COLLECTIVE BARGAINING AGREEMENT

WALL TOWNSHIP BOARD OF EDUCATION

AND

WALL TOWNSHIP EDUCATION ASSOCIATION

2019-2020
2020-2021
2021-2022

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COMMON LANGUAGE

Articles in this section pertain to all employees.

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FULLY BARGAINED PROVISION

This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement, and whether or not within the knowledge or contemplation of either of both the parties at the time they negotiated or signed this Agreement, except as may otherwise by provided herein.

DURATION OF AGREEMENT

This agreement shall be effective as of July 1, 2019 and shall be effective through June 30, 2022 subject to the Association's right to negotiate a successor agreement as provided in the Negotiation Procedure. Language and salaries are retroactive to July 1, 2019.
Salary guides are located at the end of this document.

WITNESS SIGNATURES

IN WITNESS WHEREOF the Board and the Association have each caused this agreement to be duly executed by their respective presidents, secretaries, and negotiations committee members. The undersigned parties hereby agree:

For the Board:

Allison Connolly, President — date 6/26/19

Brian Smyth, Board Secretary — date 8/26/19

Michael McArthur, Chairperson — date 6/27/19

For the Association:

Gail Maher, President — date 8-28-19

JamieLynn Campbell, Secretary — date 8/28/19

Gene Delutio, Chairperson — date

For the Board Cont'd.:

Dori Molloy 8/15/19
Dori Molloy date

Kenneth Wondrack 8/20/19
Kenneth Wondrack date

Robin Zawodniak 8/15/19
Robin Zawodniak, Vice President date

For the Association Cont'd.:

Dan Bosak 8/20/19
Dan Bosak date

Allison Cadigan 8-16-19
Allison Cadigan date

Liz Cross 8/23/19
Liz Cross date

Sara Foley
Sara Foley date

Donna Juska-Schmitz 8/15/19
Donna Juska-Schmitz date

Eddie Malanga
Eddie Malanga date

Joe Nardino 8/22/19
Joe Nardino date

Ana Noon 8/12/19
Ana Noon date

Chrissy Oppegaard 8/23/19
Chrissy Oppegaard date

J Patterson 8.16.19
Jennifer Patterson date

COMMON LANGUAGE

ARTICLE 1

RECOGNITION

The Board of Education of Wall Township (hereinafter referred to as "the Board") and the Wall Township Education Association (hereinafter referred to as "the Association") do hereby agree that the welfare of the children of Wall Township is paramount in the operation of the schools and will be promoted by both parties. The parties do hereby agree as follows:

A. The Board hereby recognizes the Wall Township Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all professional certificated staff, clerical personnel, and support staff personnel, part-time and full-time, whether under contract, on leave, on a per diem basis, employed or to be employed by the Board including:

Athletic Trainer
Board Certified Behavior Analyst (BCBA)
Bus Driver
Cafeteria Worker
Career/Job Placement Counselor
Classroom Teacher
Cooperative Industrial Education Coordinator
Custodian
Department Chairperson
Family Liaison Counselor
Guidance Counselor
Learning Disabilities Teacher Consultant
Librarian
Maintenance Personnel
Mechanic
NNDCC/NOTC/NJROTC Personnel
Nurse
Occupational Therapist
Other Certificated Staff
Paraprofessional
Physical Therapist
Psychologist
Reading Specialist
Resource Center Instructor
Secretary
Social Worker
Special Education Instructor
Speech Therapist

Student Assistance Counselor
Transition Coordinator
Unit Chairperson

and all others not listed above

but excluding:

Superintendent
Assistant Superintendent
Assistant to the Superintendent
Business Administrator
Comptroller
Principals
Assistant Principals
Director of Curriculum & Instruction
Director of Special Services
Director of Operations
Director of Technology
Director of Technology & Media
Network Manager
Curriculum Coordinator
Adult School Director
Athletic Director
Department Supervisors
Supervisor
Curriculum Assistant
Supervisory and confidential employees as defined In New Jersey Statutes
Business Administrator Secretarial Assistant
Data Processing Coordinator
Administrative Assistant
Management Services Director
Human Resources Manager
Human Resources Coordinator
Human Resources Assistant
Central Office & Business Office Secretaries & Personnel
Technology Staff Members
Facilities Manager

1. Unless otherwise indicated the term "teachers", when used hereinafter in this agreement, shall refer to all professional employees; the term "other certificated staff" refers to professional staff members other than teachers; the term "secretary" shall refer to all clerical employees; the term "custodian" shall refer to all custodial, maintenance, and mechanic employees; the term "cafeteria" shall refer to all food service employees; the term "paraprofessional" shall refer to all instructional and

non-instructional paraprofessionals; the term "bus driver" shall refer to all those driving buses and vans; the term "employee" shall refer to all employees represented by the Association in the negotiating unit as above defined.

2. It is agreed that the Board has the right to create new classifications during the life of this Agreement. Whenever, new classifications of support staff personnel are created, the Board shall notify the Association of the classification and the salary guide assigned. If requested, the Board will discuss clarification with the Association before the job is posted.

ARTICLE 2

NEGOTIATION PROCEDURE

A. Deadline Date

The parties agree to enter into collective negotiations over a successor agreement provided the Association represents the majority of employees in the bargaining unit, in accordance with Chapter 303 Public Law 1968 as amended by Chapter 123, P.L. 1974, in good faith effort to reach agreement on all matters concerning the terms and conditions of teachers', secretaries', bus drivers', paraprofessionals', cafeteria workers', custodians', maintenance personnel, and mechanics' employment. Such negotiations shall begin in accordance with a time established under the rules and regulations of the Public Employment Relations Commission. Any Agreement so negotiated shall apply to all employees, be reduced to writing and be signed by the Board and the Association upon ratification by the Board and the Association.

B. During negotiations, the Board and the Association shall present relevant data and exchange points of view. The Board shall make available to the Association for inspection all pertinent records, data and information of the Wall Township School District. The Board shall provide the Association with a complete, tentative line budget for the next fiscal year as well as preliminary budgetary proposals, requirements and allocations subsequent to the County Superintendent's approval.

C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals and make counter proposals in the course of negotiations. The negotiating representatives shall submit all tentative agreements contained in the memorandum of understanding to their respective parties who retain final authority to accept or reject them.

D. This agreement incorporates the entire understanding of the parties on all matters, which were negotiated.

E. Proposed new rules or modifications of existing rules shall be bargained with Association before they are enacted, as provided for in the N.J.S.A. 34:13A-53.

F. The Board agrees not to negotiate concerning said employees in the negotiating unit, as defined by this Agreement, with any organization other than the Association for the duration of this Agreement.

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

ARTICLE 3

GRIEVANCE PROCEDURE

A. Definitions

Grievance

A grievance is a claim by an employee or employees in the bargaining unit or the bargaining unit representatives based upon the interpretation, application or violation of this agreement, policies or administrative decisions affecting the terms and conditions of employment.

B. Purpose

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

C. Principles

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, the time limits shall be reduced by mutual agreement so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as possible by changing all references to working days or school days in Section D., Procedure to calendar days, except that in no event shall a party have less than five (5) calendar days to take action.

All meetings and hearings under this procedure shall be conducted in private and shall include only such parties in interest and their designated or selected representatives.

All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. This file shall be maintained until such time as final decision is made, at which time all records except the final decision shall be destroyed.

Any aggrieved employee may be represented at all stages of the grievance procedure by him or herself, or, at his or her option, by a representative. When an employee is not represented by the Association, the Association shall have the right to be present and to state its views at all stages of the grievance procedure.

D. Procedure

Any member of the Association who has a grievance shall discuss it with his or her immediate supervisor or principal in an attempt to resolve the matter informally at that level. In the event that the member has no immediate supervisor or principal in their building, they are to report the grievance to the Business Administrator. The principal or immediate supervisor shall give his/her decision on the matter within five (5) school days of the date of the discussion. To be considered, the employee must initiate a grievance within thirty (30) calendar days of its occurrence.

The Association member may appeal this decision in writing to the Business Administrator or the Principal, according to the district's current organizational chart, within five (5) school days. The Business Administrator or the Principal shall have the option to meet with the Association member and their representative and then will communicate his/her decision in writing to the Association member within five (5) school days of receipt of the written complaint.

If the grievance is not settled at the above step, the grievance shall proceed in writing to the Superintendent of Schools within five (5) school days of the above decision. The Superintendent shall receive a report on the grievance and shall take such steps as he/she deems necessary and desirable. Either party may request a private conference. The Superintendent shall determine whether a conference is necessary. The Superintendent shall attempt to resolve the matter as quickly as possible, within a period not to exceed ten (10) school days. The Superintendent shall communicate the decision in writing, along with supporting reasons, to the Association member, the principal or immediate supervisor, and the Association.

In the event that the grievance is not resolved at the Superintendent level, the following process should be followed:

1. For Teaching Staff:

   If the grievance is not resolved to the Association member's satisfaction, the Association member may request a review by the Board within five (5) school days. The request shall be submitted in writing through the Superintendent of Schools, who shall attach all related materials and forward the request to the Board. The Board, or a committee thereof, shall review the grievance, hold a hearing with the Association member if requested, and render a decision within thirty-five (35) calendar days.

   If the Association is dissatisfied with the determination of the Board and in the further event that the grievance involves the interpretation of application of this

contract, but does not involve a tenure charge (18A:6-10), withholding of an increment (18A:29-14), or a non-renewal of a non-tenured teacher's contract (18A:27-10), then a request for arbitration shall be made by the Association within fifteen (15) calendar days following the determination by the Board, with a copy sent to the Board.

a. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission (P.E.R.C.) as to the selection of an arbitrator. The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be final and binding on the parties.

b. The compensation of the Arbitrator shall be borne equally by the parties.

c. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within a specified time limit shall be deemed to be acceptance of the decision rendered at that step. Failure at any step of the procedure to communicate a decision of the grievance to the grievant within the specified time limits shall automatically advance the grievance to the next level.

2. For Support Staff:

If the grievance is not resolved to the Association member's satisfaction, the Association member may request a review by the board within five (5) school days. The request shall be submitted in writing, through the Superintendent of Schools, who shall attach all related materials and forward the request to the Board. The Board or a committee thereof, shall review the grievance and may hold a hearing with the Association member if requested, and granted by the Board, and render a decision within thirty-five (35) calendar days.

If the grievance is not resolved at the above step, the Association may request within fifteen (15) calendar days arbitration using the following procedure provided the dispute concerns the application, meaning or interpretation of the Agreement.

a. The Superintendent and a representative of the Association will attempt to select a mutually satisfactory arbitrator.

b. If the parties are unable to determine a mutually satisfactory arbitrator within fifteen (15) days, the Public Employment Relations Commission (PERC) may be requested by either party to submit a list of five names. Both the Board and the Association shall have the right to strike names alternately from the list, with the Board striking first, until there is one name left. The remaining person shall be the arbitrator.

c. The parties shall then be bound by the rules and procedures of the Public Employment Relations Commission (PERC). The Arbitrator's decision shall be in writing and shall be submitted to the Board and the Association and shall be binding on the parties.

d. All costs of, and expenses incurred by the Arbitrator, shall be shared equally by the Board and the Association.

e. Failure by the grievant at any step of this procedure to appeal a grievance to the next step within the specified time limit shall be deemed to be acceptance of the decision rendered at that step. Failure at any step of the procedure to communicate a decision of the grievance to the grievant within the specified time limits shall automatically advance the grievance to the next level.

ARTICLE 4

ASSOCIATION RIGHTS AND PRIVILEGES

A. The Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning: the financial reports, audits, register of certificated personnel, agendas, minutes of all open public Board meetings, and census data (names and addresses of all Association members).

The term "representative" used herein shall apply to any employee(s) representing the bargaining unit.

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

C. Representatives of the Association, the Monmouth County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official association business on school property at all reasonable times after regular school hours or during regular school hours with the approval of the principal or the designee.

D. 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 all such meetings. Prior approval shall be required by the building principal. In case of an evening meeting or workshop involving outside groups named in (C) above, all such organizations will complete the necessary forms required by the Board for the use of school facilities.

E. With prior approval of the principal, the Association shall have the right to use school facilities and equipment including typewriters, copy machines, computers and all types

of audio-visual equipment at reasonable times, when such equipment is not otherwise in use. The Association shall supply all materials and supplies necessary to such use. It shall be the obligation of the Association to provide qualified, adequately trained personnel to operate the equipment. The Association shall be held responsible for any damage to the equipment. The Association shall submit to the Board Secretary copies of receipts for materials and supplies used in equipment referred to above.

F. The Association shall have the right to install a bulletin board for its exclusive use in staff lounges and staff work rooms.

G. The Association shall have the right to use inter-school mail facilities, school mailboxes and electronic mail. The exception that there shall be no bulk mailing.

H. The rights and privileges of the Association and its representatives as set forth in the agreement may be granted only to the Association as the exclusive representative of the employees and to no other organization.

I. The President and Grievance Chairperson of the Association shall not be scheduled for homeroom or duty periods, but will be given this time for Association business. The President and Grievance Chairperson of the Association will receive one (1) period of released time, per day, so as to conduct Association business. This period will be in addition to other duty free periods as stated above.

J. Professional days for representatives of the Association to attend state and national conferences and conventions may be taken under Articles 6.J and 30.B.

K. No employee shall be disciplined or reprimanded without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. Any criticism of an employee by a supervisor/administrator shall be made in confidence and not in the presence of teachers, parents, students, other employees, or a public gathering. The Association and the Board agree that any discipline towards any member of the association shall be progressive in nature and corrective in its action.

L. Whenever any employee is required to appear before the Superintendent, the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in the office, position or employment, or the salary or any increments pertaining thereto, then the employee shall be given prior notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise and represent him or her during such meeting or interview.

M. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates (NEA, NJEA, MCEA, WTEA).

ARTICLE 5

DEDUCTION FROM SALARIES

A. The Board agrees to deduct from the salaries of its employees dues for the Wall Township Education Association, the Monmouth County Education Association, the New Jersey Education Association, the National Education Association, if said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Wall Township Education Association authorizes the distributing officer of the school district to transmit all monies deducted from the earnings of employees in the bargaining units represented by this association as membership dues, representative fee, or voluntary contribution deductions to the New Jersey Education Association (NJEA), 180 W. State St., P.O.Box 1211, Trenton, NJ 08607-1211. The distributing officer of the school district shall provide records of monthly employee associations related contributions, contributions breakdown summary and any corrections shall be transmitted to the Treasurer of the Wall Township Education Association on the last payroll day of each month following the monthly pay period in which deductions were made. Employee authorization shall be in writing on the current "Authorization To Deduct Association Membership Dues" form.

B. Workplace Democracy Enhancement Act

The Board of Education will implement the Workplace Democracy Enhancement Act. The Workplace Democracy Act can be found at: https://www.njleg.state.nj.us/2018/Bills/A4000/3686_R1.HTM

ARTICLE 6

MISCELLANEOUS PROVISIONS

A. This agreement constitutes Board policy, insofar as said policies have been incorporated herein, for the term of said agreement, and the Board and the Association shall carry out the commitments herein and give them full force and effect as Board policy.

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

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

D. The Board and the Association agree that there shall be no discrimination, and that all practices, procedures and policies of the school system will clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile, age or marital status.

E. Copies of this agreement shall be published at the combined expense of the Board and the Association. The Board shall be limited to 50% of the cost.

F. Name badges/security badges must be worn at all times by all staff assigned a badge.

G. SCHOOL CALENDAR

1. A joint committee comprised of the Board, the Association and the Superintendent shall meet on or about January 1, but not later than February 1, to consult on a school calendar for the ensuing school year.

2. If this joint committee cannot reach mutual agreement on a proposed school calendar, the Association representative shall have the right to meet with the Board not later than February 15 to present its viewpoints and proposals regarding the calendar.

H. VACANCY POSTINGS

All new or vacant positions must be posted.

The Superintendent or his/her designated representative shall post in all buildings where unit members work, a listing of any vacancy that may occur so that members of the Association may apply for such vacancy. The posting will be in effect for ten (10) days.

In filling these vacancies, the Board shall consider the qualifications, background, and other relevant factors, including years of service within the School District. The parties recognize, however, that the filling of these vacancies is a prerogative of the Board and the decision of the Board with respect to such matters shall be final.

I. PERSONNEL FILES

Each staff member shall, upon request with twenty-four (24) hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this Agreement and included in his/her permanent personnel folder. The staff member may file a written response to such materials and upon request, such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each staff member will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

J. WORKSHOPS & SEMINARS

When a staff member (certificated or educational support staff) is required to attend professional development, fees and mileage related to the workshop/seminar will be paid by the district, provided prior Board approval was obtained.

When a staff member (certificated or educational support staff) requests to attend professional development, and the administration approves the request, only the fees related to the workshop will be paid by the district, provided prior Board approval was obtained. (Mileage will not be paid.)

K. BULLETIN BOARDS

The Board will provide space for a bulletin board in all Buildings.

ARTICLE 7

SICK LEAVE BANK

A. Sick Leave Bank Program shall enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. To implement a Sick Leave Bank, pursuant to N.J.S.A. 18A:30-10 and 11, with the following conditions and interpretations:

1. A catastrophic health condition or injury is a condition or combination of conditions that is life threatening.

2. The distribution of the voluntarily donated sick days shall be closely regulated and granted only after approval by a Sick Leave Bank Committee (SLBC). The SLBC will be comprised of six members, three chosen by the Board of Education and three from the WTEA. The committee members shall sign an agreement of confidentiality, recuse themselves from voting if that committee member of family member of the committee member is requesting days from the Sick Leave Bank, be appointed each year by either the Board of Education or the Executive Council of the WTEA and conduct a year-end review of the program and recommend necessary changes.

3. The Sick Leave Bank shall be available to all WTEA members signing an agreement to join. Employees shall be given notice to enroll and become a member of the Sick Leave Bank program yearly. Members must enroll by September 15th.

4. Members must contribute at least one (1) sick day, annually, to be a member of the Sick Leave Bank. Members may donate any number of their own sick days to the Sick Leave Bank program for the school year. Once contributed, the sick

days shall not be returned to the member. If a member decides to no longer participate in the Sick Leave Bank, the member shall not be entitled to reimbursement of the sick days he/she previously contributed to the Sick Leave Bank.

5. If at any time the number of available days in the Sick Leave Bank falls below fifty (50) days, all current members of the Sick Leave Bank program will be asked to contribute one (1) day. The additional enrollment period shall last no more than ten (10) working days. Members who are on extended leaves of absence or sabbaticals will neither be required to contribute to nor be allowed to draw on the Sick Leave Bank.

6. Any member who has a catastrophic health condition or injury may apply for sick leave days from the Sick Leave Bank program. A member will initiate a request or an application to use the Sick Leave Bank through the President of the Association. At that time, the member's medical practitioner/physician's statement will be completed. Once the "Request to Utilize" and the physician's statement are received, the SLBC will be called to meet to discuss the specific request. An approval of four (4) members needs to be received for the request to be approved. The identity of the member making the request will NOT be shared outside of the committee.

7. Sick days granted and awarded from this Bank will apply only in cases where the member will need to be out of work for a minimum of thirty (30) school days, as documented in the member's medical practitioner/physician's statement. No more than sixty (60) sick days may be granted to any one member per occurrence. The SLBC will analyze the validity and eligibility of each request and submit written approval or denial to the member. The request cannot be appealed to the Superintendent and must follow the provisions, standards and procedures of the Sick Leave Bank. Decisions shall be final and binding and shall be excluded from the contractual grievance procedure up to and including binding arbitration. Any member obtaining approval to receive sick days will be required to donate at least one (1) sick day upon his/her return to work to be eligible for the program in the future. Upon the member's return to work, all unused sick days provided by the SLBC shall be donated back to the Sick Leave Bank.

ARTICLE 8

EXTENDED LEAVES OF ABSENCE
MATERNITY AND CHILD CARE LEAVE

The Board shall grant maternity leave without pay to any employee upon request subject to the following stipulations and limitations:

A. The Board may remove any pregnant employee from her working duties on any one of the following bases:

1. Her work performance substantially declines from the period preceding pregnancy.

2. Her physical condition or capacity renders her incapable of performing her assigned duties, which shall be deemed to exist if the pregnant employee fails to produce physician's certificate that she is medically able to continue working, or the Board's physician concludes that she is unable to continue working.

3. Any other just cause that is found to exist in N.J.S.A. Title 18A.

B. The Board shall grant a leave of absence for medical reason associated with pregnancy and birth to pregnant employees on the same terms and conditions governing leaves of absence for other illness or medical disabilities, as set forth in N.J.S.A. Title 18A:30-1 et seq.

C. It is recognized that an employee's maternity leave application involves both a disability phase and a child care phase. The disability phase is that period of time, both prenatal and postnatal, during this time the employee voluntarily suspends his or her working career to care for the newborn child.

1. Disability Phase

a. An employee shall notify the Superintendent of Schools of her pregnancy as soon as it is medically confirmed. Any employee seeking such leave shall apply to the Board within sixty (60) days prior to the beginning of leave unless an emergency prevents such notice.

b. At the time of application, the employee shall specify in writing the date on which he or she wishes to commence leave and the date on which he or she wishes to return to work after birth.

c. An employee is required to produce a certificate from her physician in support of the requested leave dates. Where the projected disability period exceeds four (4) weeks in either the prenatal or postnatal period, the employee's physician shall give specific reasons for the period so certified.

d. Any employee granted maternity leave without pay according to the provisions of this section may at his or her decision elect to use all or any part of the accumulated sick leave during the period of such absence and receive full pay and benefits for the same. The employee shall indicate on his or her application whether or not he or she elects to exercise this right.

e. The physician's certificate is subject to agreement by the Board's physician based upon the employee's medical records and upon consultation with the employee's physician. If after such analysis, the Board's physician and the employee's physician are unable to agree, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the medical issue. Where medical opinion is supportive of the leave dates requested, such leave shall be granted by the Board. Following the grant of such leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon application by the employee to the Board. Such extension or reduction shall be granted by the Board for an additional reasonable period of time, provided the employee produces a physician's certificate in support of the requested change. This certificate is subject to agreement by the Board's physician as above provided.

2. Child Care Phase:

a. Where the requested leave dates are beyond the period of disability associated with pregnancy and is for child care purposes as defined above, the tenured employee shall be entitled as a matter of right, and at his or her discretion to a child care leave:

(1) for the balance of the school year in which the birth occurred.

(2) if the birth occurred less than ninety (90) working days from the end of the school year, for the balance of the school year in which the birth occurred and the entire following school year.

b. The Board need not grant or exceed the leave of any non-tenured employee beyond the end of the contract school year in which leave was obtained.

c. An employee returning from a pregnancy leave shall be entitled to all benefits to which employees returning from other types of sick or disability leave would be entitled.

d. An employee who becomes pregnant while on a child care phase leave of absence shall be entitled to all of the rights hereunder.

e. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition of pregnancy or childbirth. The maternity leave period shall not be counted for tenure purposes.

f. Advancement on the salary guide shall be based upon the date of commencement of the leave of absence. The employee will be granted a full salary guide step and credit for longevity if he or she works more than ninety (90) working days during the year. Working ninety (90) days or less does not allow for advancement on the salary guide or credit for longevity.

g. Upon return from a maternity leave of absence, the employee shall be reinstated in his or her same or similar position for which he or she is certified. The following year, the employee shall be returned to the same position subject to the Board's right to make involuntary transfers.

ARTICLE 9

JURY DUTY

A. Employees serving jury duty will limit their days of absence to the days of actual jury service. They shall receive their regular salary during the time of service and will turn over the jury duty check to the Board up to the amount of their salary.

ARTICLE 10

EXTENDED LEAVES OF ABSENCE

A. Association Activities

The Board agrees that up to one (1) Association member, designated by the Association, shall upon request, be granted a leave of absence without pay for up to one (1) year for the purpose of engaging in activities of the Association or its affiliates.

B. Peace Corps

A leave of absence without pay of up to two (2) years shall be granted to any employee who joins the Peace Corps, Vista National Teacher Corps, or serve as an exchange teacher or overseas teacher, and is a full-time participant in either of such programs, or accepts a Fulbright Scholarship.

C. Military Leave

Military leave without pay shall be granted to any employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment or to the spouse of any employee who is so inducted or who enlists to join him or her for the period of special training in preparation for duty overseas in combat zones.

D. Adoption

An employee adopting an infant child may receive similar leave which shall commence upon the employee receiving "de facto" custody of said infant, or earlier if necessary, to fulfill the requirements of the adoption. No employee on maternity leave shall, on the basis of said leave, be denied the opportunity to substitute in the Wall Township School District in their area of certification or competence.

E. Family Illness

A leave of absence without pay of up to one (1) year shall be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

F. Public Office

The Board shall grant a leave of absence without pay to any employee to campaign for or serve in public office.

G. Other Leaves

Other leaves of absence without pay may be granted by the Board for good reason.

H. Seniority

Any employee who, for purposes of maternity, extends her/his leave to additional contract years shall not accrue seniority for those additional years.

I. Leave Benefits

Upon return from leave granted pursuant to Sections 1, 2, or 3, of this Article, an employee shall be considered as if he or she were actively employed by the Board during the leave and shall be placed on the salary schedule at the level he or she would have achieved if the employee had not been absent; provided, however, that time spent on said leaves shall not count toward the fulfillment of the time requirements for acquiring tenure. An employee shall not receive increment credit for time spent on leave granted pursuant to Sections 5, 6, 7, or 8 of this Article, nor shall such time count toward the fulfillment of the time requirements for acquiring tenure.

J. Requests for Extended Leaves

Requests for extended leaves of absence, and extensions of same, are to be made on or before April 1st of the preceding year. (Exceptions to the deadline on: 4, 5, 6). Every effort will be made to have extended leaves of absence start at the beginning of a school

year (September) and conclude at the end of a school year (June). (This is recommended so as to allow reasonable time to secure capable replacements and so as to cause the least amount of disruption to a continuing school program).

Requests for extended leaves of absence are to be presented in writing to the Superintendent of Schools by April 1st in order that formal Board action can
be taken at the annual May meeting. The applicant is to be advised of Board action in writing, within one (1) week of the regular May meeting.

ARTICLE 11

LABOR-MANAGEMENT CONFERENCES

A. To promote harmonious relations between the Association and the Board, both parties agree to set up a semi-annual labor/management conference to discuss matters of mutual interest. Attendance shall include but not be limited to the Board of Education President or designee, a second member of the Board, Superintendent of Schools, Association President or designee, and second member of the Association Executive Committee.

B. These meetings can be called by either the Association or the representatives of the Board at a time and place of mutual convenience of both parties, and shall discuss whatever issues are involved. The side that calls for the meeting shall submit an agenda to the other party involved. These meetings are not intended to circumvent the grievance procedure.

ARTICLE 12

DEATH IN FAMILY

A. Each employee is entitled to:

Seven (7) consecutive days for death in family (spouse, child, son-in-law, daughter-in-law, parent, mother-in-law, father-in-law, sister, brother, brother-in-law, sister-in-law, aunt, uncle, grandparents, grandchildren, niece, nephew, or any other members of the immediate household). A pregnant employee who suffers a miscarriage or stillbirth shall be eligible for bereavement leave.

Employees must submit bereavement documentation upon request.

ARTICLE 13

MEDICAL BENEFITS

(This language does not apply to Paraprofessionals)

A. Mental Health coverage to be corrected based on the Mental Health Parity Act which took effect January 1, 1998.

B. The base plan for all unit members (other than paraprofessionals) shall be Direct 15. Benefits of such coverage shall not be reduced below the current coverage. Unit members shall have the option of selecting plans with reduced premiums during open enrollment periods.

C. Emergency Room Care: Co-pay as per base plan or other selected reduced premium plan.

D. In-patient & outpatient Rehab (i.e. Speech, Physical Therapy, Cognitive Therapy, Occupational Therapy as per base plan or other selected reduced premium plan.

E. In the event a unit member selects an EPO or High Deductible Health Insurance Plan option, the employee shall contribute 6% of their salary toward the total cost of the health insurance benefit levels selected by the unit member.

F. Any employee shall have the option of surrendering coverage under this article and any related insurance articles, in exchange for a lump sum cash payment of $4500.00 for family coverage, and $2000.00 for single coverage. Said payment shall be made in two (2) installments on January 30th and June 30th of the contract year in which benefits are surrendered. *Each employee opting to surrender health benefits shall notify the Board Office no later than December 1st preceding the next contract year in which the employee will receive a stipend in lieu of benefits*. Employees who accept the lump sum cash payment will be surrendering all benefits (Medical, Dental, and Prescription). Surrender of benefits for the following year shall not be considered automatic. Every employee shall be considered as covered unless and until such time as an employee shall affirmatively notify the Board that he/she is continuing to surrender benefits in return for the aforestated stipend.

If an employee has family coverage, and opts to surrender this family coverage, he/she cannot opt to surrender family coverage, receive the monetary cash payment for such, and then wish to maintain single coverage, at the Board's expense. When an employee opts to surrender medical, dental, and prescription coverage under this Article, the employee is surrendering all medical, dental, and prescription coverage through the Board, family or single, for that school year.

The Board establishes a Section 125 Plan. A copy of the plan shall be kept on file in the Board Office with a copy to the Association.

G. Unit member health insurance contributions shall continue in accordance with the State contribution schedule based upon payment of Tier 4 of Chapter 78; however, unit members shall contribute no more than 18% of their total cost of health insurance benefit levels selected by the unit member. This shall not apply to paraprofessionals whose language under Article 67 shall remain in full force and effect.

H. Prescription co-payments shall be $10/$20, or $20/$40 mail order for all members of the bargaining unit covered by the Collective Bargaining Agreement in effect between the parties.

I. Preventive Care

Preventative flu shots shall be offered by the school nurse according to a schedule established by the administration at no expense to the employee.

J. Should a "cadillac tax" be imposed during the duration of this contract, the parties agree to open the contract and renegotiate health benefit plans and employee contributions toward the cost of premiums.

ARTICLE 14

MILEAGE

A. Employees shall be reimbursed at the New Jersey Office of Management & Budget (NJOMB) rate, per mile, for using their personal car when required to travel inside or outside the township in the course of employment, at the request of the administration. If the nature of a position changes substantially to include commuting among the district schools, the employee, upon the recommendation of the Superintendent, shall be reimbursed at the prevailing NJOMB rate.

TEACHERS and OTHER CERTIFICATED STAFF

ARTICLE 15

TEACHER RIGHTS

A. The parties agree to TEACHER RIGHTS as defined in Chapter 303, Public Laws 1968, as amended by Chapter 123, P. L. 1974.

B. Nothing contained herein shall be construed to deny or restrict to any teacher and other certificated staff such rights as he or she may have under New Jersey School Laws or other applicable laws and regulations.

C. The teacher shall maintain the primary right and responsibility to determine grades and other evaluations of students within the grading policies of the school district based upon the teacher's professional judgment. The Board has final supervisory power to review student grades and evaluations, but shall not make any change without receiving a report from or consulting with the teacher involved, the building principal involved, and at least one other teacher teaching either the same grade or the same subject matter area.

ARTICLE 16

PERSONAL AND ACADEMIC FREEDOM

A. Where the observable behavior of a teacher and other certificated staff may be damaging to the image of the profession or could have the capacity to affect the lives of the students, the Board then has the right to make appropriate judgments. In all other matters, the personal life of a teacher is not an appropriate concern or attention of the Board except as it may prevent the teacher from performing the assigned functions during the work day.

B. Academic Freedom

According to existing Board policy on Controversial Issues and subject to changes as subsequent Board policy may dictate. Board policy is stated in the policy book.

ARTICLE 17

Workdays and In-Service Days

Each school year shall consist of one hundred eighty six (186) total workdays and include three (3) in-service days for teachers and other certificated staff.

ARTICLE 18

TEACHING HOURS AND TEACHING LOAD

A. The parties agree that teachers and other certificated staff are to commence and terminate the school day in accordance with the following schedule:

Primary teachers:

Commence twenty (20) minutes prior to pupil hours. Terminate twenty (20) minutes after pupil hours.

Elementary teachers:

Commence fifteen (15) minutes prior to pupil hours. Terminate fifteen (15) minutes after pupil hours.

Intermediate teachers:

Commence ten (10) minutes prior to pupil hours. Terminate ten (10) minutes after pupil hours.

High School teachers:

Commence ten (10) minutes prior to pupil hours. Terminate ten (10) minutes after pupil hours.

Teachers Hours:

The hours below are based on present school hours for students:

Primary	6 hrs. 20 mins (incl lunch)
Elementary	6 hrs. 15 mins (incl lunch)
Intermediate	6 hrs. 40 mins (incl lunch)
High School	6 hrs. 42 mins (incl lunch)

B. All teachers and other certificated staff shall indicate their presence for duty by placing their initials in the appropriate column of the faculty "sign-in" and "sign-out" roster, or by signing in and out electronically.

C. It shall be the responsibility of the teaching staff and other certificated staff members, as well as the Board, to provide the highest quality educational program to every student in the school district. Teachers are encouraged to participate in all activities of the school; particularly those activities in which their students are involved.

D. The Board shall continue to recognize that teacher and department efficiency results from optimum teaching loads and hours or pupil contact, and shall continue its effort to maintain the same.

E. Efforts shall be made so that regular classroom teachers in the Intermediate School and the High School shall not be required to change subject area teaching stations more than two times during the school day. In the event of changes in student population more than two (2) moves may be necessary for staff. However, no staff will be required to move more than three (3) times. Teachers shall accept flexibility in cases of innovation and curriculum change.

F. Teachers and other certificated staff shall have a daily duty-free lunch period in accordance with the State Board of Education regulations, and in accordance with present practice.

G. Teachers and other certificated staff may leave the building without requesting permission during their scheduled duty-free lunch period so long as said teachers sign out and sign in.

H. No meetings, conferences, or interviews shall be scheduled with the teachers and other certificated staff by the Administration during this duty-free lunch period.

I. Teachers and other certificated staff may be required to remain after the end of the regular work day for the purpose of attending faculty or other professional meetings three (3) days each month. Such meetings shall begin no later than ten (10) minutes after the student dismissal time and shall run for no more than fifty (50) minutes. If travel between buildings is required, such meetings shall begin no later than thirty (30) minutes after student dismissal. This section does not apply to Association meetings needed for self-evaluation in preparation for State and Middle State evaluations. All new teachers are required to participate in workshops concerned with the educational program of Wall Township.

J. An Association representative may speak to the teachers at any meeting referred to in "I" above for at least ten (10) minutes at the end of the meeting.

K. Teachers and other certificated staff may be required to remain after the end of the regular workday for the purpose of giving students extra help, for helping students who have been absent due to illness, etc., one (1) afternoon each week. Efforts will be limited to no more than one (1) hour.

L. When possible, the notice and the agenda for any meetings shall be given to the teachers and other certificated staff involved prior to the meeting. Teachers and other certificated staff shall have the right to suggest items for the agenda.

M. Classroom teachers shall have, in addition to their duty-free lunch period, a daily preparation time during which they shall not be assigned to other duties:

1. Effective the 2019-2020 school year, self-contained elementary teachers and special education elementary teachers shall be provided six (6), thirty (30) minute preparation periods per week.

2. Departmental elementary teachers shall be provided not less than one (1) preparation period per day.

3. Prep time for part-time teachers: Paid daily prep time will be pro-rated based on the number of hours worked in relation to full-time teachers. Part-time teachers shall work consecutive hours.

N. Teachers and other certificated staff participating in extra-curricular activities during the regular school day and beyond the school day shall be compensated according to the currently existing negotiated guide.

O. Elementary school teachers may be required to participate in evening parent conferences up to a maximum of one (1) evening during the Fall conference schedule. Such meetings shall not exceed the allotted time frame of daytime conferences. On days that evening conferences are scheduled, the teacher shall be dismissed fifteen (15) minutes following the student half-day dismissal.

P. K-8 students will be released after the required minimum school day the last three (3) days of the school year in order to permit teachers (K-8) time for the necessary end-of-the-year reporting.

Q. The days of final exams at the High School, at the end of the school year, will be half days for all high school teachers.

R. Flex Time: (Guidance Counselors & Student Assistance Counselor): Flex time will be permitted for guidance counselors in order to conduct college fairs, etc., beyond the regular workday and for the Student Assistance Counselor to conduct parent meetings, seminars, etc., beyond the regular workday with prior approval of the principal. The amount of time that is spent beyond the regular workday to conduct such events, will be made up during the hours of regular time the guidance counselors and student assistance counselors work. This equal amount of time must be made up during the same week that the after school event(s) took place. No flex time may be carried over to another week.

S. High School Teaching Loads

1. <u>Block Schedule:</u>

The teaching assignments defined below are scheduled over two (2) days (A and B day).

5 Block Teacher

The 5 block teacher teaches 3 block classes on one day (A or B) with 0.5 Prep, 0.5 Curriculum Development, and a duty free lunch. He/she then teaches 2 block classes on the other day (A or B) with a 0.5 Prep, 1.5 Duties and a duty free lunch.

Teachers who are assigned a unit lunch support class will be scheduled for ½ block each day (A & B) for a full year, which is equivalent to 1 of the 5 block teaching assignments.

Unit lunch support teachers' duty time of 1.5 blocks will be distributed over a 2 day period. Unit lunch support class times are teaching assignments.

6 Block Teacher

The 6 block teacher teaches 3 block classes on one day (A or B) with 1 Prep and a duty free lunch. He/she then teaches 3 block classes on the second day (A or B) with a 0.5 Prep and 0.5 Curriculum Development and a duty free lunch.

5.5 Block Teacher

One Semester:
The 5.5 block teacher teaches 3 block classes on one day (A or B) with 1 Prep and a Duty free lunch. He/she then teaches 3 block classes on the second day (A or B) with a 0.5 Prep and 0.5 Curriculum Development and a duty free lunch.

Other Semester:
The 5.5 block teacher teaches 3 block classes on one day (A or B) with 0.5 Prep, 0.5 Curriculum Development and a duty free lunch. He/she then teaches 2 block classes on the other day (A or B) with 1 Prep, 1 Duty and a duty free lunch.

5.5 Teachers who are assigned a unit lunch support class

The 5.5 block teacher who is assigned a unit lunch support class teaches 3 block classes on one day (A or B) with 0.5 Prep, 0.5 Curriculum Development, and a duty free lunch. He/she then teaches 2 block classes on the other day (A or B) and a unit lunch support class with 1 Prep, 0.5 Duties and a duty free lunch.

Teachers who are assigned a unit lunch support class will be scheduled for ½ block every other day (A or B) for a full year. This is equivalent to .5 of the 5.5 block teaching assignments. Unit lunch support class times are teaching assignments.

The following are the maximum teaching loads for teachers in each department:

5 blocks (A/B)
- English / History

5.5 blocks (A/B)
- Science / Math / Computer Science

6 blocks (A/B)
- Special Education
- Art / Foreign Language / Music
- Technology Education / Physical Education / Health
- Home Economics (Family Life & Consumer Science)
- Business Department / NNDCC (NJROTC) / Media TV
- Teachers of any other elective areas newly created

Compensation to teach an additional class at the High School above and beyond the maximum teaching load shall be two-elevenths (1/5.5) of salary. The compensation will be prorated dependent upon the number of days the class is taught by the teacher. Compensation will be paid in accordance with payroll schedules. High School maximum teaching load is:

English and History Departments	5 classes
Science, Math and Computer Science Departments:	5.5 classes
Special Education Department:	6 classes
Art, World Language and Music Departments:	6 classes
Technology Education and P.E./Health Departments:	6 classes
Home Economics (Family Life & Consumer Sciences):	6 classes
Business, ROTC, Media TV, and other elective areas:	6 classes

2. High School Teaching Assignment- 9 Period Schedule

5 classes – 1.5 duties - 1 prep - 1 lunch – 0.5 curriculum development
5.5 classes – 0.5 duty – 1.5 preps – 0.5 curriculum development - 1 lunch
6 classes - 0 duties – 1.5 preps – 0.5 curriculum development - 1 lunch

The following are the maximum teaching loads for teachers in each department:

English and History Departments	5 classes
Science, Math and Computer Science Departments:	5.5 classes
Special Education Department:	6 classes
Art, World Language and Music Departments:	6 classes
Technology Education and P.E./Health Departments:	6 classes
Home Economics (Family Life & Consumer Sciences):	6 classes
Business, ROTC, Media TV, and other elective areas:	6 classes

High School Science Department Teachers "Only":

25.5 classes per week:	1.5 duties
26 classes per week:	1 duty
26.5 classes per week:	0.5 duty
27 classes per week:	0.5 duty

T. Intermediate School Teaching Loads (Ten-Period Schedule)

5 classes - HR - 1.5 duties - 1.5 preps - 1 curriculum development - 1 lunch

Staff members assigned more than 5 but less than 6 full classes each day shall be assigned duties to fulfill their contractual teaching and student contact assignments.

6 classes - HR - 0.5 duties - 1.5 preps - 1 curriculum development - 1 lunch

"Academic Support Period" is a duty class period, not a teaching period. Teacher lesson plans and student grades are not required for this period. In addition, this time will not be used as a period for the purpose of formal classroom observation. Teachers will be scheduled to an assigned room or area. Students may elect to go to the special education teacher during the "Academic Support Period" as they would any other unit support teacher for the purpose of:

Monitoring student study time
Extra help
Make-up work for tests
Any other activities that the teacher may determine necessary

Compensation to teach an additional class at the Intermediate School above and beyond the maximum teaching load shall be one sixth (1/6) of salary. The compensation shall be prorated dependent upon the number of days the class is taught by the teacher. Compensation will be paid in accordance with payroll schedules. Intermediate School maximum teaching load is 6 classes.

U. Back to School Nights:

1. The Board shall cause administrative staff to produce a calendar which identifies the dates of Back to School Nights for all schools no later than the end of the Spring term immediately preceding the scheduled Fall Back to School Nights for the following school year.

2. Teachers and other Certificated Staff members who attend Back to School Nights shall verify their presence in the building in order to ensure adequate coverage for Back to School Night functions. Attendance at Back to School Night is mandatory and if an employee fails to attend, the employee will be charged one-half (1/2) of a personal day.

3. A teacher's and other certificated staff member's unexcused absence at Back to School Night will be reviewed on a case by case basis by Administrative Staff in consultation with the Association. Failing to provide an appropriate reason for absence, i.e., emergency, sickness, the teacher shall, upon finding of just cause, be charged with one-half (1/2) of a personal day.

V. Curriculum Development Period:

1. High School

The curriculum development period shall be used solely for the purpose of developing curriculum. The development of such curriculum shall be assigned by the content area supervisor and/or the building supervisor. The same individual shall develop the language, which will serve as rules for the curriculum development. Such curriculum development period is applicable only to the high school and will not replace summer curriculum development.

2. Intermediate School

Each staff member shall receive a curriculum development period each day for purposes of curriculum mapping, development of common assessments, development of quarterly of benchmark assessments and other topics related to curriculum enhancements in the school. However, this shall not be used for curriculum writing.

W. All staff members will be required to undertake modifications to the curriculum without additional compensation, provided that they perform these tasks during the contractually mandated school day or contractually required after school tasks. This shall not apply to any regularly scheduled preparation periods during the teacher work day. Modifications are collegial dialogue and minor changes to a portion of a lesson/unit. Curriculum writing that involves major changes (revision/new development) will take place outside of the school day or school year and will take place on site under the supervision of a designated administrator. Staff members who are approved to work on said revisions will be paid in accordance with the Summer Curriculum rates established in the Co-Curricular Activities Guide.

Compensation shall be as follows:

At least ten (10) hours for the development of new curriculum content map

At least five (5) hours to revise a curriculum content map

Staff members shall be provided samples of "Examples of curriculum maps" to serve as models for writings, as well as definitions for curriculum mapping revisions.

X. Whenever an Association member, at the request of the Superintendent, agrees to serve as a workshop trainer or tutor of other Wall Township employees, the Association

member shall be paid for two (2) hours of work. These two (2) hours represent one (1) hour of preparation time and one (1) hour for the workshop. Such Association members shall be paid for their time at the "Workshop Trainer/Tutor" hourly rate. Should the presenter need more time, he/she needs prior approval of the Superintendent.

Y. Flat summer rate shall be fixed at fifty-five dollars ($55.00) per hour for all certificated staff, effective summer of 2019. All other non-certificated staff rates for summer work shall be hourly.

Z. The Preschool Handicapped teachers voluntarily agree to work more than four (4) hours straight without a break due to scheduling. Because of this arrangement, these teachers will not be scheduled for any other duties during their work day. It is also agreed that if any of the Preschool Handicapped teachers decide not to work this arrangement, it will resort back to its original schedule.

AA. With High School Central Detention scheduled beyond the regular workday, the teacher/teachers who voluntarily agree to work detention, will work a day consisting of periods 2 -10 or 3 -11. This is strictly voluntary and cannot be assigned by administration.

ARTICLE 19

TEACHER and OTHER CERTIFICATED STAFF EMPLOYMENT

A. Each teacher and other certificated staff shall be placed on his or her proper step of the salary schedule as of the beginning of each school year.

B. The basis for placement of newly hired teachers and other certificated staff on the salary guide shall be no less than equivalent years of experience to that of a teacher currently employed in the district. However, the starting salary step for teachers entering the district may be set at no less than one-half of their accumulated public school teaching experience and/or related industrial experience. Additional credit, not to exceed four years, will be given for military experience.

For newly hired teachers and other certificated staff coming from another school district where their salary is greater than that of the Wall Township Public School District's equivalent step, the Superintendent will confer with the WTEA President regarding placement on the salary guide. In this case, placement shall be on the step closest to their previous salary. With mutual agreement between the Superintendent and the WTEA President, salary guide placement can exceed previous salary.

C. Teachers and other certificated staff with previous teaching experience in the Wall Township School District shall, upon returning to the system, receive full credit on the salary guide for all outside teaching experience and military experience. A teacher who has been rehired after leaving the Wall School System shall receive credit for ten (10) unused sick days, but in no case more than was accumulated through past experience in Wall.

D. Previously accumulated unused sick leave days shall be restored to all teachers and other certificated staff returning from a Board approved leave.

E. Teachers and other certificated staff shall be notified of their contract and salary status for the ensuing year no later than May 15th.

F. The Board will offer written contracts of summer employment on or before May 15th which can be cancelled upon the giving of ten (10) working days notice. The notice shall be given at least ten (10) working days prior to commencement of the summer employment. Those teachers and other certificated staff who have applied and will not receive contracts will be so notified.

G. Seniority lists for teachers will be maintained by the Board and monitored by the Board and the Association.

ARTICLE 20

SALARIES

A. For the purpose of administration of the salary guide, each "step" shall be defined as one year of employment in a duly accredited school or institution academic year, or major part thereof. Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the Superintendent and the Human Resource Department, in writing, before December first (1) of the preceding fiscal year. The Superintendent shall acknowledge in writing, receipt of such notification as soon as possible. The burden of proof of sufficient academic study (transcripts) to justify salary reclassification will rest with the teacher. Such academic study to be concluded prior to September first (1st) and evidence forwarded to the Superintendent's office prior to October first (1st).

B. Teachers and other certificated staff shall be provided with a statement of earnings, and deductions made from these earnings, for each monthly salary payment.

C. Longevity increments:

1. For teachers who began working in the District prior to July 1, 2019:

   An additional $550.00 increment for teachers and other certificated staff entering their 15th, 18th, 21st, and 25th year of teaching as a fully certified teacher. Any teacher who is entering his/her 30th year in the Wall Township Public School District, shall receive an additional $1000.00 longevity payment.

2. For teachers who begin working in the district on or after July 1, 2019:

   An additional $550.00 increment for teachers and other certificated staff entering their 15th, 18th, 21st, and 25th year of teaching in the Wall Township Public School

District as a fully certified teacher. Any teacher who is entering his/her 30th year of teaching in the Wall Township Public School District, shall receive an additional $1000.00 longevity payment.

D. To qualify for the "D" scale, a teacher and other certificated staff:

Shall possess a Master's Degree in an educational field containing a minimum of eighteen (18) hours of graduate credit in the subject or area in which he or she is assigned.

Possess a Master's Degree in any other field of education, plus a minimum of eighteen (18) hours of graduate credit in the subject or area of his or her assignment.

For elementary teachers, the above requirements can be interpreted to include general elementary education or child growth and development.

For secondary teachers, the above requirements can be interpreted to include a Master's Degree in general secondary education.

To be eligible for increased tuition reimbursement and movement on the enhanced "Masters in Field" guide, the employee must provide Human Resources with a letter from an accredited college/university on school letterhead confirming matriculation in an approved Master's program. The approved Master's program must be in the discipline that the employee is certified and teaching in the District, for example, Math, Elementary Education, Science, Social Studies, English. The enhanced "Masters in Field" does not apply to degree programs in administration, counseling, or any program required or used for certification, including Master in Teaching (MAT). All employees who do not qualify for the enhanced "Masters in Field" will continue to receive remuneration for graduate tuition and movement on the existing guide for accrued graduate credits.

E. To qualify for the "E" & "F" scale, a teacher must have previously qualified for the "D"scale.

F. Recognition of Educational credits for the purpose of Salary Classifications:

All credits accepted in a graduate program toward an advanced degree apply. Burden of proof rests upon the teacher.

All credits used to improve quality of subject being taught apply if prior approval is given by the administration before taking the course(s).

Elementary

Approval by Principal
Final Approval by Superintendent

Secondary

Approval by Department Supervisor
Approval by Principal
Final Approval by Superintendent

G. Co-Curricular Activities

All present head and assistant coaches in the Wall School System will go on scale as experience within the system dictates.

All coaches may be given credit for prior coaching experiences in the sport or sports they are involved. All of the above refer to each respective sport and are effective for the school year. See salary guides at the end of this document.

H. Teachers and other Certificated Staff: After serving twenty (20) consecutive days in the absence of a vice-principal or principal, a teacher will be placed on the administrative salary guide, step one (1).

ARTICLE 21

TEACHER ASSIGNMENT

A. All teachers shall be given written notice of their salary schedule, class and/or subject assignments, building and room assignments for the forthcoming school year not later than August 15th.

B. Assignments shall be made at the discretion of the administration and within the area of teacher competency, teaching certificate, or major or minor fields of study.

C. The Superintendent shall give notice of assignments to new teachers as soon as possible.

D. Any teacher whose room has been changed for the upcoming school year, will be compensated for setting up the new room at the hourly rate associated with in-service orientation for new courses, with prior approval of the Superintendent.

ARTICLE 22

VOLUNTARY TRANSFERS AND REASSIGNMENTS

A. The Superintendent shall post in all school buildings a list of known vacancies which shall be available for the following year. The Superintendent shall post such vacancies as soon as possible so that teachers desiring to be considered for reassignment and

transfer shall have knowledge of the vacancies which are anticipated for the next school year unless the vacancy occurs between August 15th and the first day of school in September.

B. Teachers and other certificated staff who desire a change in grade and/or subject assignment, or who desire to transfer to another building, may file a written statement of such a desire with the Superintendent and their building principal within one (1) week of the posting of the known vacancies. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the school, or schools, to which he or she desires to be transferred, in order of preference.

C. In the determination of requests for voluntary reassignment and/or transfer, the wishes of the teacher and other certificated staff shall be considered to the extent that the transfer does not conflict with the educational requirements and best interests of the school system. If a teacher's request for transfer or reassignment has been denied, a renewal or subsequent request may be made in the following school year under the conditions prescribed above.

ARTICLE 23

INVOLUNTARY TRANSFERS AND REASSIGNMENTS

A. Notice of an involuntary transfer or reassignment shall be given to teachers and other certificated staff as soon as possible. Prior to the Board meeting where official transfers are voted on, any teacher that may possibly be involuntarily transferred will be advised prior to this Board meeting, that this transfer possibility may become final after the Board vote.

B. An involuntary transfer or reassignment shall be made only when it is in the best interest of the school system.

C. An involuntary reassignment within a school shall be made only after a meeting between the teacher and other certificated staff and the principal involved, at which time the teacher shall be notified of the reason for the reassignment. The teacher shall have the option to discuss the involuntary reassignment with the Superintendent.

D. An involuntary transfer or transfer/reassignment to another school shall be made only after a meeting between the teacher and other certificated staff and the Superintendent or his/her designee, at which time the teacher shall be notified of the reason, upon request.

ARTICLE 24

PROMOTIONS

A. Promotional positions are defined as follows: Positions paying a salary differential and/or positions on the administrative/supervisory levels of responsibility. All vacancies in promotional positions, including specialists and/or special project teachers and other certificated staff, pupil personnel workers and positions in programs funded by the federal government shall be adequately publicized by the Superintendent in accordance with the following procedure:

When school is in session, a notice shall be posted in each school as far in advance as possible. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent, but within the time limit specified in the notice, and the Superintendent shall acknowledge, in writing, receipt of all such applications.

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent together with the positions for which they desire to apply, and an address where they can be reached for the summer. Such notice shall be sent as far in advance as possible.

B. Upon request, any individual denied a promotion may meet and discuss same with the Superintendent.

C. Notices advertising all vacancies relating to co and extra-curricular positions would be posted where notices are normally posted. Specific procedures respecting these notices would be developed by the parties to this agreement. Criteria for filling these positions will not be subject to negotiations.

D. The Board will be able to utilize non-unit school district personnel to perform co and extra-curricular responsibilities if there are not more qualified applicants within the teachers unit. Present incumbents of these positions, who are not included within the teachers unit, will be able to maintain their present positions as long as the individuals and the Board so agree.

ARTICLE 25

TEACHER EVALUATION

A. All monitoring and observation of the work performance of a teacher and other certificated staff shall be conducted openly and with full knowledge of the teacher. Observation and evaluation of professional staff members will be in accordance with adopted Board policies and applicable statutes.

B. Any teacher and other certificated staff shall, upon request with 24-hour notice, be given an opportunity to review any evaluation of his/her work performance or conduct during the term of this agreement and included in his/her permanent personnel folder. The teacher may file a written response to such materials and, upon request; such response will be forwarded to the Superintendent for review, and will then be attached and retained with the particular document concerned. Each teacher will be provided with a copy of any evaluation, reprimand, or other document that is to be placed in his/her personnel folder.

Separate file -The Board shall not establish any file which contains materials that have not been available for teacher inspection.

The formal written reports of observation of tenured teaching staff members shall not exceed three (3) per year unless additional observations are requested by the teacher. A fourth observation may take place if the teacher is informed at least one (1) day in advance of the administrator's intent to observe.

C. Any teacher and other certificated staff observation that contains areas that needs improvement, the administrator is required to give specific recommendations to the teacher, as to how to improve in these areas.

ARTICLE 26

TEACHER FACILITIES

A. The Board will continue its efforts to keep the school reasonably and properly equipped and maintained.

B. The Board shall make available in each school a staff lounge. When practicable and possible, a staff lavatory facility, workroom, storage space and lockable filing cabinets will also be provided.

ARTICLE 27

SICK LEAVE AND MEDICAL COVERAGE

A. Ten (10) days, same as current policy allows.

When requested by the Superintendent, a physician's certificate shall be submitted in case of personal illness, which extends beyond four (4) consecutive school days.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

B. A teacher and other certificated staff who is certified absent due to injury caused on the job shall not have such absence charged against his or her sick leave. The teacher must complete the proper accident forms prior to leaving school on the date of the accident or if unable because of the injury, such forms should be filed by the school nurse and given to the building principal.

C. Medical Insurance Coverage

The Board agrees to provide full family, member/spouse, parent/child and single medical insurance, both basic and major medical. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured teachers and other certificated staff will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

In order to be eligible for medical coverage professional certificated staff must work at least twenty (20) hours or more per week. Professional certified staff that work at least twenty (20) hours per week are considered full time employees. Part time employees work less than twenty (20) hours per week. Part time employees are not eligible and will not receive medical benefits.

The Board shall have the discretion to offer Science, Math, Speech, World Language, and Child Study Team positions family health insurance coverage. In addition, any other position that may become difficult to fill shall be offered family health insurance coverage upon the mutual agreement of the President of the Association and the Superintendent of Schools. In the event that a new hire was a tenured employee in their prior school district, the Board shall have the discretion to also offer the new hire family health insurance coverage. This determination shall not be subject to the grievance procedure.

D. Dental Plan

The Board agrees to provide full family, Member/Spouse, Parent/Child, or Single dental coverage. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured teachers and other certificated staff will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the

option of purchasing all dental and dental related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

E. Prescription Drug Plan

The Board agrees to provide a Family, Member/Spouse, Parent/Child or Single Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured teachers and other certificated staff will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

F. Reimbursement of Sick Leave-Upon Retirement

$60.00 per day to a maximum of $12,000.00.

Fifteen (15) years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 28

PERSONAL DAYS

A. Each teacher and other certificated staff is entitled to:

Three (3) personal days without specified reasons unless the personal day is a work day immediately prior to or following a scheduled school closing. In such an instance, approval of the Superintendent of Schools or his/her designee is required. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

A leave for the purpose of marriage and honeymoon may be taken as Personal Days.

ARTICLE 29

TEMPORARY LEAVES OF ABSENCE

A. Each teacher is entitled to:

Time necessary for appearances in any legal proceeding directly connected with the teacher's employment or with the school system if the teacher is required by law to attend.

In the event of the death of a teacher or student in the Wall Township District, the principal of said teacher or student shall grant, to an appropriate number of teachers, sufficient time to attend the funeral.

Up to a total of five (5) days at the end of a school year and/or at the beginning of a school year as may be required to attend summer classes and/or to travel to the place where such classes are held. Subject to the recommendation of the Superintendent of Schools and approval of the Board.

Permission for temporary leaves of absence must be secured from the Superintendent prior to the date of the absence. Exceptions will be made for cases of emergency.

ARTICLE 30

SABBATICAL LEAVE

The Board, upon the recommendation of the Superintendent of Schools, shall grant a sabbatical leave to qualified personnel for the purpose of study, and for such other purposes as may be approved by the Board.

Upon the recommendation of the Superintendent of Schools, the Board shall grant a sabbatical leave to a certified teacher and other certificated staff who has rendered satisfactory service for seven (7) years in this school system. Such leave shall not exceed the period of one (1) academic year.

The number of certified personnel to be granted sabbatical leave shall not exceed more than five (5) members of the total professional staff.

Applications outlining the plans for the teacher and other certificated staff must be submitted to the Superintendent of Schools not later than November 15 preceding the year in which the leave is to become effective. If the number requesting sabbatical leave exceeds the number of such leaves available, as determined by the Board, the selection shall be based upon:

1. The estimated value of the plan of the individual to the school system.

2. The amount of seniority.

3. The length of time since the last sabbatical leave.

The teacher and other certificated staff may be granted a personal appearance with the Board in order to justify his/her request for a sabbatical leave.

The teacher and other certificated staff on sabbatical leave shall receive as compensation during the period of absence, one-half of his or her regularly scheduled salary for the year in which sabbatical leave is to be taken. It shall be paid in equal semi-monthly installments during the year's leave of absence.

The teacher and other certificated staff shall retain his or her seniority, retirement and all other rights afforded by the district. Any additional benefits granted to a certificated teacher will automatically accrue to the person on sabbatical leave.

The teacher and other certificated staff on sabbatical leave shall report all compensation received from sources other than the Board, provided that compensation shall not include such items as allowance for travel, cost of living adjustments for Foreign Service, research, and other expense in connection with the project. Should such other compensation, when added to the compensation paid by the Board, exceed the salary which the recipient would have received if on active duty, the compensation allowed by the Board shall be reduced to bring the total to the amount of salary he or she would have received if on active duty.
The teacher and other certificated staff granted a sabbatical leave shall agree to return to the service of the Wall Township Public Schools for the period of two (2) years following expiration of the sabbatical leave period or at the discretion of the Board, or must return all or part of the grant received.

A teacher and other certificated staff returning from sabbatical leave shall be restored to his of her former certificated position, or to one of comparable status. The teacher shall make such reports of his or her activities as may be required by the Superintendent of Schools and the Board.

1. A brief report on professional activity during Sabbatical (Follow-up of outlying plans for the employee for the period of absence) and a report on financial earnings during Sabbatical will be submitted to the Superintendent within thirty (30) days of return from Sabbatical leave.

ARTICLE 31

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

A. The Board and the Association support the principle of continuing training of teachers and other certificated staff and improvement of instruction. To work toward these ends the Board agrees:

1. To cooperate with the Association in arranging those in-service courses, workshops, conferences and programs to improve the quality of instruction; and,

2. To provide professional development in accordance with NJDOE mandates and regulations.

B. Two (2) professional days. Approval must be obtained, in advance of the event, from the building principal and the Superintendent, or a representative. A written report of the activity of the professional day shall be forwarded to the Superintendent (through the building principal), within five (5) working days following the activity.

C. Tuition Reimbursement:

Application for tuition reimbursement must be submitted to the Human Resources Department and Superintendent on or before December 1st for any coursework to be completed within the next twelve (12) months. All coursework to be taken for tuition reimbursement purposes must first receive the approval of the superintendent. An itemized tuition receipt and an official grade of "B" or better must be submitted upon completion of the course in order to be reimbursed.

Documentation and requested reimbursement for approved coursework must be presented to the Human Resources Department within six (6) months of completion of the course. The Board will reimburse employees up to $2,000 per year for coursework, after receiving a letter from an accredited college/university on school letterhead confirming matriculation in an approved Master's program. Coursework taken outside of the scope of their discipline will be reimbursed up to $1,000 per year.

Teachers who plan to complete sufficient academic study to entitle them to reclassification or adjustment in salary shall be required to notify the Superintendent and the Human Resource Department, in writing, before December first (1) of the preceding fiscal year. The Superintendent shall acknowledge in writing, receipt of such notification as soon as possible. The burden of proof of sufficient academic study (transcripts) to justify salary reclassification will rest with the teacher. Such academic study to be concluded prior to September first (1st) and evidence forwarded to the Superintendent's office prior to October first (1st).

Reclassification for movement on the salary guide, to take place for the following school year, must be submitted to the Superintendent and the Human Resource Department on or before December 1st.

ARTICLE 32

STUDENT DISCIPLINE AND TEACHER and OTHER CERTIFICATED STAFF PROTECTION

A. The Board recognizes its responsibility to continue to give administrative backing and support to its teachers and other certificated staff, although each teacher bears the primary responsibility for maintaining proper control and discipline in the classroom. The teachers recognize that all disciplinary actions and methods invoked by them shall be reasonable and just, and in accordance with established Board policy and State Law. It shall be the responsibility of the teacher to report to his or her principal the name of any student who, in the opinion of the teacher, needs particular assistance from specialized personnel. The teacher shall, upon request, be advised by the principal of the disposition of the teacher's report that a particular student needs such assistance.

B. The duties and responsibilities of all teachers and other certificated staff will appear in the Teacher's Handbook as prepared by the building principals and approved by the Superintendent.

C. When a student requires the attention of specialized personnel, the teacher other certificated staff will secure help through proper channels.

D. When in the judgment of a teacher and other certificated staff, a student is by his or her behavior seriously disrupting the instructional program to the detriment of other students, the teacher and other certificated staff may refer him or her to the attending administrator. In such cases, the administrator shall arrange as soon as possible, and under normal circumstances not later than the conclusion of the following day, a conference between him or herself and the teacher to discuss the problem.

E. Teachers and other certificated staff are to be guided by applicable School Law.

F. Teachers and other certificated staff shall immediately report to their principal, or other immediate supervisor, cases of assault suffered by them in connection with their employment. Such notification shall be immediately forwarded to the Superintendent, who shall comply with any reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved.

The Board shall reimburse teachers for personal property damaged or destroyed as a result of an assault suffered by a teacher while the teacher was acting in the discharge of his or her duties within the scope of employment. (The above shall hold true only if the teacher is not otherwise covered by personal insurance or worker's compensation).

In the event of any disorder or disruption in the regular school program the Board, the Administration and Staff shall act in accordance with Board policy in effect at the time of the disruption.

ARTICLE 33

SUBSTITUTES

A. The Board agrees at all times to maintain an adequate list of substitute teachers. Teachers shall notify the principal's office (or the principal's home) or other designated answering service as soon as possible, and in any event, prior to the opening of the school day, to report unavailability for work. Once a teacher has so reported, it shall be the responsibility of the administration to arrange for a substitute.

B. Teachers may be assigned to provide substitute coverage for a class. Such assignments should be made on a voluntary basis. If there are no volunteers and no teachers can be reassigned from another assignment, substitute coverage assignments may be made on an involuntary basis. If involuntary assignments are necessary, they shall be made on a rotation basis among the staff schedule for conference periods.

C. Teachers assigned to provide substitute coverage for an A/B block class during a conference period shall be compensated at a rate of fifty dollars ($50.00) per block class. Teachers assigned to provide substitute coverage during a 9 or 10 period day during a conference period shall be compensated at a rate of twenty-five dollars ($25.00) per period.

SECRETARIES

ARTICLE 34

ADMINISTRATION OF SALARY POLICY

Upon initial employment, experience gained in related fields of work which are closely related to the prospective assignment shall be considered by the Superintendent of Schools and the Board for salary guide placement. A maximum of three (3) such years may be applied.

ARTICLE 35

INCREMENTS/SALARIES

A. Any and all increments may be withheld by the Board upon its own motion in a manner consistent with existing statutes. Reasons for withholding shall be furnished to the employee. If the employee does not agree with the reasons, he/she can grieve the action.

B. An employee shall be in the employ of the Board not less than five (5) months for ten (10) month personnel, or six (6) months for twelve(12) month personnel, the previous school year in order to be eligible for an increment the following year.

C. The hourly pay for a part-time secretary will be based on the breakdown of a 12 (12) month secretarial position (240 work days). 240 days x 7.5 hours per day = 1800 hours. Full time salary divided by 1800 hours = $$$ per hour

ARTICLE 36

STEPS

A. Each step of the salary guide shall be defined as one (1) calendar year of occupational experience within the school district.

B. Seniority list for secretaries will be maintained by the Board and monitored by the Board and the Association.

ARTICLE 37

PROBATIONARY PERIOD

A. All newly hired non-certified personnel shall serve a six (6) month probationary period. After three (3) months, a written evaluation shall be given to newly hired employees by their immediate supervisor. At the end of the six (6) month period, a second evaluation will be given upon the employee's request.

B. No employee other than those on probationary status shall be discharged or disciplined without just cause, subject to the grievance procedure.

ARTICLE 38

TENURE

A. Tenure contracts to be issued upon entering fourth (4th) year of service on a contractual basis.

ARTICLE 39

LONGEVITY

A. $400 increment upon entering eleventh (11th) year of service in the district.

B. Additional $400 increment upon entering the fifteenth (15th) year of service in the district. (total: $800.00)

C. Additional $400 increment upon entering the twenty-first (21st) year of service in the district. (total: $1200.00)

D. Additional $400 increment upon entering the twenty-fifth (25th) year of service in the district. (total: $1600.00)

E. Employees entering their thirty-first (31st) year of employment with the Board will receive a one-time $1,000.00 incentive bonus (all employees with the exception of professional staff.)

ARTICLE 40

HOURS

A. School year: Seven (7) hours and thirty (30) minutes daily, exclusive of lunch.

B. Summer hours: Five (5) hours daily, exclusive of lunch. Summer hours to begin two (2) weeks after close of school or July 1st, whichever comes first. Winter hours begin two (2) weeks before the teachers come back in September. Summer hours shall be followed, provided that there are principal approved staggered work shifts that require coverage in the buildings up to 3:00 pm each day, based upon seniority.

ARTICLE 41

OVERTIME PAY

A. Overtime pay at the rate of time and one-half will be paid for assigned duty beyond forty (40) hours of actual work per week.

B. Overtime pay shall not be authorized without prior approval of the Superintendent.

C. Overtime pay during the school year shall be computed as follows: Beyond 37 1/2 hours, pay at straight rate until 40 hours; time and one-half beyond 40 hours.

D. Overtime pay during summer hours shall be computed as follows: Beyond 25 hours pay at straight rate until 40 hours; time and one half beyond 40 hours.

E. Employees working Saturday and Sunday shall be paid for those hours at the rate of time and one-half with prior approval of the Superintendent.

ARTICLE 42

VACATION DAYS

A. All personnel employed on a twelve (12) month basis will be eligible for vacation as follows:

After one (1) year of service:	Ten (10) working days vacation
After eight (8) years of service:	Fifteen (15) working days vacation
After fifteen (15) years of service:	Twenty (20) working days vacation

B. In general, vacation time granted may not be taken in amounts greater than ten (10) working days in any one period. The cooperation of the employees and district administration is required to avoid peak workload periods whenever possible.

C. If an employee has less than one (1) year of service, the employee shall accrue one (1) day vacation per month, not to exceed ten (10) vacation days for a twelve (12) month employee.

D. Employees with greater than ten (10) days vacation, under unusual circumstances, may request a vacation duration in excess of ten (10) consecutive days. The employee must first apply to the Building Principal or immediate supervisor for permission. If the Building Principal or Supervisor agrees to arrange the office workload to accommodate the request without creating undue hardship, the employee may then apply to the Superintendent of Schools for permission. All such extended vacation requests (over ten (10) consecutive days) require a minimum of sixty (60) days notice unless permission is granted by the Superintendent or his/her designee.

E. In the case of an employee who has ten (10) vacation days in unusual circumstances (as described in Paragraph "D" above), the Board may grant permission for an employee to take an extra week or more without pay, following the procedure described in the paragraph above.

F. Ten (10) month employees, who have completed at least one (1) contract year, going on to a twelve (12) month contract, must work one (1) year, after which the following July 1st they will be entitled to full credit for their years of service on a contract basis in the district toward their ten (10), fifteen (15) or twenty (20) working days paid vacation.

ARTICLE 43

HOLIDAYS

A. A holiday schedule jointly developed and mutually agreed to will be presented to the Association prior to July 1st of each year.

B. In the event the workload in any given office requires the administrator in charge to use the secretarial/clerical personnel to work during the Holiday Recess, they shall do so.

C. They should be notified prior to December 15th whether they (a) will be required to work the full block of time, or (b) specified days during the holiday.

D. If required to work the full block of time, the employee shall have the option to choose whether to be compensated with an equal block of time agreeable to the employee; individual days off during the remainder of the school year; or to be compensated monetarily - up to forty (40) hours straight time - over forty (40) hours, time and a half.

E. The same procedure applies to the Spring Recess holidays as above Paragraphs "B" through "D".

ARTICLE 44

SICK DAYS

A. Pursuant to the current Board policy, employees shall be allowed annual personal sick leave without loss of pay for such absences as follows:

Twelve (12) days for employees on a twelve (12) month contract

Ten (10) days for employees on a ten (10) month contract

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Employees may not apply accrued sick leave to any period of time contiguous to their employment termination, except for those cases where illness precludes the fulfillment of their contractual duties. Doctor's appointments which have to be made during the workday can be deducted as a sick day at the employees' discretion.

C. A certificate of absence shall be filed by each employee for any absence, and for absences due to illness over four (4) consecutive days duration. A doctor's certificate shall be required to be filed in the office of the Superintendent. After the first such occurrence in a contract year, a certificate may be requested for absences due to illness over three (3) days duration.

D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district, except by action of the Board.

E. In any instance of extended illness an employee who has used all regular sick days, vacation days, and extended sick days, will be placed on a Leave of Absence status and the vacated job may be posted. For ninety (90) days thereafter, the employee shall enjoy full group insurance benefits. The employee is entitled to reinstatement to his/her regular job upon presentation of a doctor's certificate for a period of up to six (6) months from the date the disability began. Upon mutual agreement of the Board and the Association, the Leave of Absence can be extended.

F. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

G. Reimbursement of sick leave upon retirement:

$50.00 per day to a maximum of $6,250.00

Fifteen (15) years of service in the district is required to participate in this reimbursement. Retirement will be as per the P.E.R.S. definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 45

MEDICAL INSURANCE

A. Full family, member/spouse, parent/child or single coverage will be provided by the Board (Basic and Major Medical). Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured secretaries will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

B. Dental Plan to include single or member plus one. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Member plus two or more plan may be purchased at the group rate, by the employee, at full cost to the employee for this additional coverage provided the employee notifies the board office during the spring preceding the new contract year.

Non-tenured secretaries will only be provided with single coverage until they obtain tenure. However, during this non-tenured period, they have the option of purchasing all dental and dental related member plus one or member plus two or more benefits at full cost to the employee for this additional coverage.

C. Prescription Drug Plan:

The Board agrees to provide a Family, Member/Spouse, Parent/Child, or Single Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Non-tenured secretaries will only be provided with single coverage until they obtain

tenure. However, during this non-tenured period, they have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

ARTICLE 46

LEAVE OF ABSENCE

A. Staff members shall not absent themselves from duty without obtaining a leave of absence from the Superintendent of Schools. Approval of such leave must be obtained before the absence occurs, unless circumstances are such as to render advance approval impossible.

B. Request for absence should be addressed to the Superintendent of Schools through the employee's immediate supervisor during school hours. When emergencies occasioning absence occur in the morning before 7:30 A.M., contact either the Building Principal, or your immediate supervisor advising him/her of the circumstances and possible length of absence.

C. Employees covered by this Agreement may request leave of absence without pay, for a period not to exceed one year. Leaves for valid reasons, such as maternity and illness or pressing personal matters will be considered. Leave to assume other employment will not be considered. Applications will be subject to approval and discretion of the Board. The employee's employment status (including seniority, tenure or longevity) will be maintained at the level of the start of the leave of absence. Times spent on said level will not be applied to the seniority, tenure or longevity. However, the employee will be compensated in accordance with salary schedule applicable at the time of his or her return.

The employee must notify the Board in writing at least ten (10) working days prior to the termination of the leave, of his or her intention to return. Failure to comply with notification, or return to work within ten (10) working days from the termination of the leave of absence, will be grounds for dismissal.

ARTICLE 47

PERSONAL DAYS

A. Each ten (10) month secretary is entitled to three (3) personal days without specified reasons unless the personal day is a work day immediately prior to or following a holiday or vacation. Each twelve (12) month secretary is entitled to four (4) personal days without specified reasons unless the personal day is a work day immediately prior to or following a holiday or vacation. In such an instance, approval of the Superintendent or his/her designee is required. Consecutive personal days will not be permitted without the

approval of the Superintendent or his/her designee. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

ARTICLE 48

EMERGENCY CLOSINGS

A. Employees are not required to work in case of school closings due to snow days, unless called to work before 11:00 A.M. by the Building Principal.

B. Employees are required to work in case of school closings other than snow days, if the emergency does not affect their working conditions.

C. In cases of early dismissals due to inclement weather, secretaries may leave thirty (30) minutes after the students are dismissed.

ARTICLE 49

OFFICE CONDUCT

A. The Board agrees to provide two (2) fifteen (15) minute coffee breaks at times assigned by the immediate supervisor. Times will be so staggered, where possible, so as to provide courteous service to members of the General Public entering the office or calling on the phone.

ARTICLE 50

TERMINATION OF EMPLOYMENT

A. Fifteen (15) days notice shall be required for the termination of all contracts.

ARTICLE 51

EXISTING BENEFITS

A. All present conditions beneficial to secretaries not covered by this Agreement as of the date of signing and now in effect as regular employer practice, shall remain in effect unless provided for otherwise in this Agreement, or unless otherwise changed hereafter by mutual consent of the Board and the Association.

CAFETERIA EMPLOYEES

ARTICLE 52

HOURLY PAY

A. Probation: All newly hired personnel shall serve a one (1) year probationary period.

B. In cases of delayed openings and early dismissals, cafeteria employees will receive full pay for these days

C. In cases of emergency delayed openings and emergency early dismissals, cafeteria workers scheduled to work, are required to report to work and will receive full pay for these days.

D. Cafeteria workers will be paid for emergency closings (if there was a scheduled work day).

E. The positions of "Cafeteria Leader" at the High School and Intermediate School will work a seven (7) hour day. The High School Cafeteria Leader will receive a $400.00 stipend over and above his/her regular pay each year. Cafeteria Leader at Wall Intermediate School (if a need for the position is presented to the Board by the Food Service Director) will receive a $400.00 annual stipend.

F. The Cafeteria employee who is designated as the "truck driver" will receive a $400.00 stipend over and above his/her regular pay, each year, starting with the 2003-2004 school year. If the job is split between employees, the stipend will be split accordingly.

ARTICLE 53

SICK DAYS

A. Each employee shall be allowed ten (10) sick days per year as the current Board policy allows.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.

C. A sick leave bank program has been established to enable members who are entitled to

sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

D. Reimbursement of Sick Leave Upon Retirement:

$20.00 per day to a maximum of $2,000.00

Fifteen (15) years of service is required to participate in this reimbursement. Retirement will be as the P.E.R.S. definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 54

MEDICAL INSURANCE

A. Single coverage: Medical insurance will be provided by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

B. Family coverage: Any employee may purchase family, member/spouse or parent/child coverage at the current board rates.

C. Prescription Plan: The Board agrees to provide an "employee only" Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Family Prescription: Those employees, to the extent only of their coverage with regular hospitalization, may enroll in the drug plan. The cafeteria workers must pay the applicable amount.

D. Any employee may purchase single/family Dental Insurance at Board rates.

ARTICLE 55

UNIFORM ALLOWANCE

A. Yearly: $220.00

Work shoes will be covered under uniform allowance. Employees can buy shoes of their choice and submit a receipt for reimbursement, with the approval of the Superintendent.

B. If an employee buys uniforms for the upcoming school year after the close of the current school year, and sub-contracting takes place, the employee will be reimbursed for monies spent on uniforms up to the negotiated allowance.

ARTICLE 56

LONGEVITIES

A. $300.00 - upon entering the eighth (8th) year of service with the district

$300.00 - upon entering the eleventh (11th) year of service with the district (total: $600.00)

$300.00 - upon entering the twenty-first (21st) year of service with the district (total: $900.00)

Employees entering their thirty-first (31st) year of employment with the Board will receive a one-time $1,000.00 incentive bonus (all employees with the exception of professional staff.)

ARTICLE 57

PERSONAL DAYS

A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.

Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Requests for personal days that precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of forty-eight (48) hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

ARTICLE 58

SENIORITY

A. A seniority list for cafeteria employees will be maintained by the Board and monitored by the Board and the Association.

ARTICLE 59

OVERTIME

A. The Board agrees to rotate overtime among all employees by seniority. If an employee is called back to work at night or any special function beyond the normal workday, the rate of pay will be $2.00 extra per hour up to forty (40) hours. Over forty (40) hours, time and a half.

ARTICLE 60

COFFEE BREAKS

A. Anyone working more than four (4) hours daily, is entitled to a ten (10) minute coffee break as scheduled by the supervisor.

ARTICLE 61

INVOLUNTARY TRANSFERS

A. An involuntary transfer to another school shall be made only after a meeting between the employee and the Business Administrator and/or his/her designee, at which time the employee shall be notified of the reason, upon request.

B. Unless an emergency occurs, involuntary transfers made during the school year to another building, can be made only after the employee has been given two (2) weeks notice.

ARTICLE 62

PERSONAL CONTRACTS

A. At the time of notification of their hours of work for the following year, cafeteria employees will sign a form stating whether they accept or reject these hours and return it to the Board Office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice.

PARAPROFESSIONALS

ARTICLE 63

HOURLY PAY

A. Paraprofessionals will be paid twice a month. Each paraprofessional's yearly pay will be determined by multiplying the hourly rate of pay by the scheduled hours per day by the number of days scheduled to work within the District calendar. Paraprofessionals shall have a maximum of one hundred eighty-five (185) work days. Paraprofessionals are to report to their respective building principals for in-service training and/or assignment.

B. Paraprofessionals scheduled to work will not be docked for snow/weather-related closings. In case of delayed openings or early dismissals, paraprofessionals scheduled to work will receive full pay for these days. Any docking will be applied to contract pay as they occur.

C. Overtime must be approved in advance by the building principal or supervisor and will be paid by payroll voucher as supplemental pay on a monthly basis.

D. Overtime - If a paraprofessional is asked by their building principal to stay beyond their normal hours of work, they will be reimbursed at their hourly rate of pay.

E. Personal Contracts - At the time of notification of their hours of work for the following year, paraprofessionals will sign a form stating whether they accept or reject these hours and return it to the board office.

Language to be included on this form: "Either party has the right to terminate the job position giving two (2) weeks notice"

Notification of employment for the following school year will take place by July 15th.

F. If during the course of this contract, the Board assigns paraprofessionals to Title 1 projects which uses Title 1 money for paraprofessional salaries pursuant to ESEA Standards/Qualifications, payments necessary for compliance with tuition payments or in-service equivalent credit costs shall be borne by the Board, provided a grade of "B" or better is secured. Assignments shall rest with the Board.

G. Paraprofessionals will receive a paid duty-free break, if his/her total workday is six (6) or more hours.

ARTICLE 64

ADDITIONAL COMPENSATION
CERTIFICATION STIPEND

A. Paraprofessionals who hold position-related certificates (RBT, ABA) will receive an annual stipend of $700.00 if the certificate is aligned with the paraprofessional's assignment.

B. The District will pay the cost of training associated with the receipt of position-related certificates (RBT, ABA) if the certificate is aligned with the paraprofessional's assignment and the paraprofessional receives administrative approval to obtain training and the certificate.

ARTICLE 65

SICK DAYS

A. Each employee shall be allowed ten (10) sick days per year as the current Board policy allows.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Accumulation of sick days is retroactive to September 1989.

C. Reimbursement of Sick Leave Upon Retirement:

$20.00 per day to a maximum of $3,000.00

Fifteen (15) years of service is required to participate in this reimbursement. Reimbursement will be as the P.E.R.S definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

D. Sick Leave Bank

A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

ARTICLE 66

LONGEVITIES

A. $400.00 upon entering the fifteenth (15th) year of service with the district.
(total: $400.00)

$400.00 upon entering the twenty-first (21st) year of service with the district.
(total: $800.00)

$400.00 upon entering the twenty-fifth (25th) year of service with the district.
(total: $1,200.00)

Employees entering their thirty-first (31st) year of employment with the Board will receive a one-time $1,000.00 incentive bonus (all employees with the exception of professional staff).

ARTICLE 67

MEDICAL INSURANCE

A. Paraprofessionals may purchase EPO Health Insurance at their own expense through the Board. Effective the 2005-2006 school year, the Board will pay 30% of the yearly premium. Paraprofessionals may purchase family coverage at the Board rates. If a paraprofessional opts to purchase family coverage, the 30% Board contribution towards the premium only applies to single coverage. The following plans may be purchased:

Single EPO plan without prescription - Single EPO plan with prescription
Family EPO plan without prescription - Family EPO plan with prescription

B. Paraprofessionals may purchase other plans offered by the District and pay the additional cost. The Board will contribute 30% of the cost of premium for the EPO single coverage.

C. Paraprofessionals may purchase dental coverage at 100% of the cost.

D. Should a "cadillac tax" be imposed during the life of or duration of this contract, the parties agree to open the contract and renegotiate health benefit plans and employee contribution toward the cost of premiums.

ARTICLE 68

PERSONAL DAYS

A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.

Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at will of the individual employee.

Request for personal days that precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

Unused portions of personal leave shall be converted to accumulated sick leave on June 30 of each year.

A minimum of forty-eight (48) hours notice requirement for personal days is required, except in the case of an emergency.

If work absolutely necessitates that an employee be present, the day can be denied.

ARTICLE 69

SENIORITY

A. A seniority list for instructional paraprofessionals and non-instructional paraprofessionals will be maintained by the Board and monitored by the Board and the Association.

Seniority is to be used only in reduction in force-situations and will not be used for upgrading positions or hours. The lists will be separate and distinct, and there shall be no cross bumping rights.

ARTICLE 70

IN-SERVICE DAYS

A. The first day of school for the teachers will also be a day of work for the paraprofessionals. Paraprofessionals shall receive training on in-service days on topics determined by the District.

B. Two (2) in-service days will be included in the scheduled number of work days, with the first being on site. The second in-service day shall be a flex day where if the on-line training is completed by a specified date on their own time, then paraprofessionals will be granted a day off with pensionable pay on the day when teachers are scheduled for either their third (3rd) or flex in-service day. Paraprofessionals are to report to their respective building principals for in-service training and/or assignment.

CUSTODIANS-MAINTENANCE -MECHANICS

ARTICLE 71

ASSOCIATION REPRESENTATIVES

A. A Building Representative shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to interview an employee who has a grievance and to process the grievance through all the steps as outlined in the terms of the grievance procedure.

B. The Building Representative shall not leave his/her work without first obtaining permission from the immediate Supervisor or the Building Principal } whose permission shall not be unreasonably withheld.

ARTICLE 72

SENIORITY

A. Seniority shall be defined as either bargaining unit seniority or job classification seniority.

1. Bargaining unit seniority is defined as the continuous unbroken employment by an employee in the bargaining unit covered by this Agreement irrespective of the job classification in which the service is rendered.

2. Job Classification seniority is defined as the continuous unbroken employment by an employee in a job classification contained in the bargaining unit covered by this Agreement. In the event job classification seniority is broken by a transfer to another job classification in the bargaining unit, all prior service in the same classification will be accumulated in the event there is a return to the initial job classification.

3. It is agreed that two seniority lists will be maintained by the Board and monitored by the Board and the Association. One list shall be entitled "Bargaining Unit Seniority" and the other shall be entitled "Job Classification Seniority". The latter list shall cover the following three (3) job classifications.
   a. Mechanics
   b. Maintenance Personnel
   c. Custodians

   There shall be annexed to this contract agreed upon lists establishing the seniority of all current employees. In establishing these and future lists it is

recognized that the names of probationary employees (as elsewhere defined) shall not be added to the lists until the probationary period has been completed.

4. It is understood and agreed that the Board has the unqualified right to make assignments of work and assignments of shift.

B. Whenever the Board decreases its work force the following procedure will be followed in making layoffs in the bargaining unit:

1. Probationary employees in the job classification being reduced will be laid off first.

2. In the event there are no probationary employees in the job classification then the employee with the least amount of job classification seniority shall be the first to be laid off.

C. An employee who has been laid off for lack of work shall have the right to request a job transfer to another classification within the bargaining unit. This right shall be limited to a transfer to a classification lower in rank than the one from which he/she has been laid off. For purposes of this paragraph, the job classifications rank from highest to lowest as follows: (1) Mechanics (2) Maintenance personnel (3) Custodian. In order to be eligible for a transfer after lay-off for lack of work, the laid-off employee must apply in writing or transfer to a specific job classification no later than ten (10) working days after he/she has been notified of his/her layoff. He/she shall be eligible to replace an employee in the requested position only if his/her bargaining unit seniority exceeds that of the incumbent employee.

Mechanics can only bump down to custodian. Forepersons cannot be bumped.

D. An employee who has been laid-off for lack of work shall have his/her name retained on the seniority lists for (a) a period of one (1) year from the date of layoff or (b) until he/she has refused a request to return from a lay-off, whichever period is shorter. If an employee should be reemployed by the Board after his/her name is one stricken from the seniority lists he/ she shall be treated as a new employee and shall be placed at the bottom of the lists when his/her probationary status is completed.

ARTICLE 73

PROBATIONARY PERIODS

A. All newly hired non-certified personnel shall serve a twelve (12) month probationary period. This probationary period may be extended an additional six (6) months upon notification to the Association by the Board during the first eleven (11) months of employment. Upon notification, joint review will be made by the Board and the Association.

B. No employee, other than those on probationary status, shall be discharged or disciplined without just cause, subject to the grievance procedure.

ARTICLE 74

JOB TRANSFERS

A. In the event there is a job vacancy and two (2) or more employees make application for the position, the Board shall make a determination as to which, if any, of the applicants meet the job requirements established by the Board. In the event the Board determines that two (2) or more meet the qualifications, then the employee with the most bargaining unit seniority shall be awarded the position.

ARTICLE 75

SICK LEAVE AND MEDICAL COVERAGE

A. Each full time and twelve (12) month employee shall be allowed twelve (12) sick days per year as the current Board policy allows.

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use.

C. Reimbursement of Sick Leave Upon Retirement:

$40.00 per day to a maximum of $4,000.00.

Fifteen (5) years of service in the district is required to participate in this reimbursement. Retirement will be as per the statutory definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

D. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

E. Medical Insurance

The Board agrees that all employees shall be covered by the basic hospitalization, medical-surgical and major medical health insurance program. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

New employees will only be provided with single coverage for the first three (3) years of employment. However, during this time period, employees have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

F. Dental Plan

Dental Plan to be full family, member/spouse, parent/child, or single coverage inclusive of an orthodontia benefit according to the selected plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13B. Members contribute toward health insurance as per Article 13.

New employees will only be provided with single coverage for their first three (3) years of employment. However, during this time period, employees have the option of purchasing all dental and dental related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

G. Prescription Plan

The Board agrees to provide a Family, Member/Spouse, Parent/Child or Single Prescription Drug Plan as detailed in the District's Group Prescription Drug Plan.
Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Members contribute toward health insurance as per Article 13.

New employees will only be provided with single coverage for their first three (3) years of employment. However, during this time period, employees have the option of purchasing all medical and medical related family, member/spouse, or parent/child benefits at full cost to the employee for this additional coverage.

H. Physical Disability

1. If an employee is injured while on the job, his/her position and salary will remain protected.
2. If an employee is injured outside of his/her job, his/her position can be changed to a position which he/she is capable of performing and his/her salary adjusted to agree with the salary guide for that position.
3. If the employee is physically unable to perform the duties of any position, he/she will be dismissed.

4. If the school doctor and the employee's physician are unable to reach an agreement on the ability of the employee to perform the duties of a position, a mutually agreed third (3rd) doctor will be selected. His/her decision will be binding upon both parties.

ARTICLE 76

PERSONAL DAYS

A. Each ten (10) month employee is entitled to three (3) personal days without specified reasons unless the personal day is a work day immediately prior to or following a scheduled school closing. Each twelve (12) month employee is entitled to four (4) personal days without specified reasons unless the personal day is a work day immediately prior to or following a scheduled school closing. In such an instance, approval of the Superintendent or his/her designee is required. Consecutive personal days will not be permitted without the approval of the Superintendent or his/her designee. All unused personal days shall be converted to accumulated sick leave on June 30 of each year. Any willful misuse of these days is considered unprofessional.

Unless it is an emergency situation, notification must take place the day before.

B. No more than five percent (5%) or ten (10) employees in each school building according to their job classification as listed in the Association contract shall take a personal day on the same day of work. Any such request for personal days shall only be granted with prior approval of the building Principal and/or his/her designee.

ARTICLE 77

HOLIDAYS

A. The Board agrees to guarantee twelve (12) paid holidays to the employees covered by this Agreement with the understanding that if less than twelve (12) paid holidays are provided in the school calendar, the remaining day or days shall be assigned at the discretion of the Supervisor. The Board also agrees to declare any day designated as a holiday or any day extended to employees by the Federal Government or by the State of New Jersey as a holiday for the employees providing school is not in session.

ARTICLE 78

VACATION

A. All persons employed on a twelve (12) month basis and classified as non-instructional personnel will be eligible for vacation periods as follows:

After one (1) year service..... Ten (10) working days
After seven (7) years service..... Fifteen (15) working days
After fifteen (15) years service.....Twenty (20) working days

Vacations will be computed as of the date of hire for each employee. (Refer to paragraph "F" for less than one (1) year's service.)

B. Those employees who have fifteen (15) days vacation and who make prior arrangements and changing such prior arrangements will cause a loss of income or expense to the individual shall be permitted to take those fifteen (15) days unencumbered. The present procedure for applying for more than two (2) consecutive weeks of vacation shall be followed. The Association agrees to discuss any problems caused by the above in the event an emergency makes it desirable for the individual to forego his/her vacation time.

C. The Building Principal or immediate supervisor shall determine at his/her discretion the availability of requested vacation dates.

D. In scheduling vacation where two (2) or more employees have submitted requests on the same date, the employee with the most job classification seniority shall be entitled to the available date if vacation is being approved. In all cases the first employee to have vacation approved will take precedence.

E. The Board agrees to purchase vacation time at double pay from employees who desire to sell all or part of their vacation time in accordance with the following established guidelines:

1. The Administration may solicit custodians, grounds persons, maintenance personnel interested in selling all or part of their annual vacation allowance at the beginning of each school year (July).

2. Vacation time will be purchased at the option of the Board. The Board reserves the right to establish the weeks vacations will be worked.

3. Vacation time will be purchased on a seniority basis. The Board will attempt to see that time purchased will be distributed evenly.

4. The employee will have the option of offering all or part of his/her vacation time in weekly parts (1,2, or 3, weeks).

5. An employee may work in a school other than his/her assigned school during the vacation week.

6. If a holiday falls on the week purchased, the employee will be paid for the full week and not work on the holiday.

7. The employee who does not make a commitment to sell vacation time at the beginning of the school year may offer to sell time during the year, subject to a priority being placed on initial commitments.

8. Purchase time will be purchased thusly: Annual salary divided by fifty-two (52) multiplied by two (2) = vacation time purchase price.

F. If an employee has less than one (1) year of service, he/she shall accrue one (1) day vacation per month, not to exceed the (10) vacation days. This time to be taken during the next full contract year. During the second full contract year he/she will be entitled to ten (10) full vacation days.

ARTICLE 79

COFFEE BREAKS

A. The Board agrees to provide one (1) thirty (30) minute coffee break per work day to be assigned.

ARTICLE 80

UNIFORMS

A. The Board reserves the right to select the style and the color of the uniform.

B. Uniform allowance for all full time employees shall be $350.00 yearly.

ARTICLE 81

ASSOCIATION LEAVE TIME

A. The Board agrees to grant officially elected delegates of the Association time off with pay for the purpose of attending Association conventions, conferences or workshops provided that:

1. The total time off does not exceed an aggregate of two (2) working days for the life of the contract.

2. Not more than two (2) such Association delegates shall be permitted to attend such conventions or conferences at any one time.

3. Written request specifying the amount of time off to be received by the Board at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

ARTICLE 82

OVERTIME

A. Overtime

1. The Board agrees to rotate overtime among all employees provided, however, that the employee to receive overtime must be fully qualified to perform the duties. Overtime will be at the rate of time and one half (1 1/2), Monday through Saturday. Double time on Sundays.

2. The Association agrees that necessary overtime within the department must be performed and if no other person desires such overtime, the least senior man who is qualified must perform the required overtime.

3. The Board agrees to continue the present procedure of granting fifteen (15) minutes overtime pay for any portion of fifteen (15) minutes worked overtime.

4. Overtime procedure:

   a. Employee "A" is scheduled for overtime and works it, therefore going to the bottom of the rotation list.

   b. Employee "A" is scheduled for overtime, but the event is canceled. No other employee has been scheduled for overtime. So, employee "A" remains at the top of the list for the next scheduled overtime.

   c. Employees "A" and "B" are scheduled for separate overtime events. Employee "A" has the event canceled. Since "B" is already scheduled, "B" remains in that position. "A" therefore gets the next overtime event that comes by. After "A" has worked the overtime event, "A" falls back into the normal rotation slot.

   d. If a night crew employee is next in line to be scheduled for overtime, and the next overtime event is a night event and the employee is unable to work because he/she is working already, this employee therefore remains at the top of the overtime list until an overtime event becomes available that he/she can work.

   e. If the next employee in line to be scheduled for an overtime event refuses to work the event, he/she will then go to the bottom of the rotation schedule.

   f. If an overtime event is to be scheduled for work, and the next employee in the rotation schedule is sick, out on a personal day, or on vacation and

therefore unable to work, this will be equivalent to a refusal and therefore his/her name will go to the bottom of the rotation schedule.

g. Every effort will be made to maintain the assignment of over-time on the basis of seniority (as described in paragraphs a - f above). However, in unusual circumstances when an overtime situation occurs and requires qualifications in a specialty area (maintenance, mechanic), that assignment will be made at the discretion of the Business Administrator and/or his/her designee.

h. Overtime in the custodial, maintenance, and mechanic departments will be separate and distinct in all overtime assignments.

i. The following is a list of overtime activities associated with the maintenance department:

Home & away football games (Nights, Saturday, Sunday), Home soccer games (Nights, Saturday, Sunday), Home Baseball games (Saturday), Graduation, Snow Removal, Storms, Emergencies, Graduation Security (Night Before), Halloween Security, and Repairs.

j. Prior to any upcoming weekend or vacation period, a form will be posted for any employee to sign if interested in being on call to fulfill an emergency or unscheduled overtime situation that may occur during this period of time. This list will be used to secure the necessary services related to the emergency/unscheduled overtime situation. If the qualifications in a specialty area are needed to cover this emergency/unscheduled overtime situation, this assignment will be made at the discretion of the Business Administrator and/or his/her designee. A lottery method will be used to determine who will work the emergency/unscheduled overtime situation if more than one (1) employee has submitted their name for consideration. Two (2) refusals or unavailability to work after being called with your name on the list to work, will result in the name being removed from the list for the remainder of the year.

B. Call In Pay

1. The Board agrees to guarantee four (4) hours "call-in-pay" for all employees covered by this Agreement for any maintenance or custodial emergency, recognizing that emergency is only an unplanned situation and does not cover any assigned scheduled work, such as PTA meetings. The Association agrees that this four (4) hour guarantee does not apply at the beginning of a work day which runs into a regular scheduled work period.

2. Employees called in for snow removal prior to the regular starting time shall be guaranteed two (2) hours overtime provided he/she reports on the job within one (1) hour after notification.

C. Sunday Work

1. The Board agrees to pay overtime for scheduled Sunday work at the rate of double time. (Note: If a custodian is to be present at a concert held in the Auditorium on Sunday and is notified ahead of time, he/she will be paid at the rate of double time).

2. For emergency call-in service, the minimum of four (4) hours applied at the rate of time and one half (1-1/2); any time beyond the four (4) hours will be at the double time rate. (Note: A maintenance worker who is called in to repair storm damage. If he/she works two (2) hours, he/she would be paid a minimum of four (4) hours at time and one half (1-1/2). If he/she works six (6) hours, he/she would be paid four (4) hours at time and one half (1-1/2) and two (2) hours at double time.

D. Sports Teams Practices

1. If sports teams practice in buildings without a custodian present, the Board agrees to pay the custodian who is denied this overtime, the rate of 1-1/2 times his/her hourly rate on a weekday and a Saturday, and 2-1/2 times his/her hourly rate on a Sunday, from the time the teams started practicing, because the teams started practicing prior to the custodian's scheduled start time.

ARTICLE 83

SALARIES

A. Temporary head mechanic replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the Operations Manager.

B. Longevities

1. The following longevity allowances will be applicable to all twelve (12) month full time employees. Part time contractual employees will receive longevity pro-rated.

$300.00 upon entering the sixth (6) year of service with the district.

$600.00 upon entering the tenth (10) year of service with the district.

$900.00 upon entering the fifteenth (15) year of service with the district.

$1,200.00 upon entering the twentieth (20) year of service with the district.

Employees entering their thirty-first (31ST) year of employment with the Board will receive a one-time $1,000.00 incentive bonus (all employees with the exception of professional staff.)

C. Temporary Custodial Supervisor replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the building principal or the Operations Supervisor.

D. Maintenance Annual Differentials

Shop Foreperson	$4228.00
Receiving Foreperson	$4228.00
HVAC refrigeration A/C license stipend	$3175.00
Licensed Electrician	$3175.00
Licensed Plumber	$3175.00
AHERA Leader	$3175.00
New Jersey 0 & M & Floor Tile Certification (voluntary)	$490.00
Head Mechanic Stipend	$6642.00

Temporary foreperson replacements shall receive pro-rated compensation after two (2) weeks. A replacement does not have to be assigned. If a replacement is not assigned, it is the responsibility of the supervisor of Buildings and Grounds.

E. Black Seal License

1. Custodians will receive reimbursement for renewal of their Black Seal License. (Rates pro-rated for part-time employees)

F. Contract Renewal

1. The renewal of the individual yearly contract for each employee shall not be withheld without just cause, subject to the grievance procedure, unless the employee is probationary.

ARTICLE 84

EVALUATIONS

A. Forepersons will not be responsible for yearly evaluations.

BUS DRIVERS

ARTICLE 85

PROBATIONARY PERIOD

A. All newly hired non-certified personnel shall serve a one (1) year probationary period. This probationary period may be extended an additional six (6) months upon notification to the Association by the Board during the first five (5) months of employment. Upon notification, the Board and the Association will make joint review.

ARTICLE 86

DISCHARGE AND DISCIPLINE

A. An employee may be disciplined, suspended or discharged only for just cause. A conference between the Employer and the Employee shall be held prior to discharge. In a disciplinary case, a conference shall be scheduled within two (2) working days of notification of disciplinary action. The Employee may request the presence of the Building Representative during disciplinary or discharge conferences. If the employee is dissatisfied with the result of a conference, he/she may use the grievance machinery.

B. Any employee covered by this Agreement shall have the right to inspect and obtain copies (priced according to Board fee schedule) of documents from their personnel file upon three (3) working days notice to the custodian thereof.

ARTICLE 87

DRIVERS SALARY

A. Salary based on 183 school days - remuneration will reflect any changes made in the number of school days.

Full time base salary: six (6) hours per day.

B. Guide Placement: Pertinent driving experience and other factors may be considered by the Board for salary guide placement for newly hired contract drivers.

ARTICLE 88

LONGEVITIES

A.

6 to 10 years of service:	$400.00
11 to 15 years of service:	$400.00 (Total: $800.00)
16 to 20 years of service:	$400.00 (Total: $1,200.00)
21 years and up:	$400.00 (Total: $1,600.00)

Employees entering their thirty-first (31ST) year of employment with the Board will receive a one-time $1,000.00 incentive bonus (all employees with the exception of professional staff.)

ARTICLE 89

NON-CONTRACT RUNS

A. Any trips not part of a continuous time schedule to be paid at the following flat rates:

2019-2020	**$22.00 per hour**
2020-2021	**$23.00 per hour**
2021-2022	**$24.00 per hour**

B. Non-contract runs and all extra work assignments shall be voluntary and shall be rotated from a seniority list at the beginning of the school year.

C. Transportation supervisor will post extra trip assignments each Thursday morning and assignments the following week.

D. Drivers on the "overtime list" may indicate a desire for an assignment by signing their name below the assignment on this list posted. Assignments will be made by the Transportation Supervisor on a rotation basis to the driver(s) responding to the posting. The rotation system shall be the prime method of assigning extra runs. However, the Transportation Supervisor may make assignments, as he/she deems necessary when the situation warrants it.

E. The minimum pay for all trips shall be one (1) hour.

F. If the Transportation Supervisor fails to notify a driver of a canceled trip prior to the driver's reporting time, a minimum of two (2) hours shall be paid to said driver. This provision applies only to assignments which require the driver to report to work. Trips scheduled between normal assignments, or at the end of the working day are exempt.

G. If a non-contract run or an extra work assignment is canceled, for any reason, and rescheduled another day, because of this schedule change, the originally scheduled driver will retain his/her place in the rotation schedule as if they had never been assigned the trip in the first place.

ARTICLE 90

CONTRACT PACKAGES

A. Contract packages for full time drivers shall consist of no more than three (3) time blocks, two (2) time blocks if the package contains assignments presently known as "late runs", which total no more than six (6) hours. Additional duties may be assigned on either a temporary or permanent basis, so long as the assigned daily transportation duties, and additional duties do not exceed six (6) hours.

B. Assignments in excess of six (6) hours will receive additional compensation, at the contract rate.

C. Contract packages with less than four (4) hours of work shall be considered part-time. All drivers with duties between four (4) and six (6) hours will be compensated at the six (6) hour rate. Ample time will be allowed within the framework of the daily six (6) hour schedule to perform assigned maintenance and preparation duties.

D. Assignments will not be made if it is anticipated that such assignment will cause the driver to work beyond their scheduled time. However, drivers known as floaters, whose contracts were extended from four (4) or five (5) hours to six (6) hours will be required to perform any normal driving assignments not limited to, but including: field trips, athletic events, substitutions for drivers who are out sick, etc. Such duties performed mid-day will be done without further compensation.

E. Any parochial runs scheduled on days beyond the Wall Township calendar shall be treated as non-contract runs with the regular driver driving the entire package. The driver who selects the parochial package shall be guaranteed two (2) hours minimum.

F. Contract packages: A grouping of contract runs for assignments to individual drivers.

G. All packages shall be picked in order of seniority. When the Transportation Supervisor does not agree that a driver is suited to a package chosen by that driver, the Supervisor

will meet with the driver and give his/her reasons for not approving. If the driver does not agree with the reason set forth by the Transportation Supervisor, he/she may grieve the decision of the Supervisor through the grievance process.

H. Packages will be posted for review at least two (2) days prior to the date for selection.

I. The date of selection shall be no later than the last week in August. Drivers will be notified by mail in advance of the posting.

J. Drivers not present for selection must provide a written proxy directing another driver to make the selection for them, or the Transportation Supervisor will make the selection for them in seniority order.

K. Any and all packages may be altered during the school year to meet changing need. Adjustments to salary will be pro-rated accordingly.

L. Drivers are required to perform a trial run of their contract package and submit written route directions with stop times within two (2) days after package selection. Drivers are to update and resubmit route directions with stop times and special conditions (i.e. kindergarten student) within fifteen (15) working days of the start of school, and at any time changes are made to the package.

The daily contract package will be six (6) hours per day. Time not worked within the original daily contract package will not accumulate.

M. Packages which become available at least thirty (30) calendar days before the end of the school year as established by the annual school calendar will be posted three (3) days for bidding by the employees. Transportation Supervisor would have full authority to choose the person for the position from this list with consideration given to the employee's seniority. Packages shall be posted within two (2) working days of vacancy and shall be awarded within three (3) working days after the posting period, subject to final approval by the Board. The Building Representative shall be responsible for ensuring that all drivers are aware of the posting.

ARTICLE 91

SICK DAYS

A. Pursuant to the current Board policy, employees shall be allowed annual personal sick leave without loss of pay of such absences as follows:

Ten (10) days for employees on a ten (10) month contract

Sick Leave shall be provided for the purpose of recuperation from illness or injury. Sick leave is not to be construed as vacation or personal time to be taken at the will of the employee.

B. Unused portions of annual sick leave shall accumulate without limitation for subsequent use. Under no circumstances is accrued sick leave to be considered or applied as terminal leave. Doctor's appointments which have to be made during the work day can be deducted from sick leave days.

C. A certificate of absence shall be filed by each employee for any absence and for absences due to illness over three (3) consecutive days duration, a doctor's certificate shall be required to be filed in the office of the Board Secretary/Business Administrator. The doctor's certificate shall indicate the employee is fit to resume duties as a bus driver. The Board reserves the right to have its own physician examine the employee for final determination of fitness to perform duties.

D. Sick leave accrued in one school district may not be carried over with subsequent employment in another school district.

E. In the event a driver does not complete the assigned time slots due to illness or emergency, and said emergency arises during the first time slot, said driver will be docked one (1) sick day. If the emergency arises during the second time slot, driver will be docked one-third (1/3) sick day, and if it occurs during the third (3rd) time slot, driver will not be docked any sick time.

F. A sick leave bank program has been established to enable members who are entitled to sick leave under N.J.S.A. 18A:30-10, and face a catastrophic health condition or injury, to draw needed days of sick leave, donated from other employees, in addition to any days to which they are otherwise entitled. Please refer to Article 7 - Sick Leave Bank.

G. Reimbursement of Sick Leave Upon Retirement:

$40.00 per day to a maximum of $4,000.00

Fifteen (15) years of service is required to participate in this reimbursement. Retirement will be as the P.E.R.S definition. The Board must be notified by December 15th for reimbursement to occur by the following July 1st. If this notification is not given, the employee must wait until the following July 1st.

ARTICLE 92

MEDICAL INSURANCE

A. Single coverage: Medical insurance will be provided by the Board of Education. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

B. Family coverage: Any driver may purchase family, member/spouse or parent/child coverage at the current board rates.

C. Prescription Plan: The Board agrees to provide an "employee only" Prescription Drug Plan. Benefits of such coverage shall not be reduced below the current coverage in effect and described in Article 13 B. Employees contribute toward health insurance as per Article 13.

Family Prescription: Those drivers, to the extent only of their coverage with regular hospitalization, may enroll in the drug plan. The drivers must pay the applicable amount.

D. Any driver may purchase single/family Dental Insurance at Board rates.

ARTICLE 93

LEAVE OF ABSENCE WITHOUT PAY

A. Employees may be granted a leave of absence without pay for personal reasons for a period of up to one (1) year with the approval of the Board during which time they shall retain their seniority rights.

Seniority will accrue during the leave period.

ARTICLE 94

PERSONAL DAYS

A. Employees may be granted up to three (3) days of absence during any one school year without deduction of salary.

B. Personal days shall be provided for the sole purpose of permitting any employee the opportunity to transact matters of personal affairs and to meet emergency situations which cannot be performed at a time other than regular working hours without loss of pay. Personal business leave is not to be construed as vacation time to be taken at the will of the individual employee.

C. Requests for personal days which precede or follow school holidays or vacation periods shall be honored only under extreme circumstances.

D. Personal days are to be taken with internal control by both the Administration and the Association.

E. Unused portions of personal leave shall be converted to accumulated sick leave on June 30th of each year.

F. A minimum of forty-eight (48) hours notice requirement for personal days is required, except in the case of an emergency.

ARTICLE 95

ASSOCIATION ACTIVITY

A. The Board agrees to grant officially elected delegates time off with pay for the purpose of attending Association Conventions and/or conferences provided that time off does not exceed an aggregate of five (5) working days in the calendar year, and that not more than two (2) such Association delegates shall be permitted to attend such conventions or conferences at any one time, and applications of said time shall not exceed two (2) annually. Written request specifying the amount of time off is to be received by the Board at least five (5) days in advance of granting of each time off. Under certain circumstances this five (5) day period may be waived by the Board.

ARTICLE 96

ASSOCIATION REPRESENTATIVES

A. The Board agrees to recognize a minimum of one (1) Building Representative and one (1) Alternate selected by the Association. A Representative shall be granted a reasonable amount of time during his/her regular working hours, without loss of pay, to interview an employee who has a grievance and to discuss the grievance with the employee's immediate supervisor. The Association President or Representative shall be granted a reasonable amount of time during his/her regular work hours, without loss of pay, to present, discuss, and investigate grievances. Neither a representative nor an Association officer shall leave his/her work without first obtaining permission of his/her immediate supervisor, which permission shall not be unreasonably withheld. The Association agrees to provide a listing of the current Building Representatives and Officers for the Board after the regular Association election and also to notify the Board of any interim changes.

ARTICLE 97

SENIORITY

A. A seniority list for bus drivers will be maintained by the Board and monitored by the Board and the Association. The Board and the Association agree that an updated seniority list will be provided to the Association once each year of this contract. Employees will be placed on the seniority list in accordance with their date of hire. Ties will be broken by date of receipt of application for full time employment. Applications will be purged once a year.

B. Seniority shall prevail in any layoff of employees, the least senior employee to be laid off first. Employees shall be recalled or offered recall from layoff in the inverse order of their layoff, the most senior laid off employee being the first to be recalled. Laid off employees shall be eligible for recall for a period up to one (1) year from the date of their layoff.

C. Employees who refuse to return to work within ten (10) days of the time they are offered recall shall be terminated. Notification of layoff or recall shall be by registered letter, return receipt requested.

ARTICLE 98

MEDICAL EXAMINATIONS

A. To satisfy the bi-yearly medical examination requirements for the renewal of bus drivers' licenses, all drivers shall be required to have a physical examination by a medical doctor.

B. The Board agrees to reimburse each driver up to $45.00 for such examination upon receipt of bill. The Board agrees to reimburse the full cost for such exams upon receipt of bill as long as the employee has gone to the District designated physician for said exam.

C. Additional medical examinations may be required by the Board to verify a driver's physical capabilities following an extended illness.

D. The Board will pay for bus driver drug testing that takes place every two (2) years up to a maximum of $65.00, provided the results are negative. This amount is over and above the amounts reimbursed for medical exams.

ARTICLE 99

UNIFORMS

A. The Board reserves the right to select the style and color of uniforms.

B. The uniform allowance shall be $135.00 yearly for all full time employees.

ARTICLE 100

GENERAL PROVISIONS

A. The Board agrees to reimburse each driver for bus license renewal fee up to the cost of endorsements required by the Board.

ARTICLE 101

SUMMER WORK

A. Any driver interested in working during the summer months must notify the Transportation Supervisor, in writing, thirty (30) days prior to the end of the work year, of their desire to work any summer assignments that may become available.

Any letter of intent submitted after the thirty (30) days, will be honored at the discretion of the Board.

The Transportation Supervisor may approach any driver prior to the thirty (30) days from the end of the work year. After the expiration of the thirty (30) day limit, drivers may not be approached unless there are not sufficient responses to fill the needed assignments.

If more drivers have submitted a letter of intent than there are runs available, the assignments will be given out in order of seniority until all runs are covered.

Revised 7/5/19

Prior Year 2018-2019	*YEAR 1 2019-2020*	**Wall Township Teachers Guide 2019-2020**								
		A	B	C	D	E	F	G	Field	I
Salary Guide Step	Salary Guide Step	BA	BA+15	BA+15 in Field or BA+30	BA+30 in Field or MA	MA in Field or MA+15	MA+15 in Field or MA+30	MA+30 in Field or MA+30	MA+45 in Field or MA+60	MA+60 in Field
3→	4	55,000	55,750	56,450	57,150	57,850	58,550	59,250	59,950	60,650
4→	5	55,500	56,250	56,950	57,650	58,350	59,050	59,750	60,450	61,150
5→	6	55,900	56,650	57,350	58,050	58,750	59,450	60,150	60,850	61,550
6→	7	56,300	57,030	57,730	58,430	59,130	59,830	60,530	61,230	61,930
7→	8	56,800	57,500	58,200	58,900	59,600	60,300	61,000	61,700	62,400
8→	9	57,300	58,000	58,700	59,400	60,100	60,800	61,500	62,200	62,900
9→	10	57,880	58,580	59,280	59,980	60,680	61,380	62,080	62,780	63,480
10→	11	58,480	59,180	59,880	60,580	61,280	61,980	62,680	63,380	64,080
11→	12	59,600	60,300	61,000	61,700	62,400	63,100	63,800	64,500	65,200
12→	13	61,400	62,100	62,800	63,500	64,200	64,900	65,600	66,300	67,000
13→	14	63,400	64,100	64,800	65,500	66,200	66,900	67,600	68,400	69,000
14→	15	65,600	66,400	67,100	67,800	68,500	69,200	69,900	70,490	71,300
15→	16	68,800	69,800	70,400	71,000	71,700	72,100	72,200	73,300	73,900
16→	17	71,400	72,300	72,900	73,500	74,200	74,600	75,200	75,800	76,400
17→	18	74,000	74,900	75,500	76,100	76,700	77,300	77,900	78,500	79,100
18→	19	76,900	77,900	78,600	79,300	79,900	80,600	81,300	82,000	82,700
19→	20	80,100	81,000	81,700	82,400	83,000	83,700	84,400	85,100	85,800
20→	21	83,400	84,500	85,200	85,900	86,500	87,200	87,900	88,600	89,300
21 & 22→	22	87,700	88,400	89,100	89,800	90,500	91,200	91,900	92,600	93,300

Initial MM Date 7/8/19

Initial ES Date 7/8/19

Revised 7/5/19

Prior Year 2019-2020	*YEAR 2 2020-2021*	**Wall Township Teachers Guide 2020-2021**								
		A	B	C	D	E	F	G	Field	I
Salary Guide Step	Salary Guide Step	BA	BA+15	BA+15 in Field or BA+30	BA+30 in Field or MA	MA in Field or MA+15	MA+15 in Field or MA+30	MA+30 in Field or MA+30	MA+45 in Field or MA+60	MA+60 in Field
	4	55,525	56,225	56,925	57,625	58,325	59,025	59,725	60,425	61,125
4→	5	55,925	56,625	57,325	58,025	58,725	59,425	60,125	60,825	61,525
5→	6	56,325	57,025	57,725	58,425	59,125	59,825	60,525	61,225	61,925
6→	7	56,725	57,425	58,125	58,825	59,525	60,225	60,925	61,625	62,325
7→	8	57,225	57,925	58,625	59,325	60,025	60,725	61,425	62,125	62,825
8→	9	57,725	58,425	59,125	59,825	60,525	61,225	61,925	62,625	63,325
9→	10	58,350	59,050	59,750	60,450	61,150	61,850	62,550	63,250	63,950
10→	11	59,150	59,850	60,550	61,250	61,950	62,650	63,350	64,050	64,750
11→	12	60,350	61,050	61,750	62,450	63,150	63,850	64,550	65,250	65,950
12→	13	62,100	62,800	63,500	64,200	64,900	65,600	66,300	67,000	67,700
13→	14	64,100	64,800	65,500	66,200	66,900	67,600	68,300	69,000	69,700
14→	15	66,300	67,000	67,700	68,400	69,100	69,800	70,500	71,200	71,900
15→	16	69,300	70,000	70,700	71,400	72,100	72,800	73,500	74,200	74,900
16→	17	72,000	72,700	73,400	74,100	74,800	75,500	76,200	76,900	77,600
17→	18	74,700	75,400	76,10i0	76,800	77,500	78,200	78,900	79,600	80,300
18→	19	77,600	78,300	79,000	79,700	80,400	81,100	81,800	82,500	83,200
19→	20	80,800	81,500	82,200	82,900	83,600	84,300	85,000	85,700	86,400
20→	21	84,100	84,800	85,500	86,200	86,900	87,600	88,300	89,000	89,700
21 & 22→	22	88,400	89,100	89,800	90,500	91,200	91,900	92,600	93,300	94,000

Initial MM Date 7/8/19

Initial CO Date 7/8/19

Prior Year 2020-2021	*YEAR 3 2021-2022*	**Wall Township Teachers Guide 2021-2022**								
		A	B	C	D	E	F	G	Field	I
Salary Guide Step	**Salary Guide Step**	**BA**	**BA+15**	**BA+15 in Field or BA+30**	**BA+30 in Field or MA**	**MA in Field or MA+15**	**MA+15 in Field or MA+30**	**MA+30 in Field or MA+30**	**MA+45 in Field or MA+60**	**MA+60 in Field**
4→	**5**	56,550	57,250	57,950	58,650	59,350	60,050	60,750	61,450	62,150
5→	**6**	56,950	57,650	58,350	59,050	59,750	60,450	61,150	61,850	62,550
6→	**7**	57,350	58,050	58,750	59,450	60,150	60,850	61,550	62,250	62,950
7→	**8**	57,850	58,550	59,250	59,950	60,650	61,350	62,050	62,750	63,450
8→	**9**	58,350	59,050	59,750	60,450	61,150	61,850	62,550	63,250	63,950
9→	**10**	58,950	59,650	60,350	61,050	61,750	62,450	63,150	63,850	64,550
10→	**11**	59,750	60,450	61,150	61,850	62,550	63,250	63,950	64,650	65,350
11→	**12**	60,950	61,650	62,350	63,050	63,750	64,450	65,150	65,850	66,550
12→	**13**	62,700	63,400	64,100	64,800	65,500	66,200	66,900	67,600	68,300
13→	**14**	64,700	65,400	66,100	66,800	67,500	68,200	68,900	69,600	70,300
14→	**15**	66,975	67,675	68,375	69,075	69,775	70,475	71,175	71,875	72,575
15→	**16**	69,775	70,475	71,175	71,875	72,575	73,275	73,975	74,675	75,375
16→	**17**	72,575	73,275	73,975	74,675	75,375	76,075	76,775	77,475	78,175
17→	**18**	75,425	76,125	76,825	77,525	78,225	78,925	79,625	80,325	81,025
18→	**19**	78,325	79,025	79,725	80,425	81,125	81,825	82,525	83,225	83,925
19→	**20**	81,525	82,225	82,925	83,625	84,325	85,025	85,725	86,425	87,125
20→	**21**	84,900	85,600	86,300	87,000	87,700	88,400	89,100	89,800	90,500
21 & 22→	**22**	89,200	89,900	90,600	91,300	92,000	92,700	93,400	94,100	94,800

Initial MM Date 7/8/19

Initial ___ Date 7/8/19

Revised 7/5/19

SECRETARY GUIDE 2019-2020

Prior year 2018-2019	Years 1-3 2019-2022	10 Month Secretaries				Prior year 2018-2019	Years 1-3 2019-2022	12 Month Secretaries		
STEP	STEP	2019-2020	2020-2021	2021-2022		STEP	STEP	2019-2020	2020-2021	2021-2022
	5	28,358	29,054	29,933			5	34,030	34,865	35,920
2-5→	6	28,775	29,471	30,350		2-5→	6	34,530	35,365	36,420
6→	7	29,192	29,888	30,767		6→	7	35,030	35,865	36,920
7→	8	29,692	30,388	31,183		7→	8	35,630	36,465	37,420
8→	9	30,775	31,471	32,267		8→	9	36,930	37,765	38,720
9→	10	31,858	32,554	33,350		9→	10	38,230	39,065	40,020
10→	11	33,017	33,721	34,517		10→	11	39,620	40,465	41,420
11→	12	34,350	35,054	35,850		11→	12	41,220	42,065	43,020
12→	13	36,517	37,221	38,017		12→	13	43,820	44,665	45,620
13→	14	38,683	39,388	40,183		13→	14	46,420	47,265	48,220
14 & 15→	15	41,183	41,888	42,683		14 & 15→	15	49,420	50,265	51,220

CAFETERIA GUIDE 2019-2022

STEP	2019-2020	2020-2021	2021-2022
1	15.62	15.98	16.31
2	15.72	16.08	16.41
3	15.87	16.18	16.51
4	16.02	16.33	16.66
5	16.22	16.53	16.81
6	16.42	16.75	17.05
7	16.67	17.08	17.40
8	17.61	17.93	18.25
9	18.14	18.48	18.85
10	18.74	19.13	19.50
11	19.69	20.06	20.45
12	20.64	21.01	21.40

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PARAPROFESSIONAL GUIDE 2019-2022

STEP	2019-2020	STEP	2020-2021	STEP	2021-2022
2	13.51	2	13.91	2	14.29
3	13.91	3	14.26	3	14.64
4	14.38	4	14.66	4	15.04
5	14.87	5	15.14	5	15.44
6	15.36	6	15.63	6	15.93
7	15.85	7	16.13	7	16.44
8	16.35	8	16.63	8	16.94
9	16.85	9	17.14	9	17.47
10	17.40	10	17.69	10	18.02
11-12	17.96	11	18.29	11	18.62
13	19.21	12-13	19.49	12-13	19.82

CUSTODIAL GUIDE 2019-2022

STEP	2019-2020	2020-2021	2021-2022
2	40,894	41,859	42,969
3	41,644	42,609	43,669
4	42,644	43,359	44,369
5	43,644	44,359	45,069
6	44,644	45,359	46,069
7	45,644	46,359	47,069
8	46,744	47,684	48,519
9	49,644	50,294	50,919
10	51,894	52,644	53,419
11	54,569	55,319	56,119

MECHANIC GUIDE 2019-2022

STEP	2019-2020	2020-2021	2021-2022
2	50,860	53,275	55,835
3	51,860	54,275	56,835
4	52,860	55,275	57,835
5	53,860	56,275	58,835
6	54,860	57,475	60,035
7	56,360	59,075	61,835
8	58,860	61,575	64,135
9	61,360	64,075	66,535
10	64,260	66,575	69,035

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MAINTENANCE GUIDE 2019-2022

STEP	2019-2020	2020-2021	20121-2022
2	51,330	53,240	55,370
3	51,830	53,740	55,870
4	52,830	54,240	56,370
5	53,330	54,740	57,120
6	55,030	56,440	58,620
7	56,100	57,510	60,120
8	59,125	60,485	62,120
9	61,025	62,435	64,120
10	62,925	64,385	66,120

Bus Driver Guide 2019-2022

STEP	2019-2020	2020-2021	2021-2022
2	27,430	28,320	29,275
3	27,680	28,570	29,525
4	28,180	28,970	29,925
5	28,780	29,570	30,525
6	29,580	30,370	31,325
7	30,395	31,220	32,200
8	31,395	32,220	33,200
9	32,395	33,220	34,200

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Athletic/co-curricular activity guides shall be frozen for the 2013-2014 school year, based upon 2012-2013 levels and longevity payments. Effective July 1, 2014 a single athletic coach rate shall be fixed at old level 10 (2012-2013 guides) new level 4. All coaches paid above level 10/4 in 2013-2014 shall be grandfathered at the rates paid in 2013-2014 school year. Effective July 1, 2014, longevity payments for athletics shall be sport specific in order to be eligible for the longevity.

CO-CURRICULAR ACTIVITIES GUIDE
2019-2020, 2020-2021,2021-2022

ACTIVITY	2019-2020	2020-2021	2021-2022
HIGH SCHOOL CO-CURRICULAR ACTIVITIES			
AFS (H.S.)	1226	1238	1251
ART CLUB ADVISOR	1226	1238	1251
ANTI-BULLYING TASK FORCE ADVISOR	5307	5360	5413
ASSISTANT MARCHING BAND DIRECTOR (H.S.)	3024	3054	3085
ASTRONOMY CLUB	1226	1238	1251
ATHLETIC LEADERSHIP COUNCIL	1226	1238	1251
AVA COORDINATOR (H.S.)	6367	6431	6495
BADMINTON CLUB	1226	1238	1251
BAND AND SCHOOL CONCERTS DIRECTOR – (H.S.)	6244	6306	6369
CLASS ADVISOR (GRADE 9) – (H.S.)	2554	2580	2606
CLASS ADVISOR (GRADE 10) - (H.S.)	3606	3642	3678
CLASS ADVISOR (GRADE 11) - (H.S.)	4137	4178	4220
CLASS ADVISOR (GRADE 12) - (H.S.)	4616	4662	4708
COMPUTER CLUB (H.S.)	1273	1285	1298
DANCE CLUB	1226	1238	1251
DEBATE TEAM (H.S.)	2643	2670	2696
DECA ADVISOR (H.S.)	1221	1233	1246
DELTA CLUB	1226	1238	1251
DEPARTMENT CHAIR	5837	5895	5954
DRAMATICS (MUSICAL) – (H.S.)	4317	4360	4404
DRAMATICS (CLUB) – (H.S.)	2916	2945	2974

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ENGINEERING ACADEMY ADVISOR	3714	3751	3788
ENGINEERING ACADEMY ASSISTANT ADVISOR	1836	1854	1873
ENVIRONMENTAL CLUB (H.S.)	1525	1540	1556
FISHING CLUB	1214	1226	1238
GAMES CLUB ADVISOR	1226	1238	1251
GREENHOUSE COORDINATOR (H.S.)	8547	8632	8718
GUITAR CLUB ADVISOR BI-MONTHLY	1226	1238	1251
HEROES AND COOL KIDS CLUB	1911	1930	1949
INSTRUMENTAL (MUSICAL) – (H.S.)	1535	1551	1566
INTERACT CLUB (H.S.)	1273	1285	1298
JAZZ BAND ADVISOR	2813	2841	2869
LITERARY CLUB (H.S.)	1273	1285	1298
LGBT ALLIANCE	1226	1238	1251
MATH CLUB (H.S.)	1226	1238	1251
MODEL UN	1226	1238	1251
NATIONAL ART HONOR SOCIETY (H.S.)	1226	1238	1251
NATIONAL HONOR SOCIETY (H.S.)	1226	1238	1251
NATIONAL MUSIC HONOR SOCIETY (H.S.)	1226	1238	1251
NNDCC DRILL TEAM	5513	5568	5623
PEACE FOR PAWS	1226	1238	1251
PEER LEADERSHIP (H.S.)	1911	1930	1949
RED CROSS CLUB	1214	1226	1238
SATURDAY DETENTION MONITOR (HOURLY RATE) – (H.S.)	46	47	47
SERVICE AND LEADERSHIP CLUB ADVISOR	3677	3714	3751
SCHOOL MUSICAL DIRECTOR VOCAL MUSIC – (H.S.)	2916	2945	2974
SCHOOL NEWS MEDIA (H.S.)	3127	3158	3190
SCHOOL VOCAL MUSIC CONCERT DIRECTOR – (H.S.)	1226	1238	1251
SCIENCE COMPETITION TEAM ADVISOR (H.S.)	1231	1244	1256
SKI/SNOWBOARD CLUB	1226	1238	1251
SOUND AND LIGHT ADVISOR PER HOUR	46	47	47
SPORTS MEDICINE CLUB	1226	1238	1251
STAGE & DESIGN/DECORATING (H.S.) FALL DRAMA	2452	2477	2502
STAGE & DESIGN/DECORATING (HS) SPRING MUSICAL	2452	2477	2502

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STAGE AND LIGHTING ADVISOR	2452	2477	2502
STRENGTH AND CONDITIONING COACH (SUMMER-H.S)	4873	4922	4971
STUDENT AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.) TASK FORCE (H.S.)	2643	2670	2696
STUDENT COUNCIL ADVISOR (H.S.)	3308	3341	3374
SUMMER BAND CAMP ADVISOR	2756	2784	2812
TECHNOLOGY STUDENT ASSOCIATION (H.S.)	1803	1821	1839
THESPIAN SOCIETY	1273	1285	1298
TRIPLE THREAT CLUB	1226	1238	1251
WALL BUSINESS & FINANCE ACADEMY ADVISOR	3714	3751	3788
WALL BUSINESS & FINANCE ACADEMY ASSISTANT ADVISOR	1854	1873	1892
WALL KNIGHTS CARE ADVISOR	1911	1930	1949
WALL KNIGHTS SOCIAL CLUB	1214	1226	1238
WEIGHT ROOM SUPERVISOR (H.S. – PER SEASON)	2658	2685	2712
WORLD LANGUAGE CLUB ADVISOR	1226	1238	1251
YEARBOOK (H.S.)	4533	4578	4624
YOGA CLUB	1226	1238	1251

ACTIVITY	**2019-2020**	**2020-2021**	**2021-2022**
INTERMEDIATE CO-CURRICULAR ACTIVITIES			
ANIME CLUB	1226	1238	1251
AVA COORDINATOR (INT.)	4142	4183	4225
CHAMBER ORCHESTRA CLUB	2813	2841	2869
CHESS CLUB	1226	1238	1251
COMPETITION CHOIR ADVISOR Jan-June	1442	1457	1471
COMPUTER CLUB	1226	1238	1251
DATA COORDINATOR PER HOUR	58	58	59
EIGHTH GRADE TRIP CHAPERONE – Intermediate (Stipend for One Night) (Stipend per Chaperone)	212	214	216
ENGAGE AND CREATE CLUB	1226	1238	1251
FITNESS CLUB (INT.)	1226	1238	1251
GO GREEN CLUB ADVISOR	1226	1238	1251
GUITAR CLUB ADVISOR WEEKLY	2813	2841	2869
HOMEWORK CLUB (INT.)	4018	4058	4099

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INSTRUMENTAL MUSIC CONCERT- PER CONCERT	350	354	358
JAZZ BAND (INT.)	2813	2841	2869
JUNIOR ART HONOR SOCIETY (INT.)	1226	1238	1251
MATH CLUB (INT.)	1226	1238	1251
MEDIA CLUB (INT.)	1226	1238	1251
NATIONAL JUNIOR HONOR SOCIETY CLUB	1226	1238	1251
NEWSPAPER CLUB (INT.)	1226	1238	1251
PRIDE CLUB ADVISOR	1663	1680	1697
SCHOOL PLAY ADVISOR	3343	3377	3410
SIGN LANGUAGE CLUB (INT.)	1226	1238	1251
STAGE & LIGHTING ADVISOR (INT.)	2457	2482	2507
STAGE & DESIGN/DECORATING (INT.)	2457	2482	2507
STUDENT COUNCIL (INT.)	2442	2467	2491
TEAM LEADER (UNIT CHAIR)	4245	4287	4330
TEACHER IN CHARGE (INT.)	4724	4771	4819
WALL YOUTH BAND ADVISORS-SPLIT	2813	2841	2869
WALL YOUTH CHOIR ADVISORS- SPLIT	2813	2841	2869
YEARBOOK (INT.)	2602	2628	2654
WIS AFTER SCHOOL LANGUAGE ARTS OR MATH INTERVENTION TEACHER	64	64	65

ACTIVITY	**2019-2020**	**2020-2021**	**2021-2022**
ELEMENTARY CO-CURRICULAR ACTIVITIES			
AFTER SCHOOL SOCIAL SKILLS PROGRAM (TO BE HOUSED AT ALLENWOOD SCHOOL) – (rate per hour per Instructor)	64	64	65
AFTER SCHOOL SUPPLEMENTAL INSTRUCTION TEACHERS	64	64	65
ELEMENTARY INSTRUMENTAL MUSIC CONCERTS – (PER CONCERT)	350	354	358
ESL NIGHT SCHOOL FOR PARENTS WORKSHOP (rate per hour per instructor)	64	64	65

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EVENING SCHOOL FOR PARENTS OF ELL (rate per hour per instructor)	64	64	65
TEACHER IN CHARGE - Elementary School	3477	3512	3547
TEACHER IN CHARGE - Primary School	4724	4771	4819
TRAINING FOR PARENTS WORKSHOP (hourly rate per instructor)	63	63	64
VOLUNTARY LUNCHROOM/PLAYGROUND COVERAGE PER HOUR	46	47	47
WORKSHOP PRESENTER (rate per hour)	63	63	64

ACTIVITY	**2019-2020**	**2020-2021**	**2021-2022**
DISTRICT CO-CURRICULAR ACTIVITIES			
AFTER SCHOOL/BEFORE SCHOOL SUPPLEMENTAL INSTRUCTION PER HOUR	64	64	65
BEDSIDE INSTRUCTION/HOME INSTRUCTION (Rate per Hour)	55	55	55
CURRICULUM EDITORS– BA (Rate per Hour)	48	49	49
CURRICULUM EDITORS– MA (Rate per Hour)	59	59	60
ELL Tutor or Provider of Supplemental Instruction	63	63	64
HEAD NURSE (DISTRICT)	3395	3429	3463
IN-SERVICE ORIENTATION FOR NEW COURSES (Rate per Hour)	42	43	43
MENTOR TEACHERS (DISTRICT)	1484	1499	1514
PAY FOR AFTER SCHOOL ACTIVITIES (To be paid from Fund Raising Activities) (Rate per Hour)	27	28	28
SUMMER CURRICULUM – BA (Rate per Hour)	48	49	49
SUMMER CURRICULUM – MA (Rate per Hour)	59	59	60
TRAINING FOR PARENT'S WORKSHOP (hourly rate per instructor)	63	63	64

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COACHING GUIDES
2019-2020, 2020-2021,2021-2022

ATHLETICS	2019-2020	2020-2021	2021-2022
HIGH SCHOOL			
Equipment Manager	7799	7877	7956
Band Front *	4018	4058	4099
Asst. Band Front*	2205	2227	2249
Head Baseball & Head Softball	8191	8273	8356
Asst. Baseball & Asst. Softball	5146	5197	5249
Head Basketball Men & Women	8552	8637	8724
Asst. Basketball Men & Women	5538	5593	5649
Bowling (Winter)	4677	4724	4771
Bowling (Intramural)	3498	3533	3568
Head Cheerleading Fall & Winter	3647	3684	3720
Asst. Cheerleading Fall & Winter	3348	3382	3415
Head Chess	3699	3736	3773
Asst. Chess	2354	2378	2402
Competitive Cheerleading	3900	3939	3978
Head Cross Country Men & Women	4796	4844	4893
Asst. Cross Country Men & Women	3868	3907	3946
Head Field Hockey	8191	8273	8356
Asst. Field Hockey	5167	5219	5271
Head Football	8943	9032	9122
Asst. Football	5930	5989	6049
Head Golf Men & Women	4775	4823	4871
Asst. Golf Men & Women	2334	2357	2381
Head Gymnastics Men & Women	8191	8273	8356
Asst. Gymnastics Men & Women	4750	4798	4846
Head Ice Hockey	8191	8273	8356
Asst. Ice Hockey	5146	5197	5249
Head Lacrosse Men & Women	8191	8273	8356
Asst. Lacrosse Men & Women	5146	5197	5249
Head Soccer Men & Women	8191	8273	8356

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Asst. Soccer Men & Women	5167	5219	5271
Surfing	3647	3684	3720
Head Swimming Men & Women	8191	8273	8356
Assistant Swimming	5146	5197	5249
Head Tennis Men & Women	5307	5360	5413
Asst. Tennis Men & Women	3488	3522	3558
Head Track Men & Women	6109	6171	6232
Asst. Track Men & Women	4796	4844	4893
Head Volleyball Men & Women	8191	8273	8356
Asst. Volleyball Men & Women	5146	5197	5249
Head Wrestling	8552	8637	8724
Asst. Wrestling	5167	5219	5271

*Band Front Advisor is to receive an additional 10% of the above salary, for participation in the Belmar St. Patrick's Day Parade. This 10% is to be paid in a supplemental check in March.

ATHLETICS	2019-2020	2020-2021	2021-2022
INTERMEDIATE SCHOOL			
Asst. Athletic Director (per season)	3884	3923	3963
Head Coach	4796	4844	4893
Asst. Coach	3828	3866	3905
Intramural Activities Coach	1751	1769	1787
Cheerleading (Fall Season/Winter Season)	3488	3522	3558

Additional $200 shall be paid upon the tenth (10th) season of service in their sport to each High School and Intermediate School coach having served ten (10) or more seasons in their sport. Additional $200 shall be paid upon the twentieth (20th) season of service in their sport to each High School and Intermediate School coach having served twenty (20) or more seasons in their sport. Any coaches who were being paid above step 4 on the original guide will be grandfathered into their salaries for the 14-15 and 15-16 years.

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