the current system utilized by the Board, with documentation presented upon return if requested.

15.2.5.2. Up to a maximum of five days in the event of the death of an employee's spouse, brother, sister, child, step-child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, step-parent, step-sibling, domestic partner or civil union, and any other member of the immediate household (hereinafter referred to as "Bereavement Event").

Up to a maximum of three days in a school year may be used for the above named persons in the event of a serious injury or illness.

15.2.5.3. Additional leave may be applied for in accordance with 15.2.5. Employees may be granted, at the discretion of the Superintendent, up to two days during one school year in the event of the death of a friend or relative outside the employee's immediate family as defined above. In the event of the death of an employee in the Hillsborough School District, the Superintendent, may, in the Superintendent's discretion, grant to an appropriate number of employees sufficient time off to attend the funeral.

15.2.6. Other leaves of absence with pay may be granted by the Board for good and sufficient reason.

15.3. *Temporary Military Leaves of Absence*

15.3.1. A temporary leave of absence shall be granted to persons called into active duty for two weeks or less during any one calendar year in any unit of the U.S. Reserves, or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session, or for employees included in Section Three of this Agreement, when such employee is not required to work.

15.3.2. Any employee who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, Coast Guard, National Guard, or United States Marine Corps Reserve, or other organization affiliated therewith, shall be entitled to a leave of absence from their

respective duty without loss of pay or time on all days on which they shall be engaged in field training.

16. Sabbatical Leaves

- 16.1. A sabbatical leave shall be granted to a certificated staff member by the Board for graduate study and/or reasons of value to the school system as determined by the Board. Study shall be on a full time basis through an accredited college or university, as considered to be on a full time basis by that college or university. Sabbatical leaves shall be subject to the following conditions.
 - 16.1.1. The certificated staff member has completed at least seven full school years of service in the Hillsborough School District.
 - 16.1.1.1. A certificated staff member may not be granted a sabbatical leave more often than once every seven years.
 - 16.1.1.2. A sabbatical leave may be granted for travel contingent on educational value as determined by the Superintendent.
 - 16.1.2. The Board will assume 50% of the certificated staff member's salary on the level the certificated staff member would be on.
 - 16.1.2.1. Salary payments will be made on the same basis as regular staff payroll, unless a request is made for payment at less frequent intervals. In no event, shall such payment be advanced. Payments may be made monthly, quarterly, semi-annually, or annually without interest.
 - 16.1.3. If there are sufficient qualified applicants, sabbatical leaves may be granted, upon recommendations of the Superintendent, to three certificated staff, but not to more than one certificated staff in a grade/subject/department in each school. In the event that more than three qualified certificated staff in the District or more than one qualified certificated staff in a grade/subject/department in each school apply for sabbatical leave, it shall be at the sole discretion of the Superintendent to determine which applications shall be recommended to the Board.
 - 16.1.4. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed upon by the Association and the Board no later than February 1, and action must be taken on all such requests no later than April 1 of the school year preceding the school year for which the sabbatical leave is requested.
 - 16.1.5. The Board shall continue pension payment based upon the salary received by the certificated staff member under the terms of this Article and shall continue all existing medical insurance coverage provided, however, that the Board shall not be obligated to pay more for the benefits described herein than would have been required if the certificated staff member had not been on sabbatical leave.

- 16.1.6. Upon return from sabbatical leave, a certificated staff member shall be placed on the salary schedule at the level which the certificated staff member would have achieved had the certificated staff member remained actively employed in the system during the period of the certificated staff member's absence.
- 16.1.7. The certificated staff member, upon completion of such leave, shall remain as an employee with the Hillsborough School District for a period of no less than two years. In default thereof, the certificated staff member shall reimburse the District those moneys received in payment under the terms of this Article in proportion to that amount of the required two year period not spent within the Hillsborough School District. A written agreement to this effect shall be entered into by both parties.

17. Substitutes

- 17.1. The Board will endeavor to provide to the best of its ability, qualified substitutes for Related Arts teachers. If this cannot be done, the individual PreK-4 teacher will be required to assume the responsibility of the class or, in the case of the high school, middle school or intermediate school, a teacher will be required to take over that particular area of responsibility and will receive the class coverage rate.
- 17.2. Leave Replacement certificated staff will be placed on BA Step 1 of the Salary Guide regardless of their degree level and experience. Leave Replacement Instructional Assistants shall be placed on Step 1 of the Instructional Assistant's Salary Guide. A Leave Replacement must be otherwise qualified for the position and be employed as a replacement for an absent teacher or instructional assistant for more than forty-five (45) work days. If a Leave Replacement Teacher is thereafter hired for a full-time teaching staff position within the District, placement on the Salary Guide shall be at the discretion of the Superintendent. Time served under a Leave Replacement contract shall not count towards tenure, seniority, or longevity, unless the position became vacant during the remaining term of the Leave Replacement Teacher's contract. In addition, and as set forth more fully in Article 20.6, the Board shall be required to pay the premium cost for single healthcare coverage, subject to the employee's required contributions, with the employee paying 100% of any premium cost that exceeds the cost of the single healthcare insurance coverage.

18. Professional Improvement

- 18.1. Upon successful completion of courses for which graduate credits have been granted, authorized in advance, whenever possible, by the Superintendent or the Superintendent's designee, and granted at an institution of higher learning recognized by the State of New Jersey, the Board will reimburse tuition costs up to nine credits per year per certificated staff, or up to thirty credits per year per certificated staff involved in full-time study during approved sabbatical leave. There shall be an annual maximum of \$285,000 for tuition reimbursement available under this agreement. Reimbursement per graduate course will not

exceed tuition costs of the New Jersey State Colleges or State University. The certificated staff member must possess a New Jersey Standard or Permanent Instructional or Educational Services Certificate in the area of the certificated staff member's current assignment to be eligible. Certificated staff taking administrative courses will be reimbursed up to 50% of the maximum allowable costs. The Board shall also set aside \$5,000 per year for tuition or training for office personnel for job improvement skills. These courses will be approved at the discretion of the Superintendent.

- 18.1.1. Certificated staff and office personnel will not be eligible for tuition reimbursement until they have completed three years of service in the District.
- 18.1.2. Certificated staff and office personnel must remain employed by the District for a minimum of one year following the completion of the coursework for which they received reimbursement or they shall be required to return the amount of reimbursement to the District unless the District does not offer continued employment.
- 18.1.3. The provisions in this Article shall only be implemented to the extent permitted by N.J.S.A. 18A:6-8.5, or any other statutory provision or administrative regulation.
- 18.1.4. In order for an employee to receive tuition reimbursement or salary guide advancement for graduate coursework, the graduate course must be part of a graduate degree program for graduate credit by the institution of higher education affiliated with the graduate course taken by the employee (not subcontracted), a description is contained in the institution's program brochure, and the instructor is directly employed by the college or university.

Courses that are not part of a graduate degree program may be granted at the sole discretion of the Superintendent.
- 18.1.5. Completed applications for course approval for tuition reimbursement will be approved or rejected within twenty school days of receipt by the Assistant Superintendent for the next occurring semester.
- 18.2. Compensation shall be available for expenses incurred in attendance at workshops, seminars, conferences, authorized in advance by the Superintendent, and pursuant to Article 15.2.3 under Temporary Leaves of Absence for:
 - 18.2.1. Registration Fee;
 - 18.2.2. Mileage in accordance with the provision of Article 20.9;
 - 18.2.3. Meals;
 - 18.2.4. Lodging, if necessary

- 18.2.5. Receipts for all authorized expenses must be submitted to the Superintendent in order to be reimbursed for those expenses.
- 18.3. The Board shall work cooperatively with the HEA so that one of the District's professional development days may be eligible for credit to the certificated staff members' state mandated continuing education requirement.
- 18.4. Non-certificated employees may attend continuing education programs that are offered for all employees by the Board at no cost to the employee. School Health Services Personnel may apply to the Superintendent to transfer professional hours into CEU credits. Thirteen professional hours shall earn one CEU credit which equates to one graduate credit to be counted toward guide movement.

18.5. *Mentor Teachers*

- 18.5.1. The Board will accept applications throughout the year from all teachers interested in mentoring.
- 18.5.2. All vacancies for mentoring positions shall be posted as early as the District is aware of its needs. The posting shall include the qualifications for the position.
- 18.5.3. The eligibility of teachers applying to serve as mentor teachers shall be based upon the criteria set forth in N.J.A.C. 6A:9C-5.2.
- 18.5.4. Mentor teachers shall receive appropriate training prior to beginning mentoring assignments.
- 18.5.5. Mentor teachers shall be selected from qualified volunteers whenever possible.
- 18.5.6. Mentor teachers shall not be responsible for any of the following duties:
 - 18.5.6.1. Direct or indirect evaluations of the provisional/ alternate route teacher;
 - 18.5.6.2. Completing notes regarding the provisional/alternate route teacher, except as required by law.
- 18.5.7. Mentor teachers shall maintain a confidential relationship with the provisional/alternate route teacher. Mentor teachers shall not share any notes taken regarding the provisional/alternate route teacher with a third party unless permission is directly granted by the provisional/alternate route teacher.
- 18.5.8. The parties agree that any teacher who mentors a first year teacher who is required to be mentored by the State shall be compensated by the Board at the annual prorated amount of \$550.
- 18.5.9. No teacher shall involuntarily serve as a mentor unless tenured by the Board of Education.

- 18.5.10. Such training may be scheduled during the regular work day.

19. Subcontracting

- 19.1. The Board will notify the Association sixty days in advance of its intention to subcontract any of the jobs currently held by the Association members and agrees to meet with the Association to discuss its consideration of subcontracting and to allow the Association to express its position and to offer alternatives.

20. Salaries and Insurance

- 20.1. The salaries of all certificated staff members covered by this Agreement are set forth in Schedule B for the 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years, which is attached hereto and made a part hereof. Any certificated staff member's position on said guides may be adjusted laterally twice per year, on September 1 and February 1. A certificated staff member shall be eligible for such lateral movement upon presenting a verified application to the Superintendent before September 1 or February 1, if possible, that the number of graduate course credits as specified in the appropriate salary guide has been earned. Lateral movement on the guide shall be approved at the next Board meeting following presentation of the transcript certifying that the number of graduate credits, as specified in the verified application, have been earned and the certificated staff member shall be paid retroactive to February 1 or September 1, as appropriate. Lateral movement on the salary guide is also limited by the provisions of Article 18.1. In addition to the amounts reflected on the salary guides, longevity in the amount of \$3,500.00 shall be added to all certificated staffs' pensionable salaries after twenty years' experience, ten of which are in the District. A longevity increment in the amount of \$6,500.00 shall be added to all certificated staffs' pensionable salaries after twenty-five years' experience, fifteen of which are in the District, while a longevity increment in the amount of \$12,500.00 shall be added to all certificated staffs' pensionable salaries after thirty years' experience, twenty of which are in the District. For certificated staff members employed on or after July 1, 2025, eligible for longevity after 20 years' experience, 15 of those years must be in the District. For certificated staff members eligible after 25 years' experience, 20 of those years must be in the District. For certificated staff members eligible after 30 years' experience, 25 of those years must be in the District.

Leave Replacement/Long Term Substitute time, Unpaid Leaves of Absence, except for those designated as FMLA/NJFLA, will not count towards longevity for any certificated staff members.

- 20.1.1. For example, certificated staff with twenty years of experience, ten of which are in the District, shall receive a salary of Step 18 or the top step of the salary guide at the certificated staff member's level of education plus \$3,500.00. Certificated staff with twenty-five years of experience, fifteen of which are in the District, shall receive a salary of Step 18 or the top step of the salary guide at the

certificated staff member's level of education plus \$6,500.00. Certificated staff with thirty years of experience, twenty of which are in the District, shall receive a salary of Step 18 or the top step of the salary guide at the certificated staff member's level of education plus \$12,500.00.

- 20.1.2. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).
- 20.1.3. Effective July 1, 2025 the professional experience of District certified school nurses, inclusive of time employed in a hospital, lab or office setting, shall be taken into consideration for placement on the salary guide (Schedule B). A one-time adjustment of up to 2 steps shall be made for all eligible District nurses employed prior to July 1, 2025 based on this criteria.
- 20.2. Employees employed on a ten month basis shall be paid in twenty semi-monthly installments.
- 20.3. Employees employed on a ten month basis may individually elect to have 10% of their monthly salary deducted from their pay. These funds shall be paid to the employee on the final payday of the work year. Interest on these funds shall be paid to the Hillsborough Education Association (HEA) Scholarship Fund.
- 20.3.1. Employees may individually elect to have deducted from their monthly salary specified amounts to be contributed to (invested in) the Teachers' Credit Union.
- 20.4. When a payday falls on or during a school holiday, vacation, or weekend, employees shall receive their paychecks on the last previous working day.
- 20.5. Ten-month employees shall receive their final checks and the pay schedule for the following year by the last working day.
- 20.6. The Board shall provide the health-care insurance protection designated hereinafter.
- 20.6.1. All full-time employees are eligible for health-care insurance protection. A full-time employee is an employee who works thirty hours or more per week on a regular basis.
- 20.6.2. Effective July 1, 2025 through June 30, 2030, the Board shall pay a portion of the premium cost for all eligible employees for health benefits (medical, dental and vision) in accordance with the Direct Access Design 7 Education 15 MMRx plan offered by Horizon Blue Cross Blue Shield of New Jersey ("HBCBSNJ"). The Direct Access Design 7 Education 15 MMRx plan is substantially equal to the coverage provided to employees by the School Employees Health Benefits Program (hereinafter referred to as "SEHBP") NJ Direct 15 plan on June 30, 2016, as set forth in Article 20.8.1. Employees shall be able to enroll in any of the

plans offered by the HBCBSNJ, provided that the Board shall be required to pay the premium cost for all employees health benefits in accordance with the Direct Access Design 7 Education 15 MMRx plan, subject to the employee contributions discussed below, with the employee paying 100% of any premium cost that exceeds the cost of the Direct Access Design 7 Education 15 MMRx plan.

20.6.2.1. The Board will provide all employees who have health care benefits through the District a written explanation of each type of coverage provided to the employee and the employee's dependents. The explanation shall include the total premium cost for each coverage, listed separately, and the total amount of salary deducted for each coverage, which shall be provided after July 1 and at any time thereafter if there is a change in the amount of the employee's health care benefits-related salary deduction, and the time period for which each coverage is provided.

20.6.3. Employees shall contribute towards the cost of health insurance:

- (a) Certificated staff shall contribute to the cost of their health insurance (medical, dental and vision) 1.5% of their annual base salary or 21% of the premium, whichever is greater.
- (b) Non-certificated staff shall contribute to the cost of their health insurance (medical, dental and vision) 1.5% of their annual base salary or the percentage of premium established in accordance with Tier 4 of Chapter 78, P.L. 2011 to a maximum contribution of 21%, whichever is greater.
- (c) Long-term substitutes shall be offered single health care coverage (medical, dental and vision) only. Certificated long-term substitutes will be required to make contributions towards the cost of the single coverage health care plan in accordance with Section (a) above. Non-certificated long-term substitutes will be required to make contributions towards the cost of the single coverage health care plan in accordance with Section (b) above. Long-term substitutes will have the option of purchasing a plan that provides greater coverage with the employee paying 100% of any premium cost that exceeds the cost of the base single coverage plan.

20.6.4. The Board shall pay a percentage of the premium cost for employees and their eligible dependents for a dental plan, subject to the employee's contributions in accordance with Sections 20.6.2 and 20.6.3. The deductible under the dental benefits is \$75.00 per calendar year, individual and family. Said coverage shall basically provide for the following, although more particularly set forth in the appropriate policy:

\$1,500.00 maximum coverage per year; 80% payment for inlays, gold fillings, crowns and precision attachments for dentures; 100% payment for all other necessary and reasonable dental expenses; \$1,200.00 lifetime orthodontic benefit with 50% coinsurance.

If medical coverage is provided by SEHBP, eligible employees shall contribute to the cost of dental insurance consistent with the provisions of the SEHBP plan and the terms of this Agreement.

- 20.6.5. The Board shall pay a percentage of the premium cost for employees and their eligible dependents for an optical plan, subject to the employee's contributions in accordance with Sections 20.6.2 and 20.6.3. The optical plan shall provide a \$10.00 co-pay for examinations and a \$25.00 co-pay for lenses and frames.

If medical coverage is provided by the SEHBP, eligible employees shall contribute to the cost of vision insurance consistent with the provisions of the SEHBP plan and the terms of this Agreement.

- 20.7. Effective July 1, 2017, current employees shall be eligible to participate in an insurance opt-out program, as follows:

- 20.7.1. Employees hired on or before July 1, 2017 who elect to waive their health insurance benefits (medical, dental and vision) shall be compensated in the amount of \$2,000.

- 20.7.2. Employees hired after July 1, 2017 shall not be eligible to participate in the insurance opt-out program.

- 20.7.3. Where two or more immediate family members (spouses, parents and children) are employed by the Board and eligible to be covered under a single plan (including but not limited to family, two adult or parent/child coverage), these employees shall not be eligible for the insurance opt-out program.

20.8. *Selection of Carrier/Change in Coverage.*

- 20.8.1. The Board shall have the right to select the insurance carrier, but shall at all times maintain insurance coverage substantially equal to the coverages presently in existence.

- 20.8.2. Prior to making any change in carrier or coverage, the Board shall review the said change with the Association.

- 20.9. Recognized persons shall be compensated at the OMB allowance for any school related travel in the employee's vehicle which the Superintendent or the Superintendent's designee requires.

- 20.10. Effective July 1, 2003, the Board will provide Section 125 plans for the Association membership.

- 20.10.1. A premium conversion plan will be made available through payroll deduction for all employees for the amount of their contribution toward medical program premiums. All contributions made through this program are done on a pre-tax basis for federal purposes in accordance with Section 125 laws.

- 20.10.2. A flexible spending account plan will be made available through payroll deduction for any annually contracted employee who wishes to direct an annual amount not to exceed \$1,500 paid over a monthly basis toward uninsured medical/dental expenses and/or an amount not to exceed that permitted by Section 125 laws for elder/dependent care expenses. The Board will develop a form for an annual selection for any interested employee. The annual selection made by the employee cannot be modified during the year. The employee will be responsible for filing for reimbursement for eligible expenses through a third party administrator up to the annual amount specified by the employee. Any funds left over at the end of the each year (June 30) will be returned to the Board. The Board will be responsible for the cost of the third party administrator. The Board shall have the right to select the third party administrator. All contributions made through this program are done on a pre-tax basis for federal purposes in accordance with Section 125 laws.

21. Certificated Staff Retirement Plan

- 21.1. Any certificated staff member who retires from the School District with twenty or more years of service in this District shall be eligible for terminal leave pay to be computed using the ratio of one day's pay for every five days of accumulated sick leave subject to the following procedures.
- 21.1.1. Notice of intention to retire shall be submitted to the Superintendent of Schools at least two months before the final budget involving the year of retirement; and
- 21.1.2. Accumulated sick leave under the Agreement formula shall be capped at the maximum amount a certificated staff member is entitled to on June 30, 1999 or \$15,000, whichever is greater.

22. Office Personnel

22.1. *Classification*

- 22.1.1. Ten month office personnel to include:
- 22.1.1.1. Administrative Assistant to Building Principals and Vice Principals
- 22.1.1.2. Administrative Assistant to Child Study Team
- 22.1.1.3. Administrative Assistant to School Counselors
- 22.1.1.4. Administrative Assistant to Curriculum Department
- 22.2. Twelve month Office Personnel to include:
- 22.2.1. Administrative Assistant to Buildings and Grounds Department
- 22.2.2. Administrative Assistant to Transportation Department

22.2.3. Administrative Assistant to High School Administrators

22.2.4. Administrative Assistant to Purchasing Department

22.3. Central Office Personnel

22.3.1. Head Bookkeeper

22.3.2. Payroll/Bookkeeper

22.3.3. Accounting Clerk

22.4. *Contracts*

22.4.1. Ten month office personnel will report to work five working days prior to the new staff orientation and shall be paid for these days, pro rata, based on annual salary.

22.5. *Work Schedule*

22.5.1. Ten month office personnel's work year shall consist of 190 Days, not including the days set forth in Article 22.4.1. Their calendar will be the same as that of certificated staff, plus five days beyond the last staff day.

22.5.2. Twelve month office personnel shall have a work year that consists of 245 work days.

22.6. *Work Week*

22.6.1. A work week shall consist of thirty-five hours per week with straight time up to forty hours.

22.6.2. The duration of the lunch period will be at the discretion of the Building Principal or of the immediate supervisor, with the approval of the Superintendent. But in no case will the lunch period exceed one hour in duration.

22.7. *Overtime Schedule*

22.7.1. Time and a half shall be paid for work in excess of forty hours.

22.7.2. Double time shall be paid for work on Sundays or on holidays specified in the school calendar.

22.8. *Other Benefits*

22.8.1. No office personnel who are included in the negotiations unit shall be required to report to work and/or are excused from reporting to work when school is closed because of inclement weather.

- 22.8.2. All office personnel shall on days of emergency closing be allowed to leave their posts five minutes after the last bus leaves their individual school building. Central office personnel follow the same schedule as the middle school.
- 22.8.3. Any office personnel, bookkeeper, or accounting clerk who retires from the School District with fifteen or more years of service in this District shall be eligible for terminal leave pay to be computed using the ratio of one day's pay for every five days of accumulated unused sick leave subject to the procedures of Article 21.1.1.
- 22.8.4. Accumulated sick leave under the Agreement formula shall be capped for all support staff at the maximum amount the employee is entitled to on June 30, 1999 or \$15,000, whichever is greater.
- 22.8.5. Ten month Administrative Assistants and clerks shall receive advance notice of summer work. If hired, Administrative Assistants shall be paid at their annual salary on a pro-rata basis while clerical positions will be paid at the posted rate. Effective beginning with the summer of 2006, Administrative Assistants and clerks shall have the right of first refusal for summer work.

22.9. *Salary Guide*

(See Schedule "C" for years 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030)

- 22.9.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).

22.10. *Vacations for twelve-month office personnel*

Any twelve-month member will be required to use the twelve-month member's annual vacation allocation within fourteen months of the allocation. Vacation days shall be earned at the rate set forth in Articles 22.10 through 22.10.11, beginning with the member's date of hire until June 30 of that same school year and from July 1 until June 30 of every subsequent year. Such annual accumulation will be required to be used by August 31st of the following year (for example: all annual vacation accrued from July 1, 2013 to June 30, 2014 must be used by August 30, 2015). This provision will be in effect for the 2025-2026 school year and expire on June 30th of the 2026-2027 school year.

22.10.1.

Should extenuating circumstances develop which make this provision impossible to achieve, the individual member may appeal to the Superintendent, whose permission may be granted at the Superintendent's sole discretion.

Beginning with the transition from the 2026-2027 school year into the 2027-2028 school year (July 1, 2027) an employee will be permitted to carry over no more than five (5) vacation days into the next year which must be used on or before December 31st. It is expressly understood that these days shall not accumulate from year to year. The maximum amount that an employee could ever have would be equivalent to one year carryover of five (5) days.

For example, an employee can only carry over a maximum of five (5) days from the 2026-2027 school year into the 2027-2028 school year and beyond. Any days remaining beyond the five (5) days on June 30, 2027, will be forfeited.

All vacation days accumulated by a member prior to June 30, 2008 can remain in the member's vacation bank and will not be subjected to the limitation described in the above paragraph.

- 22.10.2. First year: One day for each month of service up to a maximum of ten days.
- 22.10.3. One year of service, ten working days.
- 22.10.4. At the conclusion of five years of service, fifteen working days of vacation shall be granted.
- 22.10.5. At the conclusion of fifteen years of service, one additional day of vacation shall be added to the fifteen working days for each year up to sixteen years of service.
- 22.10.6. At the conclusion of sixteen years of service, twenty working days of vacation shall be granted.
- 22.10.7. At the conclusion of seventeen years of service, one additional day of vacation shall be added to the twenty working days for each year up to twenty-one years of service.
- 22.10.8. At the conclusion of twenty-one years of service, twenty-five working days of vacation shall be granted.

- 22.10.9. The following table illustrates how employee vacation days are earned, as set forth in Article 22.10.1 through Article 22.10.8.

Yr*	Vacation Days	Yr*	Vacation Days	Yr*	Vacation Days	Yr*	Vacation Days	Yr*	Vacation Days
1	10	6	15	11	15	16	20	21	25
2	10	7	15	12	15	17	21	22	25
3	10	8	15	13	15	18	22	+	25
4	10	9	15	14	15	19	23		
5	15	10	15	15	16	20	24		
* All references to “Yr” above are intended to refer to “at the conclusion of year” as indicated in Article 22 above. ** This chart assumes a July 1st start date. Start dates after July 1st will be prorated.									

- 22.10.10. Any person employed between July 1 and December 1, shall, upon the anniversary of the fifth year of employment, be granted a third week of vacation to be taken during the summer vacation period during that year in which the fifth anniversary is observed.
- 22.10.11. Any person employed from January 1 to June 30 shall receive the third week of vacation during the summer vacation period of that year in which the anniversary of the fifth year is observed.

Example: Employee hired November, 1993, shall be eligible for third week of vacation during July and August of 1998. Employee hired March, 1994, shall be eligible for third week during the months of July and August of 1999.

22.11. *Holidays for twelve-month office personnel*

- 22.11.1. Sixteen holidays shall be granted during the school year in accordance with the schedule designated for Central Office personnel.

22.12. Only the following Articles of this Agreement shall apply to office personnel:

Article 1
Article 2
Article 3
Article 4
Article 5
Article 6
Article 7
Article 12
Article 14
Article 15 (Except 15.1.1 and 15.1.2)
Article 18
Article 19
Article 20 (Except 20.1)

23. Clerical Assistants

23.1. The contract for Clerical Assistants shall be a ten month contract from September 1 to June 30.

23.2. Clerical Assistants will report to work five working days prior to new staff orientation and shall be paid for these days, pro rata, based on annual salary.

23.3. Clerical Assistants work year and daily schedule will be regulated by the language of their personal contract.

23.4. All Clerical Assistants who are assigned a full day of work may leave their post on days of emergency closing when office personnel is dismissed. They will also not be required to report to work when school is closed due to inclement weather.

23.5. The duration of the lunch period will be at the discretion of the Building Principal or of the immediate supervisor, with the approval of the Superintendent. But in no case will the lunch period exceed one hour in duration.

23.6. Salaries for Clerical Assistants shall be listed in Schedule E of this Agreement.

23.6.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).

23.7. Only the following articles of this Agreement shall apply to Clerical Assistants:

Article 1
Article 2
Article 3
Article 4

Article 5
Article 6
Article 7
Article 12
Article 14
Article 15 (except 15.1.1 and 15.1.2)
Article 19
Article 20 (except 20.1)
Article 22.8.3 and 22.8.4
Article 23

24. Instructional Assistants

- 24.1. The contract for Instructional Assistants shall be a ten month contract from September 1 to June 30.
- 24.2. Instructional Assistants shall work their contracted hours.
- 24.3. The Instructional Assistants' work year will be 182 days. The two extra days beyond the students' school year will be the first day that certificated staff return to work and the first District-scheduled full-day professional development day.
 - 24.3.1. All Instructional Assistants shall be given a tentative, written notice of their Pre-K-12 subject and building assignment, and Pre-K-6 assignments prior to their last contractual work day. All Instructional Assistants who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent not later than February 1.
- 24.4. Part-time and ESP members, if not given sufficient time to complete mandatory training, will be compensated at their hourly rate to complete these trainings, provided that time sheets are submitted and prior approval from the Superintendent is received.
- 24.5. Salaries for Instructional Assistants shall be listed in Schedule D of this Agreement.
 - 24.5.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).
- 24.6. Instructional Assistants are eligible for reimbursement of tuition costs up to three credits per year at a college or university recognized by the State of New Jersey. Reimbursement shall not exceed tuition costs of the New Jersey State Colleges or State University rate. Instructional Assistants must be enrolled in a Teacher Certification Program approved by the State of New Jersey. For every year of

tuition reimbursement the Instructional Assistant, if offered reemployment, must accept employment for the following year or repay the tuition cost for the previous year within thirty days. If the Board must pursue collection, the Instructional Assistant will indemnify the Board, including, but not limited to, attorneys' fees, unless the reason the employee does not return is for the reasons which would otherwise excuse an employee's repayment of health premiums under Section 825.213(a)(1) and (2) of the Family and Medical Leave Act of 1993.

24.6.1. The provisions in this Article shall only be implemented to the extent permitted by N.J.S.A. 18A:6-8.5, or any other statutory provision or administrative regulations.

24.6.2. Instructional Assistants working in the Autism program, the Emotional Regulation Impairment (ERI) programs, C-print, and/or provide toileting and menstrual care for their assignment, Personal Protective Equipment will be provided.

A \$500 non-pensionable stipend shall be provided to Instructional Assistants who are in the assignments above, which is inclusive of any supervisory transportation responsibilities required by program needs, IEP requirements or administrative assignment shall receive one (1) stipend per year. An Instructional Assistant is entitled to only one (1) stipend per year. The annual stipend is payable in two (2) payments over the course of the year. These are not to be prorated unless the employee works in one of the designated programs for at least twenty (20) school days.

24.7. Only the following articles of this agreement shall apply to Instructional Assistants:

- Article 1
- Article 2
- Article 3
- Article 4
- Article 5
- Article 6
- Article 7
- Article 12
- Article 14
- Article 15 (Except 15.1.1 and 15.1.2)
- Article 19
- Article 20 (Except 20.1)
- Article 22.8.3 and 22.8.4
- Article 24

25. Lunch Aides and Transportation Aides

- 25.1. Lunch Aides are employed on days that lunches are served and Transportation Aides are employed on days that schools are in session.
- 25.2. The length of the work day for Lunch Aides is based on the school need as determined by the Building Principal, while the length of the work day for Transportation Aides shall be determined by the Supervisor of Transportation.
- 25.3. Salary Guide: The salaries for Lunch Aides and Transportation Aides for the 2025-2026, 2026-2027, 2027-2028, 2028-2029, and 2029-2030 school years are set forth in Schedules “F” and “I,” respectively.
 - 25.3.1. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).
- 25.4. Lunch Aides’ time sheets are completed and submitted through the Building Principal’s office, whereas Transportation Aides’ time sheets shall be submitted through the Supervisor of Transportation’s Office. Both Lunch Aides and Transportation Aides are paid twice per month.
 - 25.4.1. Transportation Aides, who are assigned additional training related to student needs and safety, that may include, but not be limited to, de-escalation, CPI or CPR. When required to attend training, Transportation Aides shall be compensated at their normal hourly rate.
- 25.5. Only the following articles of this Agreement shall apply to Lunch Aides and Transportation Aides:

- Article 1
- Article 2
- Article 3
- Article 4
- Article 5
- Article 6
- Article 7
- Article 12
- Article 14
- Article 15 (except 15.1.1 and 15.1.2)
- Article 19
- Article 20 (except 20.1)
- Article 22.8.3 and 22.8.4
- Article 25

26. Building Monitors

- 26.1. The Building Monitor's in school work year will be 185 days long.
- 26.2. The following articles of this Agreement shall apply to Building Monitors:
- Article 1
 - Article 2
 - Article 3
 - Article 4
 - Article 5
 - Article 6
 - Article 7
 - Article 8
 - Article 10
 - Article 11
 - Article 12
 - Article 13 (except 13.1, 13.6, and 13.7)
 - Article 14
 - Article 15 (except 15.1.1, 15.1.2, 15.1.3, 15.1.3.1, 15.1.3.3, 15.1.3.4)
 - Article 18 (except 18.1, 18.3 and 18.5)
 - Article 19
 - Article 20 (except 20.1 and 20.1.1)
 - Article 22.8.3 and 22.8.4
 - Article 24.4
- 26.3. To be eligible for increment credit for salary guide advancement, the employee must have worked at least one half of the work days in the preceding school year.
- 26.4. Building Monitors shall be compensated in accordance with Schedule G.
- 26.5. The Daily Work Hours for Building Monitors shall be thirty (30) minutes before the start time and thirty (30) minutes after the ending time of the school day of the school they are assigned. This is inclusive of a thirty (30) minute unpaid lunch break.
- 26.6. The regular work week shall be Monday through Friday.
- 26.7. A Building Monitor may be assigned to a second shift. The hours will be determined by the administration provided that the work day shall be the same number of hours as the first shift of the school to which the Building Monitor is assigned.
- 26.8. Any additional hours authorized by the Superintendent or the Superintendent's designee shall be compensated in accordance with the provisions of the Agreement.

26.9. Overtime

- a. Opportunities shall be offered first to the employee assigned to the location requiring the assignment of overtime. If declined or more than one monitor is needed, the assignment shall be made using a rotation schedule.
- b. Whenever possible, the request for a Building Monitor to work overtime will be made a minimum of forty-eight (48) hours in advance of the time it is desired that said Building Monitor report for work.
- c. If an emergency arises in less than forty-eight (48) hours, overtime shall be assigned by the Superintendent and/or designee. Every effort shall be made to assign overtime in an equal manner in these instances.
- d. Cancellation: If an extra assignment is canceled once the Building Monitor is on site, they shall be compensated for one (1) hour or actual time worked, whichever is greater.
- e. Building Monitors shall be paid for overtime (beyond forty hours per week or beyond eight hours per day) at time and a half. No overtime, whether in an emergency or otherwise, shall be paid unless prior written approval is given by the Superintendent or their designee.
- f. Overtime shall be paid at time and a half for work in excess of forty (40) hours. Contracted time lost as a result of a school closing in any week during the school year shall be counted toward the forty hours required to achieve the overtime rate, but Building Monitors shall not be compensated for the loss of any contracted time that results from a school closing.
- g. Building Monitors shall be paid time and a half for all work performed on a Sunday or any of the holidays enumerated in Article 29.2.1 of the Agreement.

26.10. Seniority

- a. For any Building Monitor hired in the 2023-2024 school year, seniority shall be determined by the date of hire. Where the date of hire is the same, the date when the individual contracts were executed by the parties shall be used to determine seniority.
- b. For any Building Monitor hired after the 2023-2024 school year, seniority shall be determined by date of hire.

26.11. Uniforms

- a. The Board shall provide Building Monitors with jackets. The Board shall determine the selection of the type/color, etc. of the jackets. Upon separation, the jackets shall be returned to the Board. Appropriate weather related clothing shall be provided for Building Monitors who assigned to work outdoors.
- b. Building Monitors shall be issued five (5) sets of uniforms upon initial employment. Building Monitors shall be required to wear their uniforms while on duty. Uniforms shall include:
 - 5 short sleeve shirts
 - 5 long sleeve shirts
 - 5 pairs of pants
 - Boots or Work shoes
- c. Uniforms shall be ordered for new Building Monitors within 45 days of initial employment.
- d. District designated uniforms or other appropriate, approved work-related clothing and items shall be replaced as needed, subject to the approval of the Superintendent and/or designee.

Section Three

Applies to Custodians, Maintenance Personnel, Student Transportation Drivers, and Mechanics

27. Grievance Procedure

27.1. ***Definitions and General Conditions*** – As set forth in Articles 7.1.1, 7.1.2, and Articles 7.2.1, 7.2.2, 7.2.3, 7.2.4, and 7.2.5.

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

27.2. *Formal Procedure*

27.2.1. *Level One – Business Administrator*

27.2.1.1. An employee with a grievance, who after first discussing same with the employee's immediate supervisor, and is dissatisfied with the informal disposition of same shall either directly or through the Association's designated representative submit same in writing on the appropriate form, to the Business Administrator. The Business Administrator shall render a written decision within fifteen calendar days after the grievance is presented.

27.2.2. *Level Two – Superintendent of Schools*

27.2.2.1. If the aggrieved person is not satisfied with the disposition of the aggrieved person's grievance at Level One or if no decision has been rendered within fifteen calendar days after submission at Level One, the aggrieved person may present it in writing on the appropriate form to the Superintendent of Schools within ten calendar days thereafter.

27.2.3. *Level Three – Board of Education*

27.2.3.1. If the aggrieved person is not satisfied with the disposition of the aggrieved person's grievance at Level Two, or if no decision has been rendered within fifteen calendar days after the grievance was delivered to the Superintendent of Schools, the aggrieved person may, within ten calendar days thereafter, request in writing that the Association submit the grievance to the Board of Education within five calendar days thereafter, no further action on such grievance shall be taken.

No claim by a grievant shall go beyond Level Three if it pertains to (a) any matter for which a detailed method of review is prescribed by law; or (b) any rule or regulation of the State or Commissioner of Education or State Board of Education; or (c) any existing By-laws is beyond the scope of Board authority or limited to unilateral action of the Board.

27.2.4. *Level Four – Advisory Arbitration Request*

- 27.2.4.1. If the aggrieved person is not satisfied with the disposition of the aggrieved person's grievance at Level Three, or if no decision has been rendered within thirty calendar days after the grievance was delivered to the Board of Education, the aggrieved person may request in writing within ten days, advisory arbitration.

27.2.5. *Advisory Arbitration*

- 27.2.5.1. The procedures as set forth in Articles 7.5.2, 7.5.3, and 7.5.4 will be used to secure the services of an arbitrator, except that the findings and recommendations of the arbitrator shall be advisory.
- 27.2.5.2. The Board shall render its final decision within thirty calendar days after receipt of the arbitrator's recommendation. Copies of said decision shall be forwarded to the aggrieved, the aggrieved's representatives, and the Association.
- 27.2.5.3. The fees and expenses of the arbitrator shall be paid by the losing party.

27.3. *Rights of Employees to Representation* – As set forth in Articles 7.3.1 and 7.3.2.

27.3.1. *Reprisals*

- 27.3.1.1. No reprisals of any kind shall be taken by the Board or by any member of the administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

27.4. *Miscellaneous*

27.4.1. *Group Grievance*

- 27.4.1.1. If in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two. The Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so.

27.4.2. *Written Decisions*

- 27.4.2.1. Decisions rendered at Level One which are unsatisfactory to the aggrieved person and all decisions rendered at Levels Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties of interest and to the Association.

27.4.3. *Separate Grievance File* – As set forth in Article 7.8

27.4.4. *Forms* – As set forth in Schedule A-1.

27.4.5. *Meetings and Hearings*

- 27.4.5.1. All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, hereto referred to in this Article.

28. Rights and Privileges of the Parties

28.1. *Discipline, Reduction in Job Classification or Involuntary Transfer of Employee*

- 28.1.1. No employee shall be disciplined, reduced in job classification or involuntarily transferred without just cause and any such action taken shall be subject to due process of law, as provided for in the grievance procedure. Any employee covered hereunder who is required to appear before the Superintendent of Schools, which could adversely affect the continuation of that employee in the employee's position or employment or compensation pertaining thereto, shall be given prior written notice of reasons for such meeting and shall be entitled, at the employee's option, to have a representative of the employee's own choosing. This provision shall in no way restrict or limit the Superintendent of Schools, Board or Supervisors from holding meetings or discussions with employees.

- 28.1.2. Notice of an involuntary transfer of a custodial/maintenance employee shall be given to the Association President as soon as practicable.

28.2. *Managerial Prerogatives of Board* – As set forth in Articles 5.1, 5.1.1, 5.1.2, 5.1.3, 5.1.4, and 5.1.5.

- 28.2.1.1. Managerial Prerogatives of Board shall also include the right to decide upon the means and methods of cleaning and maintaining the buildings, the selection of supplies and other materials, and conduct of the transportation system and routes relating thereto;

- 28.3. The Association agrees that it will not engage in any slow down, job action, or other retaliatory practice, including withholding labor and services during the duration of this Agreement.

29. Custodial Personnel, Maintenance Personnel and Mechanics

29.1. *Work Day and Work Year*

- 29.1.1. All custodial personnel, maintenance personnel and mechanics shall be employed on a forty hour week, twelve months school year basis.

- 29.1.2. *Job Responsibility:* At the completion of a job or repair, or leaving a job site, a supervisor is to be contacted.

- 29.1.3. The work week for custodial personnel, maintenance personnel, and mechanics shall be scheduled from Sunday to Saturday to mitigate overtime expenses.
- 29.1.4. Break time consists of two fifteen-minute breaks per day as designated by a supervisor. Employees shall take break at the building they are at during break time and are not to leave that location to take break at another building, facility, or local establishment. Break times may vary but are at the discretion of the immediate supervisor of the shift worked. Break time shall not be used to cover late arrival to work or early departure from work and cannot be used to extend the lunch break.
- 29.1.5. Under no circumstances shall custodial personnel, maintenance personnel, or mechanics be permitted to aggregate their thirty minute lunch or dinner break with either of the two fifteen-minute breaks provided in accordance with this Agreement.

29.2. *Holidays*

- 29.2.1. All custodial personnel, maintenance personnel and mechanics shall be granted the following fifteen holidays with pay:

July 4 th	Day before New Year's
Labor Day	New Year's Day
Thanksgiving	Presidents' Day
Day after Thanksgiving	Day before Christmas
Good Friday	Memorial Day
Christmas Day	
Day after Christmas	

Three additional days scheduled at the discretion of the administration.

- 29.2.2. In the event a holiday shall occur on a weekend, the holiday authorized in this Agreement shall be taken on the day that school is officially closed for that holiday.
- 29.2.3. In the event a holiday is authorized by this Agreement and school is not closed in observance of that holiday, the authorized holiday shall be taken on the next non-student day.

29.3. *Weekend Inspection*

- 29.3.1. The building custodian or a designee appointed by the Superintendent of Schools shall make an inspection each weekend for which the employee will be paid the sum of \$37.14 per inspection during the term of this Agreement.
- 29.3.2. Any employee called in because of an emergency shall be guaranteed at least two hours' time when the employee responds. Whenever schools are closed due to an emergency, either weather or facility related, declared by the Superintendent, the

nature of the maintenance/custodial position would require staff as-needed to report as part of a job specific requirement to help prepare the schools to open as soon as possible. When required to perform the duty and the employee is unavailable, appropriate documentation will be requested by the administration. If necessary, disciplinary action will be implemented if documentation is not provided.

29.4. Overtime

29.4.1. Custodial personnel, maintenance personnel or mechanics shall be paid for overtime (beyond forty hours per week or beyond eight hours per day) at the rate of time and one half. No overtime, whether in an emergency or otherwise, shall be paid unless prior approval is given by the Superintendent of Schools.

29.4.2. All overtime hours which are worked or which an employee is given an opportunity to work shall be equalized insofar as practicable. In the event that special skills are required for a specific project requiring overtime work, the Superintendent or School Business Administrator shall have the authority to assign said work to the employee the Superintendent or School Business Administrator deems most qualified.

29.4.3. All overtime worked by each employee shall be posted in a conspicuous place.

29.4.4. There will be no change in the present practice regarding payment of overtime.

29.5. Custodial Personnel's, Maintenance Personnel's, and Mechanics' Vacations

29.5.1. Any twelve month member will be required to use the twelve month member's annual vacation allocation within fourteen months of the allocation. Vacation days shall be earned at the rate set forth in Articles 28.5.1 through 28.5.1.10, beginning with the member's date of hire until June 30 of that same school year and from July 1 until June 30 of every subsequent year. Such annual accumulation will be required to be used by August 31st of the following year (for example: all annual vacation accrued from July 1, 2013 to June 30, 2014 must be used by August 30, 2015). This provision will be in effect for the 2025-2026 school year and expire on June 30th of the 2026-2027 school year.

Should extenuating circumstances develop which make this provision impossible to achieve, the individual member may appeal to the Superintendent, whose permission may be granted at the Superintendent's sole discretion.

Custodial and maintenance employees shall not be allowed to use vacation time two weeks before the start of the student school year. Vacation time during those two weeks may be granted only for extenuating circumstances, such as marriage of employee; high school or college graduation of the employee, spouse, the employee's child, aunt, uncle, niece, nephew, and members of the employee's immediate household; examination for degree of the employee; marriage in immediate family as defined under emergency days (Article 15.2.5.2), the

employee's aunt, uncle, niece, nephew, and members of the employee's immediate household; religious holiday, at the discretion of the Superintendent. Application to the Superintendent to use vacation days for extenuating circumstances shall be made at least five (5) working days before such leave is to be taken. If a response is not received by the employee at least two (2) days before such leave is to be taken, it shall be considered to be approved.

Beginning with the transition from the 2026-2027 school year into the 2027-2028 school year (July 1, 2027) an employee will be permitted to carry over no more than five (5) vacation days into the next year which must be used on or before December 31st. It is expressly understood that these days shall not accumulate from year to year. The maximum amount that an employee could ever have would be equivalent to one year carryover of five (5) days.

For example, an employee can only carryover a maximum of five (5) days from the 2026-2027 school year into the 2027-2028 school year and beyond. Any days remaining beyond the five (5) days on June 30, 2027, will be forfeited.

All vacation days accumulated by a member prior to June 30, 2008 can remain in the member's vacation bank and will not be subject to the limitation described in the above paragraph.

- 29.5.1.1. First year: One day for each month of service up to a maximum of ten days.
- 29.5.1.2. One year of service, ten working days.
- 29.5.1.3. At the conclusion of five years of service, fifteen working days of vacation shall be granted.
- 29.5.1.4. At the conclusion of fifteen years of service, one additional day of vacation shall be added to the fifteen working days for each year up to sixteen years of service.
- 29.5.1.5. At the conclusion of sixteen years of service, twenty working days of vacation shall be granted.
- 29.5.1.6. At the conclusion of seventeen years of service, one additional day of vacation shall be added to the twenty working days for each year up to twenty-one years of service.
- 29.5.1.7. At the conclusion of twenty-one years of service, twenty-five working days of vacation shall be granted.

- 29.5.1.8. The following table illustrates how employee vacation days are earned, as set forth in Article 28.5.1 through Article 28.5.1.7.

Yr *	Vacation Days	Yr*	Vacation Days	Yr *	Vacation Days	Yr*	Vacation Days	Yr*	Vacation Days
1	10	6	15	11	15	16	20	21	25
2	10	7	15	12	15	17	21	22	25
3	10	8	15	13	15	18	22	+	25
4	10	9	15	14	15	19	23		
5	15	10	15	15	16	20	24		
* All references to “Yr” above are intended to refer to “at the conclusion of year” as indicated in Article 28 above. ** This chart assumes a July 1st start date. Start dates after July 1st will be prorated.									

- 29.5.1.9. Any person employed between July 1 and December 31 shall, upon the anniversary of the fifth year of employment, be granted five additional vacation days to be taken during the summer vacation period during that year in which the fifth anniversary is observed.

- 29.5.1.10. Any person employed from January 1 to June 30 shall receive five additional vacation days during the summer vacation period of that year in which the anniversary of the fifth year is observed.

Example: Employee hired November, 1991, shall be eligible for these additional vacation days during July and August of 1996. Employee hired March, 1992, shall be eligible for these additional vacation days during the months of July and August of 1997.

29.6. *Equipment*

- 29.6.1. The Board shall provide:

- 29.6.1.1. Five uniforms, one pair of coveralls, one jacket, one set of foul weather over-garments, and one set of insulated garments per year at no cost to maintenance personnel and mechanics no later than August 1 of each year;

- 29.6.1.2. Five uniforms per year at no cost to custodial personnel no later than August 1 of each year that shall be worn daily;

- 29.6.1.3. One set of foul weather over-garments for each elementary school and intermediate school, two for the middle school, and three for the high school for use by the building custodial personnel no later than August 1 of each year;
- 29.6.1.4. Two pairs of safety goggles in each school;
- 29.6.1.5. One set of insulated garments for each of the custodial personnel, provided once every three years;
- 29.6.1.6. One pair of safety shoes, which shall be worn daily;
- 29.6.2. One set of basic tools sufficient to complete assigned tasks in a competent and professional manner subject to yearly inspection for each mechanic, maintenance worker, and building (Head) custodian. Replacement of missing tools shall be the responsibility of the mechanic, maintenance worker, and building custodian; however, replacement of worn tools shall be at the expense of the Board. The Board shall be responsible to provide and supply any specialized tools as approved by the School Business Administrator and Director of Environmental Services needed for the performance of assigned tasks.
- 29.6.3. All items in Article 28.6 remain the property of the Board of Education with the exception of the jacket, shoes, uniforms, and coveralls.

29.7. *Course Reimbursement*

- 29.7.1. The Board of Education will reimburse custodial and maintenance employees for the costs of all courses successfully completed and licenses or certificates obtained or renewed which the Board requests or requires them to complete, obtain or renew.

29.8. *Salary Guide*

- 29.8.1. Schedule J attached hereto shall constitute the salary guide for the term of this Agreement and shall be incorporated as an integral part of this Agreement.
- 29.8.2. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).
- 29.9. Any custodial, maintenance, or mechanic worker who leaves the School District after fifteen or more years of service in the District shall be eligible for terminal leave pay to be computed using the ratio of one day's pay for every five days of accumulated unused sick leave subject to the procedures of 21.1.1. Custodial, maintenance or mechanic workers hired after July 1, 2005 shall be entitled to payment for accumulated sick leave in accordance with this section only upon retirement.

- 29.9.1. Accumulated sick leave under the Agreement formula shall be capped for all custodial and maintenance personnel at the maximum amount the employee is entitled to on June 30, 1999 or \$15,000, whichever is greater.
- 29.9.2. The Board agrees to reimburse maintenance, custodial and mechanic employees at the Internal Revenue Service allowance for any school related travel in the employee's vehicle which the Superintendent or the Superintendent's designee requires.
- 29.10. Prior to using sick leave, any custodial, maintenance, or mechanic worker must provide their supervisor with notice at least one hour prior to the start of their shift, except in extraordinary circumstances where such notice is impractical.
- 29.11. The Maintenance Trainees shall be evaluated for three (3) full school years and if they acquire the necessary skills and educational training to enable them to perform the duties and responsibilities of full-time Maintenance Personnel and Mechanics and are renewed for a 4th school year they will be placed on Step 1 of the Maintenance Mechanic salary guide.

30. Transportation Personnel

30.1. Work Year

- 30.1.1. All student transportation drivers shall be employed on a ten month school year basis at an hourly rate based on routes as determined by the Board of Education. The District will pay the cost associated with annual relicensing of the employees' Commercial Drivers' License.

30.2. Salaries

- 30.2.1. Salaries shall be paid on the following basis: in twenty equal installments at regular intervals.
- 30.2.2. Overtime shall be paid at one and one half times the regular hourly pay for each hour over forty hours per week. Contracted time lost because of school closings in any week during the school year (except during scheduled Winter and Spring vacations) shall be counted toward the forty hours required to achieve the overtime rate, but transportation personnel shall not be paid for this loss of time.
- 30.2.3. Individual contracts shall be reviewed in January, and adjustments, if required, made effective February 1st.

30.3. Non-Regular Routes

- 30.3.1. Assignment to non-regular routes shall be made in a fair manner on the basis of seniority. Non-regular routes shall be posted according to mutually agreed upon times and made available for driver review for the duration of the agreed to period. Such routes shall be posted in a mutually agreed upon location that is

available for review regardless of the Transportation office being opened or closed.

- 30.3.2. “Class A” routes shall be interpreted as a regular school run (except kindergarten) operated on a continuous daily basis by which students are taken to and from school. Class A routes shall be assigned to drivers at the beginning of each school year, and shall be selected based upon seniority. If a vacancy exists, drivers will have the choice of filling new runs or vacant runs on the basis of seniority. New drivers will fill any vacancies left.

The District shall make route packages available for review by an Association Review Committee, at least seventy-two hours prior to the day scheduled for selection of routes by drivers. The Review Committee shall consist of four representatives of the Association or their designees who shall perform their duties on their own time and at their own expense.

Routes shall be clearly marked to indicate route numbers, vehicle types, starting and finishing times, schools served, and the estimated time of the overall route. Routes shall be shared with all drivers for review prior to selection. Selection of routes shall take place prior to the beginning of the school year in a manner mutually agreed upon by the Director of Transportation and the Association, which may include having an Association Representative present as routes are reviewed and selected.

“Class B” routes shall be interpreted as adjunct routes (examples: ESL, kindergarten, late bus routes). These routes are to be granted on the basis of seniority. Any Class B route arising during the school year shall be posted a minimum of five working days in advance.

Extra runs (field trips, etc.) shall be posted within forty-eight hours in advance when possible. Extra runs will be given on a rotating seniority basis. If a driver will not operate the extra run, the driver will be charged with a turn.

Weekdays:

The Supervisor-dispatcher will ask each driver on the seniority list, beginning with their appropriate place on the list, to work extra runs beginning with Monday’s extra runs. The driver will be asked to work the next day’s extra runs once the preceding day’s runs are assigned. If more than one extra run is available on a weekday, the first driver to be asked to work will have the driver’s choice of that day’s extra run. If unanticipated weekday runs occur, the driver at the appropriate place on the seniority list will be asked to work.

Weekends:

The Supervisor-dispatcher will ask each driver on the seniority list weekend schedule, beginning with the appropriate place on the list, to work extra runs, beginning with Saturday runs. The driver will be asked to work Sunday’s extra

runs once Saturday's runs are assigned. If more than one extra run is available on a weekend day, the first driver to be asked to work will have the driver's choice of that day's extra run. If unanticipated weekend day runs occur, the driver at the appropriate place on the seniority list will be asked to work.

Daytime:

Field trips that occur during the hours school is in session will be assigned to drivers who are available (not during regularly scheduled school routes) based on seniority.

Discontinued Routes:

When a run is discontinued, the driver of the discontinued run will have the option of assuming the route of the lowest seniority driver, if the driver is qualified and able to perform the duties the routes will require.

Cancellations:

When an extra run is canceled, the canceled driver will be the first to be asked for the next available extra run. All extra runs worked shall be posted in a conspicuous place, showing name of employee who works that run.

Termination of Employment:

In the event that a driver leaves the Board's employ, the driver's entire assignment shall be made available to all remaining drivers interested and shall be filled on the basis of seniority.

- 30.3.3. When required to attend meetings, transportation personnel shall be compensated at their normal hourly rate.

30.4. Resignation

- 30.4.1. Any student transportation driver, who wishes to resign the driver's employment, shall furnish the Board of Education with a two week advance notice of intention to resign, which notice shall be in writing, dated and signed by the employee in question and delivered personally to the Superintendent of Schools or School Business Administrator or mailed certified mail, return receipt requested. Such notice shall become effective upon receipt by the Board of Education or Superintendent of Schools or School Business Administrator. Termination of employment initiated by the Board of Education shall include a two week advance notice to the employee being terminated.

30.5. Salary Guide

- 30.5.1. Schedule K attached hereto shall constitute the salary guide for the term of this Agreement and shall be incorporated as an integral part of this Agreement.

- 30.5.2. No increments shall be paid upon the expiration of this Agreement until a successor agreement is finalized, consistent with the holding in *The Board of Education of Neptune v. Neptune Township Education Association*, 144 N.J. 16 (1996).
- 30.6. Transportation personnel shall be compensated at their normal hourly rate of pay for all meetings except for those meetings relative to disciplinary actions at which their attendance is required by the administration.
- 30.7. Any transportation employee called from home to return to work outside of the transportation employee's regular schedule shall be paid a minimum equivalent to one hour at the normal pay rate.
- 30.8. All student transportation drivers shall receive payment of one hour per month at their regular rate for drivers' route report paper work time.
- 30.9. Any transportation worker who leaves the School District after fifteen or more years of service in the District shall be eligible for terminal leave pay to be computed using the ratio of one day's pay for every five days of accumulated unused sick leave subject to the procedures of 21.1.1.
- 30.9.1. Accumulated sick leave under the Agreement formula shall be capped for all transportation workers at the maximum amount the employee is entitled to on June 30, 1999 or \$15,000, whichever is greater. Transportation workers hired after July 1, 2005 shall be entitled to payment for accumulated sick leave in accordance with this section only upon retirement.
- 30.10. *Physical Exams for Student Transportation Drivers***
- 30.10.1. The Board, at its sole cost and expense, shall reimburse for physical examination for student transportation drivers employed by the Board. To receive reimbursement, the driver must submit proof of examination and certificate unless the driver has been evaluated per Article 30.10.2. Such examination shall be given each driver as required by law or regulation and shall be done by a state-certified physician chosen by the Board. Said examinations shall be limited strictly to those matters required to operate a school bus or van in a public school system in the State of New Jersey.
- 30.10.2. Drivers electing to have physical examination by a physician other than the one chosen by the Board will be reimbursed in an amount not to exceed the fee currently charged by the Board physician.
- 30.11. The Board shall provide one all-weather jacket to each Transportation employee one time per contract. New hires shall be provided this item if available or no later than the next order.

31. Insurance

- 31.1. The Board shall provide health-care insurance protection to eligible employees, as set forth in Articles 20.6.1, 20.6.2, and 20.6.3.
- 31.2. “Eligible Employees” shall be defined in the context of this Article as full-time personnel, steadily employed by the Board who work not less than thirty hours per calendar week on a regular basis.
- 31.3. Selection of Carrier/Change in Coverage – As set forth in Articles 20.8.1 and 20.8.2.
- 31.4. Section 125 plans – As set forth in Articles 20.10, 20.10.1, and 20.10.2.

32. Voluntary Transfers

32.1. Voluntary Transfers

- 32.1.1. No later than five working days following the known availability of any position in the District all members of the units shall receive notice, by posting the same in a conspicuous place, regarding the opening. If no application is received within ten days of notice, the position will be filled from the outside.
- 32.2. Employees who desire a change in assignment or who desire to transfer to another position may file a written statement of such preference at any time with the Superintendent or School Business Administrator. Such statement shall include the present position and the assignment to which the employee desires to be transferred.
- 32.3. In the determination of requests for voluntary transfer, the wishes of the individual employee shall be considered to the extent that the transfer does not conflict with the best interest of the school system, and no such request shall be denied arbitrarily or capriciously.
- 32.4. If a request for voluntary transfer is denied, the employee shall be given the reasons.

33. Sick Leave

- 33.1. Except as otherwise noted, the provisions of Article 14 shall apply to those employees included in Section Three of this Agreement.

34. Leaves of Absence

34.1. Temporary Leaves of Absence

- 34.1.1. Personal leave – As set forth in Articles 15.2.2 and 15.2.2.1.

- 34.1.2. Legal – As set forth in Article 15.2.4.
- 34.1.3. Emergency Days – As set forth in Articles 15.2.5.1, 15.2.5.2, and 15.2.5.3.
- 34.1.4. Good Cause – As set forth in Article 15.2.6.
- 34.2. Temporary Military Leaves of Absence – As set forth in Article 15.3.1. Additionally, an employee included in Section Three of this Agreement shall be paid the difference between the employee's regular salary and the employee's military pay.
- 34.3. *Extended Leaves of Absence***
 - 34.3.1. Military – As set forth in Article 15.1.3.
 - 34.3.2. The Board hereby agrees to consider each employee requesting child care leave on an individual basis.
 - 34.3.3. A pregnant employee's leave shall be the same as set forth in Article 15.1.4.2.
 - 34.3.4. The provisions of Article 15.1.4.5 will apply to employees included in Section Three of this Agreement.
 - 34.3.5. Good Cause – As set forth in Article 15.1.6.
 - 34.3.6. Return from Leave – Upon return from leave granted pursuant to Section 33.3 of this Article (extended leaves of absences), an employee shall be considered as if the employee were actively employed by the Board during the period of such leave and shall be placed on the salary schedule at the level the employee would have achieved if the employee had not been absent. To be eligible for increment credit, the employee must have worked at least one-half of the preceding contractual year.

35. Transfers Between Positions

- 35.1. In the event an employee shall transfer between various positions in the district, that employee shall be granted the corresponding step on the salary guide applicable to the employee's new position.

Section Four

Forms and Salary Guides for All Unit Members

Schedule A Grievance Form

Grievant's Name: _____ Grievance No.: _____

Work Location: _____ Job Title and Grade/Subject: _____

Immediate Supervisor: _____

Description of Alleged Violation: _____

Specific Provision of Agreement or Principal Areas Violated: _____

Date of Occurrence of Alleged Violation: _____

Remedy Sought: _____

LEVEL ONE: Informal Discussion

Date of Level One Informal Discussion: _____

The Grievant is not satisfied with the outcome of Level One and wishes to proceed to Level Two.

Signature of Grievant or Representative: _____ Date: _____

LEVEL TWO: Principal or Supervisor

Date Received: _____ Date Answered: _____

Disposition: Denied _____ Granted: _____

Reason: _____

Principal's or Supervisor's Signature: _____

The Grievant is not satisfied with the outcome of Level Two and wishes to proceed to Level Three.

Signature of Grievant or Representative: _____ Date: _____

LEVEL THREE: Superintendent

Date Received: _____ Date Answered: _____

Disposition: Denied _____ Granted: _____

Reason: _____

Superintendent's Signature: _____

The Grievant is not satisfied with the outcome of Level Three and wishes to proceed to Level Four.

Signature of Grievant or Representative: _____ Date: _____

LEVEL FOUR: Board of Education

Board Hearing Date: _____ Date Answered: _____ Date Received: _____

Disposition: Denied _____ Granted: _____

Reason: _____

The Grievant is not satisfied with the outcome of Level Three and wishes to proceed to Level Five.

Signature of Grievant or Representative: _____ Date: _____

LEVEL FIVE: *The grievant is not satisfied with the outcome at Level Four and the Association wishes to proceed to arbitration.*

Signature of Grievant or Representative: _____ Date: _____

HEA Representative's Signature: _____ Date: _____

Schedule A-1 – Grievance Form for Custodians, Maintenance Personnel, Student Transportation Drivers, and Mechanics

Grievant's Name: _____ Grievance No.: _____
Work Location: _____ Job Title and Grade/Subject: _____
Immediate Supervisor: _____
Description of Alleged Violation: _____

Specific Provision of Agreement or Principal Areas Violated: _____

Date of Occurrence of Alleged Violation: _____

Remedy Sought: _____

Date of Informal Discussion with Immediate Supervisor required by Article 26.2.1.1: _____

LEVEL ONE: Business Administrator

Date Received: _____ Date Answered: _____

Disposition: Denied _____ Granted: _____

Reason: _____

Business Administrator's Signature: _____

The Grievant is not satisfied with the outcome of Level One and wishes to proceed to Level Two.

Signature of Grievant or Representative: _____ Date: _____

LEVEL TWO: Superintendent _____

Date Received: _____ Date Answered: _____

Disposition: Denied _____ Granted: _____

Reason: _____

Superintendent's Signature: _____

The Grievant is not satisfied with the outcome of Level Two and wishes to proceed to Level Three.

Signature of Grievant or Representative: _____ Date: _____

LEVEL THREE: Board of Education

Board Hearing Date: _____ Date Answered: _____ Date Received: _____

Disposition: Denied _____ Granted: _____

Reason: _____

The Grievant is not satisfied with the outcome of Level Three and wishes to proceed to Level Four.

Signature of Grievant or Representative: _____ Date: _____

LEVEL FOUR: Advisory Arbitration

The grievant is not satisfied with the outcome at Level Four and the Association wishes to proceed to arbitration.

Signature of Grievant or Representative: _____ Date: _____

HEA Representative's Signature: _____ Date: _____

Schedule B-1 – Certificated Staff Salary Guide 2025-2026

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	66,665	68,065	68,765	70,865	72,965	75,065	77,165	79,265	81,365
2	66,915	68,315	69,015	71,115	73,215	75,315	77,415	79,515	81,615
3	67,165	68,565	69,265	71,365	73,465	75,565	77,665	79,765	81,865
4	67,665	69,065	69,765	71,865	73,965	76,065	78,165	80,265	82,365
5	68,165	69,565	70,265	72,365	74,465	76,565	78,665	80,765	82,865
6	69,235	70,635	71,335	73,435	75,535	77,635	79,735	81,835	83,935
7	70,315	71,715	72,415	74,515	76,615	78,715	80,815	82,915	85,015
8	72,240	73,640	74,340	76,440	78,540	80,640	82,740	84,840	86,940
9	74,275	75,675	76,375	78,475	80,575	82,675	84,775	86,875	88,975
10	76,410	77,810	78,510	80,610	82,710	84,810	86,910	89,010	91,110
11	78,645	80,045	80,745	82,845	84,945	87,045	89,145	91,245	93,345
12	80,980	82,380	83,080	85,180	87,280	89,380	91,480	93,580	95,680
13-14	83,415	84,815	85,515	87,615	89,715	91,815	93,915	96,015	98,115
15-16	85,950	87,350	88,050	90,150	92,250	94,350	96,450	98,550	100,650

Longevity Pay, pursuant to Article 20.1

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

Employed before July 1, 2025:

\$3,500 After 20 years of experience, 10 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 15 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 20 of which are in the Hillsborough School District

Employed on or after July 1, 2025:

\$3,500 After 20 years of experience, 15 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 20 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 25 of which are in the Hillsborough School District

Schedule B-1 - Certificated Staff Salary Guide 2026-2027

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	68,745	70,145	70,845	72,945	75,045	77,145	79,245	81,345	83,445
2	68,995	70,395	71,095	73,195	75,295	77,395	79,495	81,595	83,695
3	69,245	70,645	71,345	73,445	75,545	77,645	79,745	81,845	83,945
4	69,745	71,145	71,845	73,945	76,045	78,145	80,245	82,345	84,445
5	70,245	71,645	72,345	74,445	76,545	78,645	80,745	82,845	84,945
6	71,320	72,720	73,420	75,520	77,620	79,720	81,820	83,920	86,020
7	72,400	73,800	74,500	76,600	78,700	80,800	82,900	85,000	87,100
8	74,325	75,725	76,425	78,525	80,625	82,725	84,825	86,925	89,025
9	76,360	77,760	78,460	80,560	82,660	84,760	86,860	88,960	91,060
10	78,495	79,895	80,595	82,695	84,795	86,895	88,995	91,095	93,195
11	80,730	82,130	82,830	84,930	87,030	89,130	91,230	93,330	95,430
12	83,065	84,465	85,165	87,265	89,365	91,465	93,565	95,665	97,765
13	85,500	86,900	87,600	89,700	91,800	93,900	96,000	98,100	100,200
14-15	88,035	89,435	90,135	92,235	94,335	96,435	98,535	100,635	102,735

Longevity Pay, pursuant to Article 20.1

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

Employed before July 1, 2025:

\$3,500 After 20 years of experience, 10 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 15 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 20 of which are in the Hillsborough School District

Employed on or after July 1, 2025:

\$3,500 After 20 years of experience, 15 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 20 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 25 of which are in the Hillsborough School District

Schedule B-1 - Certificated Staff Salary Guide 2027-2028

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	71,040	72,440	73,140	75,240	77,340	79,440	81,540	83,640	85,740
2	71,290	72,690	73,390	75,490	77,590	79,690	81,790	83,890	85,990
3	71,540	72,940	73,640	75,740	77,840	79,940	82,040	84,140	86,240
4	72,040	73,440	74,140	76,240	78,340	80,440	82,540	84,640	86,740
5	72,540	73,940	74,640	76,740	78,840	80,940	83,040	85,140	87,240
6	73,620	75,020	75,720	77,820	79,920	82,020	84,120	86,220	88,320
7	74,705	76,105	76,805	78,905	81,005	83,105	85,205	87,305	89,405
8	76,630	78,030	78,730	80,830	82,930	85,030	87,130	89,230	91,330
9	78,665	80,065	80,765	82,865	84,965	87,065	89,165	91,265	93,365
10	80,800	82,200	82,900	85,000	87,100	89,200	91,300	93,400	95,500
11	83,035	84,435	85,135	87,235	89,335	91,435	93,535	95,635	97,735
12	85,370	86,770	87,470	89,570	91,670	93,770	95,870	97,970	100,070
13	87,805	89,205	89,905	92,005	94,105	96,205	98,305	100,405	102,505
14	90,340	91,740	92,440	94,540	96,640	98,740	100,840	102,940	105,040

Longevity Pay, pursuant to Article 20.1

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

Employed before July 1, 2025:

\$3,500 After 20 years of experience, 10 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 15 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 20 of which are in the Hillsborough School District

Employed on or after July 1, 2025:

\$3,500 After 20 years of experience, 15 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 20 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 25 of which are in the Hillsborough School District

Schedule B-1 – Certificated Staff Salary Guide 2028-2029

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	73,315	74,715	75,415	77,515	79,615	81,715	83,815	85,915	88,015
2	73,565	74,965	75,665	77,765	79,865	81,965	84,065	86,165	88,265
3	73,815	75,215	75,915	78,015	80,115	82,215	84,315	86,415	88,515
4	74,315	75,715	76,415	78,515	80,615	82,715	84,815	86,915	89,015
5	74,815	76,215	76,915	79,015	81,115	83,215	85,315	87,415	89,515
6	75,905	77,305	78,005	80,105	82,205	84,305	86,405	88,505	90,605
7	76,995	78,395	79,095	81,195	83,295	85,395	87,495	89,595	91,695
8	78,920	80,320	81,020	83,120	85,220	87,320	89,420	91,520	93,620
9	80,955	82,355	83,055	85,155	87,255	89,355	91,455	93,555	95,655
10	83,090	84,490	85,190	87,290	89,390	91,490	93,590	95,690	97,790
11	85,325	86,725	87,425	89,525	91,625	93,725	95,825	97,925	100,025
12	87,660	89,060	89,760	91,860	93,960	96,060	98,160	100,260	102,360
13	90,095	91,495	92,195	94,295	96,395	98,495	100,595	102,695	104,795
14	92,630	94,030	94,730	96,830	98,930	101,030	103,130	105,230	107,330

Longevity Pay, pursuant to Article 20.1

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

Employed before July 1, 2025:

\$3,500 After 20 years of experience, 10 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 15 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 20 of which are in the Hillsborough School District

Employed on or after July 1, 2025:

\$3,500 After 20 years of experience, 15 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 20 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 25 of which are in the Hillsborough School District

Schedule B-1 – Certificated Staff Salary Guide 2029-2030

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	75,870	77,270	77,970	80,070	82,170	84,270	86,370	88,470	90,570
2	76,370	77,770	78,470	80,570	82,670	84,770	86,870	88,970	91,070
3	76,870	78,270	78,970	81,070	83,170	85,270	87,370	89,470	91,570
4	77,370	78,770	79,470	81,570	83,670	85,770	87,870	89,970	92,070
5	77,870	79,270	79,970	82,070	84,170	86,270	88,370	90,470	92,570
6	78,370	79,770	80,470	82,570	84,670	86,770	88,870	90,970	93,070
7	79,500	80,900	81,600	83,700	85,800	87,900	90,000	92,100	94,200
8	81,425	82,825	83,525	85,625	87,725	89,825	91,925	94,025	96,125
9	83,460	84,860	85,560	87,660	89,760	91,860	93,960	96,060	98,160
10	85,595	86,995	87,695	89,795	91,895	93,995	96,095	98,195	100,295
11	87,830	89,230	89,930	92,030	94,130	96,230	98,330	100,430	102,530
12	90,165	91,565	92,265	94,365	96,465	98,565	100,665	102,765	104,865
13	92,600	94,000	94,700	96,800	98,900	101,000	103,100	105,200	107,300
14	95,135	96,535	97,235	99,335	101,435	103,535	105,635	107,735	109,835

Longevity Pay, pursuant to Article 20.1

Longevity pay will be added to teachers' pensionable salaries based on the following criteria:

Employed before July 1, 2025:

\$3,500 After 20 years of experience, 10 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 15 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 20 of which are in the Hillsborough School District

Employed on or after July 1, 2025:

\$3,500 After 20 years of experience, 15 of which are in the Hillsborough School District

\$6,500 After 25 years of experience, 20 of which are in the Hillsborough School District

\$12,500 After 30 years of experience, 25 of which are in the Hillsborough School District

Schedule B-2 – Certificated Staff Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030
Step		Step		Step		Step		Step		Step
										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	->	12
8	->	9	->	10	->	11	->	12	->	13
9	->	10	->	11	->	12	->	13	->	14
10	->	11	->	12	->	13	->	14	->	14
11	->	12	->	13	->	14	->	14	->	14
12-13	->	13-14	->	14-15	->	14	->	14	->	14
14-15	->	15-16	->	14-15	->	14	->	14	->	14
16	->	15-16	->	14-15	->	14	->	14	->	14

Schedule C-1- Ten and Twelve Month Office Personnel Salary Guide 2025-2026

Step	12 Month Admin. Assistant	10 Month Admin. Assistant	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1-2	58,044	47,306	58,744	71,946	61,955
3	58,349	47,554	59,049	72,324	62,260
4	58,654	47,803	59,354	72,702	62,565
5	59,139	48,198	59,839	73,303	63,050
6	59,639	48,606	60,339	73,923	63,550
7	60,139	49,013	60,839	74,542	64,050
8	60,669	49,445	61,369	75,199	64,580
9	61,359	50,008	62,059	76,054	65,270
10	62,104	50,615	62,804	76,978	66,015
11-12	62,899	51,263	63,599	77,963	66,810
13-14	63,744	51,951	64,444	79,011	67,655
15-16	64,639	52,681	65,339	80,120	68,550
17	65,584	53,451	66,284	81,291	69,495
18	66,579	54,262	67,279	82,525	70,490
19	67,624	55,114	68,324	83,820	71,535
20	68,719	56,006	69,419	85,177	72,630

Schedule C-1- Ten and Twelve Month Office Personnel Salary Guide 2026-2027

Step	12 Month Admin. Assistant	10 Month Admin. Assistant	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1-3	59,874	48,797	60,574	74,214	63,785
4	60,344	49,180	61,044	74,796	64,255
5	60,814	49,563	61,514	75,379	64,725
6	61,314	49,971	62,014	75,999	65,225
7	61,819	50,382	62,519	76,625	65,730
8	62,349	50,814	63,049	77,282	66,260
9	63,044	51,381	63,744	78,143	66,955
10	63,789	51,988	64,489	79,066	67,700
11	64,584	52,636	65,284	80,052	68,495
12-13	65,429	53,325	66,129	81,099	69,340
14-15	66,324	54,054	67,024	82,209	70,235
16-17	67,269	54,824	67,969	83,380	71,180
18	68,264	55,635	68,964	84,613	72,175
19	69,309	56,487	70,009	85,909	73,220
20	70,404	57,379	71,104	87,266	74,315

Schedule C-1- Ten and Twelve Month Office Personnel Salary Guide 2027-2028

Step	12 Month Admin. Assistant	10 Month Admin. Assistant	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1	61,567	50,177	62,267	76,312	65,478
2-4	62,052	50,572	62,752	76,913	65,963
5	62,537	50,968	63,237	77,515	66,448
6	63,039	51,377	63,739	78,137	66,950
7	63,539	51,784	64,239	78,757	67,450
8	64,074	52,220	64,774	79,420	67,985
9	64,769	52,787	65,469	80,281	68,680
10	65,514	53,394	66,214	81,205	69,425
11	66,309	54,042	67,009	82,190	70,220
12	67,154	54,731	67,854	83,237	71,065
13-14	68,049	55,460	68,749	84,347	71,960
15-16	68,994	56,230	69,694	85,518	72,905
17-18	69,989	57,041	70,689	86,751	73,900
19	71,034	57,893	71,734	88,047	74,945
20	72,124	58,781	72,824	89,398	76,035

Schedule C-1- Ten and Twelve Month Office Personnel Salary Guide 2028-2029

Step	12 Month Admin. Assistant	10 Month Admin. Assistant	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1-2	63,929	52,102	64,629	79,240	67,840
3-5	64,429	52,510	65,129	79,860	68,340
6	64,929	52,917	65,629	80,479	68,840
7	65,334	53,247	66,034	80,981	69,245
8	65,864	53,679	66,564	81,638	69,775
9	66,559	54,246	67,259	82,500	70,470
10	67,304	54,853	68,004	83,423	71,215
11	68,099	55,501	68,799	84,409	72,010
12	68,944	56,189	69,644	85,456	72,855
13	69,839	56,919	70,539	86,565	73,750
14-15	70,784	57,689	71,484	87,737	74,695
16-17	71,779	58,500	72,479	88,970	75,690
18-19	72,824	59,352	73,524	90,265	76,735
20	73,914	60,240	74,614	91,616	77,825

Schedule C-1- Ten and Twelve Month Office Personnel Salary Guide 2029-2030

Step	12 Month Admin. Assistant	10 Month Admin. Assistant	Accounting Clerk	12 Month Data Entry Operator	Head Bookkeeper
1-3	66,064	53,842	66,764	81,886	69,975
4-6	66,634	54,307	67,334	82,593	70,545
7	67,204	54,771	67,904	83,299	71,115
8	67,774	55,236	68,474	84,006	71,685
9	68,469	55,802	69,169	84,867	72,380
10	69,214	56,409	69,914	85,791	73,125
11	70,009	57,057	70,709	86,776	73,920
12	70,854	57,746	71,554	87,824	74,765
13	71,749	58,475	72,449	88,933	75,660
14	72,694	59,246	73,394	90,104	76,605
15-16	73,689	60,057	74,389	91,338	77,600
17-18	74,734	60,908	75,434	92,633	78,645
19	75,824	61,797	76,524	93,984	79,735

Schedule C-2-Ten and Twelve Month Office Personnel Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1-3	
								1-2	->	1-3	
						1	->	1-2	->	1-3	
				1-3	->	2-4	->	3-5	->	4-6	
		1-2	->	1-3	->	2-4	->	3-5	->	4-6	
1	->	1-2	->	1-3	->	2-4	->	3-5	->	4-6	
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	->	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	->	15-16	->	16-17	->	17-18	->	18-19	->	19	
16	->	17	->	18	->	19	->	20	->	19	
17	->	18	->	19	->	20	->	20	->	19	
18	->	19	->	20	->	20	->	20	->	19	
19	->	20	->	20	->	20	->	20	->	19	
20	->	20	->	20	->	20	->	20	->	19	

Schedule D-1 – Instructional Assistants Salary Guide

2025-26		2026-27		2027-28		2028-29		2029-30	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	40,110	1	41,530	1	43,035	1	44,590	1	46,200
2	40,560	2	41,980	2	43,485	2	45,040	2	46,650
3	41,010	3	42,430	3	43,935	3	45,490	3	47,100
4	41,460	4	42,880	4	44,385	4	45,940	4	47,550

Schedule D-2 - Instructional Assistants Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1	
								1	->	2	
						1	->	2	->	3	
				1	->	2	->	3	->	4	
		1	->	2	->	3	->	4	->	4	
1	->	2	->	3	->	4	->	4	->	4	
2	->	3	->	4	->	4	->	4	->	4	
3	->	4	->	4	->	4	->	4	->	4	
4	->	4	->	4	->	4	->	4	->	4	

Schedule E-1 - Ten and Twelve Month Clerical Assistants Salary Guide

<u>2025-2026</u>		<u>2026-2027</u>		<u>2027-2028</u>		<u>2028-2029</u>		<u>2029-2030</u>	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	30.92	1	31.82	1	32.93	1	34.06	1	35.26
2	31.22	2	32.12	2	33.25	2	34.40	2	35.61
3	31.37	3	32.42	3	33.57	3	34.74	3	35.96

Schedule E-2 - Ten and Twelve Month Clerical Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1	
								1		->	
						1		->		2	
				1		->		2		->	
				2		->		3		->	
1		->		3		->		3		->	
2		->		3		->		3		->	
3		->		3		->		3		->	

Schedule F-1 - Lunch Aides Salary Guide

2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	22.35	1	22.94	1	23.61	1	24.48	1	25.41
2	22.85	2	23.44	2	24.11	2	24.98	2	25.91
3	23.36	3	23.94	3	24.61	3	25.48	3	26.41
4	23.86	4	24.44	4	25.11	4	25.98	4	26.91
5	24.49	5	25.06	5	25.73	5	26.48	5	27.41

Schedule F-2 – Lunch Aides Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1	
								1		->	
						1		->		2	
						2		->		3	
				1		->		3		->	
		1		->		2		->		4	
1		->		2		->		3		->	
2		->		3		->		4		->	
3		->		4		->		5		->	
4		->		5		->		5		->	
5		->		5		->		5		->	

Schedule G-1 - Building Monitor Salary Guide

2025-26		2026-27		2027-28		2028-29		2029-30	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	46,705	1	47,745	1	48,845	1	50,285	1	52,135
2	47,355	2	48,395	2	49,495	2	50,935	2	52,785
3	48,005	3	49,045	3	50,145	3	51,585	3	53,435
4	48,655	4	49,695	4	50,795	4	52,235	4	54,085
5	49,305	5	50,345	5	51,445	5	52,885	5	54,735

Schedule G-2 - Building Monitor Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1	
								1	->	2	
						1	->	2	->	3	
				1	->	2	->	3	->	4	
		1	->	2	->	3	->	4	->	5	
1	->	2	->	3	->	4	->	5	->	5	
2	->	3	->	4	->	5	->	5	->	5	
3	->	4	->	5	->	5	->	5	->	5	
4	->	5	->	5	->	5	->	5	->	5	
5	->	5	->	5	->	5	->	5	->	5	

Schedule H - Parking Lot Attendant Salary Guide

<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Hourly Rate \$29.94	Hourly Rate \$31.00	Hourly Rate \$32.10	Hourly Rate \$33.22	Hourly Rate \$34.38

Schedule I - Transportation Aides Salary Guide

<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
Hourly Rate \$30.56	Hourly Rate \$31.64	Hourly Rate \$32.76	Hourly Rate \$33.91	Hourly Rate \$35.10

Schedule J-1 - Athletic Coaches Salary Guide – 2025-2026

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
LEVEL I												
Football	\$10,789	\$11,113	\$11,446	\$7,553	\$7,780	\$8,013	\$7,013	\$7,223	\$7,440	\$5,610	\$5,778	\$5,952
LEVEL II												
Boys Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Girls Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Winter Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Baseball	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Softball	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
LEVEL III												
Boys Basketball	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
Girls Basketball	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
Wrestling	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
LEVEL IV												
Boys Lacrosse	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Girls Lacrosse	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Boys Soccer	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Girls Soccer	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
LEVEL V												
Boys Swimming	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Swimming	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Boys Cross Country	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Cross Country	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
LEVEL V (cont.)												
Field Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Boys Ice Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Ice Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
LEVEL VI												
Boys Tennis	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Girls Tennis	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Gymnastics	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Boys Volleyball	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Girls Volleyball	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
LEVEL VII												
Fall Cheerleading	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Winter Cheerleading	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Boys Golf	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Girls Golf	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034

Entry level shall be established by superintendent in consultation with principals and athletic director
There are three years between steps; therefore, it takes seven years to reach Step 3

First Assistants receive 70% of the head coaching position at their own level of experience
All other Assistants receive 65% of the head coaching position at their own level of experience
Middle School coaches will receive 80% of the asst coaching position at their own level of experience

By way of example: If the football coach were on Step 1 @ \$10,170 but the First Assistant had been in the position for seven or more years, the First Assistant's rate of pay would be based upon 70% of the head coaching stipend @ Step 3

Schedule J-2 - Athletic Coaches Salary Guide – 2026-2027

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
LEVEL I												
Football	\$10,789	\$11,113	\$11,446	\$7,553	\$7,780	\$8,013	\$7,013	\$7,223	\$7,440	\$5,610	\$5,778	\$5,952
LEVEL II												
Boys Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Girls Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Winter Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Baseball	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Softball	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
LEVEL III												
Boys Basketball	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
Girls Basketball	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
Wrestling	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
LEVEL IV												
Boys Lacrosse	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Girls Lacrosse	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Boys Soccer	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Girls Soccer	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
LEVEL V												
Boys Swimming	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Swimming	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Boys Cross Country	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Cross Country	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
LEVEL V (cont.)												
Field Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Boys Ice Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Girls Ice Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
LEVEL VI												
Boys Tennis	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Girls Tennis	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Gymnastics	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Boys Volleyball	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Girls Volleyball	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
LEVEL VII												
Fall Cheerleading	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Winter Cheerleading	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Boys Golf	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Girls Golf	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034

Entry level shall be established by superintendent in consultation with principals and athletic director
There are three years between steps; therefore, it takes seven years to reach Step 3

First Assistants receive 70% of the head coaching position at their own level of experience
All other Assistants receive 65% of the head coaching position at their own level of experience
Middle School coaches will receive 80% of the asst coaching position at their own level of experience

By way of example: If the football coach were on Step 1 @ \$10,170 but the First Assistant had been in the position for seven or more years, the First Assistant's rate of pay would be based upon 70% of the head coaching stipend @ Step 3

Schedule J-3 - Athletic Coaches Salary Guide – 2027-2028

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
LEVEL I												
Football	\$10,789	\$11,113	\$11,446	\$7,553	\$7,780	\$8,013	\$7,013	\$7,223	\$7,440	\$5,610	\$5,778	\$5,952
LEVEL II												
Boys Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Girls Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Winter Track	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Baseball	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
Softball	\$9,067	\$9,339	\$9,620	\$6,347	\$6,537	\$6,733	\$5,895	\$6,071	\$6,253	\$4,716	\$4,857	\$5,002
LEVEL III												
Boys Basketball	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
Girls Basketball	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
Wrestling	\$8,675	\$8,935	\$9,203	\$6,073	\$6,254	\$6,442	\$5,638	\$5,808	\$5,982	\$4,510	\$4,646	\$4,786
LEVEL IV												
Boys Lacrosse	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Girls Lacrosse	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Boys Soccer	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
Girls Soccer	\$8,462	\$8,716	\$8,979	\$5,924	\$6,102	\$6,285	\$5,501	\$5,666	\$5,836	\$4,401	\$4,533	\$4,669
LEVEL V												
Boys Swimming	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Swimming	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Boys Cross Country	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Girls Cross Country	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
LEVEL V (cont.)												
Field Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
Boys Ice Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Girls Ice Hockey	\$7,828	\$8,063	\$8,305	\$5,480	\$5,644	\$5,813	\$5,088	\$5,241	\$5,398	\$4,070	\$4,193	\$4,318
LEVEL VI												
Boys Tennis	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Girls Tennis	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Gymnastics	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Boys Volleyball	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
Girls Volleyball	\$6,559	\$6,756	\$6,960	\$4,592	\$4,730	\$4,872	\$4,264	\$4,392	\$4,524	\$3,411	\$3,514	\$3,619
LEVEL VII												
Fall Cheerleading	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Winter Cheerleading	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Boys Golf	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034
Girls Golf	\$5,501	\$5,666	\$5,836	\$3,851	\$3,967	\$4,086	\$3,575	\$3,682	\$3,792	\$2,860	\$2,946	\$3,034

Entry level shall be established by superintendent in consultation with principals and athletic director
There are three years between steps; therefore, it takes seven years to reach Step 3

First Assistants receive 70% of the head coaching position at their own level of experience
All other Assistants receive 65% of the head coaching position at their own level of experience
Middle School coaches will receive 80% of the asst coaching position at their own level of experience

By way of example: If the football coach were on Step 1 @ \$10,170 but the First Assistant had been in the position for seven or more years, the First Assistant's rate of pay would be based upon 70% of the head coaching stipend @ Step 3

Schedule J-4 - Athletic Coaches Salary Guide – 2028-2029

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
LEVEL I												
Football	\$11,145	\$11,479	\$11,824	\$7,802	\$8,037	\$8,278	\$7,245	\$7,462	\$7,685	\$5,796	\$5,970	\$6,148
LEVEL II												
Boys Track	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Girls Track	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Winter Track	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Baseball	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Softball	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
LEVEL III												
Boys Basketball	\$8,961	\$9,230	\$9,507	\$6,273	\$6,460	\$6,654	\$5,824	\$6,000	\$6,180	\$4,659	\$4,800	\$4,944
Girls Basketball	\$8,961	\$9,230	\$9,507	\$6,273	\$6,460	\$6,654	\$5,824	\$6,000	\$6,180	\$4,659	\$4,800	\$4,944
Wrestling	\$8,961	\$9,230	\$9,507	\$6,273	\$6,460	\$6,654	\$5,824	\$6,000	\$6,180	\$4,659	\$4,800	\$4,944
LEVEL IV												
Boys Lacrosse	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
Girls Lacrosse	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
Boys Soccer	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
Girls Soccer	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
LEVEL V												
Boys Swimming	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Girls Swimming	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Boys Cross Country	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Girls Cross Country	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
LEVEL V (cont.)												
Field Hockey	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Boys Ice Hockey	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Girls Ice Hockey	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
LEVEL VI												
Boys Tennis	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Girls Tennis	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Gymnastics	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Boys Volleyball	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Girls Volleyball	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
LEVEL VII												
Fall Cheerleading	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134
Winter Cheerleading	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134
Boys Golf	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134
Girls Golf	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134

Entry level shall be established by superintendent in consultation with principals and athletic director
There are three years between steps; therefore, it takes seven years to reach Step 3

First Assistants receive 70% of the head coaching position at their own level of experience
All other Assistants receive 65% of the head coaching position at their own level of experience
Middle School coaches will receive 80% of the asst coaching position at their own level of experience

By way of example: If the football coach were on Step 1 @ \$10,170 but the First Assistant had been in the position for seven or more years, the First Assistant's rate of pay would be based upon 70% of the head coaching stipend @ Step 3

Schedule J-5 - Athletic Coaches Salary Guide – 2029-2030

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
LEVEL I												
Football	\$11,145	\$11,479	\$11,824	\$7,802	\$8,037	\$8,278	\$7,245	\$7,462	\$7,685	\$5,796	\$5,970	\$6,148
LEVEL II												
Boys Track	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Girls Track	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Winter Track	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Baseball	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
Softball	\$9,366	\$9,647	\$9,938	\$6,556	\$6,753	\$6,955	\$6,089	\$6,271	\$6,459	\$4,871	\$5,017	\$5,167
LEVEL III												
Boys Basketball	\$8,961	\$9,230	\$9,507	\$6,273	\$6,460	\$6,654	\$5,824	\$6,000	\$6,180	\$4,659	\$4,800	\$4,944
Girls Basketball	\$8,961	\$9,230	\$9,507	\$6,273	\$6,460	\$6,654	\$5,824	\$6,000	\$6,180	\$4,659	\$4,800	\$4,944
Wrestling	\$8,961	\$9,230	\$9,507	\$6,273	\$6,460	\$6,654	\$5,824	\$6,000	\$6,180	\$4,659	\$4,800	\$4,944
LEVEL IV												
Boys Lacrosse	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
Girls Lacrosse	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
Boys Soccer	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
Girls Soccer	\$8,742	\$9,003	\$9,275	\$6,119	\$6,303	\$6,492	\$5,683	\$5,853	\$6,029	\$4,546	\$4,682	\$4,823
LEVEL V												
Boys Swimming	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Girls Swimming	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Boys Cross Country	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Girls Cross Country	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
LEVEL V (cont.)												
Field Hockey	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
Boys Ice Hockey	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461

	HEAD COACHES			FIRST ASSISTANTS			ASSISTANT COACHES			MIDDLE SCHOOL COACHES		
	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3	Step 1	Step 2	Step 3
Girls Ice Hockey	\$8,086	\$8,329	\$8,579	\$5,660	\$5,830	\$6,005	\$5,256	\$5,414	\$5,576	\$4,205	\$4,331	\$4,461
LEVEL VI												
Boys Tennis	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Girls Tennis	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Gymnastics	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Boys Volleyball	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
Girls Volleyball	\$6,775	\$6,979	\$7,189	\$4,743	\$4,886	\$5,033	\$4,405	\$4,537	\$4,673	\$3,524	\$3,630	\$3,738
LEVEL VII												
Fall Cheerleading	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134
Winter Cheerleading	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134
Boys Golf	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134
Girls Golf	\$5,683	\$5,853	\$6,029	\$3,978	\$4,098	\$4,221	\$3,693	\$3,804	\$3,918	\$2,954	\$3,043	\$3,134

Entry level shall be established by superintendent in consultation with principals and athletic director
There are three years between steps; therefore, it takes seven years to reach Step 3

First Assistants receive 70% of the head coaching position at their own level of experience
All other Assistants receive 65% of the head coaching position at their own level of experience
Middle School coaches will receive 80% of the asst coaching position at their own level of experience

By way of example: If the football coach were on Step 1 @ \$10,170 but the First Assistant had been in the position for seven or more years, the First Assistant's rate of pay would be based upon 70% of the head coaching stipend @ Step 3

Schedule K-1 - Custodians Salary Guide 2025-2026

Step	Custodian	Head E.S. Custodian & Courier	Head ARIS & M.S.	Head H.S. Custodian
1-6	40,920	44,220	48,220	48,820
1-6	40,920	44,220	48,220	48,820
1-6	40,920	44,220	48,220	48,820
1-6	40,920	44,220	48,220	48,820
7	41,605	44,905	48,905	49,505
8	42,380	45,680	49,680	50,280
9-10	43,180	46,480	50,480	51,080
11-13	44,320	47,620	51,620	52,220
14-15	45,610	48,910	52,910	53,510
16	46,985	50,285	54,285	54,885
17	48,650	51,950	55,950	56,550
18	50,340	53,640	57,640	58,240
19	52,055	55,355	59,355	59,955
20	53,800	57,100	61,100	61,700
21	55,575	58,875	62,875	63,475
22	57,375	60,675	64,675	65,275
22A	59,200	62,500	66,500	67,100
22B	61,050	64,350	68,350	68,950
23	62,925	66,225	70,225	70,825

Schedule K-1 - Custodians Salary Guide 2026-2027

Step	Custodian	Head E.S. Custodian & Courier	Head ARIS & M.S.	Head H.S. Custodian
1	41,845	45,145	49,145	49,745
2-7	42,345	45,645	49,645	50,245
2-7	42,345	45,645	49,645	50,245
2-7	42,345	45,645	49,645	50,245
2-7	42,345	45,645	49,645	50,245
8	43,030	46,330	50,330	50,930
9	43,815	47,115	51,115	51,715
10-11	44,960	48,260	52,260	52,860
12-14	46,305	49,605	53,605	54,205
15-16	47,705	51,005	55,005	55,605
17	49,385	52,685	56,685	57,285
18	51,090	54,390	58,390	58,990
19	52,820	56,120	60,120	60,720
20	54,575	57,875	61,875	62,475
21	56,355	59,655	63,655	64,255
22	58,160	61,460	65,460	66,060
23	59,990	63,290	67,290	67,890
23A	61,845	65,145	69,145	69,745
24	63,725	67,025	71,025	71,625

Schedule K-1 - Custodians Salary Guide 2027-2028

Step	Custodian	Head E.S. Custodian & Courier	Head ARIS & M.S.	Head H.S. Custodian
1-2	43,375	46,675	50,675	51,275
3-8	43,875	47,175	51,175	51,775
3-8	43,875	47,175	51,175	51,775
3-8	43,875	47,175	51,175	51,775
3-8	43,875	47,175	51,175	51,775
9	44,645	47,945	51,945	52,545
10	45,745	49,045	53,045	53,645
11-12	47,045	50,345	54,345	54,945
13-15	48,455	51,755	55,755	56,355
16-17	50,145	53,445	57,445	58,045
18	51,855	55,155	59,155	59,755
19	53,590	56,890	60,890	61,490
20	55,350	58,650	62,650	63,250
21	57,135	60,435	64,435	65,035
22	58,945	62,245	66,245	66,845
23	60,780	64,080	68,080	68,680
24	62,640	65,940	69,940	70,540
25	64,525	67,825	71,825	72,425

Schedule K-1 - Custodians Salary Guide 2028-2029

Step	Custodian	Head E.S. Custodian & Courier	Head ARIS & M.S.	Head H.S. Custodian
1	44,490	47,790	51,790	52,390
2-3	44,990	48,290	52,290	52,890
4-9	45,490	48,790	52,790	53,390
4-9	45,490	48,790	52,790	53,390
4-9	45,490	48,790	52,790	53,390
4-9	45,490	48,790	52,790	53,390
10	46,620	49,920	53,920	54,520
11	47,930	51,230	55,230	55,830
12-13	49,295	52,595	56,595	57,195
14-16	50,980	54,280	58,280	58,880
17-18	52,690	55,990	59,990	60,590
19	54,420	57,720	61,720	62,320
20	56,175	59,475	63,475	64,075
21	57,955	61,255	65,255	65,855
22	59,760	63,060	67,060	67,660
23	61,590	64,890	68,890	69,490
24	63,445	66,745	70,745	71,345
25	65,325	68,625	72,625	73,225

Schedule K-1 - Custodians Salary Guide 2029-2030

Step	Custodian	Head E.S. Custodian & Courier	Head ARIS & M.S.	Head H.S. Custodian
1-2	46,525	49,825	53,825	54,425
3-4	47,025	50,325	54,325	54,925
5-10	47,525	50,825	54,825	55,425
5-10	47,525	50,825	54,825	55,425
5-10	47,525	50,825	54,825	55,425
5-10	47,525	50,825	54,825	55,425
11	48,655	51,955	55,955	56,555
12	50,000	53,300	57,300	57,900
13-14	51,675	54,975	58,975	59,575
15-17	53,450	56,750	60,750	61,350
18-19	55,230	58,530	62,530	63,130
20	57,050	60,350	64,350	64,950
21	58,815	62,115	66,115	66,715
22	60,605	63,905	67,905	68,505
23	62,420	65,720	69,720	70,320
24	64,260	67,560	71,560	72,160
25	66,125	69,425	73,425	74,025

Schedule K-2 - Custodians Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1-2	
								1	->	1-2	
						1-2	->	2-3	->	3-4	
				1	->	1-2	->	2-3	->	3-4	
		1-6	->	2-7	->	3-8	->	4-9	->	5-10	
1	->	1-6	->	2-7	->	3-8	->	4-9	->	5-10	
2	->	1-6	->	2-7	->	3-8	->	4-9	->	5-10	
3-4	->	1-6	->	2-7	->	3-8	->	4-9	->	5-10	
5	->	1-6	->	2-7	->	3-8	->	4-9	->	5-10	
6	->	7	->	8	->	9	->	10	->	11	
7	->	8	->	9	->	10	->	11	->	12	
8-9	->	9-10	->	10-11	->	11-12	->	12-13	->	13-14	
10-12	->	11-13	->	12-14	->	13-15	->	14-16	->	15-17	
13-14	->	14-15	->	15-16	->	16-17	->	17-18	->	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	->	24	
20	->	21	->	22	->	23	->	24	->	25	
21	->	22	->	23	->	24	->	25	->	25	
21A	->	22A	->	23A	->	25	->	25	->	25	
21B	->	22B	->	24	->	25	->	25	->	25	
22	->	23	->	24	->	25	->	25	->	25	
23	->	23	->	24	->	25	->	25	->	25	

Schedule L-1 – Maintenance Personnel Salary Guide

2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	57,055	1	58,605	1	60,180	1	61,810	1	63,805
2	58,055	2	59,605	2	61,180	2	62,810	2	64,805
3	59,055	3	60,605	3	62,180	3	63,810	3	65,805
4	60,305	4	61,855	4	63,430	4	65,060	4	67,055
5	61,555	5	63,105	5	64,680	5	66,310	5	68,305
6	63,055	6	64,605	6	66,180	6	67,810	6	69,805
7	64,755	7	66,305	7	67,880	7	69,510	7	71,505
8	66,455	8	68,005	8	69,580	8	71,210	8	73,205
9	68,155	9	69,705	9	71,280	9	72,910	9	74,905
10	69,855	10	71,405	10	72,980	10	74,610	10	76,605
11	71,655	11	73,205	11	74,780	11	76,410	11	78,405
12	73,455	12	75,005	12	76,580	12	78,210	12	80,205
13	75,255	13	76,805	13	78,380	13	80,010	13	82,005

Hillsborough Maintenance Trainee

2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	52,305	1	53,855	1	55,430	1	57,060	1	59,055
2	53,055	2	54,605	2	56,180	2	57,810	2	59,805
3	53,805	3	55,355	3	56,930	3	58,560	3	60,555

The Board agrees to pay the following additional annual amounts, prorated for any partial year, to employees assigned to perform the specific duties and responsibilities set forth in the respective job descriptions for these positions:

Mechanic	\$15,000
HVAC, Plumber and/or Electrician with a valid NJ License	\$10,000
Locksmith with a valid Certification	\$5,000

It is expressly understood and agreed that an employee is only eligible to receive one of the above amounts annually.

Schedule L-2 – Maintenance Personnel Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										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	->	12	
8	->	9	->	10	->	11	->	12	->	13	
9	->	10	->	11	->	12	->	13	->	13	
10	->	11	->	12	->	13	->	13	->	13	
11	->	12	->	13	->	13	->	13	->	13	
12	->	13	->	13	->	13	->	13	->	13	
13	->	13	->	13	->	13	->	13	->	13	

Hillsborough Maintenance Trainee

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										1	
								1		->	2
						1	->	2	->	3	
				1	->	2	->	3	->	3	
		1	->	2	->	3	->	3	->	3	
1	->	2	->	3	->	3	->	3	->	3	
2	->	3	->	3	->	3	->	3	->	3	
3	->	3	->	3	->	3	->	3	->	3	

Schedule M-1 - Transportation Drivers Salary Guide

2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate	Step	Hourly Rate
1	37.20	1	38.37	1	39.60	1	40.90	1	42.24
2	37.47	2	38.64	2	39.87	2	41.17	2	42.51
3	37.74	3	38.91	3	40.14	3	41.44	3	42.78
4	38.01	4	39.18	4	40.41	4	41.71	4	43.05
5	38.27	5	39.44	5	40.67	5	41.97	5	43.31
6	38.57	6	39.74	6	40.97	6	42.26	6	43.60
7	38.87	7	40.04	7	41.27	7	42.55	7	43.89
8	39.17	8	40.34	8	41.57	8	42.85	8	44.19
9	39.47	9	40.64	9	41.87	9	43.15	9	44.49
10	39.77	10	40.94	10	42.17	10	43.45	10	44.79

Schedule M-2 - Transportation Drivers Advancement/Placement Chart

(Read Directly Across a Horizontal Line to Track Advancement)

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										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	->	10	
7	->	8	->	9	->	10	->	10	->	10	
8	->	9	->	10	->	10	->	10	->	10	
9	->	10	->	10	->	10	->	10	->	10	
10	->	10	->	10	->	10	->	10	->	10	

Schedule N-1 – RN/LPN Salary Guide

2025-26		2026-27		2027-28		2028-29		2029-30	
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
1	48,187	1	48,961	1	50,138	1	51,288	1	52,503
2	49,147	2	49,921	2	51,098	2	52,248	2	53,463
3	50,107	3	50,881	3	52,058	3	53,208	3	54,423
4	51,107	4	51,881	4	53,058	4	54,208	4	55,423
5	52,207	5	52,981	5	54,158	5	55,308	5	56,523
6	53,307	6	54,081	6	55,258	6	56,408	6	57,623

Schedule N-2 – RN/LPN Advancement/Placement Chart

2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030	
Step		Step		Step		Step		Step		Step	
										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	->	6	
3	->	4	->	5	->	6	->	6	->	6	
4	->	5	->	6	->	6	->	6	->	6	
5	->	6	->	6	->	6	->	6	->	6	
6	->	6	->	6	->	6	->	6	->	6	

Schedule O-1 - Co-Curricular Activities Stipends 2025-2028

CLUB	Amount
HIGH SCHOOL	
Activity Advisor (Multiple/As Administratively Approved/Contingent on Budget)	\$600
Chess Club	\$775
Orchestra Council	\$775
Auditioned Choirs	\$775
Theater Council/Thespian Honor Society	\$775
Art/Mixed Media Club	\$775
Band Council	\$775
Black Student Union	\$775
Chinese Language Honor Society	\$775
Choir Council	\$775
Computer Programming	\$775
French Language Honor Society	\$775
German Language Honor Society	\$775
Habitat for Humanity	\$775
Italian Language Honor Society	\$775
Jewish Student Asso.	\$775
Junior Robotics	\$775
Latin Language Honor Society	\$775
Muslim Student Asso.	\$775
Project Green/Environmental Club	\$775
REBEL	\$775
Red Cross	\$775
South Asian Culture Club	\$775
Spanish Language Honor Society	\$775
Teen Arts	\$775
TedEd Club	\$775
Freshman/Peer Mentoring 1 of 4	\$775
Freshman/Peer Mentoring 2 of 4	\$775
Freshman/Peer Mentoring 3 of 4	\$775
Freshman/Peer Mentoring 4 of 4	\$775
Regional All State Band	\$775
Regional All State Choir	\$775
Regional All State Orchestra	\$775
Stage Equipment	\$875
National Art Honor Society	\$875
Tri-M Music Honor Society	\$875
Ping Pong	\$1,100
Philosophy	\$1,100
Amnesty International 1 of 2	\$1,100
Amnesty International 2 of 2	\$1,100
Future Educators of America	\$1,100

CLUB	Amount
Interact	\$1,100
Writers' Circle	\$1,100
Gender/Sexuality Alliance	\$1,100
Student Diversity (COTIC)	\$1,100
PUSH	\$1,325
Musical Costumer	\$1,325
Mock Trial	\$1,325
PALS	\$1,325
Fall Play Director	\$1,325
Spring Play Director	\$1,325
Musical Pit Director	\$1,325
Musical Vocal Director	\$1,325
Days for Girls	\$1,500
Debate/Model Congress 1 of 3	\$1,500
Debate/Model Congress 2 of 3	\$1,500
Debate/Model Congress 3 of 3	\$1,500
FBLA 1 of 2	\$1,500
FBLA 2 of 2	\$1,500
Debate/Model UN 1 of 3	\$2,000
Debate/Model UN 2 of 3	\$2,000
Debate/Model UN 3 of 3	\$2,000
Musical Director	\$2,000
Powerlifting Club	\$2,000
Olympic Weightlifting	\$2,000
Assistant Robotics	\$2,200
Literary Magazine	\$2,200
Theater Set Construction	\$2,200
Dance Team Asst Coach	\$2,200
Freshman Class 1 of 2	\$2,200
Freshman Class 2 of 2	\$2,200
Sophomore Class 1 of 2	\$2,200
Sophomore Class 2 of 2	\$2,200
Theater Producer	\$2,200
Biology Team	\$2,500
Chemistry Team	\$2,500
Earth Science Team	\$2,500
Physics Team	\$2,500
Waksman Scholar	\$2,500
Academic Team	\$2,500
Math Team	\$2,500
Science Olympiad	\$2,500
Internship Advisor (Reach)	\$2,500
Student Council 1 of 2	\$2,500
Student Council 2 of 2	\$2,500

CLUB	Amount
Band Front/Colorguard	\$3,000
Band Front/Winterguard	\$3,000
Junior Class 1 of 2	\$3,000
Junior Class 2 of 2	\$3,000
Choreographer	\$3,000
Newspaper	\$3,000
Jazz Band	\$3,000
Senior Class 1 of 2	\$3,500
Senior Class 2 of 2	\$3,500
Assistant Marching Band Director	\$3,500
Dance Team	\$3,500
Robotics	\$3,500
Yearbook	\$4,350
HHS Bursar	\$5,125
Marching Band Director	\$6,000
MIDDLE SCHOOL	
Drama Club 2 @	\$1,936
Future Teachers of America	\$1,055
Grade 8 Class	\$3,808
Jazz Band	\$2,112
Middle School Bursar	\$478
Newspaper	\$2,504
Regional Intermediate Band	\$791
Regional Intermediate Chorus	\$791
Robotics	\$1,857
Student Council (2) @	\$1,919
Science Olympiad	\$3,808
Yearbook	\$2,786
AUTEN ROAD INTERMEDIATE SCHOOL	
Band/Orchestra	\$1,371
Chorus	\$685
Student Council	\$1,371
Yearbook	\$1,235
ELEMENTARY	
Family Math (Per Teacher - Session)	\$132
Family Science (Per Teacher - Session)	\$132
Family Tools & Technology (Per Teacher - Session)	\$132
DISTRICT	
Intramurals (12-1/3)	\$3,808
Web Site Manager	\$4,801

Schedule O-2 - Co-Curricular Activities Stipends 2028-2030

CLUB	Amount
HIGH SCHOOL	
Activity Advisor (Multiple/As Administratively Approved/Contingent on Budget)	\$620
Chess Club	\$801
Orchestra Council	\$801
Auditioned Choirs	\$801
Theater Council/Thespian Honor Society	\$801
Art/Mixed Media Club	\$801
Band Council	\$801
Black Student Union	\$801
Chinese Language Honor Society	\$801
Choir Council	\$801
Computer Programming	\$801
French Language Honor Society	\$801
German Language Honor Society	\$801
Habitat for Humanity	\$801
Italian Language Honor Society	\$801
Jewish Student Asso.	\$801
Junior Robotics	\$801
Latin Language Honor Society	\$801
Muslim Student Asso.	\$801
Project Green/Environmental Club	\$801
REBEL	\$801
Red Cross	\$801
South Asian Culture Club	\$801
Spanish Language Honor Society	\$801
Teen Arts	\$801
TedEd Club	\$801
Freshman/Peer Mentoring 1 of 4	\$801
Freshman/Peer Mentoring 2 of 4	\$801
Freshman/Peer Mentoring 3 of 4	\$801
Freshman/Peer Mentoring 4 of 4	\$801
Regional All State Band	\$801
Regional All State Choir	\$801
Regional All State Orchestra	\$801
Stage Equipment	\$904
National Art Honor Society	\$904
Tri-M Music Honor Society	\$904
Ping Pong	\$1,136
Philosophy	\$1,136
Amnesty International 1 of 2	\$1,136
Amnesty International 2 of 2	\$1,136
Future Educators of America	\$1,136

CLUB	Amount
Interact	\$1,136
Writers' Circle	\$1,136
Gender/Sexuality Alliance	\$1,136
Student Diversity (COTIC)	\$1,136
PUSH	\$1,369
Musical Costumer	\$1,369
Mock Trial	\$1,369
PALS	\$1,369
Fall Play Director	\$1,369
Spring Play Director	\$1,369
Musical Pit Director	\$1,369
Musical Vocal Director	\$1,369
Days for Girls	\$1,550
Debate/Model Congress 1 of 3	\$1,550
Debate/Model Congress 2 of 3	\$1,550
Debate/Model Congress 3 of 3	\$1,550
FBLA 1 of 2	\$1,550
FBLA 2 of 2	\$1,550
Debate/Model UN 1 of 3	\$2,066
Debate/Model UN 2 of 3	\$2,066
Debate/Model UN 3 of 3	\$2,066
Musical Director	\$2,066
Powerlifting Club	\$2,066
Olympic Weightlifting	\$2,066
Assistant Robotics	\$2,273
Literary Magazine	\$2,273
Theater Set Construction	\$2,273
Dance Team Asst Coach	\$2,273
Freshman Class 1 of 2	\$2,273
Freshman Class 2 of 2	\$2,273
Sophomore Class 1 of 2	\$2,273
Sophomore Class 2 of 2	\$2,273
Theater Producer	\$2,273
Biology Team	\$2,583
Chemistry Team	\$2,583
Earth Science Team	\$2,583
Physics Team	\$2,583
Waksman Scholar	\$2,583
Academic Team	\$2,583
Math Team	\$2,583
Science Olympiad	\$2,583
Internship Advisor (Reach)	\$2,583
Student Council 1 of 2	\$2,583
Student Council 2 of 2	\$2,583

CLUB	Amount
Band Front/Colorguard	\$3,099
Band Front/Winterguard	\$3,099
Junior Class 1 of 2	\$3,099
Junior Class 2 of 2	\$3,099
Choreographer	\$3,099
Newspaper	\$3,099
Jazz Band	\$3,099
Senior Class 1 of 2	\$3,616
Senior Class 2 of 2	\$3,616
Assistant Marching Band Director	\$3,616
Dance Team	\$3,616
Robotics	\$3,616
Yearbook	\$4,494
HHS Bursar	\$5,294
Marching Band Director	\$6,198
MIDDLE SCHOOL	
Drama Club 2 @	\$2,000
Future Teachers of America	\$1,090
Grade 8 Class	\$3,934
Jazz Band	\$2,182
Middle School Bursar	\$494
Newspaper	\$2,587
Regional Intermediate Band	\$817
Regional Intermediate Chorus	\$817
Robotics	\$1,918
Student Council (2) @	\$1,982
Science Olympiad	\$3,934
Yearbook	\$2,878
AUTEN ROAD INTERMEDIATE SCHOOL	
Band/Orchestra	\$1,416
Chorus	\$708
Student Council	\$1,416
Yearbook	\$1,276
ELEMENTARY	
Family Math (Per Teacher - Session)	\$136
Family Science (Per Teacher - Session)	\$136
Family Tools & Technology (Per Teacher - Session)	\$136
DISTRICT	
Intramurals (12-1/3)	\$3,934
Web Site Manager	\$4,959

Additional Items

I. Class Coverage

- A. Certificated staff members will receive the following amounts per class during their conference and preparation time during the term of the Agreement: \$24.00, \$25.00, \$26.00, \$27.00 and \$27.00 for each respective year of the Agreement for the High School (50 minutes) and \$19.00, \$20.00, \$21.00, \$22.00, and \$22.00 for each respective year of the Agreement for the Middle, Intermediate, and Elementary Schools (40 minutes). Certificated staff may be assigned to cover a class during their duty period without additional compensation. Certificated staff who voluntarily agree to cover a class during their duty-free lunch period will be paid the class coverage rate.

II. Chaperone Stipend

The following stipend per event shall be paid during the time of this Agreement: \$48.00, \$48.00, \$49.00, \$50.00, and \$50.00 for each respective year of the Agreement.

III. Home Instruction and Curriculum Development

Teachers shall receive compensation at the rate of \$42.00, \$43.00, \$44.00, \$45.00, and \$45.00 for each respective year of the Agreement for any home instruction and for curriculum development authorized by the Board through the Superintendent during the term of this Agreement. A teacher who attends a scheduled home instruction session shall receive no less than one hour's payment even if the student fails to attend such session.

IV. Testing Coordinator will be compensated \$3,000 and Lead Counselor at HHS will be compensated \$8,000 per year.

V. Ten (10) Anti-Bullying Specialists will be compensated \$1,000 each, with one designated for each of the schools, K-8, and two reserved for the high school. If additional Anti-Bullying Specialists are assigned at each building, the stipends as noted will be split among those staff members.

IN WITNESS THEREOF we have hereunto set our hands and seals the day and year first above written, and all officers whose signatures are affixed hereto verify that this Agreement has been ratified by each respective party and such officer is authorized to affix their signature hereto.

Hillsborough Education
Association



Henry Goodhue
President

Board of Education of
the Township of Hillsborough



Paul Marini
President



Lynne Lenches Derwid
Negotiations Committee Chair



Joan Bates
Negotiations Committee Vice Chair