

**2022-2027
CONTRACT**

AN AGREEMENT BETWEEN

**THE HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
BOARD OF EDUCATION**

AND

**THE HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
EDUCATION ASSOCIATION**

STATEMENT OF PURPOSE AND INTENT

The Hunterdon Central Board of Education and the Hunterdon Central Education Association each represents that the purpose and the intent of this Agreement is to promote cooperation and harmony, to recognize mutual interest, to provide a channel through which information and problems may be transmitted from one to the other, to formulate rules to govern the relationship between the Association and the Board, to promote efficiency and service, and to set forth herein the basic agreements covering the conditions of employment.

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Section One – General and Universal Information

PREAMBLE

This Agreement entered into this [DATE], by and between the BOARD OF EDUCATION OF THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL DISTRICT, Flemington, New Jersey, hereinafter called the "Board" and the HUNTERDON CENTRAL REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION, hereinafter called "the Association."

ARTICLE I - RECOGNITION

- A. The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all regular full and part time secretaries not otherwise excluded, paraprofessionals, print shop operator, bus mechanics, information system support specialists, TV programmers, custodial, maintenance and grounds personnel, safety officer/science paraprofessionals, shipping and receiving clerk, mail clerk, and for all certified personnel whether under contract, on leave, employed by the Board, including: all teachers, guidance personnel, librarians, nurses, coordinators of the work study programs, athletic trainers, strength and conditioning coaches, and all professional members of the staff who do not hold full administrative positions, and not noted above but excluding: Superintendent, Business Administrator, Assistant Superintendent, Principal, Assistant Business Administrator, Executive Secretaries, Operational Assistants, Directors, Vice-Principals, Supervisors, transportation personnel, substitute teachers, and summer employees.
- B. Unless otherwise indicated, the term "teachers," when used hereinafter in this Agreement, shall refer to all certified professionals represented by the Association as noted above in Paragraph I.A.
- C. Unless otherwise indicated, the term "employees" shall refer to all employees of the Board, certificated and non-certificated, in the negotiations unit, except in the Custodial/Maintenance/grounds section of this Agreement, where the term "employees" shall refer to Custodial/Maintenance/Grounds employees only.

ARTICLE II - NEGOTIATION PROCEDURE

- A. The Parties agree to enter into collective negotiations over a successor agreement in accordance with Chapter 123, Public Laws 1974 (N.J.S.A. 34:13A-1 et. seq., as amended) in a good faith effort to reach agreement on all matters concerning the terms and conditions of negotiation unit members' employment. Such negotiations shall begin no later than January 31st of the calendar year in which this Agreement expires. Any agreement so negotiated shall apply to all employees, be reduced to writing, be signed and be submitted to the Board and the Association for ratification.
- B. During negotiations, the Board and the Association shall present all relevant data, exchange points of view, and make proposals and counter-proposals.
- C. Neither party in any negotiations shall have control over the selection of the negotiation representatives of the other party. The parties mutually pledge that their representatives

shall be clothed with all the necessary power and authority to make proposals, consider proposals, and make counter-proposals in the course of negotiations.

- D. Representatives of the Board and the Association's Negotiating Committee shall meet when necessary as determined by either party for the purpose of reviewing the administration of the Agreement, and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.

Each party shall submit to the other, at least (3) three days prior to the meeting, an agenda covering matters they wish to discuss, unless another method is agreed to.

All meetings between the parties shall be regularly scheduled, whenever possible, to take place when the employees involved are free from assigned instructional responsibilities, unless otherwise agreed.

Should a mutually acceptable amendment to this Agreement be negotiated by the parties, it shall be reduced to writing, signed by the Board and the Association, and be adopted by the Board and the Association.

- E. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment applicable on the effective date of this Agreement to employees covered by this Agreement as established by the rules, regulations, and/or policies of the Board in force on said date, shall continue to be applicable during the term of this Agreement.
- F. The Board agrees not to negotiate concerning said employees in the negotiation unit as defined in Article I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- G. 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.
- H. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III - SALARIES

- A. The salaries of all employees covered in this Agreement for the school years 2022-2023, 2023-2024, 2024-2025, 2025-2026, and 2026-2027 are set forth in the Schedules which are attached hereto and made a part hereof.
 - 1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments on the 15th and the last day of the month.
 - 2. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments on the 15th and the last day of the month.
 - 3. Employees may elect to have a designated amount of their salary directly deposited into their County Educators Federal Credit Union account.

4. When a pay day falls on or during a school holiday, or weekend, employees shall receive their paychecks on the last previous work day on which the banks are open, provided the checks are available from the computer.

5. Longevity :

Employees, after completing twenty (20) or more years' experience at Hunterdon Central Regional High School will receive a \$500 longevity stipend. Employees, after completing twenty-five (25) or more years' experience at Hunterdon Central Regional High School will receive an additional \$1000 longevity stipend (a total of \$1,500 for both stipends). Employees, after completing thirty (30) or more years' experience at Hunterdon Central Regional High School will receive an additional \$500 longevity stipend (a total of \$2,000 for all three stipends.) Longevity stipends will be paid effective September 1st of each school year to those individuals who have completed twenty (20) years, twenty-five (25) years, and thirty (30) years of service by this date and will become part of the individual's base salary for pension purposes.

ARTICLE IV - GRIEVANCE PROCEDURE

A. Purpose:

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment of employees. Both parties agree that every effort should be made to resolve disputes at the level from which they originate and that the participants act as objective problem solvers to reach outcomes efficiently and amicably. Proceedings will be kept as informal as mutually agreeable and confidential at every level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee or group of employees having a grievance to discuss the matters informally with any appropriate member of the administration, and having the grievance adjusted without intervention by the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

B. Definitions:

1. A "grievance" is a claim based on any of the provisions of this Agreement and/or past common practice resulting from an event or condition which affects the welfare and/or terms and conditions of employment of an employee or group of employees and/or the interpretation, meaning or application thereof.
2. An "aggrieved person" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

4. The term "school days" shall include days school is in session during the regular school term, September through June, and all non-national holiday weekdays, Monday through Friday, during June, July, and August.
5. An aggrieved person shall have thirty (30) school days from the date of the occurrence or the first knowledge of said occurrence to initiate a grievance. Failure to initiate a grievance within said period of time is deemed a waiver of all steps on the grievance procedure.

C. Procedure:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

1. LEVEL ONE - IMMEDIATE SUPERVISOR

An employee or group of employees with a grievance shall first discuss it with:

- a. Immediate Supervisor - either directly or through the Association's Grievance Chairperson or representative, with the objective of resolving the matter informally.
- b. Director or the Person to Whom the Immediate Supervisor Reports - if the employee/group of employees is unable to resolve the conflict with the immediate supervisor he/they shall have the right to meet with the next director with the continued objective of resolving the matter informally.
- c. Superintendent

2. LEVEL TWO - BOARD OF EDUCATION

If the aggrieved person or group of persons is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) school days after the presentation of the grievance, for further consideration, s/he must file the grievance in writing with the Chairperson of the Association's Grievance Committee within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. If the Grievance Committee determines that the grievance is meritorious, for further consideration, it must submit the grievance in writing to the Board of Education within fifteen (15) school days after receipt of a request by the aggrieved person or group of persons.

3. LEVEL THREE – ARBITRATION

If the aggrieved person or group of persons is not satisfied with the disposition of their grievance at Level Two, or if no written decision has been rendered within three (3) school days following the next regular meeting of the Board after the grievance was delivered to the Board, for further consideration, they must within (5) five school

days after a decision reduced to writing by the Board or within fifteen (15) school days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Chairperson of the Grievance Committee submit their grievance to arbitration. If the Grievance Committee determines that the grievance is meritorious for further consideration, it must submit the grievance for arbitration within fifteen (15) school days after receipt of the request by the aggrieved person by requesting a list of arbitrators from the Public Employment Relations Commission. The parties shall then be bound by the rules and procedures of Public Employment Relations Commission in the selection of an arbitrator.

The decision of this arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties except in cases dealing with the non-renewal of a non-tenured teacher in which the arbitrator's decision shall be advisory only.

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

D. Rights of Employees to Representation:

1. Any party in interest may be represented at all stages of the grievance procedure by themselves or at their option by a representative from the Grievance Committee of the Association. Professional counsel may be used for representation when it is so indicated on the written grievance or mutually agreed to by both parties.
2. No reprisals of any kind shall be taken by either party, Board and/or representatives or Association and/or representative, against any party in interest or other participant in the grievance procedure by reason of such participation.

E. Miscellaneous:

1. Following Level One, the Grievance Committee may process a grievance through all levels of the grievance procedure even though the aggrieved person or group of persons does not wish to do so.
2. Decisions rendered at Level Two and Three of the grievance procedure shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Chairman of the Grievance Committee and the Board's Human Resource Committee. Decisions rendered at Level Four shall be in accordance with the procedures set forth in Section C of Level Four C of this Article.
3. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file, available to the Superintendent, the Chairman of the Association's Grievance Committee, or a party in interest appointed by either of the above, and shall not be kept in the personnel file of any of the participants.

4. Forms for filing grievances, service notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of a grievance procedure.
5. No meetings or hearings under this procedure shall be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.
6. By mutual agreement, the Association and the Board may skip or otherwise alter steps in any grievance.

ARTICLE V - UNION SECURITY CLAUSE

- A. Upon the request of the Association, the Board shall deduct a representative fee from the wages of each employee who is not a member of the Association.
- B. These deductions shall commence thirty (30) days after the beginning of the employment in the unit or ten (10) days after canceling their membership in the Association.
- C. The amount of said representation fee shall be certified to the Board of Education by the Association within five (5) working days after the effective date of this Article, which amount shall not exceed 85% of the regular membership dues, fees and assessments charged by the Association to its members.
- D. The Association agrees to indemnify and hold the Board of Education harmless against any liability, cause of action, or claims of loss whatsoever, arising as a result of said deductions.
- E. The Board of Education shall remit the amounts deducted to the NJEA monthly, on or before the 15th of the month following the month in which such deductions were made.
- F. The Association shall establish and maintain at all times a demand and return system as provided by N.J.S.A. 34:13A-5.4 (2) (c) and (3) (L. 1979 C. 477) and membership in the Association shall be available to all employees in the unit on an equal basis at all times. In the event the Association fails to maintain such a system, or if membership is not so available, the Board of Education shall immediately cease making such deductions.

ARTICLE VI - REPORTING ABSENCES

Employees shall submit an absence to the District's absence reporting tool before 6:30 a.m. to report unavailability. In the event of an emergency or if an absence needs to be reported after 6:30 a.m., the immediate supervisor should be contacted to report the absence for the employee. It shall be the responsibility of the school to arrange for a substitute. Teachers/staff should submit any absence to the District's absence reporting tool the evening before the absence if possible.

ARTICLE VII - SICK LEAVE

- A. All employees shall be entitled to twelve (12) sick leave days each school year as of the first official day of said school year, whether or not they report for duty on that date.

- B. Twelve (12) non-accumulative additional sick leave days shall be allowed to employees each school year as of the first official day of said school year, whether or not they report for duty on that date. Use of non-accumulative days shall be accompanied by a doctor's note, or granted under other circumstances with the approval of the Superintendent.
- C. All accumulated sick leave days shall be used before non-accumulated sick leave days.
- D. Any employee may contribute one personal day to a catastrophic illness bank. These personal days will then be considered used. When the bank falls below 60 days each participating employee will again contribute one day of their personal days. The participating employees will be allowed to use up to one-hundred twenty (120) days of the accrued days. A committee, established pursuant to N.J.S.A. 18A:30-11, currently composed of three members selected by the Association and three members selected by the Board, will establish guidelines and serve as the governing board to approve or deny individual requests.
- E. All employees may convert a maximum of two (2) sick leave days each year as family illness days.

ARTICLE VIII - TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence with full pay each school year in addition to any sick leave to which the employee is entitled.

- A. Two (2) days leave of absence for personal legal business or family matters, which require absence during school hours are available each year. Application to the employee's immediate supervisor for personal leave shall be made at least five (5) days before taking such leave except in cases of emergencies; the applicant for this leave shall not be required to state the reason for taking the leave. It is understood that personal leave excludes vacations, household, and other routine matters, which could otherwise be equally satisfactorily performed on days when school is not in session.
- B. Personal days will accumulate from year to year, but not more than three (3) personal days may be taken in one contract year. After May 1st of each school year no more than one personal day may be taken unless special permission is granted by the Superintendent for unique circumstances.
- C. The Board recognizes the value of school visitation and attendance at meetings or conferences of an educational nature, and encourages members of the faculty to participate in those visitations, meetings, and/or conferences, which can contribute to the program within the school. Five (5) days advance notice shall be given to the immediate supervisor. Administrative approval must be granted by the Superintendent/Principal.
- D. Adequate time to attend conferences and conventions of State and National professional organizations. Application to the teacher's immediate supervisor should be made in sufficient time to obtain approval from both the Department Supervisor/ Principal/ Superintendent and, if requesting reimbursement, the Board of Education. Costs associated with the attendance will only be paid and/or reimbursed if Board of Education approval is received prior to the event date and a Post-Conference Report is submitted. Expense reimbursements will only be made pursuant to such approval and in accordance with State law.

- E. Time necessary for appearances in any legal proceeding connected with the employee's employment, or with the school system if the employee is required by law to attend.
- F. Funeral Days: Up to five (5) days at any one time within ten (10) school days after the death of an employee's spouse, domestic partner, child, parent, brother, sister, mother-in-law, father-in-law, and any other member of the immediate household. In all other cases, one (1) day shall be granted unless a longer leave, based on extenuating circumstances, is approved by the Superintendent.
- G. Days for which application may be made at the end of a school year and/or at the beginning of the school year, as may be required to attend summer school classes and/or to travel to the place where such classes are to be held. To be effective, said application must be approved by the Superintendent.
- H. Time necessary for persons called into temporary active duty, not to exceed three (3) months, of any unit of the U.S. Reserves of the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. An employee shall be paid their regular pay in addition to any which they receive from the State or Federal Government.
- I. In the event of jury duty, the Board of Education will continue to pay the employee's salary. The employee shall sign over to the Board any jury duty reimbursement. An employee who is not selected for a panel and is dismissed by the court is to report to their immediate supervisor.
- J. The Board shall grant one (1) day leave of absence as a family illness day, in addition to the two (2) sick leave days that may be converted to family illness days, for a maximum of three (3) family illness days each year.
- K. Other leaves of absence with or without pay may be granted by the Board for any good reason, and extensions or renewals of leaves shall be granted if approved by the Superintendent.

ARTICLE IX - EXTENDED LEAVES OF ABSENCE

- A. The Board agrees that employee(s) designated by the Association shall, upon request, be granted a leave of absence without pay for one (1) year for the purpose of engaging in activities of the Association or its affiliates.
- B. A leave of absence without pay of up to two (2) years shall be granted to any employee who joins the Peace Corps, VISTA, National Teacher Corps, or serves as an exchange teacher or overseas teacher, or is a full-time participant in either such programs, or accepts a Fulbright Scholarship.
- C. An employee on tenure may be granted a leave of absence without pay for up to two (2) years to teach in an accredited college or university.
- D. Military leave without pay shall be granted to an employee who is inducted or enlists or is called into temporary active duty in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment.

E. Other Types of Leave

1. The Board of Education shall provide leaves of absence for any employee of the district whose absence from duties is due to a physical or mental disability.
 - a. An employee who has an actual or anticipated disability shall present to their supervisor a written statement from their physician (as soon as possible) showing the date or estimated dates of disability. Upon returning the employee shall then be required to submit a physician's statement that the employee is physically or mentally fit to perform their assigned duties. Notwithstanding this certification of fitness, if the performance of any employee has substantially declined from that performance demonstrated by that same employee at the time immediately prior to the notification of fitness, or when said employee has been absent more than three (3) consecutive days, or a total of ten (10) days following the date of notification of actual or anticipated disability, the employee shall then be required to submit a physician's statement stating that they are physically fit to perform the duties assigned to them.
 - b. If the district is not satisfied with the statement from the employee's physician, it may request a review and examination by the school physician or a physician selected by the district. In the event the employee refuses to see the physician appointed by the district or in the event the physician appointed by the district offers a contrary opinion to that of the employee's physician, both parties shall agree upon an impartial third physician whose medical opinion shall be binding on the issue of medical capacity to continue in the performance of duties.
 - c. If as a result of such examination, the employee is found to be fit to perform the assigned duties, they may do so, or in the case of an anticipated disability due to pregnancy, have the option to request a leave of absence in accordance with paragraph 2 of this policy.
 - d. If as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on a mandatory sick leave with such compensation which they are entitled under the sick leave policies of this Board, until proof of recovery satisfactory to the Board is furnished.
2. Maternity Leave
 - a. A maternity leave is a disability leave that shall be granted by the Board of Education. If a staff member is pregnant, she should get a letter from her doctor indicating her expected date of delivery and when her doctor anticipates the start of her disability. She should submit this letter and a letter of notification to the Board informing the Board of her intentions to 1) resign, 2) take a child rearing leave, or 3) return to work.
 - b. During this period of disability the staff member will be using her sick days and will be paid accordingly. If she has used all her sick days, she may then apply for coverage under the schedule of the state disability plan. At the end of her disability, she must get a letter from her doctor certifying that she can resume her responsibilities at work. As in any disability, the end of this disability period is determined by her health and her doctor's advice.

- c. A non-tenured teacher cannot request a maternity leave that shall exceed the duration of her contract of employment.

3. Child Rearing Leave

In the case of a birth or adoption of a minor child, any employee may request a leave, without pay or emoluments, for child rearing purposes. Such leave shall be granted subject to the following:

- a. Where a spouse or domestic partner may be employees of the school system, only under the most extraordinary circumstances shall both be permitted to request such a leave; and
- b. Return from a child rearing leave shall occur at the beginning of a semester as defined by the school calendar; and
- c. A non-tenured teacher may be granted child rearing leave for the remainder of the year during which the birth or adoption occurs; and
- d. A tenured teacher may be granted up to two years of child rearing leave from the time at which birth or adoption occurs; and
- e. A child rearing leave may become effective immediately upon the termination of a disability leave due to pregnancy; and
- f. Such a request must be in writing and submitted at least one month prior to the anticipated commencement of the leave indicating a preference for particular starting and returning dates of the leave of absence. The request and preferences for particular starting date is subject to Board approval.

- 4. Upon return to employment, an employee shall not be advanced on the salary schedule unless they have worked at least ninety (90) school days for ten (10) month employees or one hundred twenty (120) days for 12 month employees during the last year of employment prior to the leave.

F. Other leaves of absence without pay shall be granted by the Board or by the Superintendent with the approval of the Board for good reason of value to the employee and the district.

G. Upon return from leave granted pursuant to Section B, C, or D of this Article,

- 1. An employee shall be considered as if they were actively employed by the Board during the leave and shall be placed on the salary scheduled at the level they would have achieved if they had not been absent, provided, however, that the time spent on said leave shall not count toward fulfillment of the time requirements for acquiring tenure. However, credit on the salary schedule for leaves taken pursuant to Section D of this Article shall be limited to a maximum of four (4) years. Upon return from leaves granted pursuant to Section B, C, D of this Article, the salary increment received by the employee shall be determined by the value of leave to the position held by the employee.

2. All benefits to which an employee was entitled at the time their leave of absence commenced, including used accumulated sick leave and credits toward sabbatical eligibility, shall be restored to them upon their return, and they shall be assigned to a position on the same basis as if they had been employed by the Board during the period of their absence.
- H. All extensions or renewals of leaves shall be applied for in writing to the Superintendent within sixty (60) days prior to the expiration of such leave.
 - I. Family Medical Leave Act: The Board of Education will comply with any and all provisions of Federal and State FMLA laws.

ARTICLE X - EMPLOYEE EVALUATION

- A. All teachers shall be evaluated in accordance with the educational laws or regulations of the State of New Jersey.
- B. An approved format is to be used in evaluating all secretarial employees and mechanics. The form is to be filled out by the immediate supervisor and reviewed with the employee.

ARTICLE XI - EMPLOYEE RIGHTS AND RESPONSIBILITIES

- A. Pursuant to Chapter 123, Public Laws 1974 (N.J.S.A. 34:13A-1, et. seq., as amended), the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under color of law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee of any rights conferred by Chapter 123, Public Laws 1984 or other laws of New Jersey or the constitutions of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of their membership in the Association and its affiliates, their participation in any activities of the Association and its affiliates, collective negotiations with the Board, or their institution of any grievance, complaint or proceeding under Agreement or otherwise respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee, administrator, or Board member such rights as they may have under New Jersey laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or representative thereof, shall be subject to the grievance/arbitration procedure herein set forth except when precluded by law.
- D. No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

- E. Individuals associated with the Board of Education, administration and the Association will not discuss with the students or attempt to influence students' opinions in regard to any matter under discussion by the parties to the Agreement. This applies during school days and at school-sponsored activities.
- F. Any questions or criticisms of an employee, Board member, or administrator shall be made in confidence and not in the presence of students, parents or any public gathering.
- G. If an employee is required to attend a meeting with the Board, Superintendent or a designated representative for the purpose of discipline, they will be so notified and may have an Association representative present during such a meeting.
- H. Board members, employees, and administrators shall be guided by the Code of Ethics of their respective organizations.

ARTICLE XII - PERSONAL AND ACADEMIC FREEDOM

- A. The Board and the Association agree that the private and personal life of an employee is within the appropriate concern or attention of the Board only when it interferes with the employee's responsibilities to and relationship with students and/or the school system.
- B. The Board and the Association agree that employees will be entitled to full rights of citizenship, and no religious or political activities of any employee outside of school, or the lack thereof, will be grounds for a disciplinary action or discrimination with respect to the employment of such employee, providing they do not violate the Constitution of the United States.

ARTICLE XIII - ASSOCIATION PRIVILEGES

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, list of certificated personnel, agenda and minutes of all board meetings, student census data, names and addresses of all employees, and such information that shall assist the Association in developing intelligent, accurate and constructive programs on behalf of the employees and students, together with information that may be necessary for the Association to process any grievance or complaint.
- B. Representatives of recognized bargaining units, i.e., the Association, and New Jersey Education Association and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times, provided that this shall not interfere with or interrupt normal school operations.
- C. The Association and its representatives shall have the privilege to use the school buildings at all reasonable hours for meetings. A request to the Manager of Operations shall be made in advance of the time and place of all such meetings. School building may not be used from 11:00 p.m. to 6:00 a.m.
- D. The Association shall have the privilege to use school facilities normally available to employees. The Association shall pay for the reasonable cost of all materials and supplies

incident to such use, and will assume responsibility for its proper operations and maintenance.

- E. In each school building in which there is not a staff lounge or dining room, the Association shall have space to post notices on existing facilities.
- F. The Association shall have the privilege to use the inter-school mail facilities and school mail boxes.
- G. The Board of Education agrees to grant up to five (5) days leave to the President of the Association and/or designee for Association business.
- H. The Association President will be assigned a maximum of two (2) teaching blocks per day with no additional duties.
- I. Office space will be provided for the Association President, and a telephone may be installed and maintained at the Association's expense.
- J. In the event that the Association elects co-presidents, the two elected presidents will share the privileges noted in G. and H., above, in an arrangement that is mutually agreeable to the Association and the Board, and without requiring the Board to increase those privileges. The Superintendent and the Association will meet regularly to discuss concerns regarding the arrangement, and pledge to act in good faith to resolve those concerns as quickly as possible.

ARTICLE XIV - PROTECTION OF EMPLOYEES

- A. Employees shall not be required to work under unsafe or hazardous conditions or to perform tasks, which endanger their health, safety, or well-being.
- B. In the absence of a certified person, an employee may use reasonable force as necessary to protect themselves from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.
- C. The Board shall give full support, including legal and other assistance, to any employee who is assaulted while acting in the discharge of their duties.
- D. Employees shall immediately report cases of assault suffered by them in connection with their employment to their immediate supervisor.
- E. Such notification shall be forwarded immediately to the Superintendent who shall comply with any reasonable request from the employee for information relating to the incident or the persons involved, and shall act appropriately as liaisons between the employee, law enforcement, and the courts.

ARTICLE XV - INSURANCE PROTECTION

- A. The Board will provide individual, two adult, parent/children, and full family health care insurance coverage as provided by the New Jersey School Employees Health Benefits Program. Health care insurance plans will provide coverage equal to or greater than the

current benefit level of coverage. Employees opting for medical and prescription plans offered in Ch. 44 P.L. 2020 shall contribute in accordance with that law for medical and prescription coverage, and shall pay the Chapter 78 Year 4 rate for dental coverage.

Employees hired 7/1/2020 or later who qualify for health benefits coverage shall be eligible only for the medical and prescription plans offered in Ch. 44 P.L. 2020, shall contribute in accordance with that law for medical and prescription coverage, and shall pay the Chapter 78 Year 4 rate for dental coverage.

Employees hired 7/1/2020 or later will be eligible for individual, two adult, parent/children, and full family prescription coverage in accordance with Ch. 44 P.L. 2020.

For employees hired prior to 7/1/2020 who are participating in an Open Access Plan, the Board will provide individual, two adult, parent/children and full family prescription insurance coverage as provided by the Schools Health Insurance Fund , equal to or greater than the current level of coverage. The parties agree that employees will contribute to their health insurance premiums, consistent with the Schedule B of this Agreement, which represents the prior "Tier IV" contribution amounts as were established under Ch. 78, for their selected level of coverage. The prescription co-pays will be as follows:

Generic	\$15
Brand	\$20
Mail-In	\$10

This plan covers all prescribed self-administered oral and non-oral contraceptives, including the patch, Nuva Ring, and Depo-Provera.

Employees will contribute to the cost of their insurance coverage as required by law.

- B. The Board agrees to provide family, two adult, parent/children, and single dental coverage including preventive and diagnostic. The parties agree that employees will contribute towards their health insurance premiums, consistent with Schedule B of this Agreement, which represents the prior "Tier IV" contribution amounts as were established under Chapter 78, for their selected level of coverage.
- C. Employees may waive coverage under the medical/prescription plan and/or the dental plan in return for a taxable payment, as follows:

Medical / Prescription Waiver

\$5000 (five thousand dollars) Family
\$4000 (four thousand dollars) Two Adult
\$3000 (three thousand dollars) Parent/Children
\$2000 (two thousand dollars) Single

Dental Waiver

\$300 (three hundred dollars) Family
\$200 (two hundred dollars) Two Adult
\$200 (two hundred dollars) Parent/Children
\$100 (one hundred dollars) Single

- D. Health, prescription, and dental benefits provided under this Article will end on the last day of employment with the exception of non-renewals and terminations.
- E. Employees will be offered the opportunity to participate in a Section 125 flexible spending plan. Participation in this plan is optional.

ARTICLE XVI - BOARD RIGHTS

The Board and the Association agree that except as modified by law and this agreement, the Board of Education has the right:

- A. To direct employees of the school district;
- B. To hire, assign, retain, discipline or discharge employees of the school district;
- C. To maintain efficiency of the school district operation entrusted to it; and
- D. To determine methods, means and personnel by which such operations are to be conducted.

ARTICLE XVII - RETIREMENT BENEFIT PROGRAM

The Board agrees to continue a Retirement Benefit Program. Retirement is defined as an employee collecting a pension.

- A. Eligibility: All full-time employees who have accumulated a minimum of forty (40) unused sick days at the time of retirement from the district and who are collecting pension benefits pursuant to Title 18A:66-1 et. seq. "Teacher Pension and Annuity Fund" or "Public Employee Retirement System".

This benefit shall not be available to any member who elects "deferred retirement" or any other type of retirement program or circumstance where the member is not actually receiving pension benefits at the time of retirement, that is, at the conclusion of employment, with the Board.

- 1. The Board will recognize domestic partners (Per Chapter 246, P.L. 2003) as dependents for pension purposes.
- B. Exceptions: No employee shall be entitled to the Retirement Benefit Program upon returning from a leave of absence, other than sick leave, until said employee has completed a minimum of ten (10) months' work.
- C. Benefits: Each eligible employee shall receive a retirement benefit of one days' salary (a benefit day) for each three days accumulated unused sick leave, but not to exceed fifty-five (55) benefit days. The method of calculating the daily rate shall be 1/180th of the retiree's annual salary for instructional staff, and 1/240 of the retiree's annual salary for 12-month employees.
- D. Payment Dates: Retirement benefit payments shall be made in a lump sum on the first payroll date of the month following the date of retirement or, at the employee's option, on the first payroll date in January following the unit member's retirement.

- E. Accumulation Date: The effective starting date for accumulating unused sick leave days is July 1, 1956.
- F. This Article is subject to change by reason of changes in the law, and it is expressly understood that it will be applied in accordance with the law.
- G. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired seventy (70) unused accumulated sick days at the close of the school year in which said employee has accumulated seventy (70) days. The stipend shall be given to any particular employee only once.
- H. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired one-hundred-ten (110) unused accumulated sick days at the close of the school year in which said employee has accumulated one-hundred-ten (110) days. The stipend shall be given to any particular employee only once.
- I. Employees may accumulate personal days from year to year. Upon retirement, each eligible employee shall receive one day's salary (a benefit day) for each three days accumulated unused personal leave. The method of calculating the daily rate will be the same as for accumulated sick leave. These benefit days will be paid in addition to the sick leave benefit day limit in Section C.
- J. All benefits identified in this Article, which have accrued to the deceased employee at the time of death, shall be paid to the employee's estate and/or employees designated survivors. This benefit only applies to employees with 10 or more years of service to the district.

ARTICLE XVIII - MISCELLANEOUS PROVISIONS

- A. This Agreement constitutes Board and Association policy for the term of said Agreement, and the Board and Association shall carry out the commitments contained herein and give them full force and effect as Board and Association policy.
- B. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. Any individual contract between the Board and an individual employee, heretofore, or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
- D. The Board and the Association agree, and in compliance with State and Federal law, that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, gender, sexual orientation, age, domicile, or marital status.

- E. Copies of this Agreement shall be reproduced at the expense of the Board and the Association within thirty (30) days after the Agreement is signed and presented to all employees, now employed, hereafter employed or considered for employment by the Board.
- F. 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 letter at the following address:

If by the Board to the Association:

President
Hunterdon Central Regional High School Education Association
Hunterdon Central Regional High School
84 Route 31, Flemington, New Jersey 088222

If by the Association to the Board:

Business Administrator/Board Secretary
Board of Education
Hunterdon Central Regional High School
84 Route 31, Flemington, New Jersey 08822

Section Two – Instructional Staff

ARTICLE XIX - TEACHER WORK YEAR

- A. The school calendars shall be established in accordance with Board Policy.
- B. The teacher work year (other than new personnel who may be required to attend an additional three (3) days of orientation) shall not exceed one hundred eighty-five (185) days. New personnel required to attend more than three (3) days orientation shall be paid the current Academy course rate per day.
- C. The teacher work year shall include the following:
 - 1. Days when students are in attendance;
 - a. There shall be a ½ day on the Wednesday before Thanksgiving.
 - 2. Three (3) orientation days for new personnel.
 - 3. Three (3) evening events: two during the first semester and one during the second semester.
 - a. First Semester Back-to-School Nights (2). Wednesday night followed by a normal student contact school day. Thursday night followed by an in-service day. These Back-to-School nights may not occur within the same week.

- b. Second Semester Evening Event (1). Following an agenda that is jointly developed by the Administration and members of the Association, occurring on a Thursday night followed by an in-service day.
- 4. In-Service Days:
 - a. In-Service Day one (1): First day for teachers in September: 8:00 a.m. until the end of the normal work day.
 - b. In-Service Day two and three (2 & 3): following a Back-to-School Night or Evening Event as described under Section C. 3, above: 9:00 a.m. until the end of the normal work day.
 - c. In-Service Day four (4): Last day for Staff/Graduation 8:00 a.m. until dismissal by Supervisor, but not later than the end of the normal work day.
 - d. In-Service Day five (5): To be scheduled by the administration during the school year, as per Board of Education Policy 8210 - School Year, from 8:00 a.m. until the end of the normal work day.
- 5. Any other days on which teacher attendance is required.
- D. Full faculty meetings will be held twice a month on Tuesdays. The meetings will begin as soon as possible after the end of the instructional day and may extend up to 3:00 p.m.
- E. Teachers are expected to be in the building by 7:30 a.m., which is unassigned time until the instructional work day begins at 7:35 a.m. The Teacher workday ends at 2:50 p.m. on Tuesdays when meetings are held (except for full faculty meeting, which ends at 3:00, as specified in Paragraph D of this Article): 2:50 p.m. on Monday, Wednesday, and Thursday, and 2:03 p.m. on Friday. These times may change as per Paragraph C of this Article.
- F. Members of the Counseling Services Department and the Child Study Team may be required to work an extended school year. Summer assignments shall be on a rotating basis, based on seniority and following past practice.
- G. Teachers may be assigned to teach up to 6 blocks/classes a year under the following terms:
 - 1. Teachers in the following departments may be assigned 6 blocks/classes a year: Broadcast Technologies, Business & Computer Education, Design & Applied Technology, Family & Consumer Science, Fine Arts (Art, Dramatics & Film, and Music), Health & Physical Education, and Special Education.
 - 2. Teachers in all other departments from those identified in Paragraph 1. above, who were hired on or before May 9, 2017, may be assigned 6 blocks/classes a year, and will be paid 20% additional pensionable salary for each day that the 6th block/class is scheduled to meet, up to 90 days. This premium will be excluded from the calculation of health benefits contributions. Volunteers will be solicited and considered before an assignment is made.
 - 3. Teachers in all other departments from those identified in Paragraph 1. above, who were hired after May 9, 2017, may be assigned 6 blocks/classes a year.

4. Teachers in Paragraphs 1. and 3. above, when assigned to teach 6 blocks/classes in a year, will receive three (3) curriculum days to work on school-related materials. These three (3) days must be requested in advance by the teacher, agreed to with their immediate supervisor, and can only be denied due to a shortage of substitutes on the requested day. Teachers approved for a curriculum day during the school year are expected to be in school during normal working hours. If any of the three curriculum days are not used during a school year, then the teacher will be compensated in the amount of the daily sub rate for each day not used.
5. Teachers in Paragraphs 1., 2., and 3. above will not be assigned to a duty block while assigned to teaching 6 blocks/classes.

ARTICLE XX - TEACHER SALARIES

- A. Teachers shall receive their final checks on the last working day in June after all their obligations have been met.
- B. Teachers shall receive the following rates for work outside of the contractual work day/year, excluding athletics workers, testing proctors, testing monitors, testing assistants, grant-funded projects, and wherever other rates are specified in this agreement.
 1. Tier 1, computed as Schedule A, BA Step 1 / (185 x 7): a rate reserved for professional development participation, curriculum writing, and other activities that are paid by the hour, outside of the staff member's normal duties, and absent student/staff contact in an instructional setting.
 2. Tier 2, computed as Tier 1 x 1.3: a rate reserved for tutoring, home instruction, nursing, office tasks, and other activities aligned to the staff member's normal duties, including those involving student/staff contact that does not require substantial preparation or work beyond the assigned hours.
 3. Tier 3, computed as Tier 1 x 1.75: a rate reserved for summer school instruction, teaching a professional development workshop, or for other instruction of staff or students, or other activities aligning to the staff member's normal duties that require substantial planning, preparation, and/or other tasks (such as grading) outside of the assigned hours.
- C. Chaperones will be paid \$50/event.
- D. When the presence of school counselors is necessary to conduct school business when school is not in session, and they are needed to work beyond their contractual obligations and/or beyond their normal work day, their supervisor will schedule mutually agreeable flextime.
- E. Teachers who work ninety (90) or more school days during the year will receive the negotiated salary increase for the following school year.
- F. Graduate Study:
 1. Teachers who have completed graduate study which results in movement on guide shall have their salaries adjusted in:
 - November for all official transcripts submitted by September 30th

- March for all official transcripts submitted by January 31st
- September for all official transcripts submitted by June 30th

All official transcripts must be submitted by the due date to the Human Resource Office.

2. Teachers who complete Masters Programs which require more than 45 credits will be given credit on the guide (horizontal movement) for all credits in excess of 45 upon completion of the Master's Degree. In order to earn credit toward horizontal movement on the salary guide beyond a Master's Degree, a teacher must first earn the Master's Degree.
 3. An educational specialist certificate will be equivalent to a Master's Degree.
- G. A joint committee with equal representation from the HCEA and the Board will meet yearly to review Schedule C positions. Committee recommendations will be submitted to the Board for consideration.
- H. Extra-Curricular Pay Schedule:
1. Schedule C activities that run all year will be paid in three equal installments on November 30, February 28, and June 15. Seasonal activities are payable on the pay period following the conclusion of the activity. Employees may choose to receive one total payment on June 15.
 2. Schedule D stipends will be paid in two (2) 50% payments as follows:
 - Fall Schedule D positions: 2nd pay date in October and November.
 - Winter Schedule D positions: 1st pay date in February and March.
 - Spring Schedule D positions: 1st pay date in May and June.
- I. Replacement teachers who are employed on a full-time basis (25 or more hours per week) for a full school year shall be eligible to receive medical benefits. Said teacher shall be eligible for benefits regardless of whether they are replacing the same position all year or different positions during the year.

It is further agreed that a replacement teacher who is employed for one semester and then is extended for a second semester shall be eligible to receive benefits from that point in time that the administration knows that it will need to continue the individual's employment for the balance of the school year.

ARTICLE XXI - TEACHER FACILITIES

- A. All school facilities shall be available to staff members for professional use subject to the following criteria:
1. School facilities that are within the normal operational duties of staff members are available for use for professional purposes on school days until 11:00 p.m. and weekends by pre-arrangement with the Immediate Supervisor. All interior and

exterior doors and windows will be locked securely when leaving the building in the area used by the teacher.

2. When school facilities are used and a custodian is not on duty, staff members will assume responsibility for building security in the area of use.
3. It is agreed that all staff members shall exercise sound and prudent judgment in the control of keys to school facilities.
4. When students are involved in activities outside the normal school day, it is agreed that no student or group of students should be left in a building after the building has been secured.
5. A teacher, upon request, shall be issued those keys necessary to obtain access to their teaching station.

B. The school shall have the following facilities:

1. Adequate space in which teachers may store instructional materials and supplies;
2. A teacher work area containing adequate equipment and supplies to aid the preparation of instructional materials;
3. In addition to the aforementioned teacher work area, an appropriately furnished room which shall be reserved for the use of staff;
4. A communication system so that teachers can communicate readily with the office from their area;
5. A separate private dining area for the exclusive use of the staff;
6. Adequate off-street, paved parking facilities properly maintained shall be identified for staff use;
7. A serviceable desk and adequate facilities for each teacher.

C. Upon request, any teacher shall be provided with a smock, laboratory coat, or shop protective garment. Laundering service for all said items shall be provided without charge to the teacher.

D. All teachers who are assigned to teach in more than one building shall have a desk or other equivalent facilities and a place to store materials and supplies in an office, classroom, or teacher work area for their personal use in each building. These facilities will be available pursuant to Section "A".

ARTICLE XXII - USE OF NON-CLASSROOM TIME

A. In order to maximize the use of professional time, allow flexibility in scheduling, and to offer the departments the opportunity to devise solutions for their needs, the Administration may designate at its discretion, whenever the budget allows, activities for professional growth including, but not limited to: curriculum development, computer literacy, tutorial, technology

infusion, and/or professional growth. The Administration may assign duties to help in the supervision of the school. To provide a degree of equity concerning lunchroom coverage, the following program will be implemented:

1. In the event that staff members must be used over and above the two marking periods over two years, they will be compensated at the rate of twenty-five dollars (\$25.00) per period.
2. Volunteers for lunch duty and coverage as cited above, will be accepted first, but if insufficient volunteers are available, the administration will assign the duty.
3. Other duty assignments will be made at the discretion of the administration.

ARTICLE XXIII - SABBATICAL LEAVE

- A. A teacher on sabbatical leave shall be considered equivalent to a regularly and fully employed teacher in the Hunterdon Central High School District, and, as such, shall be fully entitled to all rights, privileges, and benefits pertaining thereto.
- B. The Board and Association agree to recognize privately funded internships which may meet the conditions of the sabbaticals. Efforts will be made to provide timely information about available internships to the staff to consider for sabbatical applications.
- C. A sabbatical leave may be granted to a teacher by the Board to study and/or for other reasons of value to the school system, subject to the following conditions:
 1. If there are sufficient qualified applications, the Board of Education may fund up to six quarters of sabbaticals for no more than four (4) teachers.
 2. If there are sufficient qualified applications, the maximum sabbatical leaves granted may be the equivalent of six (6) quarters, or three (3) semesters.
 3. Requests for sabbatical leave must be received by the Superintendent in writing in such form as may be mutually agreed on by the Association and the Superintendent, no later than November 1 of the school year prior to the period for which sabbatical leave is requested. Action must be taken on all requests no later than January 15 of the school year prior to the period for which sabbatical leave is requested.
 4. The teacher has completed at least five (5) full school years of service in the Hunterdon Central High School District.
 5. A teacher on an approved sabbatical shall be paid sixty percent (60%) of their salary for a full year sabbatical. A teacher on a half year (1/2) or quarter year sabbatical shall be paid full salary if their approved program is in graduate work.
 6. If a teacher has an approved sabbatical in the form of a paid internship, money earned over and above the salary paid by the Board shall be reimbursed to the Board, with the exception of an award.
 7. A teacher on a sabbatical leave shall be obligated to continue their employment with the district of a period of two (2) years following the leave or repay the Board for the

salary received while on sabbatical leave. This clause shall be waived in the event of an unanticipated retirement for health reasons, disability, military leave, or other reasons acceptable to the Board.

8. A teacher who cannot complete an approved sabbatical because of sickness or pregnancy must notify the administration of this fact and request sick or maternity leave.
- D. The Board and the Association agree to establish jointly a Committee on Sabbatical Leaves, which shall consider and pass on all applications and requests for sabbatical. This Committee on Sabbatical Leaves, hereinafter referred to in this Article as "the Committee" shall consist of three (3) members appointed by the Superintendent, and three (3) members appointed by the Association President. During its considerations of applications the Committee shall be guided in part by the following criteria:
1. The purpose of the sabbatical leave.
 2. The benefit of the sabbatical leave to the school district.
 3. The course description for courses taken under the sabbatical leave.
 4. Applicant's intent to apply for a grant, fellowship, or scholarship.
 5. Applicant's obligation to the institute in which they are studying, upon accepting a grant, fellowship, or scholarship.
 6. Length of the sabbatical leave.
 7. Length of service of the applicant.

The Committee shall not regard any one of the above enumerated criteria a mandatory requirement for sabbatical leave, but, rather, each application shall be considered on the basis of its own merits. The Committee shall establish an application form in which the applicant shall furnish such information as will render the Committee knowledgeable of the applicants' status with respect to the above enumerated criteria, and such additional relevant information as the Committee, in its judgment, deem necessary.

- E. If, for any reason, the purpose for which sabbatical leave is granted is terminated, the Superintendent must be notified immediately.
- F. At the conclusion of the sabbatical and return from leave, the teacher(s) shall be obligated to make a formal presentation of their sabbatical topic before the Board and/or interested staff.

ARTICLE XXIV - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for upgrading and updating of teacher performance and attitude. The Board

and the Association support the principal of continuing training of teachers and the improvement of instruction.

B. Educational Expenses

1. All course work for which the school district is expected to make payment must be approved in advance of any type of commitment by the school district Superintendent or designee. Teachers are limited to coursework at the graduate level. Other employees, such as secretaries and paraprofessionals, may be reimbursed for courses at the undergraduate level.
2. During the first year of employment, an employee will not be eligible to receive approval for reimbursement for course work.
3. The Board shall reserve money for reimbursement of employee course work upon the course receiving final approval from the Human Resources Department. The employee will have until the first of the next month after final approval, but not less than thirty (30) calendar days, to show proof of registration and payment, either payment in full or payment of a first installment on an installment plan. Acceptable proof of payment shall include canceled personal check, money order, or credit card statement, or other such proof as approved by the Superintendent or designee. It is understood that employees are not eligible for reimbursement for expenses covered through scholarship or other award. If the employee does not provide proof of payment within the timeframe above, reimbursement will be forfeited and the reserved funds will return to the tuition reimbursement fund.

If the employee is registered in a degree program (with documentation to verify) they shall be able to reserve funds in order to be reimbursed for the course(s) throughout the year. The employee will have 30 days from the scheduled start of class to submit proof of payment in full or payment of the first installment of an installment plan.

4. Payment will be made within thirty (30) calendar days following submission of evidence by the teacher that the course has been satisfactorily completed and a passing grade received. The employee shall have twenty (20) calendar days from the posting of the final course grade to submit for reimbursement, or shall forfeit reimbursement.
5. For teachers under tenure:
 - a. The Board of Education will pay tuition for a maximum of 12 credits per year.
 - b. Teachers on sabbatical leave shall be paid the tuition for all courses that are in the field and area in excess of 12 credits. Whether they are in the field shall be determined by the Superintendent.
 - c. The Superintendent shall have the authority to approve tuition reimbursement for tenure and non-tenured teachers in Special Education and World Languages for undergraduate courses that are required to designate them as "highly qualified." No credit will be given on the salary guide for these courses.

6. In the case of teachers who are not under tenure, the Board will reimburse for tuition to a maximum of six (6) credits within one year during the second year of employment, non-accumulative, and will reimburse tuition to a maximum of nine (9) credits within one year during the third year of employment, non-accumulative. The nine (9) credit limit expires on the day following the attainment of tenure.
 7. A year is defined as being from July 1st of one year to June 30 of the following year.
 8. Employees must continue their employment for a period of two years from the end date of any coursework for which tuition reimbursement was received. Any employee who voluntarily leaves employment before the two year period ends must refund the Board the amount of tuition reimbursement received.
- C. The Association and the Board agree to place a total dollar cap for the payment of tuition in a total sum of \$220,000 per year for the life of this agreement. Funds not expended shall revert to the Board. Tuition reimbursement will be paid at a maximum rate of \$718 per credit.
 - D. The Association and the Superintendent will meet on a regular basis to review the implementation of the tuition reimbursement program, and to work on mutually agreeable solutions to concerns.

ARTICLE XXV - MAINTENANCE OF CLASSROOM CONTROL AND DISCIPLINE

- A. A definition of the duties and responsibilities of all administrators, supervisors, and other personnel pertaining to student discipline shall be reduced to writing by the administration and presented to each teacher at the start of each school year.
- B. When, in the judgment of a teacher, a student by their immediate behavior requires the instant attention of an administrator, psychologist, physician or other specialist, the teacher shall so inform their immediate supervisor or the student's counselor.
- C. When, in the judgment of a teacher, a student by their immediate behavior seriously disrupts the instructional program to the detriment of other students, the teacher may immediately or temporarily exclude the student from the classroom and refer them to the appropriate administrator.

ARTICLE XXVI - BOOKS AND OTHER INSTRUCTIONAL MATERIALS AND SUPPLIES

- A. Teachers purchasing materials and/or supplies with the advance approval of the Superintendent or immediate supervisor shall be reimbursed upon submission of an appropriate receipt of purchase.
- B. The classroom teacher shall be continually consulted on the selection of textbooks and related instructional materials.

ARTICLE XXVII - EMPLOYMENT

- A. The parties of this Agreement concur with the present policy of making every attempt to hire only fully certified teachers holding standard certificates issued by the New Jersey State Board of Examiners for every regular teaching assignment.
- B. Each teacher shall be placed on their proper step of the salary schedule consistent with the terms of the contract.
- C. When any vacancy or new position occurs, information will be made available of such vacancy or new position to all employees. Employees who apply will be interviewed. Vacancies will be posted on the District's E-mail. Employees may receive vacancy information by mail during the summer by submitting a request to the Human Resource Office by June 1.
- D. Any qualified applicant from Hunterdon Central Regional High School may apply for any extra co-curricular position to the appropriate director. All qualified applicants from Hunterdon Central Regional High School will be given first consideration.
- E. The Board of Education will have the capability to negotiate with the Hunterdon Central Education Association to employ teachers during the summer at a rate commensurate with the contract language in Article XX, Section C.

ARTICLE XXVIII - SUMMER SCHOOL, HOME INSTRUCTION AND FEDERAL PROGRAMS

- A. All openings for positions in the summer school, home instruction, federal projects, and other programs (including non-teaching positions for which teachers may be qualified and eligible) shall be adequately publicized by the Superintendent. Summer school openings shall be publicized and teachers shall be notified of the action taken as soon as possible. Home instruction openings shall be posted as they occur.
- B. All of the provisions of this Agreement shall apply to teachers holding positions in the summer school, home instruction and/or under federal programs, except where clearly inapplicable.

ARTICLE XXIX - EDUCATIONAL ENVIRONMENT

It is agreed that the prime activity of the school takes place in the classroom. Therefore, interruptions of the daily classroom activity and/or final examination periods by messenger and/or public address system and/or inter-communications systems will be kept to an absolute minimum.

ARTICLE XXX - REDUCTION IN FORCE

- A. The parties recognize that the provisions contained in this Article, Reduction in Force, are presently unenforceable.
- B. The Association recognizes the right of the Board of Education to reduce the number of employees in the district in accordance with Title 18A of the Laws of New Jersey.

- C. If a reduction in personnel is being considered, the Board shall notify and consult with the Association as soon as practicable, but not later than April 1 prior to when the lay-off is to take place. The Board shall state to the Association the reasons for determining that a reduction of staff is deemed necessary.
- D. Non-tenured teachers will be laid off first where any teacher who has acquired tenure and whose position has been curtailed is certified and qualified to perform the services of non-tenured teachers.
- E. In the event teachers must be laid off, layoff will be on the basis of seniority and certification, except as provided for in "D" above.
- F. In the cases of teachers with the same seniority, the level of certification shall be standard. Those with less than standard certification shall be considered for layoff before anyone with standard certification.
- G. In the case of identical certification, the accumulation of credits toward standard certification shall be the criteria used with the highest number of credits achieved receiving a preference.
- H. In the case of all the above factors being equal, teachers shall be considered on the basis of their evaluation and ratings with the least satisfactory to be released from service first.
- I. It is expressly understood that the Association shall have the right to review a layoff list prior to notification of the individual teachers to be laid off. In the event of a disagreement concerning the layoff list, the Association shall have the right to meet with the Superintendent prior to notification of the individual teachers and prior to the notification deadline of May 15.
- J. Non-tenured teachers being laid off shall maintain their accumulated sick leave during the one-year within which they remain on the recall list. A year for the purpose of this Article shall be defined as October 1 to September 30 of the subsequent contract year.
- K. If a teacher who is laid off is recalled to the district and accepts reemployment, upon return to the district the employee shall assume the step position on the salary schedule which the employee would have held had the employee be actively employed in the district to a maximum of one (1) year's credit. No teacher may receive one (1) year's credit unless the employee works a minimum of ninety-one (91) days during the school year.
- L. No non-tenured teacher who is laid off and subsequently recalled can receive credit for the time in which the employee spent while laid off, and the employee may not acquire tenure until the employee has met the statutory requirements as set forth in Title 18A.
- M. Seniority for the purpose of this Article shall be defined as non-terminated years of employment in the district.
- N. A seniority list shall be prepared by the Board and presented to the Association which includes all full-time teachers who are within the bargaining unit.
- O. It is expressly agreed that teachers who are on leaves of absence will be considered as being within the bargaining unit for the purposes of this Article.

- P. Termination of employees due to lack of performance, reassignments and/or transfer which occur within the district are not to be construed as applying to this Article and are expressly excluded. No other rights or benefits shall be deemed to be granted to a laid off teacher other than those defined herein, and all others are expressly excluded.
- Q. Recall: Teachers shall be recalled in inverse order of layoff for position openings for which they are certified and qualified in accordance with the following;
1. If a position exists within the district for which the teacher is certified pursuant to this Agreement, the teacher shall be notified by certified mail. Within ten (10) days of receipt of a written offer to return to employment, the teacher shall accept the position by replying in writing or it shall be determined that the employee has declined the position. If a teacher accepts the position the employee is offered, the employee shall be granted sufficient time to fulfill the requirements of the contract the employee is required under or if the employee does not have contract requirements to fulfill, the employee shall have twenty (20) days from receipt of the offer to return to work.
 2. All teachers placed on layoff and the Association shall be notified by certified mail on or before May 15 of their position on the recall list and be given an opportunity to remain on the recall list for the following school year.
 3. No new staff shall be hired until all properly certified staff members who were on the recall list have been offered an opportunity in writing to return to employment with the district.
 4. In the event that more than one (1) person occupies the same position on the recall list, the Superintendent shall, in the presence of the Association representative, draw the names in order of ranking to establish a register of recall for positions which may become available and for which they are qualified and certified.
 5. The recall list shall be maintained by the Human Resource office for the following school year. It shall be the teacher's responsibility to maintain a current address with the Human Resource office. Said teacher waives any responsibility of the Board if when contacted by the district, the employee does not state in writing the employee's intent to return to the district upon being offered an opening of a position for which the employee is qualified. If a teacher cannot be contacted because of failure to leave a current address, the Board of Education is relieved of its responsibilities to the teacher and any rights to be recalled are terminated.

Section Three – Secretaries, Bus Mechanics, Information System Support Specialists, TV Programmers, Paraprofessionals, Shipping & Receiving Clerk, Mail Clerk, Safety Officer

ARTICLE XXXI - WORK YEAR

(SECRETARIAL PERSONNEL; BUS MECHANICS; SHIPPING/RECEIVING CLERKS; MAIL CLERK; INFORMATION SYSTEM SUPPORT SPECIALISTS; TV PROGRAMMERS; SAFETY OFFICER; PARAPROFESSIONALS)

- A. The secretarial work year shall be all weekdays during the secretary’s contract period with the exception of scheduled personal vacation days granted by the Board on the school calendar as vacation periods.
- B. Secretary holidays will be reflected on the School Calendar.
- C. Secretarial Contract Work Periods: 12-month annual contracts are effective from July 1st through June 30th of the following year.
- D. The Shipping and Receiving Clerk shall have the same work schedule as secretaries. The Mail Clerk shall have the same work schedule as secretaries except the work year shall include working on the two NJEA days, two days during winter recess, and three days during Spring Recess. Additional compensation for these seven work days will be calculated at overtime and added to the annual base salary.
- E. The Mail Clerk will work from 8:00 a.m. until 4:00 p.m. Adjustments to the time schedule may be modified by the immediate supervisor, maintaining the 8 hour day.
- F. The work year of bus mechanics shall be as follows:
 - 1. Full time bus mechanics shall be employed on an annual twelve (12) month basis.
 - 2. Bus Mechanics will receive the following fourteen (14) paid holidays each year:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	
- Three (3) floating holidays with prior approval of the Transportation Director or designee.

The above list of holidays shall be in lieu of any state or federal holiday. In the event that school is in session any day listed above, an alternative day shall be designated for that holiday for all employees.
- G. Instructional and duty release paraprofessionals will work the 10-month teacher work year.

- H. Information System Support Specialists and TV Programmers shall be employed on a twelve (12) month basis.
- I. A Safety Officer shall be employed on a twelve (12) month basis.
- J. Every effort will be made to equalize workloads through the study of actual experience. The employee organization recognizes the employer's right to change work assignments and workloads to achieve this purpose.

ARTICLE XXXII - DAILY WORK HOURS

- A. The secretarial, shipping and receiving clerk, mail clerk, TV programmer, paraprofessional, and information system support specialists' work day will be as follows:
 - 1. The daily work hours from September 1st through the last day of classes before the summer recess will be 8 hours per day. The time schedule may vary but normal work hours will be approximately 7:30 a.m. to 3:30 p.m., including a 40 minute lunch period taken on employer time. Adjustment in time schedules may be modified by the immediate supervisor, maintaining the 8 hour day.
 - 2. Information System Support Specialists and TV Programmers may request a flexible work schedule to be mutually agreed upon with the supervisor, so long as all duties are completed and all required hours are worked.
 - 3. The daily work hours from the end of the academic year through August 31 will be 8:00 a.m. to 3:30 p.m. with one hour for lunch.
 - 4. On any day the school cafeteria is not open for employee use, all employees shall have a one hour lunch period. The work day will not be lengthened to accommodate this lunch.
 - 5. Each employee shall receive one fifteen (15) minute break in the a.m. per day. The time when the break occurs is subject to the approval of the immediate supervisor.
 - 6. Employees shall not be required to work on days school is closed for reasons of safety, such as weather conditions. If school should dismiss early for such reasons, employees will be permitted to leave. The day will be considered as a full day worked. After conditions have become safe, an employee may be requested to come back to work by the immediate supervisor at the standard rate of pay.
 - 7. Employees shall not be required to work when custodians are not present in the building.
 - 8. Paraprofessionals will work the teacher's work day.
- B. The bus mechanics' day shall be as follows:
 - 1. The work day shall consist of eight and one-half (8 1/2) hours including forty (40) minutes uninterrupted lunch.

2. Each employee shall receive two (2) uninterrupted coffee breaks of fifteen (15) minutes. The times should be mutually agreed upon by the employee and the immediate supervisor.
3. On days school is closed due to weather conditions, employees are expected to work since snow removal is essential for school reopening. However, it is understood that usual weather conditions may make roads impassable and unsafe. As a result, an employee might be unable to report to work. Under these circumstances, the employee shall not be penalized if they are excused by their supervisor.
4. Whenever the cafeteria is closed during the day, the lunch hour shall be sixty (60) minutes. The work day shall not be lengthened to accommodate this lunch.
5. A fair and equitable system for the selection of workers for overtime work shall be established by mutual agreement between the Board and the Association.

ARTICLE XXXIII - OVERTIME

A. Secretarial

1. The Board and the Association agree to have all overtime hours authorized in advance by the immediate supervisor. Furthermore, the parties agree to prepare a form for the request/submittal of overtime hours. Overtime shall be paid for all hours authorized and worked in conformance with the minimum wage and hour law in the State of New Jersey. Overtime is one and one-half (1 1/2) times the hourly rate.
2. Holidays, personal days, sick days, funeral days, or any other paid absence from work will count as days worked in the computation of overtime. Overtime for secretaries on holidays and vacation days will be paid at time and one-half (1 1/2) plus the regular day's pay. In the event of no volunteers, the Board can mandate overtime.
3. A secretary will be paid overtime at a time and one-half (1 1/2) rate for weekend work and be given four (4) hours minimum guaranteed call-in pay on weekends.

B. Bus Mechanics, TV Programmers, Information System Support Specialists

1. Overtime is defined as any time spent at regular duties or other assigned duties consistent with this Agreement, either before/after regular daily work hours, or any day other than provided in the regular work year.
2. Volunteers will be sought for overtime; however, in the event there are no volunteers, the Board reserves the right to assign.
3. All overtime will be rounded to the nearest quarter (1/4) hour at the end of each pay period. This will be remunerated at the rate of one and one-half (1 1/2) times the regular hourly salary. The information portion of the payroll check will show hours of overtime and overtime salary.

4. All overtime worked, not continuous with regular work hours, shall be for a minimum of three (3) hours duration.
 5. Sundays and listed holidays will be paid double time. Floating holidays are not eligible for double time.
 6. The Head Transportation Mechanic will receive an additional 6.0% of regular salary.
- C. For work outside of contractual hours, paraprofessional will receive the rates identified in Article XX, Section B, except for the following activities:
1. For work in Extended School Year or Summer School/Summer Academy programs, paraprofessionals will receive an hourly rate calculated from the per diem of their regular salary over 185 days, on a 7 hour day.
 2. For PM supervision, paraprofessionals will receive \$30/day.

ARTICLE XXXIV - VACATION

- A. Secretaries, TV Programmers, Information System Support Specialists, Safety Officers, Bus Mechanics, Shipping & Receiving and Mail Clerk will be granted vacation pursuant to the following provisions:

1. In scheduling vacations, first considered shall be the needs of the school, after which seniority shall govern. All secretaries requiring office coverage when absent will work the school calendar and may be granted five floating vacation days from the existing vacation schedule during the school session upon three days' notice and approval of supervision. A collaborative effort between all other secretaries and bus mechanics and their supervisors shall determine vacation time in order to avoid undesirable interruption of the school year. Eligibility shall be computed as of July 1. A maximum of two (2) vacation days can be used during the two weeks prior to the opening of school.
2. Vacation periods for twelve (12) month support staff members:

Years 2 through 5	10 vacation days
Years 6 through 15	15 vacation days
Over 15 years	20 vacation days

Twelve month employees who have not worked for a full year, in the first year of employment, will receive a prorated vacation based on the two to five year/ten day vacation period.

Employees may carry up to five unused vacation days into the following year.

3. An employee who requests extra vacation time and has it approved by the immediate supervisor and the Superintendent will have their salary reduced by the hourly rate multiplied by eight (8) times the number of workdays missed.
4. Upon leaving employment at Hunterdon Central, any employee who has unused vacation days due will be paid for such days at their regular rate of pay.

5. A reply to a request for a vacation shall be received by the employee within five (5) working days of the request.
6. New employees hired prior to January 1 will be considered to have completed a full year of employment as of July 1 following their initial employment in calculating their total years of service for the allocation of vacation days. Employees hired after January 1 will begin receiving full year credit as of July 1 following their initial employment.
7. Newly hired employees will be eligible to request their earned days of July following their employment date. The number of earned vacation days will be determined by the pro-rating formula outlined in Section A.2 of this Article.
8. Employees completing their fifth year of service will receive an additional five vacation days, for a total of fifteen days, which they may use as of July 1 in their sixth through fifteenth year of service.
9. Employees completing their fifteenth year of service will receive an additional five vacation days, for a total of twenty days, which they may use as of July 1 of their sixteenth year of service and over.

ARTICLE XXXV - EDUCATIONAL IMPROVEMENT, SECRETARIES AND PARAPROFESSIONALS

- A. Secretarial employees will be eligible for reimbursement for course work subject to the following provisions:
 1. Secretaries and Paraprofessionals shall receive tuition reimbursement as detailed for teachers in Article XXIV.
 2. Upon successful completion of 15 CEU Academy credits, a secretary will receive a one-time stipend of \$450.00 for each 15 credits earned, not to be added to the pension base.
 3. A year is defined as being from July 1st of one year to June 30th of the following year.

ARTICLE XXXVI - ALLOWANCES, BUS MECHANICS AND PARAPROFESSIONALS

- A. Upon proof of purchase, the Board shall reimburse each mechanic \$400.00 per year for tool allowance. One pair of safety shoes and one pair of safety glasses shall be provided by the Board of Education each year. Safety shoes shall be required to be worn at all times during working hours. Safety glasses shall be worn at appropriate times during working hours. A failure to wear safety shoes and safety glasses while working can subject a mechanic to disciplinary action.
- B. Mechanics shall receive a \$200.00 stipend per year for each ASE test that they successfully passed. Upon completing all seven exams the mechanic will achieve an Automotive Service Excellence Certification. In order to retain the \$1,400 stipend, the mechanic must successfully pass the maintenance of skills exam every four years.

- C. Paraprofessionals shall be reimbursed for the costs associated with maintaining the substitute certification that is required by the Board in order to maintain their position, upon proof of receipt of such certificate.

ARTICLE XXXVII – SENIORITY

(SECRETARIES, BUS MECHANICS, TV PROGRAMMERS, INFORMATION SYSTEM SUPPORT SPECIALISTS, PARAPROFESSIONALS, SHIPPING & RECEIVING, MAIL CLERK, SAFETY OFFICER)

- A. For those employees in the bargaining unit covered by this Agreement, seniority shall be based upon the length of continuous service from the initial month of employment in any combination of positions in the Hunterdon Central Regional High School District. Seniority will be a factor considered by the Board in promotions, demotions, and transfers. It is understood that the Board will consider performance as well as efficiency and capability.
- B. No employee shall acquire any seniority rights until they have been continually employed in the Hunterdon County School District for a period of six (6) months. Upon successful completion of this probationary period, seniority shall relate back to the initial month of hire in the Hunterdon Central Regional High School District. Movement on the salary guide will occur only on the July 1st following completion of the 6-month probationary period.
- C. All vacancies and new positions must be posted for five (5) consecutive workdays on the designated Association bulletin boards. The job posting shall include the title, shift, hours, rate of pay, qualifications, and the effective date for filling the vacancy.
- D. Any qualified employee from Hunterdon Central Regional High School may apply for any open position to the Human Resource office. All qualified applications from Hunterdon Central Regional High School will be given consideration.
- E. The Board or its designee will be free to fill the position from within or hire a new employee and will be solely responsible for this selection.

Section Four – Operations & Maintenance

ARTICLE XXXVIII - WORK YEAR AND WORK HOURS

- A. All full-time employees shall be employed on an annual twelve (12) month basis. Every effort will be made to equalize workloads, however, the Association recognizes the Board's right to change work assignments and workloads to achieve this purpose.

As scheduling permits, effective the day after Commencement up to Labor Day, the supervisor may arrange flexible work hours (for example, four 10-hour work days in a five-day period.)

- B. The regular work schedule shall consist of forty (40) hours per week worked on five (5) consecutive days. For payroll purposes, the regular work week for all employees shall begin at 12:01 a.m. Sunday and end 12:00 midnight Saturday. This Article is intended to define the normal hours of work and it shall not be construed as a guarantee of hours of work per day or days of work per week. First shift is defined as work normally assigned from 7:00 a.m. to 3:00 p.m. Second shift is defined as work normally assigned from 3:00 p.m. to 11:00 p.m. or 4:00 p.m. to 12:00 midnight. Third shift is defined as work normally assigned from 11:00 p.m. to 7:00 a.m. Employees who are initially employed to work Monday through Friday will not be involuntarily reassigned to a Tuesday through Saturday or Wednesday through Sunday work schedule. Nothing contained herein shall restrict the Board's ability to change shift times.
- C. A full time employee is defined as any employee who is regularly scheduled to work twenty-five (25) hours or more per work week. All full-time employees shall receive all benefits as provided for in this Agreement.
- D. A part-time employee is defined as any employee who is regularly scheduled to work less than twenty-five (25) hours per week. Part-time employees will receive no benefits.
- E. Temporary employees may be hired by the Hunterdon Central Regional High School District to work for less than ninety (90) days to perform sporadic projects. In addition, the Board may utilize work study students and they shall not be considered employees under this Agreement.
- F. Employees will receive two scheduled fifteen (15) minute breaks in each work day. Employees will also receive a scheduled thirty (30) minute paid lunch period at approximately mid-point in the work day. No changes in breaks or lunch periods shall occur unless approved by the immediate supervisor.
- G. Whenever the cafeteria is closed during the first shift the lunch hour shall be forty (40) minutes. The work day shall not be lengthened to accommodate for this lunch.
- H. On days school is closed due to weather conditions, employees are expected to report to work since snow removal is essential for school reopening. However, it is understood that unusual weather conditions may make roads impassable and unsafe. As a result, an employee shall report to work as soon as possible.

- I. Each employee will receive four (4) sets of uniforms in the initial year of hire. Thereafter, each employee may receive up to four (4) additional uniforms every year. In addition, the maintenance and grounds crew will each receive one (1) set of foul weather gear, which shall be replaced as necessary.
- J. Each employee will be reimbursed upon proof of purchase up to \$150 per year for purchasing protective footwear. Grounds staff will be reimbursed upon proof of purchase up to an additional \$150 per year for a total of \$300 per year for purchasing protective footwear.

ARTICLE XXXIX - OVERTIME

- A. Overtime shall be paid for all hours authorized and worked. Overtime is defined as any time spent at regular duties or other assigned duties consistent with this Agreement, either before/after regular daily work hours, or any day other than provided in the regular work week.
- B. Overtime at the rate of time and one half (1 1/2) times the straight time rate of pay shall be paid for all hours authorized and worked in excess of forty (40) hours in any work week and in excess of eight (8) hours in any work day. Overtime work shall be distributed on a rotating seniority basis. There shall be no pyramiding or duplication of overtime. All overtime worked must be voluntary and mutually agreed to by the employee and Operations Manager or designee. In the event that overtime is necessary and insufficient employees volunteer, then the least senior employee must work the overtime. In the event that overtime is unforeseen, the Operations Manager or designee may mandate overtime without regard to seniority. Sundays and listed holidays will be paid at double time. Floating holidays are not eligible for double time.
- C. Holidays, personal days, sick days, funeral days, or any other paid absence from work will count as days worked in the computation of overtime. All employees will complete a time sheet for each week worked, have it signed by their immediate supervisor, and turned in to the payroll clerk promptly at the end of each week. Overtime shall be paid in the succeeding pay period following the pay period in which the overtime was worked.
- D. All overtime will be rounded to the nearest quarter (1/4) hour at the end of each pay period. This will be remunerated at the rate of one and one-half (1 1/2) times the regular hourly salary. The information portion of the payroll check will show hours of overtime and overtime salary.
- E. Any employee reporting for work at the regularly scheduled time when they have not been notified not to report for work, shall receive two (2) hours' time at their regular hourly rate except in an emergency situation or if caused by an act of God. Any full-time employee leaving work at their own request with approval of the immediate supervisor shall be paid only for hours worked.
- F. Employees called back to work after their regular schedule will be paid for a minimum of three (3) hours. A call-back employee, when requested to work may refuse to report for work without prejudice. A list of employees available to work call-back shall be developed each year.

G. Employees who are assigned to Building Check/Boiler Check duty by the Supervisor when school is closed shall be compensated for a minimum of two (2) hours per Building Check/Boiler Check at their hourly rate, including the overtime or double time rate where appropriate.

H. Overtime will be assigned by the Operations Manager or designee as follows:

Building/Boiler Check – A rotating schedule in seniority order will be kept of all Operations staff possessing a Black Seal Boiler Operator’s license for overtime assignment.

Event Coverage – A rotating schedule in seniority order will be kept of all custodial staff. Assignments during the heating season will be made only to custodians who possess a Black Seal Boiler Operator’s license. Assignments outside of the heating season or when more than one custodian is needed for an event will be available to all custodians according to the rotating schedule.

ARTICLE XL - VACATION AND HOLIDAY

A. Employees will be granted vacation pursuant to the following provisions:

1. In scheduling vacations, first consideration shall be the needs of the school, after which seniority shall govern. A collaborative effort between employee and supervisor shall determine vacation time in order to avoid undesirable interruption of the school year. Eligibility shall be computed as of July 1st. The last two weeks before the opening of school will not be used for vacation periods unless approved by the immediate supervisor and the Superintendent.

2. Vacation periods for twelve (12) month employees:

Years	2-5	10 vacation days
Years	6-15	15 vacation days
Over	15	20 vacation days

3. Employees may carry up to five unused vacation days into the following year.

4. Twelve-month employees who have not worked a full year in the first year of employment will receive a prorated vacation based on the 2-5 year award.

5. New employees hired prior to January 1 will be considered to have completed a full year of employment as of July 1 following their initial employment in calculating their total years of service for the allocation of vacation days. Employees hired after January 1 will begin receiving full year credit as of July 1 following their initial employment.

6. Newly hired employees will be eligible to request their earned vacation days as of July 1 following their employment date. The number of earned vacation days will be determined by the pro-rating formula outlined in Section A:3 of this Article.

- 7. Employees completing their fifth year of service will receive an additional five vacation days, for a total of fifteen days, which they may use as of July 1 in their sixth through fifteenth year of service.
- 8. Employees completing their fifteenth year of service will receive an additional five days, for a total of twenty days, which they may use as of July 1 of their sixteenth year of service and over.
- B. An employee may request extra vacation time. If such request is approved by the immediate supervisor and the Superintendent, the employee will have their salary reduced by the hourly rate multiplied by eight (8) times the number of workdays missed.
- C. Upon leaving employment at Hunterdon Central any employee who has unused vacation days due them will be paid for such days at their regular rate of pay.
- D. A reply to a request for a vacation shall be received by the employee within five (5) working days of the request.
- E. The following are recognized Holidays under this Agreement:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving
President's Day	Day after Thanksgiving
Good Friday	Christmas Eve
Memorial Day	Christmas Day
Independence Day	

Three (3) floating holidays with prior approval of the immediate supervisor or designee.

The above list of holidays shall be in lieu of any State or Federal holiday. In the event that school is in session any day listed above, an alternative day shall be designated for that holiday for all employees. In the event that the school is closed on days in alignment with observance of Yom Kippur and/or Rosh Hashanah, the days of closure will either be recognized as holidays for all employees, or employees will receive an equivalent number of additional floating holidays.

- F. The employee shall be paid their regular scheduled hours at the straight hourly rate for the jobs to which they are regularly assigned for each of these holidays not worked. An employee who is absent without an acceptable excuse, as provided for in Articles XLI, XLII and XLIII of this Agreement on the scheduled workday immediately preceding or immediately following a holiday shall forfeit the right to be paid for such holiday.

ARTICLE XLI - SICK LEAVE

- A. All employees shall be entitled to twelve (12) sick leave days each contract year as of the first official day of said contract year, whether or not they report for duty on that date. Non-accumulative sick days will be afforded as described under Article VII, Section B.
- B. In the first year of employment, employees hired after July 31st shall be entitled to a pro-rate of the days listed in "A" above based on their initial month of employment. Such days shall be credited upon initial employment.

- C. The Board reserves the right to require a certificate from a doctor in any case where a school employee is absent for three or more consecutive days. In cases when an employee exhibits patterned or chronic absenteeism, a doctor's certificate may be required in order for the employee to be compensated for the day.
- D. All employees shall accrue sick leave from their initial date of continuous employment in the Hunterdon Central High School District.
- E. All employees may convert a maximum of two (2) sick leave days each year as family illness days.

ARTICLE XLII - TEMPORARY LEAVE OF ABSENCE

Employees shall be entitled to the following temporary leaves of absence with full pay each work year in addition to any sick leave to which the employee is entitled:

- A. Two (2) days leave of absence for personal legal business, or family matters which require absence during work hours. Application to the Manager of Operations for personal leave shall be made at least five (5) days before taking such leave (except in cases of emergency) and the applicant for such leave shall not be required to state the reason for taking such leave other than they are taking it under this Section. It is understood that such personal leave shall not be used to extend vacations, or for household and other routine matters which could otherwise be performed on days when work is not in session. Personal days will accumulate from year to year, but no more than three (3) personal days may be taken in one contract year.

Personal days shall not be granted immediately preceding or immediately following a vacation or holiday without prior approval. In such cases, the employee shall state the reason for requesting the time. Such leave shall be granted at the discretion of the Manager of Operations and shall not be arbitrarily denied.

- B. Time necessary for appearances in any legal proceeding connected with the employee's employment or with the school system, if the employee is required by Law to attend.
- C. Time necessary for persons called into temporary active duty, not to exceed three (3) months, of any unit of the U.S. Reserves or the State National Guard. An employee shall be paid the difference between their regular pay and any pay which they receive from the State or Federal Government so there is no loss in pay.

Military leave shall be granted to an employee who is inducted, enlists, or is called into temporary active duty, in any branch of the Armed Forces of the United States for the period of said induction, initial enlistment or temporary active duty.

- D. In the event of jury duty, the Board will reimburse an employee with the difference paid for jury duty and their salary so there is no loss in pay. An employee who is not selected for a panel or is dismissed by the court is to report to their immediate Supervisor provided there remains a minimum of four (4) hours of their shift for that day.

- E. The Board shall grant one (1) day leave of absence as a family illness day, in addition to the two (2) sick leave days that may be converted to family illness days, for a maximum of three (3) family illness days each year.
- F. Other leaves of absence with or without pay may be granted by the Board for any good reason and extensions or renewals of leaves as outlined above may be granted by the Superintendent upon request.

ARTICLE XLIII - EXTENDED LEAVE OF ABSENCE

- A. The Board will comply with any and all provisions of Federal and State FMLA laws.
- B. Military leave without pay shall be granted to an employee who is inducted or enlists in any branch of the Armed Forces of the United States for the period of said induction or initial enlistment.

Upon return from this leave an employee shall be considered as if they were actively employed by the Board during the leave and shall be placed on the salary scheduled at the level they would have achieved if they had not been absent. However, credit on the salary schedule for sick leaves taken shall be limited to a maximum of four (4) years.

- C. The Board shall provide leaves of absence for any employee of the District whose absence from duties is due to a physical or mental disability in accordance with the provisions listed below.
 - 1. An employee, requesting such leaves who has an actual or anticipated disability shall present to their supervisor a written statement from their physician (as soon as possible) indicating the nature of the disability, the date or estimated date of actual disability, and the anticipated date of return to work.
 - 2. Prior to returning to work, the employee shall be required to submit a physician's statement that the employee is physically or mentally fit to return to their assigned duties.
 - 3. If the District is not satisfied with the statement from the employee's physician, as to disability or return from disability, it may require a review and examination by the school physician or a physician selected by the District. In the event the physician appointed by the District offers a contrary opinion to that of the employee's physician, both parties shall agree that an impartial third physician shall be selected whose medical opinion shall be binding on the issue of physical and mental capacity to continue in the performance and duties. If as a result of such examination, the employee is found to be fit to perform assigned duties, they shall do so. If as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on a mandatory sick leave with such compensation to which they are entitled and disability provisions of this Agreement, under the sick leave and disability provisions Agreement, until a recommendation to return to work is provided to the Board by the third physician.
- D. The Board shall grant a leave of absence for medical reasons associated with pregnancy and birth to employees on the same terms and conditions governing leaves of absence for

all other disabilities as outlined in "B" above. It is recognized that an employee's maternity leave involves both a disability and a child-care phase.

1. The disability phase is that period of time, both prenatal and postnatal, during which a physician certified in writing inability to work.

The employee shall provide sixty (60) days' notice to the Board in writing specifying the date on which she wishes to commence the disability leave and date on which she wishes to return to work after the birth. The employee's accumulated sick leave may be used during the disability phase.

2. The child-care phase is that period of time selected by the employee, which follows the disability phase and/or birth of the child. Such maternity leave shall be an unpaid leave of absence and may continue for a maximum of two (2) years. Notification of child-rearing leave must be made in writing at least one (1) month prior to the starting date for such leave and should indicate the anticipated starting date and ending date of such leave.

Any employee adopting a child may receive similar leave which shall commence upon receiving custody of such child or earlier if necessary to fulfill the requirements of the adoption.

- E. An employee shall not be advanced on the salary schedule unless they have worked at least one hundred thirty (130) days during the contract year in which the leave of absence was taken.
- F. Other leaves of absence without pay may be granted by the Board or by the Superintendent with the approval of the Board for good cause. Such requests shall not be arbitrarily denied.
- G. All benefits to which an employee was entitled at the time their leave of absence commenced, including unused accumulated sick leave, shall be restored to them upon their return, and they shall be assigned to a position on the same basis as if they had been employed by the Board during the period of their absence.
- H. All extensions or renewals of leaves shall be applied for in writing to the Superintendent within sixty (60) days prior to the expiration of such leave.

ARTICLE XLIV - SENIORITY

- A. For those employees in the bargaining unit covered by this Agreement, seniority shall be based upon the length of continuous service from the initial month of employment in any combination of positions in the Hunterdon Central Regional High School District. Seniority will be a factor considered by the Board in promotions, demotions, and transfers. It is understood that the Board will consider performance as well as efficiency and capability. Seniority will be the only factor for lay-offs and recalls after lay-offs within the unit.
- B. No employee shall acquire any seniority rights until they have been continually employed in the Hunterdon County School District for a period of six (6) months. Upon successful completion of this probationary period, seniority shall relate back to the initial month of hire

in the Hunterdon Central Regional High School District. Movement on the salary guide will occur only on the July 1st following completion of the 6-month probationary period.

- C. All vacancies and new positions must be posted for five (5) consecutive workdays on the designated Association bulletin boards. The job posting shall include the title, shift, hours, rate of pay, qualifications, and the effective date for filling the vacancy.

Any qualified employee from Hunterdon Central Regional High School may apply for any open position to the Human Resource office. All qualified applications from Hunterdon Central Regional High School will be given first consideration.

The Board or its designee will be free to fill the position from within or hire a new employee and will be solely responsible for this selection.

- D. The Manager of Operations shall have the right to temporarily transfer employees to meet emergencies and other unusual requirements, and to fill vacancies caused by absences of less than two (2) weeks.

An employee temporarily assigned to work out of their classification for more than one (1) hour per day will be paid at their normal rate or the rate of the other classification, of the same experience level, whichever is higher.

Out of classification work shall be voluntary and assigned on the rotating seniority basis. If no employee volunteers, the Manager of Operations shall assign on a rotating reverse seniority basis, that is, the least senior person shall be the first required to perform the work.

ARTICLE XLV - DISCHARGE AND DISCIPLINE

- A. Anyone hired after July 1, 2003, will be required to possess or acquire their Black Seal Boiler Operation's license within one year of the date of employment. Individuals not satisfying this obligation will be terminated from employment provided there has been no attempt to take the boiler licensing course and/or the test or provided the employee has unsuccessfully taken the test three times. The Board of Education may extend this time requirement.
- B. A probationary employee may be disciplined or dismissed for any reason considered justifiable by the Manager of Operations. Notification of discipline or dismissal shall include a written statement of reason for non-reemployment. Within five (5) calendar days of receipt of notification of dismissal, the employee may request in writing a meeting to discuss the termination with the Superintendent. The Superintendent shall schedule a meeting within five (5) calendar days of receipt of the written request from the employee. The Superintendent must notify the employee in writing of their final determination within three (3) days of the meeting. Any disciplinary action of a probationary employee shall not be subject to the grievance procedure of this Agreement.
- C. Violation of Board policy, rules, or regulations shall be cause for disciplinary action as outlined below when just cause exists. Employees shall have the right to dispute any charge or alleged violation and may appeal such action through the grievance procedure provided under this Agreement. There shall be four (4) separate penalties applied when it is necessary to impose discipline on any of the employees of the Board:

1. Oral reprimand
2. A written reprimand to be placed in the employee's personnel file to be applied in the case of minor offenses. The Board shall furnish the employee and the Association with a copy of the reprimand. The employee shall be required to sign the file copy for the sole purpose of acknowledging receipt of a copy.
3. Suspension from work (without pay) for periods varying from one (1) to fifteen (15) days, according to the gravity of the offense and the previous record of the employee concerned to be applied in cases of first serious offense or continued or repeated minor ones.
4. Discharge.

The Board may bypass any step of this procedure based on the offense and record of the employee.

- D. Any warnings issued under the provision of this Article for a first or second offense which does not lead to a third offense shall be removed from the employee's personnel file after twelve (12) months from the date of issue of the last offense warning.
- E. If an employee is required to attend a meeting with the Board, Superintendent or a designated representative for the purpose of discipline, they will be so advised and may have an Association representative present during such a meeting.
- F. In the event of termination of employment by the employee or by the Board, ten (10) working days' notice shall be given.

ARTICLE XLVI - RETIREMENT BENEFIT PROGRAM

- A. All full time employees who have accumulated a minimum of forty (40) unused sick days at the time of retirement from the District and who are collecting pension benefits pursuant to Title 18A:66-1 et. seq. "Teacher Pension and Annuity Fund" or "Public Employee Retirement System" are eligible.
- B. No employee shall be entitled to the Retirement Benefit Program upon returning from a leave of absence, other than sick leave, until said employee has completed a minimum of ten (10) months' work.
- C. Each eligible employee shall receive a retirement benefit of one (1) day's salary (a benefit day) for each three (3) days accumulated unused sick leave, but not to exceed fifty-five (55) benefit days. The method of calculating the daily rate shall be at 1/240 of the retiree's annual salary.
- D. Retirement benefit payments shall be made in a lump sum on the first payroll date of the month following the date of retirement or, at the employee's option, on the first payroll date in January following the unit member's retirement.

- E. July 1, 1988, shall serve as the effective starting date of accumulating unused sick leave days which will qualify for compensation in accordance with the provisions outlined in A through D above.
- F. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired seventy (70) unused accumulated sick days at the close of the work year in which said employee has accumulated seventy (70) days. The stipend shall be given to any particular employee only once.
- G. A stipend of five hundred dollars (\$500) shall be given to a full-time employee who has acquired one hundred and ten (110) unused accumulated sick days at the close of the school year in which said employee has accumulated one hundred and ten (110) days. The stipend shall be given to any particular employee only once.
- H. Employees may accumulate personal days from year to year. Upon retirement, each eligible employee shall receive one day's salary (a benefit day) for each three days accumulated unused personal leave. The method of calculating the daily rate will be the same as for accumulated sick leave. These benefit days will be paid in addition to the sick leave benefit day limit in Section C.
- I. All benefits identified in Article XVII, which are accrued to the deceased employee at the time of death, shall be paid to the employee's estate and/or employees designated survivors. This benefit only applies to employees with 10 or more years' service to the district.

ARTICLE XLVII - SALARIES

- A. The salaries of all employees covered by this Agreement for the school years 2022-2023, 2023-2024, 2024-2025, 2025-2026, and 2026-2027 are set forth in Schedules A-1 and A-2, which is attached hereto and made part hereof.
- B. All employees shall be placed on guide and shall move in accordance with the salary implementation schedule.
- C. All employees shall be paid on the 15th and the last day of the month.
- D. When a payday falls on or during a school holiday, or weekend, employees shall receive their paychecks on the last previous working day on which the banks are open, provided the checks are available from the computer.
- E. SCHEDULES A-1 & A-2
 - 1. Step on guide may not reflect years of service.
 - 2. Promotions: Employees who are promoted from custodian to maintenance will be placed on the lowest step on the maintenance guide.
 - 3. Shift Differential: There will be a shift differential of \$.75 per hour increase for second shift. There will be a shift differential of \$1.00 per hour increase for the third shift.

4. License Stipends: A stipend will be paid to any Operations staff member who obtains a license, seal, or certificate from the State or Federal level that the Manager of Operations deems to benefit the Board contracted job duties. The recognized areas will include the following:

- Low Pressure Black Seal (Boiler Operator)
- Refrigeration Certifications
- Radon Certificates
- Backflow Certificates
- Electrical License
- Plumbers License

\$1,400/year for the duration of the agreement

After July 1, 1998, any Operations staff member who applies for the license or certificate stipend must have either a New Jersey State of Universal License that authorizes that employee to sign permit applications in their respective field.

Effective July 1, 2007, any employee initially hired with a license or who has acquired a license and is required to maintain that license for the use of the District must keep the license current and accept the responsibilities associated with the license. Rescinding the use of the license by the employee is not an option.

5. The parties agree that the Board will pre-pay the fee for employees to take the Black Seal training as opposed to the usual procedure for reimbursement that applies to other HCEA members.

Furthermore, if the employees do not complete the training or do not pass the required test, said employee will repay the cost of the training or will have that amount deducted from their pay to compensate the district.

6. The lead person(s) will receive an additional 7.0% of regular salary.
The Chief Engineer will receive an additional 7.0% of regular salary.
7. Should the Director lack an adequate number of maintenance vehicles, the Manager of Operations may authorize the use of personal vehicles for school use by maintenance employees. Those maintenance employees will receive mileage reimbursement that is established for all district employees on an annual basis. A mileage log will be kept by these employees as a record for reimbursement.
8. Upon proof of purchase, the Board shall reimburse each maintenance employee \$400.00 per year for a tool allowance with supervisory approval starting in the 2017-2018 year.

Section Five – Athletic Trainers and Strength & Conditioning Coaches

ARTICLE XLVIII - WORK YEAR AND WORK HOURS

- A. Athletic Trainers are employed on an annual 10-month HCEA contract period effective from July 1st through June 30th of the following year. The Athletic Trainer work year is 227 days, and spans from August 15th to Graduation of any school year.

Athletic Trainers receive the following paid holidays each year:

- a. Thanksgiving, and the Friday & Saturday after Thanksgiving
- b. Christmas Day
- c. New Year's Day
- d. Good Friday

Athletic Trainers shall not be required to work on days school is closed and athletic activities are canceled for reasons of safety, such as weather conditions. If school should dismiss early for such reasons, employees will be permitted to leave at the same time as the other instructional staff.

The Athletic Trainer work day is defined as the length of time required to complete the assigned professional duties for the day.

1. On days of which school is in session the Athletic Trainers are expected to be in the building at 11:00am and will conclude following the last scheduled practice/game.
2. On days of which school is not in session but the Athletic Schedule has practices/games, the Athletic Trainers are expected to be in the building with enough time to perform their professional duties prior to the first practice/game and may leave following the last scheduled practice/game.

Athletic trainers are not expected to be present at Back to School Nights or Evening Events described in Article XIX.

Athletic trainers are not expected to attend in-service days due to practices and games still occurring which makes it a normal working day.

Athletic trainers are not expected to attend full faculty meetings as they occur during 5th block at which time Athletic Trainers are performing their professional duties.

- B. Strength and Conditioning Coaches are employed on an annual 12-month HCEA contract period effective from July 1st through June 30th of the following year.

Strength and Conditioning Coaches receive the following paid holidays each year:

- a. Thanksgiving, and the Friday & Saturday after Thanksgiving

- b. Christmas Day
- c. New Year's Day
- d. Good Friday

Strength and Conditioning Coaches shall not be required to work on days school is closed for reasons of safety, such as weather conditions. If school should dismiss early for such reasons, employees will be permitted to leave at the same time as the other instructional staff.

The Strength and Conditioning Coach work day is defined as: the length of time required to complete the assigned professional duties for the day as mutually agreed upon with supervisor

- i. On days of which school is in session Strength and Conditioning Coaches are expected to be in the building at 10:30am and will conclude following the last scheduled training session
- ii. On days of which school is not in session but the Athletic Schedule has teams in need of strength training, Strength and Conditioning Coaches are expected to be in the building with enough time to perform their professional duties prior to the first training session and may leave following the last scheduled training session

Strength and Conditioning Coaches are not expected to be present at Back to School Night or Evening Events described in Article XIX.

Strength and Conditioning Coaches are not expected to attend in-service days due to practices and games still occurring which makes it a normal working day.

Strength and Conditioning Coaches are not expected to attend full faculty meetings as they occur during 5th block at which time Strength Coaches are performing their professional duties.

ARTICLE XLIX - SALARIES

- A. An Athletic Trainer's salary is based on the HCEA Schedule A salary guide at a full time equivalent rate of 1.2283.

Athletic Trainers are compensated at a per diem rate based on the individual's salary up to a maximum of 5 days during years when the NJSIAA season begins before August 15th.

Mileage is compensated when travel is necessary to off campus events.

- B. A Strength and Conditioning Coach's salary is based on HCEA Schedule A salary guide at a full time equivalent rate of 1.2283. For the 2022-2023 school year, Mr. Paul Kolody will be placed under this formula at the step that represents his current or nearest higher salary.

ARTICLE L - TEMPORARY LEAVE OF ABSENCE

- A. Strength and Conditioning Coaches shall receive 20 vacation days per year, and may carry five unused vacation days into the following year.
- B. Upon leaving Hunterdon Central, any employee who has unused vacation days due to them will be paid for such days at their regular rate of pay.

ARTICLE LI - PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Athletic Trainers and the Strength and Conditioning Coaches shall receive tuition reimbursement as detailed for teachers in Article XXIV.
- B. The Board will reimburse Athletic Trainers and Strength and Conditioning Coaches for Continuing Education Units up to \$300 per year upon approval of the Board.
- C. The Board will pay for the Athletic Trainers and Strength and Conditioning Coaches for professional association fees, up to \$300. These fees are specifically provided in order that the employee maintains their certification within their professional organization.
- D. The Board will reimburse Athletic Trainers and Strength and Conditioning Coaches for any and all license renewal fees.

Section Six – Agreement and Signatures

ARTICLE LII - DURATION OF AGREEMENT

This Agreement shall be in effect as of July 1, 2022 and shall continue in effect until June 30, 2027.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents and attested by their respective secretaries.

HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
EDUCATION ASSOCIATION

HUNTERDON CENTRAL
REGIONAL HIGH SCHOOL
BOARD OF EDUCATION

By: _____
Megan Massimi, President

By: _____
Matthew Smoker, President

By: _____
Margaret Donhauser, Recording Secretary

By: _____
Lisa Hughes, President

By: _____
Heather Spitzer, Secretary

Date:

Date:

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide

22-23 Step	23-24 Step	24-25 Step	25-26 Step	26-27 Step
				1
			1	2
		1	2	3
	1	2	3	4
1	2	3	4	5
2	3	4	5	6
3	4	5	6	7
4	5	6	7	8
5	6	7	8	9
6	7	8	9	10
7	8	9	10	11
8	9	10	11	12
9	10	11	12	13
10	11	12	13	14
11	12	13	14	15
12	13	14	15	16
13	14	15	16	16
14	15	16	16	16
15	16	16	16	16
16	16	16	16	16
16	16	16	16	16

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2022-2023

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	59,105	60,880	62,650	64,425	66,200	67,970	69,745	71,515
2	59,355	61,135	62,915	64,695	66,480	68,260	70,040	71,820
3	59,605	61,395	63,180	64,970	66,760	68,545	70,335	72,120
4	59,855	61,650	63,445	65,240	67,040	68,835	70,630	72,425
5	61,060	62,890	64,725	66,555	68,385	70,220	72,050	73,885
6	62,560	64,435	66,315	68,190	70,065	71,945	73,820	75,700
7	64,460	66,395	68,330	70,260	72,195	74,130	76,065	77,995
8	66,465	68,460	70,455	72,445	74,440	76,435	78,430	80,425
9	68,565	70,620	72,680	74,735	76,795	78,850	80,905	82,965
10	70,765	72,890	75,010	77,135	79,255	81,380	83,505	85,625
11	73,170	75,365	77,560	79,755	81,950	84,145	86,340	88,535
12	75,720	77,990	80,265	82,535	84,805	87,080	89,350	91,620
13	78,370	80,720	83,070	85,425	87,775	90,125	92,475	94,830
14	81,110	83,545	85,975	88,410	90,845	93,275	95,710	98,145
15	83,955	86,475	88,990	91,510	94,030	96,550	99,065	101,585
16	85,955	88,535	91,110	93,690	96,270	98,850	101,425	104,005

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2023-2024

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	59,960	61,760	63,560	65,355	67,155	68,955	70,755	72,550
2	60,210	62,015	63,825	65,630	67,435	69,240	71,050	72,855
3	60,460	62,275	64,090	65,900	67,715	69,530	71,345	73,155
4	60,710	62,530	64,355	66,175	67,995	69,815	71,640	73,460
5	61,915	63,770	65,630	67,485	69,345	71,200	73,060	74,915
6	63,415	65,315	67,220	69,120	71,025	72,925	74,830	76,730
7	65,315	67,275	69,235	71,195	73,155	75,110	77,070	79,030
8	67,315	69,335	71,355	73,375	75,395	77,410	79,430	81,450
9	69,415	71,495	73,580	75,660	77,745	79,825	81,910	83,990
10	71,615	73,765	75,910	78,060	80,210	82,355	84,505	86,655
11	74,010	76,230	78,450	80,670	82,890	85,110	87,330	89,550
12	76,560	78,855	81,155	83,450	85,745	88,045	90,340	92,640
13	79,210	81,585	83,965	86,340	88,715	91,090	93,470	95,845
14	81,950	84,410	86,865	89,325	91,785	94,245	96,700	99,160
15	84,795	87,340	89,885	92,425	94,970	97,515	100,060	102,600
16	86,795	89,400	92,005	94,605	97,210	99,815	102,420	105,020

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2024-2025

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	60,855	62,680	64,505	66,330	68,160	69,985	71,810	73,635
2	61,105	62,940	64,770	66,605	68,440	70,270	72,105	73,935
3	61,355	63,195	65,035	66,875	68,720	70,560	72,400	74,240
4	61,605	63,455	65,300	67,150	69,000	70,845	72,695	74,540
5	62,810	64,695	66,580	68,465	70,345	72,230	74,115	76,000
6	64,310	66,240	68,170	70,100	72,025	73,955	75,885	77,815
7	66,210	68,195	70,185	72,170	74,155	76,140	78,130	80,115
8	68,210	70,255	72,305	74,350	76,395	78,440	80,490	82,535
9	70,310	72,420	74,530	76,640	78,745	80,855	82,965	85,075
10	72,510	74,685	76,860	79,035	81,210	83,385	85,560	87,735
11	74,915	77,160	79,410	81,655	83,905	86,150	88,400	90,645
12	77,465	79,790	82,115	84,435	86,760	89,085	91,410	93,735
13	80,115	82,520	84,920	87,325	89,730	92,130	94,535	96,940
14	82,855	85,340	87,825	90,310	92,800	95,285	97,770	100,255
15	85,700	88,270	90,840	93,415	95,985	98,555	101,125	103,695
16	87,700	90,330	92,960	95,595	98,225	100,855	103,485	106,115

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2025-2026

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	61,695	63,545	65,395	67,250	69,100	70,950	72,800	74,650
2	62,195	64,060	65,925	67,795	69,660	71,525	73,390	75,255
3	62,695	64,575	66,455	68,340	70,220	72,100	73,980	75,860
4	63,195	65,090	66,985	68,885	70,780	72,675	74,570	76,465
5	63,695	65,605	67,515	69,430	71,340	73,250	75,160	77,070
6	65,195	67,150	69,105	71,065	73,020	74,975	76,930	78,885
7	67,095	69,110	71,120	73,135	75,145	77,160	79,170	81,185
8	69,095	71,170	73,240	75,315	77,385	79,460	81,530	83,605
9	71,195	73,330	75,465	77,605	79,740	81,875	84,010	86,145
10	73,390	75,590	77,795	79,995	82,195	84,400	86,600	88,800
11	75,790	78,065	80,335	82,610	84,885	87,160	89,430	91,705
12	78,340	80,690	83,040	85,390	87,740	90,090	92,440	94,790
13	80,990	83,420	85,850	88,280	90,710	93,140	95,570	98,000
14	83,730	86,240	88,755	91,265	93,780	96,290	98,800	101,315
15	86,575	89,170	91,770	94,365	96,965	99,560	102,160	104,755
16	88,575	91,230	93,890	96,545	99,205	101,860	104,520	107,175

SCHEDULE A
Hunterdon Central Regional High School
Teachers' Guide – 2026-2027

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60
1	62,525	64,400	66,275	68,150	70,030	71,905	73,780	75,655
2	63,275	65,175	67,070	68,970	70,870	72,765	74,665	76,565
3	64,025	65,945	67,865	69,785	71,710	73,630	75,550	77,470
4	64,775	66,720	68,660	70,605	72,550	74,490	76,435	78,380
5	65,525	67,490	69,455	71,420	73,390	75,355	77,320	79,285
6	66,275	68,265	70,250	72,240	74,230	76,215	78,205	80,195
7	68,175	70,220	72,265	74,310	76,355	78,400	80,445	82,490
8	70,175	72,280	74,385	76,490	78,595	80,700	82,805	84,910
9	72,275	74,445	76,610	78,780	80,950	83,115	85,285	87,455
10	74,475	76,710	78,945	81,180	83,410	85,645	87,880	90,115
11	76,880	79,185	81,495	83,800	86,105	88,410	90,720	93,025
12	79,430	81,815	84,195	86,580	88,960	91,345	93,725	96,110
13	82,080	84,540	87,005	89,465	91,930	94,390	96,855	99,315
14	84,820	87,365	89,910	92,455	95,000	97,545	100,090	102,630
15	87,660	90,290	92,920	95,550	98,180	100,810	103,440	106,070
16	89,660	92,350	95,040	97,730	100,420	103,110	105,800	108,490

SCHEDULE A-1 – CUSTODIAL GUIDE
Hunterdon Central Regional High School

22-23 Step	22-23 Salary	23-24 Step	23-24 Salary	24-25 Step	24-25 Salary	25-26 Step	25-26 Salary	26-27 Step	26-27 Salary
						1	41,660	1-2	43,135
		1	39,650	1-2	40,800	2-3	42,410	3-4	44,135
1-2	38,840	2-3	40,100	3-4	41,250	4-5	43,160	5-6	45,135
3	39,330	4	40,595	5	42,535	6	44,450	7	46,420
4	39,835	5	41,890	6	43,840	7	45,750	8	47,735
5	41,145	6	43,200	7	45,145	8	47,055	9	49,055
6	42,455	7	44,505	8	46,450	9	48,370	10	50,375
7	43,765	8	45,825	9	47,765	10	49,700	11	51,695
8	45,085	9	47,150	10	49,095	11	51,030	12	53,030
9	46,405	10	48,475	11	50,425	12	52,370	13	54,370
10	47,730	11	49,805	12	51,760	13	53,710	14	55,715
11	49,060	12	51,140	13	53,100	14	55,055	15	57,060
12	50,395	13	52,480	14	54,445	15	56,400	16	58,405
13	51,735	14	53,825	15	55,790	16	57,745	17	59,750
14	53,080	15	55,170	16	57,135	17	59,090	18	61,745
15	54,425	16	56,515	17	58,480	18	61,085	18	61,745
16	55,770	17	57,860	18	60,475	18	61,085	18	61,745
17	57,115	18	59,855	18	60,475	18	61,085	18	61,745
18	59,110	18	59,855	18	60,475	18	61,085	18	61,745

Grounds staff shall have an additional \$1,300 added to their base salary.

NOTE: Annual movement on the above salary guide is shown horizontally.
Step on guide may not reflect years of service.

SCHEDULE A-2 - MAINTENANCE GUIDE
Hunterdon Central Regional High School

21-22	22-23	22-23	23-24	23-24	24-25	24-25	25-26	25-26	26-27	26-27
Step	Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
									1	60,875
							1	59,775	2	62,460
					1	58,675	2	61,360	3	64,045
			1	57,570	2	60,260	3	62,945	4	65,630
1-5	1	56,465	2	59,155	3	61,845	4	64,530	5	67,215
6	2	58,050	3	60,740	4	63,430	5	66,115	6	68,800
7	3	59,635	4	62,325	5	65,015	6	67,700	7	70,390
8-9	4	61,220	5	63,910	6	66,600	7	69,290	8	71,980
10	5	62,805	6	65,495	7	68,190	8	70,880	9	73,570
11	6	64,390	7	67,085	8	69,780	9	72,470	9	73,570
12	7	65,980	8	68,675	9	71,370	9	72,470	9	73,570
13	8	67,570	9	70,265	9	71,370	9	72,470	9	73,570
14	9	69,160	9	70,265	9	71,370	9	72,470	9	73,570

NOTE: Annual movement on the above salary guide is shown horizontally.
Step on guide may not reflect years of service.

SCHEDULE A-3 – SECRETARIES’ GUIDE
Hunterdon Central Regional High School

(Including Print Shop Operator, Mail Clerk, and Shipping & Receiving Clerk)

21-22 Step	22-23 Step	22-23 Salary	23-24 Step	23-24 Salary	24-25 Step	24-25 Salary	25-26 Step	25-26 Salary	26-27 Step	26-27 Salary
									1	53,915
					1	50,345	1-2	52,455	2-3	54,915
			1	49,270	2	51,345	3	53,455	4	55,915
1	1	47,305	2	50,270	3	52,345	4	54,455	5	56,915
2	2	48,730	3	51,270	4	53,345	5	55,455	6	57,915
3-8	3	50,155	4	52,270	5	54,345	6	56,455	7	58,915
9	4	51,580	5	53,705	6	55,780	7	57,890	8	60,350
10-11	5	53,015	6	55,140	7	57,215	8	59,325	9	61,785
12	6	54,450	7	56,575	8	58,650	9	60,760	10	63,235
13	7	55,885	8	58,010	9	60,085	10	62,210	11	64,685
14	8	57,320	9	59,445	10	61,535	11	63,660	11	64,685
15	9	58,755	10	60,895	11	62,985	11	63,660	11	64,685
16	10	60,205	11	62,345	11	62,985	11	63,660	11	64,685
17-18	11	61,655	11	62,345	11	62,985	11	63,660	11	64,685

NOTE: Annual movement on the above salary guide is shown horizontally.
Step on guide may not reflect years of service.

SCHEDULE A-4 – PARAPROFESSIONALS’ GUIDE
Hunterdon Central Regional High School

21-22 Step	22-23 Step	22-23 Salary	23-24 Step	23-24 Salary	24-25 Step	24-25 Salary	25-26 Step	25-26 Salary	26-27 Step	22-27 Salary
							1	27,190	1-2	28,375
			1	25,670	1-2	26,720	2-3	27,640	3-4	28,825
1	1-2	25,050	2-3	26,120	3-4	27,160	4-5	28,090	5-6	29,275
2	3	25,520	4	26,575	5	27,600	6	28,665	7	29,880
3	4	26,000	5	27,055	6	28,200	7	29,285	8	30,485
4	5	26,490	6	27,650	7	28,800	8	29,900	9	31,095
5	6	27,070	7	28,245	8	29,405	9	30,520	10	31,715
6	7	27,670	8	28,855	9	30,015	10	31,145	11	32,345
7	8	28,280	9	29,465	10	30,630	11	31,780	12	32,985
8	9	28,895	10	30,090	11	31,265	12	32,425	13	33,640
9	10	29,520	11	30,725	12	31,910	13	33,080	14	34,305
10	11	30,155	12	31,370	13	32,565	14	33,745	15	34,980
11	12	30,800	13	32,025	14	33,230	15	34,420	15	34,980
12	13	31,455	14	32,690	15	33,905	15	34,420	15	34,980
13	14	32,120	15	33,365	15	33,905	15	34,420	15	34,980
14	15	32,795	15	33,365	15	33,905	15	34,420	15	34,980
15	15	32,795	15	33,365	15	33,905	15	34,420	15	34,980

* Paraprofessionals starting the year with a Bachelor’s Degree shall have \$500 added to their base salary.

** Paraprofessionals starting the year with a Master’s Degree shall have an additional \$500 added to their base salary. (\$1,000 total)

*** Paraprofessionals who have an active Registered Behavior Technician (RBT) certification, and who are working more than 50% of their day in a program implementing RBT, or similar behavioral support, shall have an additional \$500 added to their base salary.

NOTE: Annual movement on the above salary guide is shown horizontally.
Step on guide may not reflect years of service.

SCHEDULE A-5 - TECHNICAL STAFF GUIDE
Hunterdon Central Regional High School
 (Information System Support Specialists and TV Programmers)

22-23	22-23	23-24	23-24	24-25	24-25	25-26	25-26	26-27	26-27
Step	Salary	Step	Salary	Step	Salary	Step	Salary	Step	Salary
								1	56,610
						1	55,610	2	57,640
				1	54,610	2	56,640	3	58,675
		1	53,610	2	55,640	3	57,675	4	59,710
1	52,610	2	54,640	3	56,675	4	58,710	5	60,710
2	53,640	3	55,675	4	57,710	5	59,710	6	62,260
3	54,675	4	56,710	5	58,710	6	61,260	7	63,810
4	55,710	5	57,710	6	60,260	7	62,810	8	65,360
5	56,710	6	59,260	7	61,810	8	64,360	9	66,910
6	58,260	7	60,810	8	63,360	9	65,910	10	68,460
7	59,810	8	62,360	9	64,910	10	67,460	11	70,010
8	61,360	9	63,910	10	66,460	11	69,010	12	71,560
9	62,910	10	65,460	11	68,010	12	70,560	13	73,110
10	64,460	11	67,010	12	69,560	13	72,110	14	74,660
11	66,010	12	68,560	13	71,110	14	73,660	15	76,210
12	67,560	13	70,110	14	72,660	15	75,210	15	76,210
13	69,110	14	71,660	15	74,210	15	75,210	15	76,210
14	70,660	15	73,210	15	74,210	15	75,210	15	76,210
15	72,210	15	73,210	15	74,210	15	75,210	15	76,210
15	72,210	15	73,210	15	74,210	15	75,210	15	76,210

NOTE: Annual movement on the above salary guide is shown horizontally.
 Step on guide may not reflect years of service.

SCHEDULE A-6 – TRANSPORTATION MECHANICS’ GUIDE
Hunterdon Central Regional High School
PER HOUR

22-23 Step	22-23 Salary	23-24 Step	23-24 Salary	24-25 Step	24-25 Salary	25-26 Step	25-26 Salary	26-27 Step	26-27 Salary
								1	71,394
						1	70,394	2	73,474
				1	69,394	2	72,474	3	75,554
		1	68,394	2	71,474	3	74,554	4	77,634
1	67,394	2	70,474	3	73,554	4	76,634	5	79,714
2	69,474	3	72,554	4	75,634	5	78,714	6	81,794
3	71,554	4	74,634	5	77,714	6	80,794	7	83,874
4	73,634	5	76,714	6	79,794	7	82,874	8	85,954
5	75,714	6	78,794	7	81,874	8	84,954	9	88,034
6	77,794	7	80,874	8	83,954	9	87,034	10	90,114
7	79,874	8	82,954	9	86,034	10	89,114	11	92,194
8	81,954	9	85,034	10	88,114	11	91,194	11	92,194
9	84,034	10	87,114	11	90,194	11	91,194	11	92,194
10	86,114	11	89,194	11	90,194	11	91,194	11	92,194
11	88,194	11	89,194	11	90,194	11	91,194	11	92,194

Schedule B – Health Benefits Contribution Rates

Salary Minimum	Salary Maximum	Family Coverage	Parent/Child or 2-Adult	Single
\$ 1.00	\$ 19,999.99	3.0000%	3.5000%	4.5000%
\$ 20,000.00	\$ 24,999.99	3.0000%	3.5000%	5.5000%
\$ 25,000.00	\$ 29,999.99	4.0000%	4.5000%	7.5000%
\$ 30,000.00	\$ 34,999.99	5.0000%	6.0000%	10.0000%
\$ 35,000.00	\$ 39,999.99	6.0000%	7.0000%	11.0000%
\$ 40,000.00	\$ 44,999.99	7.0000%	8.0000%	12.0000%
\$ 45,000.00	\$ 49,999.99	9.0000%	10.0000%	14.0000%
\$ 50,000.00	\$ 54,999.99	12.0000%	15.0000%	20.0000%
\$ 55,000.00	\$ 59,999.99	14.0000%	17.0000%	23.0000%
\$ 60,000.00	\$ 64,999.99	17.0000%	21.0000%	27.0000%
\$ 65,000.00	\$ 69,999.99	19.0000%	23.0000%	29.0000%
\$ 70,000.00	\$ 74,999.99	22.0000%	26.0000%	32.0000%
\$ 75,000.00	\$ 79,999.99	23.0000%	27.0000%	33.0000%
\$ 80,000.00	\$ 84,999.99	24.0000%	28.0000%	34.0000%
\$ 85,000.00	\$ 89,999.99	26.0000%	30.0000%	34.0000%
\$ 90,000.00	\$ 94,999.99	28.0000%	30.0000%	34.0000%
\$ 95,000.00	\$ 99,999.99	29.0000%	30.0000%	35.0000%
\$ 100,000.00	\$ 109,999.99	32.0000%	35.0000%	35.0000%
\$ 110,000.00	\$ 1,000,000.00	35.0000%	35.0000%	35.0000%

SCHEDULE C - CO-CURRICULAR GUIDE
2022-2027

SCHEDULE C POSITIONS	Stipend per Position
Academic Team	\$2,093
Book Worms	\$1,570
Bridges	\$1,570
Chemistry Olympics	\$2,093
Children's Play Director	\$2,093
Chinese Honor Society	\$1,570
Class Council (8)	\$3,140
Dance Team Advisor	\$4,186
Dance Team Assistant Advisor	\$3,140
Dramatics 11-12 Play Director	\$4,814
Dramatics 11-12 Tech	\$2,616
Dramatics 9-10 Play Director	\$4,814
Dramatics 9-10 Tech	\$2,616
ECHO*	\$7,000
Elan/LAMP On Line	\$2,093
French Honor Society	\$1,570
Future Business Leaders of America	\$3,140
GAPP	\$2,093
German Honor Society	\$1,570
Habitat for Humanity	\$2,093
Instrumental Advisor: Fiddle Club	\$3,140
Instrumental Advisor: Jazz Band	\$3,140
Interact	\$2,093
Intramurals	\$2,616
Key Club	\$2,616
LAMP*	\$7,000
Latin Honor Society	\$1,570
Lighting/Sound Technician	\$6,489
Lighting/Sound Asst. Technician	\$3,140
Marching Band Assistant (2)	\$6,489
Marching Band Director (includes summer band)	\$10,466
Marching Band General Instructor (2)	\$4,186
Math League/Mu Alpha Theta	\$2,093
Mock Trial	\$4,186
Model Legislative League	\$1,570
Model UN	\$3,140
Musical - Instrumental Advisor	\$4,814
Musical - Vocal Advisor	\$4,814
Musical Business Manager	\$2,093
Musical Choreographer	\$3,140
Musical Costumes	\$2,093

Musical Dramatics Advisor	\$6,489
Musical Set Construction/ Crew	\$2,616
Musical Set Design	\$2,093
National Art Honor Society	\$1,570
National Honor Society	\$3,140
Peer Leadership	\$1,570
Project Graduation	\$4,814
PULSE	\$1,570
Red Cross	\$2,093
Robotics (2)	\$3,140
SADD	\$2,093
Science Honor Society	\$1,570
SEA	\$2,093
Sketch Club	\$1,570
Ski Club	\$4,186
Social Studies	\$2,093
Spanish Honor Society	\$1,570
Speech & Debate	\$3,140
Student Activities Assistant	\$6,489
Student Council*	\$4,814
Thespian - Dramatics	\$2,616
Third Wave	\$1,570
Vocal Advisor: Chorale	\$3,140
Vocal Advisor: Madrigals	\$3,140

*Teachers who serve as Yearbook (ECHO), Newspaper (LAMP), and Student Council advisors will be excused from a block duty. This does not apply to a unit lunch duty.

NOTE: The number in parentheses indicates the number of positions per club.

SCHEDULE D - ATHLETIC GUIDE
2022-2027

SCHEDULE D	Stipend per Position
Baseball – Head Coach	8,896
Baseball – Asst. Coach (3)	6,541
Basketball – Boys Head Coach	9,942
Basketball – Boys Asst. Coach (3)	7,588
Basketball – Girls Head Coach	9,942
Basketball – Girls Asst. Coach (3)	7,588
Bowling – Boys Head Coach	6,279
Bowling – Girls Head Coach	6,279
Cheerleading – Head Coach Fall	6,279
Cheerleading – Asst. Coach Fall (3)	4,448
Cheerleading – Head Coach Winter	6,279
Cheerleading – Asst. Coach Winter (3)	4,448
Cross Country – Head Coach	8,111
Cross Country – Asst. Coach (2)	5,756
Fencing – Boys Head Coach	8,896
Fencing – Boys Asst. Coach	6,541
Fencing – Girls Head Coach	8,896
Fencing – Girls Asst. Coach	6,541
Football – Head Coach	10,446
Football – Asst. Coach (7)	8,111
Golf – Boys Head Coach	8,111
Golf – Girls Head Coach	8,111
Gymnastics – Girls Head Coach	8,896
Gymnastics – Girls Asst. Coach	6,541
Hockey – Girls Head Coach	8,896
Hockey – Girls Asst. Coach (3)	6,541
Ice Hockey – Head Coach	8,896
Ice Hockey – Asst. Coach (2)	6,541
Lacrosse – Boys Head Coach	8,896
Lacrosse – Boys Asst. Coach (3)	6,541
Lacrosse – Girls Head Coach	8,896
Lacrosse – Girls Asst. Coach (3)	6,541
Soccer – Boys Head Coach	8,896

Soccer – Boys Asst. Coach (3)	6,541
Soccer – Girls Head Coach	8,896
Soccer – Girls Asst. Coach (3)	6,541
Softball – Head Coach	8,896
Softball – Asst. Coach (3)	6,541
Strength Coach (Jun-Aug)	2,878
Strength Coach (Sep-Nov)	2,878
Strength Coach (Dec-Feb)	2,878
Swimming – Head Coach – Boys/Girls	8,111
Swimming – Asst. Coach - Boys/Girls	5,756
Tennis – Boys Head Coach (Spring)	8,111
Tennis – Boys Asst. Coach (Spring)	5,756
Tennis – Girls Head Coach (Fall)	8,111
Tennis – Girls Asst. Coach (Fall)	5,756
Track – Winter Head Coach	8,111
Track – Winter Asst. Coach (3)	5,756
Track - Spring Head Coach (Boys)	8,896
Track – Spring Head Coach (Girls)	8,896
Track – Spring Asst. Coach (5)	6,541
Volleyball - Head Coach Boys (Spring)	8,896
Volleyball - Asst. Coach Boys (Spring) (2)	6,541
Volleyball – Head Coach Girls (Fall)	8,896
Volleyball – Asst. Coach Girls (Fall) (2)	6,541
Wrestling – Head Coach	9,942
Wrestling – Asst. Coach (3)	7,588

NOTE: The number in parentheses indicates the number of positions per sport.

SIDEBAR AGREEMENT

Between

Hunterdon Central Regional High School Board of Education

And

Hunterdon Central Regional High School Education Association

The following sidebar agreement is for changes in the Schedule C - Co-Curricular Guide in the collective bargaining agreement between the Hunterdon Central Regional High School Board of Education (HCBOE) and the Hunterdon Central Regional High School Education Association (HCEA).

Schedule C - Co-Curricular Guide

WHEREAS, the Board and the Hunterdon Central Education Association believe that the following changes are in the best interests of the students attending Hunterdon Regional High School; and

WHEREAS, the current collective bargaining agreement identifies the stipends to be paid for Schedule C- Co-Curricular;

NOW THEREFORE BE IT RESOLVED, that both parties have mutually agreed to the following changes in the printed 2019-2022 collective bargaining agreement:

1. That for the 2021-2022 school year exclusively, the stipends from the unfilled positions of Schedule C be distributed to advisors of unpaid clubs as follows.
2. That the following stipends of unfilled positions be included in this agreement:

Lighting & Sound Assistant	\$3,140.00
Student Activities Assistant	\$6,489.00
<u>Project Graduation</u>	<u>\$4,814.00</u>
Total:	\$14,443.00

3. That the criteria for being awarded this would include the following:

- a. The club has been in existence for over 2 full years, minimally beginning in the 2019-2020 school year.
- b. The club has been active throughout that time and is currently active.
- c. The advisor has been in place during that time.
- d. The advisor does not receive a related stipend.

4. That the following advisors be awarded the following stipends for the 2021-2022 school year exclusively. The amounts reflected indicate a club active for 2+ years and the same advisor is in place.

Advisor Name	Club	Award
Kate Zimmerbaum	eSports	\$ 849.58
Victoria Craig	eSports	\$ 849.58
Kristin Polito	Connect	\$ 849.58
Lauren Battaglia	Connect	\$ 849.58
Penny Wintermute	National English Honor Society	\$ 849.58
Jennifer Miers	National English Honor Society	\$ 849.58
Jessica Doyle	Student Movement Against Cancer	\$ 849.58
Peter Stevenson	Tri-M-Music Honor Society	\$ 849.58
Ruth Paola Pulgarin	Operation Smile	\$ 849.58
Paul Kolody	Strength & Conditioning	\$ 849.58
Heather Beam	HC Jump Rope	\$ 849.58
Michelle Murphy	HC Jump Rope	\$ 849.58
Adam Leonard	Rho Kappa	\$ 849.58
Darrell DeTample	Student Soldier Support Club	\$ 849.58
Deb Frank	Latinx Club	\$ 849.58
Tracey Axmann	Latinx Club	\$ 849.58
Heather Turner	Henna Club	\$ 849.58

SIDEBAR AGREEMENT
between
Hunterdon Central Regional High School Board of Education
and
Hunterdon Central Regional High School Education Association

I. This sidebar agreement replaces the existing co-curricular guide included as Schedule C in the 2022-2027 collective bargaining agreement between the Hunterdon Central Regional High School Board of Education (HCBOE) and the Hunterdon Central Regional High School Education Association (HCEA). The revised schedule is listed below.

SCHEDULE C
CO-CURRICULAR GUIDE
2022-2027

SCHEDULE C POSITIONS	2022-2027 Stipend per Position
Academic Team	\$2,093
Book Worms	\$1,570
Bridges	\$1,570
Central Mural Arts Club	\$1,570
Chemistry Olympics	\$2,093
Children's Play Director	\$2,093
Chinese Honor Society	\$1,570
Class Council (8)	\$3,140
Dance Team Advisor	\$4,186
Dance Team Assistant Advisor	\$3,140
Dramatics 11-12 Play Director	\$4,814
Dramatics 11-12 Tech	\$2,616
Dramatics 9-10 Play Director	\$4,814
Dramatics 9-10 Tech	\$2,616
ECHO*	\$7,000
French Honor Society	\$1,570
Future Business Leaders of America	\$3,140
GAPP	\$2,093
German Honor Society	\$1,570
Global Outreach Club	\$2,093
Habitat for Humanity	\$2,093
Instrumental Advisor: Fiddle Club	\$3,140
Instrumental Advisor: Jazz Band	\$3,140
Interact	\$2,093
Intramurals	\$2,616
Key Club	\$2,616
LAMP*	\$7,000
Latin Honor Society	\$1,570
Lighting/Sound Technician	\$6,489
Lighting/Sound Asst. Technician	\$3,140
Marching Band Assistant (2)	\$6,489
Marching Band Color Guard Instructor (2)	\$4,186
Marching Band Director (includes summer band)	\$10,466
Marching Band General Instructor	\$4,186
Marching Band Percussion Instructor (2)	\$4,186
Math League/Mu Alpha Theta	\$2,093
Mock Trial	\$4,186

Model UN	\$3,140
Musical - Instrumental Advisor	\$4,814
Musical - Vocal Advisor	\$4,814
Musical Business Manager	\$2,093
Musical Choreographer	\$3,140
Musical Costumes	\$2,093
Musical Dramatics Advisor	\$6,489
Musical Set Construction/ Crew	\$2,616
Musical Set Design	\$2,093
National Art Honor Society	\$1,570
National Honor Society	\$3,140
Peer Leadership	\$1,570
Project Graduation	\$4,814
PULSE/Hunterdon Central GSA	\$1,570
Red Cross	\$2,093
Robotics (2)	\$3,140
SADD	\$2,093
Science Honor Society	\$1,570
SEA/Environmental Society	\$2,093
Ski Club	\$4,186
Spanish Honor Society	\$1,570
Speech & Debate	\$3,140
Student Activities Assistant	\$6,489
Student Council* (2)	\$4,814
Thespian - Dramatics	\$2,616
Third Wave	\$1,570
Vocal Advisor - Chorale	\$3,140
Vocal Advisor - Madrigals	\$3,140
Youth in Government	\$1,570

*Teachers who serve as Yearbook (ECHO), Newspaper (LAMP), and Student Council advisors will be excused from a block duty. This does not apply to a unit lunch duty.

NOTE: The number in parentheses indicates the number of positions per club.

II. The following sidebar agreement is for changes in the Schedule C - Co-Curricular Guide in the collective bargaining agreement between the Hunterdon Central Regional High School Board of Education (HCBOE) and the Hunterdon Central Regional High School Education Association (HCEA).

Schedule C - Co-Curricular Guide

WHEREAS, the Board and the Hunterdon Central Education Association believe that the following changes are in the best interests of the students attending Hunterdon Regional High School; and

WHEREAS, the current collective bargaining agreement identifies the stipends to be paid for Schedule C- Co-Curricular;

NOW THEREFORE BE IT RESOLVED, that both parties have mutually agreed to the following changes in the printed collective bargaining agreement:

1. That for the 2022-2023 school year exclusively, the stipends from the unfilled positions of Schedule C be distributed to advisors of unpaid clubs as follows.

2. That the following stipends of unfilled positions be included in this agreement:

Bookworms:	\$1,570.00
Project Graduation:	\$4,814.00
Total:	\$6,384.00

3. That the criteria for being awarded this would include the following:

- a. The club has been in existence for over 2 full years, minimally beginning in the 2020-2021 school year.
- b. The club has been active throughout that time and is currently active.
- c. The advisor has been in place during that time.
- d. The advisor does not receive a related stipend.

4. That, given the criteria above, the following advisors be awarded the following stipends for the 2022-2023 school year exclusively.

Advisor Name	Club	Award
Axmann, Tracey	Latinx	\$ 236.44
Battaglia, Lauren	Connect	\$ 236.44
Beam, Heather	HC Jump Rope	\$ 236.44
Beggiato, Katherine	ASL	\$ 236.44
Bellotti, Christopher	Psychology Club	\$ 236.44
Colton, Hillary	Noteworthy	\$ 236.44
Chappe, Sean	Animal Alliance	\$ 236.44
Copestake, Melissa	Improv Club	\$ 236.44
Douglass, Robert	Photography Club	\$ 236.44
Doyle, Jessica	Student Movement Against Cancer	\$ 236.44
Dragone, Shelby	HC Youth Democrats	\$ 236.44
Heard, Thomas	Film Society & Muslim Society	\$ 236.44
Kolody, Paul	Strength & Conditioning	\$ 236.44
Lazovick, Jeffrey	Magic the Gathering Club	\$ 236.44
Leonard, Adam	Rho Kappa	\$ 236.44
McHale, Thomas	Asian Student Alliance	\$ 236.44
McMahon, Casey	Astronomy	\$ 236.44
Miers, Jennifer	National English HS	\$ 236.44
Murphy, Michelle	HC Jump Rope	\$ 236.44
Olbrich, Nicole	Psychology Club	\$ 236.44
Petrushun, Megan	Noteworthy	\$ 236.44
Polito, Kristin	Connect	\$ 236.44
Rupp, Alexander	Film Society	\$ 236.44
Stevenson, Peter	Tri-M-Music Honor Society	\$ 236.44
Turner, Heather	Henna Club	\$ 236.44
Wintermute, Penelope	National English HS	\$ 236.44
Zimmerbaum, Kate	Esports	\$ 236.44

Hunterdon Central Regional High School
Education Association:

President

Secretary

Date: _____

Hunterdon Central Regional High School
Board of Education:

President

Business Administrator/Board Secretary

Date: _____

**SIDEBAR AGREEMENT BETWEEN
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION
AND
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL BOARD OF EDUCATION**

The Hunterdon Central Regional High School Board of Education (“Board”) and the Hunterdon Central Regional High School Education Association (“HCEA”) agree to the following:

1. From the date of this sidebar, through the duration of the current agreement, Article XXIV will read as follows:

...

D. Reimbursement for a course that occurs in the summer, and as a result runs in portions of two separate fiscal years, will be identified for all intents and purposes of this section as occurring in the fiscal year in which the majority of the course takes place.

ED. The Association and the Superintendent will meet on a regular basis to review the implementation of the tuition reimbursement program, and to work on mutually agreeable solutions to concerns.

2. As a non precedent-setting consideration, Christina Aboosamara will receive a one-time tuition reimbursement payment in the amount of \$2,272.50.
3. From the date of this sidebar, through the duration of the current agreement, Article I Section A will read as follows:
 - A. *The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for all regular full and part time secretaries (including Counseling Specialists) not otherwise excluded, paraprofessionals, print shop operator, bus mechanics, information system support specialists, TV programmers, custodial, maintenance and grounds personnel, safety officer/science paraprofessionals, shipping and receiving clerk, mail clerk, and for all certified personnel whether under contract, on leave, employed by the Board, including: all teachers, guidance personnel, librarians, nurses, coordinators of the work study programs, athletic trainers, strength and conditioning coaches, trainer and all professional members of the staff who do not hold full administrative positions, and not noted above but excluding: Superintendent, Business Administrator, Assistant Superintendent, Principal, Assistant Business Administrator, Executive Secretaries, Operational Assistants, Directors, Vice-Principals, Supervisors, transportation personnel, substitute teachers, and summer employees.*
4. From the date of this sidebar, through the duration of the current agreement:
 - a. Any new Counseling Specialist hired by the Board will be placed on a step of Schedule A-3 as prescribed by the agreement.
 - b. Any Counseling Specialist with a 22-23 salary that is lower than the salary at the highest 23-24 step of Schedule A-3 will be placed for the 23-24 school year at the first step representing a salary above their 22-23 salary, provided they meet the criteria for and are recommended for reappointment. In subsequent years, they will advance on Schedule A-3 as prescribed by the agreement.

**SIDEBAR AGREEMENT BETWEEN
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION
AND
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL BOARD OF EDUCATION**

- c. Any Counseling Specialist with a 22-23 salary that is higher than the salary at the highest 23-24 step of Schedule A-3 will not receive a salary increase until reappointment into the year in which the salary at the highest step of Schedule A-3 is equal to or greater than their 22-23 salary. At that time, they will be placed on that step provided they meet the criteria for and are recommended for reappointment. In subsequent years, they will advance on Schedule A-3 as prescribed by the agreement.
5. Beginning in the 23-24 school year, and through the duration of the current agreement, make the following changes to Schedule D:
- a. Remove the position “Strength Coach (Dec-Feb).”
 - b. Rename the position “Wrestling – Head Coach” to “Wrestling – Boys Head Coach”
 - c. Add a position “Wrestling – Girls Head Coach” with a stipend of \$9,942

Sign for the HCEA

Sign for the Board

Print Name and Title

Print Name and Title

Dated

Dated

**SIDEBAR AGREEMENT BETWEEN
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION
AND
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL BOARD OF EDUCATION**

The Hunterdon Central Regional High School Board of Education (“Board”) and the Hunterdon Central Regional High School Education Association (“HCEA”) agree that the Board will pay a non-pensionable stipend of \$50/day to any teaching staff member who relinquishes a prep period to supervise students in any setting in which a daily substitute teacher is not available. The Superintendent or designee will first seek volunteers for any such assignments and, if failing to receive a sufficient number of volunteers, will assign such duties.

This sidebar will be in effect through the life of the current agreement.

Sign for the HCEA

Sign for the Board

Print Name and Title

Print Name and Title

Dated

Dated

**SIDEBAR AGREEMENT BETWEEN
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL EDUCATION ASSOCIATION
AND
THE HUNTERDON CENTRAL REGIONAL HIGH SCHOOL BOARD OF EDUCATION**

The Hunterdon Central Regional High School Board of Education (“Board”) and the Hunterdon Central Regional High School Education Association (“HCEA”) agree that, from the date of this sidebar and through the duration of this agreement, Article XXXIII Section C Paragraph 2 will read as follows:

2. ~~For PM supervision, paraprofessionals will receive \$30/day.~~ **When a Paraprofessional takes on additional work outside of the contractual work day in fulfillment of duties as a Paraprofessional (e.g., riding the bus with a student with disabilities, accompanying a student with disabilities to an extracurricular activity, etc.), they shall receive \$30/hour. When a Paraprofessional engages in supervision of students outside of their contractual work day that is not in fulfillment of duties as a Paraprofessional, they will receive the appropriate rate specified in Article XX, Sections B and C of this agreement.**

Sign for the HCEA

Sign for the Board

Print Name and Title

Print Name and Title

Dated

Dated

SIDEBAR AGREEMENT

between

Hunterdon Central Regional High School Board of Education

and

Hunterdon Central Regional High School Education Association

- I. The following sidebar agreement is for changes in the Schedule C - Co-Curricular Guide in the collective bargaining agreement between the Hunterdon Central Regional High School Board of Education (HCBOE) and the Hunterdon Central Regional High School Education Association (HCEA).

Schedule C - Co-Curricular Guide

WHEREAS, the Board and the Hunterdon Central Education Association believe that the following changes are in the best interests of the students attending Hunterdon Regional High School; and

WHEREAS, the current collective bargaining agreement identifies the stipends to be paid for Schedule C- Co-Curricular;

NOW THEREFORE BE IT RESOLVED, that both parties have mutually agreed to the following changes in the printed collective bargaining agreement:

- 1. That for the 2023-2024 school year exclusively, the stipends from the unfilled positions of Schedule C be distributed to advisors of unpaid clubs as follows.

- 2. That the following stipends of unfilled positions be included in this agreement:

Bookworms:	\$1,570.00
Project Graduation:	\$4,814.00
Student Activities:	\$1,297.75
Total:	\$8,204.75

- 3. That the criteria for being awarded this would include the following:

- a. The club has been in existence for over 2 full years, minimally beginning in the **2022-2023** school year.
- b. The club has been active throughout that time and is currently active.
- c. The advisor has been in place during that time.
- d. The advisor does not receive a related stipend.

- 4. That, given the criteria above, the following advisors be awarded the following stipends for the 2023-2024 school year exclusively.

Advisor Name	Club	Award
Battaglia, Lauren	Connect	\$ 328.19
Beam, Heather	HC Jump Rope	\$ 328.19
Beggiato, Katherine	ASL	\$ 328.19
Bellotti, Christopher	Psychology Club	\$ 328.19
Chappe, Sean	Animal Alliance	\$ 328.19
Colton, Hillary	Noteworthy	\$ 328.19

Copestake, Melissa	Improv Club	\$ 328.19
Douglass, Robert	Photography Club	\$ 328.19
Doyle, Jessica	Student Movement Against Cancer	\$ 328.19
Dragone, Shelby	HC Youth Democrats	\$ 328.19
Elemenshaw, Amalay	Black Student Union (BSN)	\$ 328.19
Heard, Thomas	Film Society & Muslim Society	\$ 328.19
Klein, Tim	Stage Crew	\$ 328.19
Kolody, Paul	Strength & Conditioning	\$ 328.19
Lazovick, Jeffrey	Magic the Gathering Club	\$ 328.19
Leonard, Adam	Rho Kappa	\$ 328.19
McMahon, Casey	Astronomy	\$ 328.19
Miers, Jennifer	National English HS	\$ 328.19
Murphy, Michelle	HC Jump Rope	\$ 328.19
Olbrich, Nicole	Psychology Club	\$ 328.19
Petrushun, Megan	Noteworthy	\$ 328.19
Polito, Kristin	Connect	\$ 328.19
Rupp, Alexander	Film Society	\$ 328.19
Wintermute, Penelope	National English HS	\$ 328.19
Zimmerbaum, Kate	Esports	\$ 328.19

Hunterdon Central Regional High School
Education Association:

Hunterdon Central Regional High School
Board of Education:

President

President

Secretary

Business Administrator/Board Secretary

Date: _____

Date: _____

SIDEBAR AGREEMENT

between

Hunterdon Central Regional High School Board of Education

and

Hunterdon Central Regional High School Education Association

- I. The following sidebar agreement is for changes in the Schedule C - Co-Curricular Guide in the collective bargaining agreement between the Hunterdon Central Regional High School Board of Education (HCBOE) and the Hunterdon Central Regional High School Education Association (HCEA).

Schedule C - Co-Curricular Guide

WHEREAS, the Board and the Hunterdon Central Education Association believe that the following changes are in the best interests of the students attending Hunterdon Regional High School; and

WHEREAS, the current collective bargaining agreement identifies the stipends to be paid for Schedule C- Co-Curricular;

NOW THEREFORE BE IT RESOLVED, that both parties have mutually agreed to the following changes in the printed collective bargaining agreement:

1. That for the 2024-2025 school year exclusively, the stipends from the unfilled positions of Schedule C be distributed to advisors of unpaid clubs as follows.
2. That the following stipends of unfilled positions be included in this agreement:

Bridges:	\$1,570.00
Central Mural Arts:	\$1,570.00
Dance Team Assistant:	\$3,140.00
Project Graduation:	\$4,814.00
Total:	\$11,094.00

3. That the criteria for being awarded this would include the following:
 - a. The club has been in existence for over 2 full years, minimally beginning in the **2023-2024** school year.
 - b. The club has been active throughout that time and is currently active.
 - c. The advisor has been in place during that time.
 - d. The advisor does not receive a related stipend.
4. That, given the criteria above, the following advisors be awarded the following stipends for the 2024-2025 school year exclusively.

Advisor Name	Club	Award
Beam, Heather	HC Jump Rope	\$ 616.33
Beggiato, Katherine	American Sign Language	\$ 616.33
Bousum, Kelly	Tech4Teens	\$ 616.33

Copestake, Melissa	Improv Club	\$ 616.33
Doyle, Jessica	Women in STEM	\$ 616.33
Elemenshawy, Amalay	Black Student Union (BSN)	\$ 616.33
Heller, Carla	Operation Smile	\$ 616.33
Kolody, Paul	Strength & Conditioning	\$ 616.33
Leonard, Adam	Rho Kappa	\$ 616.33
McMahon, Casey	Astronomy	\$ 616.33
Murphy, Michelle	HC Unified Jump Rope	\$ 616.33
Olbrich, Nicole	Psychology Club	\$ 616.33
Paula, Mirja	Latinx Alliance	\$ 616.33
Petrushun, Megan	Noteworthy	\$ 616.33
Rossi, Karen	Investing Club	\$ 616.33
Taylor, Suzanne	1>99 Christian Ministry	\$ 616.33
Wagner, Joan	Cartoon	\$ 616.33
Zimmerbaum, Kate	HC Esports	\$ 616.33

Hunterdon Central Regional High School
Education Association:

Hunterdon Central Regional High School
Board of Education:

President

President

Secretary

Business Administrator/Board Secretary

Date: _____

Date: _____

SIDEBAR AGREEMENT

Between

Hunterdon Central Regional High School Board of Education

And

Hunterdon Central Regional High School Education Association

The Hunterdon Central Regional High School Board of Education ("Board") and the Hunterdon Central Regional High School Education Association ("HCEA") agree to the following changes for the duration of the current collective bargaining agreement:

Section 2, Article XIX (Teacher Work Year), Section C, Number 3 will now read as follows: Three (3) evening events to include:

- a. One Back-to-School Night occurring on Thursday evening, followed by an in-service day.
- b. One evening event that is jointly developed by the Administration and members of the Association occurring on Thursday evening, followed by an in-service day.
- c. A third single after school/evening event, with members having multiple options of events during the school year to choose from. The options will be jointly developed by the Administration and members of the Association.

Section 3, Article XXXIII (Overtime), Section A, will now include: 4. Chaperones will be paid \$50/event.

Section 3, Article XXXIV (Vacation), will now read as follows:

A. Secretaries, TV Programmers, Information System Support Specialists, Safety Officers, Bus Mechanics, Shipping & Receiving and Mail Clerk will be granted vacation pursuant to the following provisions:

2. Vacation periods for twelve (12) month support staff members:

Years 1 through 5	10 vacation days
Years 6 through 15	15 vacation days
Over 15 years	20 vacation days

Twelve-month employees who have not worked for a full year, in the first year of employment, will receive a prorated vacation allotment of .83 vacation days for each full month remaining in the school year (e.g., six (6) months remaining will equate to five(5) vacation days). Twelve-month employees hired after July 1, 2024 can utilize vacation in their first year of employment based on accruing .83 vacation days for each full month worked during the first year of employment. Vacation leave will also be prorated in an employee's last year of service should the employee resign or retire prior to the end of the school year. Employees hired prior to July 1, 2024 shall receive their full allotment of days on July 1st of their last year of employment without proration.

Employees may carry up to five unused vacation days into the following year.

Section 4, Article XL (Vacation), will now read as follows:

A. Employees will be granted vacation pursuant to the following provisions:

2. Vacation periods for twelve (12) month employees:

Years 1 through 5	10 vacation days
Years 6 through 15	15 vacation days
Over 15 years	20 vacation days

4. Twelve-month employees who have not worked a full year in the first year of employment will receive a prorated vacation allotment of .83 vacation days for each full month remaining in the school year (e.g., six (6) months remaining will equate to five(5) vacation days). Twelve-month employees hired after July 1, 2024 can utilize vacation in their first year of employment based on accruing .83 vacation days for each full month worked during the first year of employment. Vacation leave will also be prorated in an employee's last year of service should the employee resign or retire prior to the end of the school year. Employees hired prior to July 1, 2024 shall receive their full allotment of days on July 1st of their last year of employment without proration.

Sign for the HCEA

Sign for the Board of Education

Name and Title

Name and Title

Date

Date