AGREEMENT

between the

BEDMINSTER TOWNSHIP BOARD OF EDUCATION

SOMERSET COUNTY, NEW JERSEY

and the

BEDMINSTER EDUCATION ASSOCIATION

July 1, 2023 - June 30, 2027

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ARTICLE I

RECOGNITION

A. The Board hereby recognizes the Bedminster Education Association as the exclusive and sole representative for collective negotiations for all certificated professional personnel under contract including:

Certificated Personnel
Classroom Teachers
Special Subject Teachers
Special Education Teachers
Librarian
School Social Worker
Psychologist
School Nurse
Guidance Counselor(s)
Learning Disabilities Teacher Consultant (LDTC)
Speech Language Therapist
Behaviorist/BCBA

Non-Certificated Personnel
Instructional Aides
Technology Assistant/Support*
Transportation Coordinator/Receptionist*
*Referred Collectively as Support Staff

but excluding:
Superintendent
Board Secretary and Board Administrative Assistants
Principal
Principal's Secretary
Payroll/Human Resource Specialist
Accounts Payable/Purchasing Specialist/Assistant Board Secretary
Asst. Principal/Supervisor
Director of Student Services
Curriculum Technology Specialist
Operations Manager
Custodial and Maintenance Staff
Substitute Teachers
Teacher Interns

The term employee, as set forth hereafter, shall refer to all certificated personnel who are members of the bargaining unit. Where a personal pronoun is used in this agreement, it is understood to include both genders. Terms and conditions of employment for instructional aides and support staff are set forth in Article XIX.

ARTICLE II

NEGOTIATION PROCEDURE

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws of 1974, in a good-faith effort to reach Agreement. Such professional negotiations shall comply with the calendar dates prescribed by the Public Employee Relations Commission (PERC).

B. 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. It is recognized, however, that the representatives do not have the power of ratification.

C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

D. 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.

E. The Board of Education retains all rights which it has not specifically conceded by the Agreement it has reached with the Bedminster Education Association.

ARTICLE III

GRIEVANCES

A. The Board and members of the staff who are the Board's contractual employees, shall follow specific procedures for resolving disagreements that may arise, recognizing the limiting factors of public employment.

B. A "grievance" is a claim by an employee, or the Association, based upon the interpretation, application, or violation of this Agreement affecting an employee, or a group of employees, employed by the Bedminster Board of Education.

C. Procedure for Processing Grievances

1. Any individual employee(s) under contract to the Bedminster Township Board of Education shall have the right to appeal the application of policies and administrative decisions affecting him (them) through recognized channels. In presenting his (their) grievances the employee(s) shall be assured freedom from prejudicial action in presenting an appeal. He (they) shall have the right to present his (their) own appeal or to designate representatives of his (their) own choosing to appear with him (them) at any step of the appeal.

2. Appeal Procedure

a. The employee(s) with a grievance shall discuss it first with the Superintendent.

b. If, as a result of these discussions, the matter is not resolved, said employee(s) shall set forth his complaint in writing, fully outlining the grounds upon which the grievance is based, to the Superintendent. The Superintendent, or, in his absence, someone designated by him, shall communicate his decision in writing to the employee within ten (10) days of the receipt of the complaint.

c. If the grievance is not settled after decision by the Superintendent, the matter may be referred to the Professional Committee of the Bedminster Education Association for evaluation or the employee may appeal directly to the Board of Education.

d. If the Professional Committee of the Bedminster Education Association determines the grievance is without merit, it will so advise the employee, and said employee shall have the right to appeal directly to the Board of Education. Such appeals must be in writing stating the full grounds upon which the grievance is based, including specific reference to the portion of the Agreement that is in question. If the grievance has merit, it may be heard at a Grievance Intervention Meeting, upon mutual agreement of the BEA and the Board of Education. If a Grievance Intervention Meeting is not held, then the process continues as per Article III C. 2 f.

e. Grievance Intervention Meeting consisting of the BEA Grievance Committee (2

members), 2 Board members, Grievant, and Superintendent. The participants of this meeting will make a recommendation based on a consensus within 15 days. The recommendation is then sent to the entire Board and the Association for approval. In the case of lack of agreement or approval by the Board of Education and BEA, the issue reverts back to the grievance process. It is understood that this meeting is confidential and that any formal minutes must be agreed upon by both parties.

f. The Board, or at its discretion, a committee of the Board, will hear the appeal and the Board will render its written decision within forty (40) days of its receipt of the appeal.

g. Consultants may be called in by either party to the grievance at any time during the procedure to assist in clarifying the issues.

h. To protect the best interest of the children of the Township and the school system, grievances should be, insofar as possible, resolved privately.

3. Appeal Procedure

a. If the decision of the Board or its committee does not resolve the grievance and the employee wishes review by an arbitrator he shall so notify the Board through the Superintendent within fifteen (15) days of receipt of the Board's decision. Such request for arbitration will not be honored unless the grievant has obtained the consent of the Association and such consent bears the Agreement by the Association to pay its share of the cost of arbitration as hereinafter set forth.

b. The only grievances which may be arbitrated are those based upon an allegation that there has been a violation of the express written terms of the locally negotiated Agreement. The arbitrator shall have no authority to rule on grievance which concern the interpretation, application, or alleged violation of policies and administrative decisions affecting terms and conditions of employment, or of statutes and regulations setting terms and conditions of employment.

c. The arbitrator will be appointed in accordance with the rules of the Public Employment Relations Commission (PERC).

d. Decision by Arbitrator. The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the Agreement between the parties or any policy of the Board of Education. The recommendation of the arbitrator shall be advisory. Only the Board and the aggrieved party and his representative shall be given copies of the arbitrator's report of findings, reasons and recommendations. This shall be accomplished within thirty (30) school days of the completion of the arbitrator's hearings.

e. Costs of Arbitration. Each party will bear the total cost incurred by themselves.

The fees and expenses of the arbitrator are the only costs which will be shared by the two parties and such costs will be borne equally.

4. Decisions

   a. The Board, having reached a judgment, will make its decision a part of the minutes and notify the appellant.

   b. If the employee fails to meet the timelines of Section 5 for the initiation or appeal of the grievance the matter shall be considered closed by both parties.

5. Grievance Timeline

Event	Elapsed Time
Initiation (written)	Within 30 business[1] days of event occurrence. The Superintendent has 10 school days to respond.
Appeal to Board of Education	Within 30 business days of receipt of written decision of Superintendent.
Written decision by Board	Within 40 business days of appeal by the Board of Education.
Request for arbitrator review notification in writing	Within 10 business days of Board of Education decision, written notification of intent to request arbitration.
Request for PERC roster	Within 3 business days of review notification.
Discussion between aggrieved party and/or his representative, of arbitrators' recommendations if requested by Board of Education.	Within 30 business days receipt of written request from Board of Education.

[1] Business days are defined as days on which central administrative offices are open.

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ARTICLE IV

SALARIES

A. The salaries of all employees covered by this Agreement are set forth in Schedules A, B, C, and D which are attached hereto and made a part hereof.

Salary guide columns BA+30, MA+15, and MA+45 shall be deleted effective June 30, 2015. Employees hired on or after January 1, 2013 shall not be eligible to attain salary guide columns BA+30, MA+15, and MA+45. Employees who attain BA+30, MA+15, and MA+45 as of June 30, 2015 shall remain there.

B. Salaries shall be paid semi-monthly on the 15th and 30th, each salary payment being paid in arrears.

When a payday falls on or during a school vacation, holiday or weekend, employees shall receive their paychecks on the last previous working day.

The employees may choose between 10 month or 12 month pay periods. The Board must be advised of the employee's choice by June 1 of the previous school year.

C. There will be a step freeze between years 2014-2015 and 2015-2016.

Administration of Salaries – Employees

A. Full adjustment shall be made for any degree upon proof of fulfillment of requirements for such degree before September 1 of any school year. Only personnel actually holding degrees will be eligible for placement on the appropriate degree scales.

Personnel earning extra credits will remain on scale for degree actually held. Employees eligible for equivalency consideration under the State Minimum Salary Law shall receive the salary determined as above or at the State Minimum.

Full adjustment will be made for Employees who have earned 15 credits beyond the bachelor's degree, 30 credits beyond the bachelor's degree, 15 credits beyond the master's degree, 30 credits beyond the masters' degree, and 45 credits beyond the masters' degree upon submission of official college transcripts before September 1 of any school year, subject to the provisions of paragraph A. under "SALARIES".

Adjustments on the salary guide shall be made for the February payroll upon completion of a master's degree or doctorate degree, which is completed by December 31st, provided the Business Administrator is so notified by the end of the 1St school day of January.

B. Yearly salary increments are awarded as evidence of professional competence. Before promotion to a higher step on the salary scale, each employee's record will be thoroughly reviewed in regard to professional qualifications. It is the desire of the Bedminster Township

Board of Education to attract and hold only the employees well qualified in the performance of their duties, able to work constructively with fellow employees, parents and the community, interested in opportunities for self-improvement and proud of their profession. The Board reserves the right to withhold an increment.

C. Salary credit will not be given for any course for which the attendance requirements or other requirements are substantially less rigorous than those prevailing in standard university and college academic programs.

D. Any employee desiring to improve his professional standing by taking courses approved by the Superintendent and the Board of Education will be compensated, upon successful completion of such course with at least a "B" average, at the course cost as found at The State University. In cases of a Pass/Fail course, he will secure a letter from the instructor that the work completed was equivalent to a "B". If texts are not available in the school library they will be purchased by the Board. They remain the property of the Board and will be placed in the Library by the employees upon completion of the course. Under no circumstances will payment be made for books and laboratory fees which in total are in excess of 33% of the tuition for a course. Any course other than a course taken to satisfy degree requirements must be adjudged by the Superintendent and the Board of Education as beneficial in increasing the employee's individual competence in his current or projected teaching assignment in the Bedminster Township School System. The cost of supplies, transportation, registration fees, transcripts, graduation fees are not reimbursable by the Board. The maximum number of credit hours per fiscal year is twelve (12), subject to an annual cap for contract year 2019-2020 $30,000, for contract year 2020-2021 $30,000, for contract year 2021-2022 $30,000, and for contract year 2022-2023 $30,000.

There will be no salary credit reimbursement for the courses taken; however, any member of the staff who is receiving course reimbursement under previous contractual arrangements will continue to have that reimbursement. To be eligible for assistance under this plan an employee must:

1. Have requested and received prior to commencing a course, the Superintendents and the Board of Education's approval for the course. Salary credit will not be given for any course for which the attendance requirements or other requirements are substantially less rigorous than those prevailing in standard university and college academic programs. No employees will be given credit for guide movement, at any level, for any on-line or distance learning courses in excess of 6 cumulative earned credit hours, unless earned at a NJ college or University.

2. Application for a course shall be made in writing to the Superintendent no less than one week before the next regular Board of Education meeting. No reimbursement will be made for course work not receiving approval prior to its being undertaken. If the approved course is closed or cancelled and there is no scheduled Board meeting prior to the first course meeting of the semester, the Superintendent shall have the right to approve an alternate course.

E. Any employee with the exception of employees who are not renewed or reduced-in-force, who receives tuition reimbursement agrees to remain an employee for three years following the last date the tuition reimbursement is paid to the employee with the following conditions for repayment:

1. If the employee fails to remain an employee for a period of one year from the date the tuition reimbursement is paid, the employee agrees to immediately repay 100% the money received as tuition reimbursement.

2. If the employee fails to remain an employee for a period of two years from the last date the tuition reimbursement is paid, the employee agrees to immediately repay sixty-six and two thirds percent (66.67%) of the money received as tuition reimbursement.

3. If the employee fails to remain an employee for a period of three years from the last date the tuition reimbursement is paid, the employee agrees to immediately repay thirty-three and one third percent (33.33%) of the money received as tuition reimbursement.

4. If the employee remains an employee for a period in excess of three year from the last date the tuition reimbursement is paid, the employee shall have no obligation to repay tuition reimbursement.

F. The cost of any graduate or undergraduate course that an employee is required to take by the Board shall be fully reimbursed by the Board.

G. Continuing Education

1. One in-service day shall be used annually for meeting state continuing education requirements, with an annual in-service cost cap of $2,500 (two thousand five hundred dollars). A minimum of five (5) hours of credit shall be granted for each such in-service day for all current employees until June 30, 2019.

   Full adjustment on the salary guide shall be made for all professional development hours earned in compliance with the NJ Continuing Education Plan as follows: Each five (5) hours of in-district in-service training shall count as 1/2 (one-half) credit toward horizontal movement on the guide. Employees whose first day of employment is on or after January 1, 2013, shall not be eligible to utilize in-service credit for salary guide movement.

2. Any certificated professional personnel as defined by Article I - Recognition of the collective bargaining agreement who has earned National Board Certification, from the National Board for Professional Teaching Standards and who retains the same while in the employ of the Bedminster Board of Education, shall receive $1,500 annually, and added to their salary base. All certificated professional personnel who earn their National Board Certification from the National Board for Professional Teaching Standards will

submit proof of certification to the Superintendent prior to December 15th of the school year to receive prorated payment beginning the following February 1, or prior to May 15 to receive prorated payment beginning the following September 1. All certificated professional personnel new to the district with a National Board Certification from the National Board for Professional Teaching Standards will receive a prorated adjustment to the salary, commencing on February 1 or September 1, whichever comes 1st, following their employment by the Bedminster Board of Education.

H. Tuition Payment Methodology

All classes/courses will be processed as they have been in the past with the exception of an additional notation (see below) on the same form submitted for approval.

No tuition reimbursement for any courses taken throughout the fiscal year will be provided until the end of the fiscal year (June 30). Reimbursement requests must be submitted by May 15 or no reimbursement will be made. Reimbursements for courses that are still underway as of May 15th will be held pending submission of final grades/transcript showing acceptable completion. The formula will not be retroactively adjusted for dropped courses or unacceptable grades that are reported subsequent to the close of the fiscal year. At the close of the fiscal year (June 30) reimbursement checks will be distributed as soon as reasonably possible (approximately two weeks from the close of the books).

Reimbursements will be calculated as follows:

If the total tuition expense for the year is less than or equal to $35,000, then the total amount requested for tuition costs will be reimbursed.

If the total tuition expense for the year exceeds $35,000 then the employee will not be reimbursed for the total costs incurred for the class. Instead, the following formula will be applied:

$$\text{Amount of Reimbursement} = \frac{\$35{,}000 \times 100\%}{\text{(Total District Tuition)}} \times \text{Individual Tuition Reimbursement Request}$$

The parties agree that, if either party so requests, they will meet to review and discuss alternatives before the start of the next fiscal cycle.

$35,000	2023-2024
$35,000	2024-2025
$35,000	2025-2026
$35,000	2026-2027

I. Senior Service Guide shall be as follows:

An additional increment of $675 above the present salary for any employee who shall have a total of 10 years teaching experience in this district.

1. An additional increment of $1350 above the present salary for any employee who shall have a total of 15 years teaching experience in this district.
2. An additional increment of $2025 above the present salary for any employee who shall have a total of 20 years teaching experience in this district.
3. An additional increment of $2700 above the present salary for any employee who shall have a total of 25 years teaching experience in this district.
4. An additional increment of $3000 above the present salary for any employee who shall have a total of 30 years teaching experience in this district.

Maximum yearly senior service increment is: $3000

This payment is to be exclusive of monies earned as academic credits or degrees, or for administrative effort. In event of guide change, this section will be separately reviewed.

The 10 years of experience in the district for the first increment are to be interpreted as the 10 consecutive years immediately preceding the year of eligibility.

Effective January 1, 2013, all employees hired on or after January 1, 2013, shall not be eligible for a senior service increment (longevity).

ARTICLE V

SICK DAYS - ALL EMPLOYEES

A. Upon application to the Board of Education, supplemental sick leave may be granted on a case-by-case basis.

B. Employees beginning employment after the school year has begun will be credited with allowable sick days at the rate of one (1) day for each month, or part thereof, remaining in the school year at the time their full-time employment begins.

Employees

A. All ten month employees employed on the first day of school shall be entitled to ten (10) sick days each school year as of the first official day of said school year whether or not they report for duty on that day. Unused sick days shall be accumulated without limit.

ARTICLE VI

TEMPORARY LEAVES OF ABSENCE

A. The Superintendent shall be notified of all temporary leaves of absence no less than two working days in advance. Employees shall be entitled to the following temporary non-accumulative leaves of absence with full pay each school year:

1. Two (2) days leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application to the Superintendent for personal leave shall be made at least two (2) days before taking such leave (except in the case of emergencies) and the applicant for such leave shall not be required to state the reason for taking such leave (except during those days which immediately precede the beginning or immediately follow the close of the school year or of any school vacation or holiday) other than that he is taking it under this Section.

2. In each school year, within the term of this Agreement, any personal leave day which an employee is entitled under paragraph 1 above that is not used will be converted to a sick day at the end of the school year and added to his accumulated sick days.

3. Up to two (2) days, upon approval of the Superintendent, for visiting other schools or attending meetings or conference of any educational nature.

4. One (1) day for one (1) representative of the Association to attend conferences and conventions of state and national affiliated organizations.

5. Time necessary for appearances in any legal proceeding connected with the school system.

6. An employee who is absent from school duties for jury duty for any court of New Jersey, any court of any other state, or any federal court, will receive their usual compensation from the school district for each day the employee is present for jury duty. In the event there is any jury compensation, excluding mileage and lodging, paid to the employee for their time on jury duty, the employee will be entitled to keep the jury duty compensation paid to him/her in addition to the school district paid usual compensation.

7. In the event of death;
   - Up to 10 days, as needed for each occasion, of a spouse or child, or, subject to the Superintendent's approval, a member of the employee's immediate household, within one year of the death.

   - Up to 5 days of a primary parent or stepchild. These days need not be consecutive.

   - Up to 3 consecutive days of a stepparent, stepbrother, stepsister, son-in-law, daughter-in-law, mother-in-law, father-in-law, half-brother, half-sister, brother, sister, brother-in-law, sister-in-law, grandparent, grandchild.

- Up to 1 day off - an aunt, uncle, niece, and nephew.

- Up to 1 day without pay or 1 sick day in the event of death of an employee's friend or relative not listed above.

8. A maximum of three (3) days in each year for serious family illness. Written medical verification of the family member's serious illness is required for family serious illness leave. Such verification may include a physician's note, doctor's office letter, hospital invoice, or other similar documentation confirming the family member's illness and dates of treatment

    - A maximum of two days in each year for family illness.

    - Relatives in both serious family illness and family illness shall be defined as an employee's spouse, parent, step-parent, child, step-child, brother, sister, mother-in-law, father-in law, grandparent, grandchild, brother-in-law, sister-in-law; or any other member of the immediate household.

    - These days need not be consecutive.

9. Other leaves of absence with pay may be granted by the Board for good reason.

10. Leaves taken pursuant to Section A above shall be in addition to any sick leave to which the employee is entitled.

ARTICLE VII

EXTENDED LEAVES OF ABSENCE

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

B. A tenured employee may be granted a leave of absence without pay for up to one (1) year to teach in an accredited college or university.

C. An employee shall notify in writing the Superintendent of impending parenthood as soon as it is confirmed. Accompanying this notification shall be physician's certificate of pregnancy, in accordance with law. The Board reserves the right to place on maternity leave an employee whose performance declines or becomes, in the opinion of the school physician, physically incapacitated.

   An employee may request a childrearing leave without pay with benefits in accordance with the federal and state Family Leave Acts. An employee may request additional childrearing leave without pay and without benefits. All childrearing leaves granted under this provision shall terminate at the end of the current school year, at the option of the employee requesting such leave, except that leave for non-tenure employees will not extend beyond the period of the employee's contract. The word "childrearing" shall include leave due to adoption. Notification in writing sixty (60) days in advance of first day of leave is required as well as legal evidence of adoption.

D. The Board may grant a leave of absence without pay to any employee to campaign for a candidate for a public office other than himself.

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

F. All determination in connection with leaves of absences shall be made by the Board of Education.

G. For leaves of absence of less than one school year, an employee may advance a full salary guide step if the employee works more than one day more than half of their employment year within one school year. For leaves of more than one school year, the Board will evaluate the leave in terms of its contribution to the employee's professional competence, unless already defined by law, such as for military service, and make a decision on the employee's Salary Guide advancement based on the evaluation.

ARTICLE VIII

SABBATICAL LEAVES

A. A sabbatical leave, upon approval of the Board, may be granted to a full-time teacher for study, for travel, or for other reasons of value to the school system, subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be granted to a maximum of one (1) teacher at any one time.

2. Requests for sabbatical leave must be received by the Superintendent in writing no later than March 1, and action must be taken on all such requests no later than May 1 of the school year preceding the school year for which the sabbatical leave is requested.

3. After ten years of experience within the district, a sabbatical leave of absence for one year may be taken at one-half of the salary of the applicant for the purpose of further study or travel covering at least 8 months of the year. If the sabbatical is for the purpose of completing study for an advanced degree, the period of experience within the district will be seven years instead of ten. Requests for leave and projected plans will be submitted for approval to the Superintendent before March 1 of the school year preceding the year of the requested leave. Documentary proof of how this time was used must be placed in the hands of the Superintendent one month before the beginning of the next school year.

4. A teacher on sabbatical Leave shall be paid by the Board at fifty (50%) percent of the salary rate which he would have received if he had remained on active duty.

5. Upon return from sabbatical leave, a teacher shall be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence.

6. During the course of the Sabbatical Leave, quarterly reports will be submitted to the Superintendent on the progress of the leave. A final report will be submitted prior to the beginning of the school year in which the teacher returns (to school).

7. The cost of study or travel is to be borne by the teacher.

8. Completion of a sabbatical leave within the district shall impose an obligation upon the teacher to renew his contract, unless otherwise terminated by the Board of Education, for two academic years. This shall not apply in the event of the teacher's physical disability, or if otherwise waived by the Board of Education. In any other instance, if the teacher wishes to terminate his employment, he shall repay the Board of Education the uncompleted percentage of the two years times the salary he received during the sabbatical leave.

9. Application shall be made upon a form prescribed by the Superintendent and shall clearly state the nature, purpose, professional benefits, and benefits to the school district of the proposed activity for which the sabbatical leave is requested.

   In recommending the sabbatical leave of absence, the Superintendent shall give consideration to the use to be made of the requested leave and to seniority in service within the Bedminster School District.

   The granting of sabbatical leave shall be at the discretion of the Board based upon the recommendation of the Superintendent.

   The principle criterion for judging any request for sabbatical leave is whether or not in the sole judgment of the Board, it will contribute to the improvement of the district's teaching service.

10. In the event that the program of study or travel being pursued by the teacher on sabbatical leave should be interrupted by serious accident or illness to the teacher, such an interruption shall not constitute a breach of conditions of such leave nor prejudice the teacher in receiving all rights and privileges provided for under the terms of the sabbatical leave provided that the Superintendent was notified of such accident or illness within ten (10) days of its occurrence and is subsequently furnished with satisfactory evidence thereof.

11. If the Superintendent shall become convinced that a teacher on sabbatical leave is not fulfilling the purpose of such leave of absence, he shall immediately report this fact to the Board. The Board may terminate the leave of absence as of the date of its abuse, after giving the teacher an opportunity to be heard.

ARTICLE IX

WORK YEAR AND WORK DAY

Employee

A. Employee work days for the school years 2023-2027 184 employee days.

Student days for the school years 2023-2027 181 days.

B. On days that are designated by the administration for parent teacher conferences, the student school day will be a shortened session. A shortened session is defined as four (4) hours and 40 minutes. The Superintendent shall retain the right to flex the start of the student day. There shall be one (1) morning and two (2) evenings in the fall for parent teacher conferences.

On days when evening conferences are scheduled, a delayed opening will be scheduled for teachers who have evening conferences. All employees recognized by this agreement, will be required to attend one full evening conference session. If an employee does not have evening conferences scheduled on one of the two evenings conference days, that employee will be required to work the employee work day as defined by Article IX D, on the day that the employee does not have evening conferences. All employees are to be present for conferences. When parents do not attend conferences, staff will be responsible for professional obligations.

On the days of morning conferences all employees will report at the usual starting time. In the event parent teacher conferences fall during the week of the NJEA Convention, Wednesday will be reserved for morning conferences only.

Evening conferences will precede morning conferences whenever feasible.

Each employee shall be required to attend one (1) of two (2) Back to School nights per year. Employees must provide at least one week's written notice to their building administrator as to which of the two (2) Back To School Night session days the employee will be working a shortened session schedule. There shall be a shortened session for students on both days of Back to School nights. Each employee shall be required to work a full day schedule on the remaining Back to School Night.

C. On Fridays and school days preceding holidays, the employees' workday shall end upon the departure of the last student bus. The employees' workday shall be a shortened session on the school day immediately preceding the Thanksgiving, and winter school closings. The last 2 student days in June will be a shortened session for students. The second to the last day the employees will be required to work the employee work day as defined by Article IX D.

D. The 2023-2027 employee workday shall be 6 hours, 50 minutes.

E. In 2023-2027 the pupil school day shall be 6 hours, 40 minutes.

F. Full-time employees of departmentalized grades 5-8 shall not be required to teach more than a total of two (2) major subject areas (Full-time departmentalized: Reading/Language Arts, Science, Social Studies, Math, World Languages) per day.

G. Notice of vacancies and promotional opportunities within the school district shall be posted on the bulletin board in the general office and in the faculty lounge. Employees interested in applying for any of these vacancies may indicate their interest in writing to the Superintendent within ten (10) days of posting.

H. Summer employment opportunities shall be posted in the general office. Employees will be informed of vacancies and promotional opportunities, which may occur during the summer months, through a mailing by the administration.

I. Employees shall be notified of subject, grade level, and room assignments for the forthcoming year no later than June 1 when feasible.

J. Effective July 1, 2019, the Board has the option, in lieu of the current practice, to provide each employee at least five (5) preparation periods per week for at least 48 continuous minutes.

There shall be guaranteed six (6) preparation periods for full-time employees only in full instructional weeks and one guaranteed preparation period guaranteed per full-time instructional day, assuming continuation of the present nine (9) period day.

Teachers who leave school grounds during their prep time will notify the building administrator or the administrator's designee before leaving. Teachers may be required to utilize a sign-in/out or swipe system when leaving and returning during the workday, which requirement will be imposed only if there is a sign-in/out or swipe system installed or otherwise implemented at the two most frequented entrances and exits utilized by staff.

K. Employees having only six (6) preps per week who are required to provide coverage shall be compensated at the rate of $35.00 (thirty-five dollars) per forty (40) minute period. No employee shall have less than six preps in a full week without compensation.

L. All employees shall be entitled to a thirty (30) minute duty free lunch.

M.

a. Employees shall not be required to be in attendance before the beginning of, or remain after the end of the school day for more than two scheduled sixty (60) minute sessions per month. One of those meetings during the year may be up to seventy-five (75) minutes long for the purpose of a speaker's presentation. The last school Monday of every month shall be reserved for BEA meetings. Any time beyond this for which employees are required to stay will be compensated according to their individual hourly rate, based on their salary. Back-to-school night and parent-teacher conferences are excluded from this provision.

b. All clubs, sports, practices, games or events can be scheduled to begin after the conclusion of any after-school faculty and/or PLC meetings. Such events may be scheduled to take place during monthly BEA meetings at the discretion of the staff member responsible for the event.

ARTICLE X

INSURANCE PROTECTION

A. The Board shall provide the health-care insurance protection, designated below. The Board shall pay the full premium for each employee employed twenty hours or more per week. Effective January 1, 2013, all employees hired must have twenty-five (25) hours or more per week for health benefits coverage. Current employees who have health benefits shall be exempt from this provision.

1. For each employee who remains in the employ of the Board for a full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve (12) month period commencing September 1 and ending August 31; when necessary, premiums on behalf of the employee shall be made retroactively or prospectively to assure uninterrupted participation and coverage.

2. The Board shall pay the premiums for a full family medical insurance plan which provides benefits that are at least equal to those currently provided under the July 1, 2008 New Jersey School Employees Health Benefits Plan. The plan offers employees the choice of a Preferred Provider Organization with one option - NJ DIRECT 15 and two Health Maintenance Organization plans - Aetna HMO and Cigna HealthCare. For purposes of this contract the base plan for all employees will be Direct15.

3. The Board of Education agrees to assume the employee's dependents' medical coverage for the employees recognized by this contract.

4. The Board shall provide administrative assistance to the employee(s) in the transitional process for continuance of health care insurance after retirement.

B. All employees hired must have twenty-five (25) hours or more per week for benefit coverage. Current employees (as of January 1, 2020) who have dental benefits shall be exempt from this provision.

1. Premium will be paid by the Board of Education for the employee-only coverage. The dental benefit paid by the Board shall not exceed $1000 (one thousand dollars) per employee annually.

2. Employees may purchase dental coverage for spouse, domestic partner or eligible dependent children at a cost equal to the annual premium cost. Employees are responsible for 100% of this cost.

C. The Board of Education will provide disability insurance coverage for all the employees employed 20 hours or more per week, after three (3) years and one (1) day of employment.

1. Coverage will be underwritten by Prudential Insurance Company.

2. Premium will be paid by the Board of Education for the employee coverage only.

D. The Board of Education shall provide coverage for all employees employed 20 hours or more per week and their dependents for a prescription drug program which provides benefits that are at least equal to those currently provided under the July 1, 2008 New Jersey State Health Benefits Plan Prescription Drug Coverage for Local Education Employees. Effective January 1, 2013, all employees hired must have twenty-five (25) hours or more per week for benefit coverage. Current employees who have health benefits shall be exempt from this provision.

1. Premiums will be paid by the Board of Education for the employee and their dependents.

E. If the carrier who underwrites the coverage as spelled out in paragraphs B and D is changed, the benefits offered by the new carrier shall be equal to or better than the existing benefits.

F. For the 2015-2016 school year, there will be no change in employee benefit contributions. For the 2016-2017 school year, employees will contribution 19% of the total premium of the plan they choose. For 2017-2018 and 2018-2019 school years, employees will contribute 18% of the total premium of the plan they choose each year.

CAM

ARTICLE XI

DEDUCTION FROM SALARY

The Board of Education shall, in accordance with the law, or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employees.

Deductions will routinely be made as required for federal income tax and social security; New Jersey income tax, unemployment assistance, and emergency transportation tax; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing.

The Board will permit the remittance of funds for annuities and mutual funds only to those insurers and custodial accounts authorized by law and expressly approved by this Board. The Board will consider the approval of only those insurers and custodial accounts to which five or more employees of this district subscribe. An employee who wishes to pay into a tax sheltered annuity or mutual fund offered by a firm not approved by this Board for payroll deductions must make his or her payment individually.

No Board employee shall withhold or pay to another or purchase or have assigned, other than by court order, any compensation for the services rendered by an employee of this district.

ARTICLE XII

RETIREMENT

An employee considering resignation for the purpose of retirement, with the exception of an emergency resignation, shall notify the Superintendent and Board Secretary at least (60) sixty days prior to their anticipated retirement, should the retirement take place during the school year, or sixty (60) days prior if the retirement is effective at the end of the school year. The intentions of the employee shall not be made public until the employee formally notifies the Board of Education of his effective date of retirement.

Upon retirement from the district, an employee shall receive one (1) day's pay for each accumulated sick day at the base pay for per diem substitute teachers. In the event of an employee's death, the unused accumulated sick day pay will go to his/her estate. Effective January 1, 2013, all employees hired on or after January 1, 2013, upon retirement from the district shall be capped at $15,000 in reimbursement for unused accumulated sick leave.

Teaching staff members who provide the Board with at least one (1) calendar year's notice of their retirement from an official State pension system (TPAF/PERS) with an effective retirement date of June 30/July 1, and who have at least a ninety percent (90%) or better attendance rate for their final year of employment, will be paid a one-time, non-pensionable bonus of three thousand dollars ($3,000) that should be payable within 60 days' of their retirement.

TAX SHELTERED ANNUNITIES

Employees may request, and the Board shall make deductions from his/her pay for the purpose of tax sheltered annuities pursuant to the provisions of the requisite statute.

SUPPLEMENTAL RETIREMENT PLAN

Employees may participate in a 403b governmental special pay plan.

ARTICLE XIII

PART-TIME EMPLOYEES

Part-time Employees

1. A part-time employee is defined as any employee whose regular employment is a fraction of full time employment. Part-time employment does not include compensation for any additional stipend or hourly work.

2. A part-time employee who is employed on a regular basis shall receive a proportional fraction of the salary step at which he/she is placed at the time of employment.

3. A part-time employee includes individuals who are employed on a regular basis but at a fraction of the regular workday/work week as defined in Article IX, Work Year and Work Day, D., or are employed to work a regular workday/work week but at a fraction of the work year as defined in Article IX.

   A. Part-Time Employees with Reduced Work Day/Work Week (regardless of Date of Hire)

1. Workday - An individual employed on a regular basis at a proportional fraction of the workday shall have their workday prorated by the same proportional fraction applied to their salary step at the time of their employment. For an employee working 1/2 of the normal work day or 2.5 days of the normal work week: e.g. .5 X length of day = proportional length of day, or .5 X 5 work days during week = proportional length of workweek.

2. Preparation Time - A part-time employee who is employed on a regular basis shall receive an allocation of preparation time equal to the proportional fraction applied to their salary step at the time of their employment.

3. Course Reimbursement -

   a. Works 20 hours or less per week - shall receive no course reimbursement.

   b. Works more than 20 hours per week - shall receive course reimbursement equal to the proportional fraction of their salary step at which they were employed subject to the tuition payment methodology outlined in Article IV -Administration of Salaries/Section G.

4. Insurance

   a. Works 20 hours or less per week - A part-time employee who is employed on a regular basis, twenty or less hours per week, shall receive no health, prescription, dental or disability insurance.

   b. Works more than 20 hours per week - A part-time employee who is employed more than twenty hours per week shall receive health benefits, prescription, dental and disability

insurance in accordance with the terms and conditions set forth in Article X. Effective January 1, 2013, all employees hired on or after January 1, 2013, must work twenty five (25) or more hours per week for health benefits. Current employees who have health benefits shall be exempt from this provision.

5. Sick Leave Days - A part-time employee who is employed on a regular basis at a proportional fraction of the workday shall receive the same number of sick leave days as a full-time employee with each sick leave day prorated at the same proportional fraction that was applied to the part-time employee's salary step at the time of their employment as outlined in Article VI.

6. Temporary Leave - A part-time employee who is employed on a regular basis shall receive an allocation of temporary leave equal to the proportional fraction applied to his/her salary step at the time of his/her employment as outlined in Article VI.

7. Retirement - Sick Day Reimbursement - Upon retirement from the district, a part-time employee shall receive one (1) day's pay for each accumulated sick day, reimbursed at the base pay per diem for substitute teachers, prorated at the proportional fraction applied to his/her salary step at the time of his/her employment. Effective January 1, 2013, all employees hired on or after January 1, 2013, upon retirement from the district shall be capped at $15,000 in reimbursement for unused accumulated sick leave.

8. Parent Teacher Conferences - All part-time employees shall be required to attend parent teacher conferences in a manner equal to that, which applies to fulltime employees.

   a. Part-Time Employees with Reduced Work Year

9. A part-time employee who is employed on a regular basis at a proportional fraction of the work year shall have their work year prorated by the same proportional fraction applied to their salary step at the time of his/her employment. e.g. (.4 x 184 days = 73.6 days)

10. Parent Teacher Conferences - All part-time employees shall be required to attend parent teacher conferences in a manner equal to that, which applies to fulltime employees.

11. Sick Leave - A part-time employee who is employed on a regular basis at a proportional fraction of the work year shall receive a proportional fraction of the sick leave days granted full-time employees, prorated at the same proportional fraction that was applied to the part-time employee's salary step at the time of their employment.

12. Temporary Leave - A part-time employees who is employed on a regular basis at a proportional fraction of the workday shall receive the same number of temporary leave days as a full-time employee with each temporary leave of absence day prorated at the same proportional fraction that was applied to the part-time employee's salary step at the time of their employment.

ARTICLE XIV

MANAGEMENT RIGHTS

The Board of Education, subject only to the express written provisions of this Agreement, reserves to itself all rights and responsibilities of management of the School District and full jurisdiction and authority to make and review policy, rules, regulations and practices in furtherance thereof. The exercise of the foregoing powers, rights, authority, duties and responsibilities, by the Board, the adoption of policies, use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and Laws of the State of New Jersey and the Constitution and Laws of the United States.

ARTICLE XV

MISCELLANEOUS PROVISIONS

A. Copies of the Agreement shall be duplicated at the expense of the Board within thirty (30) days after the Agreement is signed and a copy presented to each covered employee now employed or hereafter employed.

B. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the Provision(s) of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

1. If by Association, to Board at:
   234 Somerville Road
   Bedminster, NJ 07921

2. If by Board, to Association at:
   President
   Bedminster Education Association
   234 Somerville Road
   Bedminster, NJ 07921

C. Employees using their own vehicles for directed school business will be reimbursed Office of Management and Budget rate.

D. If any provision of this agreement is held to be contrary to law, it shall not be valid, except those parts which may be permitted by law. All other provisions shall continue in full force and remain in effect.

E. All additions to an employee's personnel file shall require that the employee have an opportunity to review such material and affix his or her signature and date to the copy. This is filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material, and said answer shall be attached to the copy.

F. All extracurricular stipends listed in the Agreement shall remain at the 2023-2024 stipend rate for each year of the Agreement, not to exceed $8000 annually which shall be distributed among the stipends (see Schedule E). The Board reserves the right to add or decrease the number of extracurricular stipend positions as it deems necessary throughout the life of the Agreement.

G. Mentoring positions will be posted with stipend positions. Mentor's fee will be paid for by the mentee, not by the Board as specified in Board policy #3126. Information for mentoring will be available from Administration.

ARTICLE XVI

EMPLOYEE RIGHTS

A. Under the just cause provision - no employee shall be discharged, disciplined, reprimanded, reduced in rank or compensation, 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.

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

ARTICLE XVII

ASSOCIATION RIGHTS AND PRIVILEGES

A. The Association and its representatives shall have the right to use the school building at reasonable hours for meetings, excluding weekends and if a custodian is on duty. Approval shall be given by the Principal or the Superintendent.

B. The Association and its representatives shall have access to the use of equipment such as photocopiers, fax machines and computers at reasonable times when such equipment is not otherwise in use.

C. The proposed school calendar will be provided to the Association President or his designee, at least one week before it is adopted by the Board.

D. The Board agrees to voluntarily furnish the Association with copies of agenda, minutes and new or revised policies within a week if requested. The Association President shall receive a copy of the master schedule at the beginning of each school year, but no later than September 30th.

E. The Association President shall not be scheduled for any duties before, during or after school and shall not be called upon for coverages except in the case of an emergency and will be given other release time as administratively feasible.

F. The Association Vice President shall not be scheduled for any duties before or after school except in the case of an emergency and will be given other release time as administratively feasible.

G. For purposes of E and F above, Homeroom shall not be considered a duty.

H. Nothing contained herein shall be construed to deny or restrict to any employee such rights as they may have under New Jersey School Laws or other applicable state and federal laws, rules, and regulations. The rights granted to employees herein shall be in addition to those provided elsewhere. The BEA will review with the Board of Education all letters required by the Elementary and Secondary Education Act that are to be sent home to parents.

The BEA will review school level data as reported by the Elementary and Secondary Education Act.

1. The parties hereto recognize the existence of N.J.S.A. 18A:28-9 et seq and N.J.A.C. 6:3-5.1 with respect to reduction in force and agree to be governed by those statutes and any amendments thereto and the decisions of the Commissioner with respect to reduction in force.

The Board of Education shall maintain a seniority list of all tenured employees, copies of which will be given to the BEA by November 1st and at the time of a contemplated reduction in force.

ARTICLE XVIII

REPRESENTATION FEES

A. Purpose of Fee
If an employee does not become a member of the Bedminster Education Association during any membership year (i.e., September 1-June 30) which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the BEA for that membership year. The purpose of this fee will be to offset the employee's per capita cost of services rendered by the BEA as majority representative.

B. Amount of Fee/Notification
At the onset of each membership year, the BEA will notify the Board in writing of the amount of the regular membership dues charged by the BEA to its own members for that membership year. The representation fee to be paid by nonmembers will be 85% of the regular annual dues.

C. Deduction and Transmission of Fee
1. Notification will be given at the time a contract of employment has been approved and issued by the Bedminster Board of Education. The Board will submit to the BEA a list of alt employees in the bargaining unit as of September 1st of each year and it will be updated with each new appointment, resignation, retirement, leave of absence, or return from leave. The representation fee will be automatically charged to any employee who is not on this list.

2. The Board will deduct from the salaries of the employees referred to in Section C.1 the full amount of the yearly representation fee in equal installments beginning with the first paycheck in September of each year.

3. Mechanic
The mechanics for the transmission of such fees to the BEA will be the same as those used for the transmission of regular membership dues to the BEA.

4. Changes
The BEA will notify the Board in writing of any changes in the list provided for in Paragraph C. 1 above, and/or the amount of the representation fee, and such changes will be reflected in any deductions made not more than one month after the Board received said notice.

ARTICLE XIX

INSTRUCTIONAL AIDES AND SUPPORT STAFF

The term "employee" shall refer to all instructional aides, also known as paraprofessionals, and support staff who are members of the bargaining unit as set forth hereafter.

EMPLOYEE RIGHTS

A. **Just Cause Provision**
No tenured support staff shall be reduced in rank or compensation without just cause as defined in NJASA 18:A:6-10, NJSA 18A:28-5 and NJSA 18A:29-14.

B. **Required Appearances**
Whenever any employee is required to appear before the Superintendent or Board, or any committee or member thereof for the purpose of discussing the possible withholding of an increment, suspension and/or termination of employment of that employee shall be given 48 hour notice (which will be in written form), except in case of extreme urgency, of the reasons for such meeting to interview and may (at the employee's discretion) have (a) representative(s) and/or attorney present to represent and advise during such meeting or interview.

C. **Right to Review File and Respond**
Employees shall have the right to review his/her personnel file upon reasonable request and to attach response to any derogatory material. No material of a derogatory nature shall he placed in the personnel file unless a copy is simultaneously provided to the affected employee.

D. **Right to be Present**
When any fact-finding hearing shall be scheduled by the Board of Education, at a private or public meeting, to hear an official complaint against an employee by a parent group or its representative, the said employee who is the subject of the complaint shall have a right to be present. The Superintendent shall notify the employee (s) of such meetings in accordance with the procedure set forth in Paragraph B. If it appears that the outcome of said hearing would result in some disciplinary action against the employee, then that employee shall have the right to have a representative to advise him/her during such hearing or meeting.

To the degree possible, any criticism of any employee shall be made in private and not in the presence of teachers, parents, students, or a public gathering.

Any direct criticism or statement/comment of a negative nature referring or pertaining to a district employee, either in name or position, made by a teacher, other employee or Board of Education member shall be made: in confidence; not a public forum or meeting; not in writing, electronic mail or other medium (i.e. Power Point presentation, school or private newspaper article); and not in the presence of or shared with students, parents, or other employees.

1. Whenever a complaint, criticism or statement/comment of a negative nature is made in reference to a district employee, the employee shall have the right to know the identity of the complainant and the specific issue(s).

2. Whenever a complaint, criticism or statement/comment of a negative nature is made in reference to a district employee, the Board of Education shall not initiate any discussion, investigation, or action prior to revealing the identity of the complainant and the specific issue(s) to the affected employee.

DUTIES

A. Employees agree to perform their duties in accordance with the terms and conditions set forth under the Agreement, the Rules and Regulations of the Bedminster Board of Education, and the State Board of Education and the statutes of New Jersey pertinent thereto and in existence at the time the Agreement is signed.

B. Employees are required to be in attendance in the district every day school buildings are open, in accordance with the employee calendar.

C. When schools are closed by the Superintendent or appointed designee for inclement weather or other emergency reasons, the employee is not expected to report to work.

GRIEVANCE PROCEDURE

A. Definition:

A grievance is an appeal by an employee alleging improper interpretation, application or violation of this Agreement, policies, or administrative decisions.

B. Purpose:

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

C. Time limits:

1. Failure at any step to communicate the decision on a grievance within the specified time limits shall permit the employee to proceed to the next step.

2. Failure at any step 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.

3. The number of days indicated at each level should be considered as a maximum and

every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement.

4. In the event a grievance is filed at such a time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following year, could result in irreparable harm to a party of interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

5. A grievance must be raised at Step 1 no later than forty-five (45) calendar days following its occurrence, or within forty-five (45) calendar days after the aggrieved party knows or should have known of the events or conditions on which it is based.

D. <u>Procedures:</u>

1. <u>Step 1</u>

   An employee who has a grievance shall discuss it first with the Superintendent in an attempt to resolve the complaint informally. If, as a result of the discussions, the matter is not resolved to the satisfaction of the employee within seven (7) calendar days, the complaint(s) shall be set forth in writing to the Superintendent.

2. <u>Step 2</u>

   Within ten (10) business days, the Superintendent shall hold a formal grievance hearing, along with any individuals who are a party to the grievance. The Superintendent of Schools shall communicate a decision in writing to the employee and supervisor involved within ten (10) calendar days after delivery of the appeal.

3. <u>Step 3</u>

   The employee may appeal the decision of the Superintendent to the Board of Education within ten (10) calendar days after the decision of the Superintendent has been delivered. The appeal shall be in writing and shall set forth specifically the reasons for the appeal. This appeal shall be sent or given to the Superintendent of Schools who shall present it to the Board.

   The Board, after reviewing the appeal and the report of the Superintendent of Schools, may hold a hearing. At least two (2) school days prior to the possible hearing, all necessary parties shall be given written notice thereof. At the hearing all parties concerned shall be present, present witnesses and may be represented by persons of their own choosing.

   The Board shall communicate its decision in writing to the employee and the supervisor involved, through the Superintendent of Schools, within forty-five (45) calendar days after receipt of the appeal to the Board by the Superintendent.

CM

Except as limited in this contract where the decision of the Board is final and binding if the grievance is not resolved at Step 3, within fifteen (15) calendar days thereafter, the matter may be referred by either party in the form of a written request to the Public Employment Relations Commission (PERC) for arbitration. PERC shall submit a list of five (5) names to the parties and if agreement cannot be reached on an arbitrator, a second list shall be obtained. If agreement is not reached on the second list, PERC shall appoint an arbitrator for the parties.

The decision of the arbitrator, in all cases, shall be advisory in nature. Cost of arbitration shall be borne equally by both parties.

TENURE

In accordance with N.J.S.A 18A:17-2a and N.J.S.A. 18A:17-2b employees earn tenure after three (3) years and one (1) day of service to the district.

Leaves of Absence

Leave of short duration (two months) for work-related injury counts toward tenure acquisition.

Tenure

N.J.S.A. 18A: 6-10 No tenured employee can be dismissed or reduced in compensation except for inefficiency, incapacity, unbecoming conduct or other just cause.

LEAVE OF ABSENCE

A. Excused Absences

1. Death in family

In the event of a death in the employee's family:

Up to ten (10) days, as needed for each occasion, of a spouse or child, or domestic partner, or subject to the Superintendent's approval, a member of employee's immediate family, within one year of death.

Up to five (5) days for a father. mother, sister, brother, or grandchild of any employee.

Up to three (3) days for a mother-in-law, father-in-law. grandparent. daughter-in-law, son-in-law, sister-in-law or brother-in-law.

Up to one (1) day for an aunt, uncle, niece or nephew.

Up to one (1) day in the event of a relative or friend not otherwise referenced above.

2. Jury Duty
   There shall be no salary deductions for an employee who is absent due to service on a grand jury or petit jury.

3. Legal Requirement
   The Board of Education shall provide legal assistance to the employee as per N.J.S.A. 18A:16-6 and N.J.S.A. 18A:16-6.1. An employee shall be excused with no loss of pay to attend any hearing, court, or administrative proceeding as a result of any school matter or act arising out of and in the course of performance of the duties of the employee, and within the scope of employment.

4. Personal Business
   If for personal reasons, a day's absence is necessary, an employee may be excused from his/her duties upon notice to and permission from the Superintendent. Wherever possible, application should be made at least two (2) days prior to taking leave, except in the event of an unanticipated emergency.

   "Personal business" as defined herein is an emergency or the performance of a duty that cannot be done on out of school time. In all cases in which the employee requests an excused absence for personal business, a request must be filed and approved by the Superintendent.

   An employee shall receive two (2) personal business days in any one (1) contract year. The number of unused days shall accumulate as sick leave from year to year.

B. Family Illness
   1. A maximum of three (3) days in each school year for serious family illness. A physician's certificate of serious illness is required.

   2. A maximum of two (2) days each year for family illness.

   3. Family leave is non-cumulative.

C. Sick Leave
   1. Sick leave is defined by revised statute 18A:30-1 et seq.

   2. All twelve (12) month employees shall be entitled to twelve (12) days of sick leave per year. All ten (10) month employees shall be entitled to ten (10) days of sick leave per year.

   3. Unused days of sick leave shall be accumulated from year to year.

   4. Sick leave granted in excess of accumulated days shall be at the sole discretion of the Board.

D. Terminal Pay on the Basis of Sick Leave

Upon retirement an employee shall receive one (1) day's pay for each accumulated sick day at the base pay for per diem substitute teachers capped at $15,000.00. Effective July 1, 2013, upon retirement from the district, Instructional Aides shall receive thirty-five dollars ($35.00) for each accumulated sick day and support staff shall receive forty dollars ($40.00) for each accumulated sick day. Payment for all accumulated sick pay is capped at $15,000.00. For sick days accumulated prior to July 1, 2013, Instructional Aides and Support Staff shall receive the base pay per diem substitute teachers at the time the sick days were accumulated.

E. Parenthood Leave

1. Parenthood Leave shall be granted for all employees for a period of up to the end of the academic school year in which the Parenthood Leave commenced or a minimum of six (6) months, whichever is greater. An additional school year of leave shall be granted upon request to tenured staff or one who has received a tenure-year contract. Employees on leave shall notify the Board in writing of the intention to return to the district by March 1 of the school year preceding the school year in which the employee wishes to return, or sixty (60) calendar days prior to said intended return date, whichever is sooner.

2. Employees returning on the first day of the school year (July 1 for twelve (12) month employees) from parenthood leave shall be placed in his/her previously held position or a comparable one as provided by law.

3. Any employee who has applied for and received parenthood leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.

4. Time spent on parenthood leave shall not count towards salary advancement, seniority, or sick leave accumulation.

5. Any twelve (12) month employee who accepts parenthood leave after December 31, in any given year, is given salary credit for a full year upon returning to the district.

6. Employees receiving parenthood leave shall not accept full time employment during all or part of the period of the parenthood leave.

7. Adoption- Any employee adopting a minor child shall receive a leave similar to parenthood leave which shall commence upon receiving de facto custody of said child, or earlier if necessary to fulfill requirements for the adoption.

8. The Board is not required to continue employment of a non-tenure employee beyond the year in which the leave is taken, or a six (6) month period, whichever is applicable. The parenthood leave shall not be counted towards tenure.

F. Maternity Leave

1. The Board shall grant sick leave for the period of actual disability associated with the pregnancy and the birth to a pregnant employee on the same terms and conditions governing leaves of absence for illness or medical disability.

   The pregnant employee will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability in accordance with law.

2. Any pregnant employee who does not elect to take a parenthood leave in conjunction with maternity leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able to do so.

3. The Board may require an employee during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which she has been assigned. In the event of any question as to the condition of the pregnant employee, a conference shall be arranged between the Board's physician and the employee's physician.

4. No employee shall be required to neither leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

5. In all matters, including discipline, a pregnant employee shall be treated like any other employee. Furthermore, the Board has the right to remove any pregnant employee form her daily duties if her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist if, (1) the pregnant employee fails to produce a physician's certificate that she is medically able to continue working; or (2) the Board's physician concludes she is unable to continue in the role of an employee. However, the Board shall not discriminate against the pregnant employee in violation NJSA 10:5-1 or any laws of the State of New Jersey or the United States.

G. Other Leaves

Other leaves of absence with/without pay may be granted for good cause and for exceptional reasons upon recommendation of the Superintendent and approval of the Board of Education. Request(s) for the above shall be submitted in writing to the Superintendent. The denial of such leave by the Board shall not be actionable by law. However, the denial of same shall be reduced in writing with explanations for the reason of said denial.

H. Miscellaneous

1. Any requests for modifications of previously granted leaves shall be submitted in writing to the Superintendent.

2. Employees, while on leave without pay, shall have the option to continue paying premiums for health insurance benefits regularly provided by the Board in accordance with applicable law.

3. Upon return from paid leave or unpaid leave of six (6) months or less granted by the Board, the employee shall be placed at a salary he/she would have earned if he/she had not been on said leave with all seniority rights.

4. All benefits to which employees are entitled at the time his/her approved leave of absence commenced, including the unused accumulated sick leave, shall be restored upon return. Employees returning from approved leave shall be placed in the previously held position or a comparable one as provided by law.

INSURANCE PROTECTION

A. Health Insurance:
The Board of Education shall provide all covered employees working twenty (20) or more hours per week and their dependents with comprehensive health insurance benefits. The Board shall pay the premiums for up to full family medical insurance plan which provides benefits that are at least equal to those currently provided under the July 1, 2008 New Jersey School employees Health Benefits Plan. The plan offers employees the choice of a preferred provider organization with one option - and NJ Direct 15 and two health maintenance organization plans — Aetna HMO and CIGNA Healthcare. For purposes of this contract the base plan for all employees will be Direct15. Effective January 1, 2013, all employees hired on or after January 1, 2013 must work twenty-five (25) hours or more per week for health benefits. Current employees who have health benefits shall be exempt from this provision. Employees will contribute towards their health insurance, the same percentage of premium that they contributed in the school year 2015-2016 based on Tier 4 of Chapter 78 P.L. 2011.

It is recognized that paraprofessionals and support staff are separate positions. It is agreed for purposes of this contract that support staff's benefit contributions will remain the same as their individual percentages as in 2015-2016.

B. Disability Insurance:
The Board of Education will provide long—term disability coverage for all employees employed twenty (20) hours or more per week, after three (3) years and one (1) day of employment.

1. Coverage will be underwritten by The Standard Insurance Company.

2. Premium will be paid by the Board of Education for the employee coverage only.

C. Prescription Insurance:
The Board of Education will provide prescription insurance to the employee employed twenty (20) hours per week and their dependents, immediately upon employment, in accordance with the terms and conditions of the District's employee group plan. The benefits will be at least equal to those currently provided under the July 1, 2008 New Jersey State Health Benefits Plan Prescription Drug Coverage for Local Education Employees. Effective January 1, 2013, all employees hired on or after January 1, 2013 must work twenty-five (25) hours or more per week for health benefits. Current employees who have health benefits shall

be exempt from this provision.

Premiums will be paid by the Board of Education for the employee and their dependents.

D. Dental Insurance:
The Board of Education will provide the employee, immediately upon employment, with single coverage only, in accordance with the terms and conditions of the District's employee group plan. The Board of Education will pay the premiums for employee coverage only. The employee may purchase coverage for spouse, domestic partner or eligible dependent children at a cost equal to the annual premium cost. Employees are responsible for 100% of this cost.

E. If the carrier who underwrites the coverage as spelled out in paragraphs B, C, or D is changed, the benefits offered by the new carrier shall be equal to or better than the existing benefits.

WORK YEAR AND WORK DAY

Instructional Aides

A. The work year for Instructional Aides shall be the in-school work year when teachers are in attendance. Instructional aides may be required to attend back to school nights or parent conferences at the discretion of the Administration. Instructional aides may also be required to attend professional development/in-service programs, faculty meetings and PLCs. Instructional Aides required to attend any such meetings will be compensated at their per diem rate, with a 1-hour minimum in compensation.

B. As assigned by the Administration, the workday for full-time ten (10) month Instructional Aides shall consist of seven (7) hours including a thirty (30) minute duty free lunch. Start and end times include flexible hours that shall be: 8:30 a.m. to 3:30 p.m.; 8:45 a.m. to 3:45 p.m.; and 9:00 a.m. to 4:00 p.m.

C. Whenever an Instructional Aide is required to extend their regular work hours they shall be paid for the total hours worked.

Support Staff

A. Twelve (12) month employees
1. The work year for twelve (12) month Support Staff shall be the twelve (12) month employee calendar to be determined by the Board. The Support Staff are required to report to work every day that school buildings are open, in accordance with the employee calendar. However, when schools are closed by the Superintendent or his/her designee, for inclement weather or other emergency reasons, the employees shall not be expected to report to work.

2. The work week for full-time twelve (12) month Support Staff is thirty-seven and one-half

(37 ½) hours excluding lunch periods.

B. Ten (10) month employees

1. The work year for ten (10) month Support Staff shall be the ten (10) month school calendar. Ten (10) month Support Staff are required to be in attendance in the district every day that students are in the school buildings.

HOLIDAYS

A. Twelve month Support Staff shall receive fourteen (14) paid holidays each year. The fourteen (14) paid holidays shall include:

New Year's Day
Martin Luther King's Birthday
Washington's Birthday
Lincoln's Birthday Good Friday
Memorial Day
Independence Day Labor Day
Columbus Day
Election Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day

Ten month employees shall receive six (6) paid holidays during each school year. The holidays will be New Year's Day, Good Friday, Memorial Day, Thanksgiving, the Friday following Thanksgiving, and Christmas Day.

If, for professional reasons, Support Staff must work on one of the paid holidays, holiday observance days, or weekends, she/he will be granted a day off from his/her duties as compensatory time, for each day worked, upon notice to and with the permission of the Superintendent.

VACATION

A. Twelve month Support Staff shall earn vacation days as follows:

0 through year 5	10 days	(.833 day per month)
6 through year 10	15 days	(1.25 days per month)
More than 10 years	20 days	(1.67 days per month)

Generally vacation should be taken when school is not in session.

B. Time for vacations must be approved by the immediate supervisor and then recommended to

the Superintendent for his/her approval.

C. Support Staff shall be charged with vacation days if they are not excused under any other leave provision of this Article. Employees must take vacation days or personal days when they wish to be absent during periods when school is open even though students are not in attendance with the exception of closings due to inclement weather or other emergency reasons, by the superintendent or appointed designee.

D. A maximum of ten (10) unused vacation days may be accrued, but the total accrued unused vacation days shall not exceed ten (10) as of July 1 of each year. Such accrued days must be used in the next school year.

E. For employees employed prior to July 1, 2013, the Board shall buy back a maximum of five (5) vacation days at the per diem rate, calculated as 1/240 of the Support Staff member's annual salary. Effective July 1, 2013, vacation buy back shall be eliminated for the employees.

USE OF AUTOMOBILE

For the required use of employees automobiles in the performance of their duties, reimbursement shall be made on the basis of the current permissible rate defined under the rules and regulations promulgated by the Commissioner of Education and the Office of Management and Budget.

TAX SHELTERED ANNUITIES

Employees may request, and the Board shall make deductions from his/her pay for the purpose of tax sheltered annuities pursuant to the provisions of the requisite statute.

SUPPLEMENTAL RETIREMENT PLAN

Employees may participate in a 403b governmental special pay plan.

SALARIES

A. The salaries of all employees covered by this Article are set forth in schedules which are attached hereto and made part hereof.

Schedule F - Instructional Aides
Schedule G - Support Staff

B. Salaries shall be paid semi-monthly on the 15th and 30th, each salary payment being paid in arrears

When a payday falls on or during a school vacation, holiday or weekend, employees shall receive their paychecks on the last previous working day.

The employees may choose between 10 month or 12 month pay periods. The Board must be advised of the employee's choice by June 1 of the previous school year.

MISCELLANEOUS

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

B. Legality
In the event that any portion of this contract shall be deemed in violation of the law, the remainder of the contract shall remain in full force and effect.

C. Statutory Savings Clause
Nothing contained herein shall be construed to deny or restrict any legal rights that an employee may have under the statutes of the State of New Jersey or other applicable laws and/or regulations of this State or the United States.

ARTICLE XX

DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1, 2023 and shall continue in effect until June 30, 2027. This agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.

B. In witness whereof the Association has caused this Agreement to be signed by its President and Vice President and the Board has caused this Agreement to be signed by its President and Vice President and attested by its Secretary and its corporate seat to be placed hereon, all on the day and year first above written.

BEDMINSTER EDUCATION ASSOCIATION
By:
President
By:
Secretary

BEDMINSTER TOWNSHIP BOARD OF EDUCATION
By:
President
By:
Secretary

ADDENDUM

These items are for informational purposes only and are NOT actual provisions of the negotiated contract.

A. Employees with seven or fewer scheduled preparations within the week will be called upon last to provide coverage.

B. Employees will receive 2 "Get out of coverage free" cards for the school year.

C. Employees will prioritize subjects and/or grades, which they would be most comfortable covering. Administration will consider employee requests when feasible.

D. Provide two (2) staff development days in the summer (to be set in the annual calendar) for employees to attend on a voluntary basis, and for employees to be paid for attending on these days, at the per diem substitute rate.

SALARY GUIDE

YEAR 1
SCHEDULE A
2023-2024

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1-2	61,515	65,205	66,130	67,050	67,975	68,590	69,205	69,820
3	62,015	65,735	66,665	67,595	68,525	69,145	69,765	70,385
4	62,515	66,265	67,205	68,140	69,080	69,705	70,330	70,955
5	63,015	66,795	67,740	68,685	69,630	70,260	70,890	71,520
6	63,820	67,650	68,605	69,565	70,520	71,160	71,800	72,435
7	65,510	69,440	70,425	71,405	72,390	73,045	73,700	74,355
8	67,325	71,365	72,375	73,385	74,395	75,065	75,740	76,415
9-11	69,265	73,420	74,460	75,505	76,540	77,230	77,925	78,625
12-14	71,330	75,610	76,680	77,770	78,820	79,535	80,245	80,990
15	73,520	77,930	79,035	80,175	81,240	81,975	82,710	83,505
16	75,835	80,385	81,525	82,725	83,800	84,555	85,315	86,165
17	78,275	82,970	84,165	85,415	86,495	87,275	88,090	88,980
18	80,840	85,690	86,950	88,245	89,330	90,135	91,020	91,945
19	83,530	88,540	89,870	91,215	92,300	93,140	94,100	95,060
20	86,345	91,535	92,935	94,330	95,410	96,325	97,325	98,325
21	87,845	93,115	94,435	95,830	97,070	97,945	98,825	99,825

SALARY GUIDE

YEAR 2
SCHEDULE B
2024-2025

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1	63,455	67,260	68,215	69,165	70,120	70,750	71,385	72,020
2-3	63,955	67,790	68,750	69,710	70,670	71,310	71,950	72,590
4	64,455	68,320	69,290	70,255	71,225	71,865	72,510	73,155
5	64,955	68,850	69,825	70,800	71,775	72,425	73,075	73,725
6	65,765	69,710	70,695	71,685	72,670	73,330	73,985	74,645
7	67,290	71,325	72,335	73,345	74,355	75,030	75,700	76,375
8	68,935	73,070	74,105	75,140	76,175	76,865	77,550	78,240
9	70,700	74,940	76,005	77,065	78,125	78,830	79,540	80,245
10-12	72,585	76,940	78,030	79,120	80,205	80,930	81,660	82,385
13-15	74,590	79,065	80,185	81,305	82,420	83,170	83,915	84,660
16	76,720	81,325	82,475	83,625	84,775	85,545	86,310	87,075
17	78,975	83,715	84,900	86,115	87,265	88,055	88,845	89,680
18	81,355	86,235	87,465	88,760	89,895	90,710	91,535	92,460
19	83,860	88,890	90,200	91,545	92,665	93,505	94,430	95,390
20	86,490	91,680	93,080	94,475	95,570	96,470	97,470	98,470
21	89,245	94,600	95,940	97,275	98,615	99,510	100,400	101,295

SALARY GUIDE

YEAR 3
SCHEDULE C
2025-2026

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1-2	65,440	69,365	70,350	71,330	72,310	72,965	73,620	74,275
3-4	65,940	69,895	70,885	71,875	72,865	73,525	74,185	74,840
5	66,440	70,425	71,425	72,420	73,415	74,080	74,745	75,410
6	67,190	71,220	72,230	73,235	74,245	74,915	75,590	76,260
7	68,695	72,815	73,845	74,880	75,910	76,595	77,280	77,970
8	70,325	74,545	75,600	76,655	77,710	78,410	79,115	79,820
9	72,080	76,405	77,485	78,565	79,650	80,370	81,090	81,810
10	73,955	78,390	79,500	80,610	81,720	82,460	83,200	83,940
11-13	75,950	80,505	81,645	82,785	83,925	84,685	85,445	86,205
14-16	78,070	82,755	83,925	85,095	86,265	87,050	87,830	88,610
17	80,315	85,135	86,340	87,545	88,750	89,550	90,355	91,160
18	82,685	87,645	88,885	90,125	91,365	92,195	93,020	93,845
19	85,180	90,290	91,570	92,865	94,125	94,975	95,830	96,710
20	87,800	93,070	94,390	95,785	97,020	97,895	98,780	99,780
21	90,545	95,980	97,335	98,695	100,050	100,960	101,865	102,770

SALARY GUIDE

YEAR 4
SCHEDULE D
2026-2027

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	PHD
1	66,590	70,585	71,585	72,585	73,580	74,250	74,915	75,580
2-3	67,090	71,115	72,120	73,130	74,135	74,805	75,475	76,145
4-5	67,590	71,645	72,660	73,675	74,685	75,365	76,040	76,715
6	68,090	72,175	73,195	74,220	75,240	75,920	76,600	77,280
7	69,770	73,955	75,005	76,050	77,095	77,795	78,490	79,190
8	71,550	75,845	76,915	77,990	79,065	79,780	80,495	81,210
9	73,425	77,830	78,930	80,035	81,135	81,870	82,605	83,335
10	75,395	79,920	81,050	82,180	83,310	84,065	84,820	85,575
11	77,460	82,110	83,270	84,430	85,595	86,370	87,145	87,915
12-14	79,620	84,395	85,590	86,785	87,980	88,775	89,575	90,370
15-17	81,875	86,790	88,015	89,245	90,470	91,290	92,110	92,930
18	84,225	89,280	90,540	91,805	93,070	93,910	94,755	95,595
19	86,670	91,870	93,170	94,470	95,770	96,635	97,505	98,370
20	89,210	94,565	95,900	97,240	98,575	99,470	100,360	101,255
21	91,845	97,355	98,735	100,110	101,490	102,405	103,325	104,245

SCHEDULE E

STIPENDS

BEDMINSTER SCHOOL EXTRA-CURRICULAR ACTIVITIES
2023-2027

1. All club/advisor stipend positions, unless explicitly included in Stipends Schedule B or Schedule C, shall be paid a total stipend amount of $850. The following non-exhaustive list includes examples of previously existing stipend positions that shall be covered by this Schedule A:

Arts & Crafts - Grade 2	Arts & Crafts - Grades 2 & 3	Arts & Crafts - Grade 3
Chess Club – Beginners	Chess Club	Math Counts Grades 6-8
Parade	Ski Club Advisor	Ski Club Monitor
Computer Club - Grade 2	Computer Club - Grade 3	Computer Club - Grades 2 & 3
Computer Club - Grades 4-8	Conflict Mediation Advisor	Conflict Mediation Lead Advisor
Cooking Club Session I	Cooking Club Session II	Environmental Club Grades 4-8
LEGO Club Grades 1 & 2	LEGO Club Grades 3 & 4	Literacy Magazine Advisor
Literacy Club (Middle)	Writers' Workshop Session	Stokes Coordinator
Open Gym Grades 4&5	Science Club - Grade 1	Science Club - Grade 2
Science Club - Grade 3	Sports Club Grade 3	Sports Club Grade 4-5
Science Club – Grade 4	Storytime Grade 1	Storytime Kindergarten
Drama Club Supervisor (Middle)	Behind the Scenes Advisor	Behind the Scenes Assistant
Drama Club Director (Primary Grade 2	Drama Club Director (Primary) Grade 3	Drama Club Supervisor (Primary) Grade 2
Drama Club Supervisor (Primary) Grade 3	School Newspaper	Graduation Music & Ceremony
8th Grade Trip Coordinator		

2. All stipend positions covered by this Schedule A shall run ten (10) hours in order to qualify for the full stipend amount subject to the approval of the building principal and/or Superintendent.

3. If fewer than ten (10) hours are conducted, the stipend amount shall be prorated accordingly.

Stipends – Schedule B1
Head Coach Positions and Middle School Drama

1. All positions in Schedule B1 shall each be paid a total stipend amount of $3,500.
2. The following non-exhaustive list includes examples of previously existing stipend positions that shall be covered by this Schedule B1:

Baseball Head Coach – Boys	Basketball Head Coach - Boys
Basketball Head Coach – Girls	Cheerleading Coach
Field Hockey Head Coach	Lacrosse Head Coach
Soccer Head Coach	Softball Head Coach
Drama Club Director (Middle) - Grades 5-8	Robotics Club Head Coach
Odyssey of the Mind Head Coach	Track and Field Head Coach

3. All staff appointed to stipend positions covered by this Schedule B1 shall perform the duties of the position for the entire season in order to qualify for the full stipend amount. If the appointed staff member serves in the role for less than the entire season, the stipend amount shall be prorated accordingly.

Stipends – Schedule B2
Assistant Coach Positions

1. All assistant coaching positions shall each be paid a total stipend amount of $2,300. The following non-exhaustive list includes examples of previously existing stipend positions that shall be covered by this Schedule B2:

Baseball Assistant Coach – Boys	Basketball Assistant Coach – Boys
Basketball Assistant Coach – Girls	Field Hockey Assistant Coach
Lacrosse Assistant Coach	Soccer Assistant Coach
Robotics Club Assistant Coach	Softball Assistant Coach

2. Assistant Coaches shall be responsible for assisting the Head Coach with all students on the team, regardless as to the grade level of the students (I.e., all grades 6 through 8).
3. All staff appointed to stipend positions covered by this Schedule B2 shall perform the duties of the position for the entire season in order to qualify for the full stipend amount. If the appointed staff member serves in the role for less than the entire season, the stipend amount shall be prorated accordingly.

Stipends – Schedule C

Miscellaneous Positions and Chaperones

1. The following stipend positions shall be paid at the listed rates contingent on the assigned staff member serving in the position for the requisite length of time/number of sessions. Staff who serve in the position for less than the designated time shall receive a prorated stipend accordingly:

	Position	# of Sessions	Stipend Amount
a.	Scenery Art Club	15 sessions	$1,250
b.	Inst. Music (B/A School)	80 sessions	$4,900
c.	Chorus (Before/After School)	80 sessions	$4,900
d.	Athletic Coordinator	Full Year	$5,200
e.	Homework & CRC Advisor	80 sessions	$3,400
f.	Team Leader Grades 5&6	80 sessions	$3,650
g.	Team Leader Grades 7&8	80 sessions	$3,650
h.	Community Service Advisor Grade 8	Full Year	$1,725
i.	Community Service Advisor Grades 7	Full Year	$1,725
j.	Community Service Advisor Grade 6	January-June	$850
k.	Student Council Advisor	Full year	$1,100
l.	Yearbook Advisor	Full Year	$1,200

2. Staff who chaperone trips during normal work hours shall not receive any additional compensation beyond their normal pay.
3. Staff members who chaperone on-site duties, ceremonies, dances, concerts, etc., that take place or extend beyond contract hours, shall be compensated at the rate of $40 per hour, which amount shall be prorated based on half-hour intervals.
4. Staff members who chaperone off-site trips and events that take place or extend beyond contract hours shall be compensated at the rate of $50 per hour, which amount shall be prorated based on half-hour intervals.
5. Staff members who perform an overnight assignment shall receive a $400 stipend for each overnight of the assignment in lieu of the hour rate provided in Section 3 above. For example, a staff member who chaperones students on a field trip that lasts 3 days and 2 nights shall receive a stipend of $800 and not receive any additional hourly stipend.

CV

6. Certificated staff who perform Curriculum Development assignments requiring certificated personnel as identified by the Board, shall be compensated at the rate of $60 per hour for such services.

7. Certificated staff who perform Home Instruction or other "Direct Education-Related" assignments, such as ESY, Summer Child Study Team, Nursing services, or other summer work requiring certificated personnel as identified by the Board, shall be compensated at $65 per hour for such services.

8. Paraprofessionals who perform summer work assignments shall be paid $22 per hour for such services.

9. Compensatory Time for Stipend Work

   a. There shall be a maximum distribution of one (1) comp day per year per teacher if they are assigned an extra compensation duty/assignment of equal or greater time.

   b. Each teacher shall be able to earn one (1) comp day for each school year and may carry over that one day into the following year but will lose it if not used by the end of that following year. However, no individual can earn another comp day in the following year if they have not used the accumulated comp day from the previous year.

   c. If a teacher elects to get paid for that comp day in lieu of time off and at the pay rate the day was earned, the teacher must notify the Board office no later than May 15 of the expiration year.

   d. Use of the comp day is limited to the provisions for personal days found in Article 6.A.1 and may be used in conjunction with personal days provided use abides by the provisions found in Article 6.A.1.

   e. Kindergarten Orientation shall be compensated at the "Direct Education-Related" rate identified above (Schedule C.7) for three hours or a comp day at 6.75 hours in recognition of the teacher's early return from summer break.

10. Process for creation of new stipend activities:

    Staff seeking to create and implement new stipend activities shall submit a proposal to the-Superintendent (or designee). The proposal shall include a rationale for the new activity, an estimated number of sessions, duration and timing during which the activity will take place, and grade levels for the activity. Proposals will be considered twice per year and must be submitted by either May 1st or December 1st. Any approved activity's stipend will align with current stipends for similar activities within the current agreement. If the Superintendent approves, the proposal will be forwarded to the Board of Education for final approval.

SCHEDULE F
INSTRUCTIONAL AIDES[2]
SALARY GUIDE

Year 1	
2023-24	
Step	**Salary**
1-5	23,498
6	23,998
7	24,964
8	25,930
9	26,896
10	27,928
11	28,958

Year 2	
2024-25	
Step	Salary
1	24,244
2-6	24,744
7	25,244
8	26,229
9	27,219
10	28,209
11	29,239

Year 3	
2025-26	
Step	**Salary**
1-2	25,751
3-7	26,251
8	26,751
9	27,751
10	28,751
11	29,756

Year 4	
2026-27	
Step	**Salary**
1	26,992
2-3	27,492
4-8	27,992
9	28,492
10	29,492
11	30,497

[2] Employees shall move up one step of the guide each year. New hires with college degrees start at Step 5.

SCHEDULE G
SUPPORT STAFF[3]
SALARY GUIDE

Position	2023-2024	2024-2025	2025-2026	2026-2027
Technology Assistant/Support	$53768	$55542.34	$57319.70	$59153.93
Transportation Coordinator/Receptionist	$49935.29	$51583.15	$53233.81	$54937.29

Position	2023-2024	2024-2025	2025-2026	2026-2027
School Secretary	$44326	$45788.76	$47234	$48766.12
Transportation Secretary	$41072	$42427.38	$43785.05	$45186.17
Office Assistant	$26639	$27518.09	$28398.67	$29307.42

[3] The salaries set forth are limited to support staff employed for the 2023-2024 school year and assume the same support staff will continue to be employed in the listed positions through the 2026-2027 school year. The salaries are not intended to be the salaries of new employees employed to replace existing employees.