

Agreement between
Northern Highlands Education Association
(N.H.E.A.)
and the
Northern Highlands Regional High School District Board of Education

July 1, 2022 through June 30, 2026

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PREAMBLE

This Agreement entered into this 1st of July, 2022 by the Board of Education of Northern Highlands Regional High School of Allendale, New Jersey hereinafter called the "Board" and the N.H.E.A. / Northern Highlands Education Association hereinafter called the "Association."

WITNESSETH

WHEREAS, both parties have a mutual obligation to negotiate with each other, pursuant to the New Jersey Employer/Employee Relations Act, with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understanding which they desire to confirm in this Agreement. In this consideration of the following mutual covenant, it is hereby agreed as follows:

ARTICLE 1 ~ RECOGNITIONS ~

RECOGNITION- ALL UNITS

The Board of Education of Northern Highlands Regional High School hereby recognizes the Northern Highlands Education Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all certificated teacher personnel, librarian, nurse, athletic trainer and non-certified personnel including paraprofessionals, secretaries (excluding the administrative assistant to the Superintendent, administrative assistant to the Business Administrator/Board Secretary, and bookkeeper/financial assistant to the Business Administrator/Board Secretary), custodians and bus drivers employed by the Board, (excluding the Supervisor of Buildings and Grounds, part-time employees and all other supervisors within the meaning of the New Jersey Employer-Employee Relations Act.), whether under contract or on leave, but excluding all administrative and supervisory personnel, per diem employees, and also non-certificated personnel not included herein. Unless otherwise indicated, the term "Association" shall hereinafter when used shall refer to all certificated and non-certificated personnel as included in this recognition clause, as being represented by the Northern Highlands Education Association. Unless otherwise indicated, the term "teacher" shall hereinafter refer to all certificated personnel represented by the Northern Highlands Education Association. It is further understood agreed that the NHEA custodial personnel shall be the sole providers of full-time custodial services for the length of this contract.

ARTICLE 2

~ NEGOTIATIONS OF A SUCCESSOR AGREEMENT ~

NEGOTIATION OF SUCCESSOR AGREEMENT- ALL UNITS

- A. Negotiations of a successor agreement shall commence prior to December 15 during the school year immediately preceding the school year when the contract expires. This instrument shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- B. The parties agree to enter in collective negotiations over a successor Agreement as required by N.J.S.A 34:13A 1-13 in a good-faith effort to reach agreement on all matters concerning the terms and conditions of Association member employment.
- C. Any agreement so negotiated shall apply to all employees in the defined negotiating unit and be signed by the Association and the Board of Education and be subject to ratification and adoption by the Board and ratification by the Association.
- D. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement.
- E. 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.
- F. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in Article 1 of the Agreement, with any organization other than the "Association" for the duration of this Agreement. Each party may be represented in negotiation by representatives of their choice.

ARTICLE 3

~ REPRESENTATION FEE ~

REPRESENTATION FEE- ALL UNITS

- A. Purpose of fee: If an employee does not become a member of the Association during the membership year (i.e., from September 1 to the following August 31) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year to offset the cost of services rendered by the Association as the majority representative.
- B. Amount of fee: Prior to the beginning of each membership year, the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees, and assessments charged by the Association to its members for the membership year. Failure to so notify, in writing, shall release the Board from obligations until so notified under this article. The representation fee to be paid by non-members will be as determined annually by the NJEA.
- C. Deductions and transmission of fee: The Board agrees to deduct from the salary of any employee who is not a member of the Association for the current membership year the full amount of the representation fee set forth in Section B above and promptly transmit the amount so deducted to the Association. The Board agrees to deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee during the remainder of the membership year in question. The deduction will begin thirty (30) days after the employee begins his or her employment in the bargaining unit position.
- D. Termination of employment: If an employee who is required to pay a representation fee terminates his or her employment with the Board before the Association has received the full amount of the representation fee to which it is entitled under this Article, the Board will deduct the unpaid portion of the fee from the last paycheck paid to said teacher during the membership year in question and promptly forward same to the Association.
- E. Mechanics: Except as otherwise provided in this Article, the mechanics for the deduction of the representation fee and the transmission of such fee to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association. The Association shall have available upon request, documentation that the Association has established a Demand and Return system, that is, a process by which a member may challenge that the dues are used in accordance with the applicable by-laws, rules and regulations, as required by N.J.S.A. 34:13A-5.5 et. seq.
- F. Indemnification and save harmless provision: The Association shall indemnify and hold the Board harmless against any and all claims, demands, suits and other forms of liability including liability for reasonable counsel fees and other legal costs and expenses that may arise out of, or by reason of, any action taken or not taken by the employer in conformance with this provision. The Association shall be able, upon notification to and agreement by the Board of Education, to provide for their own legal counsel and defense. In such cases, the Association shall not be liable for legal fees incurred by the Board of Education.

ARTICLE 4

~ S.T.A.L.C. ~

STAFF/TEACHER ADMINISTRATION LIAISON COMMITTEE

- A. A Staff/Teacher-Administration Liaison Committee ("STALC") shall meet at least once a month after the end of the school day with the Principal and/or his/her designee(s) to review and discuss school problems and practices. The Committee shall consist of six teachers, three of whom shall be appointed by the Association and three appointed by the Principal. The committee shall also provide for least one representative from the Custodial and Secretarial Associations. The purpose of the STALC is to raise, in an informal setting, concerns and suggestions concerning the operations of the school.
- B. The time and place of the STALC meeting shall be posted on an appropriate bulletin board in the school building. A meeting agenda, insofar as one exists prior to the meeting, will be included in this posting.
- C. The STALC shall not replace either the grievance procedure or the negotiations procedure. No statements made at STALC meetings shall be used at any negotiations sessions, grievance hearing or arbitration. All negotiations shall take place at the negotiations table by duly authorized parties and all grievances shall follow the grievance procedure.
- D. STALC agenda items shall consist of concerns and/or suggestions that reflect the priorities of the teaching staff, as indicated by the results of a staff vote on proposed topics before the meeting.

ARTICLE 5
~ MISCELLANEOUS, SEPARABILITY, FULLY BARGAINED
AGREEMENT ~

1. **SEPARABILITY- ALL UNITS**

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

2. **MISCELLANEOUS PROVISIONS – ALL UNITS**

- A. Compliance Between Individual Contract and Master Agreement: Any individual contract between the Board and an individual established in the recognition clause, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- B. The Board agrees to notify the Association of its intent to create any new part time secretarial or custodial positions.
- C. An agreed-upon number of copies of this agreement shall be printed at the expense of the Board of Education after the agreement with the Association is signed. The agreement shall be provided to all members currently employed or employed during the term of this agreement via email upon the employee's request. An electronic copy of this agreement shall also be available for those persons being considered for employment by the Board.

3. **MISCELLANEOUS – ALL UNITS**

FULLY BARGAINED CLAUSE

This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement, neither party shall be required to negotiate with respect to any matter whether or not covered by the Agreement.

ARTICLE 6
~ REDUCTION IN FORCE ~

REDUCTION IN FORCE

- A. In the event of a layoff or abolition of position, the least senior employee in the job category of the abolished position, will be separated from employment in the district, and will be placed on a preferred eligible list in that job category.
- B. In the event of a subsequent vacancy, within twelve (12) months of the layoff, the senior secretary or within twenty-four (24) months of the layoff the senior custodian on the preferred eligible list will be offered re-employment in the vacant position. Should the employee refuse re-employment his/her name will be removed from the list.
- C. For the purposes of this article, seniority will be defined as the length of continuous employment in Northern Highlands and for secretaries, in their job category. Periods of extended unpaid leaves of absence will not count as employment time for seniority, but will not be considered as interrupting continuous employment.
- D. All reductions of certificated staff shall be done in accordance with New Jersey Law and regulations.

ARTICLE 7

~ HEALTH BENEFITS ~

HEALTH BENEFITS

A. Medical Plan

The Board of Education will provide a medical plan for its employees. This plan will provide for hospital, medical and physician benefits, and will include major medical coverage. Employees shall contribute to their health insurance premiums in accordance with Chapter 78, P.L. 2011. The present medical plan is described in detail in the information booklet and insurance policy and issued to employees and on file in the Board Secretary's office.

New members, hired after the mutual ratification of this Agreement, shall be enrolled in the NJ Direct 15 Plan as their base medical plan, or a lower cost plan at the member's option, until the member achieves tenure in the district. Upon achieving tenure, all existing medical plans will be made available for the member's selection.

New members, who are not eligible for tenure (i.e., paraprofessionals, custodians) and are hired after the mutual ratification of this Agreement, shall be enrolled in the NJ Direct 15 plan as their base medical plan, or a lower cost plan at the member's option, for the first four (4) consecutive years of employment. At the completion of the 4th year, all existing medical plans will be made available for the member's selection.

Employees shall contribute to their health insurance premiums in accordance with chapter 78, P.L. 2011. Employee contributions will be capped at a maximum contribution rate of 26%

Employee benefit plan offerings shall be subject to the requirements under Chapter 44, P.L. 2020.

B. Dental Insurance

The Board of Education will provide dental insurance for its employees. The premium for employees and dependents will be paid by the Board of Education. The dental plan is described in detail in the information booklet and insurance policy issued to employees and on file in the Board Secretary's office.

C. Discussion of any change of insurance carriers, by any group, shall include representative(s) of the Association.

ARTICLE 8
~ EMPLOYEE ASSISTANCE PROGRAM ~

EMPLOYEE ASSISTANCE PROGRAM

The Board shall pay the annual cost of enrollment of unit members in a mutually acceptable Employee Assistance Program. Participation in this program by district employees shall be completely voluntary and strictly confidential. The Board shall pay for enrollment of unit members in this program only until the expiration of this contract, at which time the Board will have no duty to make further payments.

ARTICLE 9 ~ DURATION ~

DURATION OF AGREEMENT

A. Duration Period

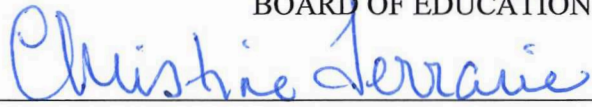
This Agreement shall be effective as of July 1, 2022 and shall continue in effect until June 30, 2026, subject to the Association's right to negotiate over a successor Agreement as provided in Article 2. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

B. Status of Incorporation

IN WITNESS WHEREOF, the Association has caused this Agreement to be signed by its President and Vice President and the Board has caused this Agreement to be signed by its President and attested by its Secretary all on the day and year below written.

For the
NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT
BOARD OF EDUCATION

BY:


Christine Ferrarie, President

BY:


Sheila Yallowitz, Chair, Negotiations Committee

BY:


Sue Anne Mather, Business Administrator/Board Secretary

For the
NORTHERN HIGHLANDS EDUCATION ASSOCIATION (NHEA)

BY:


President

BY:


Vice-President

SECTION 2: TEACHERS AND PARAPROFESSIONALS
ARTICLE 10
~ EVALUATION ~

EVALUATION

- A. The Board of Education believes that the effective evaluation of teaching staff is essential to the achievement of the educational goals of this district. The purpose of this evaluation shall be to promote professional excellence and improve the skills of teaching staff members; improve pupil learning and growth; and provide a basis for the review of staff performance.
- B. Tenured teaching staff members shall be observed and evaluated at least three times each school year or as required by TEACHNJ by properly certified evaluators. Non-tenured teaching staff members shall be observed and evaluated at least three times each school year by properly certified evaluators. The evaluator(s) shall prepare a written evaluation on forms mutually developed by the administration and teachers and approved by the Board of Education. It is understood that, while Teacher/Association input on the evaluation form is desirable, the final authority rests, pursuant to law, with the administration and the Board. The staff member shall review the evaluation, sign it, and have the right to include rebuttal or clarifying comments in the evaluation. A conference will be held subsequent to the observation, at which time the evaluation shall be presented and explained to the staff member. The staff member will sign the evaluation at the conclusion of the conference.
- C. Each staff member will receive an annual written performance report, which shall include the teacher's evaluation(s) for that school year and an individual professional improvement plan developed jointly by the staff member and the supervisor. The annual performance report shall be presented to the staff member at the annual summary conference, at which time the supervisor and staff member shall sign the report.
- D. At the beginning of each school year, the Board/Superintendent shall provide to members of the NHEA the criteria which will be utilized to judge the performance of teachers.

ARTICLE 11

~ GRIEVANCE PROCEDURES ~

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. Grievance

A "grievance" shall be defined as a claim based upon the interpretation, application, or alleged violation of terms and conditions of employment contained in this negotiated agreement, written board policies, or administrative decision. A grievance shall not apply to any matter for which (a) a method of review is prescribed by law or State Board Rule having the force and effect of law, or (b) the Board of Education is without authority to act or (c) a complaint of a non-tenure teacher which arises by reason of his/her not being re-employed.

2. Aggrieved Person

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

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PURPOSE

The purpose of this procedure is to resolve disputes concerning the rights of the parties involving terms and conditions covered by this agreement. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. Prior to the implementation of the grievance procedure, the aggrieved party should attempt to resolve the matter informally with the party concerned. Inability to achieve a satisfactory resolution means the aggrieved party may implement Level One of the grievance procedure.

C. PROCEDURE

1. Statute of Limitations

The aggrieved individual may discuss his/her complaint informally with the Principal or immediate supervisor. However, a formal written grievance must be filed within thirty (30) calendar days of the event or action which is the basis for the grievance. Failure to file a grievance within the time limits set forth in this Article shall constitute a waiver of said grievance, and an Arbitrator shall be without authority to rule upon any grievance not filed in accord with this Agreement.

2. Time Limits

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

3. Year-end Grievances

In the event a grievance is filed at such time that it cannot be resolved by the end of the contract year, and, if left unresolved until the beginning of the following contract year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be maintained or reduced as per agreement of both parties with the provision that all days of the week shall be counted, excluding weekends and federal holidays.

4. Written Matter

Grievances at all levels shall be submitted in writing and shall include the name and position of the aggrieved party, the specific nature of the grievance, and a statement of the redress sought by the aggrieved party. Information provided shall minimally include: the date of the action or decision giving rise to the grievance; the date the grievance is filed; the nature of the action or decision giving rise to the grievance; the specific contract provision(s), board policy(ies), or administrative decision(s) allegedly violated and the specific remedy sought. Decisions rendered at all levels shall be in writing setting forth the decision and including supporting reasons. These shall be transmitted promptly to all parties in interest and to the President of the NHEA.

D. LEVELS

1. Principal or Immediate Superior

A teacher with a grievance shall present it to the principal or immediate superior, either directly or through the designated representative of the NHEA. Within ten (10) school days after the grievance is presented, the principal or immediate superior shall render a decision.

2. Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) school days after the presentation of the grievance, the aggrieved person or the NHEA may file the grievance with the Superintendent within ten (10) school days after the decision at Level One or twenty (20) school days after the grievance was presented. Within ten (10) school days after the receipt of the grievance, the superintendent shall hold a meeting with the teacher, the NHEA representative, and other concerned parties. The Superintendent shall render a decision on the grievance within ten (10) school days of the conclusion of the meeting.

3. 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 twenty (20) school days after the grievance was delivered to the Superintendent, the aggrieved person or the NHEA may, within ten (10) school days after a decision by the Superintendent or thirty (30) school days after the grievance was delivered to the Superintendent, whichever is sooner, submit the grievance to the Board of Education. Within twenty (20) school days after such notice of submission, the Board or its representative, will meet in private with the aggrieved person and/or this person's representative, along

with the NHEA representative. Within ten (10) school days after this meeting, the Board will render its decision.

4. Arbitration

- a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three, or if the Board has not met with the aggrieved person, he/she may, within ten (10) school days after the decision of the Board or twenty (20) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration.
- 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 a specified period, a request for a list of arbitrators may be made to the Public Employment Relations Commission by either party. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission 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/her decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issue 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. The decision of the Arbitrator shall be binding only to the extent currently required by law. The Association shall specify in its Request for Arbitration whether it is seeking binding or advisory arbitration.
- d. The costs 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 same.

E. RIGHT OF TEACHERS TO REPRESENTATION / TEACHER AND ASSOCIATION

Any grievance filed with the NHEA for processing will be screened by the NHEA to determine the merits of the grievance and the desirability of the processing of the grievance. Based upon this determination, the teacher may choose to submit the grievance for processing. Any aggrieved person may be represented at all stages of the grievance procedure by himself or herself or, at his or her option, by a representative selected or

approved by the NHEA. When a teacher is not represented by the NHEA, the NHEA shall have the right to be present and to state its views at all stages of the grievance procedure.

F. MISCELLANEOUS

1. Separate Grievance File

All documents, communications, and records dealing with a grievance shall be filed separately from the personnel files of the participants.

2. 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.

3. Meetings and Hearing

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 12

~ VACANCIES, PROMOTIONS, TRANSFERS, DISMISSAL ~

A. The Superintendent, after the Board votes to hire an employee, shall send the following information to the Association President within one (1) week of the Board action:

- | | |
|--|----------------------------------|
| a. Name of the employee; | c. Degree status (if applicable) |
| b. Years of prior credit experience (if applicable); | d. Salary |

B. The Board has the right to create and abolish positions. The terms, conditions and salaries of any new positions, appropriate for unit inclusion, created by the Board within the school day, to include released time and/or additional remuneration, shall be negotiated commencing the second year and all subsequent years after their creation.

C. Vacancies

Whenever it occurs during the calendar year, a vacancy in an extracurricular, athletic, teaching, stipend or promotional position shall be posted in the mailroom bulletin board, sent via email to the staff, and a copy of said posting shall be provided to the President and the Secretary of the Northern Highlands Education Association.

ARTICLE 13

~ WITHHOLDING OF PAY ~

1. **NON-GUARANTEE OF INCREASE**

It shall be clearly understood by both parties that the salary schedule does not guarantee an automatic salary increase. The Board reserves the right to withhold for inefficiency or other good cause, any and all employment, adjustment and merit increases. In the event the Board wishes to exercise such a right, it does hereby agree to follow the procedures as provided in N.J.S.A. 18A, et. seq, and N.J.A.C. Title 6 et. seq.

- A. Whenever the Superintendent decides to submit a recommendation to the Board to withhold a salary increase, the employee to be so deprived shall be put on notice of this recommendation no later than May 1 of the current school year. If circumstances develop after May 1 which necessitate withholding an increase, the employee shall receive appropriate notice.
- B. Arrangement shall be made to afford said employee a reasonable opportunity to speak in his/her own behalf before the Board. Said person may be represented by himself or herself or, at his or her option, by a representative selected or approved by the NHEA. Such a meeting before the Board shall not constitute a plenary hearing.
- C. The Board will not take necessary formal action until a date subsequent to the above meeting.
- D. If the resultant action of the Board is to withhold an increase, it shall, within ten (10) days, give written notice of such action, together with the reasons, therefore, to the employee concerned.

2. **APPEARANCE BEFORE THE BOARD- TEACHERS**

Whenever any teacher is required to appear before the Board of Education, a committee of the Board, the Superintendent, or any administrator in an investigative interview which the teacher reasonably believes may result in disciplinary action, he/she shall be given notice of the reason for such meeting or interview. The teacher shall be entitled to have a representative of the Association present to advise him/her during such meeting or interview.

ARTICLE 14

~ WORK DAY, YEAR, SCHEDULE ~

WORKDAY AND WORK YEAR -TEACHERS AND PARAPROFESSIONALS

A. Work Year

The Teachers' work year for 2022-2026 shall consist of 187 days, four (4) of which shall be used for staff development. 183 of these days may involve pupil contact time. There will be an early dismissal for teachers at 12:30 p.m. on the days prior to the Thanksgiving Holiday and Memorial Day Weekend.

Newly hired staff members shall make themselves available to the district for two (2) additional days prior to the start of the school year. The administration shall have the right to designate/schedule these days.

B. Work Day

1. Teachers will be assigned to work through the school year according to the following guidelines based on a fifty-eight (58) minute class period. Preparation periods and Administrative/duty assignments assigned will not include filing, copying or answering phones.
 - a. In each four day cycle, all academic teachers (except as otherwise listed below), shall teach five (5) classes (fifteen periods), with five (5) administrative assignments, four (4) preparation periods (1 each day) and four (4) duty free lunch periods (1 each day). In the event that the preceding cannot be met, and a teacher is scheduled to teach six (6) classes in a single day, the teacher shall have no more than three (3) duties over the four (4) day cycle.
 - b. In each four (4) day cycle, physical education teachers will be assigned to teach six (6) classes (eighteen periods), four (4) preparation periods (1 each day) and four (4) duty free lunch periods (1 each day). Physical Education teachers will not be assigned duties/administrative assignments or homeroom during the contracted school day. In the event a physical education teacher's class period does not meet as a result of a scheduled lab, they shall be assigned one duty in place of that class (not to exceed 3 administrative duties in the four-day rotation.) Student activities will be created by the department supervisor or administrator assigned to the physical education department. A representative as chosen by the NHEA will have an opportunity to review those assigned activities and provide feedback prior to being presented to the Department teaching staff.
 - c. In each four (4) day cycle, English teachers will be assigned to teach five classes (fifteen periods), three (3) administrative assignments, six (6) preparation periods (at least one each day) and four (4) duty free lunch periods (1 each day).

- d. Part-time teachers, will be assigned to administrative assignments proportional to those of their full-time counterparts whenever possible.
- e. A teacher may teach an additional class (3 periods per cycle) if an emergency situation arises. An emergency is defined as the unexpected long-term absence of a teacher after the start of the school year. The positions will first be posted per this contract, and if no volunteer comes forth, then it shall be advertised outside the district. If no applicant comes forth, an involuntary assignment may be made. The teacher may not be assigned in this manner more than once in the life of the contract, or for two separate assignments in one school year during the length of the contract. The compensation for any additional teaching assignment shall be 15% of the teacher's annual base salary or Schedule E, whichever is less. If a fractional period is needed, the compensation shall be likewise prorated.

Schedule E:

2022/2023: \$12,250

2023/2024: \$12,500

2024/2025: \$12,750

2025/2026: \$13,000

- f. Advanced Placement Teachers and Primary Mentors shall receive one (1) less duty/administrative assignment.
 - g. In the event the District decides to reevaluate the responsibilities of duties and/or the duty schedule, the District shall create a committee of three administrators, the President of the NHEA, the negotiations chairperson of the NHEA, and one additional representative chosen by the NHEA president. No change in duties or the duty schedule shall be implemented without feedback from the duty committee.
2. It is understood that if the current ABCD schedule should change during this contract, then Article 14 of this contract shall be reopened for negotiation.

The length of the school day from the beginning of homeroom or the beginning of first period, whichever may come first, until the end of the last period of the instructional school day, shall not exceed 6 hours 51 minutes.

3. Teachers and counselors shall report to work fifteen (15) minutes prior to the start of period one (1), or home room, whichever comes first. Teachers and counselors shall make themselves available after school to students until 2:45pm. On Fridays, and on days preceding holidays or vacations, the teachers' and counselors' day shall end at the close of the pupil's day.
4. Teachers shall reserve two (2) days after school until 4:00 p.m. each month as determined by the administration, with sufficient notice to the NHEA, for the purpose of faculty and/or

departmental meetings, although departments may hold meetings any time within the contractually prescribed work day.

5. Each teacher shall fulfill the state mandated number of professional development hours through, but not limited to, department meetings, faculty meetings, and professional development. In the event that professional development hours required by the state are not met with school sponsored development, attendance at professional development opportunities outside of school hours may be required.
6. For purposes of this Agreement, pupil contact time is defined as that time when the "teacher" (as defined in ARTICLE 1) is engaged in the education of his/her students who are assigned to that class during the time designated by the teacher's schedule of classes. Under the current system, this means a student assigned to a teacher's class roster for a particular course meeting during the same period (1-8) on an A,B,C, or D day.
7. Student Coordinators
 - a. Shall receive an annual stipend as listed in Schedule B-1 – Group 1.
 - b. Shall have a duty-free lunch.
 - c. Shall have two (2) preparation periods every rotation
 - d. Shall be permitted to coach.
 - e. Shall have first option to Saturday Detention at a rate of \$30.00 per hour.
 - f. If a Coordinator supervises an after-school activity, including but not limited to the following traditional events, he/she shall receive the hourly compensation in item e:
 1. Welcome Back Pep Rally
 2. Homecoming Dance
 3. Talent Shows
 4. Battle of the Bands
 5. Dances (excluding Jr. & Sr. Proms)
 - g. Shall be observed in both their teaching schedule (3/5 or 3/6) and the student coordinator position.
8. Athletic Trainer

The Athletic Trainer shall be entitled to the same benefits included in the District's teachers collective bargaining agreement with the following exceptions:

 - a. Duties of the Athletic Trainer shall be as defined by statute, policy and the job description.
 - b. The work week for the Athletic Trainer shall begin each day at 12:00 noon and continue until activities have concluded, and shall include weekends when home games are scheduled.
 - c. The Athletic Trainer shall be entitled to twelve (12) sick days per year with pay. Ten (10) sick days shall be cumulative and may be carried over from year-to-year.

- d. Upon retirement/resignation, the Board shall compensate the Athletic Trainer an amount equal to \$100 per diem for each accumulated sick day. There shall be a fifty (50) day deductible.
 - e. The Board agrees to pay the dues and fees on behalf of the Athletic Trainer to professional associations on the local, county, state and national level which are relevant to the position, as approved by the Superintendent, but do not include dues to the NHEA, NJEA, BCEA or NEA.
 - f. The Board Agrees to pay tuition and fees as necessary for the Athletic Trainer to pursue post-graduate programs related to his area. This shall be limited to six (6) credits per year.
 - g. A termination date shall be mutually agreed upon by the Superintendent of Schools and the Athletic Trainer, of intent to retire or resign, but notice must be a minimum of sixty (60) days.
9. Paraprofessionals
- a. In each four-day cycle, all paraprofessionals shall have a minimum total of 60 minutes per day of duty-free time, inclusive of lunch.
 - b. Paraprofessionals shall follow the work calendar of the professional teaching staff excluding professional development days.
 - c. Whenever the teaching staff is released early prior to the end of the contractual work day (i.e., inclement weather, emergency closing), Paraprofessionals shall also be released.
 - d. On all scheduled minimum days, Paraprofessionals shall leave at the end of the pupil day.
 - e. Paraprofessionals that have six classes may be assigned one duty.
10. Guidance Counselors
- a. Guidance Counselors shall report to work no later than fifteen (15) minutes prior to the start of period one (1) or homeroom, whichever comes first, and shall make themselves available to students for a reasonable amount of time at the end of the school day.
 - b. In each 4-day cycle, Guidance Counselors shall receive four (4) duty-free lunch periods (1 each day). Should a Guidance Counselor be required to be with a student during the counselor's lunch period, the Guidance Counselor will be granted an equivalent amount of time for lunch during the day.
 - c. Due to the nature of the position, Guidance Counselors shall have no administrative assignments, but shall make themselves available to students at any time during the contracted work day to address the needs of students.
 - d. The remainder of the Guidance Counselors' work day and year shall be equivalent to that of district teachers.
11. Genesis/Student Records Coordinator
- a. Shall receive an annual stipend as listed in Schedule B-2.
 - b. Shall have a duty-free lunch.
 - c. Shall have no duties.
 - d. Shall be permitted to coach.

- e. Shall bill for summer hours up to 100 hours at the current Curriculum and Professionals Summer Work rate.
 - f. Shall be observed in both their teaching schedule (2/5) and the Genesis Coordinator position (3/5).
12. Testing Coordinator
- a. Shall not be assigned duties, a homeroom, or classes unless on the basis of a 6th assignment.
 - b. Shall be permitted to coach and/or advise activities.
 - c. Shall be observed in their role as testing coordinator. If the testing coordinator is teaching additional assignments, one of the coordinator's annual observations shall be done in their scheduled class.
13. Instructional Coach
- a. Shall not be assigned duties or homeroom.
 - b. Shall be permitted to coach and/or advise activities.
 - c. Shall be observed in their role as instructional coach. If the instructional coach has teaching assignments, the instructional coach's observations shall also be done in their scheduled class assignment.
14. Nurse
- a. Shall not be assigned duties or a homeroom.
 - b. Shall have a duty free lunch.
 - c. Shall be permitted to coach and/or advise activities.
15. Science Teachers

Science Teachers are broken down into three (3) types of teachers (those who teach courses with labs, those who teach courses without labs and those who teach a combination of courses with and without labs.) Science teacher's schedules will be assigned as follows:

Lab Class Teachers (All Labs):

In each four (4) day cycle, science teachers shall be assigned to teach 4 (four) lab classes (16 periods), with 4 administrative assignments, 4 preparation periods (1 per day), and four duty-free lunch periods (1 per day). Every lab class will have no more than 1 lab per week. For every 2 lab classes, science teachers shall have 1 lab prep period as one of their duties.

Non-Lab Teachers (All Non-Labs):

In each four (4) day cycle, science teachers shall be assigned to teach 5 (five) non-lab classes (15 periods), with 5 administrative assignments, 4 preparation periods (1 per day), and four duty-free lunch periods (1 per day).

Combination of Lab and Non-Lab Teachers:

3 lab and 1 non-lab classes:

In each four (4) day cycle, science teachers shall be assigned to teach 3 (three) lab and 1 non-lab classes (15 periods), with 5 administrative assignments, 4 preparation periods (1 per day), and four duty-free lunch periods (1 per day). Every lab class will have no more than 1 lab per

week. For every 2 lab classes, science teachers shall have 1 lab prep period as one of their duties.

2 labs and 2 non lab classes:

In each four (4) day cycle, science teachers shall be assigned to teach 2 (two) lab and 2 non-lab classes (14 periods), with 6 administrative assignments, 4 preparation periods (1 per day), and four duty-free lunch periods (1 per day). Every lab class will have no more than 1 lab per week. For every 2 lab classes, science teachers shall have 1 lab prep period as one of their duties.

ARTICLE 15

~ PROFESSIONAL MEETINGS ~

PROFESSIONAL MEETINGS

- A. Permission to attend professional meetings shall be requested of the Superintendent who shall be authorized to grant or not grant such requests. Expenses incurred attending such approved meeting shall be borne by the Board. The Superintendent shall have the right to approve, partially approve or disapprove requests for reimbursement of expenses for attendance at such professional meetings.
- B. Transportation expense allowed shall be the incurred carrier cost or expense at the same rate per mile as set out in New Jersey statute, regulations and OMB circulars. Car use shall not be considered as being for Board business, and the Board shall not be liable for any damages resulting from accidents incurred through the use of a car.
- C. Living expenses may be allowed at the discretion of the Board for attendance at professional meetings and in accordance with New Jersey statutes and regulations. Professional staff members shall be allowed two (2) days annually for attendance at the New Jersey Education Association Convention. Expenses incurred for this convention shall be borne by the staff members.

ARTICLE 16

~ SALARIES ~

SALARIES

- A. The salaries of all those covered by this Agreement for 2022-2026 school years are set forth in Schedules A1-A4, which are attached hereto and made a part thereof. Extra-Curricular, Athletic and other stipends and hourly rates are set forth in B1 & B2, C1 & C2 and D respectively, which are attached to and made a part thereof.
- B. No individual shall be advanced in salary, unless his/her service shall have been satisfactory and the Superintendent shall have recommended such advancement. The withholding of any advance in salary, for any given school year shall not create an obligation to restore such advancement. The Board, upon the recommendation of the Superintendent, may restore the individual to the position he/she would have had if the advancement had not been withheld.
- C. Teachers shall be eligible for a change in training level two times per year, September 1st and February 1st. All employees desiring to advance across the salary guide from one column to another due to degree credit or attainment of advanced degree(s) must notify the Business Office by December 1st of the year prior to the applicable date of such movement. Each notification shall be valid for one year. Employees who notify the district of a potential or expected lateral movement on the guide, and do not move as expected or attain the required credits for same, must re-notify the district of a potential move each successive year by December 1st for movement to be applicable under this Section. In addition, evidence that such change is merited shall be submitted to the Superintendent not later than October 1 for a September change or March 1st for a February change and, if necessary, a new contract will be issued.
- D. A teacher who has been on a paid status (work or work plus paid sick leave) for two (2) full marking periods or one-half (1/2) of the work year plus one (1) day, shall qualify in the next school year for a full increase, subject to the provisions of Article 16(B). A teacher who is on a paid status for less than two (2) full marking periods or one-half (1/2) of the work year plus one (1) day, shall receive no increase for the following school year.
- E. Teachers who are veterans shall receive military service credit in accordance with State law.
- F. Good Attendance Bonus
Staff members who use no sick days during the year shall receive at year end a \$150 Good Attendance Bonus. Staff members who use no personal days during the school year shall receive a \$75 Good Attendance Bonus at year end.
- G. A teacher that earns a doctorate degree from an accredited college/university shall receive an additional stipend of \$1,000.

ARTICLE 17

~ TUITION REIMBURSEMENT ~

1. TUITION REIMBURSEMENT

- A. The Board of Education will fund a Professional Development Tuition Reimbursement Program during each school year of this contract in the amount of \$44,000.00 for year one of the contract, \$44,000.00 for year two of the contract, \$44,000.00 for year three of the contract and \$50,000.00 for year four of the contract. If any funds are not used during the contract year, the unused funds will become the property of the Board of Education.
- B. Allocations and Stipulations:
1. Within the limits listed in Article 17 (1)(A) above, reimbursement shall be based on the Rutgers rate and be reimbursed by credit at 100% of the rate for the first credit unless the cost of the requests for first credit reimbursement exceeds the fund. In such an instance, the fund will be equally divided among the requesting staff members.
 2. Reimbursement requests for second and additional credits shall be paid within available funds, with second credit requests taking precedent over third credit requests and so on. No staff member can be reimbursed for more than twelve (12) credits per school year. Within the per year limits, reimbursement shall be 100% of the Rutgers rate for second credit requests, after all first credit requests have been paid in full at the Rutgers rate. If the cost for second credit reimbursement exceeds the fund, the available monies in the fund will be equally divided among the requesting staff members. After the second credit requests have been paid in full at the Rutgers rate, requests for third credit reimbursement will be considered in the same process and manner as the second credit requests. This process shall be followed until all requests or all of the monies in the fund are exhausted.
 3. 100% of the cost of continuing education programs approved by the Superintendent shall be reimbursed.
 4. 100% of the cost of attending and/or participating in formal in-service education programs (both within and outside the District), approved by the Superintendent, and seminars and workshops shall be reimbursed with the stipulation that these professional development experiences shall be convertible to graduate credit equivalents, using the fifteen (15) clock hours equals one (1) graduate credit equivalent for the purposes of movement on the salary schedule.
 5. All requests for approval must be submitted no later than May 1st so that appropriate funds may be encumbered.
 6. This Professional Development Reimbursement Program is meant to include only those programs which carry graduate or undergraduate credits or which can be

converted to graduate credit equivalents based upon the curricular, academic content of the program. Workshops, seminars or meetings which do not carry graduate or undergraduate credit towards movement on the salary schedule shall be guided by Article 15, Professional Meetings.

C. Approvals

All tuition reimbursement shall be in accordance with N.J.S.A. 18A:6-8.5.

- a. The employee shall submit to the district office, prior to enrollment, notification of intent to matriculate in a degree or certification program. The Superintendent shall review the request according to the guidelines set forth in section 1, paragraph C above, and approve or deny within seven (7) calendar days of the date of request.
- b. If approval is granted, the employee shall be reimbursed according to section 1, paragraph B above.
- c. If approval is denied by the Superintendent, the employee shall have the right to appeal this decision to a review committee comprised of the Chairperson of the Curriculum Committee of the Board of Education, the Principal, and the President of the NHEA or his/her designee. This committee shall convene within seven (7) calendar days to consider this appeal. The decision of this body shall be final and not subject to further appeal before any other body or individual.

2. COLLEGE CREDITS

Online courses that are approved by the Superintendent and are a part of a traditional brick and mortar college/university program shall have no limit of credits per school calendar year (traditional/online combined), other than the limits set forth in this Article. These credits shall count towards reimbursement and movement on the guide.

Additional online programs (not traditional brick and mortar college/university programs) that have instructor-led courses, and which are approved by the Superintendent, shall have a maximum allowance of nine (9) credits per school calendar year. If a staff member is enrolled in a pre-prescribed masters, doctoral or cohort program, the nine (9) credit limit shall be waived to honor the program's layout/schematic. All employees seeking approval for online cohort programs that require more than nine (9) credits per year must meet with the Superintendent to discuss the request. The approval of the program is at the Superintendent's discretion. These courses shall count toward reimbursement and movement on the guide.

Non-tenured employees shall be capped at nine (9) credits per school calendar year unless enrolled in a pre-prescribed masters, doctoral or cohort program. All non-tenured employees seeking approval for cohort programs that require more than nine (9) credits per school calendar year must meet with the Superintendent to discuss the request. The

approval of the program is at the Superintendent's discretion. These courses shall count towards reimbursement and movement on the guide.

ARTICLE 18

~ PERSONAL ILLNESS, SICK DAYS, USE & REIMBURSEMENT ~

PERSONAL ILLNESS, SICK DAYS, USE & REIMBURSEMENT

A. Annual Allowance for Personal Illness

A full-time employee may be absent from school, due to personal illness, in accordance with the following provisions:

1. He/she shall be granted a maximum of ten (10) days sick leave per year which shall be cumulative.
2. The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service.
 - a. A full-time employee who leaves the system loses his/her benefits under the cumulative sick leave plan.
 - b. A full-time employee is rendering consecutive service as long as he/she or the Board of Education does not officially terminate his/her contract. A leave of absence, as granted by the Board, does not constitute an interruption of service. However, a career development leave of absence granted by the Board constitutes an interruption of service only for the purpose of accumulating sick leave during the period of such leave.
 - c. A teacher who is separated because of the abolition of his/her position and is subsequently re-employed will have the accumulated sick leave in his/her account at the time of separation restored to his/her credit upon re-employment.
3. A record kept in the office of the Superintendent shall determine the number of accumulated days.
4. Full salary shall be paid for absence due to sickness until such accumulated leave is exhausted.
5. Employees who are absent because of personal illness for a period of more than three (3) consecutive days shall file with the Superintendent a certificate from their physician attesting to the illness and necessity for the absence.

Employees who wish a leave of absence due to illness or health reasons shall file with the Superintendent for such leave. The Board of Education reserves the right to grant special extension of such leave in individual cases, which, in its judgment, are deserving of such.

B. Payment for Unused Sick Leave Upon Retirement

1. Any teacher who retires from Northern Highlands Regional High School according to the provisions of the TPAF and, has completed at the time of retirement, at least eighteen (18) years of service in Northern Highlands, will be reimbursed for all accumulated sick leave days, after the first fifty (50) days, which shall be deductible, at the rate of \$85.00 per day, to a maximum total payment of \$18,000.00.
2. Any teacher who resigns from Northern Highlands Regional High School District for the purpose of retirement and has completed at least twenty (20) years of service in Northern Highlands during the period covered by this contract will be reimbursed for all accumulated sick days above one hundred fifty (150) sick days at a rate of \$275.00 per day to a maximum total payment of \$25,000.00. Employees choosing to exercise this option will not be eligible for any reimbursement for sick leave under this Article (Article 18), Section B(1), above.

Said monies will be paid within forty-five (45) days after the date of the employee's resignation and will be paid by a payroll check with normal employee deductions. Employees exercising this option will not be eligible (under Article 18, Section B(1) or otherwise) to receive any reimbursement for the first one hundred fifty (150) "deductible" sick days. The employee's resignation shall be binding, final and irrevocable at the time it is accepted by the Northern Highlands Regional High School Board of Education.

Teachers claiming reimbursement under this provision must notify the Board Secretary of their intention to retire at the end of the first semester not later than the preceding October 1 or, if retiring at the end of the school year not later than the preceding February 1.

Payment will be made to the teacher according to the following schedules, at the option of the retiring teacher:

1. All on or about July 15
2. All on or about the following January 1
3. Half on each date

ARTICLE 19

~ TEMPORARY ABSENCES ~

TEMPORARY ABSENCES

- A. Annual Allowance for Death or Critical Illness Within Immediate Family
1. In addition to leave for personal illness as defined in Article 18, section 1, an employee may be allowed a maximum of five (5) school days per incident in any one year with full pay because of death or critical illness within the immediate family. A maximum of five (5) additional days may be granted with deduction of substitute's salary where such additional absence is necessary and unavoidable. Thereafter, full deduction shall be made.
 - a. Critical illness shall be construed to mean care of a serious or grave medical condition on an interim or emergency basis as determined by the Superintendent. In this context, "critical" should not be construed to mean routine medical issues. The Superintendent has the right to request additional documentation at his/her discretion.
 - b. Immediate - shall be understood to include in the family, husband, wife, father, mother, child, brother, sister, mother-in-law, father-in-law and any other relative making his or her home with the employee's family.
 2. In case of death of a relative of the second degree, absence of one (1) full day may be allowed with full pay. Thereafter, full deduction shall be made.

Relative of the second degree shall be understood to include uncle, aunt, grandparent, nephew, niece, cousin, brother-in-law and sister-in-law.

Application for use of the allowances under 1 and 2 must be made in writing to the Superintendent within the month when the absence occurs, and is subject to his/her approval.

- B. Personal Leave
1. In addition to the above, absence may be allowed with or without pay up to three days, at the discretion of the Superintendent. The use of one (1) of the three (3) days can be without any reason provided to the Superintendent. Absences for greater periods will be considered by the Board on recommendation of the Superintendent. Application for use of the allowances must be made in writing to the Superintendent prior to the time of the absence or no later than one (1) school day following the return.
 2. In circumstances where the purpose for the leave is especially personal, the application may be completed without a stated reason. The reason must then be provided verbally to the Superintendent for his/her approval.

C. Pregnancy, Childbirth-Child Care Leave

1. Physical Disability Related to Pregnancy and Childbirth

a. Teachers who are physically disabled by reason of pregnancy, childbirth

and postpartum recovery will be entitled to utilize accumulated sick leave for up to a maximum of forty (40) days. Additional use of sick leave may be permitted upon medical certification of particular complications related to the pregnancy, childbirth and postpartum recovery. The teacher shall be entitled to leave under this paragraph to the extent to which she has accumulated sick days.

b. Teachers who expect to use such leave will notify the Superintendent of the expected beginning date and duration of such period of disability with at least 45 work days' notice.

c. On the day of the birth of a child, a personal day will be granted. Depending upon the circumstances of the birth, the Superintendent may, after the fact, allow a Critical Illness day to be applied instead.

2. Child Care Leave

a. The Board will grant, upon written request, a child care leave of absence, without pay, in accordance with the New Jersey Family Leave Act and the Federal Family and Medical Leave Act, a copy of which is on file in the Office of the Secretary to the Board of Education. Child care leaves will normally begin upon the expiration of the physical disability leave provided in paragraph 1 above, or at such other date as may be agreed upon by the teacher and the Board, and all such leaves will end upon the completion of the first full school year after the date of birth. (e.g., the date of birth occurs between September, 1997 and June 1998; requested child care leave would then end on June 30, 1999).

A teacher may apply in writing for one (1) additional year of unpaid child care leave, and the Board may grant such additional leave.

b. A teacher who has been on a paid status (work or work plus paid sick leave) for two (2) full marking periods or one-half (1/2) of the work year plus one (1) day, shall qualify in the next school year for a full increase.

A teacher who is on a paid status or less than two (2) full marking periods or one-half (1/2) of the work year plus one (1) day, shall receive no increase for the following school year. Nothing in this clause shall preclude the Board from withholding an increase as per Article 16(B).

c. Teachers on child care leave will notify the Superintendent of their intention to return to active duty not later than April 1 of the school year preceding the year in which the teacher will return to work.

3. A teacher who is required to serve on jury duty shall receive his or her regular pay, diminished by the amount of compensation received as a juror, for the day(s) missed due to jury duty.
4. Leaves of absence for extended period of reasons other than those stated may be granted by the Board with or without pay for good cause shown. The Board's decision to grant such an extended leave shall not constitute a binding precedent. The Board may deny a request for an extended leave of absence for any or no reason.

NORTHERN HIGHLANDS SALARY GUIDES
2022-2026
Schedule A/Teachers

Teacher Salary Guide Year 1 - 2022-2023				
Step	BA	MA	MA+30	MA+60
1	60,779	65,114	70,734	76,674
2	61,529	65,864	71,484	77,424
3	62,279	66,614	72,234	78,174
4	63,029	67,364	72,984	78,924
5	63,779	68,114	73,734	79,674
6	65,379	70,114	75,734	81,674
7-8	66,979	72,314	77,934	83,874
9-10	68,629	74,514	80,134	86,074
11-12	70,479	77,014	82,634	88,574
13	72,479	79,964	85,584	91,524
14	74,629	82,964	88,584	94,524
15	78,229	86,464	92,084	98,024
16	82,629	90,464	96,084	102,024
17	-	95,464	101,084	107,024
18	-	100,464	106,084	112,024
19	-	105,464	111,084	117,024

Teacher Salary Guide Year 2 – 2023-2024				
Step	BA	MA	MA+30	MA+60
1	61,386	69,786	71,341	77,281
2	62,136	70,536	72,091	78,031
3	62,886	71,286	72,841	78,781
4	63,636	72,036	73,591	79,531
5	64,386	72,786	74,341	80,281
6	65,986	74,386	76,341	82,281
7	67,586	75,986	78,541	84,481
8-9	69,236	77,636	80,741	86,681
10-11	71,086	79,486	83,241	89,181
12-13	73,086	81,486	86,191	92,131
14	75,236	83,636	89,191	95,131
15	78,836	87,236	92,691	98,631
16	83,884	92,284	96,691	102,631
17	-	96,071	101,691	107,631
18	-	101,071	106,691	112,631
19	-	106,719	112,339	118,279

Teacher Salary Guide Year 3 – 2024-2025				
Step	BA	MA	MA+30	MA+60
1	62,786	71,186	72,741	78,681
2	63,536	71,936	73,491	79,431
3	64,286	72,686	74,241	80,181
4	65,036	73,436	74,991	80,931
5	65,786	74,186	75,741	81,681
6	67,386	75,786	77,741	83,681
7	68,986	77,386	79,941	85,881
8	70,636	79,036	82,141	88,081
9-10	72,486	80,886	84,641	90,581
11-12	74,486	82,886	87,591	93,531
13-14	76,636	85,036	90,591	96,531
15	80,236	88,636	94,091	100,031
16	85,667	94,067	98,091	104,031
17	-	97,471	103,091	109,031
18	-	102,471	108,091	114,031
19	-	108,502	114,122	120,062

Teacher Salary Guide Year 4 – 2025-2026				
Step	BA	MA	MA+30	MA+60
1	67,226	75,626	81,226	87,226
2	67,976	76,376	81,976	87,976
3	68,726	77,126	82,726	88,726
4	69,476	77,876	83,476	89,476
5	70,226	78,626	84,226	90,226
6	71,226	79,626	85,226	91,226
7	72,726	81,126	86,726	92,726
8	74,351	82,751	88,351	94,351
9	76,201	84,601	90,201	96,201
10-11	78,201	86,601	92,201	98,201
12-13	80,201	88,601	94,201	100,201
14-15	83,201	91,601	97,201	103,201
16	86,701	95,101	100,701	106,701
17	-	98,505	104,105	110,105
18	-	103,505	109,105	115,105
19	-	109,536	115,136	121,136

Northern Highlands Salary Guides
2022 - 2026

Schedule B-1/Cocurricular Activity and Administrative Stipends

Group	2022-2023	2023-2024	2024-2025	2025-2026
1	6,335	6,335	6,335	6,335
2	4,883	4,883	4,883	4,883
3	3,797	3,797	3,797	3,797
4	2,861	2,861	2,861	2,861
5	1,673	1,673	1,673	1,673

Schedule C-1 Athletic Coaches

Head Coaches

Group	2022-2023	2023-2024	2024-2025	2025-2026
1	11,190	11,190	11,450	11,710
2	9,749	9,749	10,009	10,269
3	9,208	9,208	9,468	9,728
4	7,924	7,924	8,184	8,444
5	6,678	6,678	6,938	7,198

Assistants

Group	2022-2023	2023-2024	2024-2025	2025-2026
1a	7,926	7,926	8,186	8,446
2a	7,204	7,204	7,464	7,724
3a	6,259	6,259	6,519	6,779
4a	6,789	6,789	7,049	7,309
5a	5,486	5,486	5,746	6,006

Northern Highlands Salary Guides
2022 - 2026

Schedule B-2/Co-Curricular Activity and Administrative Stipends

GROUP 1

Administrative: Student Coordinator (Two)
Administrative: Student Database Coordinator
Class Advisor: Senior
DECA - Head
Literary Magazine
National Honor Society
Newspaper (The Highland Fling)
Performing Arts: Musical/Director
Student Council
Summer Academy Coordinator
Title 1 After School Extra Help
Title 1 Coordinator
Yearbook - Advisor

GROUP 4

Administrative: AP Testing Asst.
Administrative: CEEB Spec. Ed. Testing Coordinator
Administrative: Saturday ACT/Pre-ACT Coordinator
Administrative: HSPA Testing Asst. (PARCC)
Class Advisor: Sophomore
Engineering Club
Highlands Cares Assist.
Highlands Heroes
Marching Band: Assistant
Marching Band: Assistant
Music: Jazz Ensemble
Performing Arts: Musical - Acting/Vocal coach
Performing Arts: Musical - Assistant
Performing Arts: Musical - Assistant
Performing Arts: Musical - Assist. (lights/Tech)
Performing Arts: Musical/Bus. Mgr.
Performing Arts: Musical- Assistant
Performing Arts: Musical - Assistant
Performing Arts: Musical - Assistant
Students Against Destructive Decisions

GROUP 5 Continued

MSG Varsity/Varsity America Coordinator
Multicultural Task Force
Music: Guitar Club
Music: Percussion Ensemble
Music: Vocal Ensemble
Performing Arts: Fall play/Bus. Mgr.
Performing Arts: Fall play/Set Const
Performing Arts: Improv
Performing Arts: Musical –Support (Two)
Quiz Bowl - Academic Team
Science League
Spanish Club
Stock market Club (Two)
TED-Ed
Television Production (TVP Club)

GROUP 2

Administrative Saturday SAT/PSAT Coordinator
Class Advisor: Junior
Debate
Freshman Literary Magazine
Highlands Cares
Model UN
Music: Highlands Voices
Yearbook - Business

Volunteer Club/Advisors

Christian Club
Judaic Club

GROUP 5

Administrative: AHSA/SRA Coordinator
Administrative: Webmaster
Animal Conservation Club
Art Club (includes photo & ceramics)
Cheering: Fall Assistant
Chemistry Club (Absolute Zero)
Chess Club
Chinese Club
Class Advisor: Freshman
Computer Club
Emergency Services Club
Environmental Awareness
Fishing Club
French Club
Gay & Straight Alliance
Gymnastics
Harry Potter / Dumbledore's Army
Interact/Rotary Club
Italian Club
Latin Club
Leo's Club - Lions Club
Marching Band: Assistant (Three)

GROUP 3

Administrative: Department Coordinator
Administrative: Graduation/Awards Coordinator.
Administrative: Transition Project (Six)
Cheering - Fall
Cheering/Dance - Winter
DECA - asst. (Four)
Fed Challenge Advisor
Forensics
Mock Trial
Model Congress
Music: Highlands Belles
Newspaper Assistant
Performing Arts: Fall play/Director
Performing Arts: Freshmen Theatre
Planetarium Coordinator
Robotics (Two)
STEM

*Effective July 1, 2023 - Cheerleading (Fall), Cheerleading/Dance (winter), Cheerleading (Fall Assistant) will be eliminated from guide B2 and moved to C2

Schedule C-2/Coaching and Athletic Stipends

Group	Position	Head Coach	Group	Position	Assistant																				
Group 1		Football	Group 1a		Football 1 Football 1 Football 2 Football 3 Football 4 Football 5 Football 6																				
Group 2		Basketball Boys Basketball Girls Wrestling Spring Track	Group 2a		Basketball Boys 1 Basketball Boys 2 Basketball Girls 1 Basketball Girls 2 Wrestling 1 Wrestling 2 Spring Track 1 Spring Track 2 Spring Track 3 Spring Track 4																				
Group 3		Soccer Boys Soccer Girls Baseball Softball Field Hockey Swimming Ice Hockey Volleyball Winter Track Lacrosse Boys Lacrosse Girls Marching Band Director Strength and Conditioning Advisor	Group 3a		<table><tr><td>Soccer Boys 1</td><td>Field Hockey 1</td></tr><tr><td>Soccer Boys 2</td><td>Volleyball 1</td></tr><tr><td>Soccer Girls 1</td><td>Volleyball 2</td></tr><tr><td>Soccer Girls 2</td><td>Field Hockey 2</td></tr><tr><td>Baseball Boys 1</td><td>Winter Track 1</td></tr><tr><td>Baseball Boys 2</td><td>Winter Track 2</td></tr><tr><td>Baseball Boys 3</td><td>Lacrosse Boys 1</td></tr><tr><td>Softball 1</td><td>Lacrosse Boys 2</td></tr><tr><td>Softball 2</td><td>Lacrosse Girls 1</td></tr><tr><td>Softball 3</td><td>Lacrosse Girls 2</td></tr></table>	Soccer Boys 1	Field Hockey 1	Soccer Boys 2	Volleyball 1	Soccer Girls 1	Volleyball 2	Soccer Girls 2	Field Hockey 2	Baseball Boys 1	Winter Track 1	Baseball Boys 2	Winter Track 2	Baseball Boys 3	Lacrosse Boys 1	Softball 1	Lacrosse Boys 2	Softball 2	Lacrosse Girls 1	Softball 3	Lacrosse Girls 2
Soccer Boys 1	Field Hockey 1																								
Soccer Boys 2	Volleyball 1																								
Soccer Girls 1	Volleyball 2																								
Soccer Girls 2	Field Hockey 2																								
Baseball Boys 1	Winter Track 1																								
Baseball Boys 2	Winter Track 2																								
Baseball Boys 3	Lacrosse Boys 1																								
Softball 1	Lacrosse Boys 2																								
Softball 2	Lacrosse Girls 1																								
Softball 3	Lacrosse Girls 2																								
Group 4		Cross Country Tennis Boys Tennis Girls Fencing	Group 4a		Swimming Ice Hockey 1 Ice Hockey 2 Fencing 1 Fencing 2																				
Group 5		Golf Boys Golf Girls Bowling	Group 5a		Cross Country Tennis Boys 1 Tennis Girls 1 Golf																				

*The following changes will occur after year one (1) of the contract

- Cheerleading (Fall), Cheerleading/Dance (winter) will be moved to Group 5 effective July 1, 2023
- Cheerleading Fall Assistant will be moved to group 5a effective July 1, 2023

Northern Highlands Salary Guide
Schedule D/Other Compensation

		RATE
1	Curriculum and Professional Summer Work	\$45.00
2	Home Instruction	\$60.00
2. a	In-Service Instruction and Professional Development	\$60.00
3	Saturday Detention	\$30.00
4. a	Chaperone Pay (hourly)	\$21.00
4. b	Chaperone Pay(per diem)	
	—Overnight events, school days	\$150.00
	—Overnight events, non-school days	\$275.00
5	A.A. Ticket Seller, Ticket Taker and Crowd Personnel	\$30.00
6	In-School Detention	\$21.00
7	Library Supervision	\$21.00
8	Weight Room Supervision	\$21.00
9	After School Planetarium Shows (remuneration per show)	\$100.00
10	Summer Custodial, Technology, Secretarial Workers	\$25.00
11	Special Education Department Summer Hours	\$60.00
12. a	Lighting/Sound - Routine Events	\$35.00
12. b	Lighting/Sound - Complex Events	\$50.00
	Fall Play, Music Concerts, Music Department Talent Show, Acting Recitals and any large meeting which includes sound and additional technology, such as PowerPoint Presentations and Video/DVD	

*The following changes will occur after year one of the contract:

- Home Instruction (item 2) will increase to \$70 effective July 1, 2023
- Library Supervision (item 7) will increase to \$25 effective July 1, 2023
- Weight Room Supervision (item 8) will increase to \$25 effective July 1, 2023

	Summer Academy	RATE
1	Nurse- Not to exceed 120 hours	\$5,400
2	Teachers for Course Advancement- Not to exceed 120 hours	\$6,000
3	Teachers for Learning Loss or Recovery- Not to Exceed 60 hours	\$3,000
4	Teachers for Finance Literacy- Not to exceed 60 hours	\$3,000

SECTION 3: SECRETARY AND ADMINISTRATIVE ASSISTANT
ARTICLE 20
~ EVALUATION ~

EMPLOYEE PERFORMANCE EVALUATION

- A. Employee performance shall be evaluated each year by the administration and/or a representative of the Board who will be so designated by the administration.
- B. Evaluation reports shall be made openly and in writing.
- C. All written evaluations of the performance of any employee shall be signed by the individual who conducts the evaluation.
- D. Evaluations shall not be placed in the employee's file unless the employee has had the opportunity to read the evaluation. The employee shall acknowledge that he/she has read such material by affirming his/her signature on the copy to be filed. Such signature shall merely signify that he/she has read the material and is not to be construed that he/she necessarily agrees or disagrees with its contents. If the employee refuses to sign, that fact shall be noted, dated, and witnessed. The employee has the right to make written comments on the evaluation form. A copy of the final signed evaluation shall be provided to the employee within ten (10) working days of the final sign-off.

ARTICLE 21

~ GRIEVANCE PROCEDURES ~

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. A "grievance" shall be defined as a claim based upon the interpretation, application or alleged violation of terms and conditions of employment contained in this negotiated agreement, written board policies, or administrative decision. A grievance shall not apply to any matter for which (a) a method of review is prescribed by law or State Board Rule having the force and effect of law, or (b) the Board of Education is without the authority to act or (c) a complaint of a non-tenure secretary and/or administrative assistant, which arises by reason of his/her not being re-employed.
2. An "Aggrieved person" is the person or persons or the Association making the claim.
3. The "Party in interest" is the person or persons making the claim and any person, including the Association or the Board, who might be required to take action, or against whom action might be taken, in order to resolve the claim.

B. PURPOSE

The purpose of this procedure is to secure, at the lowest possible level, solutions to grievances which may from time to time arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. All parties to the grievance are urged to attempt to resolve the matter informally prior to submission.

C. PROCEDURE

1. "Time Limits" - The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing. Failure to respond at any level within the time limits herein will allow the grievance to be presented at the next higher level. Failure to submit the grievance at any level within the time limits herein will be deemed to be acceptance of the disposition of the grievance at the preceding level.
2. A grievance will be waived and barred and outside the jurisdiction of an arbitrator if it is not filed within thirty (30) calendar days of the occurrence upon which it is based. This will not ban the processing of a continuing grievance.

D. 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 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 practicable.

E. WRITTEN MATTER

Grievances at all levels shall be submitted in writing on a form available for the purpose.

F. LEVELS

1. Level One - Immediate Supervisor

The aggrieved person shall present his/her grievance, in writing, to his/her immediate supervisor, within thirty (30) calendar days of the event or action which is the basis of the grievance, setting forth:

- a. the act or omission giving rise to the grievance
- b. the contractual or other basis of the grievance
- c. the remedy requested

The immediate supervisor will render a decision in writing within ten (10) workdays of his receipt of the grievance.

2. Level Two – Superintendent's Designee

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) working days after the presentation of the grievance, the aggrieved person may file the grievance with the Superintendent's Designee within ten (10) working days after the decision at level one or twenty (20) working days after the grievance was presented. Within ten (10) days after receipt of the grievance, the Superintendent's Designee shall hold a meeting with the aggrieved party and an Association representative. The Superintendent's Designee shall render a decision, in writing, on the grievance within ten (10) working days of the conclusion of the meeting. (Generally, the Superintendent's Designee shall be the Business Administrator for all district staff and the Principal for the high school, guidance, athletics and special services staff)

3. Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of the grievance at level two, or if no decision has been rendered within ten (10) working days after the presentation of the grievance to the Superintendent's designee, the aggrieved person may file the grievance with the Superintendent within ten (10) working days after the decision at level two or twenty (20) working days after the grievance was presented to the Superintendent's designee. Within ten (10) days after receipt of the grievance, the Superintendent shall hold a meeting with the aggrieved party and an Association representative. The Superintendent shall render a decision, in writing, on the grievance within ten (10) working days of the conclusion of the meeting. (Note: same wording as level 2 however, designee option removed)

4. Level Four - Board of Education

If the aggrieved person is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within twenty (20) working days after the grievance was delivered to the Superintendent, the aggrieved person or the Association may, within ten (10) working days after a decision by the Superintendent or thirty (30) working days after the grievance was delivered to the

Superintendent, whichever is sooner, submit the grievance to the Board of Education. Within twenty (20) working days after such notice of submission, the Board will meet in private with the aggrieved person and/or the person's representative, along with a representative of the Association. Within ten (10) working days after this meeting the Board will render its decision in writing.

5. Level Five - Arbitration

- a. If the aggrieved person is not satisfied with the disposition of the grievance at Level Four, or if no decision has been rendered within ten (10) working days after the meeting with the Board of Education, he/she may within ten (10) working days after the decision was delivered by the Board of Education, or twenty (20) working days after the meeting with the Board, whichever is sooner, request in writing that the Association submit the grievance to Arbitration.
- b. Within ten (10) working 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 a specified period, a request for a list of arbitrators may be made to the Public Employees Relations Commission by either party. The parties shall then be bound by the rules and procedures of PERC 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 thirty (30) days from the date of the close of the hearing, or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted. The arbitrator shall be without power of authority to make any decision which requires the commission of an act prohibited by law, or which is violative of the terms of this agreement. The decision of the arbitrator shall be advisory to the Board and the Association. The arbitrator's decision shall be in writing and shall set forth his findings.
- d. The costs 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.

G. MISCELLANEOUS:

1. Separate grievance file - All documents, communications, and records dealing with a grievance shall be filed separately from the personnel file of the participants.
2. 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.

3. 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 representative heretofore referred to in this article.

H. WRITTEN DECISIONS

All decisions at all levels of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to the aggrieved person and to the Association.

I. RIGHTS OF EMPLOYEE TO REPRESENTATION

1. Employee and Association - Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself, or at his/her option, by a representative(s) selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
2. Reprisals - No reprisals of any kind shall be taken by the Board or by any member of the Administration against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure by reason of such participation.

ARTICLE 22

~ VACANCIES, PROMOTIONS, TRANSFERS, DISMISSAL ~

1. A. The Superintendent, after the Board votes to hire an employee, shall send the if following information to the Association President within one (1) week of the Board action:
 - a. Name of the employee;
 - b. Years of prior credit experience (if applicable);
 - c. Degree status (if applicable)
 - d. Salary
- B. The Board has the right to create and abolish positions. The terms, conditions and salaries of any new positions, appropriate for unit inclusion, created by the Board within the school day, to include released time and/or additional remuneration, shall be negotiated commencing the second year and all subsequent years after their creation.
- C. Vacancies
Whenever it occurs during the calendar year, a vacancy in an extracurricular, athletic, teaching, stipend or promotional position shall be posted in the mailroom bulletin board, sent via email to the staff, and a copy of said posting shall be provided to the President and the Secretary of the Northern Highlands Education Association.

2. INVOLUNTARY TRANSFERS AND REASSIGNMENTS

- A. Posting of Openings/Vacancies: Notice of all secretarial and administrative assistant vacancies in the school district shall be posted five (5) days before the deadline for applications.
- B. A copy of all such notices of vacancies shall also be given to the Association President. The notice shall clearly state:
 1. The qualifications for the position
 2. Duties of the position
 3. Rate of compensation
- C. Meeting and Appeal:
An involuntary transfer or reassignment shall be made only after a meeting between the secretary or administrative assistant involved and their supervisor, at which time the secretary or administrative assistant shall be notified of the reason. In the event that a secretary or administrative assistant objects to the transfer or reassignment at this meeting, upon the request of the secretary or administrative assistant the Superintendent shall meet with the individual. The secretary or administrative assistant may opt to have an NHEA representative present at said meeting.

3. **FAIR DISMISSAL PROCEDURE**

1. Procedure:

Date: On or before April 30 of each year, the Board shall give to each non-tenured secretary and administrative assistant continuously employed since the preceding September 30 either:

- a. A written offer of a contract for employment for the next succeeding year; or
- b. A written notice that such employment shall not be offered.

2. Reasons: Any employee who receives a notice of non-employment may within five (5) days thereafter, in writing, request a statement of reasons for such non-employment from the Superintendent, which statement shall be given to the secretary in writing within five (5) days after receipt of such request.

3. Informal Appearance: Any secretary or administrative assistant who has received such notice of non-employment and statement of reasons shall be entitled to an informal appearance with full participation before a quorum of the Board, provided a written request for an appearance is received in the office of the Secretary of the Board within five (5) working days after receipt by the employee of the statement of reasons.

ARTICLE 23
~ WITHHOLDING OF PAY ~

**PROCEDURE FOR WITHHOLDING EMPLOYMENT OR ADJUSTMENT
INCREASES**

- A. Procedure for Withholding Employment or Adjustment Increases - Whenever the Superintendent decides to submit a recommendation to the Board to withhold a salary increase, the secretary or administrative assistant to be so deprived shall be put on notice of this recommendation no later than April 1 of the current school year.
- B. Once a recommendation is forwarded to the employee and the Board, the employee may within ten (10) working days file a grievance commencing at the level of the Superintendent. No action shall be taken on the recommendation until grievance is heard according to the grievance procedure as set forth heretofore in Article 21 of this Agreement.
- C. Any action by the Board to withhold an increase shall be subject to appeal to arbitration as set forth in Article 21 of this Agreement. The arbitrator shall have the authority to advise the restoration of all or part of the increase withheld retroactively.
- D. Any employment increase withheld under this provision shall be restored the following year unless the procedures set forth in this provision are followed once again, in which case the increase previously withheld and any additional increase which may be due may be withheld in whole, or in part.
- E. If the resultant action of the Board is to withhold an increase, it shall within ten (10) working days, give written notice of such action, together with the reasons therefore, to the secretary concerned.

ARTICLE 24

~ WORK DAY, YEAR, SCHEDULE ~

1. WORK SCHEDULE

A. HOURS OF WORK

1. All full-time secretaries and administrative assistants work seven (7) hours per day. The standard work day will be from 8:00 a.m. to 4:00 p.m. (including either a one (1) hour lunch or a forty-five (45) minute lunch plus a fifteen (15) minute coffee break). To assure coverage, starting and ending times may be either earlier or later.

- a. District Administration shall notify the NHEA President of the intent to operate a four (4) or five (5) day work schedule for the following summer no later than October 1st of each school year. Should the district operate a five (5) day work week during the summer, summer work hours shall be six hours per day, inclusive of one-half hour lunch period and shall be in effect as of the day following the last day of school for teachers and up to the day teachers return to begin the school year. Should the district operate a four (4) day work week during the summer months, District Administrators shall offer secretaries and administrative assistants the option of working a four (4) or five (5) day summer schedule. Each office must have a minimum of one employee each day of the week to ensure that the office is covered while the District is open. Secretaries and Administrative Assistants shall make their intention known no later than May 1 each year.

For those secretaries and administrative assistants that choose to work four (4) days a week, the following schedule will be implemented:

Summer work hours shall be 7.5 hours per day Monday through Thursday, inclusive of one half-hour lunch period and shall be in effect as of the first full week after graduation and up to the second to last week of the summer. The last full week of the summer shall be a five (5) days per week/six (6) hours per day schedule. Any vacation days taken during the four (4) day work week portion of the summer shall be charged as follows:

1. If the employee takes an entire week off during the summer, he/she will be charged five (5) vacation days.
2. If the employee takes less than the full week off, he/she shall have the following options:
 - i. Being charged 1.25 (1 and ¼) days per 4-day cycle (1.25x7.5=30 hours); or

- ii. Being charged 1 day rather than the 1.25 day. If a member elects this option, he/she shall work a total of ninety (90) additional minutes per day missed during that week, to be performed during any other work day(s) which he/she is working. Members shall be permitted to do this by coming in early, working through lunch and/or staying late, and shall be permitted to split the time over as many days as necessary. Adjustments to schedules to make up the 90-minutes per day shall be mutually agreed upon between the employee and supervisor of the member's respective department.
- b. On the day preceding Thanksgiving and Memorial Day, all secretaries and administrative assistants shall be permitted to leave school one-half hour after the students. However, to avail themselves of this provision and to avoid inequities, all secretaries and administrative assistants must begin at the same time on each of these days (7:00 a.m.).
- c. Inclement weather - If school is closed due to inclement weather conditions, secretaries and administrative assistants will be so notified and will not be required to report to work. Should any secretary or administrative assistant be required to do any work during a day of closure due to inclement weather, they will be allowed to complete those tasks virtually from home. No tasks that cannot be completed virtually will be assigned. Snow days designated in the school calendar but not used, shall be work days for secretaries and administrative assistants.
- d. Emergency/Early Dismissal - When students and teachers are dismissed early from school due to inclement weather or emergency conditions, secretaries and administrative assistants may be permitted to leave the building no more than thirty (30) minutes after teachers and students.
- e. Delayed opening - Secretaries and administrative assistants will report to work as close as possible to their regular start time.
- 2. The work year for ten-month secretaries will be from September 1 through June 30. In addition to the legal holidays listed, ten (10) month secretaries receive time off in accordance with the annual school calendar.
- 3. The work year for administrative assistants and twelve (12) month secretaries will be July 1 to June 30 of the ensuing year. In addition to the legal holidays listed, administrative assistants and twelve (12) month

secretaries shall receive time off in accordance with Sections C. and D. of this article.

B. HOLIDAYS: The following are paid holidays for secretaries and administrative assistants:

Labor Day	*Martin Luther King Day
Rosh Hashanah/Yom Kippur (If school is closed)	*President's Day
N.J.E.A. Convention (2)	*Good Friday
Thanksgiving Recess (2)	Memorial Day
	Independence Day (July 4 th)

*If school is in session on these days, secretaries and administrative assistants will work but will be given another day off in lieu of each holiday worked. If any of the named holidays falls during an employee's vacation period, the employee shall receive another day off in lieu of the holiday.

C. VACATIONS

Newly hired administrative assistants and twelve (12) month secretaries shall earn six (6) days of vacation per year in their first two years of service; eleven (11) days in years three (3) thru five (5); and beginning with the sixth year, earn one (1) additional day per year up to a maximum of twenty-one (21) days. (Ten-month secretaries and administrative assistants shall earn no vacation time during their employment.)

Administrative assistants and twelve-month secretaries whose employment in the district began on or before July 1, 1987 will continue to receive twenty-one (21) days vacation. Secretaries and administrative assistants who leave the employ of the district shall have their unused/earned vacation time paid on a prorated basis. With the approval of the immediate supervisor, vacations may be scheduled throughout the year.

All secretaries and administrative assistants shall be permitted to carry-over five (5) vacation days into the next school year.

D. RECESS PERIODS

Each administrative assistant and twelve (12) month secretary will be off during the December Holiday recess. If a winter and spring recess are part of the school calendar, administrative assistants and twelve (12) month secretaries shall be scheduled to work during one of the two recesses and be off during the other. If either the winter or spring recess are shortened or eliminated, in lieu of working one recess or the other, administrative assistants and twelve (12) month secretaries shall be provided five (5) recess days which can be taken at any time of the year as mutually agreed to by the employee and their supervisor. If the schedule includes two (2) recess periods and a secretary or administrative assistant elects to take the February

recess period and any of the above-named holidays fall during that break, the employee shall be entitled to take that holiday on another date mutually agreed upon by the employee and their supervisor.

ARTICLE 25

~ PROFESSIONAL MEETINGS ~

Whenever members of the bargaining unit are mutually scheduled by the parties hereto to participate during the working hours in conference meeting, or in negotiations respecting the collective bargaining agreement, they will suffer no loss in pay.

ARTICLE 26

~ SALARIES ~

SALARIES

- A. Salary Schedule - The salary of each employee covered by this Agreement for the 2022-2026 school years are set forth in Schedule E which is attached hereto and made a part hereof.
- B. Method of Payment:
 - 1. Administrative Assistants and twelve (12) Month Secretaries:
Each administrative assistant or secretary employed on a twelve (12) month basis shall be paid in twenty-four (24) semi-monthly installments.
 - 2. Ten (10) Month Administrative Assistants and Secretaries:
Each secretary employed on a ten (10) month basis shall be paid in twenty (20) semi-monthly installments.
 - 3. Exceptions - When a payday falls on or during a school holiday, school vacation or weekend, secretaries/administrative assistants shall receive their paychecks on the last working day.
 - 4. Final Pay - After a maximum of fifteen (15) day notice of intention to separate, the secretary/administrative assistant will receive her final paycheck on her last working day.
- C. If an employee is assigned to assume the full duties and responsibilities of a position in a higher classification on the salary guide for a consecutive period of three (3) full days, said employee will be paid an additional daily stipend based on the higher salary classification for the duration of the assignment.

- D. Good Attendance Bonus
Staff members who use no sick days during the year shall receive at year end a \$150.00 Good Attendance Bonus. Staff members who use no personnel days during the school year shall receive a \$75.00 Good Attendance Bonus at year end.

ARTICLE 27

~ TUITION REIMBURSEMENT ~

1. TUITION REIMBURSEMENT

- A. Any secretary or administrative assistant, while actively employed at Northern Highlands, who elects to continue professional studies will be reimbursed for tuition by the Board as set forth below.
- B. All courses eligible for reimbursement must be taken in an accredited school, college, or university or taken as part of an in-service training program and must be directly related to the secretary's or administrative assistant's assignment. Approval of in-service program courses will be made by the Superintendent on a case-by-case basis.
- C. All courses taken for tuition reimbursement must have the prior approval of the Superintendent as meeting eligibility criteria.
- D. A secretary or administrative assistant, upon completing an approved course with a grade of B or better must submit the following documents to the Superintendent before reimbursement will be made:
1. The school transcript or other official record of course completed.
 2. Bursar's receipt or verification of payment of tuition fee.
- E. Reimbursement:
1. The amount of the reimbursement is 100% of the tuition cost.
 2. One-half of the amount of tuition will be reimbursed to the secretary or administrative assistant upon submission to the Superintendent of the receipt of registration. The remaining one-half will be reimbursed in accordance with Section D above.

2. COLLEGE CREDITS – ALL EMPLOYEES

Online courses that are approved by the Superintendent and are a part of a traditional brick and mortar college/university program shall have no limit of credits per school calendar year (traditional/online combined), other than the limits

set forth in this Article. These credits shall count towards reimbursement and movement on the guide.

Additional online programs (not traditional brick and mortar college/university programs) that have instructor-led courses, and which are approved by the Superintendent, shall have a maximum allowance of nine (9) credits per school calendar year. If a staff member is enrolled in a pre-prescribed masters, doctoral or cohort program, the nine (9) credit limit shall be waived to honor the program's layout/schematic. All employees seeking approval for online cohort programs that require more than nine (9) credits per year must meet with the Superintendent to discuss the request. The approval of the program is at the Superintendent's discretion. These courses shall count toward reimbursement and movement on the guide.

Non-tenured employees shall be capped at nine (9) credits per school calendar year unless enrolled in a pre-prescribed masters, doctoral or cohort program. All non-tenured employees seeking approval for cohort programs that require more than nine (9) credits per school calendar year must meet with the Superintendent to discuss the request. The approval of the program is at the Superintendent's discretion. These courses shall count towards reimbursement and movement on the guide.

ARTICLE 28
~ PERSONAL ILLNESS, SICK DAYS, USE &
REIMBURSEMENT ~

PERSONAL ILLNESS, SICK DAYS, USE & REIMBURSEMENT

- A. ANNUAL ALLOWANCE FOR PERSONAL ILLNESS - A regularly employed secretary or administrative assistant may be absent from school, due to personal illness, in accordance with the following provisions:
1. A secretary or administrative assistant shall be granted a maximum of twelve (12) days for twelve (12) month secretaries/administrative assistants and ten (10) days for ten (10) month secretaries' sick leave per year, which shall be cumulative.
 2. A record kept in the office of the Superintendent shall determine the number of accumulated days. Employees shall be given a written accounting of accumulated sick leave days in June of each school year.
 3. In the case of absence of ten (10) school days or more, a written certificate will be required upon return to service.
 4. Full salary shall be paid for absence due to sickness until such accumulated leave is exhausted.
 5. Any employees who wish a leave of absence due to illness or health reasons shall file with the Superintendent for such leave. The Board of Education reserves the right to grant special extension of such leave in individual cases, which in its judgment, are deserving of such in accordance with the terms of N.J.S.A. 18A:30-6.
 6. Physical Disability Related to Pregnancy and Childbirth - Employees who are physically disabled by reason of pregnancy, childbirth, and postpartum recovery will be entitled to utilize accumulated sick leave for twenty (20) working days before the anticipated date of birth and twenty (20) working days after actual date of birth. Additional use of sick leave may be permitted upon medical certification of particular complications related to the pregnancy, childbirth, and postpartum recovery. The employee shall be entitled to leave under this paragraph to the extent to which she has accumulated sick days. Employees who expect to use such leave will notify the Superintendent of the expected beginning date and duration of such period of disability as far in advance as possible.

B. Payment for Unused Sick Leave Upon Retirement

1. Upon retirement from service under the rules of PERS, employees with at least ten (10) years of service in Northern Highlands will be reimbursed for all accumulated sick leave days, after the first six (6) days which shall be deductible, at the rate of \$60.00 per day to a maximum total of \$8,500.
2. Secretaries or administrative assistants claiming reimbursement under the provision must notify the Board Secretary of their intention to retire no later than three months prior to retirement. Payment will be made to the retiree according to the following schedule at the option of the retiring secretary:
 1. All on or about July 15
 2. All on or about the following January 1
 3. Half on each of the above dates
3. Payment for Unused Sick Leave Upon Reduction-In-Force Employees who have served a minimum of five (5) years in the District, will be reimbursed for all accumulated sick leave days at the rate of \$35.00 per day to a maximum of \$2,000. Payment will be made when leaving employment.
4. In the event of the death of an employee with at least ten (10) years of service in Northern Highlands prior to severance of employment, the estate will be paid for all accumulated sick leave days, minus six (6) days deductible at the rate of \$60.00 per day to a maximum total of \$8,500.

ARTICLE 29

~ TEMPORARY ABSENCES ~

TEMPORARY LEAVES OF ABSENCE

As of the beginning of each contractual year, secretaries and administrative assistants shall be entitled to the following non-accumulative leaves of absence with full pay each school year. Absences for greater periods will be considered by the Board on recommendation of the Superintendent.

1. PERSONAL -

Up to three (3) days of leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Application to the Superintendent or his/her designee for personal leave must be made prior to the time of the absence or no later than one day following the absence. A form for this purpose shall be made available.

Reasons for taking this leave, as indicated on the form, will be held in strict confidence by the office of the Superintendent or his/her designee.

2. ANNUAL ALLOWANCE FOR DEATH -

- a. In addition to leave for personal matters as defined above, an employee may be allowed a maximum of five (5) working days for each occasion of death in the immediate family with full pay.
- b. Immediate shall be understood to include in the family, husband, wife, father, mother, child, brother, sister, stepchild, stepparent, mother-in-law, father-in-law, grandchild and any relative making his or her home with the employee's family.
- c. In case of death of a relative of the second degree, absence of one full day will be allowed with full pay.
- d. Second degree shall be understood to include uncle, aunt, grandparent, nephew, niece, cousin.
- e. Application for use of the allowance for death must be made in writing to the Superintendent or his/her designee and is subject to his/her approval.

3. CRITICAL ILLNESS WITHIN IMMEDIATE FAMILY - Each employee shall be allowed up to five (5) working days with full pay for the care of an immediate family member due to critical illness. Critical illness shall be construed to mean care of a serious or grave medical condition on an interim or emergency basis as determined by the Superintendent. In this context, "critical" should not be construed

to mean routine medical issues. The Superintendent has the right to request additional documentation at his/her discretion. Immediate shall be understood to include members as stated in "2b" above.

Application for use of the critical illness allowance must be made in writing to the Superintendent or his/her designee and is subject to his/her approval.

Leaves of absence for extended periods of time for reasons other than those stated may be granted by the Board of Education without pay for good cause shown.

4. Child Care Leave

- A. The Board will grant a child care leave of absence without pay to a secretary, upon written request, to care for a newborn or newly adopted child. Child care leaves will normally begin upon the expiration of the physical disability leave provided in paragraph 6 above, or at such other date as may be agreed upon between the secretary and the Board, and all such leaves will end at the end of the current school year. A secretary may apply in writing for one (1) additional year of unpaid child care leave, and the Board may grant such additional leave.
- B. Secretaries and administrative assistants on child care leave will notify the Business Administrator/Board Secretary of their intention to return to active status not later than April 1.
- C. Upon return from child care leave, a secretary or administrative assistant will be placed in the same position or an equivalent position to the one he/she occupied prior to the leave, at no loss of pay.

NORTHERN HIGHLANDS SALARY GUIDES
2022-2026
Schedule E/
Secretaries, Administrative Assistants, Accounts Payable Clerk

Secretaries/Admin. Asst. Salary Guide Year 1 – 2022-2023		
Step	Secretary	Admin.
1	43,889	49,489
2	44,889	50,489
3	45,889	51,489
4	46,889	52,489
5	49,189	54,789
6	51,489	57,089
7	53,814	59,414
8	56,164	61,764
9	58,564	64,164
10	60,964	66,564
11	63,464	69,064
12	66,764	72,364
OG		78,459

Secretaries/Admin. Asst. Salary Guide Year 2 – 2023-2024		
Step	Secretary	Admin.
1	44,876	50,476
2	45,876	51,476
3	46,876	52,476
4	47,876	53,476
5	50,176	55,776
6	52,476	58,076
7	54,776	60,376
8	57,076	62,676
9	59,376	64,976
10	61,676	67,276
11	64,176	69,776
12	67,476	73,076
OG		79,171

Secretaries/Admin. Asst. Salary Guide Year 3 – 2024-2025		
Step	Secretary	Admin.
1	45,926	51,526
2	46,926	52,526
3	47,926	53,526
4	48,926	54,526
5	51,226	56,826
6	53,526	59,126
7	55,826	61,426
8	58,126	63,726
9	60,426	66,026
10	62,726	68,326
11	65,201	70,801
12	68,201	73,801
OG		79,896

Secretaries/Admin. Asst. Salary Guide Year 4 – 2025-2026		
Step	Secretary	Admin.
1	48,446	54,046
2	49,446	55,046
3	50,446	56,046
4	51,446	57,046
5	52,946	58,546
6	54,946	60,546
7	56,946	62,546
8	59,236	64,836
9	61,526	67,126
10	63,826	69,426
11	66,301	71,901
12	69,001	74,601
OG		80,696

Prospectively, all Secretaries employed by the Northern Highlands Regional High School Board of Education shall advance in salary based on the increment steps in this and future contracts. If a Secretary is promoted to Administrative Assistant, she/he shall move laterally to the same step that they currently occupy. If the promotion occurs at the end of a contract year, she/he will be advanced the normal one step increment.

SECTION 4: CUSTODIANS
ARTICLE 30
~ EVALUATION ~

EMPLOYEE PERFORMANCE EVALUATION

- A. Employee performance shall be regularly evaluated by the Supervisor of Buildings and Grounds and/or a representative of the Board who will be so designated by the Board, but no less than twice per year.
- B. Evaluation reports shall be made openly and in writing.
- C. All written evaluations of the performance of any employee shall be signed by the individual who makes the evaluation.
- D. Employees shall be rated. If rated unsatisfactory by the supervisory staff, the supervisory staff member shall make recommendations for improvement and provide assistance to the employee. The employee shall be reevaluated after a reasonable time.
- E. An employee who has received two (2) consecutive partially effective or ineffective performance evaluations (mid-year and summative combined) shall be subject to non-renewal and/or dismissal. If any employee receives a partially effective or ineffective rating, the Supervisor of Buildings and Grounds shall notify the NHEA President.
- F. The Board retains the right to terminate an employee for just cause.
- G. Evaluations shall not be placed in the employee's file unless the employee has had the opportunity to read the evaluation. The employee shall acknowledge that he/she has read such material by affirming his/her signature on the copy to be filed. Such signature shall merely signify that he/she has read the material and is not to be construed that he/she necessarily agrees or disagrees with its contents. If the employee refuses to sign, that fact shall be noted, dated, and witnessed. The employee has the right to make written comments on the evaluation form. A copy of the final signed evaluation shall be provided to the employee within ten (10) working days of the final sign-off.

ARTICLE 31

~ GRIEVANCE PROCEDURES ~

GRIEVANCE PROCEDURE-

A. DEFINITIONS

1. Grievance

A "grievance" shall be defined as a claim based upon the interpretation, application or alleged violation of terms and conditions of employment contained in this negotiated agreement, written board policies, or administrative decision. A grievance shall not apply to any matter for which (a) a method of review is prescribed by law or State Board Rule having the force and effect of law, or (b) the Board of Education is without the authority to act or (c) a complaint of a non-tenure custodian, which arises by reason of his/her not being re-employed.

2. Aggrieved Person

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

3. Party in Interest

A "party in interest" is the person or persons making the claim and any person including the Association or the Board, who might be required to take action or against whom action might be taken in order to resolve the claim.

B. PROCEDURE

1. Time limits

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

2. Grievance waived or barred

A grievance will be waived and barred and outside the jurisdiction of an arbitrator if it is not filed within thirty (30) calendar days of the event upon which it is based.

3. Level One - Immediate Supervisor

The aggrieved person shall submit his/her grievance, in writing, to his/her Immediate Supervisor, within the time limit in paragraph 2 above, setting forth:

- a. the act or omission giving rise to the grievance,
- b. the contractual or other basis of the grievance
- c. the remedy requested.

The Immediate Supervisor will render a decision in writing within ten (10) workdays of his/her receipt of the grievance. All parties to the grievance are encouraged to attempt to resolve the matter informally prior to this written submission.

4. Level Two - Superintendent of Schools or Designee

If the aggrieved person is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) workdays after the grievance was delivered to the Supervisor, he/she may, within ten (10) workdays after a decision by the Supervisor, or within twenty (20) workdays after the grievance was delivered to the Supervisor, whichever is sooner, may submit the grievance in writing to the Superintendent or his/her designee.

The Superintendent or his designee will render a decision within ten (10) workdays of his/her receipt of the grievance. All parties to the grievance are urged to attempt to resolve the matter informally prior to this submission.

5. Level Three - Board of Education

a. If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if no decision has been rendered within twenty (20) workdays after the grievance was delivered to the Superintendent, he/she may, within ten (10) workdays after a decision by the Superintendent or thirty (30) workdays after the grievance was delivered to the Superintendent, whichever is sooner, may submit the grievance in writing to the Board of Education.

b. Within ten (10) workdays after such submission, the Board will render its decision.

6. Level Four - Arbitration

a. Grievances based solely on a claimed violation, misinterpretation or misapplication of the express written terms of this agreement may be submitted to arbitration. If the Association is dissatisfied with the disposition of the grievance at Level Three, and if the grievance is based upon the Contract, the Association may, within ten (10) working days of receipt of the decision, or, if no decision has been rendered, within twenty (20) work days of submission of the grievance to the Board, present a demand for arbitration.

- b. Within ten (10) workdays 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 a 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 Association and hold hearings promptly and shall issue his/her decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and set forth his/her finding 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 is violative of the terms of this Agreement. The decision of the arbitrator shall be advisory only to the Board and the Association.
- d. Costs 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 same.

C. RIGHT OF EMPLOYEES TO REPRESENTATION

- 1. Employee and Association
Any aggrieved person may be represented at all stages of the grievance procedure by him/her self, or, at his/her option, by a representative selected or approved by the Association. This provision shall not apply, however, to the arbitration stage of the grievance procedure, because only the Association shall have the right to request arbitration and to present a case to an arbitrator. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.
- 2. Reprisals
No reprisals of any kind shall be taken by the Board, or any member of the Association, or by any member of the administration or by the Association 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.

D. MISCELLANEOUS

1. Written Decisions

All decisions at all levels of the grievance procedure shall be in writing, setting forth the decision and the reasons therefore and shall be transmitted promptly to the aggrieved person to the Association.

2. Separate Grievance File

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file of any of the participants.

3. 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.

4. Meetings and Hearings

Subject to the "Open Public Meetings Act" and other applicable law, 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 32

~ VACANCIES, PROMOTIONS, TRANSFERS, DISMISSAL ~

- A. The Superintendent, after the Board votes to hire an employee, shall send the following information to the Association President within one (1) week of the Board action:

- | | |
|--|----------------------------------|
| a. Name of the employee; | c. Degree status (if applicable) |
| b. Years of prior credit experience (if applicable); | d. Salary |

- B. The Board has the right to create and abolish positions. The terms, conditions and salaries of any new positions, appropriate for unit inclusion, created by the Board within the school day, to include released time and/or additional remuneration, shall be negotiated commencing the second year and all subsequent years after their creation.

- C. Vacancies

Whenever it occurs during the calendar year, a vacancy in an extracurricular, athletic, teaching, stipend or promotional position shall be posted in the mailroom bulletin board, sent via email to the staff, and a copy of said posting shall be provided to the President and the Secretary of the Northern Highlands Education Association.

2. POSTING OF VACANCIES AND PROMOTIONS

Notices of all vacancies and newly created positions in the school district shall be posted within five (5) school days of the vacancy.

A copy of all such notices of vacancies shall also be given to the Association President. The notice shall clearly state:

- a. The qualifications for the position.
- b. The duties of the position.
- c. The rate of compensation for the position

ARTICLE 33

~ WORK DAY, YEAR, SCHEDULE ~

WORK SCHEDULE

A. WORK DAY

1. The immediate Supervisor shall determine a work schedule for each employee which shall remain in effect, except when his/her schedule must be changed for emergencies or activities which require additional staffing. If additional staffing is required, twenty-four (24) hour notice shall be given when possible prior to assignment.
2. Notification of a change in the regular work hours of an employee for an extended period of time shall be given to the employee at least one (1) week in advance of the effective date of change.
3. All custodial employees shall work a forty (40) hour week. Work beyond the forty (40) hour period shall be paid at the rate outlined in Article 33(C).
4. A fifteen (15) minute break shall be provided for the night shift employees.

B. LENGTH OF INDIVIDUAL EMPLOYMENT CONTRACTS

1. All individual employee contracts are to be written for a one-year (1) period.
2. All employee contracts shall contain a thirty (30) day notice of termination clause.

C. OVERTIME

1. All employees shall be paid at the rate of time and one-half for all work performed after forty (40) regular hours and at the rate of double time for all work performed on Sunday and holidays listed in Article 33(D), except those marked with asterisks. In computing work time, holidays and vacation days shall be counted as days worked.
2. Overtime pay shall be paid in the next pay period following that period in which the overtime was worked.
3. Employees who are called in to work at times not contiguous to their normal shift shall be paid \$95.00 per occurrence. If such time shall last beyond three (3) hours work, they shall receive their hourly rate for the extra time worked.
4. **OVERTIME FOR SATURDAY AND SUNDAY ACTIVITIES**

Saturday and Sunday activities shall be posted on the custodian's bulletin board at least five (5) days prior to the overtime, unless the request comes at such a time that five (5) days is not able to be achieved. In such an instance, the posting shall take place as soon as reasonably possible.

5. OVERTIME LIST

A list of employees will be compiled for overtime work at the beginning of each month, for that month. Each person will have an opportunity to work such overtime if and only if his/her name appears on the sign-up list. Each person will have a turn before he/she is asked again. The Immediate Supervisor will keep a copy of the list and a list will remain on the bulletin board. It will be the responsibility of the Immediate Supervisor to make sure that the schedule is followed according to the contract.

In the event the event that the number of employees required for overtime work accepting such work is insufficient, employees may be assigned to work overtime.

D. SNOW REMOVAL

1. In the event custodians are called in for snow removal prior to 5AM, they shall be paid four (4) hours of overtime at time and a half. Overtime does not include general working hours and custodians will be required to work their regular shift in addition to the four (4) hours of overtime for a 12-hour workday.
2. In the event custodians are called in for snow removal from 5AM on, custodians shall be paid two (2) hours of overtime at time and a half. Overtime does not include general working hours and custodians will be required to work their regular shift in addition to the two (2) hours of overtime for a 10-hour workday.
3. In the event of inclement weather that requires a custodian to report to work on a scheduled day off, they will be paid \$50 in addition to their hourly overtime rate.

E. PAID HOLIDAYS

The following are paid holidays for twelve (12) month employees:

Independence Day	Christmas Eve
Labor Day	Christmas Day
*Columbus Day	New Year's Eve
*Veteran's Day	New Year's Day
Thanksgiving Day	*Martin Luther King Day
Day after Thanksgiving	*President's Day
**NJEA Convention	*Good Friday
	Memorial Day

- * In the event that school is in session on these days, employees will work but be given another day off in lieu of each Holiday worked.
- ** 1/2 of the staff may be excused from work for one day and the balance of the staff for the second day.

F. VACATION POLICY

1. Twelve (12) month employees shall be entitled to vacation under the provision of the following policy: after 2 months-12 months-1 day per month, up to 10 days.

1 year - 5 years - 10 days	8 + years - 18 days
5+ years - 15 days	9+ years - 19 days
6+ years - 16 days	10+ years - 20 days
7 + years -17 days	
2. The vacation earning period shall be July 1 through June 30. Employees may request vacation to be taken at any time during the year after it is earned. Requested vacation periods will be subject to approval by the administration.
3. Vacation and personal days will not be approved during the first week of school nor the week of graduation.

ARTICLE 34 ~ SALARIES ~

SALARIES

- A. The salaries and stipends of those covered by this agreement are attached in Schedule F.

- B. Good Attendance Bonus
Staff members who use no sick days during the year shall receive at year end a \$150.00 Good Attendance Bonus. Staff members who use no personal days during the school year shall receive a \$75.00 Good Attendance Bonus at year end.

ARTICLE 35
~ PERSONAL ILLNESS, SICK DAYS, USE &
REIMBURSEMENT ~

PERSONAL ILLNESS, SICK DAYS, USE & REIMBURSEMENT

A. ANNUAL ALLOWANCE FOR PERSONAL ILLNESS

A full-time employee may be absent from school, due to personal illness, in accordance with the following provisions:

1. He/she shall be granted a maximum of twelve (12) days for twelve (12) month employees and ten (10) days for ten (10) month employee's sick leave per year, which shall be cumulative.
2. The accumulation of sick leave allowance shall be limited to consecutive and uninterrupted service, as accrued in conjunction with pensionable service.
3. A record kept in the office of the Superintendent or his designee shall determine the number of accumulated sick days. An accounting of accumulated sick days shall be provided to each employee by September 30th of the next school year.
4. In case of absence of ten (10) school days or more, a written certificate of fitness from the attending physician will be required upon return to service.
5. Full salary shall be paid for absence due to sickness until such accumulated leave is exhausted.
6. Employees who are absent because of personal illness for a period of more than three (3) consecutive days shall file, upon request, with the Business Administrator a certificate from their physician attesting to the illness and necessity for the absence. The Board, through their agent(s), retains the right to require a note for consecutive days of personal illness in an amount less than described in this ARTICLE. Employees who wish a leave of absence due to illness or health reasons shall file with the Superintendent for such leave. The Board of Education reserves the right to grant special extension of such leave in individual cases, which, in its sole judgment, are deserving of such.

- B.** Effective 7/1/94, upon retirement from service under the rules of PERS, employees with at least ten (10) years of service in Northern Highlands will be reimbursed for all accumulated sick leave days, after the twenty-four (24) days, which shall be deductible, at the rate of \$60.00 per day, to a maximum total of \$9,000.00.

- C. Employees claiming reimbursement under the provision must notify the Board Secretary of their intention to retire no later than three (3) months prior to retirement. Payment will be made to the retiree according to the following schedule at the option of the retiring employee:
1. All on or about July 15th.
 2. All on or about the following January 1st.
 3. Half on each of the above dates.
- D. **Payment for Unused Sick Leave Upon Reduction-In-Force**
Employees who have served a minimum of five (5) years in the District, will be reimbursed for all accumulated sick leave days, after the first twelve (12) days, which shall be deductible, at the rate of \$35.00 per day to a maximum of \$2,100. Payment will be made when leaving employment.
- E. In the event of the death of an employee with at least ten (10) years of service in Northern Highlands prior to severance of employment, the estate will be paid for all accumulated sick leave days, after the first twelve (12) days, which shall be deductible, at the rate of \$60.00 per day, to a maximum total of \$9,000. Part-time employees are to be prorated the above stated rates based on the average number of hours worked per week over the most preceding 12 month period of time. The base hours per week used for the proration shall be consistent with the number of hours in the custodial work week as defined in Article 33, section 3 (part A.3).

ARTICLE 36

~ TEMPORARY ABSENCES ~

TEMPORARY ABSENCE

A. ANNUAL ALLOWANCE FOR DEATH OR CRITICAL ILLNESS WITHIN IMMEDIATE FAMILY

1. In addition to leave for personal illness as defined in Article 35, an employee may be allowed a maximum of five (5) days per incident in any one year with full pay because of death or critical illness within the immediate family.
 - a. Critical illness shall be construed to mean care of a serious or grave medical condition on an interim or emergency basis as determined by the Superintendent. In this context, "critical" should not be construed to mean routine medical issues. The Superintendent has the right to request additional documentation at his/her discretion.
 - b. Immediate - shall be understood to include in the family, husband, wife, father, mother, child, brother, sister, mother-in-law, father-in-law, grandparents and other relative making his or her home with the employee's family.
2. In case of death of a relative of the second degree, absence of one full day may be allowed with full pay. Thereafter, full deduction shall be made.
 - a. Relative of the second degree shall be understood to include, uncle, aunt, grandparent, nephew, niece, cousin, brother-in-law, and sister-in-law.
3. Application for use of the allowances under 1 and 2 must be made in writing to the Superintendent within the month when the absence occurs, and is subject to his/her approval.

B. OTHER ABSENCES

Up to three (3) days of leave of absence for personal, legal, business, household, or family matters which require absence during school hours. Application to the Superintendent or his/her designee for personal leave must be made prior to the time of the absence or no later than one (1) day following the absence. A form for this purpose shall be made available. Reasons for taking this leave, as indicated on the form, will be held in strict confidence by the Office of the Superintendent or his/her designee.

- ##### C. PHYSICAL DISABILITY RELATED TO PREGNANCY and CHILDBIRTH
- Employees who are physically disabled by reason of pregnancy, childbirth and postpartum recovery will be entitled to utilize accumulated sick leave for twenty (20) working days before the anticipated date of birth and twenty (20) working days after the actual date of birth. Additional use of sick leave may be permitted upon

medical certification of particular complications related to the pregnancy, childbirth, and postpartum recovery. The employee shall be entitled to leave under this paragraph to the extent to which she has accumulated days. Employees who expect to use such leave will notify the Superintendent of the expected beginning date and duration of such period of disability as far in advance as possible.

D. CHILD CARE LEAVE

The Board will grant, upon written request, a child care leave of absence, without pay, in accordance with the New Jersey and Federal Family Leave Acts, a copy of which is on file in the Office of the Secretary to the Board of Education.

ARTICLE 37
~ OTHER BENEFITS ~

A. UNIFORMS & SAFETY SHOES

Custodial employees shall be supplied with three (3) uniforms each year, which will be worn at all times while on duty.

Safety shoes - custodians and maintenance employees will be reimbursed up to \$100 each school year upon receipt to the Board Office and must be worn while on duty.

B. FOUL WEATHER GEAR

Winter jackets and boots (6 each) will be kept in the school for use by the custodians in snow removal and other outdoor cold/inclement weather work.

C. CDL LICENSE

Custodians who drive for the District shall have the cost of obtaining their CDL license reimbursed by the Board.

Northern Highlands Salary Guide
2022-2026
Schedule F/Custodians

2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	45,000	45,000	45,000	45,000
46,606		46,440	46,440	46,440
56,845	48,097		47,926	47,926
57,880	58,664	49,637		49,460
59,034	59,732	60,541	51,225	
62,419	60,923	61,644	62,479	52,864
67,505	64,416	62,873	63,616	64,478
71,462	69,665	66,478	64,885	65,652
72,658	73,749	71,894	68,605	66,961
82,400	74,983	76,109	74,195	70,800
83,534	85,037	77,383	78,544	76,569
	86,207	87,758	79,859	81,058
		88,966	90,566	82,414
			91,813	93,464
				94,751

Northern Highlands Salary Guide 2022-2026

Schedule F/Custodians

CUSTODIAL STIPEND GUIDE

Stipends	
Night Foreman	\$2,947
Heating Specialist	\$2,947
Grounds Specialist	\$2,947
Carpentry Specialist	\$2,947
Electrical Specialist	\$2,947
Boiler Specialist	\$2,947
Asst. Night/Grounds Foreman	\$1,474
Daily Foreman	\$2,947
Plumbing Specialist	\$2,947
Bus Driver License	\$449
Black Seal	\$870
Snow/Storm Coordination (Per Storm)	\$253

Stipends are additional earnings not included in the base. The stipends listed above are per annum.

The Board reserves the right to assign or not assign stipends.

Multiple stipends may be assigned to individual contracts.

Stipends may be adjusted by Board resolution during the life of the contract.