

An Agreement

Between the

***BOARD OF EDUCATION
OF THE
BOROUGH OF NORTH ARLINGTON
NEW JERSEY***

AND THE

***NORTH ARLINGTON
EDUCATION ASSOCIATION***

JULY 1, 2018–JUNE 30, 2021

TABLE OF CONTENTS

ARTICLE I - RECOGNITION	1
A. STATEMENT OF RECOGNITION.....	1
B. EXCLUSION.....	1
C. DEFINITION OF EMPLOYEE.....	1
D. BOARD/EMPLOYEE RELATIONS	1
E. JOB PROTECTION.....	2
F. REQUIRED APPEARANCE OF EMPLOYEE	2
ARTICLE II - GRIEVANCE PROCEDURE.....	2
A. DEFINITIONS.....	2
B. PROCEDURES.....	2
C. ARBITRATION.....	3
D. MISCELLANEOUS	4
ARTICLE III - NEGOTIATIONS PROCEDURE	5
A. INITIAL MEETING	5
B. CONSULTANTS.....	5
C. PAYMENT OF CONSULTANTS.....	5
D. IMPASSE.....	6
ARTICLE IV - CONDITIONS OF EMPLOYMENT - INSTRUCTIONAL STAFF	6
A. LENGTH OF WORK YEAR AND PROFESSIONAL DEVELOPMENT.....	6
B. WORK DAY RESPONSIBILITIES	6
C. ASSIGNMENTS.....	9
D. SCHOOL CALENDAR	9
E. WORK COMPENSATION	9
F. TUITION REIMBURSEMENTS	10
G. SABBATICAL LEAVE.....	11
H. PARENT/TEACHER CONFERENCES	12
ARTICLE V - CONDITIONS OF EMPLOYMENT - CUSTODIAL/MAINTENANCE STAFF	12
A. WORK DAY	12
B. INCLEMENT WEATHER	13
C. CALL-BACKS.....	13
D. HOLIDAYS	13
E. STAFF MEETINGS.....	14
F. VACATIONS.....	14
G. WORK UNIFORMS.....	15
H. JOB RELATED COURSE WORK.....	15
ARTICLE VI - CONDITIONS OF EMPLOYMENT - SECRETARIAL STAFF.....	16
A. WORK DAY/YEAR.....	16
B. STAFF MEETINGS.....	17
C. HOLIDAYS	17
D. VACATIONS.....	18
E. JOB RELATED COURSE WORK.....	19
ARTICLE VII - CONDITIONS OF EMPLOYMENT - TRANSPORTATION PERSONNEL	20
A. WORK DAY	20
B. SINGLE TRIP ASSIGNMENTS	20
C. STAFF MEETINGS.....	20
D. WORK UNIFORMS	20
ARTICLE VIII - EVALUATIONS	20
A. EMPLOYEE EVALUATIONS	20
B. EVALUATION CONFERENCE.....	20
C. FORM CONSTRUCTION.....	21

D. EVALUATIONS FOR NON-STATUTORY TENURE.....	21
ARTICLE IX - NEW POSITIONS AND VACANCIES	21
A. POSTING OF POSITIONS	21
B. VACANCIES FOR CERTIFIED PERSONNEL.....	21
ARTICLE X - MEDICAL BENEFITS	22
A. MEDICAL COVERAGE.....	22
B. DENTAL/PRESCRIPTION COVERAGE	22
ARTICLE XI - LEAVES OF ABSENCE	23
A. SICK LEAVE POLICY	23
B. MATERNITY LEAVE	24
C. FAMILY LEAVE	26
D. LEAVES OTHER THAN ILLNESS	26
E. PERSONAL BUSINESS LEAVE DAYS	27
F. OTHER LEAVES	28
ARTICLE XII - PERSONAL FILE.....	28
A. REVIEW	28
B. CONTENTS.....	28
C. POST EMPLOYMENT	28
ARTICLE XIII - PAYROLL DEDUCTIONS	28
A. WEST HUDSON TEACHERS' FEDERAL CREDIT UNION	28
B. DUES DEDUCTIONS.....	29
C. TAX ANNUITIES	29
D. REPRESENTATION FEE	29
E. DISABILITY INSURANCE PLAN	29
ARTICLE XIV - PROFESSIONAL RELATIONS MEETINGS.....	30
A. DIALOGUE MEETINGS.....	30
B. PROFESSIONAL ADVISORY COUNSELS	30
ARTICLE XV - MISCELLANEOUS PROVISIONS.....	30
A. PAST PRACTICE.....	30
B. RENEGOTIATION	30
C. CONTRACT CONSISTENCY.....	30
D. CONTRACT PRINTING.....	31
E. STATUTE CONSISTENCY.....	31
F. ORGANIZATIONAL RIGHTS.....	31
G. POLICY CONSISTENCY	31
H. LEGISLATIVE ENACTMENTS	31
ARTICLE XVI - ASSOCIATION RIGHTS AND PRIVILEGES.....	31
ARTICLE XVII - SALARY.....	32
A. PAY PERIOD	32
B. LONGEVITY INCREMENTS	33
C. DEGREE CREDIT CHANGES - INSTRUCTIONAL STAFF	34
D. SALARY AGREEMENT	35
ARTICLE XVIII - RETIREMENT ALLOWANCE.....	35
A. PAYMENT GUIDELINES.....	35
B. RETIREMENT NOTICE.....	35
C. EMPLOYEE DEATH.....	36
ARTICLE XIX - INSTRUCTIONAL STAFF STIPENDS.....	36
A. CURRICULAR WRITING PAYMENT.....	36

B. ADDITIONAL STIPENDS	36
ARTICLE XX - CUSTODIAL/MAINTENANCE STAFF STIPENDS	37
ARTICLE XXI - TWELVE (12) MONTH SECRETARIAL STIPENDS	37
ARTICLE XXII – SECRETARIAL STAFF STIPENDS - TEN (10) MONTH	38
ARTICLE XXIII - TRANSPORTATION STAFF STIPENDS	39
A. TRANSPORTATION COORDINATOR (BUS MAINTENANCE/DISPATCHER)	39
B. INTEROFFICE COMMUNICATION/LUNCH DELIVERY	39
ARTICLE XXIV - WITHHOLDING INCREMENTS	39
ARTICLE XXV - DURATION.....	39
SCHEDULE A - ACTIVITY ADVISOR STIPENDS	41
SCHEDULE B - ELEMENTARY/MIDDLE SCHOOL STIPENDS	42
SCHEDULE C - COACHING STIPENDS.....	43
SCHEDULE D - TEACHER SALARY GUIDE.....	44
SCHEDULE E - CUSTODIAL/MAINTENANCE STAFF SALARIES	47
SCHEDULE F - TWELVE MONTH SECRETARIAL STAFF SALARIES	48
SCHEDULE G - TEN MONTH SECRETARIAL STAFF SALARIES	49
SCHEDULE G - TRANSPORTATION STAFF SALARIES.....	49
SCHEDULE H - REGISTERED NURSES SALARIES.....	50

ARTICLE I

RECOGNITION

A. STATEMENT OF RECOGNITION

Pursuant to N.J.S.A. 34:13A-1 et seq., the Board of Education of the Borough of North Arlington, New Jersey (hereinafter referred to as the "Board"), recognizes the North Arlington Education Association (hereinafter referred to as the "Association"), as the exclusive representative for the collective negotiations concerning grievances and the terms and conditions of employment for all certified and non-certified employees who are currently employed or are to be employed by the North Arlington Board of Education with the following exclusions.

B. EXCLUSION

The employees of the Board not represented by the Association are as follows:

- Superintendent of Schools
- School Business Administrator/Board Secretary
- Assistant School Business Administrator/Assistant Board Secretary
- Principals
- Assistant Principals
- Assistant Superintendent
- All District Supervisors
- Director of Special Education
- Supervisor of Buildings and Grounds
- Athletic Director
- Confidential Secretary – Superintendent of Schools
- Confidential Secretaries – Secretary/Business Administrator
- Second Secretary to the Superintendent
- All Non-Contractual Employees
- Payroll Bookkeeper Secretary
- Accounts Payable Secretary

C. DEFINITION OF EMPLOYEE

Employee shall mean any person who is, or will be, under contract with the Board of Education and represented by the Association in the negotiating unit as above.

D. BOARD/EMPLOYEE RELATIONS

Pursuant to N.J.S.A. 34:13A-1 et seq., the Board hereby agrees that every employee of the Board shall have the right to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other activities for mutual aid and protection. As a duly selected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage, deprive or coerce any employee in the enjoyment of the above stated law or other laws of the State of New Jersey, Constitution of the State of New Jersey or of the United States; that it shall not discriminate against any employee with respect to hours,

wages or any terms or conditions of employment by reason of his/her membership in or participation in activities of the Association, inclusive of collective bargaining, processing or any other employee proceeding guaranteed by this agreement.

E. JOB PROTECTION

No employee shall be dismissed, suspended, disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action by the Board, or any agent or representative thereof, shall not be made public unless the employee so requests and must be subject to the processes set forth in the established grievance procedure.

F. REQUIRED APPEARANCE OF EMPLOYEE

Whenever any employee is required to appear before any administrator or supervisor, Board or any committee or member thereof concerning any matter which could adversely affect the continuation of the employee in his/her position, employment or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative(s) of the Association present to advise him/her and represent him/her during such meeting or interview. Any suspension of any employee pending charges shall be with pay.

ARTICLE II

GRIEVANCE PROCEDURE

A. DEFINITIONS

1. "Grievance" shall mean a claim based upon the interpretation, application or violation of policies, agreements and administrative decisions which affect the employee's terms and conditions of employment.
2. "Administrator-Immediate Supervisor" shall mean any person appointed by the Board of Education who is responsible for or exercises any degree of supervision or authority over other employees.
3. "Representative" shall mean the person(s) designated by the aggrieved employee or group of employees to act as counsel in the employee's behalf. As defined by and formulated through N.J.S.A. 34:1-3A-3(e).

B. PROCEDURES

1. Any employee with a grievance shall within twenty (20) working days of the occurrence present it first to the building principal of his/her home school, except those indicated below, in an attempt to resolve the matter informally.

IMMEDIATE SUPERVISOR

School Business Administrator/Board Secretary

Director of Special Education

EMPLOYEE

Board Office Secretaries
Maintenance Staff

Child Study Team Members
Child Study Team Secretary

2. If the matter is not resolved at Step 1 and the employee wishes to pursue a formal grievance, the grievant will, within ten (10) working days of the informal meeting, present it in writing to the Superintendent. The Superintendent must respond, in writing, to the grievant with a copy to the Grievance Committee Chairperson within ten (10) working days of receipt of the formal grievance.
3. Should the grievance not be settled to the satisfaction of the grievant and/or the Association after reaching Step 2, it must be referred by the grievant within ten (10) working days to the Grievance Committee. The Grievance Committee shall make a determination and communicate that determination to the grievant and the Superintendent within a period not to exceed fifteen (15) additional working days from the date of the Superintendent's response. This action will not prevent the grievant from proceeding further. Should the grievant be a member of the Grievance Committee, he/she shall not take part in any decision involving the merits of said grievance.
4. Should the Grievance Committee determine that the case has or may not have merit, or the grievant determine to ignore a "no merit" decision of the Grievance Committee, the grievance shall be presented in writing to the Board Secretary/School Business Administrator requesting a meeting with the Board of Education within five (5) working days of receipt of the Grievance Committee's written determination.
5. The Board, or a committee thereof, shall hear the grievance within twenty (20) working days from the date the Board Secretary/School Business Administrator receives the request.
6. The grievant and/or representative may appear at such hearing. Identification of representation is to be provided to the Board prior to the date of the hearing.
7. The Board, within ten (10) working days of such hearing, shall issue a written determination of its findings or an interim notice for a continuation of deliberations of no more than ten (10) working days to issue a final written determination.

C. ARBITRATION

1. Should the grievant be dissatisfied with the Board's decision, the employee may appeal the decision to Advisory Arbitration upon written notice to the Board within fifteen (15) working days of receipt of the Board's decision.
 - a. The parties shall request a list of arbitrators from the Public Employee's Relations Commission (hereinafter referred to as "PERC"). Both parties shall alternately strike names from the list and inform PERC of their selection. The selected Arbitrator shall meet with the representatives of both parties and hold hearings promptly.

- b. The Arbitrator shall be without power or authority to make any decisions which would require the commission of an act prohibited by law, violation of the terms of this agreement, or which would apply to any of the following:
 - 1. Matters for which a method of review is prescribed either by law or any rule or regulation of the Commissioner of Education or the New Jersey State Board of Education.
 - 2. Matters where the Board is without authority to act.
 - 3. Matters which, according to law, are exclusively within the discretion of the Board.
 - 4. Complaints concerning dismissal or non-renewal of the contract of a non-tenured employee.
- 2. The proceedings and determinations of the Arbitrator shall be limited to the issues submitted concerning the grievance. The Arbitrator cannot supplement, delete, amend or modify the terms of the agreement between the parties. The authority of the Arbitrator shall be limited to interpreting the terms and conditions of employment as set forth in this agreement as they concern the grievance.
- 3. The decision of the Arbitrator shall be submitted in writing to the Board and the Association.
- 4. The costs of the services of the Arbitrator including any per diem, travel and subsistence expenses, will be borne equally by the Board and the Association.

D. MISCELLANEOUS

- 1. An individual employee shall not have the right to refuse to follow an administrative directive on the grounds that a grievance has been initiated. The employee must continue under the direction of the Superintendent and Administrators or Immediate Supervisors regardless of any pending grievance until such grievance is properly resolved.
- 2. All hearings and documents concerning a pending grievance shall be confidential and not be made public.
- 3. Each party to a grievance shall have access, at reasonable times, to all written statements and records pertaining to such grievance. However, such records for which the Board has a legal or moral responsibility, shall remain in its possession at all times.
- 4. Any grievant may act as his/her own representative, or may be represented as defined herein.

5. Should a grievant choose not to be 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.
6. No reprisals of any kind shall be taken by the Board or the administration against the grievant(s), Association officers, or others involved in the grievance.
7. All documents, communications and records dealing with the grievance shall be filed separately and not kept in the personnel file of any of the participants.
8. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may submit such grievance in writing to the Superintendent directly, and the processing of such grievance shall begin at Step 2 (Art. II, B.2)

ARTICLE III

NEGOTIATIONS PROCEDURE

A. INITIAL MEETING

At a time during the month of November mutually agreeable to both parties, a meeting shall be held by representatives of the Association and the Board for the purpose of discussing a renewal of the existing agreement. Both parties shall, at this meeting:

1. Set forth proposed meeting dates.
2. Establish guidelines for the negotiations.
3. Exchange written proposals to amend, supplement, or delete from the existing agreement.

B. CONSULTANTS

Should the Board or the Association deem it necessary, outside consultants may be contracted to assist either group toward a successful resolution of the negotiation process. Prior notice shall be given to the other party that such consultants, along with the identity of the consultant(s), will be participants at negotiations.

C. PAYMENT OF CONSULTANTS

Payment for any consultant(s) contracted by either party shall be made under the following stipulations:

1. If such consultant(s) are retained by either party, the fees and expenses will be wholly borne by the party making such retention.
2. If such consultant(s) are retained by both parties jointly by mutual agreement, the fees and expenses incurred thereby shall be equally shared by both the Board and the Association.

D. IMPASSE

Upon recognition of impasse, either party may so notify the other in writing and may, within three (3) days of such written notification, request the New Jersey Public Employees Relations Commission (PERC) to take such steps as it may deem expedient to effect voluntary resolution of the dispute.

ARTICLE IV

CONDITIONS OF EMPLOYMENT – INSTRUCTIONAL STAFF

A. LENGTH OF WORK YEAR AND PROFESSIONAL DEVELOPMENT

1. The work year for all instructional staff shall be one hundred and eighty-three and one-half (183.5) days to be scheduled by the Superintendent.
2. Effective July 1, 2016, the three (3) minimum student contact days scheduled at the beginning of each school year shall be increased to full instructional days. Effective July 1, 2018, the professional development that was previously completed in the afternoons of those three (3) days shall be completed by staff during the time scheduled for regular monthly meetings and during teachers' daily "pass time" (the period between the end of the student's day and the end of the contractual work day), provided that no extra help has been requested by students. On or before the first day of school, the administration shall provide each teacher with a schedule of the required mandated training modules and the expected date of completion for each training. Teaching staff members will complete all State mandated training within the timelines required by the Department of Education.
3. Days preceding the Thanksgiving and Christmas recesses shall be four (4) hour days.
4. The per diem rate for instructional staff shall be 1/200th.

B. WORK DAY RESPONSIBILITIES

In all references to meetings during the school year, curriculum writing may be required. Curriculum writing stipend increased to twenty-five (\$25.00) dollars per hour. There may be a maximum of eight (8) hours of curriculum writing per school year during the school day. There shall be no stipend for curriculum writing during the school day. Curriculum writing shall be capped at a maximum of 40 hours at \$25.00 per hour.

1. Effective July 1, 2017, the length of the workday for all instructional staff will be as follows:
 - a. High School – six (6) hours and thirty (30) minutes, exclusive of a thirty (30) minute duty free lunch.
 - b. Middle School – six (6) hours and thirty (30) minutes exclusive of a forty (40) minute duty free lunch.

- c. Elementary School –six (6) hours and twenty-five (25) minutes, exclusive of a forty-five (45) minute duty free lunch.

End of Week and Holidays (other than Thanksgiving and Christmas) - On Fridays and on days before scheduled holidays or session breaks, all staff members are permitted to leave at the dismissal time for students when the buildings are cleared.

2. Daily instructional workload:

- a. High School and Middle School Teachers – The daily workload consists of five (5) teaching periods with an additional duty period. Teachers who are assigned to a sixth teaching period may not be involuntarily assigned to more than five (5) duty periods with pay during any school year except in cases of an emergency. An “emergency” shall exist if there are factors beyond the control of the Board, including but not limited to, staff absences that are unable to be filled by a substitute, a situation that threatens to impair the operation of the school or endanger the health and safety of the students and/or staff members, or an unforeseen combination of circumstances which calls for the immediate assignment of a teacher to duty supervision. Teachers assigned to a sixth teaching period may voluntarily accept a duty assignment with payment based on the contractual rates. The normal instructional time workload for teachers consists of five (5) hours and fifty (50) minutes, inclusive of two (2) prep periods.
- b. Elementary Teachers – The daily workload of elementary teachers consists of five (5) hours and fifty-five (55) minutes, inclusive of prep periods.
- c. Special Subject Teachers – The daily workload of elementary special subject teachers consists of five (5) hours and fifty-five (55) minutes, inclusive of prep periods pursuant to section five of this article. Duty assignments will be made by building principals to avoid inequities.

Note: *Special subject teachers are teachers of Art, Music, Physical Education, Speech, Character Education, Reading, Gifted and Talented, Library Resources, ESL/Bilingual, Basic Skills, Technology and Supplemental Instruction.*

3. Elementary Teachers’/Middle School Teachers’/High School Teachers’ Lunch:

- a. Effective July 1, 2017, all teachers shall have a duty free lunch period as follows:

Elementary School Teachers	45 minutes
Middle School Teachers	40 minutes
High School Teachers	30 minutes
- b. Lunchroom supervision will be provided by aides hired by the North Arlington Board of Education.

- c. A teacher shall be available within each building to assist with student problems referred by the lunch aides. Assignments shall be on a rotating basis.
- d. Any teacher supervising the lunchroom will receive \$13.00 per elementary lunch period coverage.

4. Faculty Meetings:

Faculty meetings shall be conducted as follows:

Elementary School faculty meetings shall be on Mondays from 3:00 P.M. to 4:00 P.M. Middle School and High School faculty meetings shall be on Mondays from 2:15 P.M. to 3:15 P.M. A tentative agenda shall be issued in advance whenever practicable. Teachers shall have the opportunity to suggest items for the agenda. The time allocated for faculty meetings can be utilized for faculty meetings, curriculum writing, professional learning communities, professional development, or other relevant work assigned by the principal.

5. Professional Periods:

Teachers shall have professional periods as follows:

- a. High School and Middle School Teachers – All full-time high school and middle school teachers shall have, in addition to their duty free lunch periods, two (2) periods per day that shall be used for professional purposes. Teachers who are assigned to a sixth teaching period may not be involuntarily assigned to more than five (5) duty periods with pay during any school year except in cases of an emergency. An “emergency” shall exist if there are factors beyond the control of the Board, including but not limited to, staff absences that are unable to be filled by a substitute, a situation that threatens to impair the operation of the school or endanger the health and safety of the students and/or staff members, or an unforeseen combination of circumstances which calls for the immediate assignment of a teacher to duty supervision. Teachers assigned to a sixth teaching period may voluntarily accept a duty assignment with payment based on the contractual rates. If a teacher is assigned a seventh period, he or shall be paid one-sixth (1/6) of his or her annual compensation, which shall be pro-rated for any partial year worked.
- b. Elementary Teachers – All elementary teachers will have, in addition to their duty free lunch, five (5) preparation periods of forty minutes each per week. Every effort will be made to assign each teacher one forty minute period per day.
- c. Elementary Special Subject Teachers – all elementary special subject teachers shall normally have a minimum of three (3) professional periods per week.

C. ASSIGNMENTS

Tentative teacher schedules or assignments that include subject and grade level will be given to teachers before the close of school in June or earlier if conditions permit.

1. When schedules are modified due to the reorganization of the Master Schedule, teachers involved will be informed of the schedule change as soon as is practicable.
2. Newly appointed teachers shall be given their schedule of assignments as soon as is practicable.
3. Notification of non-renewal shall occur no later than May 15th of each year.

D. SCHOOL CALENDAR

The NAEA Executive Board shall meet with the Superintendent and shall discuss the calendar for the upcoming school year. One (1) week prior notification of the meeting date shall be given to the President of the Association to allow for planning. The recommendations of the committee shall be submitted to the Board for its consideration. All teachers shall be given a copy of the school calendar for the coming year.

E. WORK COMPENSATION

Teachers will be compensated for the following duties:

1. Home Instruction - Teachers employed to provide home instruction to pupils shall be paid for this service at the per clock hour rate of \$40.00 per hour for the duration of the contract.
2. Class Coverage – When an administrator assigns a teacher to instructional coverage beyond the teacher's daily scheduled assignment load, the teacher will be compensated in the following manner:
 - a. Coverage for all teachers during a professional planning period will be compensated at the rate of \$18.00 per period for each year of this Agreement. Elementary teachers will receive this compensation only when his/her class is covered by an Art, Music, World Language or Physical Education teacher.
 - b. Coverage in lieu of a scheduled non-teaching assignment will be compensated at the rate of \$14.00 per period for each year of this Agreement.
3. Saturday Detention – Saturday detention coverage will be compensated at a rate of \$20.00 per hour for three hours, when scheduled by the High School Principal.
4. Central Detention – Central detention shall be from 2:45 to 3:45. A staff member providing central detention coverage shall be compensated \$20.00.

5. Lunch Detention – Lunch detention coverage shall be compensated at \$15.00 per lunch period.

F. TUITION REIMBURSEMENTS

The Board agrees to subsidize graduate course tuition costs of all teachers in accordance with the following provisions and limitations:

1. The total obligation of the Board in providing this subsidy shall not exceed \$20,000 per year in each year of this Agreement. Each of the foregoing school years is defined as July 1 through June 30. Tuition reimbursement shall be allotted in two (2) equal parts of \$10,000 each, one (1) for the summer/fall semesters and one (1) for the winter/spring semesters, upon successful completion of the course with a grade of “B” or higher, or a grade of “pass” provided that the course was taken on a pass/fail basis from its inception. An official transcript must be provided to the Superintendent according to the following deadlines:

Summer/Fall – February 15th

Winter/Spring – July 15th

Within fifteen (15) days of the above deadlines, the total amount of credits shall be tallied and the amount of \$10,000 allotted for that semester shall be allocated equally to all members, not to exceed the cost expended by the individual member. However, reimbursement shall be provided in the amount of the actual cost per credit and shall not exceed the Montclair University per credit rate. Once the calculation is made, the amount of reimbursement shall be disclosed. If any funds are left over for any semester, they shall be carried over to the next available semester in any one (1) fiscal year. The Superintendent shall furnish the Association with a summary of actual tuition reimbursements for each semester one (1) month subsequent to the deadline for submission.

2. In accordance with N.J.S.A. 18A:6-8.5, in order for the Board to provide tuition reimbursement or additional compensation for coursework taken or a degree program completed at an institution of higher education, the following conditions must be satisfied:
 - a. The institution where the coursework shall be taken or the degree program pursued shall be a duly authorized institution of higher education as defined by N.J.S.A. 18A:3-15.3; and
 - b. The employee shall obtain approval from the Superintendent prior to enrollment in any course or degree program for which tuition assistance is sought. In the event that the Superintendent denies the approval, the employee may appeal the denial to the Board. In order to obtain the Superintendent’s approval, the course or degree program must be related to the employee’s current or future job responsibilities and must benefit the District’s educational system; and

- c. The Superintendent's approval shall be submitted to the Board for approval at its next meeting.
3. Payment will be made after proof of course completion is submitted and such payment will be chargeable to the school year in which the course is completed.
4. Tenured teachers must remain on the North Arlington staff a minimum of one (1) school year following course completion except in extenuating circumstances. In the event a teacher resigns from a position during the school year following the year in which a course was reimbursed, the teacher will repay the Board the amount reimbursed for the course in full within thirty (30) days of resignation.

G. SABBATICAL LEAVE

Instructional personnel who have served in the North Arlington School System for at least seven (7) consecutive school years may be granted sabbatical leave under the following conditions:

1. Sabbatical leaves may be granted for travel or for study at an accredited university or college, for professional development in their area of certification or toward certification, or by special recommendation of the Superintendent.
2. The total number of approved sabbatical leaves shall not exceed two (2) members of the teaching staff in any one year, except by special recommendation of the Superintendent.
3. Sabbatical leaves may be approved for a half-year at full pay or for a full year at half pay.
4. The Committee for the Professional Staff selected by the President of the Association and the principal involved, presided over by the Superintendent of Schools, shall be responsible for the selection of successful applicants and shall submit appropriate recommendations to the Board of Education. Application must be submitted by January 1st with recommendations to the Board of Education by February 1st. Notification to the successful candidates will be made by February 15th.
5. Personnel who have not had sabbatical leaves in the North Arlington School System shall be given preference over those who have.
6. Upon return, a written report of accomplishment must be submitted to the Superintendent and the Board of Education.
7. The recipients of sabbatical leaves shall make a contractual commitment to remain in the North Arlington School System for three (3) school years following the expiration of their sabbatical leaves.

8. All tenure, seniority, salary increment, pension and retirement rights shall be retained by and accrued to the teacher on sabbatical leave in the same manner as if he/she were not on such leave. The Board of Education shall retain from the salary of a teacher on sabbatical leave and pay on his/her behalf, such amounts as are required by law.

H. PARENT/TEACHER CONFERENCES

During the month of December the elementary schools will schedule conferences. There will be two afternoon sessions and one evening session which shall be held from 6:00 p.m. to 8:30 p.m. During the month of December the middle school will schedule conferences. There will be one evening session which shall be held from 5:30 p.m. to 8:30 p.m. The high school staff will attend one evening conference from 6:00 p.m. to 8:30 p.m., to be scheduled in December. All days designated as mandatory conference days will be four-hour sessions for students and staff.

I. BACK TO SCHOOL NIGHT

During the month of September, the District will schedule back to school night. There will be one evening session, which shall be held from 6:30 to 8:30 p.m. All staff shall attend back to school night at their home school.

ARTICLE V

CONDITIONS OF EMPLOYMENT – CUSTODIAL/MAINTENANCE STAFF

A. WORK DAY

The work day for custodial/maintenance personnel (hereinafter referred to as “custodial” for this section), shall be established as follows:

1. Hours – Full-time regularly employed custodial personnel shall work a forty (40) hour week at specified daily hours as fixed by the Superintendent.
2. Overtime – For work beyond the regularly scheduled work day, custodial personnel shall be paid at the following overtime schedule:
 - a. Time and one half shall be paid for all hours worked beyond the regular eight hour work day, and for hours worked on Saturday.
 - b. Double time shall be paid for hours worked on Sundays and those Holidays listed in Section V, D. 1, of this document.
 - c. Compensatory time shall be granted at a rate of 1.5 multiplied by the excess hours worked during the week and Saturdays. For Sundays and Holidays, compensatory time will be granted at a rate of two multiplied by the excess hours worked.

3. The Board may hire custodial personnel on a part-time basis as necessary at an hourly rate of Twelve Dollars (\$12).
4. The per diem rate for custodial/maintenance personnel shall be 1/260th.

B. INCLEMENT WEATHER

1. All twelve (12) month custodial personnel will, on inclement weather days or during any emergency for which school is closed by the Superintendent, report for work. The Superintendent or his/her designee may shorten the work day once it is determined that safety and operational standards have been achieved.
2. For work during inclement weather or an emergency, custodial and maintenance personnel shall be given compensation time, not to exceed eight (8) hours in any given year regardless of total time worked during these inclement weather/emergency days. This compensatory time must be approved by the Superintendent of Schools or his/her designee and must be taken during July or August of that year.

C. CALL-BACKS

Custodial personnel shall be paid a minimum of one (1) hour of overtime for boiler checks callback time on days when there is no assignment to a facility. The rate for all callbacks other than boiler checks shall be a minimum of two (2) hours of overtime.

D. HOLIDAYS

1. All full-time custodial personnel shall be entitled to the following holidays:

Independence Day
Friday before Labor Day
Labor Day
Presidential Elections
Thanksgiving Day **
Day after Thanksgiving Day
Christmas Eve **
Christmas Day
New Year's Eve *
New Year's Day
President's Day (Federal)
Good Friday
Memorial Day
Columbus Day
Martin Luther King Day

Two (2) additional days not taken from any school recess. These two (2) additional days are to be taken between July 1 and June 30 in each contract year. These two (2) additional days are non-cumulative.

* Night shift to work on day shift the school day before this holiday

****** Day shift to work from 6:30 a.m. to 1:00 p.m., and night shift to work 12:00 p.m. to 6:30 p.m. on the school day before Thanksgiving Day and on the school day before Christmas Eve when the school calendar provides a half day for students and staff.

2. In the event a legal holiday falls during the school year, and the Board determines to close schools, and such holiday is not listed in this agreement, all custodial personnel shall be entitled to that day as a holiday.
3. When a legal holiday (Christmas Day and New Year's Day) falls on a weekend, custodial staff shall receive a compensatory day for said holiday, but otherwise no additional time shall be given.

E. STAFF MEETINGS

Staff meetings of custodial personnel may be called by the administrators as needed and shall not last longer than forty-five (45) minutes beyond the working day. Personnel in attendance shall be paid the regular or overtime rate, whichever is applicable.

F. VACATIONS

The annual vacation policy for full-time custodial personnel employed on a twelve (12) month basis from July 1st to June 30th shall be the following: (See chart)

1. The employee with less than one (1) year of employment is entitled to one (1) working day of vacation with full pay for each month of employment from date of employment to June 30th, but not until three (3) months of employment have been completed.
2. Beginning with the completion of the first year of service until the completion of the eighth year of service, the employee is entitled to twelve (12) working days of vacation with full pay.
3. Beginning with the ninth year of service until the completion of the fifteenth year of service, the employee is entitled to fifteen (15) working days of vacation with full pay.
4. Effective July 1, 2012, the employee with fifteen (15) years or more of employment is entitled to an additional day of paid vacation for each additional year of service commencing with the 16th year, not to exceed twenty (20) days of paid vacation. Employees with fifteen (15) years or more of employment who have accrued twenty-one (21) to twenty-five (25) days of paid vacation as of June 30, 2012, shall be "grandfathered" and entitled to maintain their accrued days of paid vacation, not to exceed twenty-five (25).
5. All twelve (12) month employees will be permitted to take no more than two (2) weeks of vacation time during the months when school is in session – September through June. All vacation will require prior approval of the employee's immediate supervisor and further approval by the Superintendent or School Business

Administrator. Such notification must be given at least thirty (30) days before the first day of vacation. If within the administrative application of this paragraph, conflicts arise pertinent to the scheduling of requested vacation time by employees, the applicable administrator will resolve this conflict by assigning the requested vacation time to the employee(s) with the greatest seniority. Additional vacation time during the school year may be granted at the discretion of the Superintendent or his/her designee.

EMPLOYMENT SERVICE – ENTITLED VACATION DAYS

Less than one year (but more than three (3) months)	One (1) day for each month employed
Beginning with the first day of the second year	Twelve (12) days
Beginning with the first day of the ninth year	Fifteen (15) days
Beginning with the first day of the sixteenth year	One (1) day for each year employed (not to exceed twenty (20))

G. WORK UNIFORMS

The Board shall provide the following work clothing:

1. Three (3) sets of uniforms for newly hired custodians and maintenance personnel in the first year of employment.
2. During each subsequent year:
 - a. Custodial/maintenance staff shall be provided with three (3) uniforms at the rate of \$50.00 each to an annual maximum of \$150.00.
3. The Board will purchase all-weather gear in a number equal to the total number of custodians and maintenance workers, with the equipment housed at the individual schools and replaced as determined by the School Business Administrator.
4. All custodians and maintenance personnel shall be supplied with one pair of work shoes per year. Any cost in excess of \$120.00 is to be assumed by the employee. Employees must submit appropriate receipts in order to receive reimbursement under this paragraph.

H. JOB RELATED COURSE WORK

There shall be a reimbursement of no more than \$150.00 per year per individual for voluntary course work completed by custodial/maintenance personnel provided such course work has been previously approved by the Superintendent of Schools. The reimbursement shall be paid after the eligible individual presents transcript evidence of successful course completion to the Superintendent of Schools. Board subsidy of this

program, for all participating personnel, shall not exceed \$1,000.00 per year and reimbursement will be paid on a first come/first served basis.

ARTICLE VI

CONDITIONS OF EMPLOYMENT – SECRETARIAL STAFF

A. WORK DAY/YEAR

The workday for secretarial personnel shall be established as follows:

1. Twelve Month -
 - a. Twelve Month – Twelve month secretarial personnel shall work a seven (7) hour day when school is in session. The hours for twelve month secretaries shall typically be 7:30 a.m. to 3:30 p.m., exclusive of a one (1) hour lunch. However, at a secretary's request, and with the prior written approval of the administration, a twelve month secretary's work hours may be modified, provided that the twelve month secretary continues to work a seven hour day.
 - b. When school is not in session during the Winter, Spring and Summer recesses (the first full week after July 4 to the last full week prior to the week before Labor Day), the twelve month secretarial personnel shall work an eight (8) hour day Monday through Thursday from 7:30 a.m. to 4:00 p.m. exclusive of a one half (1/2) hour lunch, or at their option during the summer recess only, they may work Monday through Friday, with a six and one half hour (6.5) day Monday through Thursday from 7:30 a.m. to 3:00 p.m., exclusive of a one (1) hour lunch and a six (6) hour day on Friday from 7:30 a.m. to 2:30 p.m., exclusive of a one (1) hour lunch.
 - c. During the Winter, Spring and Summer recesses (the first full week after July 4 to the last full week prior to the week before Labor Day), each vacation day used during said periods shall be charged as one (1) day against the secretary's annual entitlement. Twelve (12) month secretarial personnel who opt to work Monday through Friday during the summer recess and take a full week of vacation shall be charged four (4) days against the secretary's annual entitlement.
 - d. The per diem rate for Twelve Month secretarial personnel shall be 1/260th.
2. Ten Month –
 - a. Ten-month secretarial personnel shall work a seven (7) hour day. The hours for ten month secretaries shall typically be 8:00 a.m. to 4:00 p.m. exclusive of a one (1) hour lunch. However, at a secretary's request, and with the prior written approval of the administration, a ten month secretary's work hours may be modified, provided that the secretary continues to work a seven hour day.

- b. Ten-month secretarial personnel shall work one hundred eighty-four (184) instructional staff days, five (5) days in August and two (2) days each during the Winter, and Spring recess periods, one (1) day during the Fall recess, when applicable based on the school calendar, and through June 30. No days will be owed when the Fall recess is not scheduled. Additionally, ten-month secretarial personnel may be assigned an additional eight (8) days during the months of July and August to be determined by the Superintendent of Schools at the rate of 1/200th of their annual salary.
3. Part Time – Secretarial personnel, contracted on an annual basis, will work a four (4) hour day when school is in session at a schedule fixed by the Superintendent.
4. Overtime – (1) For work beyond 35 hours per week, all secretarial personnel shall be paid at their regular rate of pay. (2) For work beyond 40 hours per week, all secretarial personnel shall be paid at a rate of 1.5 multiplied by excess hours worked. No overtime shall be worked without prior authorization from the superintendent or his designee.
5. Any full-time ten or twelve month secretarial employee of the North Arlington Board of Education who is selected to fill a ten or twelve month secretarial position will retain his/her seniority and move to the same step on the appropriate guide.
6. Secretarial personnel shall not administer medication of any type.
7. If a legal holiday (Christmas Day and New Year's Day) falls on a Saturday or Sunday, an additional day will be granted. A 1:00 p.m. dismissal will be granted to all secretarial employees on Thanksgiving Eve, the school day before Christmas Eve when the school calendar provides a half day for students and staff, and the last day of school

B. STAFF MEETINGS

Staff meetings of secretarial personnel may be called by the administrators as needed and shall not last longer than forty-five (45) minutes beyond the working day. Personnel in attendance shall be paid the regular or overtime rate, whichever is applicable.

C. HOLIDAYS

Secretarial personnel shall be entitled to Holiday time under the following conditions:

1. Ten (10) and twelve (12) month secretarial personnel will be entitled to those Holidays listed in the following chart:

Independence Day
Friday before Labor Day
Labor Day
Columbus Day
NJEA Convention
Presidential Election
Thanksgiving Day

Day after Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
President's Day
Good Friday
Memorial Day
Martin Luther King Day

During the Winter and Spring Recesses for students, ten (10) month secretarial personnel will work two (2) of the scheduled office workdays. Twelve (12) month secretarial personnel shall work an eight (8) hour day Monday through Thursday. Twelve (12) month secretarial personnel may use vacation days during these weekly recess periods. If school is open on any of the above listed holidays, secretarial employees shall be entitled to another day off. During these weekly recess periods, secretarial personnel who use vacation days shall be charged one (1) day for every day used against the secretary's annual entitlement.

During the Fall Recess for students (the week of NJEA Convention), when applicable based on the school calendar, ten (10) month secretarial personnel will work one (1) of the scheduled office workdays (Monday, Tuesday, and Wednesday) and twelve (12) month secretaries will work two (2) of the scheduled office workdays (Monday, Tuesday, and Wednesday). No days will be owed when the Fall Recess is not scheduled. During this recess period, secretarial personnel who use vacation days shall be charged one (1) day for every day used against the secretary's annual entitlement.

2. When a legal holiday (Christmas Day and New Year's Day) falls on a weekend, secretarial personnel shall receive a compensatory day for said holiday, but otherwise no additional time shall be given.

D. VACATIONS

The annual vacation policy for secretarial personnel employed on a twelve (12) month basis from July 1st through June 30th shall be the following: (See chart)

1. The employee with less than one (1) year of employment is entitled to one (1) working day of vacation with full pay for each month of employment from the date of employment to June 30th, but not until three (3) months of employment have been completed.
2. Beginning with the completion of the first year of service until the completion of the eighth year of service, the employee is entitled to twelve (12) working days of vacation with full pay.
3. Beginning with the ninth year of service until the completion of the fifteenth year of service, the employee is entitled to fifteen (15) working days of vacation with full pay.

4. Effective July 1, 2012, the employee with fifteen (15) years or more of employment is entitled to an additional day of paid vacation for each additional year of service commencing with the 16th year, not to exceed twenty (20) days of paid vacation. Employees with fifteen (15) years or more of employment who have accrued twenty-one (21) to twenty-five (25) days of paid vacation as of June 30, 2012, shall be "grandfathered" and entitled to maintain their accrued days of paid vacation, not to exceed twenty-five (25).
5. All twelve-month employees will be permitted to take no more than two (2) weeks of vacation time during the months when school is in session - September through June. All vacation will require prior approval of the employees' immediate supervisor and further approval by the Superintendent or School Business Administrator. Such notification must be given at least 30 days before the first day of vacation. If within the administrative application of this paragraph, conflicts arise pertinent to the scheduling of requested vacation time by employees, the applicable administrator will resolve this conflict by assigning the requested vacation time to the employee(s) with the greatest seniority. Additional vacation time during the school year may be granted at the discretion of the Superintendent or his/her designee.
6. Secretarial personnel entitled to twelve (12) working days of vacation with pay may take an additional eight (8) days without pay.
7. Secretarial personnel entitled to fifteen (15) working days of vacation with pay may take an additional five (5) days without pay.

EMPLOYMENT SERVICE – ENTITLED VACATION DAYS

Less than one year (but more than three (3) months)	One (1) day for each month employed
Beginning with the first day of the second year	Twelve (12) days
Beginning with the first day of the ninth year	Fifteen (15) days
Beginning with the first day of the sixteenth year	One (1) day for each year employed (not to exceed twenty (20))

E. JOB RELATED COURSE WORK

There shall be a reimbursement of no more than \$150.00 per year per individual for voluntary course work completed by secretarial staff provided such course work has been previously approved by the Superintendent of Schools. The reimbursement shall be paid after the eligible individual presents transcript evidence of successful course completion to the Superintendent of Schools. Board subsidy of this program, for all participating personnel, shall not exceed \$1,000.00 per year and reimbursement will be paid on a first come/first served basis.

ARTICLE VII

CONDITIONS OF EMPLOYMENT – TRANSPORTATION PERSONNEL

A. WORK DAY

The workday for transportation personnel shall be established as follows:

1. Hours – Full-time transportation personnel shall work either a seven (7) or eight (8) hour day at specified daily hours as fixed by the Superintendent or his/her designee.
2. Overtime – For work beyond the regularly scheduled work day, transportation personnel shall be paid at the following overtime scale:
 - a. Time and one-half shall be paid for all hours worked beyond the regular eight (8) hour work day, and for hours worked on Saturday.
 - b. Double time shall be paid for hours worked on Sundays and Holidays listed in Section V, D 1, excluding the three additional days granted to custodians only.

B. SINGLE TRIP ASSIGNMENTS

Exclusive of regular route assignments, all single trip assignments shall be paid for a minimum of two hours.

C. STAFF MEETINGS

Staff meetings of transportation personnel may be called by the administrators as needed and shall not last longer than forty-five (45) minutes beyond the working day. Personnel in attendance shall be paid the regular or overtime rate, whichever is applicable.

D. WORK UNIFORMS

The Board shall annually provide transportation staff with one (1) work jacket.

ARTICLE VIII

EVALUATIONS

A. EMPLOYEE EVALUATIONS

All evaluations of the performance of an employee shall be conducted professionally and with the full knowledge of the employee.

B. EVALUATION CONFERENCE

No such report shall be submitted to the Superintendent's Office, placed in the employee's file or otherwise acted upon, without prior conference with the employee and signed by both the evaluator and the employee. No employee shall be requested to sign a blank or

incomplete observation form. Employees shall be provided with a copy of the completed evaluation form.

C. FORM CONSTRUCTION

The construction of an evaluation form is the prerogative of the Board of Education. Should revision of any evaluation form(s) be necessary, the Superintendent shall appoint a committee comprised of affected employees to prepare recommendations for revision.

D. EVALUATIONS FOR NON-STATUTORY TENURE

All custodial/maintenance, secretarial and bus driver personnel shall be evaluated annually by immediate supervisors and district administrators. Upon completion of three (3) years of consecutive employment in the district, custodial/maintenance and bus driver personnel will, upon application, be duly considered for tenure appointment. The actual appointment to be made will require the recommendation of the Superintendent of Schools followed by Board of Education approval.

ARTICLE IX

NEW POSITIONS AND VACANCIES

A. POSTING OF POSITIONS

All position openings will be publicized in all schools no less than fifteen (15) working days and no more than thirty (30) working days prior to the initiation of the selection process. Qualifications for the position(s) shall be clearly set forth when the position(s) is/are posted. During the summer months and school recesses, all new posted positions shall be sent to school e-mail, posted on the District website, and posted in the main office of each school.

B. VACANCIES FOR CERTIFIED PERSONNEL

Position openings involving either vertical or lateral movements, other than "acting appointments", will include:

1. Vacancies in newly created positions.
2. Vacancies in existing positions.
3. Vacancies in Federal Title Projects.
4. Vacancies in Special Projects.

ARTICLE X

MEDICAL BENEFITS

A. MEDICAL COVERAGE

The Board agrees to continue to pay the full family coverage with benefits substantially comparable to the New Jersey School Employees Health Benefits Program for employees having completed three (3) years of service to the district.

- a. Effective July 1, 2018, employees hired on or before June 30, 2018, in their first three years of employment may choose either: a) single coverage, which shall be the Direct Access Plan or the OMNIA 3 plan or b) dependent coverage in the OMNIA 3 plan. If the employee selects single coverage or dependent coverage, then after the employee completes three (3) years of employment in the district, the employee shall be entitled to full family coverage with benefits in the plan then available to other employees.
- b. Effective July 1, 2019, employees hired after June 30, 2018, in their first year of employment may choose either: a) single coverage, which shall be the Direct Access Plan or the OMNIA 3 plan. Said employees, during their second year of employment and employees hired on or after July 1, 2019, may choose either: a) single coverage, which shall be in the Direct Access Plan or the OMNIA 3 plan or b) dependent coverage in the OMNIA 3 plan. During the open enrollment period after their fifth year of employment, they may elect any coverage in the plans then available to other employees.
- c. The OMNIA 3 plan shall be available to any employee in the district and those employees hired prior to June 30, 2018 who elect the OMNIA 3 plan may during any applicable open enrollment period select any plan available to employees in the district hired prior to that date.

B. DENTAL/PRESCRIPTION COVERAGE

The Board agrees to administer and finance a Dental/Prescription Insurance Plan for employees and their eligible dependents with the following provisions and limitations:

1. The Board reserves the right to select and change the insurance carrier during the tenure of this contract but shall consult with the Association prior to any selection or change of carriers.
2. If a change in carriers does occur during the tenure of this agreement, benefits will not be less than those provided at the inception of this contract.
3. Coverages under the Dental portion will be identical to those provided in the dental plan in the 1997-1998 year, a copy of which shall be an Appendix to the Master Contract which will be held on file by the Association.
4. Coverages under the Prescription portion will be identical to those provided in the prescription plan in the 1997-1998 year, a copy of which shall be an Appendix to the Master Contract and held on file by the Association.

5. Employees enrolled in the dental/prescription coverage program will in the final two years of this contract be assessed at the same identical profile assessment rates in effect during the 1997-1998 school year with exception to the prescription plan. This assessment shall be by payroll deductions. Enrolled employees agree to assume all premium cost increases for these programs that exceed the coverage provided in 1997-1998 as outlined in the dental/prescription plans.
6. The Board shall provide a Section 125 Plan which shall be available to employees who are contributing to their dental/prescription insurance premiums.

ARTICLE XI

LEAVES OF ABSENCE

A. SICK LEAVE POLICY

Sick leave is defined as absence from duty because of personal disability due to illness or injury, or because of exclusion from school by the school district's medical authorities due to contagious disease affecting either the individual or his/her family in a quarantine situation.

1. Certification of Illness – The Superintendent may require medical certification of illness and fitness to return to duty in cases of less than three (3) days of illness. Medical certification of illness and fitness to return to duty shall be required for all sick leave absences of three (3) days or more. In cases of doubt, the Superintendent and/or Secretary of the Board, may require investigation and report by the school medical inspector. All such investigations and their results must be reported to the Board of Education through its Secretary.
2. Leave Days – Employees shall be granted annual leave time with full pay for the following reasons:
 - a. Sick Leave

10-month personnel - 13 days per school year
12-month personnel - 15 days per school year
 - b. Personal Business Leave - 2 days per school year
 - c. Maximum accruable days per school year

Teachers - 15 days (subject to 3 c of this section)
12 month non-certified personnel - 15 days
10 month non-certified personnel - 13 days

Note: School bus drivers with seven (7) or more hours per working day will be included in the definition of "employee" as pertains to leaves of absence.

3. Redemption of Leave Days – Teachers may, at their option, redeem annually at a rate of \$17.00 per day for unused leave time granted in Section 2 above, subject to the following conditions:
 - a. Redeemable days will be limited to ten (10) per school year and only leave days allotted for that year are eligible.
 - b. All eligible days redeemed under the provisions of this section will no longer be accruable to cumulative sick leave for illness purposes or be eligible for redemption at time of retirement.
 - c. At least five (5) unused days, if available, must be set aside for use in future years as sick leave time only. This addition to accumulation, under the provisions of N.J.S.A. 18A:30-7, shall not exceed 15 days per school year.
 - d. Payment for redeemed days will be made in the August immediately following the school year completed.
4. Additional Family Illness/Accident Leave Days – Additional family illness/accident leave days in excess of those listed above may be granted at the discretion of the Superintendent. Such days, if granted, will be chargeable to allotted or accumulated days granted above.

Note: "Immediate Family" as referenced in this agreement shall mean: Father, Mother, Husband, Wife, Child, Sister, Brother, Mother-in-Law, Father-in-Law, Grandparents or member(s) of the immediate household.
5. Leave Day Records – Records of the sick leave accumulated plus leave entitlements for the current school year will be made available to all employees in the month of September.
6. Exhaustion of Leave Days – Should an employee exhaust accumulated sick leave, the employee may petition the Board through the Superintendent to exercise the option allowed under N.J.S.A. 18A:30-6.
7. Partial Sick Leave Day – Should an employee work four or more hours, and then leave his/her job for the remainder of the work day, the employee shall be charged a ½ sick day. Should an employee work less than four hours, and then leave his/her job for the remainder of the work day, the employee shall be charged one sick day.

B. MATERNITY/PATERNITY LEAVE

Paid leaves of absence because of impending maternity disability shall be granted only to the extent of available unused sick leave time provided that:

1. Notice – Notice of intended paid maternity disability leave shall be given to the Superintendent, in writing, at least one (1) month in advance of the leave date and be accompanied by a physician's statement. The beginning date of such leave shall be mutually agreeable to both the Superintendent and the petitioning employee.

Definitions:

- a. "Maternity Disability Leave" shall mean the maternity related leave time immediately preceding or following the birth of a child.
 - b. "Child Rearing Leave" shall mean the maternity related leave time immediately following the maternity disability leave.
2. Stipulations – Such leave will be granted under the constraints and provisions heretofore listed in this agreement with the following provisions:
- a. The employee shall be paid a maximum of thirty (30) calendar days of the Maternity Disability Leave. Birth of the child shall terminate this entitlement and immediately activate b. of this section.
 - b. An additional paid thirty (30) calendar days of Child Rearing Leave will be granted and initiated at the time of birth.
 - c. At the conclusion of the additional paid thirty (30) calendar days of Child Rearing Leave initiated at the time of birth referred to in (b) above, the employee may request an unpaid family leave, pursuant to the federal Family and Medical Leave Act or the New Jersey Family Leave Act, which shall extend health benefits for a maximum of twelve (12) weeks. During the period of such unpaid family leave, the employee shall continue to pay the contribution toward the cost of health benefits premiums which would be required if the employee were not on a leave of absence.
 - d. Prior to the resumption of professional duties from the maternity leave, the employee must present to the Superintendent medical documentation certifying ability to return to duty.
3. Maternity/Paternity/Adoption/Surrogacy Leave – Employees with tenure may be granted leaves of absence without pay for maternity/paternity/adoption/surrogacy not to exceed:
- a. Two (2) school years, to be approved one (1) year at a time. Application for the second year is required to be made to the Superintendent no later than April 1st before the beginning of the following school year.

Note: Non-tenured employees will be granted a maternity/paternity/adoption/surrogacy leave of absence only through the completion of that school year in which maternity occurs. Paternity leaves shall be in addition to any leave benefits that the employee is entitled to under State or Federal Law (NJ FLA and FMLA).

- b. If both parents are employees of the Board, only one parent may apply for and be granted a maternity/paternity leave.

- c. Return from maternity/paternity/adoption/surrogacy leave after one (1) or two (2) years leave of absence granted under the terms heretofore stated in this section, shall be made only at the beginning of each school year unless staff alignment may be made to accommodate return to duty at other times provided that the Superintendent has the approval of the Board to make such alignments. Such return to duty shall be at the same salary scale step to which the employee was entitled at the beginning of the leave.
- d. Prior to the expiration of maternity/paternity/adoption/surrogacy leave, the employee shall notify the Superintendent in writing, by April 1st, whether or not there is intention to return and resume duties.

C. FAMILY LEAVE

Employees who work for a period of time of no less than 1,000 hours during the last twelve (12) months shall be eligible under the Family Leave Act (N.J.S.A. 34:116-I, et seq.) to receive an unpaid leave of absence for a period not to exceed twelve (12) weeks in any twenty-four (24) month period.

- 1. Leaves may be taken only for the following reasons:
 - a. The birth or adoption of a child.
 - b. The serious health condition of a family member (i.e., child, parent or spouse).
- 2. Any leave granted to an eligible employee under the Act may be taken consecutively or intermittently depending upon the legitimate needs of the employee.
- 3. An employee taking such leave is subject to conditions indicated in the Act.

D. LEAVES OTHER THAN ILLNESS

- 1. Death in Immediate Family – Leave for each death in the employee's immediate family necessitating absence, upon application to the Superintendent, shall be granted not to exceed three (3) days with full pay; which leave shall not be chargeable against accumulated sick leave. The Superintendent, upon application to and at his/her discretion, may grant an additional two (2) days leave with pay for this purpose.
- 2. Death of Relative – Leave for reason of death of a relative other than one in the immediate family, upon application to the Superintendent, shall be granted for one (1) day with pay. One (1) additional paid leave day for this purpose may be granted upon application to and approval of the Superintendent. Leave time granted for this purpose will not be chargeable to accumulated sick leave time.
- 3. Civic Duty Leave – Leave for performance of a civic duty in serving on a petit or grand jury shall be granted without loss of pay provided a letter confirming the purpose of such leave from a sheriff, court or United States Attorney, depending on

jurisdiction, is filed with the Superintendent immediately upon receipt of notice of such required leave. The leave shall be granted to night shift custodians upon notice to the Superintendent at least seven (7) days prior to taking such leave.

4. Acquiescence to Subpoena – Leave for acquiescing to a court, or other valid subpoena, shall be allowed without loss of pay dependent on circumstances to be submitted in writing to the Superintendent.
5. Professional Workshop Leave – Paid Professional/Workshop days may be granted upon written application to and approval of the Superintendent. Should the requested time exceed one day, application for the leave must be made to the Board together with the Superintendent's recommendation.
6. Military Reactivation – Should an employee be notified of reactivation in the armed forces reserves, National Guard or any other governmental military organization during a declared state of emergency which necessitates being absent from school, the Board shall subsidize the employee for the difference between his/her contractual salary and his/her military wages.

E. PERSONAL BUSINESS LEAVE DAYS

1. All personal business leave days per school year will be subject to the following conditions:
 - a. All requests for personal business leave days where the reason for absence is specified shall be filed through the building principal or attendance system on the designated form. Final approval will be at the discretion of the Superintendent.
 - b. All requests for personal business leave days which cite unspecified "personal reasons" shall be filed through the building principal or attendance system on the designated form. Final approval shall be at the discretion of the Superintendent. The Superintendent has the prerogative to request a conference with the applicant prior to approval.
 - c. Any request for a personal business leave day submitted "after the fact" must specify a reason other than "personal reasons" and must be requested utilizing the procedure found in "a" above.
 - d. Application for personal business leave days must be submitted as early as possible in advance of the date.
 - e. Personal business leave days shall not be taken immediately preceding or following a school holiday without prior approval of the Superintendent.
 - f. Additional personal business leave days may be granted upon the approval of the Superintendent.
 - g. All personal business leave days will be chargeable to the employee's current or accrued sick leave.

- h. Permission for granting personal business leave days shall not be unreasonably withheld.

F. OTHER LEAVES

Should a leave of absence be desired for any reason not listed within this section, application must be made in writing to the Superintendent, who will refer the request to the Board together with or without recommendation.

ARTICLE XII

PERSONAL FILE

A. REVIEW

All employees shall have the right to review their individual personnel files.

B. CONTENTS

Nothing that reflects on the integrity, moral character or competence of an employee shall be put in the file unless that employee is notified thereof.

C. POST EMPLOYMENT

No materials will be placed in an employee's personnel file after termination of employment.

ARTICLE XIII

PAYROLL DEDUCTIONS

A. WEST HUDSON TEACHERS' FEDERAL CREDIT UNION

1. The Board agrees to deduct from the salaries of employees who request it automatic payroll deductions to be deposited by the Board in a personal savings account of the employee at the West Hudson Teachers' Federal Credit Union. Enrollment in this program must be completed prior to September 1st of the school year in which deductions will be made.
2. The Board agrees to deduct from the salaries of employees who request it, for summer savings purposes, 10% of monthly gross pensionable salaries and to deposit these funds in a personal savings account at the West Hudson Teachers' Federal Credit Union. Enrollment in this program shall be completed in June of the year preceding these deductions.

B. DUES DEDUCTIONS

The Board agrees to deduct from the salaries of its employees who request it, dues for local and affiliate associations, pursuant to N.J.S.A. 52:14-15.9e.

C. TAX ANNUITIES

The Board agrees to deduct from the salaries of those who enroll, amounts to be forwarded to tax sheltered annuity plans. Enrollment shall be confined to those firms currently subscribed to by district employees. Additional firms must be approved by the Board of Education.

D. REPRESENTATION FEE

Should an employee not become a member of the Association during any school year, said employee shall be required to pay a representation fee to the Association for that school year. The purpose of this fee will be to offset the employee's per capita cost of services provided by the Association as majority representative.

1. Fee Procedure – This fee will be established in the following manner:
 - a. Prior to the beginning of the school year, the Association will notify the Board in writing of the total per capita assessments charged to its members.
 - b. This fee shall be set at the maximum allowed by law of the total assessed per capita expenses charged to members of the Association. If the law should change in this regard and increase the percentage, this will be put into effect immediately at the beginning of the following school year.
 - c. The Association will provide the Board with a list of those employees who are not members. The Board will then deduct, in ten (10) equal installments and forward to the Association Treasurer, the amount of the representation fee as outlined above.
 - d. In the event the employee should change his/her status with the Board or with the Association, each will inform the other and make the appropriate changes.

E. DISABILITY INSURANCE PLAN

Employees may continue to participate in the designated disability insurance plan at their own expense. Salary deductions for this purpose shall be by agreement with the Secretary/Business Administrator.

ARTICLE XIV

PROFESSIONAL RELATIONS MEETINGS

A. DIALOGUE MEETINGS

1. The purpose of Dialogue Meetings is to provide a means of communication between the Board and employees. When Dialogue Meetings are conducted they will not include discussions relevant to grievances or collective negotiations.
2. Dialogue Meetings involving a committee made up of members appointed by the Board and by the Association will be scheduled as requested by either group. These meetings shall be based on agenda items prepared and submitted by the concerned parties at least seven (7) days prior to the meeting.
3. Dialogue Meetings are to be informal in arrangement.

B. PROFESSIONAL ADVISORY COUNSELS

The Superintendent's Advisory Council and the Principals' Advisory Council shall continue to function under their respective constitutions.

ARTICLE XV

MISCELLANEOUS PROVISIONS

A. PAST PRACTICE

Unless otherwise provided in this agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce or otherwise detract from any employee benefit existing prior to its effective date.

B. RENEGOTIATION

This agreement represents and incorporates the complete and final understanding and settlement of the parties of all negotiable issues which were the subject of negotiations. During the tenure of this agreement neither party will be required to renegotiate issues agreed upon at the time of settlement. This will not preclude a mutual and voluntary willingness of both parties to discuss and possibly alter the terms and conditions contained within this agreement during its tenure.

C. CONTRACT CONSISTENCY

Any contract between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this agreement, unless New Jersey Statutes provide otherwise.

D. CONTRACT PRINTING

Copies of this Agreement shall be printed. The expense of printing shall be equally shared between the North Arlington Board of Education and the Association. After this Agreement is signed, copies shall be presented to all employees.

E. STATUTE CONSISTENCY

Nothing contained in this Agreement shall be binding upon the Board or any of its employees which is inconsistent with the Statutes of New Jersey, the Rules and Regulations of the Board of Education of the State of New Jersey and Administrative or Decisional Law.

F. ORGANIZATIONAL RIGHTS

Nothing contained in this agreement shall be construed to restrict, restrain or abrogate the rights of either the Board, its employees or the Association acting as representative, to seek remedy through means established by the Statutes of the State of New Jersey and/or the Rules and Regulations of the Board of Education of the State of New Jersey.

G. POLICY CONSISTENCY

Any policies or parts of policies heretofore promulgated and adopted by the Board which are inconsistent with the express terms and conditions of employment as set forth herein are hereby declared null and void.

H. LEGISLATIVE ENACTMENTS

Should the Governor of the State of New Jersey sign into law legislation affecting the salary or retirement of any level of educational employees during the term of this Agreement, the Board and the Association shall reopen negotiations on these matters.

ARTICLE XVI

ASSOCIATION RIGHTS AND PRIVILEGES

The Board agrees that the Association, in order to act responsibly on behalf of the employees the Association represents, shall have the following rights and privileges:

- A. Business on School Property – Representatives of the Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations or the performance of their job functions.
- B. Meetings on School Property – The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance of the time and place of any such meeting.

- C. Use of School Equipment – The Association, with the approval of the Superintendent or his/her designee, shall have the right to use inter-school mail facilities and school equipment including typewriters, word processors, duplicating equipment, calculating machines, and all types of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall pay for the reasonable cost of all materials and supplies so used.
- D. Meetings Scheduled During Work Hours – Whenever any representative or member of the Association is mutually scheduled by the parties to participate during working hours in negotiations, grievance proceedings, conferences or meetings, that member shall suffer no loss in pay.
- E. General Meetings – The Association shall be granted one (1) general membership meeting for employee contract ratification purposes, to be held in school facilities following a 2:00 p.m. dismissal of classes. Approval of the date selected must be obtained from the Superintendent. Reasonable notice shall be given to the Secretary/Business Administrator for assignment of facilities.
- F. Executive Committee/Board of Directors meetings – Members of the Association Board of Directors and Executive Committee shall be permitted to attend four (4) 3:00 p.m. meetings per school year.

ARTICLE XVII

SALARY

A. PAY PERIOD

- 1. Salaries will be paid twice a month on the 15th and 30th via direct deposit.
- 2. Stipends for all coaching and extra-curricular activity assignments shall be paid in the following manner:
 - a. Fall Activity/Sport – October 15th and at the completion of the season.
 - b. Winter Activity/Sport – January 15th and at the completion of the season.
 - c. Spring Activity/Sport – April 15th and at the completion of the season.
 - d. Annual Activity – January 15th and June 15th of each school year.
- 3. Completion of a program shall be certified by the appropriate administrator.

B. LONGEVITY INCREMENTS

Employees shall be paid longevity increments beyond their base salary in accordance with the following scale of full-time service to the North Arlington School District:

**INSTRUCTIONAL STAFF
LONGEVITY STIPENDS***

<u>Years of Service Completed</u>	<u>2018-2019 Stipend</u>	<u>2019-2020 Stipend</u>	<u>2020-2021 Stipend</u>
15	\$750	\$750	\$750
20	\$1,750	\$1,750	\$1,750
25	\$2,650	\$2,650	\$2,650
30	\$3,100	\$3,100	\$3,100

**TWELVE (12) MONTH SECRETARIAL
LONGEVITY STIPENDS***

<u>Years of Service Completed</u>	<u>2018-2019 Stipend</u>	<u>2019-2020 Stipend</u>	<u>2020-2021 Stipend</u>
10	\$632	\$632	\$632
15	\$1,264	\$1,264	\$1,264
20	\$1,896	\$1,896	\$1,896
25	\$2,212	\$2,212	\$2,212

**TEN (10) MONTH SECRETARIAL
LONGEVITY STIPENDS***

<u>Years of Service Completed</u>	<u>2018-2019 Stipend</u>	<u>2019-2020 Stipend</u>	<u>2020-2021 Stipend</u>
10	\$440	\$440	\$440
15	\$880	\$880	\$880
20	\$1,320	\$1,320	\$1,320
25	\$1,540	\$1,540	\$1,540

**CUSTODIAL PERSONNEL
LONGEVITY STIPENDS***

<u>Years of Service Completed</u>	<u>2018-2019 Stipend</u>	<u>2019-2020 Stipend</u>	<u>2020-2021 Stipend</u>
10	\$562	\$562	\$562
15	\$1,124	\$1,124	\$1,124
20	\$1,687	\$1,687	\$1,687
25	\$1,968	\$1,968	\$1,968

* Employees qualified for longevity placement will be placed effective July 1 for twelve (12) month employees and September 1 for ten (10) month employees. Longevity increases are effective with the salary increase dates contained herein.

C. DEGREE CREDIT CHANGES – INSTRUCTIONAL STAFF

1. At B.A. plus levels, a maximum of nine (9) credits of the forty (40) credits may be in-service or workshop type courses. These in-service or workshop courses must have prior approval of the Superintendent.
2. At M.A. plus level, a maximum of nine (9) credits of the forty (40) credits may be in-service or workshop type courses. These in-service or workshop courses must have prior approval of the Superintendent.
3. Credit hours for in-service or workshop courses shall be determined by the Superintendent based on the existing Board policy on in-service courses.
4. Changes in salary status because of earned additional degree credits prior to September 1 of an academic year will be compensated commencing in September of that year. Those additional credits earned prior to February 1 will be prorated with payment beginning in February of that academic year provided the teacher informs the Superintendent prior to December 1 of the anticipated additional earned credits. In either case no salary adjustment shall be authorized without proper verification of said credit.

D. SALARY AGREEMENT

1. It is agreed that:
 - a. Effective July 1, 2018, the base salary for the 2018-2019 school year shall be increased by 2.9% inclusive of increment. All increases shall be retroactive to July 1, 2018.
 - b. Effective July 1, 2019, the salaries shall be increased by 3.2% inclusive of increment.
 - c. Effective, July 1, 2020, the salaries shall be increased by 3.2% inclusive of increment.
 - d. The salaries for 12 Month secretaries at maximum shall not increase by more than 2.5%.
 - e. The Custodial/Maintenance Staff salary guide, Schedule E. shall be nine steps with a starting salary of \$40,000 and with consistent increments and an elimination of any balloon steps.
 - f. The salary guides shall be mutually developed by the parties.
2. It is agreed that instructional staff carrying a Doctorate Degree shall be paid an additional \$2,300.00 beyond the salary listed on the applicable MA+60 step.
3. It is agreed that the BA+40 salary guide for instructional staff has been abolished. This guide will remain in effect for those who have earned prior placement.

ARTICLE XVIII

RETIREMENT ALLOWANCE

A. PAYMENT GUIDELINES

Employees shall receive a retirement allowance based on the number of accumulated days at the time of retirement in accordance with the time frames established in paragraphs B 1 and B 2 of this section equal to:

1. \$30.00 per accumulated day

B. RETIREMENT NOTICE

1. Notice of intention to retire shall be submitted to the Superintendent no later than the first day of December prior to the end of the school year in which such retirement is intended to begin in order that necessary funds may be budgeted for that purpose. Payment will be made in July immediately following retirement.

2. Should circumstances require an employee to give notification of retirement after December 1st, the calculated retirement allowance will be made to the retiree in July of the calendar year immediately following retirement.

C. EMPLOYEE DEATH

Should a retired employee die prior to receiving his/her retirement allowance, the funds will be paid to the estate of the deceased.

ARTICLE XIX

INSTRUCTIONAL STAFF STIPENDS

A. CURRICULAR WRITING PAYMENT

It is agreed that teachers employed in curriculum writing will be paid \$25.00 per hour. Curriculum writing shall be capped at a maximum of 40 hours.

B. ADDITIONAL STIPENDS*

Stipends	2018-2019	2019-2020	2020-2021
Overnight Trips	\$60	\$60	\$60
Athletics	\$40	\$40	\$40
Other	\$40	\$40	\$40
Holistic Scoring	\$400	\$400	\$400
Grade-Level Leader 6	\$1400	\$1400	\$1400
Grade-Level Leader 7	\$1400	\$1400	\$1400
Grade-Level Leader 8	\$1400	\$1400	\$1400
Perfect Attendance	\$200	\$200	\$200

* Per night and/or event as applicable.

ARTICLE XX

CUSTODIAL/MAINTENANCE STAFF STIPENDS

All Custodial/Maintenance personnel stipends shall be as follows:

Stipends	2018-2019	2019-2020	2020-2021
One (1) man school	\$2,585.02	\$2,585.02	\$2,585.02
Two (2) man school	\$2,830.55	\$2,830.55	\$2,830.55
High School	\$3,814.80	\$3,814.80	\$3,814.80
Athletic Field	\$2,892.20	\$2,892.20	\$2,892.20

1. Additional Stipends – Custodians achieving the following shall be compensated with the stipend listed to be added to their base salaries:
 - a. Black Seal License \$284.47
 - b. Night Shift Differential \$512.05
 - c. Air Conditioning License \$113.78
 - d. Pesticide License \$284.47

ARTICLE XXI

TWELVE (12) MONTH SECRETARIAL STIPENDS

All twelve (12) month Secretarial personnel stipends shall be as follows:

- A. Athletic Secretary - shall be compensated with a \$500 stipend, which shall be added to the individual's base salary. This stipend shall be eliminated in its entirety when the secretary who is receiving this stipend on July 1, 2013 separates from her employment for any reason, including a transfer or a promotion. Thereafter, the secretary performing the duties associated with said stipend, shall not receive any additional compensation for the performance of said duties and responsibilities, other than their base salaries.
- B. Additional Stipends – Twelve month secretaries achieving the following shall be compensated with the following stipend to be added to base salaries:
 1. New Jersey Association of Educational Secretaries (NJAES) – Completion and achievement of the following NJAES Certificates with indicated

stipulations will enable twelve (12) month secretaries to be compensated with the following stipend to be added to their base salaries:

- a. Level I Certificate – Completion of three (3) mandated courses: \$125.00
 - b. Level II Certificate – Completion of 30 college credits including four mandated courses: \$125.00
 - c. Level III Certificate – Completion of A.A. degree or 64 college credits including four mandated courses: \$125.00
2. Accredited Business/Professional School – Successful completion of the following nine mandated courses: \$175.00
 - a. Business English
 - b. Correspondence
 - c. Psychology in Business
 - d. Secretarial Accounting
 - e. Secretarial Procedure
 - f. Vocabulary
 - g. Speech
 - h. Shorthand
 - i. Typing

ARTICLE XXII

SECRETARIAL STAFF STIPENDS – TEN (10) MONTH

All ten-month secretarial personnel stipends shall be as follows:

- A. Teacher Absence Secretary – A ten-month secretary appointed to teacher absence secretary shall be compensated with the following stipend to be added to his/her base salary: \$1,400.00.
- B. Additional Stipends – Ten month secretaries achieving the following shall be compensated with the following stipend to be added to their base salaries:
 1. New Jersey Association of Educational Secretaries (NJAES) – Completion and achievement of the following NJAES Certificate with indicated stipulation will enable ten month secretaries to be compensated with the following stipend to be added to their base salaries:
 - a. Level I Certificate – completion of three (3) mandated courses: \$125.00
 - b. Level II Certificate – completion of 30 college credits including four mandated courses: \$125.00.
 - c. Level III Certificate – completion of A.A. degree or 64 college credits including four mandated courses: \$125.00

2. Accredited Business/Professional School – Successful completion of the following nine mandated courses: \$175.00.

- a. Business English
- b. Correspondence
- c. Psychology in Business
- d. Secretarial Accounting
- e. Secretarial Procedure
- f. Vocabulary
- g. Speech
- h. Shorthand
- i. Typing

ARTICLE XXIII

TRANSPORTATION STAFF STIPENDS

A. TRANSPORTATION COORDINATOR (BUS MAINTENANCE/DISPATCHER)

The Transportation Staff person appointed to this position shall be paid one (1) additional hour per workday.

B. INTEROFFICE COMMUNICATION/LUNCH DELIVERY

The Transportation Staff person appointed to this position shall be paid one (1) additional hour per workday.

ARTICLE XXIV

WITHHOLDING INCREMENTS

Nothing contained herein shall preclude the North Arlington Board of Education from withholding increments utilizing the authorities and procedures set forth in N.J.S.A. 18A:29-14; N.J.A.C. Title 6, Chapter 24-4.1; and applicable language in this agreement.

ARTICLE XXV

DURATION

This agreement shall be effective as of July 1, 2018 and remain in effect through June 30, 2021.

IN WITNESS WHEREOF,

The Board of Education of the Borough of North Arlington, and the North Arlington Education Association have caused this agreement to be signed by their authorized officers.

FOR THE NORTH ARLINGTON BOARD OF EDUCATION

Attest by:

George McDermott
George McDermott, President

by:

Kathleen Marano
Kathleen Marano, Board Secretary

Date:

11/19/18

FOR THE NORTH ARLINGTON EDUCATION ASSOCIATION

Attest by:

Jesse Dembowski
Jesse Dembowski, President

by:

Michelle Faele
Secretary

Date:

11-20-18

SCHEDULE A

ACTIVITY ADVISOR STIPENDS

High School	2018-2019	2019-2020	2020-2021
Band Director	\$ 4,833	\$ 4,833	\$ 4,833
Asst. Band Director	\$ 1,109	\$ 1,109	\$ 1,109
Choral director	\$ 2,077	\$ 2,077	\$ 2,077
Grade 12 Advisor	\$ 4,364	\$ 4,364	\$ 4,364
Grade 11 Advisor	\$ 3,562	\$ 3,562	\$ 3,562
Grade 10 Advisor	\$ 2,735	\$ 2,735	\$ 2,735
Grade 9 Advisor	\$ 2,177	\$ 2,177	\$ 2,177
Honor Society	\$ 2,728	\$ 2,728	\$ 2,728
Student Council	\$ 3,285	\$ 3,285	\$ 3,285
Viking Saga	\$ 3,421	\$ 3,421	\$ 3,421
Yearbook Publishing	\$ 3,321	\$ 3,321	\$ 3,321
Yearbook Financial	\$ 3,321	\$ 3,321	\$ 3,321
Senior Awards	\$ 1,942	\$ 1,942	\$ 1,942
Multicultural Advocacy	\$ 1,109	\$ 1,109	\$ 1,109
Tri-M	\$ 1,109	\$ 1,109	\$ 1,109
Astronomy	\$ 1,109	\$ 1,109	\$ 1,109
Culinary Club	\$ 1,109	\$ 1,109	\$ 1,109
Athletic Council	\$ 1,109	\$ 1,109	\$ 1,109
Mentor Program	\$ 1,426	\$ 1,426	\$ 1,426
Musical/Drama club	\$ 2,673	\$ 2,673	\$ 2,673
SADD/Interact	\$ 2,224	\$ 2,224	\$ 2,224
Robotics/Chess	\$ 2,224	\$ 2,224	\$ 2,224
Foreign Language Club	\$ 2,522	\$ 2,522	\$ 2,522
Weight Room*	\$ 1,350	\$ 1,350	\$ 1,350
New Clubs**	\$ 2,000	\$ 2,000	\$ 2,000

* The stipend shall be allocated to 30, 1-hour sessions per season (3 seasons) at a rate of \$15 per session and shall be available to teaching staff members. The teaching staff members must submit a schedule for approval by the Athletic Director by the first day of each season. No sessions will be paid during the summer. Only one teaching staff member will be paid per session.

** The new club stipend shall be divided equally between accepted proposals for new clubs.

Proposals for new clubs must be submitted by December 1 of the prior year.

Accepted proposals will be notified by June 1 of the prior year.

Musical/drama club	If there is a musical production:	\$ 2,673
	If no musical production during the year	
	Stipend becomes that of a drama club:	\$ 1,198

SCHEDULE B

ELEMENTARY/MIDDLE SCHOOL STIPENDS

Middle School	2018-2019	2019-2020	2020-2021
Student Council	\$ 1,277	\$ 1,277	\$ 1,277
NAMS Band Advisor	\$ 1,546	\$ 1,546	\$ 1,546
Young Astronauts	\$ 1,277	\$ 1,277	\$ 1,277
Technology Club	\$ 1,277	\$ 1,277	\$ 1,277
Ecology	\$ 1,277	\$ 1,277	\$ 1,277
Intermural Volleyball (G)	\$ 1,277	\$ 1,277	\$ 1,277
Intermural Volleyball (B)	\$ 1,277	\$ 1,277	\$ 1,277
Journalism	\$ 1,277	\$ 1,277	\$ 1,277
NAMS Chorus	\$ 1,000	\$ 1,000	\$ 1,000
Math Counts	\$ 1,050	\$ 1,050	\$ 1,050
Drama Club	\$ 2,244	\$ 2,244	\$ 2,244
NAMS Book Club	\$ 1,077	\$ 1,077	\$ 1,077
Nams Homework club	\$ 1,077	\$ 1,077	\$ 1,077
NAMS Yearbook	\$ 1,309	\$ 1,309	\$ 1,309
Shakespeare	\$ 1,000	\$ 1,000	\$ 1,000

Elementary School	2018-2019	2019-2020	2020-2021
Elementary Band	\$ 1,860	\$ 1,860	\$ 1,860
Student Council (J)	\$ 1,000	\$ 1,000	\$ 1,000
Student Council (R)	\$ 1,000	\$ 1,000	\$ 1,000
Student Council (W)	\$ 1,000	\$ 1,000	\$ 1,000
Patrol Monitors (J)	\$ 1,000	\$ 1,000	\$ 1,000
Patrol Monitors (R)	\$ 1,000	\$ 1,000	\$ 1,000
Patrol Monitors (W)	\$ 1,000	\$ 1,000	\$ 1,000

* The new club stipend shall be divided equally between accepted proposals for new clubs.

Proposals for new clubs must be submitted by December 1 of the prior year.

Accepted proposals will be notified by June 1 of the prior year.

SCHEDULE C
COACHING STIPENDS

Position	2018-2019 Base Stipend	2019-2020 Base Stipend	2020-2021 Base Stipend
Football, Head Coach	\$9,168	\$9,168	\$9,168
Football, Assistant	\$5,500	\$5,500	\$5,500
Basketball, Head Coach (B)	\$7,917	\$7,917	\$7,917
Basketball, Assistant (B)	\$4,980	\$4,980	\$4,980
Basketball, Head Coach (G)	\$7,917	\$7,917	\$7,917
Basketball, Assistant (G)	\$4,980	\$4,980	\$4,980
Baseball, Head Coach	\$7,642	\$7,642	\$7,642
Baseball, Assistant	\$4,950	\$4,950	\$4,950
Soccer, Head Coach (B)	\$7,642	\$7,642	\$7,642
Soccer, Assistant (B)	\$4,455	\$4,455	\$4,455
Soccer, Head Coach (G)	\$7,642	\$7,642	\$7,642
Soccer, Assistant (G)	\$4,455	\$4,455	\$4,455
Softball, Head Coach	\$7,642	\$7,642	\$7,642
Softball, Assistant	\$4,950	\$4,950	\$4,950
Track (Spring) Head Coach (B)	\$7,642	\$7,642	\$7,642
Track (Spring) Assistant (B)	\$4,595	\$4,595	\$4,595
Track (Spring) Head Coach (G)	\$7,642	\$7,642	\$7,642
Track (Spring) Assistant (G)	\$4,595	\$4,595	\$4,595
Volleyball, Head Coach	\$7,642	\$7,642	\$7,642
Volleyball, Assistant	\$4,455	\$4,455	\$4,455
Bowling, Head Coach	\$5,100	\$5,100	\$5,100
Cheerleading, Fall Head Coach	\$3,500	\$3,500	\$3,500
Cheerleading, Winter Head Coach	\$3,500	\$3,500	\$3,500
Golf, Head Coach	\$5,100	\$5,100	\$5,100
Indoor Track, Head Coach	\$5,100	\$5,100	\$5,100
Indoor Track, Assistant	\$3,100	\$3,100	\$3,100
Cross Country, Head Coach	\$5,100	\$5,100	\$5,100
Crew, Head Coach	\$5,100	\$5,100	\$5,100
Crew, Assistant	\$2,610	\$2,610	\$2,610

*Additional stipends for longevity as indicated below, are applicable to and must be earned in each individual coaching assignment.

** At the completion of 5 years of consecutive coaching service to one sport in the same coaching assignment, \$100.00 per year over the base stipend indicated above.

***At the completion of 10 years of consecutive coaching service to one sport in the same coaching assignment, \$200.00 per year over the base stipend indicated above.

****At the completion of 15 years of consecutive coaching service to one sport in the same coaching assignment, \$300.00 per year over the base stipend indicated above.

SCHEDULE D
TEACHER SALARY GUIDE

2018-2019 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$50,000	\$50,800	\$51,650	\$54,650	\$55,750	\$56,850	\$58,050	\$60,250	\$62,550	\$65,550
2	\$50,100	\$50,900	\$51,750	\$54,750	\$55,850	\$56,950	\$58,150	\$60,350	\$62,650	\$65,650
3	\$50,200	\$51,000	\$51,850	\$54,850	\$55,950	\$57,050	\$58,250	\$60,450	\$62,750	\$65,750
4	\$50,600	\$51,400	\$52,250	\$55,250	\$56,350	\$57,450	\$58,650	\$60,850	\$63,150	\$66,150
5	\$51,000	\$51,800	\$52,650	\$55,650	\$56,750	\$57,850	\$59,050	\$61,250	\$63,550	\$66,550
6	\$51,000	\$51,800	\$52,650	\$55,650	\$56,750	\$57,850	\$59,050	\$61,250	\$63,550	\$66,550
7	\$51,500	\$52,300	\$53,150	\$56,150	\$57,250	\$58,350	\$59,550	\$61,750	\$64,050	\$67,050
8	\$52,000	\$52,800	\$53,650	\$56,650	\$57,750	\$58,850	\$60,050	\$62,250	\$64,550	\$67,550
9	\$52,500	\$53,300	\$54,150	\$57,150	\$58,250	\$59,350	\$60,550	\$62,750	\$65,050	\$68,050
10	\$53,500	\$54,300	\$55,150	\$58,150	\$59,250	\$60,350	\$61,550	\$63,750	\$66,050	\$69,050
11	\$54,800	\$55,600	\$56,450	\$59,450	\$60,550	\$61,650	\$62,850	\$65,050	\$67,350	\$70,350
12	\$57,000	\$57,800	\$58,650	\$61,650	\$62,750	\$63,850	\$65,050	\$67,250	\$69,550	\$72,550
13	\$60,135	\$60,935	\$61,785	\$64,785	\$65,885	\$66,985	\$68,185	\$70,385	\$72,685	\$75,685
14	\$64,050	\$64,850	\$65,700	\$68,700	\$69,800	\$70,900	\$72,100	\$74,300	\$76,600	\$79,600
15	\$68,000	\$68,800	\$69,650	\$72,650	\$73,750	\$74,850	\$76,050	\$78,250	\$80,550	\$83,550
16	\$74,999	\$75,799	\$76,649	\$79,649	\$80,749	\$81,849	\$83,049	\$85,249	\$87,549	\$90,549
17	\$83,100	\$83,900	\$84,750	\$87,750	\$88,850	\$89,950	\$91,150	\$93,350	\$95,650	\$98,650

2019-2020 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$50,400	\$51,200	\$52,050	\$55,050	\$56,150	\$57,250	\$58,450	\$60,650	\$62,950	\$65,950
2	\$50,500	\$51,300	\$52,150	\$55,150	\$56,250	\$57,350	\$58,550	\$60,750	\$63,050	\$66,050
3	\$50,600	\$51,400	\$52,250	\$55,250	\$56,350	\$57,450	\$58,650	\$60,850	\$63,150	\$66,150
4	\$50,800	\$51,600	\$52,450	\$55,450	\$56,550	\$57,650	\$58,850	\$61,050	\$63,350	\$66,350
5	\$51,000	\$51,800	\$52,650	\$55,650	\$56,750	\$57,850	\$59,050	\$61,250	\$63,550	\$66,550
6	\$51,500	\$52,300	\$53,150	\$56,150	\$57,250	\$58,350	\$59,550	\$61,750	\$64,050	\$67,050
7	\$51,500	\$52,300	\$53,150	\$56,150	\$57,250	\$58,350	\$59,550	\$61,750	\$64,050	\$67,050
8	\$52,000	\$52,800	\$53,650	\$56,650	\$57,750	\$58,850	\$60,050	\$62,250	\$64,550	\$67,550
9	\$52,500	\$53,300	\$54,150	\$57,150	\$58,250	\$59,350	\$60,550	\$62,750	\$65,050	\$68,050
10	\$53,500	\$54,300	\$55,150	\$58,150	\$59,250	\$60,350	\$61,550	\$63,750	\$66,050	\$69,050
11	\$54,800	\$55,600	\$56,450	\$59,450	\$60,550	\$61,650	\$62,850	\$65,050	\$67,350	\$70,350
12	\$57,000	\$57,800	\$58,650	\$61,650	\$62,750	\$63,850	\$65,050	\$67,250	\$69,550	\$72,550
13	\$61,000	\$61,800	\$62,650	\$65,650	\$66,750	\$67,850	\$69,050	\$71,250	\$73,550	\$76,550
14	\$66,000	\$66,800	\$67,650	\$70,650	\$71,750	\$72,850	\$74,050	\$76,250	\$78,550	\$81,550
15	\$72,000	\$72,800	\$73,650	\$76,650	\$77,750	\$78,850	\$80,050	\$82,250	\$84,550	\$87,550
16	\$78,000	\$78,800	\$79,650	\$82,650	\$83,750	\$84,850	\$86,050	\$88,250	\$90,550	\$93,550
17	\$83,900	\$84,700	\$85,550	\$88,550	\$89,650	\$90,750	\$91,950	\$94,150	\$96,450	\$99,450

2020-2021 Teachers Salary Guide

Steps	BA	BA +15	BA+30	MA	MA+10	MA+20	MA+30	MA+40	MA+50	MA+60
1	\$50,600	\$51,400	\$52,250	\$55,250	\$56,350	\$57,450	\$58,650	\$60,850	\$63,150	\$66,150
2	\$50,600	\$51,400	\$52,250	\$55,250	\$56,350	\$57,450	\$58,650	\$60,850	\$63,150	\$66,150
3	\$50,800	\$51,600	\$52,450	\$55,450	\$56,550	\$57,650	\$58,850	\$61,050	\$63,350	\$66,350
4	\$51,000	\$51,800	\$52,650	\$55,650	\$56,750	\$57,850	\$59,050	\$61,250	\$63,550	\$66,550
5	\$51,325	\$52,125	\$52,975	\$55,975	\$57,075	\$58,175	\$59,375	\$61,575	\$63,875	\$66,875
6	\$51,650	\$52,450	\$53,300	\$56,300	\$57,400	\$58,500	\$59,700	\$61,900	\$64,200	\$67,200
7	\$52,200	\$53,000	\$53,850	\$56,850	\$57,950	\$59,050	\$60,250	\$62,450	\$64,750	\$67,750
8	\$52,200	\$53,000	\$53,850	\$56,850	\$57,950	\$59,050	\$60,250	\$62,450	\$64,750	\$67,750
9	\$52,700	\$53,500	\$54,350	\$57,350	\$58,450	\$59,550	\$60,750	\$62,950	\$65,250	\$68,250
10	\$53,500	\$54,300	\$55,150	\$58,150	\$59,250	\$60,350	\$61,550	\$63,750	\$66,050	\$69,050
11	\$54,800	\$55,600	\$56,450	\$59,450	\$60,550	\$61,650	\$62,850	\$65,050	\$67,350	\$70,350
12	\$58,000	\$58,800	\$59,650	\$62,650	\$63,750	\$64,850	\$66,050	\$68,250	\$70,550	\$73,550
13	\$63,000	\$63,800	\$64,650	\$67,650	\$68,750	\$69,850	\$71,050	\$73,250	\$75,550	\$78,550
14	\$68,000	\$68,800	\$69,650	\$72,650	\$73,750	\$74,850	\$76,050	\$78,250	\$80,550	\$83,550
15	\$73,500	\$74,300	\$75,150	\$78,150	\$79,250	\$80,350	\$81,550	\$83,750	\$86,050	\$89,050
16	\$79,000	\$79,800	\$80,650	\$83,650	\$84,750	\$85,850	\$87,050	\$89,250	\$91,550	\$94,550
17	\$84,700	\$85,500	\$86,350	\$89,350	\$90,450	\$91,550	\$92,750	\$94,950	\$97,250	\$100,250

SCHEDULE E
CUSTODIAL/MAINTENANCE STAFF
SALARIES

2018-2019	
Steps	salary
1	\$40,000
2	\$42,565
3	\$45,130
4	\$47,695
5	\$50,260
6	\$52,825
7	\$55,390
8	\$57,955
9	\$60,520

2019-2020	
Steps	salary
1	\$40,000
2	\$42,725
3	\$45,450
4	\$48,175
5	\$50,900
6	\$53,625
7	\$56,350
8	\$59,075
9	\$61,800

2020-2021	
Steps	salary
1	\$40,000
2	\$42,930
3	\$45,860
4	\$48,790
5	\$51,720
6	\$54,650
7	\$57,580
8	\$60,510
9	\$63,440

**North Arlington Education Association
Custodial Step and Salary Guide
2018-2021**

2017-2018 Step	2018-2019 Step and Salary	2019-2020 Step and Salary	2020-2021 Step and Salary
	1 - \$40,000	1 - \$40,000	1 - \$40,000
	2 - \$42,565	2 - \$42,725	2 - \$42,930
	3 - \$45,130	3 - \$45,450	3 - \$45,860
	4 - \$47,695	4 - \$48,175	4 - \$48,790
1	5 - \$50,260	5 - \$50,900	5 - \$51,720
2	6 - \$52,825	6 - \$53,625	6 - \$54,650
3	7 - \$55,390	7 - \$56,350	7 - \$57,580
4	8 - \$57,955	8 - \$59,075	8 - \$60,510
5 and 6	9 - \$60,520	9 - \$61,800	9 - \$63,440

SCHEDULE F
TWELVE MONTH SECRETARIAL STAFF
SALARIES

	2018-2019	2019-2020	2020-2021
Minimum Salary	\$33,000	\$33,000	\$33,000
Maximum Salary	\$70,238	\$71,994	\$73,794

SCHEDULE G
TEN MONTH SECRETARIAL STAFF
SALARIES

	2018-2019	2019-2020	2020-2021
Minimum Salary	\$33,000	\$33,000	\$33,000
Maximum Salary	\$47,753	\$47,753	\$47,753

TRANSPORTATION STAFF

Salary 2018-2019	Salary 2019-2020	Salary 2020-2021
\$17.11	\$17.11	\$17.11

SCHEDULE H
REGISTERED NURSES
SALARIES

	2018-2019	2019-2020	2020-2021
Minimum Salary	\$35,000	\$35,000	\$35,000
Maximum Salary	\$53,333	\$55,040	or \$56,801