

AGREEMENT
BETWEEN THE
BOARD OF EDUCATION OF MANVILLE,
THE COUNTY OF SOMERSET, NEW JERSEY
AND THE
MANVILLE EDUCATION ASSOCIATION

July 1, 2024

through

June 30, 2028

TABLE OF CONTENTS

ARTICLE

1.	Recognition.....	1
2.	Negotiation Procedure.....	2
3.	Grievance Procedure.....	3
4.	Employee Rights.....	6
5.	Association Rights and Privileges.....	7
6.	Salaries.....	8
7.	School Advisory Council.....	11
8.	[Intentionally Blank].....	12
9.	Sick Leave.....	13
10.	Temporary Leaves of Absence.....	14
11.	Extended Leaves of Absence.....	15
12.	Sabbatical Leave.....	17
13.	Health Insurance.....	18
14.	Certificated Staff Member Work Year.....	20
15.	Teaching Hours and Teaching Load.....	22
16.	Supervision of Student Teachers.....	23
17.	Certificated Staff Member Evaluation.....	24
18.	Complaint Procedure.....	25
19.	Deduction from Salary.....	26
20.	Professional Development.....	27
21.	Miscellaneous Provisions.....	29
22.	Duration of Agreement.....	31
	Schedule A – Certificated Staff Member Salary Guides.....	32
	Schedule B – Custodial Staff Agreement and Salary Guides.....	35
	Schedule C – Student Body Activities Salary Guides.....	39
	Schedule D – Secretarial Staff Agreement and Salary Guides.....	44
	Schedule E – Instructional Assistants.....	47

ARTICLE 1

RECOGNITION

A. 1. The Manville Board of Education hereby recognizes the Manville Education Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for the following personnel, whether under contract, on leave, employed or to be employed by the Board including classroom certificated staff, guidance counselors, librarians, reading certificated staff, nurses, advisors, supplemental certificated staff, special certificated staff, speech certificated staff, learning disability specialists, social workers, instructional assistants, psychologists, coaches, as well as the secretarial staff (however, excluding any secretary working in the Offices of the Secretary of the Board of Education and the Superintendent of Schools), clerks, maintenance employees and custodial staff. Specifically excluded from this bargaining unit are any and all employees employed by the Board on a temporary basis, (*i.e.* leave replacement teachers employed less than 90 days, substitutes, etc.)

2. All other school employees not specifically included above are excluded from this bargaining unit; however, should an amendment to this Article be negotiated and/or determined by the Public Employment Relations Commission of New Jersey (PERC), it shall immediately be reduced to writing, signed by the Board and the Association, and be adopted by both parties.

B. Unless otherwise indicated, the term “employees,” when used hereinafter in this Agreement, shall refer to both certificated and noncertificated personnel represented by the Association in the negotiating unit as above defined.

ARTICLE 2

NEGOTIATION PROCEDURE

- A. The Association agrees that all requests concerning terms and conditions of employment shall be submitted to the Board of Education three (3) weeks prior to the PERC mandated date for the commencement of negotiations of the calendar year preceding the calendar year in which this Agreement expires.
- B. The parties agree that collective negotiations shall begin in accordance with PERC rules or on a mutually agreeable date of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all those represented by the Board and the Association, and be adopted by both parties.
- C. The Board shall make available to the Association for inspection all public records, public data, and public information of the school district. All requests which will require research on the part of the Board shall be in writing. All requests will be honored by the Board no later than eight (8) working days after receipt of the request.
- D. The Board shall provide the Association with a complete tentative line budget for the next fiscal year as soon as possible, but not later than the date when it is submitted to the County Superintendent of Schools.
- E. This Agreement shall not be modified in whole or in part by any or either of the parties, except by an instrument in writing duly executed by both parties.
- F. The Association agrees that its negotiations committee will reach a mutual agreement with the Board on salary guides before the guides are distributed to their membership for ratification.

ARTICLE 3
GRIEVANCE PROCEDURE

A. This grievance procedure is a means by which an employee or representatives of employees may appeal the interpretation, application, or violation of policies, agreements, and administrative decisions affecting terms and conditions of employment, except:

1. A complaint of nontenure employees which arises by reason of their not being reemployed;
2. A complaint by an employee occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required;
3. Any policy of the Board of Education pertaining to its internal operation;
4. Any matter for which a method of review is prescribed by law;
5. Any rule or regulation of the State Commissioner of Education, but not to the violation, misinterpretation, or misapplication of such a rule or regulation.

A grievance to be considered under this procedure must be initiated by the employee within thirty (30) calendar days of its occurrence or of when the employee became aware or reasonably should have been aware of its occurrence. All time limits specified are considered maximum; however, they may be extended by mutual agreement in writing.

B. Procedure

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

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

Level One

Any employee who has a grievance shall discuss it first with his/her principal, immediate superior, or supervisor of instruction, if applicable, in an attempt to resolve the matter informally at this level.

Level Two

If, as a result of discussion, the matter is not resolved to the satisfaction of the employee within seven (7) calendar days, the employee shall set forth the grievance in writing to the principal, specifying:

- a. The name of the grievant or grievants, the specific contract clause or board policy alleged to have been violated, the nature of the grievance and the date it occurred;
- b. The nature and extent of injury, loss or inconvenience;
- c. The results of previous discussions;
- d. The dissatisfaction with decisions previously rendered; and
- e. The relief sought

The principal shall communicate a decision to the employee in writing within seven (7) calendar days of receipt of the written grievance.

Level Three

The employee, no later than seven (7) calendar days after receipt of the principal's decision, may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing reciting the matter submitted to the principal as specified above and the dissatisfaction with the decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible within a period not to exceed ten (10) calendar days. The Superintendent shall communicate a decision in writing to the aggrieved and the principal.

Level Four

If the grievance is not resolved to the employee's satisfaction, the employee not later than seven (7) calendar days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent. The Board, or a committee thereof, shall review the grievance and shall (at the option of the Board hold a hearing with the employee) render a decision in writing within thirty (30) calendar days of receipt of the grievance by the Board or the hearing with the employee, whichever comes later.

Level Five

If the decision of the Board does not resolve the grievance to the satisfaction of the employee and the employee wishes review by a third party, she/he shall so notify the Board through the Superintendent within ten (10) calendar days of receipt of the Board's decision. An employee, in order to process a grievance beyond Level Four, must have the request for such action accompanied by the written recommendation for such action by the Association.

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

1. A request will be made to the PERC to submit a roster of persons qualified to function as an arbitrator in the dispute in question. The parties shall then be bound by the rules of the PERC.

2. The arbitrator shall be limited to the issues as submitted and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendations of the arbitrator shall be advisory only. Only the Board and the aggrieved and his/her representatives shall be given copies of the arbitrator's report of findings, reasons, and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of the arbitrator's hearings.

3. The Board shall render its final decision within thirty (30) calendar days after receipt of the arbitrator's recommendation. Copies of said decision shall be forwarded to the aggrieved, his/her representatives, and the Association.

4. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. 1. In the presentation of a grievance, the employee shall have the right to designate any representative or representatives of his/her choosing to appear with or for the employee at any level. However, in the event the Association is not representing the employee, it may be present at all stages of the grievance procedure and may present its views in writing.

2. 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 representative.

3. Grievances resulting from actions taken at levels of authority above the building principal and grievances affecting employees in more than one building shall be initiated at Level Three.

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

5. Any and all documents, communications, and records dealing with the grievance shall be kept in a separate grievance file. Grievance documents shall not be kept in employee personnel files.

E. The third party recommendation at Level Five on grievances as defined in Paragraph A. above shall have the effect of binding arbitration on both parties to the contract with regard to the interpretation, application, or violation of the Agreement, but not with respect to administrative decisions affecting them.

ARTICLE 4

EMPLOYEE RIGHTS

- A. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.
- B. Employees shall receive all rights as per State law and present Board policies referring to same will be maintained.
- C. No employee shall be disciplined, reprimanded, or reduced in rank or compensation without just cause. This provision does not apply to the renewal of nontenure contracts.
- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.

ARTICLE 5

ASSOCIATION RIGHTS AND PRIVILEGES

- A. Representatives of the Manville Education Association (MEA), Somerset County Education Association (SCEA), New Jersey Education Association (NJEA), and the National Education Association (NEA) shall be permitted to transact any official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations, with prior approval of the Superintendent.
- B. The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings, with prior approval of the Superintendent.
- C. The Association shall have in each school building the use of a bulletin board in each faculty lounge, with prior approval of the building principal. If a bulletin board is needed in any faculty lounge, the Association may install one at its own expense. The location of the bulletin board shall be agreed upon by the Association and the building principal.
- D. The Association shall have the right to use school office mailboxes and official e-mail accounts for Association business with notice to the Superintendent.
- E. The rights and privileges of the Association and its representatives as set forth in this Agreement shall be granted only to the Association as the exclusive representative for those employees listed under Article 1, Recognition.

ARTICLE 6

SALARIES

A. The salaries of all certificated staff covered by this Agreement are set forth in Schedule A which is attached hereto and made a part hereof.

1. Certificated staff employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments.

2. Salaries shall be paid on the fifteen (15th) and the last calendar day of each month. Employees will receive pay through direct deposit into the employee's bank account.

3. If the fifteenth (15th) or the last calendar day falls on a Saturday, Sunday, or a holiday, then payday shall be advanced to the last preceding workday for each category of employee.

4. A certificated staff member shall receive the final check on the last working day in June after the completion of all assigned duties.

B. 1. Certificated staff may individually elect to have ten percent (10%) of their monthly salary deducted from their pay. The total accumulated deductions for the academic year, September to June inclusive, may then be paid to the certificated staff member under rules and regulations of the Board in one of the following ways:

- a. The final day in June;
- b. In one but no more than two installments after the final payday in June but prior to September 1;
- c. Upon termination of employment.

2. Certificated staff requesting such deductions shall submit their applications to the Board before July 31 of each year for the following school year.

3. The Board shall have the necessary applications for said deductions available in each school.

C. The Salary Guide and Agreement for the custodial staff are set forth in Schedule B which is attached and made a part hereof.

D. The Salary Guide for advisors and coaches for student body activities is set forth in Schedule C which is attached hereto and made a part hereof.

E. The Salary Guide and Agreement for the secretarial staff are set forth in Schedule D which is attached hereto and made a part hereof.

F. The Salary Guides for instructional assistants is set forth in Schedule E which is attached hereto and made a part hereof.

G. Employees shall be reimbursed for the use of their personal automobiles for travel required by the Board of Education outside the school district at the prevailing rate set by the Department of Education.

H. Employees who retire after completing fifteen (15) or more years of service in the district and who immediately qualify for Teacher Pension and Annuity Fund/Public Employee Retirement System (TPAF/PERS) benefits shall be eligible to convert unused sick leave to severance pay. For employees who were hired on or after July 1, 2008, the conversion rate shall be \$100.00 per accumulated sick leave day to a cap of \$15,000. For employees hired prior to July 1, 2008, the conversion rate shall be one day's pay at the employee's then current rate (1/200th or 1/240th of the annual salary) for each of three (3) days of accumulated sick leave to a cap of \$15,000. Payment will be made between July 1 and July 15 following retirement, if the employee has notified the Superintendent by November 30 preceding the date of retirement. Notification after the date of November 30 will result in payment being deferred until the second July after retirement. An employee giving notification by November 30th may voluntarily choose to defer payment until no more than twelve (12) months after the first July 15th after retirement. If an employee otherwise meets all requirements of this paragraph but becomes deceased while still employed, said money should go to his or her estate and shall be payable within one year.

Employees hired on or after July 1, 2007, who otherwise satisfy the eligibility requirements, may enroll in the Defined Contribution Retirement Program (DCRP).

I. Certificated staff will be compensated for curriculum writing after the curriculum has been board approved and within sixty (60) days of submission. Certificated staff shall be paid \$55.00/hour for curriculum work performed after normal school hours or during the summer. Curriculum work done during the normal school day shall not result in additional compensation.

J. The summer school hourly rate shall be \$55.00/hour.

K. Certificated staff may be required to be on a list to cover classes by giving up their prep periods, and shall be paid \$25.00 for the duration of this Agreement, and shall be called from the list by rotation.

When a certificated staff member is required to take over an absent certificated staff member's entire class for the full day, the certificated staff member shall be paid the regular substitute teacher rate. If the class is split among more than one certificated staff member, the sub rate shall be split evenly among the certificated staff taking the extra students. If the extra students are kept only for part of the day, the rate shall be prorated.

L. Employees may change their tax shelter deduction twice a year.

M. The Board agrees to reimburse certificated employees for Board approved out of district workshops during the summer months when school is not in session. The aforementioned

reimbursement shall be as follows: mileage at the rate set by the Department of Education, \$16.50 per hour plus professional development hours, and for the cost of the workshop. All reimbursements shall be made to the extent permitted by law. These professional development hours shall not be permitted to be utilized for lateral salary guide movement.

N. Certificated staff attending in District summer school classes will be paid twenty-five dollars (\$25.00) per hour.

O. Certificated staff who teach home instruction will be paid \$55.00/hour.

P. The hourly instruction rates for certificated staff is \$55.00/hour.

Q. The hourly outside of school hours club rates for certificated staff is \$55.00/hour.

R. Standardized Test Coordinator \$1,000 per position.

College Placement Tests (i.e. AP, PSAT, SATs, ASVAB, ACCUPLACER, etc.)

High School NJSLA

Middle School NJSLA

Elementary School NJSLA

*These stipends apply to work done during the regular school year. If the State requires a Fall NJSLA, and work is required in the summer, that work will be paid at the hourly rate.

S. Employees performing non-instructional work, outside of their normal job duties, shall be compensated at the rate of \$25.00 per hour. This rate will be utilized for non-instructional work performed that is not covered through any other article and monetary amount in this CBA.

ARTICLE 7SCHOOL ADVISORY COUNCIL

The building principals shall select the members of the School Advisory Council (SAC) from certificated staff member volunteers in each building, and this council may meet at least once a month to review and discuss local school concerns, policies, and practices for the purpose of school improvements. Said Council shall consist of the building principal and at least five (5) building certificated staff and shall present the Council's recommendations when necessary to the District Advisory Council (DAC). In addition, the principal, after consulting with the Association Building Representative, shall select up to two (2) parents of students attending school in that building from volunteers who express interest in serving on the Council.

ARTICLE 8

This article is intentionally left blank.

ARTICLE 9

SICK LEAVE

A. 1. All ten (10) month employees on the school staff shall be entitled to ten (10) sick leave days each school year, and twelve (12) month employees shall be entitled to twelve (12) days each school year with pay as of the first official day of said school year, whether or not they report for duty on that day. Any of the unused sick leave shall be accumulated from year to year with no maximum limit.

2. Employees who are hired or who terminate employment at times other than the start (July 1 or September 1) or the end (June 30) of the school year shall be granted one (1) sick leave day per month of employment. All days shall be credited as of the first work day.

B. The Board, through administrative channels, reserves the right to have the reason(s) for absence due to illness validated by medical evidence.

C. All employees will be given a written accounting of accumulated sick leave days of each school year. Present district personnel records will stand as the accurate accounting of accumulated sick leave days unless the individual concerned can present validated evidence to the contrary. Employees will be given a written accounting of sick leave days before the last working day in October of each year.

D. The Board will provide payments of \$250 to certificated staff, secretaries and custodians who, over the periods defined below, have perfect attendance. For Instructional Assistants, the payments will be \$50. For all ten (10) month employees such as certificated staff and Instructional Assistants, the relevant periods of time will be from September 1 to January 31, and/or from February 1 to June 30. For all twelve (12) month employees such as secretaries and custodians, the periods will be from July 1 to December 31, and from January 1 to June 30. The use of sick leave, personal leave, or any other kind of leave will be considered a break in perfect attendance. The only absences that will not be considered a break in perfect attendance will be professional days and vacation days for twelve (12) month employees. Payments will be made twice per year, as soon after the end of each half-year period as is practicable. Employees with perfect attendance in both half year periods will be eligible for two (2) payments, one for each period.

E. Teachers shall be prohibited from taking foreseeable sick leave or personal days on the workday immediately preceding or following a scheduled break in the school calendar.

ARTICLE 10TEMPORARY LEAVES OF ABSENCE

A. All employees employed by the Board of Education shall be granted the following temporary leaves of absence per year:

1. Up to five (5) days for death in the immediate family; i.e., grandparents; father; step-father; mother; step-mother; brother; sister; spouse; child; grandchild; mother-in-law; father-in-law; sister-in-law; or brother-in-law or any member within the immediate household. One (1) day per year for an aunt or uncle for the purpose of attending the funeral.

2. Up to three (3) days for serious illness and scheduled medical procedures for spouse, grandparents, parents and step-parents, brother, sister, grandchild, mother-in-law or father-in-law or any member within the immediate household. Documentation shall be required for days taken for scheduled medical procedures.

3. Up to a total of three (3) days during the school year for matters of an emergency nature which cannot be handled outside of school. Employees need not state the reason for taking this leave when applying for it, but only that it is being taken to attend a matter that requires the employee's personal and active attention and which cannot be handled outside of the school day. Unused days under this section will be added to the employee's sick leave at the end of the school year.

B. Approval for temporary leave requests under Items 2. And 3. Must be received from the Superintendent of Schools, and such approval shall not unreasonably be withheld.

C. All requests for temporary leaves of absence must be presented in writing, through the building principal or immediate supervisor, to the Superintendent of Schools prior to the requested leave, except in time of emergency when the request must then be submitted to the Superintendent no later than three (3) school days after the return from the leave.

D. Employees on a part-time contract shall receive pro-rated benefits.

ARTICLE 11

EXTENDED LEAVES OF ABSENCE

A. A leave of absence without pay of up to two (2) years may be granted to any tenured certificated staff member who joins the Peace Corps, Volunteers In Service to America (VISTA), National Teacher Corps, or serves as an exchange certificated staff member or overseas certificated staff member and is a full-time participant in either of such programs, or accepts a scholarship grant, or for other reasons upon recommendation from the Superintendent.

Applications must be submitted not later than November 1st preceding the commencement of the leave of absence on September 1st. The certificated staff member on an extended leave of absence who intends to return to duty must indicate this fact to the Superintendent by January 1st that preceded the September 1st termination date of the leave. Failure to do this shall be taken as an indication that the certificated staff member is not returning to the job.

Upon returning from a leave granted pursuant to Section A. a certificated staff member shall receive full credit on the salary guide for any certificated staff member experience and/or other related experience as may be deemed appropriate by the Superintendent.

B. Certified staff members shall be granted military leave without pay pursuant to NJSA 38:23-1, NJSA 38:23-4, and NJSA 38A:4-4.

C. Maternity Leave

1. Maternity leave shall be granted in accordance with applicable statutes.

2. In the event that normal conditions attending upon pregnancy and birth do not prevail, or if the employee requests to return at an earlier date, the leave of absence, if a vacancy exists, may be abridged by the Board of Education upon a formal recommendation of the Superintendent of Schools based upon a certificate from a physician approved by the Board of Education stating that the employee is physically and mentally able to resume her duties. Such physician's certificate may be required of an employee returning from a maternity leave of absence.

3. Any employee adopting a minor child may request a similar leave which shall commence upon his/her receiving de facto custody of said child.

4.a. Any staff member seeking to use sick leave for reasons associated with pregnancy shall file a written request for such leave with the Superintendent at least thirty (30) days in advance of the date on which said leave is to commence, which request shall likewise specify therein the date on which said staff member proposes to terminate the sick leave. The Board may require as a condition of the staff member's return to service production of a certificate from a physician certifying that the staff member is medically able to resume her duties.

b. The Board shall grant child-rearing leave of absence without pay immediately following the conclusion of sick leave associated with childbirth or commencing on a mutually agreeable date following the birth of the child, to any staff member upon request in accordance with applicable statutes, regulations and State agency decisions. Any employee seeking such leave shall apply in writing to the Superintendent sixty (60) days prior to the commencement of the child-rearing leave. This initial leave shall terminate on either February 1st or September 1st, or a date mutually agreed upon by the Employee and the Board, following the birth of the child. Staff may be granted a leave of absence without pay for child-rearing purposes for one (1) full school year (September through August) following the school year in which the initial child-rearing leave occurs, at the discretion of the Board of Education.

c. In the event that a staff member's pregnancy terminated prior to the expiration of the leave which has been granted or prior to the inception of the leave which may have been requested, said staff member may apply for early reinstatement by filing a written request with the Superintendent, accompanied by a physician's certification that she is medically able to resume or continue to perform her duties. The Board shall grant such a request if it has not contractually obligated itself to employ a replacement for the staff member in question during the period for which leave has been originally requested or granted, and if such request can be fulfilled without substantially interfering with the effective administration of the education program to which the staff member in question was assigned and seeks to be reinstated. The Board shall not contractually obligate itself for such a replacement if the leave requested is for a period of sixty (60) days or less.

d. Staff adopting a minor child shall receive similar leave which shall commence upon receiving de facto custody of said child, or earlier if required for adoption. The Board reserves the right to set the term of the leave within reasonable limits in the best interests of the school.

e. The Board shall grant any employee who is a non-birth parent an unpaid leave of absence to provide necessary care for that employee's child to the same extent and by the same procedure provided for child care leaves above.

D. Under Sections A., B., and C. all benefits to which an employee was entitled at the time the extended leave of absence commenced, including unused accumulated sick leave, shall be restored to the employee upon his/her return, and said employee shall be assigned within the scope of his/her certification and as close to his/her previous position as possible.

E. Employees on unpaid leave of absence shall not receive benefits while on leave.

F. All leave taken under Par. C of this Article shall be in accordance with applicable law including Federal Family Medical Leave Act and New Jersey Family Leave Act. Forms will be available through the Business Office.

ARTICLE 12

SABBATICAL LEAVES

A. The Board of Education may grant, based upon the Superintendent's recommendation, a sabbatical leave of absence for one (1) full year to a certificated staff member for study, including study in another area of specialization, for travel, or for other reasons of value to the school system, subject to the following conditions:

1. The certificated staff member has completed at least seven (7) consecutive full school years of service in the Manville School System and has not received a leave of absence during the seven (7) years of more than five (5) months.

2. If there is a sufficient number of qualified applicants, a sabbatical leave may be granted to two (2) eligible certificated staff in any one (1) school year.

3. Requests for a sabbatical leave must be received by the Superintendent of Schools in writing in such form as may be mutually agreed on by the Association and the Superintendent no later than October 31st and action must be taken on all such requests no later than January 1st of the school year preceding the school year for which the sabbatical leave is requested.

4. A certificated staff member on sabbatical leave shall be paid by the Board fifty percent (50%) of the salary for a full year of the salary that certificated staff member would have received had she/he remained on active duty.

5. The salary paid to a certificated staff member while on sabbatical leave shall be paid in the form of a loan. Said loan shall be considered canceled by the certificated staff member after completion of two (2) years of teaching after the return from sabbatical leave. The form for such loan shall be mutually agreed on by the Association and the Board of Education.

a. A certificated staff member who has completed only one (1) year of teaching after the return from a sabbatical leave shall cancel only one-half (1/2) of the loan.

b. The above provisions shall not apply upon the death or disability of the certificated staff member returning from a sabbatical leave.

6. If a certificated staff member has completed the school year before receiving a sabbatical leave, that certificated staff member shall be given credit for that year and shall be advanced to the next step on the salary guide upon his/her return from the sabbatical leave.

ARTICLE 13

HEALTH INSURANCE

A.1. The Board reserves the right to change the health insurance plan offered to the employees. Should the Board decide to change insurance carriers, the new carrier shall provide benefits which are equal to or better than the health insurance in effect during the 2019-2020 school year.

2. The Board will provide eligible employees with Point of Service ("POS") plan as the District's base health insurance plan. The Board will no longer offer the Comprehensive Major Medical plan. Employees who wish to enroll in a plan that is more expensive than the POS plan will bear the responsibility of paying the difference between the two premium costs.

3. The Board will offer the Omnia 10 with blue card included (10% prescription card) health insurance plan as a voluntary option for eligible employees.

4. The POS plan will be modified in the following ways:

- a. Office visit co-pay increased from \$12.50 to \$15.
- b. Emergency Room co-pay increased from \$25 to \$100.
- c. Chiropractic visits limited to 30 visits per benefit period.
- d. Short-term therapies limited to 60 visits per benefit period.
- e. Effective July 1, 2018, out-of-network out-of-pocket deductible increase from \$150 individual/\$300 family to \$200 individual/\$500 family; and \$2,000 individual/\$5,000 family to \$3,000 individual/\$6,000 family
- f. Hospital inpatient out-of-network co-pay increase from \$200 to \$300

5. The Board shall provide health insurance coverage to all eligible employees, and employees shall contribute the greater of 1.5% of their base salary, or an amount established by Statute, Code or Regulation, towards the cost of health benefit coverage. Those employees in the New Jersey Educators Health Plan and the Garden State Health Plan shall be responsible for contributions consistent with the statutory requirements set forth in P.L. 2020 Chapter 44. This contribution shall be considered separate and apart from an employee's choosing to buy up to a more expensive plan.

Employees who provide proof of alternative health insurance coverage may waive coverage with the Board in exchange for a waiver payment. The amount of the waiver payment shall be 25% or \$5,000, whichever is less, of the amount saved by the Board. If an employee chooses to waive only a portion of his coverage, i.e. waives medical insurance coverage and selects dental coverage, the employee shall be required to contribute the greater amount set by statute, code or regulation or 1.5% of his base salary towards the cost of such coverage. If the amount of employee's 1.5% contribution exceeds the total cost of the selected coverage, i.e. the total cost of such dental coverage, the employee's annual contribution shall be reduced and the employee shall only contribute an amount equal to the cost of the selected coverage. Employees who waive only a portion of the Board's health insurance coverage are not entitled to receive any waiver payments.

The Board will establish a Section 125 account so that the tax-free status of the health insurance for employees choosing not to waive insurance is not affected.

Where the Board employs two married employees, one of the two must choose either Family or Husband/Wife Coverage. The other employee shall not be permitted to receive a waiver payment.

B. The Board's contribution toward the cost of dental coverage shall be up to a maximum of \$400 per employee.

C. The Board will contribute seventy five dollars (\$75) per employee per year toward the cost of a prescription insurance program.

D. The Board will establish an Employee Assistance Plan with the "six (6) session model" at a cost not to exceed \$24.00 per employee per year.

E. All retired employees of the district shall be given the option of purchasing dental insurance through the Board at group rates at no cost to the Board.

ARTICLE 14CERTIFICATED STAFF MEMBER WORK YEAR

- A. The in-school work year for certificated staff employed on a ten (10) month basis (other than new personnel who may be required to attend three (3) additional days of orientation prior to the start of the school year) shall consist of one (1) orientation day, one hundred eighty (180) student days, and four (4) full in-service days. Teachers shall follow a half day schedule on the day before Thanksgiving and the day prior to Christmas vacation.
- B. The school calendar shall be formulated by the administration and a copy forwarded to the Association. Upon receipt of the school calendar from the Superintendent of Schools, the Association shall have one (1) week to review it and submit any recommendations to the Superintendent.
- C. Certificated staff shall not be required to clock-in and out but will indicate their presence by initialing the sign-in roster.
- D. Certificated staff shall attend no more than two (2) meetings per month beginning fifteen (15) minutes after the end of the school day and lasting no longer than sixty (60) minutes. District meetings will last no longer than sixty (60) minutes past the latest building dismissal time.
- E. Intervention & Referral Services (I&RS) and Individualized Education Plan (IEP) meetings will be held within the regular work day. The Board will attempt to minimize interrupting preparation periods.
- F. Certificated staff shall be required to return to school for Back-to-School Night and parent conferences. There shall be two (2) night conferences and two (2) afternoon conferences in both the Weston School and the Roosevelt school. The night conferences will be from 5:00 p.m. to 8:00 p.m. Conferences at A.B.I.S. shall be conducted per past practice. The high school will have conference from 6:00 p.m. to 9:00 p.m. two (2) days per year with regular half-day schedules on those days.
- G. The administration will seek to obtain sufficient substitute teachers at the Weston School and at the Roosevelt School to avoid taking preparation periods away from the certificated staff. Prep periods at the high school and the Alexander Batcho Intermediate School will be handled as past practice.
- H. The Board shall maintain for the first day of school in September a half-day schedule for students and a full day schedule for staff.
- I. New Teacher Academy - \$200 stipend for attending all nine (9) sessions

All new Certified Staff will be required to attend the New Certified Staff/Teacher Academy professional development workshops, held after school on a monthly basis. Staff members who attend all nine (9) of the sessions will receive the stipend.

J. CST Members may work up to an additional (10) days during the Summer to be paid at a 5-hour per diem rate. The 10 days will be scheduled between July 1 and the beginning of the school year. The Summer work hours for CST will be on-site and follow the summer hours as designated by the Superintendent. This work is considered voluntary and at the employees discretion.

ARTICLE 15TEACHING HOURS AND TEACHING LOAD

A. The total regular in-school work day for certificated staff in ABIS and the high school shall be no more than seven (7) hours per day. In the Weston School and the Roosevelt School the regular in-school work day shall be six (6) hours and forty-five (45) minutes per day. The final five (5) minutes shall not be considered instructional time.

B. In the elementary schools, certificated staff shall receive a duty-free lunch period that shall be not less than forty (40) minutes per day on a regular school day. The duty-free lunch period for certificated staff in the high school and ABIS shall be thirty (30) minutes on a regular school day. Staff may leave the school grounds during lunch after signing out, and shall sign-in again upon return.

C. Elementary school classroom teachers shall receive not less than forty (40) minutes of preparation time per day, on a regular school day. ABIS and high school teachers shall receive not less than one preparation period per day of not less than forty (40) minutes, on a regular school day.

D. ABIS and high school classroom teachers shall have no more than six assigned periods involving classroom instruction. Such teachers assigned to six periods of classroom instruction shall be assigned to no more than four consecutive periods of instruction, and shall be released from a duty period assignment. A teacher assigned to six periods of instruction in a nine period day shall have a preparation period, lunch, and one period of duty; and a teacher assigned to six periods of instruction in an eight period day shall have a preparation period, lunch, and no duty periods. Such teachers assigned to six periods of classroom instruction shall receive a stipend of \$3,800. Volunteers shall first be sought to teach a sixth period before any teacher is assigned to a sixth teaching period. No such teacher shall be required to teach a sixth period in successive years.

E. Teachers of grades Pre-Kindergarten through 8th will be assigned before school duties on a half year basis. The number of teachers assigned duties shall be at the discretion of the Superintendent or designee. The before school duties shall consist of a ten (10) minute block before the start of the teacher day, for the purpose of student supervision and shall be a stipend position compensated at five hundred dollars (\$500) per person for each half year position. The position shall be awarded in accordance with the practice of the parties regarding stipended position. In the absence of applicants for the morning positions, the District has the right to assign this duty.

ARTICLE 16SUPERVISION OF STUDENT TEACHERS

A. The following procedures shall govern the supervision of student teachers:

1. No certificated staff member shall have a student teacher under his/her supervision unless said certificated staff member has at least three (3) years of experience.

2. A certificated staff member shall consider it a professional obligation to serve as a cooperating teacher; however, said certificated staff member shall have the right to refuse said obligation if it proves to be a hardship.

3. A cooperating teacher shall be provided with released time with pay for attendance at regularly-scheduled orientation and/or evaluation sessions sponsored by a student teacher's college or university, but for not more than one (1) day during the student teacher's practicum.

ARTICLE 17CERTIFICATED STAFF EVALUATION

- A. Certificated staff shall be evaluated in accordance with Statute and Code and the Board approved evaluation model.

ARTICLE 18COMPLAINT PROCEDURE

A. Any complaints regarding a certificated staff member made to any member of the administration by any parent, student, or other person, which may influence the evaluation of a certificated staff member shall be processed as follows.

The principal or immediate superior shall meet with the certificated staff member to apprise the certificated staff member of the full nature of the complaint, unless prohibited by law and/or law enforcement / institutional abuse and they shall attempt to resolve the matter informally. This provision shall not serve as a waiver of any employees Weingarten Rights.

ARTICLE 19DEDUCTION FROM SALARY

A. The Board agrees to deduce from the salaries of its employees (where applicable) dues for the Manville Education Association, Somerset County Education Association, New Jersey Education Association, and the National Education Association as 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. Said monies shall be transmitted to the New Jersey Education Association office by the fifteenth (15th) day of each month following the monthly pay period in which deductions were made.

1. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice sixty (60) days prior to the effective date of such change.

2. Additional authorizations for dues deduction may be received after August 1st under rules established by the State Department of Education.

3. The filing of an employee's notice of withdrawal shall be prior to December 1st to become effective to halt deductions as of January 1st; it shall be filed prior to June 1st to become effective to halt deductions as of July 1st next succeeding the date on which notice of withdrawal is filed.

ARTICLE 20

PROFESSIONAL DEVELOPMENT

A. The Board will reimburse any certificated staff member in the school district up to, but not to exceed, \$1,000 per credit for graduate courses approved in advance by the Superintendent. Such courses shall be in their subject area, and must be successfully completed with a grade of at least a "B" to a maximum of two (2) "B" grades or the equivalent for reimbursement. Courses used for teaching certification will not be eligible for reimbursement.

B. Teachers will be reimbursed for tuition within thirty (30) days after transcripts are submitted to the Superintendent's office.

C. Reimbursement will be made after the certificated staff member submits to the Superintendent a receipted bill and the official transcript or registrar's grade statement covering the courses taken.

D. The Board will reimburse the certificated staff member for the cost of two (2) courses up to six (6) semester hours in any given semester for a maximum of twelve (12) credits taken between July 1 of one year and June 30 of the following year. Credits shall be counted as of the course completion date. The annual maximum expenditure by the Board for tuition reimbursement shall not exceed \$100,000.

E. Certificated staff on sabbatical leave shall be eligible for reimbursement under this Article in accordance with the same criteria and procedures that apply to all other certificated staff, except that they shall receive all payments due them in the October following their return to the district, provided they are still members of the Manville staff on September 30.

F. Mentors for beginning teachers will have a minimum of four (4) years' experience.

G. Any reimbursement or compensation provided under this Article shall be subject to the restrictions set forth by law, including, but not limited to the following:

1. The courses must be related to the teacher's present or future assignment and must be approved in advance by the Superintendent.
2. Courses for MA Degree or MA+30 must be in the teacher's present or future field of teaching.
3. Courses for MA Degree or MA+30 must be taken at an accredited university, college or program.

H. If the certificated staff member leaves the District within three (3) years after receiving tuition reimbursement paid for under this Article, the certificated staff member will reimburse the District upon separation. Repayment under this provision shall be computed as follows: 100% repayment within one year. 75% within two years. 50% within three years. The repayment

obligation shall be waived in the case of non-renewal, reduction in force, death, disability, or retirement. There shall be no requirement to repay any tuition reimbursement three years after receipt of the last payment. To the extent the Board is forced to file an action, in any venue, to collect unpaid reimbursement from the employee, the employee shall be responsible for all attorney's fees and court costs.

ARTICLE 21

MISCELLANEOUS PROVISIONS

A. This Agreement shall be honored by the Board of Education and the Manville Education Association for its duration.

B. If any provision of this Agreement or any application of it to any employee or group of employees is held to be contrary to the 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. The Board and the Association agree that the provisions of this Agreement shall not violate the provisions of N.J.S.A. 10:5.1, the New Jersey "Law against Discrimination", including all of its constituent parts.

D. Any employee contract between the Board and an employee hereafter executed shall be subject to and consistent with the terms and conditions of this Agreement. If the aforesaid employee contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

E. The Board retains all of its responsibility and authority to direct and manage the public schools under applicable laws and regulations, subject only to the limitations imposed by the language of this Agreement, including the duties:

1. to direct employees of the school district, and
2. to hire, promote, transfer, assign and retain employees in positions within the school district; and for just cause to suspend, demote, discharge, or take other disciplinary action against employees.

It is understood that employees shall continue to serve under the direction of the Superintendent of Schools and in accordance with the Board and administrative policies, rules and regulations, including those which may not be covered by this Agreement.

F. Certificated staff will be required to give the necessary time as individuals or as members of committees to take part in the periodic evaluation by the State Department of Education and/or such evaluations as established by the State Board of Education.

G. Copies of this Agreement shall be duplicated at the expense of both parties thirty (30) days after the Agreement is signed. A copy of this Agreement will be uploaded to the District Intranet for staff to review.

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

1. If by Association, to the Board of Education at 1100 Brooks Boulevard, Manville, N.J. 08835.

2. If by Board, to the Manville Education Association President at the President's school address, Manville, N.J. 08835.

ARTICLE 22

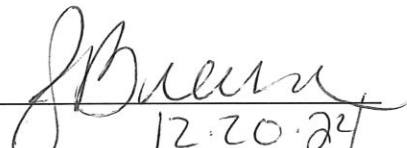
DURATION OF THE AGREEMENT

A. This Agreement shall be effective as of July 1, 2024, and shall continue in effect until June 30, 2028. Negotiations for a successor agreement will commence as set forth in Article 2.

B. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated unless extended by mutual agreement in writing.

C. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, all on this 20 day of December, 2024.

MANVILLE BOARD OF EDUCATION

by 
President 12.20.24

by 
Secretary

MANVILLE EDUCATION
ASSOCIATION

by 
President

by 
Vice-President/Chief Negotiator

SCHEDULE A – CERTIFICATED STAFF MEMBER SALARY GUIDES

2023-2024

Base Year

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	55,510	56,160	56,810	58,110	59,410	60,710	62,010
2	56,010	56,660	57,310	58,610	59,910	61,210	62,510
3	56,510	57,160	57,810	59,110	60,410	61,710	63,010
4-5	57,010	57,660	58,310	59,610	60,910	62,210	63,510
6	58,660	59,310	59,960	61,260	62,560	63,860	65,160
7-8	60,860	61,510	62,160	63,460	64,760	66,060	67,360
9-10	63,160	63,810	64,460	65,760	67,060	68,360	69,660
11	65,560	66,210	66,860	68,160	69,460	70,760	72,060
12	68,160	68,810	69,460	70,760	72,060	73,360	74,660
13-14	70,875	71,525	72,175	73,475	74,775	76,075	77,375
15-16	73,690	74,340	74,990	76,290	77,590	78,890	80,190
17	76,605	77,255	77,905	79,205	80,505	81,805	83,105
18	79,620	80,270	80,920	82,220	83,520	84,820	86,120
19	81,870	82,520	83,170	84,470	85,770	87,070	88,370
20	83,850	84,500	85,150	86,450	87,750	89,050	90,350

2024-2025

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	60,010	60,660	61,310	62,610	63,910	65,210	66,510
2	60,510	61,160	61,810	63,110	64,410	65,710	67,010
3	61,010	61,660	62,310	63,610	64,910	66,210	67,510
4	61,510	62,160	62,810	64,110	65,410	66,710	68,010
5-6	63,160	63,810	64,460	65,760	67,060	68,360	69,660
7	65,360	66,010	66,660	67,960	69,260	70,560	71,860
8-9	67,660	68,310	68,960	70,260	71,560	72,860	74,160
10-11	70,060	70,710	71,360	72,660	73,960	75,260	76,560
12	72,660	73,310	73,960	75,260	76,560	77,860	79,160
13	75,375	76,025	76,675	77,975	79,275	80,575	81,875
14-15	78,190	78,840	79,490	80,790	82,090	83,390	84,690
16-17	81,105	81,755	82,405	83,705	85,005	86,305	87,605
18	84,120	84,770	85,420	86,720	88,020	89,320	90,620
19	86,370	87,020	87,670	88,970	90,270	91,570	92,870
20	88,350	89,000	89,650	90,950	92,250	93,550	94,850

2025-2026

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	63,110	63,760	64,410	65,710	67,010	68,310	69,610
2	63,610	64,260	64,910	66,210	67,510	68,810	70,110
3	64,110	64,760	65,410	66,710	68,010	69,310	70,610
4	64,610	65,260	65,910	67,210	68,510	69,810	71,110
5	65,110	65,760	66,410	67,710	69,010	70,310	71,610
6-7	65,860	66,510	67,160	68,460	69,760	71,060	72,360
8	68,160	68,810	69,460	70,760	72,060	73,360	74,660
9-10	70,560	71,210	71,860	73,160	74,460	75,760	77,060
11-12	73,160	73,810	74,460	75,760	77,060	78,360	79,660
13	75,875	76,525	77,175	78,475	79,775	81,075	82,375
14	78,690	79,340	79,990	81,290	82,590	83,890	85,190
15-16	81,605	82,255	82,905	84,205	85,505	86,805	88,105
17-18	84,620	85,270	85,920	87,220	88,520	89,820	91,120
19	86,870	87,520	88,170	89,470	90,770	92,070	93,370
20	88,850	89,500	90,150	91,450	92,750	94,050	95,350

2026-2027

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	66,705	67,355	68,005	69,305	70,605	71,905	73,205
2	67,205	67,855	68,505	69,805	71,105	72,405	73,705
3	67,705	68,355	69,005	70,305	71,605	72,905	74,205
4	68,205	68,855	69,505	70,805	72,105	73,405	74,705
5	68,705	69,355	70,005	71,305	72,605	73,905	75,205
6	69,205	69,855	70,505	71,805	73,105	74,405	75,705
7-8	70,205	70,855	71,505	72,805	74,105	75,405	76,705
9	71,205	71,855	72,505	73,805	75,105	76,405	77,705
10-11	73,705	74,355	75,005	76,305	77,605	78,905	80,205
12-13	76,405	77,055	77,705	79,005	80,305	81,605	82,905
14	79,205	79,855	80,505	81,805	83,105	84,405	85,705
15	82,105	82,755	83,405	84,705	86,005	87,305	88,605
16-17	85,120	85,770	86,420	87,720	89,020	90,320	91,620
18-19	87,370	88,020	88,670	89,970	91,270	92,570	93,870
20	89,350	90,000	90,650	91,950	93,250	94,550	95,850

2027-2028

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	PhD
1	70,755	71,405	72,055	73,355	74,655	75,955	77,255
2	71,255	71,905	72,555	73,855	75,155	76,455	77,755
3	71,755	72,405	73,055	74,355	75,655	76,955	78,255
4	72,255	72,905	73,555	74,855	76,155	77,455	78,755
5	72,755	73,405	74,055	73,355	76,655	77,955	79,255
6	73,255	73,905	74,555	75,855	77,155	78,455	79,755
7	74,255	74,905	75,555	76,855	78,155	79,455	80,755
8-9	75,255	75,905	76,555	77,855	79,155	80,455	81,755
10	76,255	76,905	77,555	78,855	80,155	81,455	82,755
11-12	77,255	77,905	78,555	79,855	81,155	82,455	83,755
13-14	79,705	80,355	81,005	82,305	83,605	84,905	86,205
15	82,605	83,255	83,905	85,205	86,505	87,805	89,105
16	85,620	86,270	86,920	88,220	89,520	90,820	92,120
17-18	87,870	88,520	89,170	90,470	91,770	93,070	94,370
19	89,850	90,500	91,150	92,450	93,750	95,050	96,350

Years of Service Award will be given to employees on July 1 of each school year when they have completed the years listed below from their date of hire. This is an annual pensionable payment that will be split evenly amongst the 20 pay periods. These awards are not cumulative dollar awards (ie: 33 years of service would be \$7,000, not \$18,000).

20 Years = \$5,000

25 Years = \$6,000

30 Years = \$7,000

SCHEDULE B

CUSTODIAN STAFF SALARY GUIDE AND AGREEMENT

A. The following paid holidays shall be granted to the custodial staff when school is closed;

New Years Day
 Martin Luther King's Birthday
 Lincoln's Birthday
 Washington's Birthday
 Good Friday
 Easter Monday
 Memorial Day
 Independence Day
 Labor Day
 Columbus Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day
 Day before Christmas
 Day after Christmas
 Day before New Year's Day

B. Vacation Time

Custodial staff shall be prohibited from taking vacation or foreseeable sick leave during the three (3) work days immediately preceding the first day of work for teachers and the three (3) days of work immediately following the last day for teachers.

The following paid vacation schedule shall apply to the custodial staff

After 1 year of employment	– 1 week
After 2 years of employment	– 2 weeks
After 10 years of employment	– 3 weeks
After 11 years of employment	– 16 days
After 12 years of employment	– 17 days
After 13 years of employment	– 18 days
After 14 years of employment	– 19 days
After 15 years of employment	– 20 days

C. 1. Uniforms are to be worn at all times except when painting or doing other jobs which might damage or dirty them beyond repair or cleaning. Uniforms are to be kept neat and clean with shirt tails worn inside the trousers.

2. There shall be an annual allowance of \$250.00 per custodian for uniforms and shoes. Raingear will be purchased by the District and shall remain in the District.

D. 1. Time-and-one-half (1-1/2) shall be paid for all overtime above and beyond forty (40) working hours in any week.

2. Any custodian working twelve (12) or more hours in any one (1) day shall be compensated \$5.00 for meals.

3. The Board of Education shall make every effort to equally distribute overtime to all qualified custodial staff.

4. Upon emergency call-in for duty, the custodial staff shall be guaranteed a minimum of two (2) hours overtime.

E. One employee shall be required to work "Security Shift" on a rotation basis. The employee assigned to work the "Security Shift" will receive an additional eight (8) hours pay for the responsibility of carrying the beeper. If required to come back to school, paragraph D.4. shall apply.

The security shift employee shall be responsible for call-in during the hours there is no black seal operator in the building. The security shift employee shall carry a beeper and answer all calls.

F. Custodial staff, other than Category B, who are assigned to work nights for more than one (1) week continuously shall receive a differential of fifty cents (\$0.50) per hour beginning with the second week and every other week thereafter.

G. Employees will be paid on the same day as certificated staff in December.

H. New employees shall serve a probationary period of one hundred twenty (120) days.

I. Custodial staff will receive a longevity provision of \$300 per year after twenty-five (25) years.

Custodial Salary Guide

2023-2024

Base Year

Step	Category B	Category A	Maintenance
1	47,415	49,215	52,815
2	49,015	50,815	54,415
3	50,615	52,415	56,015
4	52,215	54,015	57,615
5	53,815	55,615	59,215
6	55,415	57,215	60,815
7	57,015	58,815	62,415
8	58,615	60,415	64,015

2024-2025

Step	Category B	Category A	Maintenance
1	51,915	53,715	57,315
2	53,515	55,315	58,915
3	55,115	56,915	60,515
4	56,715	58,515	62,115
5	58,315	60,115	63,715
6	59,915	61,715	65,315
7	61,515	63,315	66,915
8	63,115	64,915	68,515

2025-2026

Step	Category B	Category A	Maintenance
1	55,175	56,975	60,575
2	56,175	57,975	61,575
3	57,175	58,975	62,575
4	58,175	59,975	63,575
5	59,775	61,575	65,175
6	61,375	63,175	66,775
7	62,975	64,775	68,375
8	64,575	66,375	69,975

2026-2027

Step	Category B	Category A	Maintenance
1	59,575	61,375	64,975
2	60,325	62,125	65,725
3	61,075	62,875	66,475
4	61,825	63,625	67,225
5	62,575	64,375	67,975
6	63,325	65,125	68,725
7	64,625	66,425	70,025
8	66,075	67,875	71,475

2027-2028

Step	Category B	Category A	Maintenance
1	62,585	64,385	67,985
2	63,335	65,135	68,735
3	64,085	65,885	69,485
4	64,835	66,635	70,235
5	65,585	67,385	70,985
6	66,335	68,135	71,735
7	67,085	68,885	72,485
8	67,835	69,635	73,235

SCHEDULE C
STUDENT BODY ACTIVITIES SALARY GUIDE

A. ADVISORS

<u>GROUP 1</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
Audio Visual Coordinator & Club	\$4,073.00	\$4,480.00	District
Drama Club Director **	\$4,073.00	\$4,480.00	MHS
Marching Band Director	\$6,431.00	\$7,074.00	MHS
Seniors Class Advisor	\$4,073.00	\$4,480.00	MHS
Student Activities Treasurer	\$5,680.00	\$6,248.00	District
Student Council Advisor	\$4,073.00	\$4,480.00	MHS
Yearbook Advisor (MHS)	\$4,073.00	\$4,480.00	MHS
<u>GROUP 2</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
Junior Class Advisor	\$3,542.00	\$3,896.00	MHS
Newspaper Advisor (MHS) ***	\$3,542.00	\$3,896.00	MHS
<u>GROUP 3</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
Asst. Band Director	\$3,083.00	\$3,391.00	MHS
Digital Media Coordinator and Club	\$3,083.00	\$3,391.00	District
Drama Assistant **	\$3,083.00	\$3,391.00	MHS
FBLA Advisor	\$3,083.00	\$3,391.00	MHS
Forensics Coordinator	\$3,083.00	\$3,391.00	MHS
Jazz Band Director **	\$3,083.00	\$3,391.00	MHS
National Honor Society Advisor	\$3,083.00	\$3,391.00	MHS
<u>GROUP 4</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
Choreographer **	\$2,122.00	\$2,334.00	MHS
Choral Coach **	\$2,122.00	\$2,334.00	MHS
Class Advisor – Freshmen	\$2,122.00	\$2,334.00	MHS
Class Advisor – Sophomores	\$2,122.00	\$2,334.00	MHS
Color Guard Instructor	\$2,122.00	\$2,334.00	MHS
G & T Program Advisor 1	\$2,122.00	\$2,334.00	District
G & T Program Advisor 2	\$2,122.00	\$2,334.00	District
Percussion Instructor	\$2,122.00	\$2,334.00	MHS
Stage Craft Advisor **	\$2,122.00	\$2,334.00	MHS
Student Council Advisor (ABIS)	\$2,122.00	\$2,334.00	ABIS

<u>GROUP 5</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
8th Grade Class Advisor (ABIS)	\$1,683.00	\$1,851.00	ABIS
Costume and Stage Hand Advisor **	\$1,683.00	\$1,851.00	MHS
Environmental Club Advisor (MHS)	\$1,683.00	\$1,851.00	MHS
Environmental Club Advisor (ABIS)	\$1,683.00	\$1,851.00	ABIS
Girls Running Club Advisor (RES)	\$1,683.00	\$1,851.00	RES
Girls/Boys Circle Advisor (RES)	\$1,683.00	\$1,851.00	RES
Intramurals (ABIS)	\$1,683.00	\$1,851.00	ABIS
Intramurals (RES)	\$1,683.00	\$1,851.00	RES
Junior Honor Society Advisor (ABIS)	\$1,683.00	\$1,851.00	ABIS
Leadership Council (RES)	\$1,683.00	\$1,851.00	RES
Newspaper Advisor (ABIS) ***	\$1,683.00	\$1,851.00	ABIS
STEM Club/Robotics (MHS)	\$1,683.00	\$1,851.00	MHS
Summer Band Camp Director	\$1,683.00	\$1,851.00	MHS
Yearbook Advisor (ABIS)	\$1,683.00	\$1,851.00	ABIS
<u>GROUP 6</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
After School Band Club Advisor (ABIS)	\$1,286.00	\$1,415.00	ABIS
Art Club (ABIS)	\$1,286.00	\$1,415.00	ABIS
Art Club (MHS)	\$1,286.00	\$1,415.00	MHS
Art Club (RES)	\$1,286.00	\$1,415.00	RES
Art Club (WES)	\$1,286.00	\$1,415.00	WES
Coding Club (RES)	\$1,286.00	\$1,415.00	RES
Earth Watchers Club- Advisor 1 (WES)	\$1,286.00	\$1,415.00	WES
Earth Watchers Club- Advisor 2 (WES)	\$1,286.00	\$1,415.00	WES
GSA (MHS)	\$1,286.00	\$1,415.00	MHS
Legos Club – Advisor 1 (WES)	\$1,286.00	\$1,415.00	WES
Legos Club – Advisor 2 (WES)	\$1,286.00	\$1,415.00	WES
Literacy Club- Advisor 1 (WES)	\$1,286.00	\$1,415.00	WES
Literacy Club- Advisor 2 (WES)	\$1,286.00	\$1,415.00	WES

STEM Club (ABIS)	\$1,286.00	\$1,415.00	ABIS
Speech & Debate Assistant Advisor (MHS)	\$1,286.00	\$1,415.00	MHS
Yearbook (RES)	\$1,286.00	\$1,415.00	RES
<u>GROUP 7</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
International Club (MHS)	\$857.00	\$943.00	MHS
Musical Advisor **	\$857.00	\$943.00	MHS
Stage Band **	\$857.00	\$943.00	MHS
Technical (Drama) **	\$857.00	\$943.00	MHS
Teen Arts Coordinator (MHS)	\$857.00	\$943.00	MHS
Teen Arts Coordinator (ABIS)	\$857.00	\$943.00	ABIS

** Minimum of 1 show per year at MHS and 1 show per year at ABIS.

*** Minimum of 4 newspaper editions per year.

B. COACHES

<u>Sport</u>	<u>Position</u>	<u>2021-2024</u>	<u>2024-2028</u>	<u>Location</u>
<u>Fall:</u>				
<u>Football</u>	Head Coach	\$9,118.00	\$10,030.00	MHS
	Assistant Coach	\$5,943.00	\$6,537.00	MHS
	Assistant Coach	\$5,943.00	\$6,537.00	MHS
	Assistant Coach	\$5,943.00	\$6,537.00	MHS
	Assistant Coach	\$5,943.00	\$6,537.00	MHS
<u>Cross Country</u>	Head Coach	\$8,286.00	\$9,115.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	ABIS Coach	\$3,600.00	\$3,960.00	ABIS
<u>Soccer</u>	Boys Head Coach	\$8,286.00	\$9,115.00	MHS
	Boys Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Boys Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Girls Head Coach	\$8,286.00	\$9,115.00	MHS
	Girls Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Girls Assistant Coach	\$5,777.00	\$6,355.00	MHS
	ABIS Grade Boys Coach	\$3,600.00	\$3,960.00	ABIS
	ABIS Grade Girls Coach	\$3,600.00	\$3,960.00	ABIS
<u>Cheerleading</u>	Head Coach	\$8,286.00	\$9,115.00	MHS
	Assistant Coach (JV)	\$5,777.00	\$6,355.00	MHS
	ABIS Cheerleading	\$3,600.00	\$3,960.00	ABIS

<u>Coordinator</u>	Strength and Conditioning Coach- Fall	\$3,600.00	\$3,960.00	District
	Site Coordinator- Fall	\$1,200.00	\$1,320.00	District
<u>Winter:</u>				
<u>Basketball</u>	Boys Head Coach	\$8,286.00	\$9,115.00	MHS
	Boys Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Boys Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Girls Head Coach	\$8,286.00	\$9,115.00	MHS
	Girls Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Girls Assistant Coach	\$5,777.00	\$6,355.00	MHS
	ABIS Grade Boys Coach	\$3,600.00	\$3,960.00	ABIS
	ABIS Grade Girls Coach	\$3,600.00	\$3,960.00	ABIS
<u>Wrestling</u>	Head Coach	\$8,286.00	\$9,115.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	ABIS Coach	\$3,684.00	\$4,052.00	ABIS
<u>Winter Track</u>	Head Winter Track	\$8,286.00	\$9,115.00	MHS
	Assistant Winter	\$5,777.00	\$6,355.00	MHS
<u>Coordinator</u>	Strength and Conditioning Coach- Winter	\$3,600.00	\$3,960.00	District
	Site Coordinator- Winter	\$1,200.00	\$1,320.00	District
<u>Spring:</u>				
<u>Baseball</u>	Head Coach	\$8,286.00	\$9,115.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Assistant Coach (to be added in 2022/2023)	\$5,777.00	\$6,355.00	MHS
	ABIS Baseball Coach	\$3,600.00	\$3,960.00	ABIS
<u>Golf</u>	Head Coach	\$8,286.00	\$9,115.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
<u>Softball</u>	Head Coach	\$8,286.00	\$9,115.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Assistant Coach (to be added in 2022/2023)	\$5,777.00	\$6,355.00	MHS
	ABIS Softball Coach	\$3,600.00	\$3,960.00	ABIS
<u>Track</u>	Head Coach	\$8,286.00	\$9,115.00	MHS

	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Assistant Coach	\$5,777.00	\$6,355.00	MHS
	Assistant Coach (to be added in 2022/2023)	\$5,777.00	\$6,355.00	MHS
	ABIS Spring Track Coach	\$3,600.00	\$3,960	ABIS
	ABIS Spring Track Coach	\$3,600.00	\$3,960	ABIS
<u>Site Coordinator</u>	Strength and Conditioning Coach-Spring	\$3,600.00	\$3,960.00	District
	Strength and Conditioning Coach-Summer	\$3,600.00	\$3,960.00	District
	Site Coordinator- Spring	\$1,200.00	\$1,320.00	District

The Board may eliminate any of the above advisor/coaching positions or create any additional advisor/coaching positions as it so deems necessary.

The Board and the Association will mutually develop an evaluation procedure for extracurricular and curricular positions, encompassing one page.

Employees returning to the same position shall receive no less than they received in the preceding year.

*These stipends apply to work done during the regular school year. If the State requires a Fall NJSLA, and work is required in the summer, that work will be paid at the hourly rate.

SCHEDULE D

SECRETARIAL STAFF SALARY GUIDE AND AGREEMENT

- A. Members of the secretarial staff shall receive the benefits of tenure upon the receipt of the fourth contract and the required days worked as approved by the Board.
- B. The secretarial staff shall receive the following paid holidays between the last day of school for students and the first day of school for student of a new school year:

Independence Day
Labor Day

Secretaries will work the same school calendar as teachers from the first student day of school until the last student day of school in a school year.

- C. Secretaries shall work thirty-seven and one-half (37-1/2) hours per week. The hours of work may be set up by the immediate supervisor and employee as best meets the needs of the school or area of work. Copies of the working hours of all secretarial employees must be filed with the Superintendent of Schools.
- D.
 - 1. All secretaries employed by the Board shall be paid in accordance with the proper step of the salary guide in effect at the time of employment.
 - 2. In the event of a vacancy, any secretary presently employed may be given consideration in filling said vacancy.
- E. Secretarial staff shall be prohibited from taking vacation or foreseeable sick leave during the three (3) workdays immediately preceding the first day of work for teachers and the three (3) days of work immediately following the last day for teachers.

The following paid vacation schedule shall apply to the secretarial staff:

After 1 year of employment	- 1 week
After 2 years of employment	- 2 weeks
After 10 years of employment	- 3 weeks
After 11 years of employment	- 16 days
After 12 years of employment	- 17 days
After 13 years of employment	- 18 days
After 14 years of employment	- 19 days
After 15 years of employment	- 20 days

- F. Employees will be paid on the same days as certificated staff in December.
- G. Secretaries will be released from duty whenever certificated staff are released from duty for the NJEA Convention.

Salary Guide Effective 2023-2024

Step	Salary
1	55,190
2	56,315
3	57,440
4	58,565
5	59,690
6	60,815
7	61,940
8	63,065

Salary Guide Effective 2024-2025

Step	Salary
1	59,690
2	60,815
3	61,940
4	63,065
5	64,190
6	65,315
7	66,440
8	67,565

Salary Guide Effective 2025-2026

Step	Salary
1	61,505
2	62,505
3	63,505
4	64,630
5	65,755
6	66,880
7	68,005
8	69,130

Salary Guide Effective 2026-2027

Step	Salary
1	63,680
2	64,680
3	65,680
4	66,680
5	67,680
6	68,680
7	69,780
8	70,905

Salary Guide Effective 2027-2028

Step	Salary
1	65,885
2	66,885
3	67,885
4	68,885
5	69,885
6	70,885
7	71,885
8	72,885

- H. Reductions in force and recall from RIF shall be by seniority.
- I. Secretarial staff will receive a longevity provision of \$350 per year after twenty-five (25) years.

SCHEDULE EINSTRUCTIONAL ASSISTANTS SALARY GUIDES

Step	2023-2024
1	30,175
2	32,419
3	34,661
4	36,905

Step	2024-2025
1	34,675
2	36,919
3	39,161
4	41,405

Step	2025-2026
1	39,265
2	39,765
3	40,265
4	42,505

Step	2026-2027
1	42,455
2	42,955
3	43,455
4	43,955

Step	2027-2028
1	44,105
2	44,605
3	45,105
4	45,605

The C-Print Captionist shall receive an additional payment of \$1.50 per hour for services requiring that skill.

Reductions in force and recall from RIF shall be by seniority.

All full time Instructional Assistants shall be salaried and receive equal paychecks based on annualized pay of their hourly rate. Full time Instructional Assistants will not be required to file time sheets.

An Instructional Assistant who works twenty-eight (28) hours or more per week shall have a thirty (30) minute lunch and one (1) fifteen (15) minute break per day.

An Instructional Assistant who works less than twenty-eight (28) hours per week shall receive a thirty (30) minute lunch and no break per day.

Sidebar Agreement
Between
Manville Board of Education
and
Manville Education Association

WHEREAS, the Manville Education Association ("Association") and the Manville Board of Education ("Board"), hereby known as the "parties", recently settled a contract for July 1, 2024 to June 30, 2028 ;

WHEREAS, the parties agreed to new overtime language in negotiations for the SCHEDULE B, CUSTODIAN STAFF SALARY GUIDE AND AGREEMENT, portion of the agreement;

WHEREAS, the parties agree that the new language has created an unintended consequence of staffing issues for emergency situations;

IT IS AGREED, the parties will amend the SCHEDULE B, CUSTODIAN STAFF SALARY GUIDE AND AGREEMENT portion of the agreement as follows:

D. 1A. Time-and-one-half (1-1/2) shall be paid for all overtime above and beyond forty (40) working hours in any week.

1B. Time-and-one-half (1-1/2) shall be paid automatically for all emergency recalls outside of the workday including but not limited to snowstorms, flooding, etc. This overtime provision shall supersede the language found in section D.1A of this agreement.

2. Any custodian working twelve (12) or more hours in any one (1) day shall be compensated \$5.00 for meals.

3. The Board of Education shall make every effort to equally distribute overtime to all qualified custodial staff.

4. Upon emergency call-in for duty, the custodial staff shall be guaranteed a minimum of two (2) hours overtime.

IT IS FURTHER AGREED that this agreement is subject to ratification by the full Board of Education and the Association and has no legal effect until so ratified;

IT IS FURTHER AGREED that this agreement will become a permanent part of the official agreement between the parties;

IT IS FURTHER AGREED that this memorandum constitutes the entirety of the agreement among the parties.

For the Manville Education Association:



Kevin Caldwell, President

Date: 12/20/24

For the Manville Board of Education:



Date: 12.20.24