

2023-2026

**NEGOTIATED
AGREEMENT**

between the

**UPPER FREEHOLD REGIONAL
BOARD OF EDUCATION**

and the

**UPPER FREEHOLD REGIONAL
EDUCATION ASSOCIATION**

Allentown, New Jersey



TABLE OF CONTENTS

<u>Article</u>	<u>Page</u>
PART ONE	
Applies to All Recognized Employees	
I. RECOGNITION STATEMENT	10
II. NEGOTIATION OF SUCCESSOR AGREEMENT	10
III. GRIEVANCE PROCEDURE	11
IV. MEMBER RIGHTS	15
V. ASSOCIATION RIGHTS AND PRIVILEGES	16
VI. MEMBER WORK YEAR	17
VII. SALARIES	18
VIII. SICK LEAVE	20
IX. TEMPORARY LEAVES OF ABSENCE	22
X. PROTECTION OF MEMBERS, STUDENTS AND PROPERTY	24
XI. INSURANCE PROTECTION	25
XII. DEDUCTIONS FROM SALARY	27
XIII. MISCELLANEOUS PROVISIONS	28
XIV. BOARD RIGHTS	29
XV.SICK LEAVE BANK	29
ADDENDUM K SICK LEAVE BANK ENROLLMENT FORM	33
GRIEVANCE FORM	36

PART TWO

<u>Article</u>	<u>Page</u>
Applies to All Teachers	
I. TEACHING HOURS AND TEACHING LOAD	38
II. NON-TEACHING DUTIES	44
III. TEACHER EMPLOYMENT	44
IV. SALARIES	46
V. TEACHER ASSIGNMENT	46
VI. VOLUNTARY TRANSFERS AND REASSIGNMENTS	47
VII. TEACHER EVALUATION	47
VIII. SICK LEAVE	49
IX. REIMBURSEMENT FOR CONTINUING EDUCATION	49
X. STIPENDS FOR CO-CURRICULARS AND ATHLETICS	50
XI. PERFECT/OUTSTANDING ATTENDANCE AWARDS	51
ADDENDUM A SALARY GUIDES	52
ADDENDUM B CO-CURRICULAR GUIDES	55
ADDENDUM C COACHING GUIDES	59
ADDENDUM D MISCELLANEOUS STIPENDS	61
ADDENDUM E REVISION LANGUAGE FOR SCHEDULE	63
ADDENDUM F	68
ADDENDUM G OVERLOAD COMPENSATION	69

PART THREE

<u>Article</u>	<u>Page</u>
Applies to All Assistants	
I. HOURS OF WORK	71
II. PERSONAL LEAVES OF ABSENCE	72
III. CALENDAR	73
IV. SALARIES	73
V. PROMOTIONS	73
VI. EMPLOYEE EVALUATION	74
VII. VOLUNTARY TRANSFERS	74
VIII. PERFECT/OUTSTANDING ATTENDANCE	74
IX. ADMINISTRATION OF CONTRACT	75
X. REIMBURSEMENT FOR CONTINUING EDUCATION	75
ADDENDUM A SALARY GUIDES	77
ADDENDUM B TOILETING PROCEDURE	84

PART FOUR

<u>Article</u>	<u>Page</u>
Applies to All Custodians	
I. EMPLOYEE RIGHTS	86
II. EMPLOYEE WORK YEAR	86
III. EMPLOYEE HOURS AND LOAD	87
IV. EMPLOYMENT	88
V. CHANGES OF POSITION AND PROMOTIONS	89
VI. EVALUATIONS	89
VII. FLOATING HOLIDAYS	90
VIII. PERFECT/OUTSTANDING ATTENDANCE	90
IX. MISCELLANEOUS PROVISIONS	90
X. CONTINUING EDUCATION AND LICENSING	91
ADDENDUM A SALARY GUIDES	93

PART FIVE

<u>Article</u>	<u>Page</u>
Applies to All Secretaries	
I. HOURS OF WORK	96
II. CALENDAR	96
III. VACATIONS	97
IV. SALARIES	97
V. PROMOTIONS	98
VI. EMPLOYEE EVALUATION	98
VII. VOLUNTARY TRANSFERS	98
VIII. PERFECT/OUTSTANDING ATTENDANCE	98
IX. ADMINISTRATION OF CONTRACT	99
X. REIMBURSEMENT FOR CONTINUING EDUCATION	99
ADDENDUM A SALARY GUIDES	101

PART SIX

<u>Article</u>		<u>Page</u>
	Duration and Signature	
SIGNATURE PAGE		109

PART ONE

Applies to All Recognized Employees

PREAMBLE

Whereas, the Board and the Association In order to effectuate the provisions of Section 19 of Article I of the Constitution of the State of New Jersey and to implement Chapter 303 the Public Laws of 1968 and Chapter 123, Public Laws of 1974, so as to encourage and increase effective and harmonious working relationships between the Upper Freehold Regional Board of Education (hereinafter referred to as the “Board”) and its professional employees represented by the Upper Freehold Regional Education Association (hereinafter referred to as the “Association”)

ARTICLE I

RECOGNITION STATEMENT

A. Unit

Pursuant to Chapter 303, Laws of the State of New Jersey, known as the Employer-Employee Act of 1968, the Board hereby recognizes the Association as the majority representative with all the exclusive rights granted by the laws of the State of New Jersey, for purposes of collective negotiations concerning the terms and conditions of employment for all certified personnel under contract with the Board (excluding Superintendent, Secretary to the Superintendent, Assistant Superintendent, Secretary to the Assistant Superintendent, Business Administrator, Secretary to the Business Administrator, District Accountant, Directors, Principals, Vice Principals, and Certified Novell Engineer(s)), all assistants including non-instructional assistants, instructional assistants, safety and security, security monitors and network technicians, custodians, and all secretarial personnel.

B. Definition

Unless otherwise indicated, the term "members" when used hereinafter in the Agreement shall refer to all professional employees represented by the Association in the negotiating unit as above defined (all certified personnel under contract with the Board excluding the Superintendent, Assistant Superintendent, Directors, Principals and Vice Principals) and reference to male members shall include female members.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. Deadline Date

The parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 303, Public Laws 1968 in a good faith effort to reach agreement on all matters concerning the term and conditions of members' employment. Such negotiations shall begin not later than October 1st of the calendar year preceding the calendar year in which this Agreement expires, unless the parties agree to a change of date by mutual, written agreement. Any agreement so negotiated shall apply to all members, be reduced to writing, and be signed by the Board and the Association.

B. Modification

This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance is a claim by a member of the Association based upon the interpretation, application or violation of this Agreement affecting a member or a group of members, policies or administrative decisions affecting terms and conditions of employment. The formal grievance must be submitted no later than twenty-five (25) school days from the occurrence of the alleged contractual violation.

2. Aggrieved Person

An aggrieved person is the person or persons or the Association making the claim.

B. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Limits

The number of school days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2. Year End Grievances

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, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, 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.

3. Level One- Principal

A member with a grievance shall simultaneously present it in writing and discuss it with his principal and immediate supervisor, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

4. Level Two-Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, the member may file the grievance in writing with the Association within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools.

5. Level Three- Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within seven (7) school days after the grievance was delivered to the Superintendent, the member may, within five (5) school days after a decision by the Superintendent, or twelve (12) school days after the grievance was delivered to the Superintendent, whichever is sooner, request in writing that the Association refer it to the President of the Board of Education.

6. Level Four - Arbitration

- a) If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within ten (10) school days after the grievance was delivered to the President of the Board, the member may, within five (5) school days after a decision by the Board or fifteen (15) school days after the grievance was delivered to the President of the Board, whichever is sooner, request in writing that the Association submit its grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration with fifteen (15) school days after receipt of a request by the aggrieved person.
- b) Within ten (10) school days after such written notice of submission to arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. The parties shall then be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator.
- c) The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than twenty (20) school days from the date of the close of the hearings or, if oral hearings have been waived, than from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which

violates the terms of this Agreement or Title 18. The decision of the arbitrator shall be submitted to the Association President and shall be final and binding on the parties.

- d) In the event that arbitration of a grievance is at issue between the parties, jurisdiction to resolve the issue shall rest solely with the arbitrator selected in accordance with the provisions of Section C6(b) of this Article.
- e) The cost for the services of the arbitrator, including per diem expenses, if any and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring the same.

D. Rights of Members to Representation

1. Member and Association

Any aggrieved person must be present and may be represented at all stages of the grievance procedure by themselves or at their option, by a representative selected or approved by the Association. The Association shall have the right to be present and to state its views at all stages of the grievance procedure. Representation at Levels One and Two will be from the local association. Representation at Levels Three and Four would allow outside representation to be accepted by the Association.

2. Reprisals

No reprisals of any kind shall be taken by the Board, Association 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.

E. Miscellaneous

1. Group Grievance

If, in the judgment of the Association, a grievance affects a group or class of members, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level Two.

2. Written Decisions

All decisions will be rendered in writing on a form to be developed and attached to this contract.

3. Separate Grievance File

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.

4. Forms

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

5. Meetings and Hearings

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, heretofore referred to in this Article.

ARTICLE IV

MEMBER RIGHTS

A. Rights and Protection in Representation

Pursuant to Chapter 303, Public Laws 1968, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any member in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitutions of New Jersey and the United States; that it shall not discriminate against any member with respect to hours, wages, or any terms or conditions of employment by reason of membership in the Association and its affiliates, participation in any activities of the Association and its affiliates, collective negotiations with the Board, or the institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any member such rights as they may have under New Jersey School Laws or other applicable New Jersey laws and regulations. The rights granted to members hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause Provision

No member shall be disciplined, reprimanded or deprived of any professional advantage or given an adverse evaluation without just cause. Any such action by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth with the exception of those specific areas wherein a particular method of appeal is provided in N.J.S.A. 18A:1-1, et seq., (18A:29-14, 18A:6-10).

D. Required Meetings or Hearings

Whenever any member is required to appear before the Superintendent or his designee, Board or any committee, member, local representative or agent thereof concerning any matter which could adversely affect the continuation of that member in his office, position or employment or the salary or any increments pertaining thereto, then they shall be given ten (10) days prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise them and represent them during such meeting or interview. Any immediate suspension of a member pending charges shall be with or without pay, at the discretion of the Board, and must be heard by the Board within ten (10) days of the suspension.

E. Evaluation of Students

The member shall maintain the right and responsibility to determine grades and other evaluations of students within the grading policies of the Upper Freehold Regional School District based upon their professional judgment of available criteria pertinent to any given subject area or activity to which they are responsible. No grade or evaluation shall be changed without consultation with the member. In those instances wherein the member has resigned, relocated or is otherwise unavailable for the consultation aforementioned, the Association President or one of its officers shall be notified of any anticipated action to change a grade or grades.

F. Association Identification

No member shall be prevented from wearing pins or other identification of membership in the Association or its affiliates

G. 1. Criticism of an employee by any administrator regarding the employee's job performance shall be made in confidence and not in the presence of colleagues, parents, or students

2. Whenever the Board of Education or any of its committees requires any employee to appear before the Board or such committee, concerning any disciplinary matter which should adversely affect the employee's position or salary, such employee shall be given prior notice of the reasons for such meeting or interview and **shall be entitled to have a person of their choosing present to advise and represent them during such meeting.**

ARTICLE V ASSOCIATION RIGHTS AND PRIVILEGES

A. Information

The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available public information.

Whenever any representative of the Association or any member is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, he shall suffer no loss in pay.

Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.

The Association and its representatives shall have the privilege to use school buildings at all reasonable hours for meetings. The Association shall apply to the Superintendent or his designee in advance of the time and place of all such requested meetings.

B. Exclusive Rights

The rights and privileges of the local Association and its representatives as set forth in the Agreement shall be granted only to the local Association as the exclusive representative of the members, and to no other organizations.

C. Release Time

The president or her/his designee will receive one day per month, shared between all schools, to conduct association business.

ARTICLE VI MEMBER WORK YEAR

A. In-School Work Year

1. Ten (10) Month Personnel

The in-school work year for members employed on a ten (10) month basis are delineated in the district's official calendar as follows:

One hundred eighty (180) scheduled student days plus three (3) days for a total of one hundred eighty-three (183) days. In addition, all newly hired teaching staff will be required to attend four (4) additional days of in-service orientation at the beginning of his/her first year of service, for a total of one hundred eighty-seven (187) days, exclusive of emergency closings.

For each month of service the member shall receive ten percent (10%) of his/her annual ten month salary. For months when a member works fewer days than those listed on the school calendar the following formula shall be used:

Pay for those days shall be computed: Annual salary/186 multiplied by the Actual Number of days worked.

2. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any days on which member attendance is required.

3. Inclement Weather

Member attendance shall not be required whenever student attendance is not required due to inclement weather unless required by another provision in this contract.

4. Curriculum Development Work

If it becomes necessary for curriculum development work, upon approval of the Board, it shall be paid at the rate as listed in Addendum D.

5. Floating Holidays for Shortened Year

If the number of school days built into the calendar is reduced due to lack of inclement weather, all support staff will be issued floating holidays for the

reduced amount of in-school session days. For example, if only one inclement weather day is used and 2 days are removed from the end of the school year, support staff expected to work beyond the last day of school will be issued 2 floating holidays.

B. School Calendar

The School Calendars shall be set by the Board prior to the start of each school year. Changes in the School Calendar, a unilateral function of the Board, shall be made after consultation between the Association and the Board upon recommendation of the Superintendent.

C. Emergency Evacuation

In the event of an emergency that results in a school building evacuation, up to one (1) additional day may be added to the calendar to make up for any loss in instructional time for the affected school at the discretion of the Board, if the loss of time reduces the day to fewer than four (4) hours.

D. HS Nurse Work Year

The high school nurse will start two (2) days prior to the start of school in exchange for the semester changeover day.

E. Beginning of the Year

No less than four consecutive hours will be provided on one of the two staff development days generally scheduled in early September of the school year for classroom preparation time. For the HS, this will begin at lunchtime on the first faculty day.

**ARTICLE VII
SALARIES**

A. Regular Salaries

1. Salary guides for all personnel are attached hereto and made a part hereof as Addendum A.

- a. Ten month employees:

July 1, 2023 - June 30, 2024	3.3%
July 1, 2024 - June 30, 2025	3.3%
July 1, 2025 - June 30, 2026	3.3%

- b. Twelve month employees:

July 1, 2023 - June 30, 2024	3.3%
July 1, 2024 - June 30, 2025	3.3%

An additional \$40,000 will be included in the overall contract for the July 1, 2023-June 30, 2024 year. An additional \$50,000 will be included in the contract for both the July 1, 2024-June 30, 2025 and the July 1, 2025 - June 30, 2026 years.

2. Members employed on a ten (10) month basis shall be paid twice a month.
3. Members may individually elect to have ten percent (10%) of their monthly salary deducted from their pay and deposited in First Financial FCU. Members specifying this option may not change the plan during the school year.
4. When a payday falls on or during a school holiday, vacation, or weekend, members shall receive their paychecks on the last previous working day.
5. Members shall receive their final checks on the last working day in June.
6. The Board shall reserve the right to withhold increments against such members for whom a recommendation has been made by the Superintendent of Schools. All such recommendations will have been made in light of existing state and local policies concerning evaluation. Any member, for whom such a recommendation has been made, will receive notification after such action has been taken by the Board of reasons for this recommendation. The member in turn shall have the right to petition the Board. All such increment withholdings will be decided on the basis of professional performance.

B. Extra-Curricular Salaries

1. Coaches and advisors shall be paid one-half (1/2) of their stipend at the mid-point of their season/session and the balance at the next available pay date after the successful completion of their responsibilities as approved by the Athletic Director and/or Building Administrator.
 - (a) Compensation for participation in post season competition will be paid at a rate of \$30.00/day for head coaches with a maximum payment of \$450.00 and \$25.00/day for assistant coaches with a maximum payment of \$375.00, inclusive of all practices and competition days.
2. All other extra-curricular advisors and the Athletic Director will be paid twice each year, once on January 31st and once at the end of the school year. In each instance, payment shall be made only upon completion of all responsibilities as approved by the Building Administrator.
3. Extra-curricular salaries are attached hereto and made a part hereof as Addendum B.
4. Coaching salaries are attached hereto and made a part hereof as Addendum C.

C. Severance Clause

Should the Board decide to privatize, pursuant to law, its non-instructional staff, there shall be certain remuneration paid as severance pay.

1. One (1) week salary for each full year of service in the Board's employ.
2. The Board, in its sole discretion, may increase the foregoing for any employee who has twenty (20) or more full years of employment with the Board.

ARTICLE VIII SICK LEAVE

A. Regular Sick Leave

1. As of September 1, 1977, all 10 month members employed shall be entitled to twelve (12) sick leave days each school year. All 12 month employees shall be entitled to fifteen (15) sick leave days each year. Unused sick leave shall be accumulated from year to year as provided by law.
2. Members shall be given a written account of accumulated sick leave no later than September 30th of each school year.
3. No employee shall accumulate any sick leave while on an authorized leave of absence.
4. Sick leave time shall only be granted in the event the employee is ill. The utilization of sick leave by an employee in the event of illness in his/her immediate family or for any other purpose other than that expressed herein is prohibited.
5. This in no way shall diminish rights guaranteed by state or federal family sick leave acts.

B. Extended Sick Leave

When absences, under circumstances described in N.J.S.A. 18A:30-1, exceeds the annual and accumulated sick leave, the Board, in its sole discretion, may pay any member each day's salary less the pay of a substitute, if a substitute is employed pursuant to the provisions of 18A:30-6.

Upon the written request, a member or his/her representative will have the opportunity to meet with the Board to present the member's view as to why such payment should be made. Nothing herein shall preclude said request from being made prior to the annual and accumulated sick leave being exhausted.

C. Accumulated Sick Leave Retirement/Death Benefit Plan

Any member who retires/dies with at least fifteen (15) years of service in the Upper Freehold Regional School District and has accumulated at least fifty percent (50%) of his/her sick leave at the time of retirement/death, will be compensated for the accumulated sick leave in accordance with the following schedule which is based upon the years of experience in the Upper Freehold Regional School District.

2021-2023

YEARS OF SERVICE:

COMPENSATION:

15	\$3,000
20	\$3,250
25	\$4,500
30	\$5,250
35	\$6,000

Written notice of intent to retire must be submitted to the Superintendent's Office ninety (90) days prior to the issuance of the accumulated sick leave retirement/benefit.

D. Maternity Leave - Leave of Absence for Medical Reasons

- 1.** The Board shall grant leaves of absence for medical reasons associated with pregnancy and birth including false pregnancy and termination of pregnancy to pregnant members on the same terms and conditions governing leaves of absence for other illnesses or temporary medical disabilities as set forth in N.J.S.A. 18A:30-1, et seq. and Title 9 of the Federal Education Act and amendments of 1972.
- 2.** Requests for maternity leave must be submitted at least ninety (90) days prior to the onset of the leave.
- 3.** Any professional, paraprofessional, and support workers covered by this collective bargaining agreement may use sick days accumulated in their sick day account for the purposes of receiving salary during periods of disability for up to the 60 days allowed by FMLA if their request is fully compliant with the provisions cite in the Federal Family and Medical Leave Act (FMLA).
- 4.** A member returning from a leave of absence due to pregnancy, false pregnancy, termination of pregnancy or birth shall be entitled to all benefits to which members returning from other types of sick or disability leave would be entitled. Nothing contained herein shall be construed to require the Board to grant tenure to any non-tenured member who would not otherwise have been granted tenure or to offer a new contract for a new school year to any non-tenured member who would not have been otherwise offered such a contract.

E. Sick Bank

All members of the UFREA may voluntarily participate in the UFREA Sick Bank option. Sick leave days provided to a member of the Bank will be in addition to any other days provided by law or regulation. This right shall not prohibit the Board from exercising its rights under N.J.S.A 18A:30-6 (Prolonged Absence Beyond Sick Leave Period). Regulations for membership in the Bank are printed in in the addendum that can be found at the end of this contract.

F. Law

All accrual and utilization of sick days by employees will be done in full compliance with the law.

ARTICLE IX

TEMPORARY LEAVES OF ABSENCE

A. Types of Leave

With the exception of the accumulating provision set forth in the last sentence of Article XIV:A.1, members shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:

1. Personal

Three (3) days leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Application to the member's principal or other immediate supervisor for personal leave shall be made at least three (3) days before taking such leave (Except in the case of emergencies), and the applicant for such leave shall not be required to state the reason for such leave other than that the leave is being taken under this Section. Personal days immediately before and after holidays will be granted only to the limit of five (5) staff members per building on any given day. Applications for personal day approval immediately before and after holidays will be accepted no earlier than September 1st of the school year in which they are to be taken and will be granted on the basis of order of receipt (first submitted-first granted).

On an annual basis, members shall be given three (3) options regarding their unused personal days:

Option #1 - Unused personal days will be converted to sick days as of September 1st of the subsequent school year. **This option shall be the default option should a staff member not request otherwise by June 30th of the school year.**

Option #2 – Teachers Only Unused personal days will be paid at a rate of \$100 per day payable on August 15th of the following school year.

Option #3—Each year, teachers can carry over a personal day that will become a “banked day.” Each teacher can have up to two “banked days” and 3 personal days. For a maximum total of 5 days.

2. Guidance Counselors will receive one additional professional day at the discretion of the Building Principal.

3. Professional

Employees may be given days for the purpose of visiting other schools, attending meetings, or conferences of an educational nature with administrative approval.

4. Legal

Staff will be granted time for appearances in legal proceedings connected with issues regarding employment or with the school system. In the event that a civil suit is brought by an individual member against the school district, that member will not be entitled to payment for those work days missed for attendance at the required proceedings. Should that member prevail with the issue, that member will be compensated for all unpaid days missed due to associated legal appearances.

5. Bereavement Leave

The number of school days, not to exceed five (5), will be allowed without loss of pay in the event of each death in the immediate family. The term immediate family shall be understood to include only the following:

Grandfather, Grandmother, Father, Father-in-law, Mother, Mother-in-law, Husband, Wife, Child, Brother, Sister, Brother-in-law, Sister-in-law, Grandchild. An allowance of one (1) day per occurrence per year in case of the death of a relative not heretofore mentioned will be granted.

6. Temporary Military (Maximum of Two Weeks)

Time necessary for persons called into temporary active duty of any unit of the US Reserves or the State National Guard. A member shall be paid his regular pay in addition to any pay that he receives from the State or Federal government.

7. In Addition to Sick Leave

Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the member is entitled by law.

8. Leave for Illness in Family

Teachers would be eligible for a maximum of five (5) days leave for illness in the family at a per diem deduction equal to the per diem substitute rate. Support staff are also eligible for a maximum of five (5) days leave for illness in the family at a deduction of \$18.25 per day.

ARTICLE X

PROTECTION OF MEMBERS, STUDENTS AND PROPERTY

A. Unsafe and Hazardous Conditions

Members shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.

B. Procedure for Hazardous Conditions

1. Meetings

In the event of any disorder or disruption in the regular school program, the Board, Superintendent or affected building principals shall meet with the Association immediately on request of the Association to develop mutually acceptable programs to guarantee the safety of students, members and property.

2. Unauthorized Visitors

During said unsafe and hazardous period, persons not employed by the Upper Freehold Regional District shall not be allowed into any school without the knowledge and permission of the building administrator or superintendent. This shall apply to students visiting a school other than where they are assigned.

C. Reasonable Force

As specified in 18A:6-1, a member may within the scope of his employment, use and apply such amount of force as is reasonable and necessary: To quell a disturbance threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of the pupil; for the purpose of self-defense and for the protection of persons or property.

D. Action before Board and Commissioner

Whenever any action is brought against a member before the Board or before the Commissioner of Education of the State of New Jersey which may affect that teacher's employment or salary status, the Board shall reimburse the teacher for the cost of the teacher's defense if the action is dismissed or results in a final decision in favor of the member.

E. Assault

1. Legal Assistance

The Board shall give full support including legal assistance for any assault upon the member while acting in the discharge of his duties.

2. Leave

When absence arises out of or from such assault or injury, the member shall be entitled to full salary and other benefits for the period of such absence, but shall not forfeit any sick leave or personal leave.

3. Reimbursement or Personal Property Damage

The Board shall reimburse members for the reasonable cost of any clothing or other personal property damaged or destroyed as a result of an assault suffered by a member while the member has been acting in the discharge of his duties within the scope of his employment.

4. Medical

The Board shall reimburse a member for the cost of medical, surgical or hospital services incurred as the result of any injury sustained in the course of his employment.

F. Reporting Assaults

Members shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate superior.

ARTICLE XI

INSURANCE PROTECTION

The Board in its sole discretion may discontinue their participation in the New Jersey School Employee Health Benefits Plan including the New Jersey School Employee Prescription Drug Card Plan. In the event this occurs, the Board will provide health coverage equal to or better than the New Jersey School Employee Health Benefits Plan restore the prescription co-pays and mail order co-pays in existence as of June 1, 2008 (Prescription co-pay will be: \$ 5.00 for generic prescriptions, \$15.00 for name brand prescriptions and mail order at 1x the above rates (\$5.00/generic, \$15.00/name brand for a 90 day supply).

A. Effective July 1, 2018, the Board will provide Direct 15 health coverage in the New Jersey School Employee Health Benefits Plan. Tenure track employees will become eligible for the family plan on the first day of their fifth year in the district. Non-tenurable employees will be eligible for a family plan on the first day of their fourth year in the district. All new employees hired after July 1, 2020 will have health insurance provided in accordance with the provisions of P.L. 2020, c44.

B. Dental and Prescription Insurance will be Board paid as follows:
Dental coverage will be carried under the MetLife Insurance at a co-pay rate of 80/20 with an annual individual limit of \$2,500/year each for members and dependents. In addition, a minimum of \$1,000 will be allocated for orthodontics. New Jersey School Employee Prescription Drug Card coverage shall be provided. Coverage for each member of the unit shall commence only after individual members make application for said coverage and execute the necessary enrollment card. The administration of

the aforementioned plan shall be controlled by the underwriter in accordance with its rules and regulations.

C. Any employee who elects to waive medical benefits will receive in lieu thereof the following cash payments:

Single	\$1,250.00
Parent/child	\$1,500.00
Husband/ Wife	\$2,000.00
Family	\$2,250.00

At the same point in time, any employee who elects to waive dental or prescription benefits will receive in lieu thereof the following cash payments:

Dental	\$ 150.00
Prescription	\$ 250.00

In accordance with State Statute, payment of insurance waivers to members whose spouse has health insurance through the State are not permitted.

The Board will maintain IRS approval to ensure that those employees who do not opt out of the Health Insurance Plan will not have the insurance costs taxed as income in accordance with Section 125 of the Internal Revenue Code.

D. Teachers employed 25 hours or more of a regular full time teaching assignment will be eligible for coverage as referenced in Chapter 2, P.L.2010.

E. All new hires will receive single health insurance coverage. Such individuals shall have the option to purchase, at their own expense, coverage in addition to their individual coverage. All full time, tenure eligible employees and those meeting the requirements in Paragraph D above, shall receive full health insurance (husband/wife, parent/child, family, whichever is applicable) upon attaining tenure or, in non-tenurable cases, the beginning of the fourth year of employment.

F. In the event a prospective employee is tenured in another school district and is eligible for family benefits in that district the Board upon recommendation of the superintendent, may provide family health benefits to such a new employee.

G. The parties agree to be bound by current contribution requirements unless imposed by any new laws to the extent that they alter or preempt this agreement.

ARTICLE XII

DEDUCTIONS FROM

SALARY

A. Payroll and Dues Deductions

The Board agrees to deduct from the salaries of its members, dues for the Upper Freehold Regional Education Association, the Monmouth County Education Association, the New Jersey Education Association or the National Education Association, or any one or any combination of such Associations as said members individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 N.J. Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said money together with current records of any corrections shall be transmitted to such persons as may from time to time be designated by the Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any Association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

B. Representation Fee

- 1.** If any employee does not become a member of the Association during any school year commencing July 1st and concluding June 30th, which is covered in whole or in part by this Agreement, said employee shall be required to pay a representation fee to the Association for that school year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the Association as majority representative.
- 2.** Within ten (10) days after the beginning of each school year, the amount of said representation fee shall be calculated by the Association pursuant to N.J.A.C. 19:17-3.4 and certified to the Board by the Association, which amount shall not exceed eighty-five percent (85%) of the regular membership dues, fees and assessments charged by the union to its own membership.
- 3.** Once during each school year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current school year. The Board will deduct the representation fee in equal installments, as nearly as possible, from the paycheck paid to each employee on the aforesaid list during the remainder of the membership year in question.

4. The employer shall remit the amount deducted to the Association monthly, on or before the 15th of the month following the month in which such deductions were made.

5. These deductions shall commence thirty (30) days after the beginning of employment in the unit or ten (10) days after re-entry into employment in the unit.

6. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.5(c) and 5.6, 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 employer shall immediately cease making said deductions.

7. 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 costs and expenses, that shall arise out of, or by reason of any action taken or not taken by the Board for the purpose of complying with any of the provisions of this Article.

ARTICLE XIII

MISCELLANEOUS PROVISIONS

A. Non-discrimination

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 members or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status or age.

B. Children of Members

Staff members not domiciled in our school district may have their children attend our schools. As per policies 5845 and 5847 (K-Comp and Pre-K), the cost of tuition for the Kindergarten Compliment and Pre-K programs will be the responsibility of the staff member. Any cost of educating a child of a staff member that is above and beyond the general education per pupil cost of educating a student (as per the annual approved budget) will be the responsibility of the staff member.

C. Board Policy

This Agreement constitutes Board policy for the term of said Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

D. Compliance between Individual Contract and Master Agreement

Any individual contract between the Board and an individual member, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of

this Agreement. If an individual contract contains any language inconsistent with this Agreement, during its duration, this Agreement shall be controlling.

E. Savings Clause

Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, nor otherwise detract from any member benefit existing prior to its effective date.

ARTICLE XIV BOARD RIGHTS

The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this agreement, in accordance with applicable laws and regulations to:

- 1.** Hire, promote, transfer, assign, and retain employees in positions in the school district;
- 2.** Suspend, demote, discharge, or take other disciplinary action against employees for just cause and in a manner that will allow employees due process;
- 3.** Maintain the efficiency of the school district operations entrusted to it.
- 4.** Take whatever actions may be necessary to carry out the mission of the school district in situations of emergency;
- 5.** Relieve employees from duty because of lack of needed professional services due to enrollment decline, or for other legitimate reasons not related to teacher discipline, that would not increase class size substantially above state recommended optimums.

ARTICLE XV SICK BANK PROVISION

The Upper Freehold Regional School District shall permit the members of the Upper Freehold Regional Education Association and those employees paying representation fees (as required by law), as defined in the recognition clause of the Collective Bargaining Agreement, to donate personal illness days (sick days) to members suffering from injury or catastrophic illness and who have exhausted all other paid benefit time. Participation in the program is voluntary. The sick leave day balance in the Bank at the end of one calendar year will carry over to the next school year. The calendar year for the operation of the Bank will be July 1 through June 30. Sick leave days provided to a member from the Bank will be in addition to any other days provided for by law or regulation. This provision shall not prohibit the Board from exercising its rights under N.J.S.A. 18A:30-6 (Prolonged Absence Beyond Sick Leave Period).

1. Membership in the Bank:

- A.** An open enrollment period shall occur annually between September 1 and October 15.
- B.** Members wishing to join must submit a formal request to join.
- C.** Members will donate a minimum of one (1) day and a maximum of three (3) days.
- D.** Once days are donated, they are not returnable to the donating member unless that member applies to the Sick Bank Committee and meets all of the conditions of eligibility to apply for sick days from the Bank.
- E.** Should the number of days in the Bank fall below fifty (50), an enrollment period of 3 weeks shall open. Any current member of the sick bank shall be required to donate days as defined in number 3 above in order to remain in the Bank. Any member who wishes to join the bank may do so at that time in accordance with number 3 above.
- F.** New hires may join the Bank for up to three (3) weeks after their date of hire, in accordance with letter D above.
- G.** Members may choose to withdraw at any time with written notice to the Sick Bank Committee. Any days donated will not be returned to the member.
- H.** Unless a member is a new hire, no member may donate days if they have less than ten (10) accumulated sick days.
- I.** Unless a member is a new hire, no member may donate days that would reduce their number of Accumulated sick days below ten (10).

1. Using the Sick Bank:

- A.** Application for the use of days from the Bank can be made only by the members of the Bank.
- B.** The member applying for usage of days must have exhausted all accumulated sick leave, personal days, vacation days (where applicable) and compensatory days (where applicable).
- C.** Once approved for the use of days, employees will be compensated at their regular rate of pay.

- D.** The retroactive use of days granted may be considered by the Committee.
- E.** Members applying for days will sign a limited Waiver/Release form that allows the Committee to discuss their medical condition. The Committee will request information that verifies the existence of an injury or that the illness is chronic.
- F.** Members applying for days will provide a letter from their attending medical professional that confirms that their condition requires the member to remain absent from work for an extended period of not less than five (5) days.
- G.** Days awarded to a member will be used for days missed when school is in session or when that employee would otherwise be required to be in attendance at work.

2. The Committee:

- A.** The Committee shall be made up of three (3) members chosen by the Association and three (3) members chosen by the Board in accordance with 18A:30-10 through 13 (Chapter 223).
- B.** The Committee will meet on an as needed basis. “As needed” will be defined as within five school days of the submission of an application by a member of the bank to withdraw days.
- C.** The Committee will make a decision regarding an application by the end of that meeting.
- D.** In the event of a tie vote, the member making the application will be awarded five (5) school days in which they can appeal the decision to the committee, presenting new evidence.
- E.** If the application is denied, the applying member may appeal the decision to the committee, presenting new evidence, within five (5) days of the initial decision.
- F.** Members of the Committee will sign a confidentiality agreement that will prevent them from discussing medical conditions of members with anyone not on the Committee, unless required to do so as a matter of law.

4. Limits of Benefit:

- A.** Members making an initial application for the withdrawal of days will be limited to thirty (30) days.
- B.** Members may re-apply for up to an additional thirty (30) days for the same condition in any given year.
- C.** Days taken need not be taken consecutively.
- D.** A maximum of sixty (60) days may be awarded to any member in a calendar year as defined above.
- E.** A maximum of ninety (90) days may be awarded to any member over a period of two (2) calendar years as defined above.
- F.** Days will not be granted for normal pregnancy, elective procedures, or other conditions that are not of an immediate or chronic nature as defined by their attending physician. Application for days from the Bank may not be made for work related injuries or illnesses that are being covered under Workers' Compensation claims.
- G.** Members who are awarded days that carry over two years must use their annual benefit leave, as defined in section 2-B above benefit before usage of the days granted from the bank resumes in the second year.
- H.** Final decisions of the Committee will not be subject to the grievance procedure or arbitration.

Upper Freehold Regional Education Association

Sick Leave Bank Enrollment Form

Last Name *First Name* *Date*

Position/Assignment:

School/Department:

☐ I **do not** wish to participate in the Sick Leave Bank.

☐ I wish to participate in the Sick Leave Bank as established pursuant to the agreement between the Upper Freehold Regional Board of Education and the Upper Freehold Regional Education Association.

I do hereby authorize the Personnel Department to transfer the following number of accumulated leave days during the _____ school year (minimum of 1 day, maximum of 3 days required).

I do further acknowledge that the aforementioned transfer and assignment of such days shall be irrevocable.

I understand that this program is not an entitlement, but a voluntary program and that the Sick Leave Bank Committee has the right to approve/deny my request for utilization of sick days.

Signature

Upper Freehold Education Association

Request to Utilize Sick Leave Bank Days

Name: _____

Date: _____

Position/Assignment:

School/Department:

Days Absent Current School Year: _____

Current accumulated benefit time: _____

Reason for requesting Sick Leave Bank Days:

Circle One: I have / will have used or anticipate using all of my available sick leave days, personal days, vacation days, and comp days (when applicable) for this school year.

Number of days I am requesting from the Sick Leave Bank: _____

Sick Leave Bank Days should begin: _____

Will the days be taken consecutively? _____

Explain: _____

The above requested days are needed for the reason of injury, surgery, or critical illness of self as described below.

The doctor's statement on the physician's letterhead must be received with this application. It should state: The applicant's name, the medical reason for request, & the estimated length of absence/return to work. Additional documentation may be required.

Submission of the form constitutes a waiver for the committee to review medical documents.

Circle One: I have / have not previously used the Sick Leave Bank this school year.

Signature: _____ Date: _____

THIS FORM MUST BE COMPLETED IN FULL TO BE CONSIDERED.

INCOMPLETE INFORMATION WILL RESULT IN A DELAY IN CONSIDERATION.

GRIEVANCE FORM

Grievance No. _____ Upper Freehold Regional Distribution of Form:
Superintendent, Principal, Association President

Name of Grievant: _____

Assignment: _____

Date filed: _____

STEP I (Principal)

A. Date Cause of Grievance occurred: _____

B. 1. Statement of Grievance: _____

2. Relief Sought: _____

(Signature): _____ Date: _____

If additional space is needed in reporting Sections B1 and 2, attach an additional sheet.

C. Disposition by Principal: _____

(Signature): _____ Date: _____

D. Position of Grievant and/or Association: _____

(Signature): _____ Date: _____

STEP II (Superintendent)

A. Date received by Superintendent: _____

B. Disposition of Superintendent: _____

(Signature): _____ Date _____

C. Position of Grievant and/or Association: _____

(Signature): _____ Date _____

STEP III (Board of Education)

A. Date received by Secretary of the Board of Education:

B. Disposition of Board of Education: _____

(Signature): _____ Date _____

STEP IV (Arbitrator)

A. Date submitted to Arbitration: _____

B. Disposition and Award of Arbitrator: _____

(Signature): _____ Date _____

PART TWO

Applies to All Teachers

ARTICLE I

TEACHING HOURS AND TEACHING LOAD

Reversion of IBS - The Board, in its sole discretion, may discontinue the Intensive Block Scheduling. In the event this occurs, there will be a reversion to the contract language extant in the collective bargaining agreement which expired June 30 1996 as written in Addendum E; In particular the language as modified in Articles VII, VIII, and X.

A. Teaching Hours- Awaiting AHS scheduling language conversations which will resume in 2020.

1. Teacher Day

Members are expected to devote to their assignments, in meeting the needs of the young people, the time necessary to meet their responsibilities, but they shall not be required to clock in or clock out by hours and minutes but to check in and out on a sheet so designated by their building principals.

2. Length of Day - Full Time Employees

The total in-school workday of all teachers in the system shall consist of a minimum of seven (7) hours and a maximum of seven and one-half (7½) hours in accordance with the requirements of the particular building needs. This time shall also include a duty free lunch period.

3. Less Than Full Time Employees

Less than full time employees may be required to meet the same requirements of a full time teacher as it pertains to prep time(prorated), homeroom, duties and time in attendance, either before or following the commencement and conclusion of the school day. Any employee who is employed less than full time shall be entitled to a prorated share of those divisible benefits available to full time personnel (vis, sick days, professional days, personal days, lunch periods, preparation periods). The pro-rating shall be accomplished by applying a fraction to the total benefit available to full time personnel. The numerator of such a fraction shall be the number of hours worked per week by the less than full time employee; the denominator shall be thirty-seven and one-half (37 ½) hours. All partial days will be rounded to the nearest half day.

It is understood and agreed that certain benefits cannot be prorated because they are non-divisible (vis, health insurance, dental insurance, prescription). To qualify for the aforementioned non-divisible benefits, during the term of this agreement, the less than full time personnel must work no less than five-eighths ($\frac{5}{8}$) of the total hours per week. Teachers employed to work two (2) scheduled blocks pursuant to the IBS shall receive five-eighths ($\frac{5}{8}$) of the salary of a teacher working a full time schedule and will continue to be eligible for and entitled to insurance coverage. Teachers employed to work one scheduled block shall be paid at a rate of three-eighths ($\frac{3}{8}$) of the salary determined by their step on guide and will not be entitled to health, dental or prescription coverage.

Less than full time teachers shall have, without division, all other rights and privileges guaranteed to and full time teachers including, but not limited to,

compensation for co-curricular positions, class coverage, and tuition reimbursement.

4. Arrival and Dismissal Time

Except as might be required because of duty needs, teachers shall be required to report for work no later than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave twenty (20) minutes after the close of the pupils' school day.

5. Alternate Scheduling Committee

The Alternate Scheduling Committee's recommendations relative to the Flexible Block Scheduling as agreed upon for the 2013-14 school year shall continue. Participation in the A/B model will be on a voluntary basis.

Implications resulting from NJSLA or other "State Mandated Testing" requirements may necessitate reconvening of the Alternative Scheduling Committee prior to their summary report and evaluation of the A/B pilot.

B. Teaching Load

1. Grades 9-12

Realizing the absolute necessity of providing proper conditions for professional personnel, but subject to the Board's right to maintain the efficiency of the school district operations entrusted to it, no secondary teacher, except in cases of emergency shall have a work schedule exceeding three (3) student instruction periods and one (1) preparation period of eighty-five (85) minutes duration. Teachers assigned to teach blocks 1, 2 and 3 will be assigned the first lunch period of the day. Secondary teachers may also be assigned limited supervisory duties before and after school, or a homeroom as well as student activity periods scheduled during the school day. In this case, each of the other periods except the lunch block will be shortened by fifteen (15) minutes. The schedule can only be changed by atypical conditions, such as a change in school hours. Teachers who teach during blocks of less than eighty-five (85) minutes duration may be assigned additional student contact time so long as the total does not exceed eighty-five (85) minutes. (for example - a teacher may be assigned to teach a fifty-five (55) minute daily class and be assigned to cover a thirty (30) minute daily duty.)

Number of Preparations (Grades 9-12) High School teachers shall not be required to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations. All possible efforts will be made in this direction. If an occasion arises where it is not possible, the Association will be consulted.

2. Elementary Schools K-4

The daily teaching load and assigned duties in the Elementary/Middle schools, whenever possible, will not exceed five and one-half (5 ½) hours of pupil contact but in no instance will it exceed six (6) hours of pupil contact.

2a. Effective for the 2024/2025 School Year: Duties have been identified as the following:

- a. Homeroom duty: teachers assigned a homeroom
- b. AM/PM duty: those teachers not assigned a homeroom
- c. If there is a shortage of coverage for another area, staff members who assist in the coverage may submit a voucher for payment at the co-curricula hourly rate.

2b. Extra time (at least five minutes, no more than ten minutes), for prep and/or lunch for the elementary school staff within the existing school day. It is understood by both parties that in order for this to be accomplished, it may be necessary to add additional minutes to the daily scheduled periods within the context of the existing school day.

4. Continuous Teaching in Elementary Schools

Every effort will be made by the Administration to keep continuous teaching to a maximum of three (3) hours.

5. Elementary School Duties

Teachers shall have no more than one (1) duty period per week.

6. Middle School

a. All Middle School teachers who teach subjects with an academic or performance based component shall have:

1. At least a 25 minute uninterrupted lunch (daily);
2. A minimum of one uninterrupted 48 minute preparation period daily;
3. No more than 255 minutes of instruction time daily;
4. No more than three instructional periods of 85 minutes daily (academic teachers);
5. No more than 3 different teaching preparations daily (academic teachers);
6. No more than 6 periods of instruction daily for teachers of performance-based courses and no more than 30 periods of instruction per week for World Language teachers;
7. No more than 4 different preps daily (performance based);

8. No more than 3 hours of continuous teaching daily;
 - a. On rare occasions a small number of special area teachers may be impacted by a special event activity that may require no more than an additional thirty minutes of continuous contact time (3.5 hours maximum);
9. Have two common planning meetings per week (academic teachers);
 - a. At any time, the administration may adjust the number of common planning meetings to address the needs of student/parent meetings, testing, etc.
10. Have one common planning meeting per month (performance based)
 - a. At any time, the administration may adjust the number of common planning meetings to address the needs of student/parent meetings, testing, etc.
11. Have no more than one duty per week. Duties have been identified as the following:
 - a. Homeroom/hallway duty: homeroom teachers
 - b. Bus/parent pick up or drop off: those teachers without a homeroom
12. Physical Education teachers have no more than 3 health periods per marking period.
13. World Language teachers shall evaluate 5th and 6th grade World Language students using the PE rubric and evaluate the 7th and 8th grade students using academic letter grades.
 - b. If club periods are required, teachers will not be required to prepare instruction.
 - c. If there are more than 80 students in Band, Chorus or Theater class, an extra adult will be added.
 - d. Teachers who are required to write goals and objectives for IEPs shall be provided with one hour of time for each student plan.
 - e. Itinerant Middle School employees shall have no less than 30 minutes of uninterrupted lunch.
 - f. Paraprofessionals will be hired for the mid part of the day to assist at student lunches.

7. Travel Time

Teachers traveling between buildings on different campuses will have travel time assigned as a duty. Planning time shall not be used for travel time between buildings for employees who are assigned to more than one building. Itinerant employees' schedules shall include sufficient time to travel to their assigned places of duty when traveling from one assignment location to another, including time to walk to vehicles, drive to worksite, park and walk to worksite. The district will coordinate schedules between buildings on the same campus.

8. Teacher Home Base

The District needs flexibility in the distribution of essential materials and confidential documents, including paychecks. All faculty and staff will be allowed to determine one location where they would like to pick-up their checks and the payroll department will deliver them to that location on the day of distribution even if altered due to an unanticipated change in the schedule.

9. Staff will be expected to attend faculty meetings, teacher conferences, and other functions in the building where they spend the majority of their teaching time. If it is mutually agreed that it is necessary for the teacher to attend multiple Parent/Teacher conferences or similar functions in multiple buildings, they shall be compensated at \$65/hour or offered an extra personal day per occurrence.

C. Lunch Periods

1. Lunch

Lunch, at all schools, will be at least an uninterrupted 25 minute period.

2. Leaving of Building

Teachers may leave the building without requesting permission during their scheduled duty-free periods, but must indicate their absence on a sign-in sheet.

D. Meetings

1. Faculty and Other

Teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings twice a month. Failure to regularly attend meetings may result in corrective action. Such meetings shall begin no later than ten (10) minutes after student dismissal time and shall run for no more than sixty (60) minutes. Except in cases of an emergency involving the health and safety of students and teachers, this shall be the rule. No meetings shall be held for staff in PreK-8 on days of parent/teacher conferences.

2. Prior to Holidays and Weekends

Meetings which take place after the regular in-school workday and which require attendance shall not be held on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school—except in emergency situations that involve the health and safety of students and teachers.

3. Notice and Agenda

The notice of an agenda for any meeting shall be given to the teachers involved at least three (3) days prior to the meetings, except in an emergency. Teachers shall be given an opportunity to suggest items for the agenda.

E. Preparation Time

1. Time Allotment

Uninterrupted preparation time will be provided as follows:

Grades K-4: One (1) period of forty-seven (47) minutes duration per day

Grades 5-12: One (1) period of eighty-five (85) minutes per day exclusive of common planning days. On common planning days, teachers will have one (1) period of forty-eight (48) minutes of prep and one (1) period of thirty-seven (37) minutes of common planning.

(a) Each school principal will provide to the Association President or his/her designee, a copy of the school's master schedule for the first semester on August 15th proceeding each school year and will provide for the second semester on January 2nd of that school year. Teachers will be compensated at the rate of \$300 for planning time for each assigned course change made after those dates. If no new planning is done or needed after the dates, there will be no payment.

2. Extra Pay and/or Release Time

It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using regular teachers as substitutes, thereby depriving them of their preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid at the class coverage rate as listed in Addendum D.

F. Extra-Curricular Activities

1. Teachers will be compensated for extra-curricular activities in accordance with the pay schedule adopted and attached as part of this contract. This includes after-school activities that require student contact. For those services rendered in connection with student activities for which a stipend or hourly

rate is not otherwise provided in this agreement, staff will be given a 0.5 personal day.

2. Coaches assume the responsibility to coach with the understanding that they hold proper certifications and required training prior to their appointment. UFRSD maintains that it is their responsibility to be properly trained if they are asking for consideration for those positions. Compensation for training will be offered when the coach and trainer participate in training outside their contract day.

3. Communication with the team members and their parents is a part of a coach's responsibility and payment is included in the negotiated stipend.

G. Special Education Training

If special training is needed for contact with students with special needs, the district will provide the training at District expense.

ARTICLE II NON-TEACHING DUTIES

A. Scope of Professionalism

The Board adhering to the philosophy that the teaching profession embraces varied contacts with children in order that a professional may get to know a youngster better, feels that the scope of professionalism extends beyond the walls of the classroom and embraces other responsibilities. The Board and the Association agree that the professional staff will work collaboratively to implement the goals established by the Board.

1. Volunteer Aides

Every effort will be made to initiate a program whereby volunteer aides will assist elementary teachers in supervising the cafeteria and playground during lunch periods.

B. Extra Duties

In the scheduling of extra duties, the Association chairperson of each building will be consulted by the principal or their designee in the building in order that an equitable arrangement may be achieved.

ARTICLE III TEACHER EMPLOYMENT

A. Certification

1. Standard Certificates

The Board agrees to hire only fully certificated teachers holding standard certificates issued by the New Jersey State Board of Examiners for every teaching assignment where possible.

2. Notification

Upon request the Superintendent shall furnish to the Association in writing the certificates and degrees held, major and minor fields of study and prior experience of each new teacher.

B. Reduction in Certified Personnel

The Board realizing responsibility to staff, students and its commitment to developing conditions for a good educational program and in light of any adverse financial conditions or declining enrollment that might require reduction in certified personnel, will discuss such action with the Association prior to Board decision.

C. Non-Certificated Personnel

In no case shall any non-certificated employee be requested or required to perform any duty mandated by law to be performed by a duly certified professional employee, except in cases of emergency as determined by the building administrator.

D. Returning to the District

A former employee with previous experience in the Upper Freehold Regional School District that has permanently separated from the district and is offered a position at some time in the future will negotiate their salary at the time of hire. A former employee with previous experience in the Upper Freehold Regional School District, that separated from the UFRSD for the reasons other than retirement, upon returning to the system may receive credit of teaching service, military service, alternative civilian service required by the Selective Service System, Peace Corp, VISTA, National Teacher Training Corps, work and time spent on a Fulbright Scholarship up to a maximum of four (4) years, except as mandated by law, may be placed on the appropriate job related guide and negotiate their salary at the time of hire. Members who have not been engaged in teaching or the other activities as indicated above, shall, upon returning to the district, be placed on a salary schedule as negotiated at the time of hire.

E. Previous Sick Leave Accumulation

Permanent employees who are RIF'd have until the end of the June teaching semester of the year following the RIF to be rehired to retain all accumulated sick leave.

F. Notification of Contract and Salary

Members shall be notified of their contract and salary status for the ensuing year no later than the date required by statute.

G. Termination of Employment

Teachers who intend to terminate their employment shall give the Board a minimum of sixty (60) days written notice of their intention to terminate.

ARTICLE IV SALARIES

A. Regular Salaries

1. A maximum of four (4) years military experience may be applied. Any member hired prior to February 1st will be given a full year's experience for salary purposes.
2. Teaching credit may be given for non-public school experience as long as the teacher was in possession of a state teaching certificate during the credited period.
3. All teachers will be on guide by the start of the calendar year.
4. Teachers assigned to home instruction will be compensated at the rate as listed in Addendum D plus up to one (1) hour travel time from school or home to tutorial site and back.
5. All salaries are negotiated and agreed upon at the time of hire.

B. Professional Development Increment

Teachers who have met the requirements set forth in Addendum F will receive a \$500.00 annual increment. This language will remain in this contract until such time as the last member who was eligible for the increment has left the district. A list of qualified members will be made available to the Association annually in September by the Superintendent or his/her designee.

ARTICLE V TEACHER ASSIGNMENT

In case of emergency, the situation necessitating a change will be explained in writing to the individual(s) involved and to the Association.

The Superintendent shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which they are certified for which the Board has appointed the teacher. The Superintendent shall give notice of assignment to new teachers as soon as possible.

In the event that changes in such schedule, class and/or subject assignments, building assignments or room assignments are proposed after August 1st, any teacher affected shall be notified promptly in writing.

In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall not be assigned outside the scope of their teaching certificate and/or their major or minor fields of study unless an emergency exists.

Members may be required to use their own automobiles in the performance of their duties and members who are assigned to more than one (1) school shall be reimbursed for all such travel at the Office of Management and Budget (OMB) approved rate.

ARTICLE VI

VOLUNTARY TRANSFERS AND REASSIGNMENTS

When vacancies occur, they will be immediately posted in the main office of each building. A hard copy will be given to the association president or his/her designee along with the salary guide for that position two (2) days prior to posting in-house. Notices of vacancies will be posted in-house in each building and emailed to all staff. Positions will be granted to qualified staff requesting a transfer at the discretion of the Superintendent. Only if the position is unfilled in-house will it be posted to the public. No later than May 1st of each school year, the Superintendent shall deliver to the Association President a list of the known vacancies which shall occur during the following school year. Minutes of public meetings that reflect transfers and reassignments will be posted in each building and provided to the Association representative upon request.

ARTICLE VII

TEACHER EVALUATION

A. Frequency of Non-Tenure Teacher Evaluation

Teacher Evaluation shall be done in accordance with NJ State mandated requirements. A non-tenure teacher shall be observed by a certified administrator at least three (3) times in each school year, to be followed in each instance by a written report and by a conference between the teacher and the certified administrator for the purpose of identifying deficiencies, extending assistance for their correction, recognizing strengths and improving instruction. Evaluation of teacher performance shall be based on at least three (3) in-classroom observations of at least thirty (30) minutes, each occurring on separate days.

B. General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

2. Copies of Evaluation

A teacher will have access to any class visit evaluation (accessible via email or student management system) report prepared by the teacher's evaluator at least one (1) day before any conference to discuss it. No such report will be submitted to central office, placed in the teacher's file or otherwise acted upon without prior conference with the teacher. No teacher shall be required to sign a blank or incomplete evaluation form. Teachers will be able to add a rebuttal to their evaluation, which will be uploaded into the student management system as part of their evaluation.

3. Evaluation of Co-Curricular Activities

The evaluation of co-curricular activities will take place at the end of the year (season). Each advisor (coach) will be made aware of the criteria upon which will be used for evaluation and who will be doing the evaluation.

4. At no time should an association member evaluate another association member.

C. Evaluation Procedure

1. Communication

Prior to any evaluation report the immediate supervisor of a teacher shall have had appropriate communication, including but not limited to all steps in paragraph 2 below, regarding that teacher's performance.

Evaluations will be formal or in accordance with the Waiver of Compliance as outlined in Addendum H.

Evaluation reports shall be presented to teachers by their immediate supervisor in accordance with the following procedures:

(a) Such reports shall be issued in the name of the immediate supervisor based on a compilation of reports and observations by any and all supervisory personnel who come into contact with the teacher in a supervisory capacity.

(b) Such reports shall be addressed to the teacher.

(c) Such reports shall be written in narrative form and shall include, when pertinent:

(1) Strengths of the teacher as evidenced during the period since the previous report.

(2) Weaknesses of the teacher as evidenced during the period since the previous report.

- (3) Specific suggestions as to measures which the teacher might take to improve performance in each of the areas wherein weaknesses have been indicated.

D. Personnel Records

Teachers shall have the right, upon request, to review the contents of their personnel file. All such actions must be performed in the presence of the Superintendent of Schools.

All statements concerning a teacher, including classroom evaluations and end of the year administrative reports, that are placed in the personnel file must be signed by the teacher in question indicating an awareness thereof.

Where the teacher disagrees with statements placed in his personnel file, that teacher has the right to indicate any disagreement in writing and have such included in their personnel folder.

ARTICLE VIII UNPAID LEAVE

A. One Year Unpaid Leave

Any tenured teaching staff member with seven or more years of experience may be granted, upon application to the superintendent, a one-year unpaid leave of absence at the discretion of the superintendent. The number of such leaves to be granted for a single year will be limited to three only. Requests for such leave may be submitted October 1st through January 31st of each school year and will apply to the subsequent year. Requests will be granted on the basis of the order of receipt (first come-first granted). Such leave may not be combined with another category of leave. A leave as provided in this clause may not be granted to an individual teaching staff member any more frequently than once every seven years. A teacher who is granted such leave is required to submit a written notification by February 15th of the year of the leave of his/her commitment to return at the start of the succeeding school year, failure to submit such written notification will constitute notice of resignation.

ARTICLE IX REIMBURSEMENT FOR CONTINUING EDUCATION

A. Requirements and Procedures

The requirements and procedures for continuing education reimbursement of any member of the professional staff are as follows:

In order to be eligible a member must:

1. Possess a New Jersey teaching certificate with the subject or specialty area endorsed.
2. Possess a BA or BS degree.

3. a. Present evidence in the form of an official college transcript or in-service "Professional Improvement Course Certificate" from the college and/or supervisor, as the case may be, which gives evidence of successful completion of the course(s).
3. b. Courses will be related to obtaining advanced degrees, secondary certifications, coursework that will maintain or improve job skills, or any other courses related to the field of Education.
3. c. Intended courses will be presented to the Superintendent for approval prior to course registration. Approval of these courses shall not be arbitrarily denied.
4. The course(s) must be completed successfully, as evidenced by a grade of "B" or higher.
5. Be employed by the Board at the time that reimbursement is to be made.
6. Courses completed prior to employment are not eligible for reimbursement.
7. Teachers must notify the Superintendent of their intent to change placement on the salary guide by providing transcripts by the August Board of Education meeting prior to the placement change.

B. Schedule of Limits

The schedule and limits for continuing education reimbursement of any member of the professional staff are as follows:

1. A limit of \$50,000, district wide per year. Requests for reimbursement should be submitted to the Superintendent.
2. When the reimbursement requests exceed the \$50,000 allocated, the following plan will be used to equally disburse the available funds.
3. Teacher Course Reimbursement Allocation- \$50,000 / Divided by the number of participants.
4. Any individual qualifying for less than the quotient of this calculation shall receive the full amount due to him/her.
5. Payment of course reimbursement will be made prior to September 30th of the school year following the submission of the request.

ARTICLE X

STIPENDS FOR CO-CURRICULARS AND ATHLETICS

- A.** Stipends for newly formed student clubs, initiated by staff, will begin in the fourth (4th) year the club is in existence. Stipends for clubs initiated by the district will be negotiated prior to the establishment of the club.
- B.** Coaching and extra-curricular contracts will be distributed as follows for varsity and junior varsity teams. Coaches of freshmen teams will receive contracts as soon as enrollment is sufficient to fill a team and the Board of Education acts on the recommendation of the Superintendent for approval; July 1 for the following year, November 15 for winter sports, March 1 for spring sports. Delays in distributing contracts may occur if coaches were not named at that time.

ARTICLE XI

PERFECT/OUTSTANDING ATTENDANCE AWARDS

Employees who qualify for the district's Perfect Attendance award for the previous year shall receive a bonus of \$155 on October 31st.

Employees who qualify for district's Outstanding Attendance (no more than three (3) days absence due to sick and/or personal leave) award for the previous year shall receive a bonus of \$78 on October 31st.

ADDENDUM A

Teacher Salary Guides

YEAR 1					
2023-24					
Step	BA	BA+30	MA	MA+30	PHD
1	63,056	64,406	65,756	67,106	68,456
2	63,556	64,906	66,256	67,606	68,956
3	64,056	65,406	66,756	68,106	69,456
4	64,956	66,306	67,656	69,006	70,356
5	65,756	67,106	68,456	69,806	71,156
6	66,706	68,056	69,406	70,756	72,106
7	67,906	69,256	70,606	71,956	73,306
8	70,106	71,456	72,806	74,156	75,506
9	72,306	73,656	75,006	76,356	77,706
10	74,306	75,656	77,006	78,356	79,706
11	76,506	77,856	79,206	80,556	81,906
12	78,506	79,856	81,206	82,556	83,906
13	80,506	81,856	83,206	84,556	85,906
14	83,906	85,256	86,606	87,956	89,306
15	86,906	88,256	89,606	90,956	92,306
16	89,706	91,056	92,406	93,756	95,106
17	92,506	93,856	95,206	96,556	97,906
18	95,806	97,156	98,506	99,856	101,206
19	98,206	99,556	100,906	102,256	103,606
20	99,906	101,256	102,606	103,956	105,306
OG	104,414	105,764	107,114	108,464	109,814
OG	108,078	109,428	110,778	112,128	113,478
OG	110,698	112,048	113,398	114,748	116,098

YEAR 2					
2024-25					
Step	BA	BA+30	MA	MA+30	PHD
1	63,996	65,346	66,696	68,046	69,396
2	64,496	65,846	67,196	68,546	69,896
3	64,996	66,346	67,696	69,046	70,396
4	65,896	67,246	68,596	69,946	71,296
5	66,696	68,046	69,396	70,746	72,096
6	67,596	68,946	70,296	71,646	72,996
7	68,796	70,146	71,496	72,846	74,196
8	70,496	71,846	73,196	74,546	75,896
9	72,596	73,946	75,296	76,646	77,996
10	74,796	76,146	77,496	78,846	80,196
11	76,996	78,346	79,696	81,046	82,396
12	78,996	80,346	81,696	83,046	84,396
13	81,096	82,446	83,796	85,146	86,496
14	84,096	85,446	86,796	88,146	89,496
15	87,256	88,606	89,956	91,306	92,656
16	90,256	91,606	92,956	94,306	95,656
17	93,256	94,606	95,956	97,306	98,656
18	96,356	97,706	99,056	100,406	101,756
19	99,056	100,406	101,756	103,106	104,456
20	101,056	102,406	103,756	105,106	106,456
OG	105,564	106,914	108,264	109,614	110,964
OG	109,228	110,578	111,928	113,278	114,628
OG	111,848	113,198	114,548	115,898	117,248

YEAR 3					
2025-26					
Step	BA	BA+30	MA	MA+30	PHD
1	65,166	66,516	67,866	69,216	70,566
2	65,666	67,016	68,366	69,716	71,066
3	66,166	67,516	68,866	70,216	71,566
4	66,866	68,216	69,566	70,916	72,266
5	67,666	69,016	70,366	71,716	73,066
6	68,566	69,916	71,266	72,616	73,966
7	69,766	71,116	72,466	73,816	75,166
8	71,366	72,716	74,066	75,416	76,766
9	73,266	74,616	75,966	77,316	78,666
10	75,366	76,716	78,066	79,416	80,766
11	77,466	78,816	80,166	81,516	82,866
12	79,566	80,916	82,266	83,616	84,966
13	81,666	83,016	84,366	85,716	87,066
14	84,556	85,906	87,256	88,606	89,956
15	87,556	88,906	90,256	91,606	92,956
16	90,556	91,906	93,256	94,606	95,956
17	93,656	95,006	96,356	97,706	99,056
18	96,756	98,106	99,456	100,806	102,156
19	99,756	101,106	102,456	103,806	105,156
20	102,256	103,606	104,956	106,306	107,656
OG	106,764	108,114	109,464	110,814	112,164
OG	110,428	111,778	113,128	114,478	115,828
OG	113,048	114,398	115,748	117,098	118,448

Addendum B

NES	2023-24	2024-25	2025-26
G&T Coordinators	\$1,865.07	\$1,893.05	\$1,893.05
HW Club/Lab (hourly)	\$25.50	\$25.88	\$25.88
Reading Lab School/Wilson Reading (hourly)	\$39.00	\$39.59	\$39.59
Safety Patrol	\$2,833.56	\$2,876.06	\$2,876.06
Technology PD	\$3,729.12	\$3,785.06	\$3,785.06

SBMS Clubs	2023-24	2024-25	2025-26
7-8th Grade Musical	\$2,488.00	\$2,525.32	\$2,525.32
7th Grade Advisor	\$2,833.56	\$2,876.06	\$2,876.06
8th Grade Advisor	\$2,833.56	\$2,876.06	\$2,876.06
Band	\$4,204.44	\$4,267.51	\$4,267.51
Chaperone (overnight)	\$153.00	\$155.30	\$155.30
Chorus	\$3,810.72	\$3,867.88	\$3,867.88
Debate Team	\$2,496.96	\$2,534.41	\$2,534.41
Detention (hourly)	\$25.50	\$25.88	\$25.88
G&T	\$1,865.07	\$1,893.05	\$1,893.05
Homework Lab (hourly)	\$25.50	\$25.88	\$25.88
Jazz Band	\$2,448.00	\$2,484.72	\$2,484.72
Math Lab 5/6 (hourly)	\$25.50	\$25.88	\$25.88
Math Lab 7/8 (hourly)	\$25.50	\$25.88	\$25.88
Middle School Sports Coordinator	\$3,000.00	\$3,045.00	\$3,045.00
Other co curricular (hourly)	\$25.50	\$25.88	\$25.88
Show Choir	\$2,448.00	\$2,484.72	\$2,484.72
Student Council	\$3,542.46	\$3,595.60	\$3,595.60
Writing Lab (hourly)	\$25.50	\$25.88	\$25.88
Yearbook Club	\$2,833.56	\$2,876.06	\$2,876.06

AHS Clubs	2023-24	2024-25	2025-26
Art Advisor	\$3,691.00	\$3,746.37	\$3,746.37
Art Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
A-Toners Ensemble Director			\$2,300.00
Band Assistant	\$5,202.00	\$5,280.03	\$5,280.03
Band Concert/Jazz Director	\$6,623.88	\$6,723.24	\$6,723.24
Book Club	\$1,472.88	\$1,494.97	\$1,494.97
Chaperone (daily)	\$117.30	\$119.06	\$119.06
Choir Director	\$4,587.96	\$4,656.78	\$4,656.78
Class Advisor Gr 10	\$2,386.80	\$2,422.60	\$2,422.60
Class Advisor Gr 11	\$3,691.38	\$3,746.75	\$3,746.75
Class Advisor Gr 12	\$3,691.38	\$3,746.75	\$3,746.75
Class Advisor Gr 9	\$2,386.80	\$2,422.60	\$2,422.60
Color Guard (Fall)	\$4,544.00	\$4,612.16	\$4,612.16
Color Guard (Winter)	\$4,544.00	\$4,612.16	\$4,612.16
Credit Completion-Seniors (Feb-June)	\$881.28	\$894.50	\$894.50
Credit Completion-Underclassmen	\$3,038.58	\$3,084.16	\$3,084.16
Dance Team	\$4,570.00	\$5,103.25	\$5,328.25
Detention Monitor	\$3,588.36	\$3,642.19	\$3,642.19
Detention, Friday (hourly)	\$55.08	\$55.91	\$55.91
English Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
ESports Fall	\$2,588.00	\$2,626.82	\$2,626.82
ESports Spring	\$2,588.00	\$2,626.82	\$2,626.82
FFA	\$5,443.74	\$5,525.40	\$5,525.40
FFA, Head	\$8,796.48	\$8,928.43	\$8,928.43
Football Site Manager	\$100.00	\$101.50	\$101.50
Football Ticket Seller	\$100.00	\$101.50	\$101.50
Football Timekeeper	\$100.00	\$101.50	\$101.50
French Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
G&T Academic Team	\$2,835.60	\$2,878.13	\$2,878.13
G&T Coordinator	\$6,360.72	\$6,456.13	\$6,456.13
G&T FEA	\$1,417.80	\$1,439.07	\$1,439.07
G&T Mock Trial, Fed Challenge	\$4,253.40	\$4,317.20	\$4,317.20
G&T Model UN	\$2,835.60	\$2,878.13	\$2,878.13
G&T Science League	\$1,417.80	\$1,439.07	\$1,439.07

Glow Club	\$1,471.86	\$1,493.94	\$1,493.94
Greenbirds	\$1,472.88	\$1,494.97	\$1,494.97
History Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
Homework Lab-After School (hourly)	\$25.50	\$25.88	\$25.88
Italian Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
Latin Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
Leo Club	\$1,845.18	\$1,872.86	\$1,872.86
Literary Magazine	\$3,542.46	\$3,595.60	\$3,595.60
Marching Band Director	\$7,542.00	\$7,655.13	\$7,655.13
Math Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
Math Lab (hourly)	\$25.50	\$25.88	\$25.88
Musical	\$7,176.72	\$7,284.37	\$7,284.37
Musical Choral Director	\$6,523.92	\$6,621.78	\$6,621.78
Musical Choreography	\$3,659.00	\$3,713.89	\$3,713.89
Musical Costume	\$3,659.00	\$3,713.89	\$3,713.89
Musical Instrumentals	\$3,096.00	\$3,142.44	\$3,142.44
Musical Lighting	\$1,040.40	\$1,056.01	\$1,056.01
Musical Producer	\$1,929.00	\$1,957.94	\$1,957.94
Musical Set Design	\$3,691.38	\$3,746.75	\$3,746.75
National Honor Society	\$2,887.62	\$2,930.93	\$2,930.93
Newspaper	\$5,443.74	\$5,525.40	\$5,525.40
Overnight Chaperone (per night)	\$153.00	\$155.30	\$155.30
Robotics Advisor	\$10,683.00	\$10,843.25	\$10,843.25
Robotics Advisor Assistant	\$6,444.00	\$6,540.66	\$6,540.66
School Counseling Lead	\$11,108 + \$100/counselor	\$11,108 + \$100/counselor	\$11,108 + \$100/counselor
Science Honor Society	\$1,470.84	\$1,492.90	\$1,492.90
Site Manager (per game, all sports except football)	\$55.08	\$55.91	\$55.91
Sound Designer	\$1,929.00	\$1,957.94	\$1,957.94
Spanish Honor Society	\$1,471.86	\$1,493.94	\$1,493.94
Student Council	\$4,735.86	\$4,806.90	\$4,806.90
Student Council Asst	\$4,735.86	\$4,806.90	\$4,806.90
Technology Resource Specialist	\$2,682.60	\$2,722.84	\$2,722.84
Theatre	\$4,498.00	\$4,565.47	\$4,565.47
Ticket Seller (per game, all sports except football)	\$47.94	\$48.66	\$48.66
Time Keeper (per game, all sports except football)	\$66.30	\$67.29	\$67.29

Volleyball Advisor	\$1,472.88	\$1,494.97	\$1,494.97
Yearbook	\$7,348.08	\$7,458.30	\$7,458.30

Addendum C

Teams that have a higher ratio than 30 student-athletes per coach will have volunteers secured to assist in student supervision. If a volunteer cannot be secured cuts will be allowed.

AHS Sports	2023-24	2024-25	2025-26
Baseball Assistant	\$5,344.00	\$5,424.16	\$5,424.16
Baseball Head (Varsity)	\$7,474.00	\$7,586.11	\$7,586.11
Basketball Assistant	\$6,037.00	\$6,127.56	\$6,127.56
Basketball Head (Varsity)	\$8,829.00	\$8,961.44	\$8,961.44
Cheerleading Head Fall (Varsity)	\$7,000.00	\$7,105.00	\$7,105.00
Cheerleading Assistant Fall	\$4,500.00	\$4,567.50	\$4,567.50
Cheerleading Head Winter	\$5,200.00	\$5,278.00	\$5,278.00
Cross Country Head	\$6,118.00	\$6,209.77	\$6,209.77
Field Hockey Assistant	\$5,344.00	\$5,424.16	\$5,424.16
Field Hockey Head (Varsity)	\$7,474.00	\$7,586.11	\$7,586.11
Football Assistant	\$6,414.00	\$6,510.21	\$6,510.21
Football Head (Varsity)	\$9,409.00	\$9,550.14	\$9,550.14
Golf Head	\$6,362.00	\$6,457.43	\$6,457.43
Lacrosse Assistant	\$5,344.00	\$5,424.16	\$5,424.16
Lacrosse Head (Varsity)	\$7,474.00	\$7,586.11	\$7,586.11
Soccer Assistant	\$5,344.00	\$5,424.16	\$5,424.16
Soccer Head (Varsity)	\$7,474.00	\$7,586.11	\$7,586.11
Softball Assistant	\$5,344.00	\$5,424.16	\$5,424.16
Softball Head (Varsity)	\$7,474.00	\$7,586.11	\$7,586.11
Tennis Assistant	\$4,237.00	\$4,300.56	\$4,300.56
Tennis Head	\$5,959.00	\$6,048.39	\$6,048.39
Track Assistant Spring	\$5,344.00	\$5,424.16	\$5,424.16
Track Head Spring	\$7,474.00	\$7,586.11	\$7,586.11
Track Head Winter	\$6,655.00	\$6,754.83	\$6,754.83
Weight Room (per season)	\$3,500.64	\$3,553.15	\$3,553.15
Wrestling Assistant	\$5,344.00	\$5,424.16	\$5,424.16
Wrestling Head (Varsity)	\$7,474.00	\$7,586.11	\$7,586.11
SBMS Sports	2023-24	2024-25	2025-26
Baseball	\$3,922.92	\$3,981.76	\$3,981.76
Basketball Boys	\$3,922.92	\$3,981.76	\$3,981.76

Basketball Girls	\$3,922.92	\$3,981.76	\$3,981.76
Cheerleading	\$2,601.00	\$2,640.02	\$2,640.02
Cross Country	\$3,922.92	\$3,981.76	\$3,981.76
Field Hockey	\$3,695.46	\$3,750.89	\$3,750.89
Lacrosse Boys	\$3,922.92	\$3,981.76	\$3,981.76
Lacrosse Girls	\$3,922.92	\$3,981.76	\$3,981.76
Soccer Boys	\$3,922.92	\$3,981.76	\$3,981.76
Soccer Girls	\$3,922.92	\$3,981.76	\$3,981.76
Softball	\$3,922.92	\$3,981.76	\$3,981.76
Wrestling	\$3,802.56	\$3,859.60	\$3,859.60

Postseason Compensation

Compensation for participation in post season competition will be paid at a rate of:

\$30.00/day for head coaches with a maximum payment of \$450.00

\$25.00/day for assistant coaches with a maximum payment of \$375.00, inclusive of all practices and competition days. This rate will be in effect for the duration of the agreement.

Addendum D

Addendum D	2023-24	2024-25	2025-26	
BOE Meeting Computer Technician (hourly)	\$39.00	\$39.00	\$39.00	
Bus Driver (hourly)	\$30.00	\$30.00	\$30.00	*will match district rate if higher
Child Study Team Evaluation (hourly - max 10/student)	\$39.00	\$39.00	\$39.00	
Child Study Team Evaluation (outside of school hours)	\$40.00	\$40.00	\$40.00	
Co-Curricular Rate (not otherwise covered - hourly)	\$22.13	\$30.00	\$30.00	
Coverage ES/MS per period	\$25.22	\$25.22	\$25.22	
Coverage MS/HS per block	\$50.45	\$50.45	\$50.45	
Curriculum - New- 20 hours	\$525.05	\$600.00	\$600.00	
Curriculum - Revision- 10 hours	\$262.52	\$300.00	\$300.00	
Curriculum (hourly)	\$26.25	\$30.00	\$30.00	
Homebound Instruction (hourly)	\$29.86	\$30.00	\$30.00	
Independent Study (per student)	\$205.90	\$205.90	\$205.90	
Lighting Technician- Staff (hourly)	\$34.00	\$34.00	\$34.00	
Moving Classrooms (between buildings - annual)	\$257.38	\$257.38	\$257.38	
Moving Classrooms (within a building - annual)	\$154.43	\$154.43	\$154.43	
National Board Certification	\$1,029.50	\$1,029.50	\$1,029.50	
Professional Development (Attendee - hourly)	\$25.22	\$30.00	\$30.00	
Professional Development (Facilitator - hourly)	\$50.45	\$50.45	\$50.45	
RTI Coordinator (each)	\$3,000.00	\$3,000.00	\$3,000.00	
Sub Dispatcher (per staff member, per building)	\$40.00	\$40.00	\$40.00	
Summer Basic Skills (hourly)	\$39.00	\$39.00	\$39.00	
Summer Guidance (hourly)	\$39.00	\$39.00	\$39.00	
Summer Instructional Improvement Work (hourly)	\$26.25	\$30.00	\$30.00	
Summer Instrumental Lessons (hourly)	\$39.00	\$39.00	\$39.00	
Summer Screening (hourly)	\$39.00	\$39.00	\$39.00	
Summer Special Education (hourly)	\$39.00	\$39.00	\$39.00	

Homebound Instruction: Time in the field includes up to one (1) hour of travel time.

Curriculum Development: Payment will be for submitted Curricula. Any further revisions suggested by the administration will be paid at the Co-Curricular Rate. All payments will be made in a timely manner, not to exceed sixty (60) days. Papers submitted by September 15th will be paid by October 15th .

Professional Development: Teachers have the option of receiving an additional personal day for each day of professional development, or they may opt for the hourly rate to a maximum of 10 hours per year.

Teachers agreeing to teach 2 different courses in the same class period shall receive a stipend of \$5,000 for that semester to be paid at the end of the semester.

On days that the nurse is in the building during the summer months, a nurse will be made available to assist when needed.

Addendum E

Reversion Language - Should Block scheduling be abandoned by the Board, the contract will revert to the following language in Article VII and VIII.

ARTICLE VII

TEACHING HOURS AND TEACHING LOAD

A. Teaching Hours

1. Teacher Day

Members are expected to devote to their assignments, in meeting the needs of the young people, the time necessary to meet their responsibilities, but they shall not be required to clock in or clock out by hours and minutes but to check in and out on a sheet so designated by their building principals.

2. Length of Day - Full Time Employees

The total in-school workday of all teachers in the system shall consist of a minimum of seven (7) hours and a maximum of seven and one-half (7½) hours in accordance with the requirements of the particular building needs. This time shall also include a duty free lunch period.

3. Less Than Full Time Employees

Any employee who is employed less than full time shall be entitled to a pro-rated share of those divisible benefits available to full time personnel (vis, sick days, professional days, personal days, lunch periods, preparation periods). The pro-rating shall be accomplished by applying a fraction to the total benefit available to full time personnel. The numerator of such fraction shall be the number of hours worked per week by the less than full time employee; the denominator shall be thirty-seven and one-half (7½) hours. All partial days will be rounded to the nearest half day.

It is understood and agreed that certain benefits cannot be pro-rated because they are non-divisible (vis, health insurance, dental insurance, prescription). To qualify for the aforementioned non-divisible benefits, during the term of this agreement, the less than full time personnel must work no less than twenty (20) hours per week. Teachers who work twenty hours per week shall be paid one-half (½) of the salary determined by their step on guide and will continue to be eligible for and entitled to insurance coverage.

Less than full time teachers shall have, without division, all other rights and privileges guaranteed to full time teachers including, but not limited to,

compensation for co-curricular positions, class coverage, and tuition reimbursement.

4. Arrival and Dismissal Time

Except as might be required because of duty needs, no High School teacher shall be required to report for work earlier than fifteen (15) minutes before the opening of the pupils' school day, and shall be permitted to leave twenty (20) minutes after the close of the pupils' school day. No Elementary School teacher shall be required to report more than ten (10) minutes before the opening of the pupils' day. They shall not be required to stay for more than twenty (20) minutes after the pupils' dismissal time on Tuesday through Friday. On Monday, they will be required to stay for forty-five (45) minutes after student dismissal for purposes of planning. On half-days, teachers who leave for lunch must be back at their assigned stations no later than 1:15 p.m.

B. Teaching Load

3. Grades 9-12

Realizing the absolute necessity of providing proper conditions for professional personnel, but subject to the Board's right to maintain the efficiency of the school district operations entrusted to it, no secondary teacher, except in cases of emergency shall have a work schedule exceeding five (5) student instruction periods, one (1) preparation period as provided hereinafter (E.1), and one (1) additional student contact period, exclusive of limited supervisory duties before and after school, as well as student activity periods scheduled during the school day. The High School Athletic Director shall have a maximum of three (3) student instruction periods and one (1) additional student contact period. This can only be changed by emergency conditions such as a change in school hours.

(Note: ATP language deleted as per agreement)

The daily teaching load in the elementary schools, whenever possible will not exceed five and one-half (5 ½) hours of pupil contact but in no instance will it exceed six (6) hours of pupil contact.

Department heads shall not be assigned more than four (4) student instruction periods and one (1) student contact period on each day.

4. Number of Preparations (Grades 9-12)

High School teachers shall not be required to teach more than two (2) subject areas nor more than a total of three (3) teaching preparations. All possible efforts will be

made in this direction. If an occasion arises where it is not possible, the Association will be consulted.

5. Continuous Teaching in Secondary Schools

Normally, secondary teachers shall not be required to teach continuously for more than three (3) periods. In the event it is necessary that a secondary teacher have four (4) continuous student instruction periods, the period following will not involve any student contact. When the administration feels that four (4) continuous student instruction periods are necessary, the Association will be consulted.

6. Continuous Teaching in Elementary Schools

Every effort will be made by the Administration to keep continuous teaching to a maximum of three (3) hours, three (3) periods.

C. Lunch Periods

1. Teachers shall have a daily duty-free lunch period in all schools which shall be a minimum of twenty (20) minutes duration.

2. Leaving of Building

Teachers may leave the building without requesting permission during their scheduled duty-free periods, but must indicate their absence on a sign-in sheet.

D. Meetings

5. Faculty and Other

Teachers may be required to remain after the end of the regular workday without additional compensation for the purpose of attending faculty or other professional meetings twice a month. Such meetings shall begin no later than ten (10) minutes after student dismissal time and shall run for no more than sixty (60) minutes. Except in cases of an emergency involving the health and safety of students and teachers, this shall be the rule.

2. Prior to Holidays and Weekends

Meetings which take place after the regular in-school workday and which require attendance shall not be held on Fridays or on any day immediately preceding any holiday or other day upon which teacher attendance is not required at school.

3. Notice and Agenda

The notice of an agenda for any meeting shall be given to the teachers involved at least three (3) days prior to the meetings, except in an emergency. Teachers shall be given an opportunity to suggest items for the agenda.

E. Preparation Time

6. Time Allotment

Preparations time will be provided as follows:

Grades K-8: One (1) period of forty (40) minutes duration per day, except for Special Services teachers who will have the equivalent of forty (40) minutes per day.

Grades 9-12: One (1) period per day (forty-two (42) minutes):

2. Extra Pay and/or Release Time

It is desirable for each teacher to have an uninterrupted preparation period each day. The practice of using regular teachers as substitutes, thereby depriving them of their preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid at the rate as listed in Addendum D.

F. Extra-Curricular Activities

Teachers will be compensated for extra-curricular activities in accordance with the pay schedule adopted and attached as a part of this contract. This does not include evening activities, PTA meetings or other such type functions. All coaching and extra-curricular activities shall be performed on a voluntary basis. For those services rendered in connection with student activities for which a stipend or hourly rate is not otherwise provided in this agreement, the hourly rate as listed in Addendum D.

ARTICLE VIII

NON-TEACHING DUTIES

A. Scope of Professionalism

The Board of Education adhering to the philosophy that the teaching profession embraces

varied contacts with children in order that a professional may get to know a youngster better, feels that the scope of professionalism extends beyond the walls of the classroom and embraces other responsibilities.

1. Volunteer Assistants

Every effort will be made to initiate a program whereby volunteer assistants will assist elementary teachers in supervising the cafeteria and playground during lunch periods.

2. Cafeteria Supervision

In regard to cafeteria supervision of high school students, all available certificated personnel will be rotated on an equitable basis, and the non-teaching schedule will not be arranged to avoid that duty.

3. Hall Duty

Each period a high school teacher will insure that the halls are cleared.

B. Extra Duties

In the scheduling of extra duties, the Association chairperson of each building will be consulted by the principal in the building in order that an equitable arrangement may be achieved.

End Reversion Language

Addendum F

- A.** A \$500 annual increment will be awarded to qualifying certificated staff members on September 30th starting in 1998.
- B.** To qualify for the PDI, staff members must successfully complete forty-five (45) hours of professional development courses* offered by the school district between November 6, 1996 and August 31, 1998.
- C.** Staff members must be employed prior to November 6, 1996 to be eligible for the PDI.
- D.** Staff members enrolled in the PDI program will not receive an hourly stipend for participating in the courses.
- E.** Only courses offered beyond regular school hours or during the summer will be counted toward the forty-five (45) hour requirement.

Each professional development program will include a classroom application component.

The ACEP coaching course will not count toward the forty-five (45) hour requirement.

Workshops offered outside of the school must have prior administrative approval in order to count toward the forty-five (45) hour requirement. The cost of such workshops is the responsibility of the staff member.

This language will be retained in this contract until the last person who has qualified for this increment has left the district. A list of the qualified members will be made available to the Association annually by the Superintendent or his/her designee.

Addendum G

Overload Compensation

In the event that extraordinary circumstances arise that require the Board to request that a teacher carry an overload, the compensation will be calculated as follows:

High School-

A single, one semester overload will be compensated at a rate of twenty-five percent (25%) of the teacher's salary on guide for that semester. This amount will not exceed the maximum compensation allowed under this clause. In the event that a teacher is carried an overload for two (2) semesters, the compensation will be calculated as stated above for the second overload.

Elementary/Middle School-

Teachers asked to carry an overload for a single, full year course will be compensated at a rate of sixteen and seven-tenths percent (16.7%) of their salary on guide. This amount shall not exceed the maximum compensation allowed under this clause.

Less than full courses-

In the event that an overload assignment is for a duration of less than one(1) semester or one (1) year as designated above, that teacher will be compensated as calculated above on a per diem basis. Coverage will be considered an overload if the same teacher covers a class for more than five (5) days and is responsible for lesson planning and assessment of students.

Maximum compensation-

The number of days used for calculation purposes will be those days on the school calendar when the teacher is required to be in attendance. Used sick days, personal days or professional days shall not reduce the number of days used to determine the compensation for any overload.

The maximum compensation will be determined by applying twenty -five percent (25%) to seventy percent (70%) of the maximum salary on the Bachelors' guide.

The maximums for the 2023-2026 school years will be as follows:

\$19,783.40

PART THREE

Applies to All Assistants

ARTICLE I

HOURS OF WORK

A. Subject to the provisions below, all full-time Assistants shall work eight (8) hours per day, inclusive of one half (½) hour duty free lunch period. The parties agree that there is a need for flexibility in scheduling the hours in the workday. Accordingly, the Building Principal, in their discretion, may schedule the eight (8) hour work day between 7:00 a.m. and 3:00 p.m., or 7:30 a.m. and 3:30 p.m., or 7:45 a.m. and 3:45 p.m., or 8:00 a.m. and 4:00 p.m., or 8:15 a.m. and 4:15 p.m., or 8:30 a.m. and 4:30 p.m., or 8:45 a.m. and 4:45 p.m., or 9:00 a.m. and 5:00 p.m.

B. All half-time Assistants shall work four (4) hours per day. The working hours for said half-time personnel shall be scheduled by the Building Principal of all building personnel and by the Superintendent of Schools for all other personnel. Any half-time personnel required to work a full day shall receive a half-hour (½) duty free lunch period.

C. Employees in the unit shall not be required to work on days which the schools are closed due to inclement weather. When school is dismissed early due to inclement weather, all assistants may leave when the teachers leave (i.e. 20 minutes after the students).

D. Employees in the unit shall be entitled to one (1) uninterrupted rest period of fifteen (15) minutes during the morning and one (1) uninterrupted rest period of fifteen (15) minutes during the afternoon, at such time as shall be mutually agreed upon by the employee and the immediate supervisor.

E. Compensatory time shall be handled at the building level whereby the building head will be responsible for processing applications in connection with the same and communicating decisions to the employee involved.

F. Bus routes for students requiring an assistant will be established at the beginning of each school year. Arrangements for the pick-up and drop-off of the assistant will be made by the district. Assistants making the request will be picked up and dropped off at the appropriate school at the beginning and at the end of the route.

G. Assistants who volunteer to participate in additional training after their regular work day ends will be compensated at \$23 an hour for the 2023-2024, 2024-2025, and 2025-2026 school years. Supervisor approval for in-district workshops is required and Board of Education approval for out-of-district workshops is required.

ARTICLE II
PERSONAL LEAVES OF ABSENCE

Twelve (12) month support staff will be granted vacation time according to the following:

0-10 years in District	12 days
11-15 years in District	14 days
16-19 years in District	16 days
20 or more years in District	17 days

Per 18A:30-9.1, the use of accrued vacation leave by a Board of Education employee who does not take vacation leave in a given year because of business demands, shall be granted that accrued leave only during the next succeeding year.

ARTICLE III CALENDAR

- A.** The work year for Assistants shall consist of one hundred eight-three (183) working days scheduled between September 1st and June 30th as follows: Begin the same day as all teachers, plus one hundred eighty (180) student days.
- B.** Assistants may be required to participate in district in-service programs at the discretion of the administration. Requests from assistants to participate in district in-service programs shall be made to their immediate supervisors. If approved, the supervisors shall submit the request to the Director of Curriculum for processing.
- C.** Assistants may apply for one (1) paraprofessional day for professional growth activities. Approval of the immediate supervisor and Superintendent will be required. The district's extant form for professional days will be used for such requests.
- D.** Written notification of contract renewal/non-renewal and salary status for the following year will be given to each employee on or before June 30th of each school year.

ARTICLE IV SALARIES

- A.** The Board reserves the right to withhold an increment for just cause.
- B.** The Board retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on any existing salary guide.
- C. Severance Clause**
Should the Board decide to privatize, pursuant to law, its non-instructional staff, there shall be certain remuneration paid as severance pay.
- 1.** One (1) week salary for each full year of service in the Board's employ.
 - 2.** The Board, in its sole discretion, may increase the foregoing for any employee who has twenty (20) or more full years of employment with the Board.
 - 3.** Assistants shall be given thirty (30) days' notice should their position be eliminated.

ARTICLE V PROMOTIONS

Promotions shall be made at the sole discretion of the Superintendent of Schools.

ARTICLE VI

EMPLOYEE EVALUATION

Employees shall have opportunities to confer with their immediate supervisors for the purposes of identifying strengths, weaknesses and discussing ways and means to improve overall performance. These conferences shall include written evaluation reports, and shall be scheduled by the supervisor and/or principal at least once in each contract year before April 1st. Employees shall be given copies of the evaluation report and shall be requested to sign it at the completion of the conference. Opportunity shall be given to the employee to file a written response. The response and the evaluation shall be forwarded to the Superintendent and shall be filed in the central personnel file.

ARTICLE VII

VOLUNTARY TRANSFERS

A. In the event that a vacancy occurs in any unit position, the Superintendent shall, within a reasonable time thereafter, notify the Association thereof and post notice of the vacancy on the bulletin board in the main office of each school. A hard copy will be given to the association president or his/her designee along with the salary guide for that position two (2) days prior to posting in-house. Notices of vacancies will be posted in-house in each building and emailed to staff. Positions will be granted to qualified staff requesting a transfer at the discretion of the Superintendent. Only if the position is unfilled in-house will it be posted to the public.

B. Any employee in the unit who desires to transfer to another building may file a written statement of request to do so with the Superintendent, including the positions and the location to which transfer is desired.

C. In the review of requests for voluntary transfer, the Board shall retain unilaterally the right to dispose of any such request as it sees fit.

D. People with the most seniority will be given the first option of transferring to available positions, provided that they meet all necessary certifications and qualifications, subject to the approval of the Superintendent.

ARTICLE VIII

PERFECT/OUTSTANDING ATTENDANCE

Employees who qualify for the district's Perfect Attendance Award for the previous year shall receive a bonus of \$155 on October 31st.

Employees who qualify for the district's Outstanding Attendance Award for the previous year shall receive a bonus of \$78 on October 31st.

ARTICLE IX

ADMINISTRATION OF CONTRACT

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

B. Any individual employment contract issued to a member of the bargaining unit shall be subject to the provisions hereof as to salary and the terms and conditions of employment.

C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by certified letter at the following addresses:

1. If by the Association, to the Board at:
Upper Freehold Regional Board of Education
27 High Street
Allentown, New Jersey 08501
2. If by the Board, to the Association at:
President, Upper Freehold Regional Education
Association
Home Address (to be advised)

D. Assistants who intend to terminate their employment shall give the Board a minimum of fourteen (14) days written notice of their intention to terminate.

ARTICLE X

REIMBURSEMENT FOR CONTINUING EDUCATION

A. Requirements and Procedures

The requirements and procedures for continuing education reimbursement of any member of the support staff are as follows:

In order to be eligible a member must:

1. Be actively employed by the district at the time the courses are taken.
2. Present evidence in the form of an official college transcript or in-service "Professional Improvement Course Certificate" from the college and/or supervisor, or in the case of Network Technicians, a certification from a recognized hardware or software firm that provides evidence of successful completion of the course(s).

3. Courses will be related to obtaining degrees, certifications and/or coursework that will maintain or improve job skills, or any other courses related to the field of Education or support thereof.
4. Intended courses will be presented to the Superintendent for approval prior to course registration.
5. Approval of these courses shall not be arbitrarily denied.
6. The course(s) must be completed successfully, as evidenced by a grade of "B" or higher or the successful earning of an approved certificate.
7. Be employed by the Board at the time that reimbursement is to be made.
8. Courses completed prior to employment are not eligible for reimbursement.

B. Schedule of Limits

The schedule and limits for continuing education reimbursement of any member of the professional staff are as follows:

1. Reimbursement will be the cost of tuition and fees up to the maximum of \$1,000.00 per member.
2. A limit of \$10,000.00, district wide, per year has been established to finance this Article.
3. Requests for reimbursement should be submitted to the Superintendent.
4. Payment will be made to the member within thirty (30) days of submission of evidence of satisfactory completion of a course to the Superintendent.
5. Any requests for tuition reimbursement denied due to exhaustion of the tuition pool or the employee exceeding the annual limit, will be carried over to the following year.

ADDENDUM A

Assistants Salary Guides

Instructional Assistant					
STEP		2023-2024		2024-2025	2025-2026
1		\$29,683		\$30,300	\$30,977
2		\$30,216		\$30,833	\$31,510
3		\$30,749		\$31,366	\$32,043
4		\$31,282		\$31,899	\$32,576
5		\$31,815		\$32,432	\$33,109
6		\$32,348		\$32,965	\$33,642
7		\$32,881		\$33,498	\$34,175
8		\$33,414		\$34,031	\$34,708
9		\$33,947		\$34,564	\$35,241
10		\$34,479		\$35,097	\$35,774
11		\$35,012		\$35,630	\$36,307
12		\$35,545		\$36,163	\$36,840
13		\$36,078		\$36,696	\$37,373
14		\$36,611		\$37,228	\$37,905
15		\$37,144		\$37,761	\$38,438
16		\$37,677		\$38,294	\$38,971
17		\$38,210		\$38,827	\$39,504
18		\$38,743		\$39,360	\$40,037
19		\$39,276		\$39,893	\$40,570
20		\$39,809		\$40,426	\$41,103
21		\$40,342		\$40,959	\$41,636
22		\$40,875		\$41,492	\$42,169
23		\$41,408		\$42,025	\$42,702
24		\$41,941		\$42,558	\$43,235

Non- Instructional Assistant					
STEP		2023-2024		2024-2025	2025-2026
1		\$24,722		\$25,267	\$25,843
2		\$25,222		\$25,767	\$26,343
3		\$25,722		\$26,267	\$26,843
4		\$26,222		\$26,767	\$27,343
5		\$26,722		\$27,267	\$27,843
6		\$27,222		\$27,767	\$28,343
7		\$27,722		\$28,267	\$28,843
8		\$28,222		\$28,767	\$29,343
9		\$28,722		\$29,267	\$29,843
10		\$29,222		\$29,767	\$30,343
11		\$29,722		\$30,267	\$30,843
12		\$30,222		\$30,767	\$31,343

IT Network Technicians						
STEP		2023-2024		2024-2025		2025-2026
1		\$48,895		\$49,638		\$50,442
2		\$49,995		\$50,738		\$51,542
3		\$51,095		\$51,838		\$52,642
4		\$52,195		\$52,938		\$53,742
5		\$53,295		\$54,038		\$54,842
6		\$54,395		\$55,138		\$55,942
7		\$55,495		\$56,238		\$57,042
8		\$56,595		\$57,338		\$58,142
9		\$57,695		\$58,438		\$59,242
10		\$58,795		\$59,538		\$60,342
11		\$59,895		\$60,638		\$61,442
12		\$60,995		\$61,738		\$62,542
13		\$62,095		\$62,838		\$63,642
14		\$63,195		\$63,938		\$64,742

Security Coordinator					
Step		2023/2024		2024/2025	2025/2026
1		\$52,303		\$54,326	\$56,416
2		\$53,803		\$55,826	\$57,916
3		\$55,303		\$57,326	\$59,416
4		\$56,803		\$58,826	\$60,916
5		\$58,303		\$60,326	\$62,416
6		\$59,803		\$61,826	\$63,916
7		\$61,303		\$63,326	\$65,416

Security Monitor					
STEP		2023-2024		2024-2025	2025-2026
1		\$32,382.00		\$32,529.00	\$32,719.00
2		\$33,582.00		\$33,729.00	\$33,919.00
3		\$34,782.00		\$34,929.00	\$35,119.00
4		\$35,982.00		\$36,129.00	\$36,319.00
5		\$37,182.00		\$37,329.00	\$37,519.00
6		\$38,382.00		\$38,529.00	\$38,719.00
7		\$39,582.00		\$39,729.00	\$39,919.00
8		\$40,782.00		\$40,929.00	\$41,119.00
9		\$41,982.00		\$42,129.00	\$42,319.00
10		\$43,182.00		\$43,329.00	\$43,519.00
11		\$44,382.00		\$44,529.00	\$44,719.00
12		\$45,582.00		\$45,729.00	\$45,919.00
13		\$46,782.00		\$46,929.00	\$47,119.00
14		\$47,982.00		\$48,129.00	\$48,319.00
15		\$49,182.00		\$49,329.00	\$49,519.00
16		\$50,382.00		\$50,529.00	\$50,719.00
17		\$51,582.00		\$51,729.00	\$51,919.00
18		\$52,782.00		\$52,929.00	\$53,119.00
19		\$53,982.00		\$54,129.00	\$54,319.00
20		\$55,182.00		\$55,329.00	\$55,519.00

Night Monitor					
STEP		2023-2024		2024-2025	2025-2026
1		\$46,480.00		\$46,730.00	\$47,034.00
2		\$47,830.00		\$48,080.00	\$48,384.00
3		\$48,508.00		\$48,758.00	\$49,062.00
4		\$49,858.00		\$50,108.00	\$50,412.00
5		\$51,208.00		\$51,458.00	\$51,762.00
6		\$52,558.00		\$52,808.00	\$53,112.00
7		\$53,908.00		\$54,158.00	\$54,462.00
8		\$55,258.00		\$55,508.00	\$55,812.00

Security Law Enforcement					
Former Step		2023-2024		2024-2025	2025-2026
V		\$39,930.00		\$40,275.00	\$40,667.00
W		\$41,030.00		\$41,375.00	\$41,767.00
X		\$42,130.00		\$42,475.00	\$42,867.00
Y		\$43,230.00		\$43,575.00	\$43,967.00
Z		\$44,330.00		\$44,675.00	\$45,067.00
A		\$45,430.00		\$45,775.00	\$46,167.00
B		\$46,530.00		\$46,875.00	\$47,267.00
C		\$47,630.00		\$47,975.00	\$48,367.00
D		\$48,730.00		\$49,075.00	\$49,467.00
E		\$49,830.00		\$50,175.00	\$50,567.00
F		\$50,930.00		\$51,275.00	\$51,667.00
G		\$52,030.00		\$52,375.00	\$52,767.00
H		\$53,130.00		\$53,475.00	\$53,867.00
I		\$54,230.00		\$54,575.00	\$54,967.00

ADDENDUM B ARTICLE XI

TOILETING PROCEDURES/ DIAPERING CHANGING- \$500

- 1.** Paraprofessionals may be required when assigned to a student or class, to change the diapers of students as part of their duties.

Appropriate training shall be given to each employee before s/he performs diaper changing.

All paraprofessionals may be required to perform toileting procedures and change the diapers of student(s) s (2) as part of their regular duties.

Unless otherwise directed by the Supervisor, the secondary level (middle and high school) paraprofessional will accompany the student to the nurse's office where that paraprofessional will diaper the student either in the nurse's bathroom or behind a screen in the nurse's office.

The nurse will be available if the paraprofessional requires emergency assistance.

Requirements for the stipend eligibility are outlined in letters a through b.

- a) Any member permanently assigned a student, at any time in the school year, that requires either toileting or diaper assistance, shall be entitled to the \$500 stipend. For purposes of this agreement toileting shall be defined as physically assisting a student with clean-up associated with urination and/or elimination.
- b) Any member not eligible for the stipend, pursuant to paragraph (aA) above, shall be paid \$35 per day if the member toilets or diapers a student when the student's permanent and all backup paraprofessionals from the above list are otherwise unavailable to assist the student with toileting or diapering.

PART FOUR

Applies to All Custodians

ARTICLE I

EMPLOYEE RIGHTS

- A.** Criticism of an employee by any administrator regarding the employee's job performance shall be made in confidence and not in the presence of colleagues, parents or students.
- B.** Whenever the Board of Education or any of its committees requires any employee to appear before the Board or such committee, concerning any disciplinary matter which could adversely affect the employee's position or salary, such employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a person of their choosing present to advise and represent them during such meeting.

ARTICLE II

EMPLOYEE WORK YEAR

- A.** The Board shall have the absolute right to establish the school calendar. Should the Association desire to make recommendations concerning said calendar, said recommendations shall be delivered to the Superintendent no later than February 1 of each year of the Agreement's duration.
- B.** The work year for twelve-month employees shall commence on July 1 and conclude on June 30. The work year for ten-month employees shall commence on September 1 and conclude on June 30.
- C.** Twelve-month employees shall receive the following vacation time:
- 1.** The Board reserves the right to specify the conditions under which vacation may be taken. The Board, in its sole discretion, has the right to implement a common ten (10) day vacation period for all employees in the unit. Those employees entitled to more than ten (10) days of vacation in one year would receive, should the Board implement a common vacation, that portion of his vacation in excess of ten (10) days in the manner herein provided.

Length of Service	Accumulated Vacation Days
Less than 1 year	1 day for each month worked
1 through 7 years	12 days
8 through 19 years	17 days
20 through 24 years	18 days
25+ years	19 days

- 2.** If the vacation will be one week or longer, employees eligible for vacation must apply for the same to the Superintendent at least three (3) months in advance of the desired start date. If the vacation is less than one week's

vacation, employees eligible for vacation must apply for the Same to the Superintendent at least two (2) weeks in advance. Special consideration shall be given to emergencies. All applications are subject to final approval by the Superintendent.

3. Employees who do not use vacation time in a given year because of business demands shall be granted that accrued leave only during the next succeeding year. An employee who anticipates termination of their services may take accrued vacation prior to the termination date with proper approval as set forth above. Accrued vacation may be paid to the estate of a deceased employee or to a retiring employee.

4. If school is closed early due to inclement weather or snow accumulation, custodial staff shall work a regular day unless notified by the Director of Buildings and Grounds that they may shorten their day.

a. When called into the district (and safely arriving) during an inclement weather "State of Emergency," employees can leave when their responsibilities/ duties have been fulfilled.

5. Employees shall be granted the following days as holidays: Independence Day, Labor Day, One Fall holiday (September/October) chosen by the Custodian as identified in the adopted UFRSD calendar, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Day, Day after Christmas, New Year's Day, Martin Luther King, Jr.'s Birthday, Presidents Day, Good Friday and Memorial Day. Should any of the foregoing holidays fall on a Saturday or Sunday, the administration shall schedule an alternate day off, with pay, for all unit members.

For the Fall holiday, Custodians must submit for their chosen day by August 1st. Administrators shall confirm the date chosen by August 20th.

ARTICLE III

EMPLOYEE HOURS AND LOAD

A. The work day of an employee shall consist of eight (8) hours **inclusive** of a lunch period of not less than thirty (30) minutes. The daily schedule will include two fifteen (15) minute breaks daily; one in the first half of the shift, one in the second half of the shift. The employer shall have discretion in establishing daily work schedules

1. Working holiday hours will be inclusive of lunch, (Holiday hours is defined as hours worked on days when the students and teachers are not in attendance)

B. Meetings which take place after the regular in-school work day and which require attendance by the employee shall not be called on Fridays or on any day immediately preceding a holiday or day upon which employee attendance at work is not required; unless administratively necessary as determined by the Superintendent of Schools.

C. It shall be a condition of continued employment for all those presently employed to possess a Black Seal License within one year of the employee's date of hire. All new employees hired following the execution of this Agreement shall, as a

condition of continued employment, possess a Black Seal License on or before the first anniversary date of their employment.

D. Any hours worked by an employee over and above a work week of forty (40) hours will be compensated at a rate of time and a half. Overtime will be paid every two weeks and there will be an option for comp time in lieu of overtime pay. It will be the custodian's choice whether to receive overtime or comp time.

E. Before premium pay will be made, the custodial employee must work in excess of their regular shift or an equivalent number of hours.

F. The Upper Freehold Regional Board of Education agrees to give fifteen (15) calendar days' notice to an employee when it becomes necessary to change the employee's shift, except in cases of emergency, as determined by the employer.

G. In the event that a custodian is called back to work after completing their regular work day, they will be paid at one and one half (1 ½) times their regular hourly rate.

H. During the winter and spring breaks, the workday will be shortened by one-half (1/2) hour on the days preceding a holiday. If a holiday falls on a Sunday, the preceding Friday will be shortened as noted above.

I. On occasions when an employee is called in to start early on inclement weather events when school is open or opened with a delay, that employee will be compensated for an additional hour and a half (1 ½) at their regular pay.

J. Assignment and placement on salary guides will be determined at the time of hire.

K. Night shift begins at 2:30. On half days night shift will have the option of starting work a half an hour after the students are released.

L. During the summer schedule a written plan of cleaning shall be posted for the week outlining what should be worked on each day.

M. Custodians will be notified of Saturday work by posting or e-mailing a building activities calendar at least 2 weeks prior.

ARTICLE IV EMPLOYMENT

A. Previously accumulated sick days shall be restored to all returning employees on Board-approved leaves, but no days shall be added for the period of leave.

B. All employees who shall not receive a contract, salary increment or raise shall be notified in writing no later than April 30th.

C. Upon written request, an employee whose contract is not renewed, will be given the reasons for such non-renewal.

- D.** The Board shall upon request provide the Association with a seniority list for employees indicating date of hire. This list shall be updated annually by September 30th.
- E.** Custodians shall be given thirty (30) days' notice in the event their positions are eliminated.

ARTICLE V

CHANGES of POSITION and PROMOTIONS

- A.** Except in cases of emergency, a notice of a vacancy in any position to be filled shall be sent to each school for posting at least ten (10) days before the final date when applications must be submitted. A copy shall be sent to the Association if such a vacancy becomes available in a summer recess period when schools are closed.
- B.** Employees who desire to apply for any such vacancies above, shall submit their application in writing to the Superintendent. When a vacancy described in the notice is filled, the Superintendent may destroy all applications for said position.
- C.** Employees who desire to apply for a position which may be filled during the summer period when school is not regularly in session shall submit their name to the Superintendent, together with the position(s) for which they 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 applied.
- D.** All employees shall be given an opportunity to make an application, and no position shall be filled until all properly submitted applications have been considered.

ARTICLE VI

EVALUATIONS

- A.** The parties recognize the importance of implementing a program of employee evaluations for the purpose of promoting individual job performance and improving services to students. Evaluations of employees shall be conducted twice annually by their immediate supervisor.
- B.** Employees shall have the right to receive a copy of their observation report and shall have the right to a signed copy of any formal observation report.
- C.** Nothing in an employee's file will be used in disciplinary proceedings unless the employee has received a copy prior to any hearing for discipline.
- D.** An employee may request the right to inspect material in their individual personnel file, except that all pre-employment material shall be treated as confidential and shall not be made available to the employee. An employee may make a copy of the material which they are permitted to inspect.

E. Although the Board agrees to protect the confidentiality of personal references, academic credentials and other similar documents, it shall not establish any separate personnel file which is not available for the employee's inspection.

F. Any disciplinary warning notice will be considered for removal from the personnel file after two years, on a case by case basis, after application being made by the employee.

ARTICLE VII FLOATING HOLIDAYS

A. Members of this unit shall receive five (5) floating holidays to be taken on days when school is not in session, but members would otherwise be required to work.

B. Employees, who use three (3) or fewer sick days during a given school year, shall be granted one (1) additional floating holiday during the subsequent school year.

ARTICLE VIII PERFECT/OUTSTANDING ATTENDANCE

Employees who qualify for the district's Perfect Attendance Award for the previous year shall receive a bonus of \$500.00 on October 31st.

Employees who qualify for the district's Outstanding Attendance Award for the previous year shall receive a bonus of \$250.00 on October 31st.

ARTICLE IX MISCELLANEOUS PROVISIONS

A. Severance Clause

Should the Board decide to privatize, pursuant to law, its non-instructional staff, there shall be certain remuneration paid as severance pay.

- 1.** One week salary for each full year of service in the Board's employ.
- 2.** The Board, in its sole discretion, may increase the foregoing for any employee who has twenty (20) or more full years of employment with the Board.

B. 1. If any provisions of this Agreement or any application of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

2. Any individual contract between the Board and an individual employee therefore or thereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

3. There will be an emergency, 24-hour phone number, at which the Supervisor of Buildings and Grounds, can be reached in emergency situations.

4. Each member of the unit shall be provided five (5) shirts (three (3) long sleeves, two (2) short sleeves), and three (3) pairs of pants. Uniforms shall be worn while on duty.

5. Each custodian, following a probationary period of ninety (90) days, shall receive an allowance of \$300.00 for clothing and shoes. They will have the option to order clothing and shoes using the same procedure as Buildings & Grounds.

ARTICLE X

CONTINUING EDUCATION and LICENSING

Mandatory licenses will be held within one year from the date of employment. These will include any state or local requirement for employees expected to operate, apply, recover, install or repair equipment. This will include Boiler License/ Black Seal.

These licenses will be maintained as required. All fees for renewals will be reimbursed upon application and approval of the Director of Buildings and Grounds.

Non-License/ certification continuing education courses or seminars that provide additional educational benefits may be approved for reimbursement in accordance with the following Continuing Education clause:

REIMBURSEMENT FOR CONTINUING EDUCATION

A. Requirements and Procedures

The requirements and procedures for continuing education reimbursement of any member of the support staff are as follows: In order to be eligible a member must:

1. Be actively employed by the district at the time the courses are taken.
2. Present evidence in the form of an official college transcript or in-service "Professional Improvement Course Certificate" from the college and/or supervisor, or in the case of Network Technicians, a certification from a recognized hardware or software firm that provides evidence of successful completion of the course(s).
3. Courses will be related to obtaining degrees, certifications and/or coursework that will maintain or improve job skills, or any other courses related to the field of Education or support thereof.

4. Intended courses will be presented to the Superintendent for approval prior to course registration.
5. Approval of these courses shall not be arbitrarily denied.
6. The course(s) must be completed successfully, as evidenced by a grade of “B” or higher or the successful earning of an approved certificate.
7. Be employed by the Board at the time that reimbursement is to be made.
8. Courses completed prior to employment are not eligible for reimbursement.

B. Schedule of Limits

The schedule and limits for continuing education reimbursement of any member of the professional staff are as follows:

1. Reimbursement will be the cost of tuition and fees up to the maximum of \$1,000.00 per member.
2. A limit of \$10,000.00, district wide per year has been established to finance this Article.
3. Requests for reimbursement should be submitted to the Superintendent.
4. Payment will be made to the member within thirty (30) days of submission of evidence of satisfactory completion of a course to the Superintendent.
5. Any requests for tuition reimbursement denied due to exhaustion of the tuition pool or the employee exceeding the annual limit, will be carried over to the following year.
6. If funds are not used by some members, the remaining funds may be used by employees wishing to take additional coursework that conforms to the existing Tuition Reimbursement guidelines.

Addendum A

Custodial Salary Guides

Custodians				
STEP	2023-2024	2024-2025	2025-2026	
1	\$37,615	\$40,800	\$44,094	
2	\$38,615	\$41,800	\$46,094	
3	\$39,615	\$42,800	\$47,094	
4	\$40,615	\$43,800	\$48,094	
5	\$41,615	\$44,800	\$49,094	
6	\$42,615	\$45,800	\$50,094	
OFF	\$65,352	\$66,533	\$67,831	

The step assigned to each employee is determined at time of hire.

Black Seal; add an additional \$500 black seal payment for 2020-2021 and 2021-2022; \$750.00 (to start in year 2022-2023) to assigned step

Shift differential; add an additional \$500.00 to assigned step

Addendum A

Lead Custodians Stipends

An annual compensation of \$1,600 will be paid to the designated lead custodian(s) assigned by the Director of B&G. The Day Lead Custodian will act as liaison between school staff, administration and communicate with B&G. The Night Lead Custodian will act as liaison between school staff, administration and communicate with B&G. The Night Lead will also monitor evening events and inventory. Neither Day Lead nor Night Lead custodian are considered a supervisor role.

PART FIVE

Applies to All Secretaries

ARTICLE I

HOURS OF WORK

A. Subject to the provisions below, all full-time secretarial personnel shall work eight (8) hours per day, inclusive of one-half hour duty-free lunch period. The parties agree that there is a need for flexibility in scheduling the hours in the work day. Accordingly, Building Principals, in their discretion, may schedule the eight-hour work day between 7:00 a.m. and 3:00 p.m., or 7:30 a.m. and 3:30 p.m., or 7:45 a.m. and 3:45 p.m., or 8:00 a.m. and 4:00 p.m.

B. The work day on Friday and days preceding holidays shall be one-half hour shorter except during the summer period when the work day is shortened. Employees that are unable to leave during this end of the Friday work day may take one comp day per semester. This only applies if they are unable to leave early due to the requirement of supervision.

C. The work day during the summer period shall commence at 8:00 a.m. and conclude at 3:00 p.m., inclusive of one-half hour duty-free lunch period. The summer period is defined as commencing on July 1st and concluding on September 1st. The summer work week is Monday through Thursday until the district opens for 5 days the last two weeks of August.

D. All half-time secretarial personnel shall work four (4) hours per day. The working hours for said half-time personnel shall be scheduled by the Building Principal of all building personnel and by the Superintendent of Schools for all other personnel. Any half-time personnel required to work a full day shall receive a half-hour duty free lunch period.

E. Employees in the unit shall not be required to work on days that the schools are closed due to inclement weather. When school is dismissed early due to inclement weather, all secretaries, except the high school principal's secretary and the elementary principal's secretary, may leave when the teachers leave (i.e. 20 minutes after the students). The principals' secretaries shall remain 30 minutes longer.

F. Employees in the unit shall be entitled to one uninterrupted rest period of fifteen (15) minutes during the morning and one uninterrupted rest period of fifteen (15) minutes during the afternoon, at such times as shall be mutually agreed upon by the employee and the immediate supervisor.

G. Compensatory time shall be handled at the building level whereby the building head will be responsible for processing applications in connection with the same and communicating decisions to the employee involved.

ARTICLE II

CALENDAR

A. The work year for all ten-month employees shall commence on September 1st and conclude on June 30th.

The calendar shall not in any way affect school calendar holidays now enjoyed by the ten-month employees (Defined as the same holidays as the teaching staff).

The use of accrued vacation leave by a Board of Education employee who does not take vacation leave that accrues in a given year because of business demands, shall be granted that accrued leave only during the next succeeding year.

B. All twelve-month employees shall work the "school calendar" as set by the Board of Education while school is in session. Following the termination of the school year, all twelve-month employees shall work Monday through Friday, with the exception of those days established as holidays in N.J.S.A. 36:1-1.

ARTICLE III VACATIONS

A. Twelve (12) month support staff will be granted vacation time according to the following:

0-10 years in district	- 12 days
11-15 years in district	- 14 days
16-19 years in district	- 16 days
20 or more years in district	--17 days

Annual carryover of vacation days will be limited to five (5) days.

ARTICLE IV SALARIES

A. The Board reserves the right to withhold an increment for just cause.

B. The Board retains the authority to specify the salary of new positions and to determine the credit to be awarded for placement on any existing salary guide.

C. In order to advance one step on a salary guide, an employee must have served at least one-half (½) of the prior fiscal year with the district.

D. Severance Clause

Should the Board decide to privatize, pursuant to law, its non-instructional staff, there shall be certain remuneration paid as severance pay.

- 1.** One (1) week salary for each full year of service in the Board's employ.
- 2.** The Board, in its sole discretion, may increase the foregoing for any employee who has twenty (20) or more full years of employment with the Board.

ARTICLE V PROMOTIONS

Promotions shall be made at the sole discretion of the Superintendent of Schools.

ARTICLE VI EMPLOYEE EVALUATION

Employees shall have opportunities to confer with their immediate supervisors for the purposes of identifying strengths, weaknesses and discussing ways and means to improve overall performance. These conferences shall include written evaluation reports, and shall be scheduled by the supervisor and/or principal at least once in each contract year before April 1st. Employees shall be given copies of the evaluation report and shall be requested to sign it at the completion of the conference. Opportunity shall be given to the employee to file a written response. The response and the evaluation shall be forwarded to the Superintendent and shall be filed in the central personnel file.

ARTICLE VII VOLUNTARY TRANSFERS

- A.** In the event that a vacancy occurs in any unit position, the Superintendent shall, within a reasonable time thereafter, notify the Association thereof and post notice of the vacancy on the bulletin board in the main office of each school.
- B.** Any employee in the unit who desires to transfer to another building may file a written statement of request to do so with the Superintendent, including the positions and the location to which transfer is desired.
- C.** In the review of requests for voluntary transfer, the Board shall retain unilaterally the right to dispose of any such request as it sees fit.

ARTICLE VIII PERFECT/OUTSTANDING ATTENDANCE

Employees who qualify for the district's Perfect Attendance Award for the previous year shall receive a bonus of \$155 on October 31st.

Employees who qualify for the district's Outstanding Attendance Award for the previous year shall receive a bonus of \$78 on October 31st.

ARTICLE IX

ADMINISTRATION OF CONTRACT

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

B. Any individual employment contract issued to a member of the bargaining unit shall be subject to the provisions hereof as to salary and the terms and conditions of employment.

C. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by certified letter at the following addresses:

1. If by the Association, to the Board at:
Upper Freehold Regional Board of Education 27
High Street
Allentown, New Jersey 08501
2. If by the Board, to the Association at:
President, Upper Freehold Regional Education
Association
Home Address (to be advised)

ARTICLE X

REIMBURSEMENT FOR CONTINUING EDUCATION

A. Requirements and Procedures

The requirements and procedures for continuing education reimbursement of any member of the support staff are as follows:

In order to be eligible a member must:

1. Be actively employed by the district at the time the courses are taken.
2. Present evidence in the form of an official college transcript or in-service "Professional Improvement Course Certificate" from the college and/or supervisor, as the case may be, which gives evidence of successful completion of the course(s).
3. Courses will be related to obtaining degrees, certifications and/or coursework that will maintain or improve job skills, or any other courses related to the field of Education or support thereof.

4. Intended courses will be presented to the Superintendent for approval prior to course registration. Approval of these courses shall not be arbitrarily denied.
5. The course(s) must be completed successfully, as evidenced by a grade of "B" or higher or the successful earning of an approved certificate.
6. Be employed by the Board at the time that reimbursement is to be made.
7. Courses completed prior to employment are not eligible for reimbursement.

B. Schedule of Limits

The schedule and limits for continuing education reimbursement of any member of the professional staff are as follows:

1. Reimbursement will be the cost of tuition and fees up to the maximum of \$1,000.00 per member per year.
2. A limit of \$10,000.00, district wide per year has been established to finance this Article.
3. Requests for reimbursement should be submitted to the Superintendent.
4. Payment will be made to the member within thirty (30) days of submission of evidence of satisfactory completion of a course to the Superintendent.
5. Any requests for tuition reimbursement denied due to exhaustion of the tuition pool or the employee exceeding the annual limit will be carried over to the following year.

Addendum A

Secretary Salary Guides

10 Month Secretary					
STEP		2023-2024		2024-2025	2025-2026
1		32,030.00		32,489.00	33,266.00
2		33,380.00		33,839.00	34,616.00
3		34,730.00		35,189.00	35,966.00
4		36,080.00		36,539.00	37,316.00
5		37,430.00		37,889.00	38,666.00
6		38,780.00		39,239.00	40,016.00
7		40,130.00		40,589.00	41,366.00
8		41,480.00		41,939.00	42,716.00
9		42,830.00		43,289.00	44,066.00
10		44,180.00		44,639.00	45,416.00
11		45,530.00		45,989.00	46,766.00

12 Month Secretary					
STEP		2023-2024		2024-2025	2025-2026
1		\$38,296.00		\$38,828.00	\$39,707.00
2		\$39,196.00		\$39,728.00	\$40,607.00
3		\$40,096.00		\$40,628.00	\$41,507.00
4		\$40,996.00		\$41,528.00	\$42,407.00
5		\$41,896.00		\$42,428.00	\$43,307.00
6		\$42,796.00		\$43,328.00	\$44,207.00
7		\$43,696.00		\$44,228.00	\$45,107.00
8		\$44,596.00		\$45,128.00	\$46,007.00
9		\$45,496.00		\$46,028.00	\$46,907.00
10		\$46,396.00		\$46,928.00	\$47,807.00
11		\$47,296.00		\$47,828.00	\$48,707.00
12		\$48,196.00		\$48,728.00	\$49,607.00
13		\$49,096.00		\$49,628.00	\$50,507.00

Board Office Secretary					
STEP		2023-2024		2024-2025	2025-2026
1		\$53,145.00		\$54,716.00	\$56,357.00
2		\$54,220.00		\$55,791.00	\$57,432.00
3		\$55,295.00		\$56,866.00	\$58,507.00
4		\$56,370.00		\$57,941.00	\$59,582.00
5		\$57,445.00		\$59,016.00	\$60,657.00
6		\$58,520.00		\$60,091.00	\$61,732.00
7		\$59,595.00		\$61,166.00	\$62,807.00
8		\$60,670.00		\$62,241.00	\$63,882.00
9		\$61,745.00		\$63,316.00	\$64,957.00
10		\$62,820.00		\$64,391.00	\$66,032.00
11		\$63,895.00		\$65,466.00	\$67,107.00
12		\$64,970.00		\$66,541.00	\$68,182.00
13		\$66,045.00		\$67,616.00	\$69,257.00
14		\$67,120.00		\$68,691.00	\$70,332.00
15		\$68,195.00		\$69,766.00	\$71,407.00

10 Month Principal/ Director Secretary					
STEP		2023-2024		2024-2025	2025-2026
1		\$35,098		\$35,960	\$36,300
2		\$35,857		\$36,718	\$37,022
3		\$36,615		\$37,477	\$37,780
4		\$37,373		\$38,235	\$38,538
5		\$38,132		\$38,993	\$39,297
6		\$38,890		\$39,752	\$40,055
7		\$39,648		\$40,510	\$40,813
8		\$40,407		\$41,268	\$41,572
9		\$41,165		\$42,027	\$42,330
10		\$41,923		\$42,785	\$43,088
11		\$42,682		\$43,543	\$43,847
12		\$43,440		\$44,302	\$44,605
13		\$44,180		\$45,060	\$45,363
14		\$44,957		\$45,989	\$46,122
15		\$45,715		\$46,577	\$46,766
16		\$46,473		\$47,335	\$47,816
17		\$47,232		\$48,093	\$48,866
18		\$48,000		\$49,000	\$49,916

12 Month Principal/ Director Secretary					
STEP		2023-2024		2024-2025	2025-2026
1		\$42,118		\$43,152	\$44,426
2		\$43,028		\$44,062	\$45,336
3		\$43,938		\$44,972	\$46,246
4		\$44,848		\$45,882	\$47,156
5		\$45,758		\$46,792	\$48,066
6		\$46,668		\$47,702	\$48,976
7		\$47,578		\$48,612	\$49,886
8		\$48,488		\$49,522	\$50,796
9		\$49,398		\$50,432	\$51,706
10		\$50,308		\$51,342	\$52,616
11		\$51,218		\$52,252	\$53,526
12		\$52,128		\$53,162	\$54,436
13		\$53,038		\$54,072	\$55,346
14		\$53,948		\$54,982	\$56,256
15		\$54,858		\$55,892	\$57,166
16		\$55,768		\$56,802	\$58,076
17		\$56,678		\$57,712	\$58,986
18		\$57,588		\$58,622	\$59,896

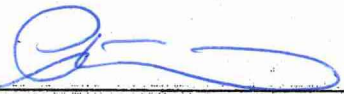
PART SIX

Duration and Signatures

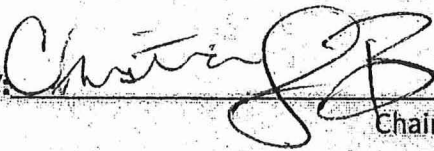
The terms of this Agreement shall be effective as of July 1, 2023, and shall remain in full force and effect until and including June 30, 2026.

IN WITNESS WHEREOF, parties hereto have caused this Agreement to be signed by their respective Presidents, attested to by their respective secretaries, and their corporate seals placed thereon.

**UPPER FREEHOLD REGIONAL
EDUCATION ASSOCIATION**

BY: 

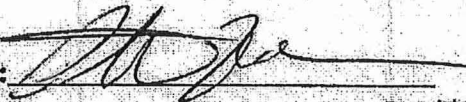
President

BY: 

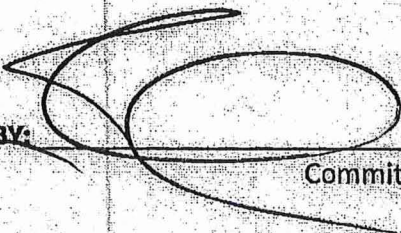
Chair

BY: _____
Co-chair

**UPPER FREEHOLD REGIONAL
BOARD OF EDUCATION**

BY: 

President

BY: 

Committee Member

BY: 

Committee Member