AGREEMENT

between the

BYRAM TOWNSHIP BOARD OF EDUCATION

and the

BYRAM SCHOOL PERSONNEL ASSOCIATION/BEA

FOR THE YEARS:

2024-2025

2025-2026

2026-2027

TABLE OF CONTENTS

Article #		Page
	Introduction and Signature Page	2
I	Recognition	3
II	Negotiation of Successor Agreement	3
III	Grievance Procedure	3
IV	Work Day	5
V	Employee Evaluation	8
VI	Sick Leave	8
VII	Temporary Leaves of Absence	8
VIII	Work Year	10
IX	Extended Leaves of Absence	11
X	Employee Rights	11
XI	Benefits	12
XII	Salaries	14
XIII	Association Rights & Privileges	15
XIV	Term of Contract	16
XV	Miscellaneous	16
Salary Guidelines		17

This AGREEMENT, made this 12th day of February, **2025**, between the BOARD OF EDUCATION, of the Township of Byram, County of Sussex, and State of New Jersey, hereinafter referred to as the "Board", and the BYRAM SCHOOL PERSONNEL ASSOCIATION/BEA, of the Township of Byram, County of Sussex, State of New Jersey, hereinafter referred to as the "Association".

WITNESSETH:

It is stipulated and agreed between the parties hereto that this Agreement as hereinafter set forth on pages 1 through 16 inclusive, contains the complete understanding of the parties and no verbal representations prior to or after execution hereof shall be of any force and legal effect.

This AGREEMENT shall ensure to the benefit of the parties hereto, its heirs, successors and assigns.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, or caused these present to be signed by their proper corporate officers and caused their proper corporate seal to be affixed, the date and year first above mentioned.

BYRAM TOWNSHIP BOARD OF EDUCATION

Theresa Radline
ATTEST:

By: _____
President

Theresa Radline
Board Secretary

BYRAM SCHOOL PERSONNEL ASSOCIATION/BEA

By: _____
President

ATTEST:

Carmelina Stolzenberg
Association Secretary

ARTICLE I - RECOGNITION

A. The Board of Education hereby recognizes the Byram School Personnel Association/ BEA as the exclusive and sole representative for collective negotiations concerning grievances and terms and conditions of employment for all employees in the following job classifications:

> Secretaries, clerical workers, custodians, maintenance employees, drivers, paraprofessionals and attendance officers

but excluding the following:

> all certificated employees, supervisors, managerial executives, custodian/night supervisor, temporary employees and confidential employees, including the secretary to the chief school administrator, the secretary to the business administrator/board secretary, the confidential bookkeeper in the board office, and supervisor of buildings and grounds.

B. Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit, and reference to male employees shall include female employees, and reference to female employees shall include male employees.

ARTICLE II - NEGOTIATION OF SUCCESSOR AGREEMENT

Negotiations for a successor agreement shall be in accordance with state statutes and regulations concerning negotiations. All agreements shall be reduced to writing.

ARTICLE III - GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is a claim by an employee that he/she has suffered harm by the interpretation, application or violation of policies, agreements, and administrative decisions affecting the employee's terms and conditions of employment.

A grievance to be considered under this procedure must be initiated in writing within thirty (30) calendar days from the time when the grievance occurred.

B. PURPOSE

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

C. PROCEDURE

1.

a. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievant 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 waiver of further appeal of the decision. The time limits may be extended or contracted by mutual agreement in writing.

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

2. Any employee grievant who has a grievance shall discuss it first with his/her principal (or immediate superior or department head, if applicable), in an attempt to resolve the matter informally at that level. If, at the conclusion of the meeting, the matter remains unresolved, the grievant shall submit his/her grievance to the principal in writing within five (5) school days. The principal or other immediate superior shall give his/her decision within five (5) school days after receipt of the written grievance. The principal has no authority to modify these terms.

3. The employee grievant, no later than five (5) school days after receipt of the decision of his/her principal or other immediate superior, may appeal the decision to the Chief School Administrator. The appeal to the Chief School Administrator must be made in writing and should include: (a) the date of the occurrence giving rise to the grievance, (b) the date that the grievance is filed, (c) the nature of the grievance, or a brief description of the event leading to the grievance, (d) the specific provision in the contract or Board policies allegedly violated, and (d) the remedy being sought. Further, all documents supporting the grievance should be attached.

   The Chief School Administrator shall attempt to resolve the matter as quickly as possible, but within a period not to exceed five (5) school days from the receipt of the appeal. The Chief School Administrator shall communicate his/her decision in writing to the employee grievant, to the Association and to the principal or other immediate superior.

4. If the grievance is not resolved to the grievant's satisfaction, he/she, no later than five (5) school days after the receipt of the Chief School Administrator's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Chief School Administrator who shall attach all related papers and forward the request to the Board of Education within the scope of fifteen (15) school days. The Board or a committee thereof, shall review the grievance and shall hold a hearing with the employee grievant and render a decision in writing and forward copies thereof to the grievant and to the Association within twenty (20) school days of the hearing. The referred to hearing shall be held within ten (10) school days after receipt of the appeal notice. During summer

months, Monday through Friday will be considered school days.

5. If the decision of the Board does not resolve the grievance to the satisfaction of the employee grievant and he/she wishes review by a third party, and if the Association determines that the matter should be reviewed further, it shall so advise the Board through the Chief School Administrator within twenty (20) school days of receipt of the Board's decision. However, the Board's decision shall be final and binding of the grievances concerning:

    a. Any matter for which a specific method of review is prescribed and expressly set forth by law or any rule or regulation of the State Commissioner of Education; or

    b. a complaint of a non-tenure employee which arises by reason of his/her not being re-employed.

6. In the event the grievant is not satisfied with the decision of the Board of Education, he/she then may request a further hearing. The hearing shall be attended by one representative of the Association, one representative of the Board, and a third party. Selection of the third party shall be referred to PERC who shall follow the same procedure as when selecting an arbitrator. The grievant may or may not elect to be at the hearing. The representatives' findings and/or recommendations shall not be binding on the Board but solely for the purpose of providing a basis of settlement. The Board will notify the Association of compliance or non-compliance with an arbitrator's award within thirty days of receipt by the Board Secretary of the award. In the event the Board fails to notify the Association within thirty days, the Board shall be responsible for 100% of the arbitrator's costs.

7. Any aggrieved person may be represented at all stages of the grievance procedure by himself/herself and by the Association or by a representative selected or approved by the Association.

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

9. In presenting his/her grievance, the member of the staff and/or Association representatives shall be assured freedom from prejudicial action in presenting or processing his/her appeal.

ARTICLE IV - WORK DAY

A. SECRETARIES

1. Full-time secretaries work an eight-hour day including a forty-five (45) minute lunch, except in the case of an emergency as determined by the secretary's immediate supervisor. Secretaries may leave the building during their lunch period upon notifying

their supervisor or designee. Part-time secretaries and clerks work their contractual hours as assigned by their immediate supervisor.

2. Summer hours for twelve-month secretaries will begin at the Superintendent's discretion and will end at the end of the last full week before August 15th. Summer hours shall be 8:00 a.m. to 4:00 p.m. with forty-five (45) minutes for lunch, 4 days per week, with the day of the week that the secretaries are off to be determined at the discretion of the Superintendent.

3. Secretaries do not have to report for work on snow days and any other days when teachers do not report. On early dismissal days prior to a holiday, when teachers are not required to be in attendance, secretaries are permitted to leave thirty minutes after the last bus leaves from the school they work in.

B. CUSTODIANS

1. A full-time custodian's shift is eight and one-half (8 ½) hours, which includes a forty-five (45) minute meal-time. Part-time custodians work the hours assigned by the chief school administrator, business administrator and/or supervisor of building and grounds. A four-hour custodian may choose to work four- and one-half hours, which includes a one-half hour meal break, or in the alternative may work four and one-quarter hours, which includes a fifteen-minute break.

2. Custodians not responsible for providing Firemen's Low-Pressure Boiler License coverage for the building they work in may leave the building during their meal time upon notifying their supervisor (s) or his/her designee.

3. When a custodian does not report to work or leaves early due to concern over weather conditions, the time absent will be counted as a personal or vacation day depending on the choice of the custodian and days available.

4. If no vacation or personal days are available, the custodian will be deducted for the absence based on the number of hours present. For attendance purposes an absence of four hours or more will be counted as a full day's absence. An absence of less than four hours will be counted as a one-half day's absence.

5. When school is closed due to snow, the day and night custodians will report to work as soon as possible to assist with plowing and clearing of sidewalks and entrances. The time for reporting to work shall be determined by the supervisor of buildings and grounds. In the absence of the supervisor of buildings and grounds, the Chief School Administrator, Business Administrator or night supervisor shall make the determination. After clearing of snow, custodians will use the time remaining to maintain cleanliness of facilities, change filters in HV units, check emergency lights and various other responsibilities not normally done in the evening when school is in session. If an area has not been thoroughly cleaned and garbage emptied the previous evening due to absence of a custodian, as described in the paragraph above, the

custodian responsible for the area will then complete his/her normally assigned duties. Should the custodian be absent, the supervisor of buildings and grounds, night supervisor, Chief School Administrator or Business Administrator will assign a custodian to cover the area. All custodians reporting time shall be the same for snow removal.

6. Whenever possible, custodial staff will be provided three weeks' notice of the days they are expected to work during Winter Recess, Spring Break and Summer Hours. In the case of inclement weather, construction or emergencies, the schedule for work days may be changed at the discretion of the Superintendent or his/her designee.

C. PARAPROFESSIONALS

1. The paraprofessional work year shall be the same as the teacher work year (184 days) as set forth in the Agreement between the Byram Board of Education and the Byram Education Association. On emergency delayed opening and early closing days, paraprofessionals shall be paid for their full contracted work day.

2. Effective July 1, 2015, the workday of each paraprofessional shall be extended by ten (10) minutes and shall include a forty (40) minute duty free lunch period less the time required to complete the paraprofessional's pre-lunch and post-lunch obligation regarding student care.

3. Paraprofessionals assigned to individual special education classes shall continue to have their hours set by the administration.

4. On scheduled student early dismissal days, when teachers are required to be in attendance, paraprofessionals, shall work their assigned hours and note only hours worked on their time sheets and shall be paid for those hours only.

5. Work hours for the attendance officer may be increased as needed at the discretion of the Business Administrator/Board Secretary or Chief School Administrator.

6. In the event that paraprofessionals are required to perform bus duty outside of their regular hours, they will be compensated $30 per hour, with hourly timesheets required to be submitted prior to being paid.

7. District will provide the paraprofessionals time during the four (4) in-service days to complete Safe School Trainings, Handle with Care Training, Special Education Bus Training, CPR Training, Special Education Review and Acknowledgement, and any other professional development needed for their position.

ARTICLE V - EMPLOYEE EVALUATION

A. Employees shall receive a written evaluation of their performance twice per year. An evaluation conference shall be held directly after the employee receives the written evaluation. The employee may submit a written comment or rebuttal within five days, which shall be attached to the written evaluation.

B. Employees have the right, upon filing a written request, to review their personnel files, located in the Superintendent's Office, in the presence of the Business Administrator or his/her designee.

ARTICLE VI - SICK LEAVE

A. All twelve (12) month employees shall be entitled to twelve (12) sick leave days and all ten (10) month employees shall be entitled to ten (10) sick days each school year as of the first official day of said school year, whether or not they report for duty on that day. Unused sick leave shall be accumulated from year to year with no maximum limit. An employee hired after the opening of the school year shall have their allowable sick leave pro-rated on the basis of one day per month until the next June 30. Employees reporting by the 15th will be credited with a full month of service. The total number of days will be rounded to the nearest half day increment.

B. In case of sick leave claimed, the Board of Education may require a physician's certificate to be filed with the Chief School Administrator in order to obtain credit for sick leave. A physician's certificate indicating permission to return to work must be submitted if an illness exceeds three (3) consecutive school days or five (5) or more days in any twenty (20) school day interval, prior to resumption of duties. Sick leave is awarded by the school system to protect individuals from loss of pay and is not to be abused. Abuse of sick leave will result in loss of pay for the day or days involved

C. Payment for unused sick leave shall be made by the Board to employees under the following conditions:

A full-time employee upon retirement (including vesting), and submission of an application to and approval by the New Jersey Division of Pensions, after 15 years of continuous service, with the exception of instances where a reduction in force may not make the service continuous, is entitled to $52 per day up to a maximum of 170 days. Employees working less than 6 hours per day, who meet the above criteria, will receive $29.50 per day up to 170 days.

ARTICLE VII - TEMPORARY LEAVES OF ABSENCE

Employees shall be entitled to the following non-accumulative temporary leaves of absence with full pay.

A.

1. Annual allowance of not more than four (4) personal days except for the marriage of the employee which shall be an allowance of one additional personal day. The four can be drawn from the following categories: personal, business, household or family

matters, marriage of employee or marriage of the immediate family, or religious holidays. Application to the employee's immediate supervisor for personal leave shall be made at least four (4) days before taking such leave, except in cases of emergencies.

At the end of the school year an employee may elect to have any unused personal days converted to sick days or an employee may elect to be reimbursed for a maximum of two unused personal days at thirty-five ($35.00) dollars a day and convert the remaining unused personal days to sick days.

For employees hired after the start of the year, personal days shall be pro-rated as follows: Number of months employed/10 x number of personal days allotted for the year.

The total number of days will be rounded to nearest half day increment. Employees reporting by the 15th will be credited with a full month of service.

2. No personal days will be granted before or after a holiday except at the discretion of the employee's immediate supervisor and the Superintendent of Schools. No personal days will be allowed on the days immediately preceding or following a scheduled school vacation. The chief school administrator may grant exceptions, but in all cases where exceptions are requested, the employees shall be required to state reasons in writing.

3. Annual allowance of not more than five (5) working days due to death in the immediate family. Immediate family shall include spouse, child, father, mother, brother, sister, mother-in-law, father-in-law, grandmother, grandfather, grandchild and any other member of the immediate household.

4. Family Illness Days: For employees hired after the start of the school year, days available to the employees shall be pro-rated beginning:

Between July 1st and October 31st:	3 Days
Between November 1st and February 28th/29th	2 Days
Between March 1st and June 30th	1 Day

5. In the event of serious illness in the immediate family, an employee may use up to three (3) days with full pay annually. Application to the employee's immediate supervisor and/or chief school administrator shall state the immediate family member. A serious illness is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the family member from performing the functions of the family member's job, or prevents the family member from participating in daily activities. For the purpose of serious illness, immediate family members are defined as spouse, child, mother, father, mother-in-law, father-in-law, and any other member of the immediate household.

B. For part-time employees, item #3 shall be in full force. Item #1 shall be allowed on a ratio of actual days of employment per week to five (5).

ARTICLE VIII - WORK YEAR

A. HOLIDAYS

Annually, the Board of Education shall set the holiday schedule as it applies to twelve (12) month staff. Paid holidays shall be scheduled in observance of the following:

New Year's Eve
New Year's Day
President's Day Observance
Good Friday
Memorial Day Observance
Independence Day
Labor Day Observance
Thanksgiving Day and the Day After
Christmas Eve
Christmas Day

One additional day may be taken during any school recess period when school is not in session, but, may not be added to vacation time. Requests must be in writing no later than two (2) weeks prior to dates requested. The custodial supervisor reserves the right to deny a request based on the school district's needs. A limit of two (2) custodians in the Lakes School and two (2) custodians in the Intermediate School may take floating holidays per recess period.

B. VACATIONS

Twelve (12) month full-time employees shall be granted paid vacation leave in accordance with the following formula:

a. During the first year of service: One day earned for each month worked, not to exceed ten (10);

Upon completion of:

b. 1 year of service: 10 working days;
c. After 6 years of continuous service: 15 working days; and
d. After 10 years of continuous service: 18 working days
e. After 15 years of continuous service: 20 working days

Employees shall be entitled to take earned vacation in any year during the subsequent year of employment. For example, an employee can take vacation time earned in the first year of employment after completion of the first year and during the second year of

employment. An employee can take vacation time earned upon completion of the sixth year of employment during the seventh year of employment.

Employees shall receive full pay for all accrued vacation upon leaving the district, provided they give the district at least two (2) weeks written notice of their last day of employment.

Vacations for secretaries/clerks may be taken during the time that summer hours are in effect, with prior approval of the chief school administrator.

Vacations for custodians may be taken during any recess when school is not in session with the exception of the last full week prior to the day school opens for the school year. A limit of two (2) custodians in the Lakes School and two (2) custodians in the Intermediate School may take vacation during recess periods at any one time with the exception of the last full week prior to the day school opens for the school year. Vacations for custodians may be taken during the school year with prior approval of the supervisor/superintendent. The supervisor/ superintendent reserves the right to deny the request based on the needs of the school district. Unused vacation cannot be carried over from one school year to the next.

Twelve (12) month employees shall provide the district with six weeks-notice for intended vacation weeks and two weeks-notice for individual vacation days. Custodians unused vacation time cannot be carried over from one school year to the next. Secretaries may carry over two (2) of their unused vacation days from one school year to the next.

10-month employees shall not be entitled to vacation leave.

ARTICLE IX - EXTENDED LEAVES OF ABSENCE

Leaves of absence without pay may be granted by the Board in accordance with applicable laws. These leaves may extend to the end of the current school year and may be further extended upon written request of the employee and approval of the Board. Employees must have three years of continuous service in the District to be eligible for leaves granted under this clause.

Nothing in this Article shall deprive employees of their rights under the State Disability Laws, Workers Compensation Laws or the Federal or State Family Leave Acts.

ARTICLE X - EMPLOYEE RIGHTS

A. Employees shall be subject to disciplinary action for conduct constituting inefficiency, incapacity, unbecoming conduct, insubordination or other just cause. Generally, where appropriate, the Administration shall utilize the concept of "progressive discipline". In this connection, where appropriate, the Chief School Administrator shall impose progressive penalties upon personnel who have engaged in improper conduct. Where appropriate, a verbal warning shall first be issued, followed by a written warning. Thereafter, depending upon the severity of the offense, the Chief School Administrator may recommend penalties which include, but which may not necessarily be limited to suspension without pay, denial

of salary, or where appropriate the withholding of an increment or freezing of salary, dismissal or the institution of tenure charges pursuant to statute. The determination of the Chief School Administrator under this clause may be grieved to the Board of Education, but may not be grieved beyond the Board.

B. Lounge areas shall continue to be provided in each school in accordance with the practice in effect in 1999-2000.

C. The present procedure for determining reduction in force by factors including experience, skill level, performance, and other relevant factors at the discretion of the Chief School Administrator shall be continued.

D. The Board will post notices of all vacancies prior to the closing date for applications to be filled.

E. Any individual contract between the Board and an employee covered by this Agreement shall be subject to and consistent with this Agreement. If any individual contract is inconsistent with this Agreement, this Agreement shall be controlling.

ARTICLE XI BENEFITS

A. Employees shall contribute to health benefits in accordance by law. The obligation of employees to contribute toward their medical insurance cost shall be effective upon their employment with the Board.

1. The following medical copays, deductibles, and OOP changes shall be in the health benefits plan:

    a. Office copay for primary care physician $20 and specialist $30;
    b. Out of Network deductible individual $300/family $750;
    c. Emergency Room copay $50;
    d. In-network Out-of-Pocket individual $1,000/family $2,000; and
    e. Implement in-patient hospital copay at $100.

B. Eligible employees shall have the opportunity to be compensated 25% of the premium saved or $6,000 whichever is less to opt out of the health insurance benefit.

C. A dental plan will be provided to all employees and their dependents. The cost will be absorbed by the Byram Township Board of Education. Cost increase in the plan is to be divided between the Board and the BEA in a 60%/40% ratio respectively. Employees shall contribute an amount equal to tier four contributions established by P.L. 2011, Chapter 78, or as required by law, whichever is greater. The obligation of employees to contribute toward their dental insurance cost shall be effective upon their employment with the Board.

D. Health benefits are available only to employees working thirty (30) hours or more per week.

E. Custodians must purchase a winter coat and rain gear every third year, if needed from their $450 annual uniform/clothing budget set forth in paragraph F below.

F. Custodians shall be provided with a $450 annual uniform/clothing budget at sources or stores mutually selected by the Association and Board. The custodian's uniforms must include at least one (1) winter weather jacket and one (1) pair of steel toed shoes. Custodians shall be required to clean, maintain and wear their uniforms. Should a custodian voluntarily leave during the contract year, the custodian shall reimburse the Board for any uniform/clothing payment made by the Board during the contract year.

G. Full time employees will be reimbursed for professional courses (tuition only) up to a maximum of $300.00 a year. All courses submitted for reimbursement shall have the prior approval of the Chief School Administrator and shall specifically apply to the employee's area of professional responsibility. In order to be reimbursed, it will be necessary for the employee to submit a receipt showing the tuition cost with a completed and signed voucher and signed documentation of satisfactory completion of the course.

H. Professional days may be available at the discretion of the Chief School Administrator. Payment will be limited to registration fees, mileage fees at the Office of Management and Budget mileage rate and wages for the employees normal work hours.

I. Employees may receive an annual flu shot. The Board shall pay up to $10.00 per year per shot. Flu shots must be scheduled on the employee's own time. The employee must provide a receipt in order to be reimbursed.

J. Custodians are required to attend bi-annual Right-to-Know training and annual Asbestos Awareness and Bloodborne Pathogens training. Training will be given during the workday and custodians will be reimbursed for mileage incurred at the IRS rate. As an alternative, custodians may carpool with the driver being reimbursed for the mileage at the Office of Management and Budget mileage rate. Custodians shall maintain their boiler license in good standing and provide their current boiler license, upon receipt from the State of New Jersey, to the Supervisor of Buildings and Grounds who will post the license in the boiler room. As required by law, custodians will individually sign a boiler license log on any day he or she is working in the school when the boiler(s) are in operation.

K. Custodians holding a Black Seal/Boiler Operator's License and/or a CDL are required to keep such licenses current. A custodian who is physically able but fails to keep such licenses current may be subject to dismissal.

L. Custodians wishing to obtain a Black Seal License or CDL shall have all expenses paid or be reimbursed for expenses incurred to obtain or renew such licenses upon successful attainment of such license.

ARTICLE XII - SALARIES

A. All direct deposits will be received by the 15th and the 30th of each month, excluding February. February direct deposits will be received by the 15th and 28th. When the 15th and/or the last receiving day fall on weekend or holiday, direct deposits will be received on the last day preceding the weekend or holiday.

B. Overtime pay at the rate of time-and-one-half the employee's regular rate shall be paid for all hours worked in excess of forty (40) hours in a week. Overtime shall be distributed at the discretion of the administration. Custodians who work on a Sunday shall receive double-time the custodian's regular rate provided the custodian has worked in excess of forty (40) hours in the week leading to the Sunday.

C. Holiday pay shall constitute straight time, i.e. regular pay, for all hours actually worked plus the full day's pay for the holiday.

D. Any employee shall receive a minimum of two (2) hours pay at the rate of time and one-half if they are called back by their supervisor, Chief School Administrator or Business Administrator to work at a time not contiguous with their regular workday.

E. A total of $1,500.00 per school will be paid to the individual or individuals responsible for substitute calling for the 2024-2027 school years.

F. Effective July 1, 2010, individuals holding a black seal license, CDL, work the night shift, or are responsible for the six-month asbestos surveillance shall be paid the following amounts:

Black Seal	$1,000
Night	$1,000
Asbestos	$775
CDL	$5,000 to be paid at a rate of $416.67 monthly

1. The Board reserves the right for the Administration to adjust the monthly CDL compensation. The compensation for operating a school bus hourly shall be the employee's overtime hourly rate.

2. Upon prior approval of the CDL course by the Board, the Board agrees to reimburse an employee for the cost to attend and successfully complete a CDL course that will result in the employee receiving the CDL and S and P endorsements issued by the New Jersey Motor Vehicle Commission under the following conditions:

a. Reimbursement shall be paid upon completion of the course, issuance of a CDL, the employee obtaining S and P endorsements on their New Jersey Driver's License, submission by the employee of proof of payment and a fully executed Board voucher.

b. The employee agrees to remain an employee of the Board for two (2) full school years after the school year in which the CDL and S and P endorsements are issued;

c. The employee agrees to operate a school bus as assigned and directed by the Superintendent and/or School Business Administrator;

d. Should the employee voluntarily employee leave the employ of the Board prior to completion of the school year in which the CDL and the S and P endorsements are issued, the employee shall repay the Board the full reimbursement received from the Board no later than the employee's last day of employment.

e. Should the employee voluntarily leave the employ of the Board prior to completion of the first school year after the school year in which the CDL and the S and P endorsements are issued, the employee shall repay the Board seventy five percent (75%) of the reimbursement received by the employee no later than the employee's last day of employment.

f. Should the employee voluntarily leave the employ of the Board prior to completion of the second school year after the school year in which the CDL and the S and P endorsements are issued, the employee shall repay the Board fifty percent (50%) of the reimbursement received by the employee no later than the employee's last day of employment.

G. Employees recognized as being covered under this contract, who hold the appropriate teaching certificate, shall be paid at the rate of forty (40) dollars per hour for bedside instruction, summer school and any other approved instructional after school programs. Employees shall be notified about these opportunities based on Article XIII, Paragraph E.

H. Support staff hired after March 1 shall not be entitled to automatically receive the negotiated increase in salary on July 1 or September 1 of the same year. An increase to the salary of said employee is based upon the recommendation of the Chief School Administrator and discretion of the board of education.

I. Stipends have been added for one maintenance position at $2,100 per year, one technology position at $2,100 per year, and ABA trained positions at $3,150 per year at the discretion of the Superintendent and Business Administrator. If one maintenance position is filled at each school, the stipend will be shared.

J. When a paraprofessional is pulled to be a substitute, they will be compensated at their paraprofessional salary or the substitute pay rate, whichever is higher.

ARTICLE XIII - ASSOCIATION RIGHTS AND PRIVILEGES

A. RELEASED TIME FOR MEETINGS

Whenever any representative of the Association or any employee participates during work

hours in mutually scheduled negotiations or grievance proceedings, she/he shall suffer no loss in pay.

B. BULLETIN BOARDS

The Association shall have the privilege to use the bulletin boards located in the faculty lounges for official Association communications.

C. USE OF SCHOOL EQUIPMENT

The Association will be permitted access to the copy machine for thirty (30) minutes after the close of school.

D. MAIL FACILITIES AND MAIL BOXES

The Association shall have the privilege of using the school mailboxes. The Association shall provide the Administration with a copy of anything that is placed in the mailboxes.

E. OFFICIAL COMMUNICATIONS

In the event that the Board needs to send an official communication to the Association with regard to this Agreement or related matters, it shall do so either by hand-delivery or electronic mail to the Association President. If the Association needs to send an official communication to the Board, it shall do so either by hand-delivery or electronic mail to the office of the School Business Administrator.

ARTICLE XIV – TERM OF CONTRACT

This contract shall be in effect from July 1, 2024 through June 30, 2027. A copy of this Agreement shall be posted on the District website within 30 days after the Agreement is signed. The Association shall be able to print the Agreement using the District's equipment.

ARTICLE XV – MISCELLANEOUS

A. Statutory Savings Clause

If any provision of this Agreement or any application of this Agreement to any application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

B. Fourteen calendar days' notice shall be given to the Board for voluntary termination.

SALARY GUIDELINES

	2024-2025	2025-2026	2026-2027
Custodians	3.0% increase	3.0% increase	3.0% increase
Secretaries (10 mos)	3.0% increase	3.0% increase	3.0% increase
Secretaries (12 mos)	3.0% increase	3.0% increase	3.0% increase
Paraprofessionals	3.0% increase	3.0% increase	3.0% increase
Starting salaries for each year of this agreement:			
Custodians	$32,000/yr	$32,000/yr	$32,000/yr
12 Month Secretary	$32,000/yr	$32,000/yr	$32,000/yr
10 Month Secretary	$27,000/yr	$27,000/yr	$27,000/yr
Paraprofessionals	$20.00/hr	$20.00/hr	$20.00/hr

All salary changes shall be retroactive (to all members of the bargaining unit) to July 1, 2024.

LONGEVITY

All twelve-month employees with a minimum of 20 years of experience in the Byram Township. School District shall receive $500.00 per year in addition to their regular salary.