AGREEMENT

Between

THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTGOMERY

IN THE COUNTY OF SOMERSET, NEW JERSEY

and

MONTGOMERY TOWNSHIP EDUCATION ASSOCIATION, INC.

July 1, 2025 - June 30, 2028

TABLE OF CONTENTS

ARTICLE/ SCHEDULE		PAGE
PREAMBLE		1
I.	RECOGNITION	2
II.	GRIEVANCE AND COMPLAINT PROCEDURES	3
III.	PERSONAL LEAVE	5
IV.	SABBATICAL LEAVE	6
V.	LEAVES OF ABSENCE	7
VI.	SICK LEAVE	9
VII.	TEACHERS' RIGHTS AND RESPONSIBILITIES	11
VIII.	TEACHER WORK YEAR/WORK DAY	12
IX.	DISMISSAL, EVALUATION, AND TRANSFER	12
X.	SECRETARIES, BOOKKEEPERS AND CLERKS	13
XI.	INSURANCE PROTECTION	15
XII.	DEDUCTION FROM SALARY	16
XIII.	SALARIES	17
XIV.	ASSOCIATION RIGHTS AND RESPONSIBILITIES	20
XV.	SCHOOL CALENDAR	21
XVI.	SUCCESSOR AGREEMENT	21
XVII.	TEACHER EMPLOYMENT CONTRACT	21
XVIII.	MANAGEMENT RIGHTS	21
XIX.	TUITION REIMBURSEMENT	21
XX.	EDUCATIONAL SUPPORT ASSISTANTS, TECHNOLOGY ASSISTANTS, PARAPROFESSIONALS AND REGISTERED NURSES	23
XXI.	CUSTODIAL AND MAINTENANCE	24
XXII.	COMMUNICATIONS SPECIALIST	31
XXIII.	MENTOR TEACHER AGREEMENT	34
XXIV.	MISCELLANEOUS	35
A.	TEACHERS' SALARY GUIDES	37
B.	CO-CURRICULAR SALARY GUIDES	40
C.	SUPPORT STAFF SALARY GUIDES	49
C-1.	EDUCATIONAL SUPPORT ASSISTANTS/PARAPROFESSIONALS/SCHOOL SECURITY OFFICER SALARY GUIDES	51
C-2.	REGISTERED NURSES' SALARY GUIDES	52
D.	CUSTODIAL/MAINTENANCE SALARY GUIDES	53
E.	TECHNOLOGY ASSISTANTS SALARY GUIDES	55
F.	SALARY ADVANCEMENT/PLACEMENT CHARTS	56
APPENDIX A	NEW JERSEY STATUTES ANNOTATED AND ADMINISTRATIVE CODE	61
APPENDIX B	GRIEVANCE FORMS	63
INDEX		66

PREAMBLE

THIS AGREEMENT is entered into this ___ day of March, 2026, by and between THE BOARD OF EDUCATION OF THE TOWNSHIP OF MONTGOMERY, IN THE COUNTY OF SOMERSET, STATE OF NEW JERSEY, hereinafter referred to as the "Board," and the MONTGOMERY TOWNSHIP EDUCATION ASSOCIATION, INC., hereinafter referred to as the "Association."

The Board and the Association intend to affirm the Mission Statement of the Montgomery Township Schools in the implementation of this Agreement:

The Mission of the Montgomery Township Schools is to prepare each student to be a knowledgeable, contributing member of the world community and to function with self-esteem, self-discipline, integrity and compassion. The staff, Board and community must assure that Montgomery Township students develop:

- a respect for self, for others and for our environment;
- basic and creative thinking, problem-solving and communication skills;
- the ability to apply what has been learned; and
- the desire to continue learning and to achieve one's potential.

To accomplish this Mission, we must continue investing in our students and building a community of excellence!

The Board and the Association also realize that not all of the aspects of the Mission Statement can be realized immediately nor can they all be addressed through this collective bargaining agreement. Therefore, the Board and the Association commit and agree to address certain issues during the life of this Agreement and in subsequent Agreements to include, but not be limited to the following:

A. The Board and the Association agree to reopen contract negotiations for the purpose of negotiating additional school days when the community and school district are able to furnish and supply proper facilities, equipment, and materials necessary for the support of such additional school days. This additional program may take the form of traditional and/or non-traditional school days and/or year, a semester/trimester system, and staff working time, which may require additional compensation.

B. The Board and the Association fully agree to work collaboratively to:

1. continue enhancing the relationship between the Board and the Association;

2. continue enhancing the professional image of the staff;

3. increase and enhance the involvement of parents and community members in both the instructional and co-curricular programs of the district;

4. enhance the image of the district locally, statewide, and nationally;

5. prepare and promote budgets and capital projects that attend to the instructional needs and priorities of the district and which receive widespread and sufficient support in the community;

6. continue devising ways to enhance the achievement of our students; and

7. continue devising ways to enhance the social, emotional and physical well-being of our students and staff; and continue the development of the Montgomery Township School District as a learning organization.

ARTICLE I
RECOGNITION

A. Pursuant to Chapter 303, Laws of 1968, the State of New Jersey, the Montgomery Township Board of Education (hereinafter referred to as the "Board") hereby recognizes the Montgomery Township Education Association, Inc., (hereinafter referred to as the "Association") as the exclusive and sole representative for collective negotiation concerning terms and conditions of employment for personnel under contract by the Board as listed herein:

Bookkeepers

Certified Classroom Teachers, Guidance Counselors, Librarians

Clerical Employees, Board Office Clerk

Communications Specialist

Custodial Employees, Maintenance/Grounds Employees

Educational Support Assistants, Paraprofessionals, Technology Assistants

School Certified Nurses and Registered Nurses

Pupil Services Personnel, including:

Learning Consultants, Occupational Therapist, Physical Therapist, Psychologists, Reading Specialists, Social Workers, Speech/Language Specialists, Substance Abuse Coordinators, Supplementary Teachers

Registered Athletic Trainer

Secretarial Employees and Secretary to the Director of Special Services

School Security Officer

But excluding the Superintendent of Schools, Assistant Superintendent of Schools, Assistant Superintendent of Human Resources, School Business Administrator/Board Secretary, Associate Business Administrator, Principals, Vice-Principals, Athletic Director, Director of Facilities, Director of Safety and Security, Systems Manager/Lead Technician, Network Administrator, Computer Technicians, SIS Manager/Data Software Coordinator, Safety and Security Coordinator, Payroll Manager, Benefits Coordinator, Secretary to the Superintendent, Secretary to the Assistant Superintendent, Secretary to the School Business Administrator/Board Secretary, Administrative Assistant to the Associate Business Administrator, Secretary to Assistant Superintendent of Human Resources, Assistant to the Director of Facilities, Transportation Supervisor, Assistant Supervisor of Transportation, Mechanic, managerial executives, and confidential employees as defined in the Act, and all supervisors, directors and other employees.

B. Unless otherwise indicated, the term "Members," when hereinafter used in this Agreement, shall refer to all employees in the negotiating unit as above defined.

C. Whenever the Board of Education creates a new position, the Superintendent will arrange a meeting with the MTEA President to discuss whether or not the position should be affiliated with the MTEA. If there is no agreement, either party may exercise its statutory rights.

ARTICLE II
GRIEVANCE AND COMPLAINT PROCEDURES

A. Definition:

1. A "Grievance" shall mean a claim in writing by a member or group of members that there has been to him/her or them a misinterpretation, misapplication, or violation of any of the provisions of this Agreement. A grievance to be considered under this procedure must be initiated by the member within fifteen (15) calendar days (or five (5) working days, whichever is greater) from the time that the member knows or should know of its occurrence; otherwise the same shall be deemed to have been abandoned. The term "Grievance" shall not include the following:

   (a) Matters where a method of review is prescribed by law or by any rule or regulation of the State Commissioner of Education.

   (b) Matters which according to law are beyond the scope of Board authority or which are limited to unilateral action by the Board alone.

   (c) The failure or refusal of the Board to renew a contract of a non-tenured teacher.

   (d) A complaint by any member occasioned by appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.

   (e) Such complaints as specified in Paragraph A, Section 1(a)-(d) above may be discussed per Paragraph E of this Article.

2. A "Party" is a person or persons claiming the grievance and any person who might be required to take action or against whom action might be taken in order to resolve the grievance.

B. Procedure:

1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

2. Failure at any step of this procedure to communicate the decision, or a lack thereof, on a grievance within the specified time limits shall permit the aggrieved member to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be an abandonment of the grievance. It is understood, however, that both parties may mutually agree in writing to hold the time limits in abeyance at any level. The parties may attempt to refer said grievance to any mutually acceptable alternate conflict-resolution procedure. Either party may reinstitute the grievance and the time limits at any point in the conflict-resolution proceedings upon written notice to the other party.

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

4. 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. All time periods contained in this grievance procedure may be extended by mutual agreement of the parties in writing.

5. Any party may be represented at all stages of the grievance procedure by himself/herself and/or one representative.

6. Once a grievance is filed, the contents of that grievance including the nature of the alleged infraction and the relief sought, may not be changed throughout the grievance process except that the grievance may be reinitiated at Level One.

7. Grievances shall only be filed by using the grievance form attached in Appendix "B" of this agreement.

8. When a member issue is of a non-contractual nature and does not meet the criteria set forth in Paragraph A of this Article, the member may pursue resolution of the issue through the Complaint Procedure in Paragraph E of this Article.

C. Level One:

Any member who has a grievance shall discuss it first with his/her principal (or immediate supervisor or department head when applicable) in an attempt to resolve the matter informally at that level which discussion shall be announced beforehand by the member as constituting a Level One grievance discussion.

Level Two:

If as a result of the discussion, the matter is not resolved to the satisfaction of the member within five (5) working days of the Level One grievance discussion, he/she shall set forth his/her grievance in writing to his/her principal or immediate supervisor on the grievance forms provided in Appendix "B". The principal or supervisor shall communicate his/her decision to the member in writing with reasons within five (5) working days of receipt of the written grievance.

Level Three:

If the grievance is not resolved to the member's satisfaction, he/she, no later than five (5) working days after receipt of the principal's or supervisor's decision, may request a review and hearing by the Superintendent of Schools. The appeal to the Superintendent must be made in writing with copy to the principal or supervisor setting forth the matter submitted to the principal or supervisor as specified above and the reasons for his/her dissatisfaction with decisions previously rendered. The Superintendent may consider the appeal on the written record submitted to him/her, or he/she may, on his/her own election, conduct a hearing; and he/she may request within six (6) working days of receipt of the grievance appeal the submission of additional written materials. Where additional written materials are requested by the Superintendent, copies thereof shall be served upon the adverse parties who shall have the right to reply thereto. If the Superintendent elects to conduct a hearing, it shall be held within ten (10) working days from the receipt of the grievance appeal by the Superintendent. The Superintendent shall make a determination within ten (10) working days from the receipt of the grievance appeal, or from the receipt of the requested additional materials, or from the date of the hearing, whichever is later, and shall in writing notify all interested parties of his/her determination.

Level Four:

(a) In the event any party is dissatisfied with the disposition of the grievance at Level Three, he/she may, within five (5) working days after a decision by the Superintendent, request in writing that the grievance be submitted to arbitration.

(b) If the Association elects to proceed to arbitration, it shall file a Demand for Arbitration with the Public Employment Relations Commission, and shall serve a copy of the Demand upon the Board. To be timely and effective, the Demand must be filed and served by no later than ten (10) working days after the notice of request for submission to arbitration. The decision of the arbitrator shall be binding.

(c) The rules and procedures of the Public Employment Relations Commission shall be followed by the arbitrator. The decision of the arbitrator shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by or violative of any law (including the School Laws as embodied in N.J.S.A. 18A), or which is violative of the terms of this Agreement; and he/she shall have no power to add to or subtract from or modify any of the terms of this Agreement nor shall he/she in any case have power to rule on any issue or dispute excepted from the definition of a grievance under Paragraph A of this Article II or excepted from this grievance procedure by any other provision of this Agreement.

D.

1. Forms pertaining to the filing and processing of grievances shall be prepared by the Superintendent or his/her designee after consultation with the Association and shall be given appropriate distribution. All hearings under this grievance procedure shall be conducted in private.

2. Each party shall bear the total costs incurred by itself, and the fees and expenses of the arbitrator are the only costs which will be shared by the parties, and they will be shared equally.

E. Complaint Procedure:

1. Any member who has a complaint (other than a "grievance" as defined herein) shall discuss it first with his/her principal or immediate supervisor in an attempt to resolve the matter informally at that level.

2. If as a result of the discussion, the matter is not resolved to the satisfaction of the member within five (5) working days of Step 1, he/she shall set forth his/her complaint in writing to his/her principal or immediate supervisor. The principal shall communicate his/her decision to the member in writing with reasons within five (5) working days of receipt of the written complaint.

3. If the complaint is not resolved to the member's satisfaction in Step 2, he/she, no later than five (5) working days after receipt of the principal's or supervisor's decision, may request a review and hearing by the Superintendent or designee. The appeal to the Superintendent must be made in writing with a courtesy copy to the principal or supervisor setting forth the matter submitted to the principal or supervisor as specified above and the reasons for his/her dissatisfaction with decisions previously rendered. The Superintendent or designee will conduct a hearing which shall be held within ten (10) working days from the receipt of the complaint by the Superintendent. The Superintendent shall make a determination within ten (10) working days from the receipt of the complaint and shall, in writing, notify all interested parties of his/her determination.

4. In the event the complainant is dissatisfied with the disposition of the complaint at Step 3, he/she may, within five (5) working days after a decision by the Superintendent, request in writing that the complaint be submitted to the Board of Education. The Board, or a committee thereof, may conduct a hearing within ten (10) working days after receipt of the complaint. The decision of the Board shall be final and binding.

ARTICLE III
PERSONAL LEAVE

Absences permitted are for brief periods not chargeable to sick leave or for professional reasons directly beneficial to the school system. The provisions for leave at full pay, stated below, shall be for one (1) year and shall be accumulative for use in another year only as provided in Paragraph D. The intent in providing personal leave days is to grant paid leave for emergencies. Where possible, every effort should be made by the member to conduct personal affairs outside school hours so that the interruption to the continuity of education a student receives will be at a minimum.

A.

1. Death in the Immediate Family - An allowance of up to five (5) days leave with pay shall be granted per occurrence. Immediate family shall be construed to mean the member's mother, father, mother-in-law, father-in-law, spouse, child, brother or sister, domestic or civil partner,* miscarriage, still birth or any member of the immediate household.* Individuals must be registered as a domestic partner with the State of New Jersey to qualify for this benefit. Death for Other Relatives - An allowance of up to three (3) days leave with pay shall be granted for each occurrence. Other relatives shall be construed to mean the member's brother-in-law, sister-in-law, grandparent or grandchild.

2. An allowance of up to one (1) day of leave with pay shall be granted per occurrence for the death of a member's extended family member or friend.

3. The personal leave days provided for herein are for the purpose of arranging for and attending funeral services and providing for a reasonable mourning period in connection therewith.

B. Serious Illness in the Immediate Family - An allowance of up to three (3) days may be granted at the sole discretion of the Superintendent to care for members of the immediate family (as described in Paragraph A). Up to two (2) days may be carried over to the following year for a total of five (5) illness in the family days. An employee is limited to a maximum of five (5) illness in the family days in one school year.

C. Other Circumstances - An allowance of time off work with prior approval by the Superintendent of Schools or designee shall be granted for the following reasons:

1. Court Subpoena

2. Jury duty

D. Reasons of a Personal Nature - An allowance of three (3) days for member's absence for reasons of a personal nature shall be granted without any reason being stated other than it is granted under this paragraph. On any given day, no more than twenty (20) staff members in the district or ten (10) staff members in a particular building may be granted leave under this paragraph, except that staff absent for religious holidays shall not be counted as part of the maximums established. Teachers and secretaries who have accumulated personal days under the contract which expired on June 30, 1995, shall retain said days (grandfathered) for personal day use but no further days shall be so accumulated. Such days, if not utilized while the member is employed in the district, will be paid to the member at the time of retirement or other separation from the district in the manner described in Article VI, Paragraph D, Section 2. Nothing paid according to this paragraph, however, shall limit that entitlement. Hereafter, all unused personal days shall be accumulated as sick days.

E. Requests for personal leave under this Article must be presented in writing 72 hours in advance, pursuant to the revised Leave of Absence Request Form, simultaneously to the building principal and to the Superintendent of Schools, except in cases of emergencies; then the request may be made by telephone to the immediate supervisor and follow-up of written notification provided to the Superintendent or designee.

F. For the protection of the member and for proper payroll accounting and audit, every absence for a half day or more must be accounted for in writing and reported to the Superintendent.

G. All requests for personal leave shall be acknowledged in writing by the Superintendent or designee.

H. Requests for personal leave shall not be granted on days preceding or following a school holiday except in cases of emergency. In the event of a special circumstance, the Superintendent may approve a request for personal leave. The Superintendent's decision of whether or not to grant such a day shall be final and not subject to the grievance process.

ARTICLE IV
SABBATICAL LEAVE

Full-time teachers shall be granted Sabbatical Leave for study, research towards a degree, or publication in areas of their specialization, such leave to be granted by the Board, at its discretion, where the same will be beneficial to the school system of Montgomery Township. Final approval of the applicant for Sabbatical Leave will be made by the Board of Education and the Superintendent.

A. Only one teacher may be granted a Sabbatical Leave at any one time.

B. A statement of intent to apply for a Sabbatical Leave must be filed by December 1st; the application for a Sabbatical Leave must be submitted before February 1st and processed no later than April 1st.

C. A teacher must complete seven (7) continuous years of satisfactory teaching in this district.

D. A teacher will receive half-pay for a full-year of Sabbatical Leave. Payment will be made as per the teacher's regular step on the salary guide.

E. When a teacher is aware of the need to fulfill credit requirements in anticipation of recognition for an advanced degree at a particular college or university, that teacher must then secure Board approval and commitment that he/she will be granted such a Sabbatical Leave for research or for study at that college. Preference should be offered to Doctoral Candidates.

F. After completion of the Sabbatical Leave and upon return to active duty, the teacher will be placed on his/her proper step of the teachers' guide, the proper step to be the step that the teacher would have earned had he/she remained in teaching for that year.

G. If by April 1st no teacher has been granted a Sabbatical Leave, the time limit in Paragraph B for application for Sabbatical Leave may be extended by the Board until May 1st for the sole purpose of permitting application for such leave by any teacher who has been accepted as a full time participant for a government sponsored institute for the following school year.

H. Each teacher who is on Sabbatical Leave shall notify the Superintendent in writing by March 15th of the year of leave whether such teacher intends to return to active duty the following year.

I. A teacher granted Sabbatical Leave shall return to the full-time employ of the district a minimum of two (2) school years. Failure to comply with this obligation shall require the teacher to repay the Board for compensation received while on Sabbatical less applicable state and federal income tax, FICA, and SUI which is expressly understood to be excluded from payback. The teacher will be given a 50% allowance on the aforementioned payback provisions for completion of only one (1) year of teaching service after return from Sabbatical. Any money to be paid back due to default under this Article may be paid back over the course of two (2) years.

ARTICLE V
LEAVES OF ABSENCE

A. General Provisions:

1. Any member covered by this article may request an extended leave of absence without pay. Such leaves may be granted or denied at the sole discretion of the Board of Education, except as otherwise stated below. For purposes of this article, the school year shall commence on July 1st and conclude on June 30th.

2. Every request for an extended leave of absence shall be made in writing through the principal or immediate supervisor to the Superintendent as soon as the need for the absence is known to the teacher. In the absence of unforeseen circumstances, requests shall be made by March 1st of the year preceding the academic year in which the leave is to be taken.

3. The Board of Education may change the requested date of commencement or termination of an extended leave of absence if the requested date would interfere with the administration of the schools. A requested leave of absence commencing during the first two (2) months of the academic year or terminating during the last month of the academic year will be presumed to interfere with the administration of the school.

4. No extended leave of absence granted to a non-tenured teacher may extend beyond the end of the school year in which the leave is granted.

5. No extended leave of absence granted to a tenured teacher may extend beyond the end of the school year following the school year in which the leave is granted.

6. All extensions, renewals, and early terminations of extended leaves of absence shall be applied for and granted in writing.

7. Following the grant of an extended leave of absence, a member may request early termination of the leave. The Board of Education may grant the request if early termination of the leave would not interfere with the administration of the schools. If the leave had been granted for medical or psychiatric reasons, the Board may require the member to produce a physician's certificate attesting to the member's ability to work effectively at assigned duties before permitting the member to return to work.

8. Requests for extensions of leaves of absence or notification of intent to return to duty must be made three (3) months before the expiration of the original leave and, in the event of extensions to a following school year, before March 1st. The Board may entertain a late application if the delay was caused by unforeseen circumstances and if the teacher applied promptly upon learning of the unforeseen circumstances.

9. Members who become physically disabled while on an extended leave of absence may not use sick leave.

10. Experience increment credit shall not accumulate during an extended leave of absence unless required by law.

11. All benefits to which members were entitled at the time the leave began, including unused accumulated sick leave, shall be restored to them upon their return. Members may purchase their health insurance benefits during the time they are on an extended leave of absence without pay in a manner prescribed by law utilizing the Board's current business office procedures.

12. The Board will make every effort to offer such members a comparable position upon return from an extended leave of absence. The Board retains the right, however, to assign such teacher to any position within the teacher's certification in the best interests of the School District.

13. No member receiving an extended leave of absence may accept full time employment, or undertake any employment during a leave of absence which would interfere with the purpose of the leave.

14. Any member may request a short-term leave of absence without pay. Such short-term leaves require prior approval of the Superintendent or designee. Requests shall be submitted to the Superintendent in writing as soon as the need for the short-term leave is known to the member, and shall be granted or denied in the sole discretion of the Superintendent. For purposes of this Section 14 a short-term leave is defined as a leave whose duration is no longer than fifteen (15) calendar days.

15. With regard to all short-term leaves of absence addressed in this Article V or elsewhere, it is expressly understood that the Board of Education and the Superintendent retain and reserve the managerial prerogative to grant or deny requested leaves, or to determine the starting and/or ending times of requested leaves, based upon considerations of continuity of education. Such considerations are matters of educational policy and are thus non-negotiable and non-arbitrable.

B. Maternity Leave:

1. Definition:

The term "maternity leave" does not refer to an involuntary absence from work solely while a member is physically disabled from work during or following pregnancy. Such an absence is governed by Article VI, "Sick Leave," of this Agreement. The term "maternity leave" refers to a voluntary absence from work to prepare for the birth of a child or to care for the child after its birth. A pregnant member who wishes to request maternity leave may either:

(a) Request a maternity leave beginning before the birth, while she is still physically able to work, and ending after its birth. (By choosing to leave work before she is physically disabled, the member forfeits the use of sick leave during the subsequent period of disability);

(b) Work until she becomes physically disabled, use her sick leave during the period of disability and use maternity leave to care for the child after she has recovered from a pregnancy-related disability;

(c) A member shall be considered temporarily disabled for a period of four (4) weeks before the expected due date of the child and four (4) weeks following the delivery of the child. During this period, the member may use all or any part of her annual and accumulated sick leave and receive full pay and benefits without having to produce a physician's certificate that she is disabled. The member shall deliver to the Superintendent a physician's certificate stating the expected delivery date of the child.

2. Procedure:

As a condition to receiving maternity leave, a pregnant member must inform the Superintendent of Schools of the dates on which she wishes her maternity leave to begin and end as soon as reasonably possible, but in no event less than four (4) months in advance of the anticipated date of birth.

C. Other Child Rearing Leaves of Absence:

Any member who is the father of a child, or any member who has adopted a child six (6) years of age or under, or any member who has adopted an older child where special circumstances require the member's attention, may request an extended leave of absence for child rearing purposes.

1. If both parents are members in this school system, only one spouse may apply for child rearing or maternity leave;

2. As a condition of receiving child rearing leave, the parent must inform the Superintendent of Schools of the facts and of the anticipated date of birth or adoption as soon as it is known or medically confirmed, together with any revisions of the date which may later come to the parent's knowledge;

3. As a condition of receiving child rearing leave, the parent must inform the Superintendent of Schools of the dates on which he/she wishes the leave to begin and end as soon as reasonably possible, but in no event less than four (4) months in advance of the anticipated date of birth or adoption.

D. Military Leave:

Military leave without pay shall be granted to members qualified under the provisions of N.J.S.A. 18A:6-33 in the manner and to the extent set forth in that statute.

An allowance of up to two (2) days leave with pay shall be granted in the event an employee or immediate member of the family is deployed or returns from military leave.

E. Public Service Leave:

Members holding political offices specified in N.J.S.A. 18A:6-8.1 and 18A:6-8.2 shall receive leave of absence in the manner and to the extent set forth in those statutes.

ARTICLE VI
SICK LEAVE

A. Allowance of Sick Leave:

1. All members actively employed as of September 1st of the current school year shall be entitled to ten (10) 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 day. Members actively employed after September 1st of the current school year will receive one (1) day's sick leave for each full month of service during such school year. Unused sick leave days shall be accumulated from year to year with no maximum limit.

2. Members previously employed in the Montgomery Township School District shall, upon being re-employed therein, be credited with unused sick days previously earned in the said District up to a maximum of thirty (30) days.

B. Notification of Anticipated Use of Sick Leave:

1. Any member who becomes aware that he or she will become physically disabled from work and will use sick leave by reason of a predictable disability, such as elective surgery or pregnancy, shall inform the Superintendent of Schools of the anticipated disability as soon as it is medically confirmed.

2. Any member who anticipates such physical disability shall inform the Superintendent of Schools in writing of the dates on which his or her absence is expected to begin and end as soon as possible.

3. The Board of Education may require a certificate from the member's physician attesting that the member will be physically disabled from working during the period of absence.

C. Involuntary Use of Sick Leave:

1. The Board of Education may require a member who anticipates absence due to disability to produce a certificate from his or her physician attesting that he or she may continue working effectively at the duty to which the member has been assigned. The Board shall not require the member to submit an updated certificate more often than once every thirty (30) days.

2. In the event of any question as to the condition of the member, the Board of Education may require the member to submit to an examination by a physician designated by the Board. Any difference of opinion between the member's physician and the Board's designated physician as to the member's ability to perform assigned duties shall be resolved

by a third physician appointed by the member and the Board. If the member and the Board are unable to agree on a third physician, the Somerset County Medical Society shall choose a physician.

3. Nothing stated herein is intended to restrict the right of the Board of Education to remove any member from his or her duties if the Board should determine that the member's performance has substantially deteriorated, by reason of physical disability, or for any other just cause.

D. Supplemental Compensation Upon Retirement:

1. Each member shall be entitled, upon retirement for service and age or disability from TPAF or PERS to receive a lump sum payment for earned and unused accumulated sick leave which is credited to him/her on the effective date of his/her retirement in the manner and to the extent provided for herein.

2. Such supplemental compensation payment shall be computed at the rate of one (1) day's pay for each four (4) days of earned and unused accumulated sick leave based upon the member's average annual compensation received during the last school year of his/her employment prior to the effective date of his/her retirement, provided, however, that no such lump sum supplemental compensation payment shall exceed $5,250.00.

3. The lump sum supplemental compensation provided for accumulated sick days shall in no way affect, increase or decrease any pensions or retirement benefits to such retired member.

4. Notice of intention to claim the benefits provided herein must be made in writing to the Board on or before December 1st of the school year prior to the school year in which the retirement becomes effective. In the event a member fails to give notice by such December 1st date, the Board may defer payment of all or part of the benefit to the school year following the retirement.

E. Sick Day Bank:

1. A sick day bank as agreed upon by the Board and the Association will be voluntary for members of the bargaining unit. Each unit member wishing to participate will contribute five (5) accumulated sick days to the bank. Since the bank is voluntary, an individual unit member may join the bank or may withdraw from the bank and receive his/her five (5) days at the end of any school year, to be effective with the commencement of the following school year. A new unit member wishing to participate in the sick bank may do so immediately upon employment. That individual will contribute five (5) accumulated sick days as soon as he/she has accumulated that number of days. The maximum size of the Sick Day Bank shall be ten (10) days times the number of members in the bargaining unit.

2. Association members may contribute sick days once per year. Days shall only be contributed on or before November 15th to a maximum of twenty (20) days per employee. If at the end of any school year the Bank drops below five (5) days times the number of members in the bargaining unit, the Association will replenish the Bank.

3. The Sick Day Bank shall be available for use in case of major illnesses and disabilities on the following bases:

   (a) Upon depletion of existing accumulated sick leave, members may be eligible to draw upon the Bank from the first day, if hospitalized.

   (b) Upon depletion of existing accumulated sick leave, members may be eligible to draw upon the Bank after five (5) consecutive days of absence.

4. If an illness meets either of the above criteria the member may apply in writing to the sick bank committee composed of five (5) representatives appointed by the Board and five (5) representatives appointed by the association. The committee shall establish its operating rules and procedures to facilitate review and consideration of requests for the allocation of days from the sick day bank. Recommendations of the committee shall be submitted to the full Board of Education, which shall vote on the recommendations in accordance with their authority pursuant to N.J.S.A.18A:30-6. It shall be the responsibility of the committee to maintain records to ensure the integrity of the bank.

5. Pregnant members otherwise eligible for sick leave pay under Paragraphs A and B of this Article and per Article V, Paragraph B, may apply for Sick Day Bank benefits providing the criteria established in Section 3 (a) or (b) of this Paragraph E are met.

ARTICLE VII
TEACHERS' RIGHTS AND RESPONSIBILITIES

A. Professional Growth and Development:

1. The Board agrees to pay for tuition incurred for any courses and training sessions which the Board requires a teacher to take.

2. The Board encourages professional development. Leave for professional days, conferences, training, school visits, etc. shall be considered in a fair and equitable manner in light of building and district needs. Related costs should be fully reimbursed for any member who is requested to attend a professional function by a District official.

B. Non-Teaching Duties:

1. The parties hereto acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent reasonably possible, be utilized to this end.

2. Any teacher who is asked to write a curriculum not previously offered in the system shall be compensated according to the rate cited in Schedule "A" - "NOTE".

C. Teacher Assignment:

1. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will be assigned within the scope of their teaching certificate and/or their major or minor fields of study whenever practicable.

2. Teachers will be informed by posting in each school of subjects and grade levels to be taught during the next succeeding school year by the last day of the school year for teachers, whenever practicable. Such assignments may be changed in the event of an emergency or a material change of circumstance, and the Association shall be notified as soon as the change is accomplished.

3. Each teacher shall be given a duty-free lunch period and preparation period per day. Beginning in the 2023-2024 school year, each full-time certified teaching member at OHES/VES shall receive forty (40) minutes for lunch per day. Exceptions may be required in cases of emergency or inclement weather, with every attempt made to give each teacher forty (40) minutes for lunch on those days.

4. The Board will provide substitutes, whenever practicable, for certified classroom teachers and school nurses who are absent for a full day.

D. No teacher shall be disciplined or reduced in compensation without just cause.

E. No grade shall be changed without prior consultation with the teacher.

F. Whenever any teacher or any member covered under the terms of this Agreement is required to appear before the Board or any committee or member thereof concerning any matter which could adversely affect the continuation of the teacher or other member in his/her office, position or employment, or the salary or any increments pertaining thereto, then he/she shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association or a person of his/her choosing present to advise him/her and represent him/her during such meeting or interview.

G. It is the Board's desire and intent to address complaints from teaching staff members concerning items such as excessive pupil contact time and/or preparation and/or unreasonable co-mingling of subjects in the same period for the high school and middle school. Issues that cannot be resolved at the building level shall be brought to the Superintendent for disposition.

H. Teachers who perform instructional duties for a sixth teaching period annually or part thereof and not a class coverage assignment shall be paid at the prorated rate of one-fifth (1/5) of their current contracted salary for the additional teaching assignment.

I. The District may hold up to five (5) additional district articulation meetings. All appropriate middle and high school staff shall be required to attend. The Association leadership will meet with the Superintendent to discuss the structure and content of the meetings.

ARTICLE VIII
TEACHER WORK YEAR/WORK DAY

A. The teachers' in-school regularly scheduled work year shall consist of no more than one hundred eighty-six (186) days. The aforementioned in-school regularly scheduled work year does not include such orientation days as shall be required by the administration for new teachers. Both parties to this Agreement pledge to make every reasonable effort to minimize curtailments and interruptions to the regularly scheduled school day for students.

1. The ten month work year for all Athletic Trainer positions shall be August 15th through June 15th (if the Athletic Trainer works over the 186 days, he or she will be compensated at the per diem rate of salary/200).

B. The regularly scheduled teacher work day for each school shall be as follows:

1. The MMS/MHS teacher work day will be 6 hours 58 minutes with a reporting time ten (10) minutes prior to the start of the school day.

2. As of 7/1/13, the OHES/VES teacher workday will be extended by 18 minutes (to 6 hours 58 minutes). The additional time will be utilized for teacher prep or Professional Learning Communities, but will not be used for instructional time or student supervisory duties.

C. Regularly-scheduled MMS/MHS teacher work year days in which school is not in session for students may be used for a variety of purposes including, but not limited to:

1. Staff development and in-service education;

2. Activities in conjunction with the preparation for the opening/conclusion of the school year;

3. Flexible Professional Development days, which may be provided at the discretion of the Superintendent.

D. Teachers shall work a reduced schedule day on those days when evening parent conferences are scheduled. Parent conferences K-12 shall be scheduled for two and one-half (2 ½) hours. All certificated instructional staff must report for duty for the entire parent conference schedule.

E. Each teacher at the high school and middle school shall identify one day each week when he/she shall remain one (1) hour beyond the school day in order to provide extra help to students. A teacher may reallocate his/her one hour per week so as best to meet the needs of his/her students. Those teachers involved in school activities after the close of the pupil day may average this one (1) hour per week.

ARTICLE IX
DISMISSAL, EVALUATION, AND TRANSFER

A. Dismissal:

A teacher who has been employed since September of the current school year and whose contract is not to be renewed will be notified thereof in writing on or before May 15th (if that date is amended by state law, the date designated by the State shall become the deadline) of such current school year.

B. Evaluation:

The Evaluation Procedures are governed by the TEACHNJ Act, located at N.J.S.A. 18A:6-117 et seq. and the applicable regulations located at N.J.A.C. 6A:10-1, et seq. All evaluations will be conducted in strict compliance of the language of the aforementioned statutes and regulations or current statutes. A written evaluation report shall be signed by the supervisor who conducted the observation and post-observation and the teacher who was observed. All staff shall be afforded the opportunity

to submit a response to their annual evaluations in accordance with applicable regulations. Such responses shall be attached to their evaluations, whether stored physically or electronically.

C. New/Vacant Positions:

The Superintendent will post the availability and qualifications of any new or vacant positions in each school as soon as practicable but not later than ten (10) days from the time the vacancy or new position occurs. It is the intention of the Board to select from within, whenever in its sole and unreviewable judgment, the candidate is superior.

D. Transfer:

Teachers who desire a change of grade or subject assignment, or who desire to transfer to another building, may file a written statement of such desire with the Superintendent, which statement shall include a grade or subject to which the teacher desires to be assigned, and the school or schools to which he/she desires to be transferred, in order of preference.

E. Involuntary Transfer:

An involuntary transfer or reassignment shall be made only after written notification thereof to the teacher involved and after a meeting between such teacher and principal, at which time the teacher shall be notified of the reason thereof in writing. In the event a teacher objects to the transfer or reassignment at this meeting, upon request of the teacher, the Superintendent will meet with him/her. The decision of the Superintendent shall be final and in writing and shall not be subject to the grievance procedure.

If the Board involuntarily transfers a teacher from one building to another separate building, and if such transfer will be effective at the beginning of a new school year, the Board will provide the affected teacher with two (2) days of paid summer employment to enable the teacher to prepare for the transfer. If the Board honors a teacher-transfer request from one building to another separate building, and if such transfer will be effective at the beginning of a new school year, the Board may provide the affected teacher with up to two (2) days of paid summer employment to enable the teacher to prepare for the transfer. Such summer employment shall be paid in an amount computed with reference to the salary of the individual affected teacher.

F. Access to Personnel File:

All staff shall have access to their personnel file. No document may be placed in a permanent personnel file without the employee's knowledge and his/her receipt of a copy of said document.

ARTICLE X
SECRETARIES, BOOKKEEPERS AND CLERKS

A. The regular full-time work week for secretaries, bookkeepers, and clerks shall be forty (40) hours with a sixty (60) minute lunch period each day. During July and August, secretaries, bookkeepers, and clerks may leave one-half (½) hour early every day.

B. The following paid holidays shall be granted to the secretaries, bookkeepers and clerks:

- Two days during the NJEA Convention
- Thanksgiving
- Friday after Thanksgiving
- Either December 24 or 26, at the discretion of the Superintendent
- Christmas Day
- New Year's Day
- President's Day (if a school holiday on calendar)
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Any legal holiday observed as a holiday on the school calendar

If any of the above holidays fall on a Saturday, or Sunday, the day off will be the day before or the day after such weekend, the determination of such holiday date to be at the discretion of the Superintendent and shall be granted as a paid holiday by the Board.

C. A secretary, bookkeeper or clerk shall give thirty (30) days' notice prior to leaving the employment of the Board. A secretary, bookkeeper or clerk shall be informed by the supervisor by May 30th in writing, if the contract is not to be renewed as of the following July 1st.

D. Office personnel hired on a twelve-month basis will be granted paid vacation according to the schedule below:

1. For employment of less than one (1) year prior to the summer in which the vacation is taken:

   (a) If hired the preceding July or August - ten (10) days

   (b) If hired in or after the preceding September - one (1) working day for each full month's service.

2. After completion of one (1) year of employment ten (10) days

3. After completion of seven (7) years of employment fifteen (15) days

4. After completion of twelve (12) years of employment twenty (20) days

5. After completion of twenty (20) years of employment – twenty-five (25) days

Schedules of such vacations shall be approved in advance by the Superintendent or their designee.

Two (2) vacation days may be carried over to the following contract year. These (2) vacation days must be used no later than the third week in August of the next succeeding school year. Should these days not be used by that time, they will be lost.

E. Secretaries, bookkeepers, and clerks shall follow the teacher work year except for the beginning of September and the end of June.

F. Secretaries, bookkeepers and clerks shall not be required to report for work on any day when school is closed due to inclement weather.

G. A list of substitutes for secretary, bookkeeper, and clerk positions will be made available whenever practicable.

H. Salary guides for secretarial, bookkeeper and clerical personnel are listed on Schedule C. The Board reserves the right of initial placement and to withhold increment for cause. Any newly-hired member beginning employment between July 1st and December 31st, for 12-month members (or between July 1st and January 31st for 10-month members), shall advance one year of salary guide credit, if employed the next employment year. Any member beginning after December 31st for 12-month members and January 31st for 10-month members shall not advance to the next year of salary guide credit, but will be placed on the new guide at the same step.

I. Time in addition to the forty (40) hour work week shall be at the discretion of the Superintendent or his/her designee and shall be compensated at time and one-half.

J. Classification of Office Personnel:

12 Month Members: Employed twelve (12) months per year. Receive paid holidays and vacation schedules in accordance with this Article X.

10 Month Members: Employed for 194 work days to commence not more than five work days prior to Labor Day in any year. If staff in-service days are conducted during the school year, the Superintendent or designee may require the 10-month clerks to work on those days or the Superintendent or designee may shift these workdays to the end of the school year per current practice. Receive paid holidays in accordance with this, Article X. Receive no vacation.

Part-Time Members: Employed less than twenty (20) hours per week. Length of and number of work weeks as well as mode of compensation as mutually acceptable to the Superintendent and the member. No paid holidays or vacation time; no compensation for days not worked.

K. Tenure, sick leave, personal leave, hospitalization plan, maternity leave, and child rearing leave shall be the same as that for professional members, except that twelve-month members shall be entitled to twelve (12) sick leave days per year and ten-month members shall be entitled to ten (10) sick leave days per year.

L. Each secretary, bookkeeper and clerk shall prepare in cooperation with his/her supervisor a statement outlining his/her duties and responsibilities and the building and office wherein these duties and responsibilities are to be carried out.

M. The Board shall pay the registration costs required for job training sessions. If applicable, the Board shall reimburse a staff member at the IRS rate for driving a personal vehicle from their regular assigned building to and from a job training location.

N. No employee shall be arbitrarily or capriciously disciplined or reduced in compensation.

ARTICLE XI
INSURANCE PROTECTION

A. A. The Board will pay the premium costs for all employees and dependents in the Horizon Blue Cross/Blue Shield ("Horizon") Direct Access 15 plan ("Direct Access 15"), less the maximum health insurance contribution for employees which is 27% of their premium.

Employees shall be able to enroll in any of the plans offered by Horizon, provided that the Board shall be required to pay the premium cost for all employees for health benefits in accordance with the Direct Access 15 plan, with the employee paying one hundred percent (100%) of any premium cost that exceeds the cost of the Direct Access 15 plan. The Board shall provide all employees covered by this Agreement with the option of selecting a plan substantially equal to or better than the Vision plan currently provided by the Board, which shall include a vision hardware benefit.

The Board may substitute coverage under an alternate plan provided such coverage is substantially equal to or better than the insurance coverage under the existing plan.

B. The Board will provide and pay the full premium for the Prescription-Drug Program described as $5 co-pay for generic drugs and $20 co-pay for brand and mail-order drugs with contraceptives for each member and full family coverage, where applicable. The Board may substitute coverage once instituted with any plan, provided such coverage is substantially equal to or better than the insurance coverage originally provided.

C. The Board will provide dental coverage through Horizon Dental with a maximum annual benefit of $1,500.00. Furthermore, the Board will give each member their choice of single, husband/wife, parent/child and family coverage. The Association recognizes the right of the Board to change carriers as provided by law and contract. The parties further agree that employees shall continue to contribute a specified percentage of the cost of coverage for dental insurance benefits for their salary ranges, but not less than 1.5% of their base salaries, pursuant to by N.J.S.A. 18A:16-17 and 17.1 and according to Ch. 78, P.L. 2011, as may be amended during the term of this Agreement, which shall be deducted from the employee's salary and paid, in equal installments, in accordance with the payroll schedule.

D. Prior to any change in either the medical or dental insurance carrier, the Board will:

1. Provide the Association thirty (30) days' notice of its consideration of a change in carrier

2. Provide the Association an additional forty-five (45) days to review the District's information containing the substantive and procedural terms of the proposed plan prior to its implementation.

E. The Board will institute a rider to its present insurance program in order to provide members with coverage for personal property loss in the School District to a maximum of $500.00 per loss per incident and a maximum of $5,000.00 for any combined loss.

F. The Board shall adopt and provide for each member a member assistance program which shall insure confidentiality of program participants, make reference to appropriate state or federal legislation (as well as any collective bargaining agreement language or Board of Education policy) and insure that participation in the program is voluntary and outline the encouragement of early identification of personal and/or job performance problems through self-referral and insure that participation in the program shall not jeopardize job security or promotional opportunities. The carrier is to be Penn Medicine—Princeton Health EAP. Applicable policies and procedures shall be determined by a joint committee composed of representatives of the Board and the Association.

G. It is expressly understood and agreed that commencing upon the date of execution of this Agreement, the provisions of this Article XI shall only apply to those future members who shall regularly work 50% or more of the work week.

H. Any employee may choose to waive his or her medical and/or dental benefit coverage on an annual basis and receive a monetary sum in lieu of benefit coverage by submitting a completed waiver form. An annual reimbursement up to $3,500 ($3,100-medical/$400-dental) shall be issued to employees opting to waive full family insurance coverage. An annual reimbursement up to $2,000 ($1,850-medical/$150-dental) shall be issued to employees opting to waive single insurance coverage. However, notwithstanding anything contained herein to the contrary, the benefit waiver plan, including the annual cash incentive or amounts thereof, shall not exceed the amounts permitted under N.J.S.A. 52:14-17.31a. Participation in the program shall be subject to the following conditions:

1. The waiver form must be submitted to the Human Resources office by June 1st, and must be effective for the entire school year (July 1 – June 30). Each waiver will be effective for one year and must be renewed each year if a continued waiver is desired.

2. An employee who has waived coverage, but later loses coverage in any alternate insurance plan in which he or she participated on or after he or she waived coverage, may resume coverage under the Board's plan subject to the rules and regulations of the insurance carrier. In such cases of emergency reentry, the reimbursement amount shall be prorated accordingly on a monthly basis.

3. One-half of the annual reimbursement amount shall be issued to participating employees on the first pay period in January for the July 1 – Dec. 31 period, and the remaining one-half shall be issued on the first pay period in June for the Jan.1 – June 30 period.

4. A Section 125 plan will be established.

5. New hires as of July 1, 2019, shall not be eligible for the waiver incentive for waiving health insurance coverage.

I. All Board paid benefit coverage shall terminate effective the last date of eligibility for staff on leave and effective the official termination date for all employment separations.

ARTICLE XII
DEDUCTION FROM SALARY

A. Payroll deduction for membership in employee organizations shall be made in compliance with Chapter 310 of Public Laws, 1967, as amended and supplemented; the applicable sums so deducted shall be forwarded to the Association on or before the last day of the month during which such deductions are made.

B. Any employee covered by this agreement who is not a member of the Association shall pay a representation fee in lieu of dues for services rendered by the Association. Such representation fee shall be paid and administered pursuant to the requirements of New Jersey law, and shall be paid in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the Association to its own members, less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such representation fee exceed the legal maximum allowance percentage of the regular membership dues, fees and assessments. The applicable payroll deductions for such representation fees shall be forwarded to the Association on or before the last day of the month during which such deductions are made.

C. A flexible spending account plan will be made available through payroll deduction for any annually contracted employee who wishes to direct an annual amount not to exceed the federal maximum paid over a monthly basis toward uninsured

medical/dental expenses and/or an amount not to exceed that permitted by Section 125 laws for elder/dependent care expenses. The Board will develop a form for an annual selection for any interested employee. The annual selection made by the employee cannot be modified during the year. The employee will be responsible for filing for reimbursement for eligible expenses through a third party administrator up to the annual amount specified by the employee. Any funds left over at the end of each year (June 30) will be returned to the Board unless they are used within the following July 1 through September 15 "grace period" as set forth more particularly in the plan documents (said "grace period" shall exist so long as it is consistent with current Internal Revenue Service rules and regulations). The Board will be responsible for the cost of the third party administrator. The Board shall have the right to select the third party administrator. All contributions made through this program are done on a pre-tax basis for federal tax purposes in accordance with Section 125 laws.

ARTICLE XIII
SALARIES

A. The schedule of annual teachers' salaries during the school years 2025-2026, 2026-2027, and 2027-2028 shall be as set forth in Schedule "A" and annexed hereto and made a part hereof, subject to the provisions of this Paragraph A of Article XIII.

1. An incumbent teacher will be granted immediate full adjustment on each level of the salary guide. Any newly-hired member beginning employment between July 1st and January 30th who is employed for at least ninety three (93) paid working days, shall advance one year of salary guide credit, if employed the next employment year. Any member beginning between February 1st and June 30th shall not advance to the next year of salary guide credit, but will be placed on the new guide at the same step.

2. Teachers with non-certified experience will be placed on the salary schedule by the Board of Education based upon the recommendation of the Superintendent, but that placement shall not exceed the numbers of years of such non-certified teaching experience.

3. Each year of military service will be recognized as equivalent teaching experience in accordance with and subject to the maximum credit required by law.

4. The Board may grant such credit for non-teaching experience as it may, in its sole discretion, determine to be appropriate. The Board reserves the right to grant up to three (3) additional steps on the salary guide in areas deemed to be critical need areas by the Superintendent.

5. Teachers may duly elect to have ten percent (10%) of their gross monthly salary deducted from their pay for summer pay. The interest accrued to this account shall be paid to the Association's Philanthropic Fund.

6. "Master's Degree + 15" shall be defined as follows: A Master's Degree from a state-recognized institution, plus 15 additional graduate credits; such additional credits must be on a graduate level and may include credits accumulated after receipt of a Bachelor's Degree, except for credits accumulated during the program undertaken for the securing of said Master's Degree. Credits may be counted although received during such program for the Master's Degree if clearly not a part thereof.

7. "Master's Degree + 30" shall be defined as follows: A Master's Degree from a state-recognized institution, plus 30 additional graduate credits; such additional credits must be on a graduate level and may include credits accumulated after receipt of a Bachelor's Degree, except for credits accumulated during the program undertaken for the securing of said Master's Degree. Credits may be counted although received during such program for the Master's Degree if clearly not a part thereof.

8. "Master's Degree + 45" and "Master's Degree + 60/Doctorate" shall be defined as follows: A Master's Degree from a state-recognized institution, plus 45 or 60 additional graduate credits; such additional credits must have been on the graduate level and may not be a part of the credits accumulated during the program undertaken for the securing of said Master's Degree. Credits may be counted although received during such program for the Master's Degree if clearly not a part thereof.

9. Members are required to submit their requests for salary guide advancement on or before August 15th, for September 15th payment of salary reflecting advancement on the salary guide as of September 1st; or on or before January 15th for payment to begin on February 15th for salary reflecting advancement on the salary guide as of February 1st.

10. Certificated instructional staff who voluntarily perform instructional duties over the summer months shall be paid at an hourly rate of $65.54 in the 2025-2026 school year, $67.51 in the 2026-2027 school year and $67.51 in the 2027-2028 school year. ESY prep time will be one hour per day and will be paid at the hourly instructional rate. All Paraprofessionals shall be paid at the rate of $22.28 per hour in the 2025-2026 school year, $22.95 per hour in the 2026-2027 school year and $22.95 per hour in the 2027-2028 school year for summer duties. Registered Nurses shall be paid at the rate of $65.54 per hour in the 2025-2026 school year, $67.51 per hour in the 2026-2027 school year, and $67.51 per hour in the 2027-2028 school year for ESY. Registered Nurses shall be paid be paid at the rate of $30.88 per hour in the 2025-2026 school year, $31.81 per hour in the 2026-2027 school year, and $31.81 per hour in the 2027-2028 school year for summer preparation work in August (not ESY).

11. Physical Therapist shall be paid in accordance with Schedule "A."

B.

1. Co-Curricular Salaries - Supervision of school-sponsored, organized activities in which students participate that are not part of the academic curriculum and are held outside of normal school hours is recognized as being outside of a teacher's contracted responsibilities.

2. Co-Curricular positions and compensation and the method of calculation of compensation thereof for the school years 2025-2026, 2026-2027, and 2027-2028 shall be as set forth in "Schedule B" annexed hereto and made a part hereof.

C. Members required by the Board to use their automobiles in the performance of school business shall be reimbursed at the NJOMB rate or any prevailing rate authorized by the State of New Jersey.

D. Homebound and Supplementary Instruction will be compensated per the formula established on the respective Salary Schedule (see Schedule A, "Note").

E. Full time teachers who miss a preparation period in order to cover a class shall be paid for said coverage at the rate of 1/1400 times Step 6 of the MA+30 Guide.

F.

1. Part-time members who are employed on a regular basis at the high/middle schools shall be paid a pro-rata fraction of their proper step and level on the salary guide and shall receive all rights and a pro-rata fraction of all benefits unless otherwise provided herein. **All fractional salary computations shall be based on sixths (1/6ths) which shall include all full periods of student contact, whether those periods are instructional or duty in nature. Part-time members teaching more than two (2) periods will be entitled to a preparation period and will be encouraged to attend faculty or departmental meetings. Every effort will be made to limit part-time faculty teachers under the block schedule to limit one (1) gap period between courses. If classes are not scheduled contiguously the following shall be followed:

Periods	Sixths	1 class	=	1/6
2 classes		1-1	=	2/6
**(max. 2 periods)		1-gap-1	=	2+gap = 2/6
3 classes		2-gap-1	=	3+prep = 3/6
**(max. 4 periods)		1-gap-1-gap-1	=	3+gap = 4/6
		1-1-gap-gap-1	=	3+gap = 4/6
4 classes		1-1-prep-1-1	=	4/6
**(max. 5 periods)		1-1-gap-1-prep-1	=	4+gap = 5/6

Part-time employees teaching less than three (3) classes are not to be given duties.

Employees assigned to 5 periods of instruction, but no additional duties or instructional periods, while not a full-time employee, will be considered full-time for the purpose of salary and shall be entitled to full benefits.

2. Part-time members who are employed on a regular basis at the elementary schools shall be paid a pro-rata fraction of their proper step and level on the salary guide and shall receive all rights and a pro-rata fraction of all benefits unless otherwise provided herein. All fractional salary computations shall be based on time with respect to the six and one-fourth (6 and 1/4) hour day. Part-time members teaching more than one and one-half (1 and ½) hours will be entitled to a preparation period and will be encouraged to attend faculty and departmental meetings.

3. Schedules and contracts for part-time members will be reviewed with the members and the Association prior to the beginning of the school year.

4. Compensation for extra class coverage at any school will be based upon .214 times the daily substitute rate. Compensation for extra class teaching, with the member holding certification in the respective subject area, will be based upon 1/1400th of the member's contractual salary per period. A period is defined as the greater of either forty (40) minutes or the length of a standard high school class period.

G. Replacement teachers of ninety-one (91) days or longer shall be treated as a full contracted teacher covered by all provisions of this Agreement. Replacement teachers:

1. Shall be placed on the salary guide in accordance with Article XIII, A.2;

2. May accrue and carry over sick days and personal days earned during their employment; and

3. Shall be entitled to full representation by the Association.

H. The per diem calculation for a ten (10) month employee's salary is salary/200, and the per diem calculation for a twelve (12) month employee's salary is salary/240.

ARTICLE XIV
ASSOCIATION RIGHTS AND RESPONSIBILITIES

A. All revenue from existing vending machines in the faculty lounges will go to the Association, which will have the responsibility to pay all costs of installation, maintenance, and operation of such machines.

B. The Association and its representatives shall have the privilege of using the school buildings at all reasonable hours for meetings, subject to the approval of the building principal.

C. The Association shall have the privilege of using the inter-school mail facilities and school mail boxes, subject to prior notice by the Association with approval of the Superintendent.

D. Whenever any employee covered by this agreement participates during stated working hours in negotiations, grievance proceedings, conferences, or meetings, when jointly agreed to by the Board or its representatives and the Association, such employee shall suffer no loss in pay.

E. The President of the Association shall be afforded the opportunity to address new teachers at the beginning of the school year during the orientation program.

F. The rights and privileges granted to the Association in this Agreement are granted only to the Association as the exclusive representative of the employees covered by this agreement and are not intended as a grant of any such rights and privileges to any other organization.

G. The Board agrees to furnish to the Association a current roster of certificated personnel, one copy of agenda and minutes of public meetings as duplicated and distributed to Board members and the County Superintendent of Schools, and one copy of names and addresses of all employees covered by this agreement.

H. The regular monthly meeting of the Association shall be held on the second Monday of the month. No meeting of the faculty which would conflict with a regularly scheduled meeting of the Association shall be held without prior approval of the Superintendent. The Association shall meet with the Board (or its designee) before the end of the school year to review the calendar and if the regular meeting of the Association conflicts with a school holiday, it will be rescheduled to another day that month.

I. President Release Time:

1. The Association President shall be granted release time from his/her duties according to the provisions outlined in this Article. One of the purposes of said release shall be to collaborate with the Administration concerning issues of mutual concern involving the Board and the Association and to benefit both the Association and the Board by improving personnel relations. On or before March 1st, the Association shall notify the Board of its selection of option A, B or C below. The President shall remain on staff as an employee of the district and receive the full complement of sick leave, personal days and guide movement and all other terms and conditions as provided in the collective bargaining agreement. The Board shall provide health insurance coverage to the MTEA President during release leaves as stipulated under Article XI. The MTEA shall reimburse the Board for the President's salary during any partial or full release periods.

   (a) The Board shall grant full-time leave to the Association President for the term of office in the upcoming school year.

      i. The Association shall reimburse the Board for the full salary of the President.

      ii. Upon return from approved leave, the Board shall reinstate the President into a comparable position within the same job category or teacher certification area held prior to the leave. The Board does not guarantee reinstatement to the same assignment held prior to the leave.

   (b) The President may request a partial release from duties for the term of office. The Superintendent and President shall agree to mutually acceptable arrangements for the part-time schedule.

i. The Association shall reimburse the Board for the release portion of the President's salary during the partial leave period.

ii. Upon return from approved leave, the Board shall reinstate the President into a comparable position within the same job category or teacher certification area held prior to the leave. The Board does not guarantee reinstatement to the same assignment held prior to the leave.

(c) The Board may grant up to fifteen (15) release days to the President for the purpose of conducting Association business. Release days must be pre-approved by the Superintendent or designee. A minimum of five (5) days advance notice must be provided for Presidential release days.

ARTICLE XV
SCHOOL CALENDAR

A. The Association shall submit recommendations for the school calendar to the Superintendent prior to the calendar's presentation to and adoption by the Board.

B. Mandatory meetings will be limited to two Mondays per month. Faculty members shall not be required to remain at meetings for more than 90 minutes. The second Monday of each month shall be reserved for MTEA meetings. If such a regular meeting conflicts with a one day school holiday, it may be rescheduled to another day that month. Faculty members participating in curricular or co-curricular activities on the day on which the meeting is rescheduled will be excused from said meeting.

ARTICLE XVI
SUCCESSOR AGREEMENT

This Agreement shall be binding upon the Board and the Association for the period beginning July 1, 2025 and until June 30, 2028. It shall not be extended orally and it is expressly understood that it shall expire on June 30, 2028, unless such date is extended by mutual agreement. Both parties shall begin negotiations with respect to a successor agreement no later than November 15, 2027.

ARTICLE XVII
TEACHER EMPLOYMENT CONTRACT

The Board will include in any contract submitted to a teacher, the name of the school to which it is expected the teacher will be assigned and the salary for the year, if known; provided, however, that the school assignment may be changed subsequently by the Board due to change in circumstances or other reason.

All certificated staff must provide sixty (60) day's advance notice to terminate their employment contract and this provision applies reciprocally to the Board. The sixty (60)-day requirement does not apply to staff non-renewed by the district.

ARTICLE XVIII
MANAGEMENT RIGHTS

A. The Board of Education, subject only to the express provisions of this Agreement, reserves to itself all rights of management of the School District and full jurisdiction and authority over matters of policy, rules, regulations and practices in furtherance thereof and reserves, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the Constitution and Laws of the State of New Jersey and of the United States.

B. The exercise of the powers, rights, authority, duties and responsibilities by the Board, and the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms hereof as in accordance with the Constitution and Laws of the State of New Jersey and of the United States.

ARTICLE XIX
TUITION REIMBURSEMENT

A full time teacher pursuing graduate study shall be entitled to full or partial reimbursement for all or part of the cost of accredited courses taken after July 1, 1978 and under the following conditions:

A. Only graduate course credits bearing a direct relation to the teacher's then current assignment will be reimbursed. Course credits in the following subject matter areas will not be reimbursable:

1. Administrative or supervisory courses;

2. Courses required for certification.

The final determination of whether a course bears a direct relation to the teacher's then current assignment or falls within the subject matter areas delineated in (a) through (c) above will be made by the Superintendent, and his/her determination will not be subject to the grievance procedure. It is understood that the Superintendent may recommend to the Board for its approval graduate courses outside a teacher's current assignment. Requests for reimbursement beyond current assignment but within certified areas will not be unreasonably denied.

B. Reimbursement is limited to courses for which a passing grade of B has been earned, as determined by an official transcript. A grade of Pass/Fail will only be accepted if the course is part of a degree requirement.

C. Each applicant is limited to a maximum of nine (9) credit hours per school year with the understanding that said applicant shall remain in the Montgomery Township Public School District for a minimum of two (2) school years following course completion. If said applicant should leave prior to meeting his/her commitment, except under circumstances due to involuntary separation or transfer and relocation of a spouse, he/she shall reimburse the Board for those credits beyond those to which he/she is entitled. If the Board is forced to resort to legal action to recover repayment, the applicant shall be required to reimburse the Board for its attorneys' fees and costs incurred in prosecuting the action.

D. All courses must be taken at an accredited college or university, pursuant to the requirements set forth under N.J.S.A. 18A: 6-8.5.

E. In order to receive reimbursement, the applicant must be in the employ of the District at the time the reimbursement is to be made and must present a receipt of payment from the college or university, together with an official transcript and claim form. An applicant who wishes to be reimbursed for graduate credits taken during the Spring or Summer Term of any given year must have been granted and accepted an employment contract for the following year.

F. The amount of the reimbursement will be subject to the following limitations:

1. The reimbursement for courses taken at other than New Jersey State Colleges/Universities is established at the average of the highest and lowest New Jersey State Colleges/Universities graduate course rate at the time the application is submitted.

2. Tuition charges for courses taken at New Jersey State Colleges/Universities will be reimbursed at the actual tuition rate.

3. New Jersey State Colleges/Universities shall not include Rutgers, University of Medicine and Dentistry or the New Jersey Institute of Technology.

G. The maximum liability to the Board of Education shall be $130,000 in each year of this agreement. Amounts not expended in one fiscal year shall not be added to money available in the following year. If the cap for tuition reimbursement is insufficient in any fiscal year to meet the demands of all applicants, the following guidelines shall apply:

1. Tuition reimbursement for the FIRST COURSE taken by any qualified teacher in a fiscal year shall be reimbursed in full at the current New Jersey State College/University rate.

2. Reimbursement for additional courses shall be taken from the balance of funds after all FIRST COURSE reimbursement has been made.

3. Reimbursement for any additional courses taken by any one teacher during one fiscal year shall be based upon a pro rata percentage of the total number of credits, not including FIRST COURSE credits, taken by all other qualified teachers during that fiscal year.

4. The Association shall be notified in the event that one-half of the available funds have been expended by December 30th of any fiscal year.

H. The applicant, at the start of the course, must have served two (2) full years of employment in the Montgomery Township School District to be eligible.

I. Applications and requests are to be submitted to the Superintendent for recommendation to the Board and be approved before enrolling for course work. The following application deadline dates apply:

1. June 30 for summer school courses;

2. September 30 for fall semester courses;

3. January 31 for spring semester courses.

J. Payment for first courses will be made within ten (10) days after the Board's regular business meeting where documentation is reviewed, provided documentation is received by the Superintendent no less than fifteen (15) working days prior to the regular business meeting. The above reference to fifteen (15) working days means working days for the Administration Offices. Payment for any additional course work shall be in accordance with subsection G.2 and G.3 of this Article. Payment shall be made no later than April 1st.

K. Support staff members listed under Articles X, XX and XXI are eligible to participate in the tuition reimbursement program. The terms and conditions listed under sections B through J above shall apply to support staff members as well. Additionally, the following eligibility limitations shall apply to all coursework:

1. Undergraduate and graduate-level courses bearing a direct relation to their current assignment or to career advancement in the District will be reimbursed.

2. The final determination of whether a course bears a direct relation will be made by the Superintendent.

ARTICLE XX
EDUCATIONAL SUPPORT ASSISTANTS, TECHNOLOGY ASSISTANTS, PARAPROFESSIONALS AND REGISTERED NURSES

A. It is expressly understood that except for the provisions of this Article and the provisions of Articles I, II, III, V (with the exception of A-5), VI , XI, XII and XIX (subsection "K"), the remaining provisions of this Agreement are not applicable to Educational Support Assistants, Technology Assistants, Paraprofessionals and Registered Nurses .

B. Salary guides for Educational Support Assistants, Technology Assistants, Paraprofessionals, School Security Officer, and Registered Nurses are listed in Schedule "C-1", "C-2" and "E". The Board reserves the right to withhold increment for cause.

C.

1. The workday for Educational Support Assistants is six hours and 15 minutes. The work year for Educational Support Assistants is 180 days.

2. The workday for Paraprofessionals and Registered Nurses shall match the teacher workday for the building/school of assignment. The work year for Paraprofessionals and Registered Nurses is 180 days. Paraprofessionals may elect to voluntarily attend one district in-service day in September prior to the start of school, in exchange for comp time to be used throughout the school year, but only on student early dismissal or late arrival days, with prior approval from their building supervisor.

3. The work year for Technology Assistants is 194 days. The work day for Technology Assistants is 8 hours, inclusive of a 45 minutes lunch. Payment for Technology Assistants shall be prorated based on their current annual salary for any additional hours and days worked.

4. All full time Educational Support Assistants, Paraprofessionals, Technology Assistants and Registered Nurses shall be entitled to ten (10) 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.

5. Unused sick leave days shall be accumulated from year to year with no maximum limit.

6. Each paraprofessional shall be given a duty-free lunch period per day. Each full-time paraprofessional shall receive thirty (30) minutes for lunch per day. Exceptions may be required in cases of emergency, inclement weather and the needs of students being supported by the paraprofessionals.

D. Time in addition to the forty (40) hour week shall be at the discretion of the Superintendent or his/her designee and shall be compensated at time and one-half.

E. Certified Paraprofessionals holding either a NJ county substitute certificate or a NJ teaching certificate shall receive a daily stipend of $40 per full day for performing as the substitute teacher in the classroom.

F. No employee shall be arbitrarily or capriciously disciplined or reduced in compensation.

G. Paraprofessional Stipends

1. Paraprofessionals who are assigned to one or more special education students who have toileting, diapering or require menstrual care shall be paid a $600 non-pensionable annual stipend. A paraprofessional is entitled to only one (1) stipend per year. The annual stipend is payable in two (2) payments over the course of the year. The stipend shall not be prorated unless the paraprofessional is assigned to special education students requiring these services for at least twenty (20) full school days.

ARTICLE XXI
CUSTODIAL AND MAINTENANCE

A. It is expressly understood that except for the provisions of this Article and the provisions of Article I, II, III, VI (Paragraph E), Article XI, XII, and XIX (Subsection "K") the remaining provisions of this Agreement are not applicable to Custodial and Maintenance/Grounds Employees.

B. Seniority:

1. All members are hired on a fixed term, one year contract basis.

2. Seniority for the purpose of this Article shall be based upon a member's most recent continuous length of service with the Board.

3. A member's seniority shall cease and his/her member status shall terminate for any of the following reasons:

(a) Resignation or retirement.

(b) Continuous layoff for a period exceeding six (6) months.

(c) Failure to report to work for a period of two (2) consecutive scheduled working days without notification to the supervisor or designee of a reason for such absence deemed acceptable by the supervisor or designee in the exercise of his/her discretion.

(d) Failure to report back to work immediately upon expiration of vacation, leave of absence or any renewal thereof unless return to work is excused in advance by the Superintendent or designee.

(e) Conviction of an offense for which a sentence of imprisonment in excess of a term of three (3) months is authorized by the New Jersey Criminal Code.

(f) Falsification of sign-in or sign-out record.

4. If the Board determines in the exercise of its managerial prerogative to reduce the number of members in any particular job title, the member or members in such job title with the least seniority shall be laid off first, without regard to the school buildings to which members are assigned.

C. Hours of Work:

1. The normal work week shall consist of five (5) consecutive days and shall consist of eight (8) hours per day, with the following options:

   (a) Monday – Friday shift

   (b) Tuesday – Saturday shift. Staff assigned to this schedule will receive a $25 daily stipend for each Saturday worked.

2. The process for assigning staff to the Tues.-Sat. shift shall be as follows:

   (a) Ask for volunteer requests first.

   (b) If there are no volunteers, reassignments will be determined by selecting the least senior staff member on the seniority list.

3. The normal work day assignment for Custodians during the school year (September through June) shall be one of the following four (4) schedules:

   (a) First Shift: 7:00 A.M. to 3:30 P.M., with one-half hour for lunch.

   (b) Swing Shift: 11:00 A.M. to 7:00 P.M., with one-half hour for lunch.

   (c) Second Shift: 3:00 P.M. to 11:00 P.M., with one-half hour for dinner.

   (d) Third Shift: 5:00 P.M. to 1:00 A.M., with one-half hour for dinner.

4. The normal work day for Ten-Month Custodians shall be 7:00 A.M. to 3:30 P.M., with one-half hour for lunch and two (2) hours at the Board Office.

5. The normal work day during the summer (July and August) for Custodians shall be eight (8) hours, with one-half hour for lunch. The shift times may be 7:00 A.M. to 3:00 P.M., with alternative shift times of 11:00 A.M. to 7:00 P.M., or 3:00 P.M. to 11:00 P.M. The selection process for alternative shift times should start with volunteers. The volunteer pool shall include custodians from every building. The number selected for the alternative shift times shall be on a District needs basis. If the number of volunteers exceeds the District's needs, selection will be based on the most qualified employees and where the employees are equally qualified, seniority shall be the basis for selection. If a junior member gets selected over a senior member, the senior member needs to be informed by his supervisor why he or she was not chosen for the shift. If there are not enough volunteers for the alternative shifts, then the selection will also be based on the most qualified employees and where the employees are equally qualified, seniority ascending shall be the basis for selection. Official notification of any shift change requires fifteen (15) days' notice.

6. Maintenance and grounds personnel shall commence work at 7:00 A.M. and end at 3:30 P.M., with one-half hour for lunch. During the summer, maintenance and grounds personnel shall have the same schedule as the custodians, set forth above.

7. The Superintendent or designee may alter the normal hours at his/her discretion when unusual circumstances warrant such change. In the event of a permanent shift change, the Superintendent or designee shall provide 15 calendar days' notice to the affected employee.

8. School Closing/Emergency Shutdowns: All custodial, grounds and maintenance staff are considered essential personnel and must report to work for emergencies which can include snow days. Any custodial, grounds, or maintenance staff member who calls out sick on a school closing or emergency shut down will be required to bring in

a medical note upon his/her return to work and will be charged a sick day. Failure to produce a medical note within one (1) week will result in dockage of one day's pay.

9. School Closing Days: All custodial, grounds, and maintenance staff who work on snow removal on days when buildings are closed will be paid snow pay as defined below. In the event that all building and grounds personnel are not needed on these emergency days, determination of employees reporting to work will be as follows:

   (a) All maintenance and grounds workers must report to work and will be paid snow pay as defined below.

   (b) All head custodians must report to work and will be paid snow pay as defined below.

   (c) Other custodial staff will be called in to work on a rotating basis.

      i. If a custodial staff member is not called in to work, they will be docked for the day or may be allowed to use a vacation day or personal day.

      ii. If a custodial staff member is called in to work, they will be paid snow pay as defined below.

   (d) Snow Pay is defined as employee's regular contractual pay for the day, plus employee's hourly rate for each hour worked. (Example: employee comes in for 4 hours for snow removal – they will be paid for the regular day plus the employee's hourly rate for 4 hours.) If the employee must remain at work beyond the hours of a regularly scheduled work day, the employee will be paid double time for those additional hours worked. (Example: employee comes in for 12 hours for snow removal – if the employee's regular day is 8 hours then they will be paid for the regular day plus the employee's hourly rate for 8 hours, and double time for 4 hours).

10. Snow Removal During Regular Schedule, Delayed Opening or Early Dismissal Days: On regular scheduled work days, delayed openings and early dismissal days, all custodial, grounds and maintenance staff who work on snow removal will be paid their regular contracted pay with no additional compensation unless working beyond the normal contracted hours (then employee will be paid double-time for hours beyond the regular scheduled day.)

11. All members shall sign in at the actual time of arrival on the job and sign out at the actual time of departure from the job. No other member may sign in or out for another member.

12. There shall be an allowance of two (2) fifteen (15) minute refreshment breaks for first shift custodians at a time approximately midway between the starting time and lunch hour and approximately midway between the lunch hour and quitting time. These breaks shall be taken at the building in which the member is currently working. There shall be no break for the second shift, other than the dinner break.

13. Each member shall be allowed ten (10) minutes of cleanup time before his/her tour of duty ends.

D. Overtime and Substitutes:

1. All hours worked in excess of forty (40) hours in any one week shall be paid at an overtime rate of one and one half (1 ½) the member's regular hourly rate. Holidays, personal days, vacation days, and sick days shall be included in the calculation of the forty (40) hour work week for overtime purposes.

2. Pay for overtime work on Sundays will be double time. For overtime work performed on holidays and vacations members shall be paid double time in addition to their regular hourly rate.

3. Overtime assignments at each school shall generally be offered in accordance with seniority lists, which shall be posted in clear view in each building. The lists shall set forth the names of the members at each particular school in order of their seniority. The lists shall also contain the dates of the overtime assignment, hours offered, and whether or not it is accepted. There shall be two (2) seniority overtime lists at each building, one for weekday overtime and one for weekend and holiday overtime which shall be identical as far as names are concerned. The first overtime assignment at any particular location shall be assigned to the most senior member on the seniority list for that location. If the most senior member is unable to accept the overtime assignment, the next most senior member shall have the opportunity to accept that assignment. Overtime assignments will proceed down each seniority list. If a member to whom an overtime assignment has been offered is unable or unwilling to accept that assignment, he/she will not be

offered any other overtime assignment on that list until his/her turn is reached again. A pass over on the weekday list does not constitute a pass over on the weekend/holiday list. When the boilers are in use, only those individuals holding a valid black seal license shall be eligible to work overtime at times when only one (1) person is required for the work involved.

4. Maintenance/Grounds and Grounds will have their own overtime list that is not affiliated with a specific building. The objective of the list is to ensure a fair distribution of overtime opportunities within the group, while realizing that some overtime jobs must be given to workers with specific trade skills or certification. MTEA and Administration will collaborate on implementing a new spreadsheet system to track it, and Administration will regularly share it with the MTEA. In the event that custodians cannot fill their building overtime needs, it may be offered to Maintenance/Grounds members.

5. Any member who will be on vacation during any part of the week preceding the need for weekend overtime work, shall indicate on his/her vacation request form, that he/she wants to be offered Saturday or Sunday, A.M. or P.M., or both, overtime assignments. Such indication shall obligate the member to accepting and performing any subsequently offered overtime work, upon notification by the individual's supervisor (or his/her designee) of the overtime's availability. The supervisor or designee agrees to attempt notification on the day the assignment is given by telephoning the member's home or at an alternate telephone number indicated on the request form. If notification has not been offered by the aforesaid telephonic endeavor, the member must call the supervisor or designee by 11:00 A.M. on the Friday before the weekend overtime involved, to obtain such notification. Failure to communicate as indicated will entitle the supervisor or designee to reassign the overtime pursuant to the existing overtime seniority list.

6. MTEA leadership and Administration will collaborate to ensure adequate custodial staffing on all buildings. Substitute custodians can be employed by the Board at any time. However, normally the existing staff shall be used on an overtime basis to respond to alarms and cover the building during pupil extra-curricular and community activities. If understaffing warrants, existing staff may be given overtime to compensate for excessive workload.

E. Alarm Calls:

A member called in for an alarm call shall be paid a minimum of two (2) hours for each hour on the job, but under no circumstances shall the member be paid for less than one (1) hour.

F. Evaluations:

The following evaluations procedure shall be followed:

1. The Director of Facilities and the Building Principals shall evaluate the custodians. The Director of Facilities, Custodial Supervisor and the Head Custodians may also provide input as to the performance of custodians based upon direct and observable information. The Director of Facilities shall evaluate the maintenance and grounds personnel. In all cases, the Board Secretary/School Business Administrator may perform evaluations.

2. All personnel will be evaluated at least once during the school year. This evaluation shall be completed no later than March 31st. Should this evaluation be less than satisfactory, a second evaluation shall be conducted no later than June 30th.

3. A copy of each evaluation report on a member shall be given to the member evaluated. The member shall sign the Board's copy, which is only to acknowledge receipt of the report.

4. In individual cases, a member may be evaluated as many times in a school year, at the discretion of the Superintendent or designee, as may be deemed necessary.

5. In determining whether a member should be offered a contract for the next year, the evaluations and all other relevant information may be considered by the Board and its Administrative Staff.

G. Vacations:

1. Members shall be allowed one (1) vacation day for each month employed from the date of employment to July 1st, with a maximum of ten (10) days. After the first year, the schedule will be as follows:

(a) Less than seven (7) years by July 1st - ten (10) days.

(b) More than seven (7) years and less than twelve (12) years by July 1st - fifteen (15) days.

(c) After completion of twelve (12) years or more by July 1st - twenty (20) days.

(d) After completion of twenty (20) years of employment – twenty five (25) days.

2. Vacation time-off during the school year may only be taken under the following conditions:

(a) Must be specifically approved by the supervisor or designee and Superintendent or designee.

(b) There shall be sufficient staffing during the absence of the vacationing member.

(c) Vacations before or after a scheduled holiday shall require the specific approval of the Superintendent or designee.

3. Seniority shall prevail in the selection of vacation time off. When practical, vacations shall normally be taken during the months of July, August and school recess periods.

4. Two (2) vacation days may be carried over to the following contract year. These (2) vacation days must be used no later than the third week in August of the next succeeding school year. Should these days not be used by that time, they will be lost.

5. All vacation schedules shall be submitted by the respective supervisor or designee for all personnel under his/her charge to the Business Office by May 1st of each year.

6. Three years of service must have been obtained prior to a member's resignation or retirement before he/she may receive compensation for earned vacation days. Additionally, the member must retire or resign after April 1st to receive full vacation allowance.

H. Holidays:

1. Members shall be entitled to sixteen (16) paid holidays each school year. Generally, the holidays shall be as follows, contingent on the school calendar:

Independence Day
Labor Day
2 NJEA Days
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas
New Year's Eve
New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Monday after Easter
Memorial Day

2. If any of the above holidays fall on a school day for students or other work day for teachers, the rescheduling of the day off will be determined at the discretion of the Superintendent or designee on or about the time that the school calendar is approved by the Board.

3. Should a holiday fall on a Saturday, it will be taken on the preceding Friday and should it fall on a Sunday, it will be taken on the following Monday.

4. In the event that holidays and winter recess result in 1 or 2 days that members are required to work while school is closed, all efforts will be made to grant vacation requests for those days. Members may request to work on a "holiday" to get a recess day off without using a "vacation" day.

I. Sick Leave:

1. All members, except ten (10) month custodians, shall be eligible for sick leave with pay for twelve (12) school days in any school year. Ten (10) month custodians shall be entitled to ten (10) sick days. If any member utilizes in any school year fewer than the specified number of days of sick leave allowed with pay, all unused sick days shall be cumulative, to be used for additional sick leave as may be necessary in subsequent years of active service with the Board. Staff members shall be credited with their annual allotment of sick days upon commencement of their contract year. Staff members employed for less than the full year shall be credited with sick days on a prorated basis.

2. If a custodial member is ill and will be absent, the Head Custodian must be called immediately. If the Head Custodian cannot be reached, the supervisor or designee will be notified and assistance will be secured through the Supervisor of Buildings and Grounds. If a maintenance or grounds member is ill and will be absent, the Supervisor of Buildings and Grounds must be called immediately. Failure to give such notification may cause a dock slip for that day.

3. If a member remains on the job for up to five (5) hours and twenty (20) minutes (2/3 of day) then leaves because of illness, credit for actual time worked will be given. If the member works beyond five (5) hours and twenty (20) minutes, credit for a full day will be given.

4. A member absent for personal illness for more days than he/she is allowed under this Paragraph I shall be subject to a deduction of a full day's pay for each day's absence. A full day's pay is defined as 1/20 of the monthly base salary.

5. Absences for sickness beyond three (3) consecutive days shall be certified by a physician if a deduction in salary is to be avoided. Certification by a doctor may be required by the Superintendent or designee if a member's attendance pattern is questionable.

6. Each member shall be entitled, upon retirement for service and age or disability from PERS, to receive a lump sum payment for earned and unused accumulated sick leave which is credited to him/her on the effective date of his/her retirement. Such supplemental compensation payment shall be computed at the rate of one (1) day's pay for each four (4) days of earned and unused accumulated sick leave based on 1/20 of a member's monthly base salary at the time of retirement, provided, however, that no such lump sum supplemental compensation payment shall exceed $5,250. Notice of intention to claim such supplemental compensation must be made in writing to the Board on or before December 1st of the school year prior to the school year in which the retirement becomes effective. In the event a member fails to give notice by such December 1st date, the Board may defer payment of all or part of the benefit to the school year following the retirement.

J. Fringe Benefits:

1. A physical exam at the Board's expense by a school physician will be required of every new custodial and maintenance member.

2. A police check and fingerprinting will be required of every new custodial and maintenance employee.

3. Once a member has completed ninety (90) days of work, two (2) sets of work clothes shall be purchased.

4. The Board shall provide five (5) sets of work clothes per custodial member annually and five (5) sets of work clothes per maintenance and grounds member annually. The Board shall ensure that the work clothes offered are gender appropriate. Each set of work clothes shall consist of a pair of trousers and a shirt. The Board shall also provide a cold weather jacket for all custodial, grounds, and maintenance members and shall further provide foul weather outer wear for all custodial, grounds and maintenance members, as needed, to assist in the successful, safe, and healthy performance of their duties. Each member of the custodial, grounds, and maintenance shall have the option to replace one (1) of their five (5) annually provided sets of work clothes for a hooded sweatshirt. The work clothes shall be maintained in a suitable and presentable condition. The Board shall provide said working clothing and foul weather outer wear as needed annually before September 1st of each year.

5. Members shall wear their work clothes at all times when on the job during the school year. During the summer months, the Board shall provide four (4) short sleeve uniform shirts to be worn in lieu of the winter shirt. These will be "tee" shirts subject to O.S.H.A. requirements.

6. Each member will be provided one pair of work shoes as needed to assist in the successful and safe performance of his/her work. Representatives of the Association will meet with the Business Administrator or designee to identify a specific model work shoe and to consider work clothing prior to RFP release (this provision shall be effective July 1, 2016).

K. Resignation/Dismissal:

1. To resign in good standing, a member must give at least thirty (30) days written notice to the Board, or such shorter notice as may be approved by the Board in its discretion in a specific case.

2. The Superintendent or designee may suspend any member from employment pending a recommendation to the Board that he/she be terminated. If the suspension is the result of criminal indictment, the suspension shall be without pay; otherwise the suspension shall be with pay.

3. The Board may terminate the contract of any member on thirty (30) days written notice. It shall be optional with the Board whether or not the member shall continue to perform his/her duties during the period between the giving of the notice and the effective date of termination.

L. Transfers:

An involuntary transfer or reassignment shall be made only after written notification thereof to the member involved and after a meeting between such member and supervisor, at which time the member shall be notified of the reason thereof in writing. In the event a member objects to the transfer or reassignment at this meeting, upon request of the member, the Superintendent or designee will meet with him/her. The decision of the Superintendent or designee shall be final and in writing and shall not be subject to the grievance procedure, except as provided otherwise in P.L. 1989, Chapter 269.

M. Management Rights:

In addition to the general statement of management rights set forth in Article XVIII of this Agreement, the following additional provisions shall apply with regard to the members covered by this Article XXI. The Board reserves to itself the sole authority to hire, promote, transfer, assign and retain members in positions in the school district; to suspend, demote, discharge or take other disciplinary action against members in appropriate cases; to relieve members from duty because of lack of work or for other legitimate reasons; and to determine the methods, means and personnel to carry out the operations of the school district. Additionally, the Board shall be free to hire new members and will be solely responsible for the selection. New members will be hired on a sixty (60) day probationary basis during which time the probationary member may be discharged, upon 24 hours notice, at the sole discretion of the Board.

N. Inclusion:

Insurance protection, maternity leave, military leave, public service leave and child rearing leave shall be the same as that for professional members.

O. Salary:

1. The salary schedules for members covered by this Article XXI for school years 2025-2026, 2026-2027, and 2027-2028 are listed on Schedule "D". The granting of increases and guide increments is contingent upon evaluation of job performance and is not automatic. Any member beginning employment between July 1st and December 31st, shall advance one step, if employed the next employment year, on his/her respective salary guides provided his/her job performance evaluation warrants such advance. Any member beginning between January 1st and June 30th shall not advance to the next step on his/her respective salary guide, but will be placed on the same step of the new guide.

2. All current and newly hired Custodians shall acquire a New Jersey State License as a qualified fireman (Black Seal) within one (1) year of their date of employment as a condition of continued employment. Requests for exception to this requirement and requests for additional reimbursement for courses leading to a Black Seal license will be considered on a case-by-case basis by the Superintendent or designee whose determination shall not be subject to appeal. The initial cost and annual renewal fee for the Black Seal license shall be paid by the Board for the duration of employment.

3. The swing, second, and third shifts shall receive a salary differential as described in Schedule "D" to be paid on a prorated basis if the assignment is one month or more.

4. All members shall be paid their base pay semi-monthly in accordance with all scheduled pay dates of all other employees of the Board. All overtime pay, if any, shall be paid on the supplemental payroll following the month in which the wages were earned.

5. If a current member works for one full calendar year (July 1st to June 30th) and does not use any sick-leave time, he/she will receive a bonus of $500.00 payable within 45 days of completion of such calendar year. This bonus will be prorated as follows:

   (a) Use of 1 sick day: payment of $300

   (b) Use of 2 sick days: payment of $200

   (c) Use of 3 sick days: payment of $100

P. No employee shall be arbitrarily or capriciously disciplined or reduced in compensation.

ARTICLE XXII
COMMUNICATIONS SPECIALIST

A. For July 1, 2025 through June 30, 2026 school year, the School District agrees to pay the Communications Specialist an annual salary of $74,624 payable according to the School District's normal payroll cycle for twelve (12) months per year.

B. For July 1, 2026 through June 30, 2027 school year, the School District agrees to pay the Communications Specialist an annual salary of $77,348 payable according to the School District's normal payroll cycle for twelve (12) months per year.

C. For July 1, 2027 through June 30, 2028 school year, the School District agrees to pay the Communications Specialist an annual salary of $80,055 payable according to the School District's normal payroll cycle for twelve (12) months per year.

D. Holidays

1. The Communications Specialist shall be entitled to the following paid holidays each school year. Generally, the holidays shall be as follows, contingent on the school calendar:

Independence Day	Christmas Day
Labor Day	Day after Christmas
Rosh Hashanah*	New Year's Eve Day
Yom Kippur*	New Year's Day
Columbus Day*	Martin Luther King Day*
2 days for NJEA Convention	President's Day
Thanksgiving	Good Friday
Friday after Thanksgiving	Monday after Easter*
Christmas Eve Day	Memorial Day

*If schools are closed for staff

If any of the above holidays fall on a Saturday or Sunday, the day off will be the day before or the day after such weekend, the determination of such holiday date to be at the discretion of the Superintendent and shall be granted as a paid holiday by the School District.

E. Vacations

1. The Communication Specialist shall be entitled to a vacation period of twenty-three (23) working days annually (Saturdays, Sundays and Legal Holidays excluded) if not taken consecutively.

2. Vacation time shall be scheduled by the Superintendent or his/her designee either during the months of July or August or during the Winter and Spring recess periods. Vacation days may be taken during such time as school is in session only with the express written permission of the Superintendent or his/her designee.

3. Five (5) vacation days may be carried over to the following contract year. These five (5) vacation days must be used no later than the third week in August of the next succeeding school year. Should these days not be used by that time, they will be lost.

F. Insurance Protection

1. The School District shall provide health care insurance for the Communications Specialist and his/her family that is identical to the coverage provided to the Montgomery Township Education Association.

   (a) The employee will contribute either 1.5% of their yearly salary towards the cost of health insurance benefits or a percentage of the cost of health care benefits as set forth in P.K. 2011, c. 78, whichever amount is greater. The maximum health insurance contribution from the employee shall be 27% of their premium up to the Direct Access 15 plan. The contribution from the employee will be deducted from the semi-monthly paycheck in equal instalments.

   (b) If the employee commenced employment on or after July 1, 2020, the employee can only enroll in the Educators Health Plan or the Garden State Health Plan, and employee will contribute in accordance with P.L. 2020, c. 44.

   (c) The District may substitute or replace this coverage with a substantially equal or better plan.

2. The School District will provide a Prescription Drug Program for the Communications Specialist and his/her family that is identical to the plan provided to the Montgomery Township Education Association. The School District may substitute coverage with any plan providing such coverage is substantially equal to or better than the insurance coverage originally provided.

3. The School District will provide a dental plan for the Communications Specialist and his/her family that is identical to the plan provided to the Montgomery Township Education Association. The School District may substitute coverage with any plan provided such coverage is substantially equal to or better than the insurance coverage originally provided.

4. The School District will institute a rider to its present insurance program in order to provide the Communications Specialist with coverage for personal property lost in the School District to a maximum of $500.00 per loss per incident and a maximum of $5,000.00 for any combined loss.

5. The Board will provide and pay for a salary-payer plan, which pays, during disability, from the 60th day (i.e. a day wait period) to age 65 at the rate of a maximum benefit of 60% of the Communications Specialist's gross wages not to exceed $2,100.00 per month.

6. The Communications Specialist is entitled to participate in the Employee Assistance Plan provided by the School District.

7. A flexible spending account plan will be made available through payroll deduction for the Communications Specialist to direct an annual amount not to exceed One Thousand Five Hundred Dollars ($1,500) paid over a monthly basis toward uninsured medical/dental expenses and/or an amount not to exceed that permitted by Section 125 laws for elder/dependent care expenses. The Board will develop a form for an annual selection for any interest employee. The annual selection made by the employee cannot be modified during the year. The employee will be responsible for filing for reimbursement for eligible expenses through a third-party administrator up to the annual amount specified by the employee. Any funds left over at the end of each year (June 30) will be returned to the Board unless they are used within the following July 1 through September 15 "grace period" as set forth more particularly in the plan documents (said "grace period" shall exist so long as it is consistent with current Internal Revenue Service rules and regulations). The Board shall have the right to select the third-party administrator. All contributions made through this program are done on a pre-tax basis for federal tax purposes in accordance with Section 125 laws.

G. Sick Leave

1. The Communications Specialist shall be entitled to an annual allocation of twelve (12) personal illness days, which shall accumulate from year to year.

2. Supplemental Compensation Upon Retirement

(a) The Communications Specialist shall be entitled, upon retirement for service and age or disability from PERS, to receive a lump sum payment for earned and unused accumulated sick leave, which is credited on the effective date of retirement.

(b) Such supplemental compensation payment shall be computed at the rate of one (1) day's pay for each four (4) days of earned and unused accumulated sick leave based on 1/20 of monthly base salary at the time of retirement, provided, however, that no such lump sum supplemental compensation payment shall exceed $5,250.00.

(c) The lump sum supplemental compensation provided for accumulated sick days shall in way affect, increase or decrease any pensions or retirement benefits.

(d) Notice of intention to claim the benefits provided herein must be made in writing to the School District on or before December 1st of the school year prior to the school year in which the retirement becomes effective. In the event of failure to give notice by such December 1st date, the School District may defer payment of all or part of the benefit to the school year following the retirement.

H. Personal Leave

1. The intent in providing personal leave days is to grant paid leave for emergencies. Where possible, every effort should be made to conduct personal affairs outside of the scheduled workday.

(a) 1. Death in the Immediate Family – An allowance of up to five (5) days leave with pay shall be granted per occurrence. Immediate family shall be construed to mean the employee's mother, father, mother-in-law, father-in-law, spouse, child, brother or sister, domestic or civil partner*, miscarriage, still birth or any member of the immediate household.
*Individuals must be registered as a domestic partner with the State of New Jersey to qualify for this benefit.

2. Death for Other Relatives – An allowance of three (3) days leave with pay shall be granted for each occurrence. Other relatives shall be construed to mean the employee's brother-in-law, sister-in-law, grandparent or grandchild.

3. An allowance of up to one (1) day's leave with pay shall be granted per occurrence for the death of employee's extended family member or friend.

4. The personal leave days provided for herein are for the purpose of arranging for and attending funeral services and providing for a reasonable mourning period in connection therewith.

(b) Serious Illness in the Immediate Family – An allowance of up to three (3) days may be granted in the sole discretion of the Superintendent to care for members of the immediate family (as described in section "a" above).

(c) Reasons of a Personal Nature – An annual allowance of three (3) days for absence for reasons of a personal nature shall be granted with prior approval of the supervisor.

(d) Requests for personal leave must be presented in writing 48 hours in advance to the Superintendent of Schools or his/her designee, except in cases of emergency.

(e) For the protection of the Communications Specialist and for proper payroll accounting and audit, every absence for a half-day or more must be accounted for in writing and reported to the Superintendent.

(f) Requests for personal leave shall not be granted on days preceding or following a school holiday except in cases of emergency.

I. Termination of Employment

1. It is hereby agreed by the parties hereto that this contract may at any time be terminated by either party giving to the other sixty (60) calendar days' notice in writing of intention to terminate the same.

ARTICLE XXIII
MENTOR TEACHER AGREEMENT

A. All non-tenured teachers in their first year of employment must receive a comprehensive induction to the Montgomery Township School District's policies and procedures.

B. All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) must have a one on one mentor upon beginning their contracted teaching assignment.

C. All provisional teachers (holding a Certificate of Eligibility or Certificate of Eligibility with Advanced Standing) must participate in a one-year mentoring program.

D. Each mentor teacher: (1) must hold a teacher certification; (2) has at least three (3) years of experience; and (3) has taught full-time for at least two (2) years within the last five (5) years.

E. The mentor teacher cannot serve as the mentee's direct supervisor nor conduct evaluations of teachers.

F. Each mentor teacher must demonstrate a record of success in the classroom, according to the stipulations in N.J.A.C. 6A:9B-8.4 regarding summative evaluation ratings.

G. Each mentor teacher must complete a comprehensive mentor training program that includes, at a minimum, training on the District's teaching evaluation rubric and practice instrument, the N.J. Professional Standards for Teachers, the Common Core State Standards, classroom observation skills, facilitating adult learning and leading reflective conversations about teaching practice.

H. Pursuant to N.J.A.C. 6A:9B-8.4, each mentor teacher must log their mentoring contact time. The mentoring logs are to be sent to the District's administrative office and retained there.

I. Pursuant to N.J.A.C. 6A:9B-8.4, the District's administrative office must oversee the payment of mentors. Payment may not be conferred directly from provisional novice teachers to mentors.

J. An annual stipend of $550 will be paid to mentor teachers who provide mentoring services to a traditional route novice teacher.

K. An annual stipend of $1,000 is paid for mentoring alternate route candidates who require the four (4) week intensive mentoring in addition to the thirty (30) week mentoring experience ($450 for the intensive mentoring and $550 for the thirty (30) week mentoring).

L. An annual stipend of $550 will be paid to mentor teachers of alternate route teachers who have completed a clinical program (such as New Pathways) and do not require the four (4) week intensive mentoring.

M. An annual stipend of $550 will be paid to mentor teachers who provide mentoring services to teachers newly employed in the District who possess standard New Jersey instructional certificates.

N. All mentor teacher stipends are payable on a per novice teacher basis.

O. If two (2) or more mentor teachers provide mentoring services for the same novice teacher, the stipend amounts listed above

will be divided proportionately amongst all individuals involved.

P. Vacancy announcements for Teacher Mentor positions shall be posted at all designated locations throughout the district, as positions become available.

Q. All novice teachers, including special education teachers, will be required to pay for initial mentoring fees ($550 -Traditional and Alternate Route requiring thirty (30) week mentoring and $1,000 for Alternate Route requiring an additional four (4) week intensive training). Any staff member who is continuously employed for three (3) full academic years shall be reimbursed for all prepaid mentoring costs on the final pay period in June of their fourth year. Should an individual's position be eliminated due to a reduction in force, the individual will be reimbursed for all prepaid mentoring fees. Should a staff member separate from the district for any other reason, the district's obligation to reimburse for mentoring fees shall be waived in full.

R. If a mentor teacher performs mentoring services for less than the entire school year, the annual stipend shall be divided proportionately amongst all mentors who provided mentoring services to the novice teacher.

ARTICLE XXIV
MISCELLANEOUS

A. If any provision of this Agreement or any application of this Agreement to any member or group of members 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.

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

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

D. This Agreement may be modified in whole or in part by the parties only by an instrument in writing duly executed by both parties.

E. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise detract from any terms and conditions of employment existing prior to its effective date.

F. Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by written notice via email.

G. The cost of printing this Agreement shall be borne jointly by the Board and the Association.

H. All new employees covered by this Agreement shall receive a printed copy of this Contract within thirty (30) days of their hire.

I. Travel Time

Representatives of the District and the Association shall use the following matrix for the amount of travel time allotted between each building in the District:

HS – UMS	25 Minutes
HS – LMS	25 Minutes
HS – OHES	25 Minutes
HS – VES	20 Minutes
UMS – LMS	15 Minutes
UMS – OHES	20 Minutes
UMS – VES	20 Minutes
LMS – OHES	15 Minutes
LMS – VES	20 Minutes

VES – OHES 15 Minutes

J. Notification Prior to Privatization

The Board shall notify the Association at least sixty (60) days in advance of any action to privatize work currently performed by members of the bargaining unit.

K. Meetings of the Districts' professional development committee shall, in addition to other times, meet on two one-half days during the district's in-service days.

L. Staff members engaging in interpreting services for the District shall be compensated at a rate of $20.00 per hour, in increments of one hour. If interpreting services are requested during a staff member's lunch or preparation period, or before or after school hours, the staff member shall be compensated at the staff member's per diem rate or $20.00 per hour, whichever is greater. Interpreting services performed by staff members is with the agreement of both the administration and the staff member. The Superintendent may approve contracted services in lieu of staff members' participation if the need warrants the exclusion of the use of staff members.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their respective Presidents, attested by their respective Secretaries, and their corporate seals to be placed hereon, all on the day and year first above written.

MONTGOMERY TOWNSHIP EDUCATION ASSOCIATION, INC.

By Michael Rozzoli
Michael Rozzoli
President

ATTEST:

Linda Trusciński
Linda Trusciński
Secretary

BOARD OF EDUCATION OF THE TOWNSHIP OF MONTGOMERY IN THE COUNTY OF SOMERSET, STATE OF NEW JERSEY

By _____
Patrick Todd
Board President

ATTEST:

_____ 3/24/26
Andrew Italiano
Interim Business Administrator/
Board Secretary

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "A"
2025-2026 TEACHERS' SALARY GUIDE

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60/Doc
A	69,005	75,005	77,255	79,505	81,755	84,005
B	69,755	75,755	78,005	80,255	82,505	84,755
C	70,505	76,505	78,755	81,005	83,255	85,505
D	71,260	77,260	79,510	81,760	84,010	86,260
E	72,745	78,745	80,995	83,245	85,495	87,745
F	74,345	80,345	82,595	84,845	87,095	89,345
G	76,145	82,145	84,395	86,645	88,895	91,145
H	77,960	83,960	86,210	88,460	90,710	92,960
I	79,780	85,780	88,030	90,280	92,530	94,780
J	81,600	87,600	89,850	92,100	94,350	96,600
K	83,425	89,425	91,675	93,925	96,175	98,425
L	85,250	91,250	93,500	95,750	98,000	100,250
M	87,075	93,075	95,325	97,575	99,825	102,075
N	88,900	94,900	97,150	99,400	101,650	103,900
O	90,725	96,725	98,975	101,225	103,475	105,725
P	92,550	98,550	100,800	103,050	105,300	107,550

The "MA+45" column shall be unavailable to any teacher whose start date is on or after September 1, 2019.

NOTE: Homebound and **Supplementary Instruction:** Teachers shall be compensated at a rate of $65.54 per hour in the 2025-2026 school year.

Pay for **Curriculum Writing** shall be $34 per hour. Pay for Attending IEP Meetings during the summer shall be $30 per hour. To qualify for extra pay, these activities must be held beyond the normal scheduled school day and/or outside the normal scheduled school year.

Pay for **Class Coverage** during an individual's "prep" time shall be equal to one fourteen-hundredth (1/1400) of the Step 6, MA+30 salary.

Teachers that obtain the **National Board Certification** shall receive a one-time payment of Two Thousand Dollars ($2,000). Any teacher that receives this payment shall agree to remain in the District for two (2) years from the date they obtain the Certification. Any teacher that chooses to leave the District prior to this two (2) year period concluding shall reimburse the Board the entire Two Thousand Dollars ($2,000) within thirty (30) days of their employment terminating.

Pay for **Staff Development** shall be $20 per hour for the duration of this contract. Teachers making staff development presentations outside of normal school hours shall be paid as follows:

New Presentations: Preparation: $30 per hours; Presenting to staff or parents: $20 per hour; Presenting to parents with students present: $30 per hour. **Presentations of Repeated Programs:** Maximum of one (1) hour of preparation time at rate of $30 per hour. Presenting to staff or parents $20 per hour; Presenting to parents with students present: $30 per hour.

Music/Art – Evening/Weekend Programs: Pay for Music and Art teachers responsible for evening or weekend programs that are expected by the administration and not tied to co-curricular stipends shall be at a rate of $25 per hour. A list of applicable programs agreed upon by both parties is as follows:

a. Winter and Spring Concerts – time begins when students arrive.
b. District Concerts – time begins when students arrive.
c. District Art Show (Arts Extravaganza) – time begins when students arrive.
d. School Level Art Shows – time begins when students arrive.
e. Region Level Music Auditions/Rehearsals that require teacher attendance for student participation – time begins when students arrive.
f. All-State Level Music Auditions/Rehearsals that require teacher attendance for student participation – time begins when auditions/rehearsals begin.
g. NJ Honor Choir Auditions/Rehearsals that require teacher attendance for student participation – time begins when auditions/rehearsals begin.
h. MHS Music Booster Club Meetings – time begins at the start of the meeting.

SCHEDULE "A"
2026-2027 TEACHERS' SALARY GUIDE

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60/Doc
A	71,195	77,195	79,445	81,695	83,945	86,195
B	71,945	77,945	80,195	82,445	84,695	86,945
C	72,695	78,695	80,945	83,195	85,445	87,695
D	73,445	79,445	81,695	83,945	86,195	88,445
E	74,935	80,935	83,185	85,435	87,685	89,935
F	76,535	82,535	84,785	87,035	89,285	91,535
G	78,335	84,335	86,585	88,835	91,085	93,335
H	80,155	86,155	88,405	90,655	92,905	95,155
I	81,980	87,980	90,230	92,480	94,730	96,980
J	83,805	89,805	92,055	94,305	96,555	98,805
K	85,630	91,630	93,880	96,130	98,380	100,630
L	87,455	93,455	95,705	97,955	100,205	102,455
M	89,280	95,280	97,530	99,780	102,030	104,280
N	91,105	97,105	99,355	101,605	103,855	106,105
O	92,930	98,930	101,180	103,430	105,680	107,930
P	94,755	100,755	103,005	105,255	107,505	109,755

The "MA+45" column shall be unavailable to any teacher whose start date is on or after September 1, 2019.

NOTE: Homebound and **Supplementary Instruction:** Teachers shall be compensated at a rate of $67.51 per hour in the 2026-2027 school year.
Pay for **Curriculum Writing** shall be $35.02 per hour. Pay for Attending IEP Meetings during the summer shall be $30.90 per hour. To qualify for extra pay, these activities must be held beyond the normal scheduled school day and/or outside the normal scheduled school year.

Pay for **Class Coverage** during an individual's "prep" time shall be equal to one fourteen-hundredth (1/1400) of the Step 6, MA+30 salary.
Teachers that obtain the **National Board Certification** shall receive a one-time payment of Two Thousand Dollars ($2,000). Any teacher that receives this payment shall agree to remain in the District for two (2) years from the date they obtain the Certification. Any teacher that chooses to leave the District prior to this two (2) year period concluding shall reimburse the Board the entire Two Thousand Dollars ($2,000) within thirty (30) days of their employment terminating.

Pay for **Staff Development** shall be $20.60 per hour for the duration of this contract. Teachers making staff development presentations outside of normal school hours shall be paid as follows:

New Presentations: Preparation: $30 per hours; Presenting to staff or parents: $20.60 per hour; Presenting to parents with students present: $30 per hour. **Presentations of Repeated Programs:** Maximum of one (1) hour of preparation time at rate of $30 per hour. Presenting to staff or parents $20.60 per hour; Presenting to parents with students present: $30 per hour.

Music/Art – Evening/Weekend Programs: Pay for Music and Art teachers responsible for evening or weekend programs that are expected by the administration and not tied to co-curricular stipends shall be at a rate of $25 per hour. A list of applicable programs agreed upon by both parties is as follows:

a. Winter and Spring Concerts – time begins when students arrive.
b. District Concerts – time begins when students arrive.
c. District Art Show (Arts Extravaganza) – time begins when students arrive.
d. School Level Art Shows – time begins when students arrive.
e Region Level Music Auditions/Rehearsals that require teacher attendance for student participation – time begins when students arrive.
f. All-State Level Music Auditions/Rehearsals that require teacher attendance for student participation – time begins when auditions/rehearsals begin.
g. NJ Honor Choir Auditions/Rehearsals that require teacher attendance for student participation – time begins when auditions/rehearsals begin.
h. MHS Music Booster Club Meetings – time begins at the start of the meeting.

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "A"
2027-2028 TEACHERS' SALARY GUIDE

STEP	BA	MA	MA+15	MA+30	MA+45	MA+60/Doc
A	73,470	79,470	81,720	83,970	86,220	88,470
B	74,220	80,220	82,470	84,720	86,970	89,220
C	74,970	80,970	83,220	85,470	87,720	89,970
D	75,720	81,720	83,970	86,220	88,470	90,720
E	77,230	83,230	85,480	87,730	89,980	92,230
F	78,835	84,835	87,085	89,335	91,585	93,835
G	80,660	86,660	88,910	91,160	93,410	95,660
H	82,485	88,485	90,735	92,985	95,235	97,485
I	84,310	90,310	92,560	94,810	97,060	99,310
J	86,135	92,135	94,385	96,635	98,885	101,135
K	87,960	93,960	96,210	98,460	100,710	102,960
L	89,785	95,785	98,035	100,285	102,535	104,785
M	91,610	97,610	99,860	102,110	104,360	106,610
N	93,435	99,435	101,685	103,935	106,185	108,435
O	95,260	101,260	103,510	105,760	108,010	110,260
P	97,085	103,085	105,335	107,585	109,835	112,085

The "MA+45" column shall be unavailable to any teacher whose start date is on or after September 1, 2019.

NOTE: Homebound and **Supplementary Instruction:** Teachers shall be compensated at a rate of $67.51 per hour in the 2027-2028 school year.

Pay for **Curriculum Writing** shall be $35.02 per hour. Pay for Attending IEP Meetings during the summer shall be $30.90 per hour. To qualify for extra pay, these activities must be held beyond the normal scheduled school day and/or outside the normal scheduled school year.

Pay for **Class Coverage** during an individual's "prep" time shall be equal to one fourteen-hundredth (1/1400) of the Step 6, MA+30 salary.

Teachers that obtain the **National Board Certification** shall receive a one-time payment of Two Thousand Dollars ($2,000). Any teacher that receives this payment shall agree to remain in the District for two (2) years from the date they obtain the Certification. Any teacher that chooses to leave the District prior to this two (2) year period concluding shall reimburse the Board the entire Two Thousand Dollars ($2,000) within thirty (30) days of their employment terminating.

Pay for **Staff Development** shall be $20.60 per hour for the duration of this contract. Teachers making staff development presentations outside of normal school hours shall be paid as follows:

New Presentations: Preparation: $30 per hours; Presenting to staff or parents: $20.60 per hour; Presenting to parents with students present: $30 per hour. **Presentations of Repeated Programs:** Maximum of one (1) hour of preparation time at rate of $30 per hour. Presenting to staff or parents $20.60 per hour; Presenting to parents with students present: $30 per hour.

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d. School Level Art Shows – time begins when students arrive.
e Region Level Music Auditions/Rehearsals that require teacher attendance for student participation – time begins when students arrive.
f. All-State Level Music Auditions/Rehearsals that require teacher attendance for student participation – time begins when auditions/rehearsals begin.
g. NJ Honor Choir Auditions/Rehearsals that require teacher attendance for student participation – time begins when auditions/rehearsals begin.
h. MHS Music Booster Club Meetings – time begins at the start of the meeting.

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "B"
CO-CURRICULAR SALARY GUIDE

Co-Curricular Position	Location	2025-2028
Audio Visual Coordinator	District	$10,000
Extended School Year Coordinator	District	$6,500
Nurse Team Leader	District	$3,100
Wellness Champion	District	$5,500

HIGH SCHOOL: CLUBS	Location	2025-2028
Academic League	MHS	$2,700
Advisor, Freshman Class	MHS	$4,800
Advisor, Sophomore Class	MHS	$4,800
Advisor, Junior Class	MHS	$4,800
Advisor, Senior Class	MHS	$5,200
Advisor, Senior Trip	MHS	$4,578
Amnesty Club	MHS	$1,955
Aquatics Director	MHS	$9,000
Black Student Alliance	MHS	$1,955
Calligraphy Club	MHS	$1,955
Crochet Club	MHS	$1,955
Christian Athletes	MHS	$1,955
Civic Engagement	MHS	$5,000
Computer Science Club	MHS	$3,000
Engineering Club	MHS	$1,955
FBLA	MHS	$3,900
Forensic Advisor	MHS	$4,200
Future Educators Advisor	MHS	$1,955
Gay Straight Alliance (GSA)	MHS	$4,075
Health Occupational Students of America	MHS	$1,955
Interact Service Club	MHS	$4,500
International Club (AFS)	MHS	$3,063
Jewish Student Union	MHS	$1,955
Jumpstart Advisor	MHS	$3,200
Latin X	MHS	$1,955
Library Monitor	MHS	$4,335
Literary Magazine	MHS	$3,078
Math Team Advisor	MHS	$2,900

Mock Trial Club	MHS	$2,900
Montgomery Students for Environmental Action (MSEA)	MHS	$3,625
Muslim Student Union	MHS	$1,955
National Art Honor Society	MHS	$3,800
National Honor Society	MHS	$3,800
PAW Print	MHS	$6,800
People Project	MHS	$1,955
Photography Club	MHS	$3,200
Play Unified: Head Coach	MHS	$3,200
Play Unified: Assistant Coach	MHS	$2,555
Red Cross Advisor	MHS	$2,200
Robotics Advisor (Head)	MHS	$10,500
Robotics Advisor (Assistant)	MHS	$5,000
SAT Math Advisor	MHS	$6,100
SAT Verbal Advisor	MHS	$6,100
Aerospace Club	MHS	$3,500
Science Bowl/Science Team	MHS	$2,500
Science Olympiad: Head Coach	MHS	$8,000
Science Olympiad: Assistant Coach	MHS	$4,800
Sensasian Club	MHS	$3,625
Student Council (9-12) Co-Advisor	MHS	$3,200
Student Council (9-12) Co-Advisor	MHS	$3,200
T.E.A.M.S Advisor (Tests of Engineering, Aptitude, Mathematics & Science)	MHS	$3,000
Test Coordinator	MHS	$5,700
UNICEF Advisor	MHS	$1,955
Women in STEM	MHS	$1,955
Yearbook Advisor	MHS	$8,000

HIGH SCHOOL: VISUAL PERFORMING ARTS	**Location**	**2025-2028**
After School Choral Director	MHS	$3,470
Band: Chamber Music Ensemble	MHS	$2,158
Band: Stage Band	MHS	$3,500
Jazz Band Director	MHS	$5,292
Marching Band, Director	MHS	$8,700
Marching Band, Associate Director	MHS	$5,750
Marching Band: Assistant Director, Color Guard	MHS	$4,550
Marching Band: Assistant Director	MHS	$4,550
Orchestra Ensemble Director	MHS	$3,215
Theater Arts: Choreographer	MHS	$2,536

Theater Arts: Fall Play Director	MHS	$3,500
Theater Arts: Pit Band	MHS	$3,155
Theater Arts: Set & Stage Crew	MHS	$5,070
Theater Arts: Spring Musical Director	MHS	$5,200
Theater Arts: Technical Director	MHS	$4,000
Theater Arts: Vocal Director	MHS	$3,500

UMS: CLUBS	**Location**	**2025-2028**
Advisor, 8th Grade	UMS	$4,200
Art Club	UMS	$1,955
Black Student Alliance	UMS	$1,955
Building Audio/Visual Coordinator	UMS	$1,500
Cheer Club	UMS	$1,955
Chess Club	UMS	$1,955
CLAW Newspaper	UMS	$3,000
Debate Club	UMS	$2,916
Digital Photography	UMS	$2,950
Hispanic Heritage Club	UMS	$1,955
Interact Service Club	UMS	$3,400
Library Monitor	UMS	$3,288
Math Counts Advisor	UMS	$3,000
PRIDE Alliance Club (PAC)	UMS	$1,955
Robotics Advisor	UMS	$5,000
Science Inc.	UMS	$1,955
Science Olympiad (co-advisor)	UMS	$6,000
Science Olympiad (co-advisor)	UMS	$6,000
Student Council Co-Advisor	UMS	$3,200
Student Council Co-Advisor	UMS	$3,200
Techsters	UMS	$1,955
Unified	UMS	$1,955
Yearbook Advisor	UMS	$4,200
Yoga Club	UMS	$1,955
Team Leader	UMS	$3,100
Team Leader	UMS	$3,100
Team Leader	UMS	$3,100
Team Leader	UMS	$3,100

UMS: VISUAL PERFORMING ARTS	Location	2025-2028
After School Band: Chamber Ensemble	UMS	$2,282
After School Choral Director	UMS	$2,868
Drum Line	UMS	$2,250
Jazz Band	UMS	$4,564
Musical Production, Accompaniment	UMS	$3,155
Musical Production: Choreographer	UMS	$2,536
Musical Production, Director	UMS	$5,200
Musical Production: Technical Director	UMS	$2,000
Musical Production: Set & Stage Crew	UMS	$2,535
Musical Production – Vocal Coach	UMS	$3,500
Orchestra Director	UMS	$2,868

LMS: CLUBS	Location	2025-2028
Unified 5th	LMS	$1,955
Unified 6th	LMS	$1,955
Sew Cool and International Food Club: Humanities Offerings	LMS	$1,955
Interact Service Club	LMS	$3,400
Black Student Connection	LMS	$1,955
Morning Meeting Club	LMS	$1,955
Math Counts Advisor	LMS	$3,000
Math/Science Grade 5 Enrichment Program Advisor	LMS	$1,955
Math/Science Advisor	LMS	$1,955
Read It Talk It Book Club	LMS	$1,955
Sports Spectacular Coordinator	LMS	$3,000
Team Leader – 5th Grade	LMS	$3,100
Team Leader - 6th Grade	LMS	$3,100
Team Leader - Cycle Elective	LMS	$3,100
Team Leader - Special Education	LMS	$3,100

LMS: VISUAL PERFORMING ARTS	Location	2025-2028
After School Band: Jazz Ensemble	LMS	$2,158
Chorus Director, 5th & 6th Grade	LMS	$2,868
Musical Production: Director	LMS	$5,200
Musical Production: Vocal Coach	LMS	$3,500
Musical Production: Light and Sound Coordinator	LMS	$1,170
Orchestra Director	LMS	$2,868

Theater Arts: Choreographer	LMS	$2,536
Theater Arts: Stage Director	LMS	$2,536

ELEMENTARY SCHOOL: CO-CURRICULAR	**Location**	**2025-2028**
Band Director	VES	$8,618
Band Rehearsal Assistant Director	VES	$3,792
Choral Director, 4th Grade	VES	$3,215
Choral Rehearsal Assistant	VES	$2,097
Coordinator of Student Service Learning	VES	$3,100
Orchestra Director	VES	$3,215
Orchestra Assistant Director 4th Grade	VES	$2,472
Safety Patrol	VES	$2,440
TV News Advisor	VES	$3,100
Team Leader - 3rd Grade	VES	$3,100
Team Leader - 4th Grade	VES	$3,100
Team Leader - Related Arts	VES	$3,100
Team Leader - Special Education	VES	$3,100
Team Leader – PreK	OHES	$3,100
Team Leader – Kindergarten	OHES	$3,100
Team Leader – 1st Grade	OHES	$3,100
Team Leader - 2nd Grade	OHES	$3,100
Team Leader - Related Arts	OHES	$3,100
Team Leader - Special Education	OHES	$3,100

EXTRA-CURRICULAR ACTIVITIES
FALL SPORTS

High School:	**Location**	**2025-2028**
Cheerleading Coach, Varsity	MHS	$6,300
Cheerleading Coach, JV	MHS	$5,000
Cross Country Coach, Boys	MHS	$7,650
Cross Country Coach, Girls	MHS	$7,650
Dance Coach	MHS	$6,300
Equipment Manager	MHS	$1,200
Field Hockey Coach, Varsity	MHS	$9,000
Field Hockey Coach, JV	MHS	$5,800
Football Announcer	MHS	$800
Football Coach (Head)	MHS	$11,300

Football Coach (Assistant Varsity) TWO	MHS	$6,800
Football Coach (Assistant V/JV) TWO	MHS	$6,800
Football Coach (Assistant JV/Frosh) TWO	MHS	$6,800
Gymnastics Coach, Varsity	MHS	$6,900
Site Supervisor, Athletics (Fall)	MHS	$4,000
Soccer Coach, Varsity, Boys	MHS	$9,050
Soccer Coach, Varsity, Girls	MHS	$9,050
Soccer Coach, JV, Boys	MHS	$5,700
Soccer Coach, JV, Girls	MHS	$5,700
Soccer Coach, Freshman, Boys	MHS	$4,800
Strength and Conditioning Coach	MHS	$5,000
Tennis Coach, Varsity Girls	MHS	$7,350
Tennis Coach, JV Girls	MHS	$4,800
Volleyball Coach, Varsity Girls	MHS	$7,500
Volleyball Coach, JV Girls	MHS	$5,200
Volleyball Coach, Freshman Girls	MHS	$4,800

Upper Middle School:	**Location**	**2025-2028**
Athletic Coordinator	UMS	$2,800
Cross Country Coach, Head – Boys	UMS	$4,600
Cross Country Coach, Head – Girls	UMS	$4,600
Field Hockey Coach, Head	UMS	$4,600
Intramural Activities (Fall)	UMS	$1,955
Soccer Coach, Head, Boys	UMS	$4,600
Soccer Coach, Head, Girls	UMS	$4,600

WINTER SPORTS

High School:	**Location**	**2025-2028**
Basketball Announcer	MHS	$2,400
Basketball Coach, Varsity Boys	MHS	$10,650
Basketball Coach, Varsity Girls	MHS	$10,650
Basketball Coach, JV Boys	MHS	$6,750
Basketball Coach, JV Girls	MHS	$6,750
Basketball Coach, Freshman Boys	MHS	$5,300
Basketball Coach, Freshman Girls	MHS	$5,300
Cheerleading Coach, Varsity	MHS	$6,300
Cheerleading Coach, JV	MHS	$5,000
Clock Operator	MHS	$4,000
Dance Coach	MHS	$6,300

Diving Coach	MHS	$3,800
Equipment Manager	MHS	$1,200
Fencing, Varsity Boys	MHS	$7,350
Fencing, Varsity Girls	MHS	$7,350
Fencing, JV Coach	MHS	$5,900
Ice Hockey Coach, JV	MHS	$7,008
Site Supervisor, Athletics (Winter)	MHS	$4,000
Strength and Conditioning Coach	MHS	$5,000
Swimming Coach, Varsity, Boys	MHS	$8,150
Swimming Coach, Varsity, Girls	MHS	$8,150
Swimming Coach, Assistant, Boys	MHS	$5,200
Swimming Coach, Assistant, Girls	MHS	$5,200
Track & Field Coach, Varsity, Boys	MHS	$7,750
Track & Field Coach, Varsity, Girls	MHS	$7,750
Track & Field Coach, Assistant, Boys	MHS	$5,100
Track & Field Coach, Assistant, Girls	MHS	$5,100
Wrestling Coach, Varsity	MHS	$8,650
Wrestling Coach, JV	MHS	$6,000

Upper Middle School:	**Location**	**2025-2028**
Athletic Coordinator	UMS	$2,800
Basketball Coach, Head, Boys	UMS	$4,600
Basketball Coach, Head, Girls	UMS	$4,600
Intramural Activities (Winter)	UMS	$1,955
Wrestling Coach	UMS	$4,600

SPRING SPORTS

HIGH SCHOOL:	**Location**	**2025-2028**
Baseball Coach, Head Varsity	MHS	$8,850
Baseball Coach, Assistant Varsity	MHS	$5,900
Baseball Coach, JV	MHS	$5,900
Baseball Coach, Freshman	MHS	$4,800
Equipment Manager	MHS	$1,200
Golf Coach, Varsity, Boys	MHS	$6,450
Golf Coach, Varsity, Girls	MHS	$6,450
Golf Coach, Assistant Varsity Boys/Girls	MHS	$4,321
Lacrosse Coach, Head Varsity Boys	MHS	$8,850

Lacrosse Coach, Head Varsity Girls	MHS	$8,850
Lacrosse Coach, Assistant Varsity Boys	MHS	$5,900
Lacrosse Coach, Assistant Varsity Girls	MHS	$5,900
Lacrosse Coach, JV, Boys	MHS	$5,900
Lacrosse Coach, JV, Girls	MHS	$5,900
Site Supervisor, Athletics (Spring)	MHS	$4,000
Softball Coach, Varsity	MHS	$8,850
Softball Coach, Assistant Varsity	MHS	$5,900
Softball Coach, JV	MHS	$5,900
Strength and Conditioning Coach	MHS	$5,000
Tennis Coach, Varsity Boys	MHS	$7,350
Tennis Coach, JV Boys	MHS	$4,800
Track Field Coach, Head Varsity Boys	MHS	$8,550
Track Field Coach, Head Varsity Girls	MHS	$8,550
Track Field Coach, Assistant Varsity Boys (2)	MHS	$5,700
Track Field Coach, Assistant Varsity Girls (2)	MHS	$5,700

UPPER MIDDLE SCHOOL:		**2025-2028**
Athletic Coordinator	UMS	$2,800
Baseball Coach, Head	UMS	$4,600
Intramural Activities (Spring)	UMS	$1,955
Lacrosse Coach, Head, Boys	UMS	$4,600
Lacrosse Coach, Head, Girls	UMS	$4,600
Softball Coach, Head	UMS	$4,600
Track Coach, Head, Boys	UMS	$4,600
Track Coach, Head, Girls	UMS	$4,600
Track Coach, Assistant, Boys	UMS	$3,900
Track Coach, Assistant, Girls	UMS	$3,900

The following point system will only be used as a guide to determine stipend amounts for new positions:

RATIONALE AND POINT SYSTEM

Rationale: The following point system is in place for the Co-Curricular guide in order to give advisors credit for position responsibility, number of students supervised and time spent supervising students.

Criteria: The basic categories of the prior guide are being maintained:

RESPONSIBILITY, SUPERVISION and HOURS

RESPONSIBILITY points are being awarded by the following criteria: zero to one and one-half points for each item:

- Handling of money.
- Required submission of a budget.
- Supervision of the distribution and collection of uniforms/equipment.
- Involvement or direct public contact (audience/spectators).
- Required program development responsibilities and/or coordination with other advisors.
- Teaching a variety of high level skills.
- Administrative duties.
- Work on Saturdays.
- Work over holidays/vacations.
- Required attendance at late practices, games or meetings before school and/or after 6 P.M.
- Required attendance at school conferences, dinners, award programs, presentations.

SUPERVISION is based on the number of students/staff involved with each activity as follows:

Number of Students	Points
1 – 10	1
11 – 25	2
26 – 50	3
51 - 75	4
76 +	5

HOURS: One-half point is being given for every ten (10) hours of supervision/activity time.

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "C"
SUPPORT STAFF SALARY GUIDE - YEAR

SECRETARY/BOOKKEEPER			
STEP	**2025-2026**	**2026-2027**	**2027-2028**
A	**53,097**	**54,619**	**56,397**
B	**53,847**	**55,369**	**57,147**
C	**54,847**	**56,369**	**58,147**
D	**55,847**	**57,369**	**59,147**
E	**56,847**	**58,369**	**60,147**
F	**57,847**	**59,369**	**61,147**
G	**58,897**	**60,369**	**62,147**
H	**59,997**	**61,469**	**63,212**
I	**61,147**	**62,619**	**64,327**
J	**62,327**	**63,819**	**65,492**
K	**63,557**	**65,069**	**66,707**

10 MONTH SECRETARY			
STEP	**2025-2026**	**2026-2027**	**2027-2028**
A	**43,070**	**44,910**	**46,995**
B	**43,675**	**45,525**	**47,620**
C	**44,485**	**46,350**	**48,455**
D	**45,300**	**47,170**	**49,290**
E	**46,110**	**47,990**	**50,120**
F	**46,920**	**48,815**	**50,955**
G	**47,770**	**49,635**	**51,790**
H	**48,665**	**50,540**	**52,675**
I	**49,595**	**51,485**	**53,605**
J	**50,555**	**52,475**	**54,575**
K	**51,550**	**53,500**	**55,590**

10 MONTH CLERK			
STEP	**2025-2026**	**2026-2027**	**2027-2028**
A	**34,555**	**35,900**	**37,405**
B	**35,305**	**36,650**	**38,155**
C	**36,305**	**37,650**	**39,155**
D	**37,305**	**38,650**	**40,155**
E	**38,305**	**39,650**	**41,155**
F	**39,305**	**40,650**	**42,155**
G	**40,305**	**41,650**	**43,155**
H	**41,415**	**42,750**	**44,220**
I	**42,590**	**43,900**	**45,335**
J	**43,815**	**45,100**	**46,500**
K	**45,090**	**46,350**	**47,715**

12 MONTH CLERK			
STEP	**2025-2026**	**2026-2027**	**2027-2028**
A	**41,466**	**43,080**	**44,886**
B	**42,366**	**43,980**	**45,786**
C	**43,566**	**45,180**	**46,986**
D	**44,766**	**46,380**	**48,186**
E	**45,966**	**47,580**	**49,386**
F	**47,166**	**48,780**	**50,586**
G	**48,366**	**49,980**	**51,786**
H	**49,698**	**51,300**	**53,064**
I	**51,108**	**52,680**	**54,402**
J	**52,578**	**54,120**	**55,800**
K	**54,108**	**55,620**	**57,258**

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "C - 1"
EDUCATIONAL SUPPORT ASSISTANTS/ PARAPROFESSIONALS/SCHOOL SECURITY OFFICER*

EDUCATIONAL SUPPORT ASSISTANTS			
Step	**2025-2026**	**2026-2027**	**2027-2028**
A	**25,285**	**26,180**	**27,165**
B	**25,485**	**26,380**	**27,365**
C	**25,685**	**26,580**	**27,565**
D	**25,885**	**26,780**	**27,765**
E	**26,400**	**27,290**	**28,265**
F	**27,000**	**27,890**	**28,865**
G	**27,650**	**28,540**	**29,515**
H	**28,355**	**29,245**	**30,215**

PARAPROFESSIONAL/SCHOOL SECURITY OFFICER			
Step	**2025-2026**	**2026-2027**	**2027-2028**
A	**31,640**	**32,540**	**33,525**
B	**31,840**	**32,740**	**33,725**
C	**32,040**	**32,940**	**33,925**
D	**32,240**	**33,140**	**34,125**
E	**32,755**	**33,650**	**34,625**
F	**33,355**	**34,250**	**35,225**
G	**34,005**	**34,900**	**35,875**
H	**34,710**	**35,605**	**36,575**

*Salary for School Security Officer shall be based upon the salary guide for the Paraprofessionals.

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "C - 2"
REGISTERED NURSE SALARY GUIDE - Year – 2025-2028

REGISTERED NURSE			
Step	**2025-2026**	**2026-2027**	**2027-2028**
A	**47,820**	**48,710**	**49,680**
B	**48,820**	**49,710**	**50,680**
C	**49,820**	**50,710**	**51,680**
D	**50,820**	**51,710**	**52,680**
E	**51,820**	**52,710**	**53,680**

Salary Guide for Registered Nurse: The guide compensation is based upon 180 days of 6 hour and 15 minutes per day.

MONTGOMERY TOWNSHIP SCHOOLS
Schedule "D"
CUSTODIAL/MAINTENANCE SALARY GUIDE FOR 2025-2028

CUSTODIAL/GROUNDS			
STEP	2025-2026	2026-2027	2027-2028
A	41,945	43,100	44,350
B	42,695	43,850	45,100
C	43,445	44,600	45,850
D	44,195	45,350	46,600
E	44,945	46,100	47,350
F	46,130	47,285	48,535
G	47,600	48,755	50,005
H	49,170	50,325	51,575
I	50,840	51,995	53,245
J	52,610	53,765	55,015
K	54,415	55,570	56,820
L	56,335	57,490	58,740

MAINTENANCE/GROUNDS			
STEP	2025-2026	2026-2027	2027-2028
A	59,115	60,270	61,520
B	59,865	61,020	62,270
C	60,615	61,770	63,020
D	61,365	62,520	63,770
E	62,115	63,270	64,520
F	63,300	64,455	65,705
G	64,770	65,925	67,175
H	66,340	67,495	68,745
I	68,010	69,165	70,415
J	69,780	70,935	72,185
K	71,585	72,740	73,990
L	73,505	74,660	75,910

GROUNDS			
STEP	**2025-2026**	**2026-2027**	**2027-2028**
A	**47,895**	**49,050**	**50,300**
B	**48,645**	**49,800**	**51,050**
C	**49,395**	**50,550**	**51,800**
D	**50,145**	**51,300**	**52,550**
E	**50,895**	**52,050**	**53,300**
F	**52,080**	**53,235**	**54,485**
G	**53,550**	**54,705**	**55,955**
H	**55,120**	**56,275**	**57,525**
I	**56,790**	**57,945**	**59,195**
J	**58,560**	**59,715**	**60,965**
K	**60,365**	**61,520**	**62,770**
L	**62,285**	**63,440**	**64,690**

HEAD CUSTODIAN STIPEND

- MHS - $10,400
- VES/OHES/LMS/UMS - $5,540

NIGHT SUPERVISOR STIPEND

- MHS - $2,150
- VES/OHES/LMS/UMS - $1,165

Shift Differential:

- 5 to 1 - $950
- 3 to 11 - $761
- 11 to 7 - $431

NOTE: Staff assigned to the Tuesday – Saturday shift will receive $25 daily stipend for each Saturday worked as per Article XXI.C.1.

MONTGOMERY TOWNSHIP SCHOOLS
Schedule "E"
TECHNOLOGY ASSISTANTS SALARY GUIDE FOR 2025-2028

TECHNOLOGY ASSISTANT			
Step	**2025-2026**	**2026-2027**	**2027-2028**
1	**43,645**	**44,805**	**45,910**
2	**43,845**	**45,005**	**46,110**
3	**44,045**	**45,205**	**46,310**
4	**44,245**	**45,405**	**46,510**
5	**44,755**	**45,915**	**47,020**
6	**45,355**	**46,515**	**47,620**
7	**46,005**	**47,170**	**48,275**
8	**46,710**	**47,875**	**48,980**

MONTGOMERY TOWNSHIP SCHOOLS
SCHEDULE "F"
SALARY ADVANCEMENT/PLACEMENT CHARTS/ HOURLY RATES CHART

TEACHERS			
2024-2025	2025-2026	2026-2027	2027-2028
Step	Step	Step	Step
			A
		A	B
	A	B	C
1 (A)	B	C	D
2 (B)	C	D	E
3 (C)	D	E	F
4 (D)	E	F	G
5 (E)	F	G	H
6 (F)	G	H	I
7-8 (G)	H	I	J
9-10 (H)	I	J	K
11-12 (I)	J	K	L
13-14 (J)	K	L	M
15 (K)	L	M	N
16 (L)	M	N	O
17-18 (M)	N	O	P
19-20 (N)	O	P	P
21-22 (O)	P	P	P
23 (P)	P	P	P

*Read across to find your placement on the next year's guide

EDUCATIONAL SUPPORT ASSISTANTS, PARAPROFESSIONALS, SECURITY OFFICER AND TECHNOLOGY ASSISTANTS			
2024-2025	2025-2026	2026-2027	2027-2028
Step	Step	Step	Step
			A
		A	B
	A	B	C
1 (A)	B	C	D
2 (B)	C	D	E
3 (C)	D	E	F
4 (D)	E	F	G
5 (E)	F	G	H
6 (F)	G	H	H
7 (G)	H	H	H
8 (H)	H	H	H

*Read across to find your placement on the next year's guide

SECRETARY/BOOKKEEPER, 10 MONTH SECRETARY, 10 MONTH CLERK AND 12 MONTH CLERK			
2024-2025	2025-2026	2026-2027	2027-2028
Step	Step	Step	Step
			A
		A	B
	A	B	C
1 (A)	B	C	D
2 (B)	C	D	E
3 (C)	D	E	F
4 (D)	E	F	G
5 (E)	F	G	H
6 (F)	G	H	I
7 (G)	H	I	J
8 (H)	I	J	K
9 (I)	J	K	K
10 (J)	K	K	K
11 (K)	K	K	K

*Read across to find your placement on the next year's guide

CUSTODIAL/GROUNDS AND GROUNDS			
2024-2025	2025-2026	2026-2027	2027-2028
Step	Step	Step	Step
			A
		A	B
	A	B	C
1 (A)	B	C	D
2 (B)	C	D	E
3 (C)	D	E	F
4 (D)	E	F	G
5 (E)	F	G	H
6 (F)	G	H	I
7 (G)	H	I	J
8-9 (H)	I	J	K
10 (I)	J	K	L
11-14 (J)	K	L	L
15 (K)	L	L	L
16 (L)	L	L	L

*Read across to find your placement on the next year's guide

MAINTENANCE/GROUNDS			
2024-2025	2025-2026	2026-2027	2027-2028
Step	Step	Step	Step
			A
		A	B
	A	B	C
1 (A)	B	C	D
2 (B)	C	D	E
3 (C)	D	E	F
4 (D)	E	F	G
5 (E)	F	G	H
6 (F)	G	H	I
7 (G)	H	I	J
8-9 (H)	I	J	K
10 (I)	J	K	L
11 (J)	K	L	L
12 (K)	L	L	L
13 (L)	L	L	L

*Read across to find your placement on the next year's guide

REGISTERED NURSE			
2024-2025	2025-2026	2026-2027	2027-2028
Step	Step	Step	Step
			A
		A	B
	A	B	C
1 (A)	B	C	D
2 (B)	C	D	E
3 (C)	D	E	E
4 (D)	E	E	E
5 (E)	E	E	E

*Read across to find your placement on the next year's guide

HOURLY RATES CHART			
POSITION	2025-2026	2026-2027	2027-2028
Instructional Rate (ESY)	$65.54 Per Hour	$67.51 Per Hour	$67.51 Per Hour
Instruction Rate (during school year)	$65.54 Per Hour	$67.51 Per Hour	$67.51 Per Hour
Homebound Instruction	$65.54 Per Hour	$67.51 Per Hour	$67.51 Per Hour
Supplemental Instruction	$65.54 Per Hour	$67.51 Per Hour	$67.51 Per Hour
Paraprofessional ESY	$22.28 Per Hour	$22.95 Per Hour	$22.95 Per Hour
Registered Nurses ESY	$65.54 Per Hour	$67.51 Per Hour	$67.51 Per Hour
Registered Nurse (summer duties)	$30.88 Per Hour	$31.81 Per Hour	$31.81 Per Hour
Curriculum Writing	$34.00 Per Hour	$35.02 Per Hour	$35.02 Per Hour
Summer IEP Meetings	$30.00 Per Hour	$30.90 Per Hour	$30.90 Per Hour
Staff Development	$20.00 Per Hour	$20.60 Per Hour	$20.60 Per Hour
New Presentation Prep	$30.00 Per Hour	$30.00 Per Hour	$30.00 Per Hour
Presenting to Staff or Students	$20.00 Per Hour	$20.60 Per Hour	$20.60 Per Hour
Presenting to Parents with Students Present	$30.00 Per Hour	$30.00 Per Hour	$30.00 Per Hour
Music/Art - Evening Weekend Program	$25.00 Per Hour	$25.00 Per Hour	$25.00 Per Hour
Class Coverage	1/1400 of Step 6 MA+30	1/1400 of Step 6 MA+30	1/1400 of Step 6 MA+30
Chaperone	$20.00 Per Hour	$20.60 Per Hour	$20.60 Per Hour

Hall Monitor	$20.00 Per Hour	$20.60 Per Hour	$20.60 Per Hour
Cafeteria Monitor	$20.00 Per Hour	$20.60 Per Hour	$20.60 Per Hour
PM Detention	$20.00 Per Hour	$20.60 Per Hour	$20.60 Per Hour
Sat. Detention	$25.00 Per Hour	$25.75 Per Hour	$25.75 Per Hour

APPENDIX A
NEW JERSEY STATUTES ANNOTATED AND ADMINISTRATIVE CODE

N.J.S.A. 18A:27-3.1: Non-tenured teaching staff, observation and evaluation; conference; purpose

Every board of education in this State shall cause each non-tenured, teaching staff member employed by it to be observed and evaluated in the performance of her or his duties at least three times during each school year but not less than once during each semester. Said evaluations are to take place before April 30 each year. The evaluations may cover that period between April 30 of one year and April 30 of the succeeding year excepting in the case of the first year of employment where the three evaluations must have been completed prior to April 30. The number of required observations and evaluations may be reduced proportionately when an individual teaching staff member's term of service is less than one academic year. Each evaluation shall be followed by a conference between that teaching staff member and his or her superior or superiors. The purpose of this procedure is to recommend as to reemployment, identify any deficiencies, extend assistance for their correction and improve professional competence.

N.J.S.A. 18A:27-3.2: Teaching staff member; notice of termination; statement of reasons; request; written answer

Any teaching staff member receiving notice that a teaching contract for the succeeding school year will not be offered may, within 15 days thereafter, request in writing a statement of the reasons for such non-employment which shall be given to the teaching staff member in writing within 30 days after receipt of such request.

N.J.S.A. 18A:27-3.3: The provisions of this Act shall be carried out pursuant to rules established by the State Board of Education.

N.J.A.C. 6A:32-4.5: Evaluation of nontenured teaching staff members.

(a) Each of the three observations required pursuant to N.J.S.A. 18A:27-3.1 shall be conducted for a minimum duration of one class period in a secondary school, and for one complete subject lesson in an elementary school.

(b) Each district board of education shall adopt a policy for the supervision of instruction, setting forth procedures for the observation and evaluation of all nontenured teaching staff members. Such policy shall be distributed to each teaching staff member at the beginning of his or her employment.

(c) Each policy for the supervision of instruction shall include, in addition to those observations and evaluations described in (a) and (b) above, an annual written evaluation of the nontenured teaching staff member's total performance as an employee of the district board of education, including, but not limited to:

1. Performance areas of strength;

2. Performance areas needing improvement based upon the job description;

3. An individual professional development plan developed by the supervisor and the teaching staff member; and

4. A summary of indicators of student progress and growth, and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the individual teaching staff member.

(d) Each of the three observations required pursuant to N.J.S.A. 18A:27-3.1 shall be followed within a reasonable period of time, but in no instance more than 10 days, by a conference between the administrative or supervisory staff member who has made the observation and written evaluation, and the nontenured teaching staff member. Both parties to such a conference shall sign the written evaluation report and retain a copy for his or her records. The nontenured teaching staff member shall have the right to submit his or her written disclaimer of such evaluation within 10 days following the conference and such disclaimer shall be attached to each party's copy of the evaluation report.

(e) The purposes of this procedure for the observation and evaluation of nontenured teaching staff members shall be to improve professional competence, identify deficiencies, extend assistance for the correction of such deficiencies, provide a basis for recommendations regarding reemployment, and improve the quality of instruction received by the students served by the public schools.

N.J.A.C. 6A:32-4.6: Procedure for appearance of nontenured teaching staff members before a district board of education upon receipt of a notice of nonreemployment.

(a) Whenever a nontenured teaching staff member has requested in writing and has received a written statement of reasons for nonreemployment pursuant to N.J.S.A. 18A:27-3.2, he or she may request in writing an informal appearance before the district board of education. Such written request shall be submitted to the board within 10 calendar days of receipt of the board's statement of reasons.

(b) Such an informal appearance shall be scheduled within 30 calendar days from receipt of the district board of education's statement of reasons.

(c) Under the circumstances described in this section, a nontenured teaching staff member's appearance before the district board of education shall not be an adversary proceeding. The purpose of such an appearance shall be to permit the staff member to convince the members of the board to offer reemployment.

(d) Each district board of education shall exercise discretion in determining a reasonable length of time of the proceeding, depending upon the specific circumstances in each instance.

(e) Each district board of education shall provide adequate written notice to the employee regarding the date and time of the informal appearance.

(f) The nontenured teaching staff member may be represented by counsel or one individual of his or her own choosing.

(g) The staff member may present witnesses on his or her behalf. Such witnesses do not need to present testimony under oath and shall not be cross-examined by the district board of education. Witnesses shall be called into the meeting to address the board one at a time and shall be excused from the meeting after making their statements.

(h) The proceeding of an informal appearance before the district board of education as described herein may be conducted pursuant to N.J.S.A. 10:4-12(b)(8).

(i) Within three days following the informal appearance, the district board of education shall notify the affected teaching staff member, in writing, of its final determination. The board may delegate such notification to its chief school administrator or board secretary.

APPENDIX B
GRIEVANCE FORM
MONTGOMERY TOWNSHIP SCHOOL DISTRICT

Grievance #_____ Grievance Level 1

NAME OF GRIEVANT(S)_____

_____

LEVEL 1
INFORMAL DISCUSSION

(Discussion shall include the alleged infraction and the relief sought.)

A. Date of Informal Conference _____

B. Name of Principal or Supervisor _____

C. Location and Time of the Informal Discussion _____

D. Result of Informal Discussion: _____

_____

_____

GRIEVANCE FORM
MONTGOMERY TOWNSHIP SCHOOL DISTRICT

Grievance #_____ Grievance Level 2

NAME OF GRIEVANT(S)_____

_____

LEVEL 2
WRITTEN GRIEVANCE

A. Name of Principal or Supervisor:_____

B. Date Grievance Occurred:_____

C. Statement of Grievance:_____

_____

_____

1. Relief Sought:_____

_____

_____

2. Specific Articles or Sections of the Contract in Dispute:_____

_____

_____

D. Disposition of Grievance (including rationale and supporting documents):_____

_____

_____

Date:_____ Signature:_____

GRIEVANCE FORM
MONTGOMERY TOWNSHIP SCHOOL DISTRICT

Grievance #_____ Grievance Level 3

NAME OF GRIEVANT(S)_____

_____

LEVEL 3
SUPERINTENDENT

A. Date Received by Superintendent:_____

B. Disposition of Grievance (including rationale and supporting documents): _____

_____

_____

C. Position of Grievant and/or Association:_____

_____

_____

Date:_____ Signature:_____

GRIEVANCE FORM
MONTGOMERY TOWNSHIP SCHOOL DISTRICT

Grievance #_____ Grievance Level 4

NAME OF GRIEVANT(S)_____

_____

LEVEL 4
ARBITRATION

A. Date Submitted to Arbitration:_____

B. Disposition and Award of Arbitration (See Accompanying File) :_____

_____

_____

_____

ADDENDUM TO GRIEVANCE FORM
DUE DATES

Level 1 – Informal Discussion	Conference: _____
Level 2– Written Grievance	Request to Principal: _____ (5)
	Principal's Decision: _____ (5)
Level 3 – Superintendent	Appeal to Superintendent: _____ (5)
	Supt. Requests Material: _____ (6) and/or Hearing: _____(10)
	Superintendent's Decision: _____ [10]
Level 4 – Arbitration	Written Request for Submission to Arbitration: _____ (5)
	Association Demand for Arbitration to PERC, Board:_____ (10)

(5) = Five working days from date line immediately above.

(6) = Six working days from date line immediately above.

(10) = Ten working days from date line immediately above.

[10] = Ten working days from latest date line among the three immediately above.

INDEX

Title	Article	Section	Page
A			
accredited college or university tuition rate	XIX	F-1,2,3	22
accumulated sick leave, custodians	XXI	I-1	29
accumulated sick leave, teachers	VI	A-1,2	9
administrative or supervisory courses--non-reimbursement	XIX	A-1	22
adoption	V	C	8
Advisors	Schedule B		40
after school suspension	Schedule B		44
agreement provisions contrary to law	XXIII	A	35
alarm call	XXI	E	27
arbitration costs	II	D-3	4
assignments, teacher	VII	C,H	11
Association privileges	XIV	A-H	20
Association, regular meeting	XIV	H	20
Association rights & responsibilities	XIV	A-H	20
automobiles, travel/reimbursement	XIII	C	18
B			
benefits & insurance protection	XI	A-G	15
benefits, part-time employees	XI	G	16
benefit termination	XI	I	16
benefits waiver	XI	H	16
birth of a child to a member's spouse	V	C	8
Black Seal License	XXI	O-2	30
Blue Cross, Blue Shield	XI	A,B	15
Board and Association, relationship	Preamble		1
Board minutes, agendas	XIV	G	20
bonus, unused sick leave, for custodians	XXI	O-5	31
C			
Cafeteria Monitor	Schedule F		60
change of insurance carrier	XI	A-D	15
chaperones	Schedule B, services		44
child rearing leave	V; X	C-3; L	9, 15
class coverage, full-time teachers	XIII	E	18
cleanup time (custodial. maintenance)	XXI	C-10	25
clerks, work week/work year	X	A,E,F,J,K	13
Clock Operator	Schedule B		40
Co-curricular stipends	XIII	B	18
COACHES - FALL SPORTS	Schedule B		40
coffee break	X	H	14
cold weather jacket	XXI	J-4	29
Communications Specialist	XXII	A-I	31, 32, 33, 34
community members	Preamble	B-3	1
PENN MEDICINE-Princeton Health EAP	XI	F	16
compensation for earned vacation	XXI	G	27
compensation for extra class coverage, part-time teachers	XIII	F-4	19
compensation for extra class coverage, full-time teachers	XIII	E	18
complaint procedure	II	E-1 to 4	5
complaint, appeal to Board	II	E-4	5
complaints from teaching staff	VII	G	11
Computer Center Monitor	Schedule B		40

Title	Article	Section	Page
confidential employees	I	A	2
contract negotiations, reopen	Preamble; XXII	A; D-F	1, 32
contract, non-renewed	II; X; XXI	A-1(c); C; K-3	3, 14, 30
conviction of an offense	XXI	B-3(e)	24
courses required for certification-- non-reimbursement for	XIX	A	22
court subpoena	III	C(1)	6
credit for non-teaching non-certified experience	XIII	A-3,5	17
curriculum writing	VII; Schedule A, note	B-2	11, 37
Custodial/Maintenance Employees, contracts, seniority	XXI	B-1,2,3,4	24
Custodial, two-thirds attendance	XXI	I-3	29
CUSTODIAL/MAINTENANCE SALARY GUIDES	Schedule D		53
Custodian/Maintenance, breaks	XXI	C-12	25
Custodians/Maintenance, evaluation of	XXI	F-1,2,3,4,5	27
Custodians/Maintenance, fringe benefits	XXI	J	29
Custodians/Maintenance, holidays	XXI	H-1,2,3	28
Custodians/Maintenance, overtime & substitutes	XXI	D-1,2,3,4,5	26,
Custodians/Maintenance, rights and benefits	XXI	A	23
Custodians/Maintenance, summer schedule	XXI	C-4	25
Custodians/Maintenance, work day, week, year	XXI	C-1,2,3,5,6	25, 25
D			
death for other relatives, personal day	III	A-2,3	5
death in the immediate family, personal day	III	A-1	5
deduction from salary	XII	A,B	16
Dental Program	XI	C	15
discipline, custodial and maintenance	XXI	P	31
discipline, secretaries, bookkeepers and clerks	X	O	15
discipline, teacher	VII	D	11
discipline, Paraprofessionals	XX	F	24
dismissal	IX; XXI	A; K. 1-3	12, 30
district faculty/articulation meetings	XV	B	21
double time	XXI	D-2	26
duty-free lunch	VII	C-3	11
E			
Educational Support Assistants, Salary Guide	Schedule C-1		51
employee assistance program	XI	F	16
evaluation period for custodians/maintenance	XXI	F-1,2,3,4,5	27
evaluation, non-tenured teachers and N.J.S.A. 18.A:27-3.1	Appendix A, N.J.A.C.	6A.32-4.5	56
evaluation, tenured teacher	IX	B	12
examination by a physician	VI; XXI	B-3, C-1,2,3; J-1	9, 29
excessive pupil contact time	VII	H	11
Extra Help Day	VIII	E	12
F			
faculty meetings and department meetings	XV	B	21
failure to report back to work	XXI	B-3(c) & (d)	24
falsification of sign-in or sign-out record	XXI	B-3(f)	24
flexible spending account plan	XII	C	16
finger prints	XXI	J-2	29
first shift-- custodians	XXI	C-2(a)	25
G			
grades, changes in	VII	E	11
graduate course credits	XIX	A-E	22

Title	Article	Section	Page
graduate credit reimbursement cap	XIX	G	22
graduate credit reimbursement, limitations	XIX	C, G1-4	22
grievance	II	A-1,2	3
grievance form	II; Appendix B	B-7;	3, 40
grievance, assignments during	II	B-3	3
grievance, extending time period	II	B-2,4	3
Grievance, Level One	II	C	4
Grievance, Level Two	II	C	4
Grievance, Level Three	II	C	4
Grievance, Level Four	II	C	4
grievance, representation during	II	B-5	3
H			
Head Custodian	XXI; Schedule D	I-2;	29, 53
HMO Insurance Coverage	XI	A	15
holidays; secretaries, bookkeepers, clerks	X	B	13
holidays; maintenance, custodial	XXI	H-1,2,3	28
homebound instruction	XIII; Schedule A		17, 37
Hourly Rates Chart	Schedule F		59
I			
in-service education	VIII	C-1	12
inability to perform assigned duties	VI	C-1,2,3	9
INSTRUCTIONAL ASSISTANTS SALARY GUIDE	Schedule C-1		51
insurance coverage	XI	A-G	15
Insurance waiver	XI	H	16
J			
Jury Duty	III	C-2	6
L			
leave of absence, extended	V	A-1 to 13	7
leave of absence, extended, early termination	V	A-7	7
leave of absence, extended, experience increment credit	V	A-4,5,7 to 13	7
leave of absence, extended, extension	V	A-6	7
leave of absence, short-term	V	A-14,15	8
leave, child rearing	V	C-1,2,3	9
leave, maternity	V;X	B-1,2;L	8, 15
leave, military	V	D	9
leave, public service	V	E	9
Library Monitor	Schedule B		40
lunch period	VII	C-3	11
M			
mail boxes	XIV	C	20
maintenance and grounds; work hours	XXI	C-1,2,5 to 10	25
maintenance, holidays	XXI	H-1,2,3	28
management rights	XVIII; XXI	A,B: M	21, 30
Mandatory Monday Meetings	XV	B	21
Master's Degree	XIII; Schedule A	A-8,9;	17, 37
Master Degree +30,+45,+60/Doctorate	XIII; Schedule A	A-8,9;	17, 37
maternity leave	V	B-1,2	8
maternity leave, informing Superintendent	V	B-2	8
maternity leave, physician's certificate	V	B-1(c)	8
meetings of the Association	XIV	H	20
membership dues	XII	A,B	16

Title	Article	Section	Page
mentor teacher agreement	XXIII	A-H	34
military leave	V	D	9
military service, salary guide	XIII	A-4	17
miscellaneous	XXIV	A-H	35
Mission Statement	Preamble		1
Monday meetings	XV; XIV	B: H	20, 21
MTEA meetings	XIV	H	20
MTEA member entitled to representation	II; VII	B-5; F	3, 11
N			
negotiating unit	I	A	2
negotiations, successor agreement	XVI		21
New Jersey State Health Benefits Program	XI	A	15
New Jersey State License (Black Seal)	XXI	O-2	30
New Jersey Statutes Annotated	Appendix A		56
New Jersey State University graduate course rate	XIX	F-1,2,3 G-1	22
new vacant positions	IX	C	13
newly-hired secretaries	X	I	14
night pay differential	Schedule D		53
Night Supervisor	Schedule D		53
non-teaching duties	VII	B-1,2	11
non-tenure teacher, failure to renew contract	II; XVII	A-1(c);	3, 21
non-tenure teaching staff member, evaluation code	Appendix A		56
O			
observation of non-tenured teacher	Appendix A		56
Office Personnel (10-12 month)	X	K	14
Office Personnel part-time	X	K	14
overtime assignments at each school	XXI	D-1 to 6	26
overtime lists, seniority	XXI	D-3	26
overtime maintenance/grounds	XXI	D-4	26
overtime pay	XXI; X; XX	D.1-5; J; D	14, 24, 26
overtime work; offers of; vacation	XXI	D-5	27
P			
parent conferences, evening	VIII	D	12
parents	Preamble	B-3	1
part-time secretary, benefits	X	K	14
part-time teachers, class coverage	XIII	F-4	19
part-time teachers, salary	XIII	F-1 to 4	18
part-time teachers, hours	XIII	F-1,2	18
payroll deduction	XII	A,B	16
PERS	XXI	I-6	29
personal day, accumulation	III	D	6
personal day, no stated reason	III	D	6
personal illness, custodian	XXI	I-1 to 6	29
personal leave days	III	A-H	6
personal leave request, acknowledge by Superintendent	III	E,F,G	6
personal leave, deadline	III	E	6
personal leave, near school holiday	III	H	6
personal property, loss	XI	E	15
Personnel file	IX	F	13
physical disability	VI	B,C	9
physical exam	XXI	J-1	29

Title	Article	Section	Page
police check	XXI	J-2	29
preparation period	VII	C-3	11
prescription drug program	XI	B	15
President of the Association	XIV	E	20
privatized workers	XXIII	J	36
probationary custodians	XXI	M	30
Professional Development Committee	XXIII	K	36
professional growth & development	VII	A	11
Public Employee Relations Commission (PERC)	II	C Level 4 (b,c)	4
R			
reasons of a personal nature	III	D	6
RECOGNITION of MTEA members	I	A	2
reducing the number of custodians	XXI	B-4	25
Registrar	Schedule B		40
Registered Nurse Salary Guides	Schedule C-2		52
replacement teachers	XIII	G-1 to 3	19
representation fee	XII	B	16
required job training	X;VII;XXI;	N;A;O(2)	11, 15, 30
resignation/dismissal; custodian, maintenance	XXI	K-1 to 3	30
retirement for service and age	VI	D-1	10
returnees, accumulated sick leave	VI	A-1,2	9
custodians, accumulated Sick leave	XXI	I-1	29
replacement teachers, accumulated sick leave	XIII	G-2	19
resignation notice, certificated staff	XVII		21
retirement, intention to claim benefits	VI	D-4	10
retirement, supplemental compensation	VI	D-1,2,3	10
S			
sabbatical leave	IV	A-I	6
salary computation, part-time/fractional	XIII	F-1 to 4	18
salary deduction for summer pay	XIII	A-6	17
salary differential	Schedule D		53
salary guide credit/advancement	XIII	A-1,2,5,7	17
Salary Guides for Assistants	Schedule C-1	(TIA, ESA)	51
Salary Guides for Custodians/Maintenance personnel	Schedule D		53
Salary Guides for Secretarial/Bookkeeper and Clerical personnel	Schedule C		49
Salary Guides for School Security Officer	Schedule C-1		51
Salary Guides for Teachers	Schedule A		37
Saturday suspension	Schedule B	services	40
school calendar	VIII; XV	A; A	12, 21
school days, additional	Preamble	A	1
school days, scheduled number	XIII	A,C	17, 18
second shift	XXI	C-2(b)	25
secretaries, bookkeepers and clerks, work during inclement weather	X	F	14
secretaries, bookkeepers, and clerks, duties & responsibilities	X	M	15
secretaries/bookkeepers, benefits & hospitalization	X	L	15
secretaries/bookkeepers, work week/work year	X	A,E,K	13, 14
secretaries/bookkeepers, notice prior to leaving	X	C	14
seniority and vacation time	XXI	B-1 to 4, G-1 to 6	24, 27
serious illness in the immediate family	III	B	5
shifts, custodians'	XXI	C-2 to 5	25
Sick Day Bank Committee	VI	E-4	10

Title	Article	Section	Page
Sick Day Bank	VI	E-1 to 5	10
sick leave benefits	VI	A-1,2	9
sick leave days	VI; X	A-1,2; L	9, 15
sick leave, accumulated	VI; X	A-1; L	9, 15
sick leave allowance	VI	A	9
sick leave, custodians	XXI	I-1	29
sick leave, depletion	VI	E-3(a),(b)	10
sick leave, involuntary use	VI	C	9
sick leave, physically disabled	VI	B	9
sick leave, physician's certificate	VI	B-3, C-1	9
sick leave, supplemental compensation	VI	D	10
sick leave, unused, accumulated	VI; X; XIII	A-1,2; L; G-2	9, 15, 19
sick leave, unused, accumulated (continued)	XXI	I(1)	29
snow day	XXI	C-7	25
snow days, pay for	XXI	C-7	25
staff development	VIII	C-1	12
Substitute Caller	Schedule B, services		40
substitute custodians	XXI	D-6	27
substitutes for teachers and nurses	VII	C-4	11
substitutes for secretaries, bookkeepers and clerks	X	G	14
successor agreement	XVI		21
summer employment, relating to transfer	IX	F	13
summer pay rate for teachers and assistants	XIII	A-10	18
Supplementary Instruction	XIII; Schedule A	D	18, 37
SUPPORT STAFF SALARY GUIDES	Schedule C		49
T			
teacher employment contract	XVII		21
teacher work-year/work-day	VIII	A-D	12
teacher, newly-hired	XIII	A-1,2	17
teacher-transfer request	IX	D	13
teachers with previous teaching experience in Montgomery	XIII	A(7)	17
Teachers' Instructional Assistants/	XX	A	23
Educational Support Assistants; hours	Schedule C-1		51
Educational Support Assistants; sick leave	XX	C-1,2	2
Teachers' Instructional Assistants/	XX	A	23
Educational Support Assistants; time and one-half	XX	D	24
Teachers' Rights & Responsibilities	VII	A-H	11
TEACHERS' SALARY GUIDES	Schedule A		37
teaching assignments	VII	C-1 to 4	11
teaching certificate	VII	C-1	11
teaching experience	XIII	A-1 to 7	17
Team Leader	Schedule B		40
Ten Month Member	X; XXI	K; I (1)	14, 29
tenured teacher, evaluation	IX	B	12
terms and conditions of employment, prior	XXII	B,C,E	34
third shift	XXI	C-3(d)	25
time of arrival for custodians	XXI	C-2 to 6	25
TPAF	VI	D-1	10
transcript	XIX	B	22
transfer or reassignment, custodian, maintenance	XXI	L	30
transfer to another building	IX	D	13

Title	Article	Section	Page
transfer, involuntary	IX	E,F	13
travel time	XXIII	I	35
tuition incurred for courses	VII	A	11
tuition payment, schedule of	XIX	J	23
tuition reimbursement, application deadlines	XIX	I	23
tuition, reimbursement of	XIX	A	22
Twelve Month Member	X	K	14
U			
V			
vacant positions	IX	C	13
vacations; custodial, maintenance	XXI	G	27
vacation time	X	D,K	14
vacation time-off during the school year	XXI	G-2,3	27
vacation; secretaries, bookkeepers and clerks	X	D,K	14
vending machine, revenue	XIV	A	20
W			
weekend/holiday overtime assignments	XXI	D(1-5)	26
work clothes	XXI	J-3 to 5	29
work clothes, summer	XXI	J-4	29
work shoes	XXI	J-5	30
work week	X	A,J	13, 14
work year; secretaries, bookkeepers and clerks	X	E,K	14