CONTRACTUAL AGREEMENT

BETWEEN

ANDOVER REGIONAL EDUCATION ASSOCIATION

AND

ANDOVER REGIONAL BOARD OF EDUCATION

July 1, 2026-June 30, 2029

PREAMBLE

This agreement entered into as of this 1st day of July, 2026 by and between the Board of Education of the Andover Regional School District, the Township and Borough of Andover, New Jersey, hereinafter called the "Board" and the Andover Regional Education Association, hereinafter called "A.R.E.A." This contract represents the entire agreement between the parties as noted in Article I, governing rates of pay, wages and terms and conditions of employment of the employee.

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ARTICLE I
RECOGNITION

A. The Andover Regional Board of Education, in accordance with the privilege extended by the Public Employment Relations Commission in N.J.A.C. 19:11-3.1, grants recognition to the Andover Regional Education Association as the sole representative for collective negotiations concerning the terms and conditions of employment for all full and part-time certificated and non-certificated personnel including: as a bargaining unit for:

1. Certificated personnel:

   i. Classroom Teachers
   ii. Nurses
   iii. Guidance Counselors
   iv. Librarian/Media Specialist
   v. Speech/Language Therapists
   vi. Social Workers
   vii. School Psychologists
   viii. Learning Disability Teacher-Consultants
   ix. Basic Skills Instructors
   x. Supplemental Teachers
   xi. Reading Specialists
   xii. E.S.L. Specialists
   xiii. Co-Curricular/Athletic Positions
   xiv. Therapists
   xv. E.S.Y./Summer School Teachers

   The A.R.E.A. may represent long-term substitute teachers hired to temporarily replace regular staff members on an approved leave for all full-time working conditions except for salary and fringe benefits.

   Unless otherwise indicated, the term "teacher" or "certificated personnel" when used hereinafter in this agreement shall refer to all professional employees who require professional certification through the Department of Education and are represented by the A.R.E.A. in the negotiating unit as defined above.

2. Non-certificated personnel:

   a. Secretarial/Clerical personnel employed by the Andover Regional Board of Education in the school buildings. Unless otherwise indicated as excluded, the term "secretary" when used hereinafter in this Agreement, shall refer to all secretaries represented by the A.R.E.A. as defined in this paragraph.

   b. Custodial personnel employed by the Andover Regional Board of Education in the school buildings. Unless otherwise indicated as excluded, the term "Custodian", when used hereinafter in this Agreement, shall refer to all custodians represented by the A.R.E.A. as defined in this paragraph.

c. Classroom Aides, Special Education Aides, and NCLB Title I Paraprofessional Aides employed by the Andover Regional Board of Education. Unless otherwise indicated, the term "paraprofessional" when used hereinafter in this Agreement, shall refer to all employees represented by the A.R.E.A. as defined in this paragraph.

B. EXCLUDING from the bargaining unit are as follows:

1. Temporary (twenty or less working days) per diem personnel and all day-to-day substitutes.
2. All consulting personnel and hourly personnel.
3. Administrators, Supervisors and confidential employees within the meaning of the Act.
4. Secretarial/Clerical Personnel and Custodial Personnel who are temporary, seasonal and part-time employees who are not steadily employed under an annual employment contract.
5. Confidential employees in the Office of the Superintendent/CSA and Board Secretary/School Business Administrator, and clerical aides.
6. Playground aides, cafeteria aides, clerical aides and all other employees not specifically included in paraprofessional section above.
7. All other employees not specifically included above.

ARTICLE II
LEAVES

A. TEMPORARY LEAVE

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

1. Bereavement Leave

a. Absence due to death in an employee's immediate family will be allowed with pay for the required period not to exceed five (5) non-consecutive school days. The term "immediate family" shall include the employee's spouse, life partner, child, parent, father-in-law, mother- in-law, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents and grandchildren or directly related family member residing in the household.

b. Absences due to the death of a nephew, niece, aunt, uncle, cousin, not living with the immediate family of an employee will be allowed with pay for the day of the funeral to attend the ceremony. This may be extended by the Superintendent/CSA to two days upon request. The name of the deceased and relationship to the employee shall be listed when the "Request for Leave" is made in AESOP.

2. Personal Leave

a. Certificated Staff

i. All teachers shall be entitled to six (6) days leave of absence with full pay for personal, legal business, household or family matters. Applications to the teacher's principal or another immediate supervisor/administrator for personal leave shall be

made at least three (3) calendar days before taking such leave (except in the case of emergencies) in writing on the form prescribed by the Board. Personal days may not be taken before or after a school vacation or holiday for the singular purpose of extending a vacation period (except in the case of emergencies).

ii. A teacher may request an additional personal day to attend the funeral of a friend or relative if all personal days have been expended. The approval shall rest with the Superintendent/CSA. Any day so granted shall be deducted from the teacher's sick leave balance.

iii. Specific reason must be given by the teacher for any personal day requested which is the last day before a holiday or start of a vacation period or on the first day of school after a holiday or vacation. A teacher's request for a personal day for the day before or after a holiday may be approved provided that it can be determined that a substitute can be obtained, or other teachers are willing to cover for the absent teacher without being paid as prescribed in Article III.A.4. The approval shall rest with the Superintendent/CSA.

iv. Beginning July 1, 2024, any unused personal days from the current year will accumulate as sick days, with a conversion rate of one personal day to one sick day.

b. Secretarial/Clerical Personnel

i. All secretaries shall be entitled to seven (7) days leave of absence with full pay for personal, legal business, household or family matters which require absence during school hours. Application to the building administrator or other immediate supervisor for the personal leave shall be made at least three (3) calendar days prior to taking said leave, except in the event of an emergency, utilizing the Request for Leave form prescribed by the Board of Education. In the event of an emergency, immediately upon returning to work the employee must complete the Request for Leave submitting same directly to the Superintendent's Office with a brief description of the emergency.

ii. Employees shall be permitted to request an additional personal day to attend the funeral of a friend or relative if all personal days have been exhausted. Approval of this request shall rest solely with the Superintendent.

iii. Beginning July 1, 2024, any unused personal days from the current year will accumulate as sick days, with a conversion rate of one personal day to one sick day.

c. Paraprofessionals

i. All paraprofessionals shall be entitled to six (6) days of absence for personal, legal business, household or family matters which require absence during school hours. Application to the paraprofessional's principal or other immediate supervisor for the personal leave shall be made at least three (3) calendar days before taking such leave (except in case of emergencies) in writing on the form prescribed by the Board, and the applicant for such leave shall be required to state the reason for taking such a leave.

ii. Paraprofessional personnel will be allowed to request an additional personal day to attend the funeral of a friend or relative if all personal days have been expended. The approval of this request shall rest with the Superintendent.

iii. Beginning July 1, 2024, at the end of each school year one (1) accumulated sick leave day will be added to each paraprofessional's sick leave record for each unused personal leave day.

d. Custodial Personnel

i. For custodial staff who have completed 15 consecutive years' service in the district, seven (7) personal days shall be granted.

ii. All other custodial staff shall receive six (6) personal days.

iii. Such days are not cumulative

iv. Custodial staff may request an additional personal day to attend the funeral of a friend or relative if all personal days have been expended. Approval of such requests shall rest with the Superintendent.

v. Beginning July 1, 2024, one (1) sick day will be credited to each custodian's sick leave for each unused personal leave day from the previous year.

3. Other Miscellaneous Temporary Leaves — Certificated Staff

a. One day each school year may be allowed for the purpose of visiting other schools. Arrangements must be made prior to the visitation day through the building principal to which the teacher is assigned.

b. Other leaves of absence with pay may be granted by the Board for good reason and in the best interest of the school district.

B. EXTENDED LEAVES OF ABSENCE

1. Extended Leaves B. -All eligible employees for FAMILY & MEDICAL LEAVES.

a. Whenever possible, the bargaining unit member will provide the Employer with a minimum of thirty (30) calendar days written notice of the request for medical leave.

b. The request shall include the reason for the leave, the expected beginning date and ending date, and whether the bargaining unit member intends to use paid leave for any part of the leave, subject to the limitation below.

c. The bargaining unit member is empowered to choose how to manage their leave, with the option to use their paid sick leave, personal leave, and vacation leave (or any combination thereof) for up to fifteen (15) days before the start of their FMLA. Any leave time taken beyond those fifteen (15) days will run concurrently with the FMLA leave.

d. In all cases, the employee's FMLA 12-month leave year shall be calculated based on a fiscal (July 1 through June 30).

e. The employee's FMLA or NJFLA leave may be taken on an intermittent basis at the employee's option. Requests to take said leaves after the birth of a healthy child on a reduced schedule basis must be mutually agreed upon.

f. During all FMLA and NJFLA leaves, the Employer will continue to provide all health insurance benefits. During the 15 paid days and the NJFLA or FMLA leaves, health insurance benefits contribution will remain the same as when working.

g. The Employer must provide the bargaining unit member with information regarding eligibility for FMLA and NJFLA leaves. The Employer must notify the employee of the start date of the FMLA leave time within five days of the bargaining unit member's request to the take the leave.

2. Childbearing & Childrearing Leave — All Employees

a. Childbearing and/or other child rearing leave without pay shall be granted at the request of the employee. Child rearing leave shall commence at either the conclusion of the period of disability associated with childbearing or upon the assumption of custody of the child. Child rearing leave shall be requested at least ninety (90) days prior to the start of the child rearing leave. The request will be made by writing a letter of application to the Superintendent/CSA.

b. Any employee adopting a child may receive a leave of absence without pay under the conditions set forth in B/1.a. above, which leave shall commence upon receiving de facto custody of said child or earlier, if necessary to fulfill the requirements of adoption, but in no case with less than thirty (30) days written notice to the Superintendent/CSA.

c. An employee on child rearing leave shall notify the Superintendent/CSA of the employee's intent to return to active employment or intent to resign no later than April 1s[t] of the school year preceding the term in which the child rearing leave would expire.

d. If the pregnancy is terminated before full term and birth of the child, the employee may apply for termination of leave allowing at least one (1) month for fair notice of her substitute, if already out on leave.

e. All benefits to which an employee was entitled to at the time of this leave of absence, including unused accumulated sick leave, shall be restored to employee upon their return, and employee shall be assigned to the same position which employee held at the time said leave commenced, if available, or if not, to a substantially equivalent position and within limitations of employee's certificate, as required. Employee shall be placed on the salary guide at the same level employee had attained on the date leave commenced.

f. Any employee who is eligible for insurance benefits pursuant to the Agreement and who is on an unpaid leave of absence under this Article shall be eligible for group rate insurance benefits in accordance with the rules of the carrier. The eligible employee shall pay the premium cost prior to the premium due date.

For non-tenured employees, the Board is not required to grant leave to non-tenured employees beyond the term of the individual's current employment contract.

g. Tenured Staff

i. In order to facilitate the employment and appropriate placement of teachers and to assure the continued educational process for benefit of students, child rearing leave granted beyond NJFLA leave, shall continue until the opening of any fall term.

C. MISCELLANEOUS EXTENDED LEAVES

1. Certificated Tenured Staff

   a. A leave of absence without pay of up to two (2) years shall be granted to any tenured teacher who joins the Peace Corp, VISTA, National Teacher's Corp, or serves as an exchange teacher or overseas teacher and is a full-time participant in either of such programs or accepts a Fulbright Scholarship. The contract for the year in which the teacher returned to full-time service must be returned, signed or unsigned, no later than one (1) month after the date of issuance.

   b. The Board may grant a leave of absence, without pay, for up to one (1) year to any tenured teacher for reason of spouse's transfer from the area and provided the Board deems the leave in the best interest of the school district.

   c. Other leaves of absence will be considered on a case by case basis and the decision of the Board of Education in these matters are final.

   d. Leaves of absence defined in this Article and any extensions thereof shall be applied for in writing. If approved, the leave and/or extension shall be granted in writing.

2. All Employees

   a. Other leaves of absence, without pay, may be granted by the Board if it deems it in the best interest of the school district.

   b. Leaves of absence defined in this Article and any extensions thereof shall be applied for in writing. If approved, the leave and/or extension shall be granted in writing.

D. SICK LEAVE

1. Definition

   a. Sick leave is hereby defined to mean the absence from employee's post of duty, of any person because of personal disability due to illness or injury, or because employee has been excluded from school by the school district's medical authorities as a result of a contagious disease or of being quarantined for such a disease in employee's immediate household.

   b. Written Accounting of Accumulated Sick Leave Days — employees shall be given an annual written accounting of accumulated sick leave days no later than September 15 and report any errors no later than September 30.

   c. Anyone taking three or more consecutive sick days must provide a doctor's note upon return to work.

2. Extended Illness

   a. Certificated Staff — During a period of extended illness when a teacher has exhausted all sick leave, including cumulative leave and there are continued consecutive days of absence resulting from this illness, the Board may, if it deems it in the best interest of the school district and on case by case basis, whereby the teacher shall receive the difference between employee's pay rate and the cost of hiring a substitute. At the

expiration of 30 days extended sick leave period, if the teacher is still unable to return to work, the Board shall review the case and decide whether to continue the extension policy or grant the teacher a leave of absence without pay.

b. Secretarial/Clerical Personnel - During a period of extended illness, when a secretary has exhausted all sick leave, including cumulative leave and there are continued consecutive days of absence resulting from employee's illness, the Board may, if it deems it is in the best interest of the district, extend for a maximum of 30 consecutive working days authorized sick leave whereby the secretary shall receive the difference between employee's daily rate and the cost of hiring a substitute. At the expiration of the 30-day extended sick leave period, if the secretary is still unable to return to work, the Board shall review the case and decide whether to continue the extension policy or grant the secretary a leave of absence without pay.

c. Paraprofessional - During a period of extended illness, when a paraprofessional has exhausted all sick leave, including cumulative leave and there are continued consecutive days of absence resulting from employee's illness, the Board may, if it deems it is in the best interest of the district, extend for a maximum of 30 consecutive working days authorized sick leave whereby the paraprofessional shall receive the difference between employee's daily rate and the cost of hiring a substitute. At the expiration of the 30-day extended sick leave period, if the paraprofessional is still unable to return to work, the Board shall review the case and decide whether to continue the extension policy or grant the paraprofessional a leave of absence without pay.

d. Custodial Personnel - Extended illness leave may be granted for a maximum of thirty (30) consecutive days at full pay less the cost of a substitute. Such extensions shall be considered by the Board on a case-by-case basis.

3. Sick Leave Days

a. Certificated Staff

i. All teachers on a 10-month contractual basis shall be granted sick leave for 11 days in any school year. Any unused sick leave during a school year will become cumulative and can be used for additional sick leave above the allotted days in subsequent years. All sick leave will be accrued on a monthly basis based upon hire date.

b. Secretarial/Clerical Personnel

i. All 12-month secretaries shall be granted sick leave of 13 days each year. Such days will be cumulative.

ii. Secretaries shall be given a written accounting of accumulated sick leave days no later than September 15th of each school year.

iii. Secretaries shall be eligible to participate in the Sick Leave Bank provided in the contract and attached hereto as Appendix A.

c. Paraprofessionals

i. All full-time paraprofessionals with a 10-month contractual basis shall be granted sick leave for up to ten (10) days in any school year. Any unused sick leave during a

school year will become cumulative and can be used for additional sick leave above the allotted days in subsequent years. All sick leave will be accrued on a monthly basis based upon hire date.

ii. All part-time paraprofessionals shall be granted sick leave on a pro-rated basis. Such days will be cumulative.

iii. Paraprofessionals shall be given a written accounting of accumulated sick leave days no later than October 1st of each school year.

d. Custodial Personnel

i. Full-time custodians shall receive thirteen (13) days sick leave per year or prorated based upon employment date. Such days shall be cumulative.

ii. Custodians shall be given a written accounting of accumulated sick leave days no later than September 15th each school year.

4. Sick Leave Reimbursement

a. Certificated Staff

i. When a teacher with a minimum of 15 full time years in the school district formally retires as a member of the NJ Teachers Pension Annuity Fund, not to include vesting, she/he shall be eligible for reimbursement of all unused cumulative sick leave. An exception would be considered based upon a reduction in force (RIF). If that occurs a pause would be granted and the time would resume once the teacher would be working full time once again. Reimbursement shall be made at a rate of $75.00 per day times the number of sick days accumulated provided at least thirty (30) days have been accrued. The total amount of reimbursement shall not exceed $10,000. In case of death the estate will be paid the remaining balance.

b. Secretarial/Clerical Personnel

i. Upon retirement, any secretary with a minimum of 15 years of service in the district shall be eligible for reimbursement of all unused cumulative sick leave. Reimbursement shall be made on the basis of the number of sick days to which the secretary is entitled at the time of retirement at a rate of $75 per day. The total amount of reimbursement shall not exceed $7,500. In case of death the estate will be paid the remaining balance.

ii. Upon retirement, any secretary with a minimum of 15 years of service in the district shall be eligible to continue any or all insurance coverage currently in existence at the time of retirement if she/he so desires and any future extended benefits offered, with the agreement of each carrier, in either case. Premiums for said coverage shall be the responsibility of the secretary. The secretary may elect to use any financial benefits due him/her under Paragraph C for premium payment if employee elects to do so. When these funds are exhausted the secretary shall be responsible for reimbursing the Board for said premiums on a schedule agreed to between the Board and the secretary.

c. Paraprofessionals

i. Beginning in the second full year after effective date of this agreement, upon retirement (not vesting), any paraprofessional with a minimum of fifteen (15) years of service in the District shall be eligible for reimbursement of unused accumulated sick leave. Reimbursement shall be made on the basis of the number of sick days to which the employee is entitled at the time of retirement at the rate of $40.00 per day times sick days accumulated provided at least 30 days have been accrued. The total amount of reimbursement shall not exceed $4,000.00. In case of death the estate will be paid the remaining balance.

ii. Upon retirement, any paraprofessional with a minimum of 15 years of service in the District shall be eligible to continue any or all insurance coverage currently in existence at the time of retirement if employee so desires and any future extended benefits offered, with the agreement of each carrier, in either case. Premiums for said coverage shall be the responsibility of the paraprofessional. The paraprofessional may elect to use any financial benefits due him/her under Paragraph C for premium payment if employee elects to do so. When these funds are exhausted the paraprofessional shall be responsible for reimbursing the Board for said premiums on a schedule agreed to between the Board and the paraprofessional.

d. Custodial Personnel

i. Upon retirement (not vesting), any custodian with a minimum of fifteen (15) years of service in the District shall be eligible for reimbursement of unused accumulated sick leave. Reimbursement shall be made on the basis of the number of sick days to which the employee is entitled at the time of retirement at the rate of $75 per day. The total amount of reimbursement shall not exceed $7,500.00. In case of death the estate will be paid the remaining balance.

ii. Upon retirement, any custodian with a minimum of 15 years of service in the District shall be eligible to continue any or all insurance coverage currently in existence at the time of retirement if employee so desires and any future extended benefits offered, with the agreement of each carrier, in either case. Premiums for said coverage shall be the responsibility of the custodian. The custodian may elect to use any financial benefits due him/her under Paragraph C for premium payment if employee elects to do so. When these funds are exhausted the custodian shall be responsible for reimbursing the Board for said premiums on a schedule agreed to between the Board and the custodian.

e. All Employees

i. Effective after ratification of this agreement, employees shall notify the Board of their intent to retire on or before January 15 in order to receive accumulated sick leave payment in July after the end of the school year in which employee retires. Employees providing notice of retirement after January 15, shall have accumulated sick leave payment deferred one year to be paid by July 15 after the subsequent school year.

ARTICLE III
PAY

A. CERTIFICATED STAFF

1. SALARIES AND STIPENDS

a. All teachers shall be paid as per the Teacher's Salary Guide (Exhibit B).

b. Any teacher who is paid for one hundred and ten days (110) or more days in any school year shall be given full credit for one (1) year of service toward the next increment step of the following year.

c. Except in the case of an emergency or in the event that a substitute cannot be found, the regular teacher shall be compensated an additional $35 per class period which they are required to cover.

d. The Board will budget funds to be spent on major curriculum development. Major curriculum needs will be determined, and specifications for acceptability by the administration stated. The openings will be posted and assignments made. Teachers will be paid at the rate of $50 per hour for curriculum committee work when the work occurs outside the normal workday of the teacher. Curriculum committee work performed during release from teaching time shall be compensated at the rate of $25 per ½ day.

e. Teachers will be compensated at the rate of $50 per hour if employed for Extended School Year (ESY) teaching duties. Due to the duration of this assignment a doctor's note will be required for ANY absence during the term of these responsibilities. Dates for the ESY will be provided to the union and approved on a BOE agenda no later than February of each school year. Consideration for previous experience in ESY positions will be considered when placing someone in an ESY position.

f. Teachers will be compensated at the rate of $50 per hour if employed for homebound instruction.

g. Classroom teachers and school counselors shall not be responsible for development of 504 Plans/Programs except as part of the 504/I&RS Team. School counselors may be assigned case management of 504 Plans/Programs as part of their duties, including, but not limited to, coordination of meetings, parental follow-up and date compliance. School counselors will be exempt from duty assignments in order to complete case management responsibilities.

h. One School Level Curriculum Coordinator stipend position will be in place at each school and will be compensated at $2,500 annually only if a formal Curriculum Coordinator position is not in place.

i. One District Test Coordinator stipend position will be in place to be compensated at $3,000 annually and a Test Coordinator at each school will be compensated $1,500 annually only if a formal Curriculum Coordinator position is not in place.

j. Staff members shall, at administrative discretion, be assigned to afternoon bus duty. Such duty shall, provided there are administrators available, conclude at the end of the day, however, if no administrator is available then staff shall remain on duty and be compensated at a rate of thirty-five and no/100 dollars ($35.00) per hour, upon timesheet submission. Timesheets shall be billed in fifteen (15) minute increments and

shall not be submitted for reimbursement until at least one hour of accumulated time is reflected.

k. Harassment, Intimidation & Bullying (HIB) stipend positions will exist in both FMB ($500 annually) and LPS ($900 annually).

l. Attendance at Summer Workshops at Board of Education/Administration's request will be paid at $50.00/day.

2. DEDUCTIONS FROM SALARY

a. The Board agrees to deduct from the salary of any member of the AREA dues for the Andover Regional Education Association, the Sussex County Education Association, the New Jersey Education Association and the National Education Association as each employee individually and voluntarily authorizes the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. All money, so deducted, together with records of any corrections shall be transmitted to the treasurer of New Jersey Education Association by the 15th of each month following the monthly pay period in which deductions were made. Employee's authorizations for salary deductions shall be in writing on the authorized forms provided.

b. Each of the associations named above shall certify to the Board, in writing, the current rate of its membership dues. An association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

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

d. The notice of an employee's withdrawal from association membership shall be filed prior to December 1 to become effective January 1 next succeeding the date on which notice of withdrawal from the association membership is filed. Should an employee file notice of withdrawal from association membership after December 1, withdrawal from association membership shall become effective as of July 1 next succeeding the date on which notice of withdrawal is filed.

3. COMPENSATION TIMESHEETS

a. Any and all requests for extra compensation paid at an hourly or stipend rate must include a timesheet. Extra compensation is for work performed outside the contractual day, beyond said regular employment contract, this shall include but not be limited to; curriculum committee work, ESY duties, homebound instruction. Prior approval is required from the building principal or another administrator and must be approved at a board of education meeting on an agenda before payment will be issued.

b. Requests for any supplement compensation must be submitted no later than five (5) days following the end of the school year for all staff. Any request for payment submitted after June 20th of each year will not be paid since the year is closed and a new budget year has begun, with the exception of a position going beyond that day.

c. Time sheets shall be submitted and paid according to the posted schedule. Any requests for compensation must be made within the fiscal year earned.

4. EXTRACURRICULAR ASSIGNMENTS

a. All extracurricular positions will be declared open at the end of the school year. Reemployment in a position is not automatic and is dependent upon the recommendation of the administration and approval of the Board of Education.

b. In May of each year, the administration will notify all staff members with a position posting to apply in writing for any and all positions which they desire that are on Schedule B. This posting for all athletic and extracurricular positions will be made available in the main office of each building, in each of the buildings main faculty rooms on the bulletin boards and via the email posting on May 1st and June 1st of each year of this contract. These positions will not be posted beyond June 30th and will be recommended by administrations for approval by the Board of Education prior to the start of the school year in September. If a position has not been filled, it will not be reposted once the school year has started unless it is open due to a vacant position. If this is the case, then it will be posted once again in early September and approved at the regular board of education meeting in October.

c. N.J.S.A. 34:13A-23 clearly states that when a qualified employee does not volunteer for an extracurricular assignment/posting, the Board can and will initiate an out-of-district search to fill the position to continue the program.

d. All extracurricular and athletic schedule B assignments will run at the discretion of the Superintendent and will run based upon student participation.

e. All extracurricular assignments shall be performed before the start of the school day according to the school district schedule for the given year or after the school day according to the school district schedule for the given year. This schedule shall apply to all schedule B items, except as permitted in writing by the Superintendent.

f. A staff member's qualifications, previous performance, and requests for other contracts will be considered in filling each position. In the event the board determines, in their opinion, no applicants meet the qualifications, the board reserves the right to request and/or assign an employee to fill the position according to N.J.S.A. 34:13A-23.

g. All extracurricular and athletic schedule B assignments will have to provide the building principal or immediate supervisor with an attendance summary and activity logs. At least one week prior to the start of each program an attendance roster and schedule must be provided to determine if the program is going to run. Programs that have attendance of less than 10 students will be reviewed with the Superintendent to discuss whether or not the program will run.

5. LONGEVITY

a. When a full time teacher has completed 10 years in a pay status within the district, the stipend schedule will be:

YEARS IN PAY STATUS IN DISTRICT
July 1, 2026 - June 30, 2029

11-15	16-20	21-25	26-30	31+
$900	$1,700	$2,400	$3,100	$3,800

b. Any teacher, who reaches the eligibility threshold during a school year, will begin receiving longevity pay at the start of the next school year.

B. SECRETARIAL/CLERICAL PERSONNEL

1. SALARIES

a. All secretarial staff shall be paid as per the Secretarial Salary Guide (Exhibit F).

b. A secretarial staff member must work more than one half of a contractual year to earn one year's credit on the salary guide for the following year.

2. LONGEVITY

a. Secretarial longevity shall be as per the following table. Longevity amounts are not cumulative.

YEARS IN PAY STATUS IN DISTRICT:

11-15	16-20	21-25	26+
$600	$1,200	$1,900	$2,600

C. PARAPROFESSIONALS

1. SALARIES

a. Effective July 1, 2020, and retroactive to that date, compensation for paraprofessionals shall be on an hourly basis. The conversion from a salary to an hourly rate is reflected in the attached compensation schedule, (Exhibit E) which includes the Year 1 increase. For payroll purposes, paraprofessionals shall be paid in twenty equal installments, based on the hourly rate times the number of hours they are contracted to work in that year. Deviations from the contracted scheduled hours shall be addressed, as necessary.

b. Adjustment to Salary Schedule - Any paraprofessional employed prior to February 1 for a minimum of five months of service of any school year shall be given full credit for one (1) year of service toward the next increment step for the following year.

2. LONGEVITY

a. Paraprofessional longevity shall be as per the following table. Longevity amounts are not cumulative.

YEARS IN PAY STATUS IN DISTRICT:

11-15	16-20	21-25	26+
$250	$500	$800	$1,250

D. CUSTODIAL PERSONNEL

1. SALARIES

a. All custodians currently employed in the district shall receive as per the Custodial Personnel Salary Guide (Exhibit G).

b. A schedule of wages shall be adopted annually by the Board of Education.

c. To earn one year's credit on the salary guide, more than half a contractual year must be served in the position.

2. LONGEVITY

a. Custodian longevity shall be as per the following table. Longevity amounts are not cumulative.

Years in Pay Status in District:

11-15	16-20	21-25	26+
$600	$1,200	$1,900	$2,600

E. ALL EMPLOYEES

1. SCHEDULE OF PAYMENTS

a. Employees employed on a ten-month basis shall be paid in 20 semi-monthly installments on the 15th and last day of the month. If the scheduled payday falls on a holiday or weekend, payment will be issued on the day prior to the scheduled pay date Any requests for changes in the employees' credit or degree status that will result in movement on the Salary Guide shall be presented to the Superintendent/CSA's office, preferably by the end of June, but not later than August 15th. All such requests shall be submitted in writing. The Superintendent/CSA or employee's secretary shall acknowledge such request in writing.

b. A day's salary or the per diem rate for employees in this district shall be defined as 1/200 of the annual contractual salary.

c. Each school year, employees may individually elect to have a dollar amount withheld from their monthly pay and forwarded by the Board Secretary to a bank or credit union of the employee's choice provided the bank or credit union offers direct deposit services for deposit in their personal savings or checking account. Responsibility for opening the account and forwarding the forms directly rests with the employee. Authorization for the Board Secretary to withhold money for the school year must be completed by the individual employee on a form prescribed by the Board and said form must be submitted to the Business Administrator/Board Secretary by August 15th, annually. Any transactions regarding withdrawals from the employee's accounts shall be the responsibility of the employee and the savings institution.

d. Employees shall be responsible for giving the Board at least thirty (30) days advanced notice of change in banks. In the event insufficient notice is given and the Board has its account charged with check-deposit-return fees, the employer shall make arrangements

with employee to reimburse the Board as soon as possible. Direct deposit of the employee's pay into the employee's account will be done through the Board's designated financial institution.

e. Members may individually elect to have a percentage of their post-tax monthly salary deducted from their pay towards a summer payment plan, up to 10% per month. these deductions shall be deposited with Visions Credit Union, Morristown, New Jersey, or another banking facility so designated by the Board. These funds will be paid to the staff member on or about July 15th. The Board shall provide an authorization form to be completed by each participating employee. Once the percentage has been chosen by the employee, the election will remain valid for the duration of the school year.

F. SALARY GUIDES

Salary Guides are attached as Exhibits B through E.

ARTICLE IV
HEALTH BENEFITS

A. INSURANCE

1. Certificated Personnel

a. In addition to the base salary, all teachers will be eligible for medical insurance coverage. Currently, employed teachers will be entitled to full coverage for eligible teachers and their family members or dependents. It will be the responsibility of the teacher to determine the type of coverage necessary for their protection and to notify the Board of any desired change in coverage from the previous year by October 31st annually. Changes will be accepted after that date only if there is a change in the teacher's marital or family status. If allowable by the insurance carrier, newly hired teachers will be entitled to single coverage until attaining tenure, at which time they will be eligible to receive full family coverage. During the interim period, they will be able to purchase additional coverage if desired at the group rate. Once teachers have received family coverage, they will continue to be entitled to such. Should they elect to opt-out of this coverage, 25% of the premiums paid by the Board or $5,000.00, whichever is less, will be added to the paycheck, pro-rated via regular pay period. Teachers who opt-out are eligible to re-enter the program upon written proof of a change in the teacher's marital or family status as defined in the plan.

b. All eligible employees will contribute the percentage of their premium based upon their salary as detailed in Exhibit A. The percentage is determined based upon the employee's salary and the type of insurance obtained (single, family, or parent/child, or employee/spouse).

c. The Board will provide a dental health program for all eligible teachers and their family or dependents with a benefit level of $1,000 for the duration of this contract. Eligible teachers opting to not receive this benefit will have $700 per year added to their paycheck. Teachers who continue to accept dental health program will contribute $10.00 per pay period, tax-free via Section 125 program. The Board agrees to allow employees to choose a higher annual cap for the employee and dependents (such as, for purposes of ILLUSTRATIVE EXAMPLE ONLY: $1250 or $1500, etc., the amounts

could be different or more) provided that the employee pays the additional cost of coverage of the higher annual cap. The Board may also offer a choice of additional dental plan options with coverage levels and costs that exceed the levels listed in this Agreement. The Board's liability for dental coverage shall be capped at the above coverage levels and rates. Members may buy up to higher cost plans and pay the difference if there is an increase in premium.

d. The Board shall provide a prepaid prescription plan for all eligible teachers and their families or dependents. Co-pay amounts will be at the level established by the State Health Benefits Plan.

e. The Board may change insurance carriers provided the A.R.E.A. is given the opportunity to examine the proposed policy and the Board documents that the replacement is equal to or better than the existing level of benefits currently enjoyed by its employees.

f. The threshold eligibility for insurance coverage is 30 hours per week.

g. All employees receiving or eligible to receive health insurance benefits shall receive health insurance coverage from NJ Direct 15 or an equivalent plan.

h. All eligible employees shall be given the option to go from the NJ Direct 15 plan or the equivalent to NJ Direct 25 (or the equivalent) or NJ Direct 30 (or the equivalent). The savings from the lesser plan will be shared equally (50/50) amongst the Board and the teacher taking the lesser plan as an end of the year non-taxable reimbursement.

i. The Board and Association shall establish and maintain a sick bank in accordance with terms of the sick bank program — Appendix A.

2. Secretarial Personnel

a. In addition to the base salary, secretaries will be eligible for Board provided medical insurance coverage. Currently employed secretaries will be entitled to full coverage for secretaries and their family members or dependents. It will be the responsibility of the secretary to determine the type of coverage necessary for their protection and to notify the Board of any desired change in coverage from the previous year by October 30th. Changes will be accepted after that date only if there is a change in the secretaries' marital or family status. If allowable by the insurance carrier, newly hired secretaries will be entitled to single coverage for three (3) years, at which time they will be eligible to receive full family coverage. During the interim period they will be able to purchase additional coverage if desired at the group rate. Once secretaries have received family coverage they will continue to be entitled to such. Should the secretaries elect to opt-out of this coverage, 25% of the premiums paid by the Board or $5,000, whichever is less, will be added to the secretaries' salary, pro-rated via regular period. Secretaries who opt-out are eligible to re-enter the program upon written proof of a change in the secretary's marital or family status as defined in the plan.

b. The Board shall provide a prepaid dental health program for all secretaries and their family or dependents with a benefit of $1,000 for the duration of this contract. Secretaries opting to not receive this benefit will have $700 per year added to their salary. Secretaries who continue to accept the dental health program will contribute $8.33 per pay period, tax free via Section 125 program. The Board agrees to allow employees to choose a higher annual cap for the employee and dependents (such as, for purposes of ILLUSTRATIVE EXAMPLE ONLY: $1250 or $1500, etc., the amounts

could be different or more) provided that the employee pays the additional cost of coverage of the higher annual cap. The Board may also offer a choice of additional dental plan options with coverage levels and costs that exceed the levels listed in this Agreement. The Board's liability for dental coverage shall be capped at the above coverage levels and rates. Members may buy up to higher cost plans and pay the difference if there is an increase in premium.

c. The Board shall provide a prepaid prescription plan for all secretaries and their family or dependents. Co-pay amounts will be at the level established by the State Health Benefits Plan.

d. The Board shall be responsible during the life of this contract for all premium increases in insurance coverage as described above.

e. The Board may change insurance carriers provided the A.R.E.A. is given the opportunity to examine the proposed policy and the replacement is equal to, or better than, the existing level of benefits employees currently enjoy.

f. Secretaries who retire from the school district will be permitted to purchase the insurance benefits provided in Section A above to the extent allowed by the carrier. The secretary shall pay the premium cost prior to the premium due date.

g. The threshold eligibility for insurance coverage will be 30 hours per week.

h. All employees receiving or eligible to receive health insurance benefits, shall utilize NJ Direct 15.

i. All eligible employees will contribute the percentage of their premium based upon their salary as detailed in Exhibit A. The percentage is determined based upon the employee's salary and the type of insurance obtained (single, family, or parent/child, or employee/spouse).

j. The Board and Association shall establish and maintain a sick bank in accordance with terms of the sick bank program — Appendix A.

3. Paraprofessional Personnel

a. No medical, prescription, or dental is available for the paraprofessional personnel covered by this agreement.

b. The Board and Association shall establish and maintain a sick bank in accordance with terms of the sick bank program — Appendix A.

4. Custodial Personnel

a. In addition to the base salary, all custodians will be eligible for Board provided medical insurance coverage. Currently employed custodians will be entitled to full coverage for custodians and their family members or dependents. It will be the responsibility of the custodian to determine the type of coverage necessary for their protection and to notify the Board of any desired change in coverage from the previous year by October 30th. Changes will be accepted after that date only if there is a change in the custodian's marital or family status. If allowable by the insurance carrier, newly hired custodians will be entitled to single coverage for three (3) years, at which time they will be eligible to receive full family coverage. During the interim period, they will be able to purchase additional coverage if desired at the group rate. Once custodians have received family

coverage, they will continue to be entitled to such. Should they elect to opt out of this coverage, 25% of the premiums paid by the Board or $5,000 whichever is less will be added to the custodian's salary, pro-rated via regular pay period. Custodians who opt out are eligible to re-enter the program upon written proof of a change in the custodian's marital or family status as defined in the plan.

b. All eligible custodians will contribute the percentage of their premium based upon their salary as detailed in Exhibit A. The percentage is determined based upon the employee's salary and the type of insurance obtained (single, family, or parent/child, or employee/spouse).

c. The Board will provide a dental health program for all custodians and their family or dependents with a benefit level of $1,000 for the duration of this contract.

d. Custodians opting to not receive this benefit will have $700 added to their salary. Custodians will pay $8.33 pre-tax per pay period to maintain coverage. The Board agrees to allow employees to choose a higher annual cap for the employee and dependents (such as, for purposes of ILLUSTRATIVE EXAMPLE ONLY: $1250 or $1500, etc., the amounts could be different or more) provided that the employee pays the additional cost of coverage of the higher annual cap. The Board may also offer a choice of additional dental plan options with coverage levels and costs that exceed the levels listed in this Agreement. The Board's liability for dental coverage shall be capped at the above coverage levels and rates. Members may buy up to higher cost plans and pay the difference if there is an increase in premium.

e. The Board shall provide a prepaid prescription plan for all custodians and their family or dependents. Co-pay amounts will be at the level established by the State Health Benefits Plan.

f. The Board may change insurance carriers provided the A.R.E.A. is given the opportunity to examine the proposed policy and the replacement is equal to or better than, the existing level of benefits employees currently enjoy.

g. The threshold eligibility for insurance coverage is 30 hours per week.

h. The Board and Association shall establish and maintain a sick bank in accordance with terms of the sick bank program — Appendix A.

ARTICLE V
DUTIES, ASSIGNMENTS, WORKDAY & WORK YEAR

A. CERTIFICATED EMPLOYEES

1. WORKDAY

a. A teacher shall indicate employee's presence at the beginning and end of the workday by signing in at the start of the day and signing out at the end of the day in the main office.

b. Teacher lunch: All teachers shall have a duty-free lunch equal to the length of students' lunch plus recess periods, except when assigned to a lunch or recess coverage as allowed by the Agreement.

c. Teachers without homeroom in both schools will be used from the start of day to the start of homeroom. Teachers without homeroom will be used for end of day duty. The school nurse and the AREA President shall not be assigned to homeroom duty or lunch duty.

d. Prep Time. Full time classroom teachers will have a minimum of 240 minutes of non-contact time per week. This time is considered prep time and is guaranteed to be duty free and non-student contact time. This prep time shall be used for educational purposes such as to prepare instructional lessons, contact parents and grade papers, post-observation conferences as well as any other teacher directed activity other than duty or lunch or recess coverage. Any time in excess of the 240 minutes may be utilized by administration as needed except as limited herein. There will be a minimum of 40 consecutive minutes of prep time available each day to each full-time classroom teacher.

e. During delayed openings, early dismissals and half days, the non-contact duty free time, prep time and lunch time will be prorated to fit the shortened school day schedule, provided that the employee's day starts and ends with the student day.

f. Teachers will, on a rotating basis, provide two lunch or recess coverages per week, which shall occur during 1/2 of their scheduled lunch period on the days assigned for the coverage by the Administration. No additional compensation shall be paid for these two coverages per week, and no additional lunch or recess duties may be assigned except as provided herein. The guidance counselors and child study team members shall be included in this pool of people.

g. The Board will post annually the position of lunch/recess monitor with an annual stipend of $2,400.00 per year based on the employee performing lunch/recess duty three additional days per week during 1/2 of the employee's lunch period. In the event of an insufficient number of employees volunteering for these additional three days, teachers may volunteer to provide an additional one day or two days and the stipend shall be prorated accordingly ($800.00 per year for each additional day).

   In the event of an absence of a teacher assigned to a lunch/recess coverage or an insufficient number of teachers volunteering for these additional coverages, teachers may be involuntarily assigned on a rotating basis to provide a third coverage and will be compensated $18.00 per coverage.

h. The workday will be seven (7) consecutive hours as established by the Board. In addition to the 7-hour student day, employees will arrive at their assignment five (5) minutes prior to the start of the student day. The total staff day including arrival time will be seven (7) hours and five (5) minutes.

i. Part-time teachers shall have their weekly student non-contact time and collaborative periods pro-rated based on their part-time percentage worked.

j. Teachers required to travel between schools to conduct classes shall be allowed ten (10) minutes for each trip between schools.

k. If the administration foresees a need, a posting may be made to offer a full-time teacher an additional teaching period every day. The stipend for this duty would be one-eighth ($1/8^{th}$) of the teacher's salary per year pro-rated based upon the start date. In the event that a teacher is selected to fill that duty, the teacher would have forty minutes of non-contact time per week. If an additional teaching block is needed every day, the stipend for this would be one-fourth (1/4th) of the teacher's salary per year pro-rated based upon

the start date. In this event that a teacher is selected to fill that, the teacher would forgo non-contact time.

l. If the administration foresees a need, a posting may be made to offer a full-time teacher an additional teaching period per week. The stipend for this annual duty would be one-fortieth (1/40th) of the teacher's salary per year pro-rated based upon the actual start date. In the event that a teacher is selected to fill that duty, the teacher would have two hundred minutes of non-contact time per week.

2. NON-TEACHING ASSIGNMENTS

a. Teachers shall participate in six (6) of the following evening activities as determined by their principal:

i. 1 Open House/Back to School Night (Mandatory)

ii. Four (4) parent/teacher conferences (Fall: 2 from 2-5:30; 1 from 5-8:30; spring: 1 from 2-5:30) (Mandatory)

iii. Concert, recital or graduation.

The foregoing does not apply to band and choral teachers.

b. A maximum of fifteen (15) after school meetings may be scheduled at the discretion of the principal, no more than two (2) per month. After school meetings shall total no more than 1.75 hours per month. One (1) meeting per month will be up to one hour long. Up to one (1) additional meeting per month will be up to 45 minutes long. Except in an emergency, five (5) working days' notice shall be provided for all meetings. Coordination between both buildings is preferred when possible.

c. The Administration shall consult the AREA President in the placement of professional development dates throughout the school year.

3. VACANCIES AND ASSIGNMENTS

a. Notification of assignment:

i. The Board will issue in writing by June 15th of each year a tentative subject, grade, and room assignment for the following year to each individual teacher. Subjects and/or grade assignments will not be changed after August 1st except in emergency situations.

b. Notification of vacancies:

i. The administration will post notices of all positions and vacancies that are promotional, lateral or carry a stipend. Any teacher who is properly certificated for a vacancy may make application for this position and employee's application will be given due consideration by the Board.

ii. At each school building an area will be designated for posting of Official Notices. All positions providing a stipend whether funded by the Board of Education or others will be posted in this area in each school for 5 days. Other "Official" documents will also be posted in these designated areas.

4. WORK YEAR

a. The work year shall be 184 school days for each school year during the life of this contract. The Board shall consult with the AREA President prior to final approval of the school calendar.

b. Effective July 1, 2021, the first two school days shall be professional development days to be used as determined by the administration. On the second professional development day, classroom teachers shall be given a minimum of two hours to prepare and organize their classrooms for the school year. The Association and Administration shall jointly determine the professional development programs presented by the parties.

B. NON- CERTIFICATED EMPLOYEES

1. Secretarial/Clerical Personnel

a. Work Year and Work Day:

i. All secretaries shall be 12 months.

ii. The work year shall be from July 1 - June 30 and shall include the following:

iii. Regular working hours shall be 8:00 a.m. - 4:00 p.m. with a one-hour duty-free lunch period; time may be adjusted duty free with the approval of the immediate supervisor.

iv. Summer hours shall be July 1 through August 31, 7:30 a.m. to 3:30 p.m. with a one-hour duty-free lunch or 8:00 a.m. to 3:30 p.m. with a half-hour duty free lunch, Monday through Friday.

v. All 12-month secretaries shall receive Thirteen (13) paid holidays per year. A thirteen paid holiday schedule shall be determined annually by the Superintendent and the Andover Regional Board of Education no later than the Board of Education's reorganization meeting. The final approved holiday schedule shall be posted throughout the district.

vi. Secretaries shall work during each of the three (3) recess periods (Christmas, winter and spring). Should the secretaries desire to take the same recess period off as the teachers and students, secretaries shall utilize vacation days during said recess period.

vii. Secretaries shall receive twenty (20) vacation days each July 1st. If a secretary's hire date occurs any time after July 1, vacation days shall be granted on a pro-rated basis.

viii. Effect of termination of secretary for whatever reason:

a. If the secretary works 100 regularly scheduled workdays or more in the school year, no proration of vacation if secretary leaves mid-year.

b. If secretary works less than 100 regularly scheduled workdays in the school year, vacation will be pro-rated when the secretary leaves employment mid-year.

ix. Secretaries shall be permitted to carryover seven (7) vacation days that must be utilized by August 31st of the following school year with a maximum use of ten

(10) to be used at any one time during the summer months from July 1st through August 31st.

x. Office Environment: Due to increased duties, such as building security responsibilities, a 10-month part time secretary or office paraprofessional should be employed for at least two (2) hours daily in each main office. Having more than one person in the main office allows the secretary to meet with the building principal in employee's office, cover lunch, and improves the office's ability to address parent, student and staff demands.

b. Voluntary Transfers and Reassignments:

i. Notification of vacancies. - The Superintendent/CSA shall post vacancies as they occur.

2. Custodial Personnel

a. WORK YEAR AND WORK DAY:

i. Regular School Year

a. The work schedule for each custodian will be eight (8) hours per day, five (5) days per week, Monday through Friday. The eight hours shall be inclusive of a half hour paid lunch period.

b. Day shift is defined as 7 a.m. to 3:00 p.m.

c. Alternate Day shift is defined as 11 a.m. to 7:00 p.m.

d. Evening shift is defined as follows for both schools: from 2:30 p.m. to 10:30 p.m.

e. Except in emergency situations, as determined by the superintendent, employees shall be given two weeks' notice of any change in shift or days off. Any change in shift or days off with less than two weeks' notice will result in the employee being paid time and one half for the first three days of the change in hours or days off. Shift changes in emergency situations are covered in the paragraph captioned "Emergencies" below.

ii. Saturday Work Schedule

a. Each building that is open on the weekend will require coverage by a custodian. The coverage will be provided on a rotating basis from a list of custodians that sign up for a Saturday shift. Should no custodian sign up, a custodian will be assigned a Saturday shift based on a rotating schedule, during the regular school year.

b. Saturday's hours will be determined by the Director of Buildings & Grounds and will be paid in accordance with the overtime provisions below.

c. Holiday/vacation Saturdays will not be assigned.

iii. Summer Schedule

a. Summer hours will be Monday through Friday 7:00 a.m. - 3:00 p.m. Summer hours will start on July 1 and end on August 31 with the exception of the last two (2) weeks of summer. The last two (2) weeks of summer the shifts will revert to the regular day shift and the 11:00 a.m. to 7:00 p.m. shift for those last two (2) specific weeks in August.

iv. Overtime and Non-Scheduled Hours

a. All custodial employees shall be paid one and a half times their regular hourly rate for any hours worked above forty (40) hours per week.

Work performed by full-time custodians on a Saturday shall be paid at one and a half times their regular hourly rate for any hours above 40 per week. Part-time custodians will receive one and one half times their regularly hourly rate for Saturday work over forty (40) that week.

All custodial work performed on a Sunday or a scheduled holiday shall be paid at two (2) times the regular hourly rate of pay.

b. All requests for the possibility of working overtime shall, except in emergencies, receive prior approval of the building principal and Superintendent/CSA. Custodians will be offered the first right of refusal for posted events.

c. In the event a custodian is called in during employee's non-scheduled time, said custodian shall be compensated a minimum of two (2) hours pay for the first 2 hours work or any portion thereof.

d. Emergencies – When a custodian is called into work during emergencies such as snow, flood or other disasters as declared by the Superintendent, outside the normally scheduled hours, such custodian will be paid for a full 8-hour shift for the day, even if such worker is sent home before completing 8 hours of work. Supervisors will advise custodians if they can leave. For avoidance of doubt — employees can be required to work for 8 hours. When there is an unscheduled delayed opening or when there is an unscheduled early dismissal, custodians will report at their normal time unless directed otherwise by the Superintendent or his designated representative. In the event of any other emergency declared by the superintendent, custodians shall report for duty as directed.

e. In the event a supervisor will not also be present at the work site on days when custodians are called in to work for emergency snow removal, two (2) custodians will be called in for such work.

b. Vacation and Holidays

i. Vacations:

a. Custodian school year and vacation year runs from July 1 to June 30.

b. For mid-year hires, twelve month, full-time custodians shall accrue vacation days in proportion to the number of months worked in the year ending June 30th (which is 0.83 days per month worked).

Starting on July 1st, the employee shall accrue additional vacation days in order with the following schedule:

After 1-4 years	10 days
After 5-9 years	15 days
After 10-19 years	20 days
After 20 years +	25 days

Effect of termination of custodian for whatever reason:

1. If the custodian works 100 regularly scheduled workdays or more in the school year, no proration of vacation if custodian leaves mid-year.
2. If custodian works less than 100 regularly scheduled workdays in the school year, vacation will be pro-rated, in accordance with the formula above based on the number of months worked.

c. Hours/days of vacation shall be calculated based on the applicable work schedule (regular or summer). Regular school year vacation days shall be charged as one (1) day for each day used.

d. Vacation requests submitted for periods when school is closed will be approved based upon scheduled workload/projects to be completed during those periods. A maximum of three (3) weeks may be requested during the summer recess. A maximum of two (2) consecutive weeks may be taken at any one time. No vacations may be taken the two (2) weeks immediately preceding the opening of school or the last week prior to the closing of school, except with permission of the superintendent.

e. Each building requires a minimum of one custodian per shift. Custodians may request vacation days based on seniority up to 60 days before Christmas, spring and summer breaks. Requests coming in less than 60 days is on a first come first served basis.

ii. Holidays

a. Custodians shall receive thirteen (13) paid holidays each year for the period 2026-2029 to be determined annually by the Superintendent and the Andover Regional Board of Education. One additional floating holiday will be allowed during Christmas break or Easter/Spring break. It will be taken based upon seniority and only one person per day per building will be allowed based upon prior approval of the Superintendent.

b. During the term of this agreement, floating holidays may be utilized at any time after the date earned upon approval of the Superintendent. All vacation days must be used by June 30 of the contract year except for five (5) which may be carried over to the following contract year.

c. Voluntary Transfers and Reassignments

i. Notification of Vacancies:

a. The Superintendent/CSA shall post vacancies as they occur.

3. PARAPROFESSIONALS

a. WORK YEAR

i. Full-Time Paraprofessionals

a. The work year for full-time paraprofessionals shall be from September 1 —June 30, representing 184 days similar to the A.R.E.A. Teachers' Agreement and shall include the following:

1. Regular working hours shall be 8:30 a.m. – 3:30 p.m., which includes one duty-free lunch period as defined by the school schedule, similar in time to a student lunch period.
2. The work year is to include all in-service days similar to the A.R.E.A Teachers' Agreement. Each paraprofessional will be expected to work their scheduled amount of hours as per their contract for all in-service days and if they wish to stay for the full in-service to gain the experience and knowledge it would be welcomed, however with no additional compensation.

ii. Part-Time Paraprofessionals

a. The work year for part-time paraprofessionals shall be from September 1 - June 30, representing 184 days similar to the A.R.E.A. Teachers' Agreement and part-time paraprofessionals' work week shall not equal or exceed thirty (30) hours per week include:

1. Working hours determined by the school building administrator including reporting time, length of day and departure time.
2. Part-time paraprofessionals shall be defined as any employee working less than 30 hours per week.
3. The work year is to include all in-service days similar to the A.R.E.A Teachers' Agreement. Each paraprofessional will be expected to work their scheduled amount of hours as per their contract for all in-service days and if they wish to stay for the full in-service to gain the knowledge and professional growth, it would be welcomed, however there will not be additional compensation for such time spent.
4. Paraprofessionals working less than five hours per day shall have a 15 minute paid break. Paraprofessionals working five or more hours per day shall have a 30 minute paid break.
5. To be eligible for employee benefits, an employee must work full-time, therefore, all part-time paraprofessionals are not eligible for any type of benefits.
6. During in-service days, paraprofessionals will work their normally scheduled hours, except for the first two in-service days, which will match the teacher in-service day. Extra compensation will be given to those that are required to work longer than normal hours based on their hourly rate, except for those first two in-service days, which are to be included in this

contract for no additional pay. Requests in writing ahead of time if a paraprofessional is being asked to work beyond their normal workday.

b. All paraprofessional staff shall attend back to school night with an additional stipend of $20 each.

c. Kindergarten paraprofessionals will attend kindergarten orientation with an additional $20 stipend each, only if it is held outside their contracted time.

d. On conference days, paraprofessionals will be given meaningful assignments.

e. Seniority will be considered when there is a need to reduce a paraprofessional.

f. To the extent possible, paraprofessionals will receive their hours for the upcoming school year five (5) days prior to the first reporting day for staff.

b. VOLUNTARY TRANSFERS AND REASSIGNMENTS

i. Notification of vacancies.

a. Central Office shall post vacancies as they occur. Paraprofessionals covered under this agreement shall have the right to apply for and transfer into other paraprofessional positions when positions and/or postings are made available. Transfers shall be done on a qualification and/or "best fit" scenario at the discretion of the Superintendent.

ARTICLE VI
ASSOCIATION/EMPLOYEE RIGHTS

A. Pursuant to Chapter 13, Public Laws 1975, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the A.R.E.A. and its affiliates or refrain from doing so for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. The Board shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of employee's membership in the A.R.E.A. and its affiliates, employee's participation in any activities of the A.R.E.A. or its affiliates, collective negotiations with the Board, or employee's institution of any grievance, under this Agreement or otherwise with respect to any term or conditions of employment.

B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees here shall be deemed to be in addition to those provided elsewhere.

C. The rights and privileges of the A.R.E.A. Certified and Non-certified Personnel listed in the recognition clause and its representative(s) as set forth in this Agreement shall be granted only to the A.R.E.A. as the exclusive representative of the A.R.E.A., and to no other organization(s) representing any portion of the unit or potential member of the unit.

D. The A.R.E.A. and its representatives may have the right to use the school buildings at all reasonable hours for meetings outside of the workday, providing the facilities are available upon request. The room and time shall be arranged through the Superintendent's office.

E. The A.R.E.A. may have the right to use the school office equipment before the hour of 8:30 a.m. and after 3:30 p.m., providing those hours are outside the employees scheduled workday on days that the school is in session. All materials used in the operation of office equipment shall be supplied at the expense of the A.R.E.A.

F. No A.R.E.A. business of any kind shall be conducted when certificated staff covered by this contract are supposed to be performing regular school duties. All A.R.E.A. non-certificated members, with the permission of the building principal or immediate supervisor shall be allowed to attend Association meetings. Non-certificated employees may end their day fifteen minutes early or twenty-five minutes earlier if needed to allow travel time between buildings on meeting dates. Custodial staff may be allowed to attend association meetings and may be given 20 minutes (ten minutes each way) for travel time between buildings if the meeting is held in the middle of custodian's shift.

G. Any lost time due to early release or mid-shift dismissal to attend Association meetings may be made up if needed to complete daily work assignments or by the use of break time or lunchtime.

H. No employee shall be disciplined without just cause.

I. All employees will be provided with a job description.

J. The A.R.E.A president shall be relieved from duties and non-teaching assignments during employee's term of office except Back-to-School night and parent/teacher conferences.

K. Association Access to Employees

1. The Association has the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the school district's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreement counters, other matters related to the duties of the AREA, and internal matters involving the governance or business of the AREA.
2. Newly hired employees: Association has the right to meet with newly hired employees, without charge to the pay or leave time of the employees, for a minimum of 30 minutes, within 30 calendar days from the date of hire, during new employee orientations, or if the employer does not conduct new employee orientations, at individual or group meetings.
3. List of employee information: The Board shall provide the AREA with the following contact information in an Excel file format: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the Board, date of hire, and work email address and any personal email address on file with the Board. The list shall be provided by January 1, May 1 and September 1 each year. The same information for new hires shall be provided within 10 calendar days from the date of hire.

4. E-mail: the AREA shall have the right to use the email systems of the Board to communicate with AREA members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal AREA matters involving the governance or business of the AREA. Use of District e-mail systems is subject to the District's Acceptable Use Policy and neither the employees nor the Association have any expectation of privacy with respect to its use.

L. Membership Withdrawal:

1. An employee may revoke membership authorization by providing written notice to the Board Secretary during the ten (10) days following each anniversary date. Within five (5) days of receipt of notice from employee, the Board shall provide notice to the AREA. An employee's notice of revocation of authorization for the payroll deduction of AREA fees shall be effective on the 30th day after the anniversary date of employment. AREA Acknowledges that it plays no role in a member's decision to revoke membership.

M. Definition:

1. The parties agree that the "anniversary date" and "date of hire" shall be defined as the first day an employee reports to work in the district. This shall include any new employee orientation day(s) required by the Board.

ARTICLE VII
MISCELLANEOUS

A. CERTIFICATED AND NON-CERTIFICATED EMPLOYEES

1. TAX SHELTERED ANNUITIES

a. The Board will provide payroll deduction for tax sheltered annuities.

b. The A.R.E.A. will have input as to the number and selection of companies with a maximum of three (3) which will be approved annually by the Andover Regional Board of Education.

B. CERTIFICATED EMPLOYEES

1. Section 125 Plans - The Board will provide for a Section 125 program to provide for any teachers' contributions to any current or future benefits to be pre-tax, as per state and federal law.

2. Mileage - Teachers shall be reimbursed at the rate established by the State of New Jersey, Office of Management and Budget, Notwithstanding the provisions of P.L. 1943, C.188 (C.52:14-17.1 et seq.), establishes the rate of reimbursement for mileage allowed for employees traveling by personal automobile on official business for school-related duties.

3. Student Grades - The teacher shall have the responsibility to determine grades and other evaluations of students within the grading policies of the Andover Regional School District

based upon employee's professional judgment of available criteria pertinent to any given subject area or activity for which employee is responsible. No grade or evaluation shall be changed without the knowledge of the teacher. Notification of grade or evaluation changes must be made in writing to the teacher.

4. Policies Relating to Teachers - Any teacher related policies will be made readily available on the district website under a specific area for teachers to access easily.

5. Involuntary Transfer and Classroom Relocation —

   a. Teachers involuntarily transferred within the school year will be given two weeks advanced notice, unless there are extenuating circumstances. Teachers involuntarily or voluntarily transferred with less than two weeks' notice shall be given two professional days to prepare.

   b. If teacher is required to relocate within the school year teacher shall be given release time proportionate to the scope of the task to relocate, as determined by the employee and their supervisor.

   c. In the event that any teacher is involuntarily or voluntarily transferred outside of the school year, the teacher may choose to come in prior to the start of the school year and shall be eligible to receive additional compensation to move or relocate their classroom at the rate of $25 per hour not to exceed $125 per day for two (2) days.

6. Certificated staff that travel between both schools as part of their assigned duties will receive an annual travel stipend calculated as (.8*number of days worked*current NJ OMB rate) in lieu of submitting timesheets. The stipend will be paid in the final paycheck and will be prorated for the length of the assignment based on work days.

C. NON-CERTIFICATED EMPLOYEES

1. The Board and the A.R.E.A. agree that there shall be no discrimination, and that all practices, procedures and policies of the school system shall clearly exemplify that there is no discrimination in the hiring, training, assignment promotion, transfer or discipline of employees or in the application or administration of this agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.

2. This Agreement constitutes Board policy for the term of said Agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.

3. Employees will be reimbursed at the rate established by the State of New Jersey, Office of Management and Budget, for the use of their own cars for school-related duties.

D. CUSTODIANS

1. Uniform Allowance - Board paid and purchased uniforms with the exception of shoes will be provided to all custodial staff. New uniforms will be issued on or about July 1st which will consist of five (5) new shirts, five (5) pants and one (1) hoodie for full-time employees, and three (3) shirts, three (3) pants and one (1) hoodie for part-time employees (exception to this rule is when a new custodian is hired, employee's uniforms would be issued after the 90 days' probation period is successfully completed). A winter outer garment and a rain suit will also be provided for each custodian. All rain gear and cold weather gear is to be worn solely on school district property and should be housed in the individual custodian's locker

during off-school hours. Rain and cold weather gear are to be maintained at all times on school district property and is not permitted to be used for personal and/or off-school purposes. Replacement of rain and winter gear will be at the discretion of the CSA.

2. All custodians will be provided with safety equipment to do parking duty, flashing wands and reflective gear. That is to remain on the school grounds for use at each building.
3. The Board agrees to provide an annual allowance for work shoes of up to $200.00 payable in one lump sum to each member to be utilized for the purchase of appropriate work shoes apparel. The above payment will be generated after July 1 of each school year with a receipt provided to the board offices.
4. Full-time custodians working night shift as part of their regular assignment will be paid a night differential of $750 per year.

E. PARAPROFESSIONALS

1. A sanitary location will be provided for changing diapers in both buildings that will allow both the child and the paraprofessional to be safe at all times. A station will be provided.
2. Paraprofessionals whose regular, ongoing responsibilities include toileting and/or diaper changing as student support services in accordance with a student's IEP will be eligible for a salary differential of $1.00 per hour. The salary differential will be paid for the actual amount of time that the employee's assignment requires such duties as part of his/her regular responsibilities. The determination of an individual's eligibility for the salary differential will be verified by the Superintendent and/or Director of Special Services.

ARTICLE VIII
PROCEDURES FOR NEGOTIATIONS

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with the Public Employee Relations Act in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employees' employment. Any agreement so negotiated and ratified by the Association and approved by the full majority of the Board shall apply to all employees, be reduced to writing, and be signed by the A.R.E.A. and the Board.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties. Both parties are defined as the A.R.E.A. and the Board.

C. A proposal shall be mutually exchanged at the first scheduled negotiation session or at another date as agreed upon by both parties in writing.

ARTICLE IX
GRIEVANCE PROCEDURE

A. DEFINITION

A grievance is a claim by an employee or the A.R.E.A. based upon the interpretation, application or violation of this Agreement, policies or administrative decisions affecting terms and conditions of employment.

B. PURPOSE

The purpose of this procedure is to secure and resolve differences concerning the interpretation of the parties' contractual rights, at the lowest possible level, both parties agree that these proceedings will be kept informal and confidential.

C. PROCEDURE

1. Time Limits — Parties must initiate this procedure within 30 calendar days after the alleged occurrence became known or should have become known to the grievant or the Association. The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual written agreement. Extensions to September are available if requested by either party or if the grievance is filed near to the end of the school year.
2. Level One — (Informal Discussion) Principal or immediate supervisor — An employee with a grievance shall first discuss it with employee's principal or immediate supervisor, either directly or through the A.R.E.A.'s designated representative with the objective of resolving the matter informally. The grievant will state the sections violated, date of occurrence and relief sought. If informal discussion does not resolve the grievance the grievance shall be reduced in writing on the Level One grievance form within five (5) school days and presented to the Principal or immediate supervisor.
3. Level Two — Superintendent/CSA —If the grievant is not satisfied with the disposition of the grievance at Level One or if no decision has been rendered within five (5) school days after the discussion at Level One or ten (10) school days after the grievance was presented, whichever is sooner, the grievance will be reduced to writing on the Level Two form and presented to the Superintendent/CSA of schools.
4. Level Three — Board of Education - If the grievant is not satisfied with the disposition of the grievance at Level Two or if no decision has been rendered within ten (10) school days after the discussion with the Superintendent/CSA the grievance will be reduced to writing on the Level Three form and presented to the Board within five (5) days after the decision.
    a. An informal hearing shall be scheduled before the Board or a Board committee where the Association may present its dissatisfaction with the Level I and Level II dispositions. The hearing shall be held within fifteen (15) school days from receipt of the Level Three form and may be held during a closed session at the next regularly scheduled Board meeting if occurring within the fifteen (15) school days. The Board shall provide a decision to the Association within five (5) days from the hearing date.
5. Level Four — Arbitration
    a. If the Association is not satisfied with the disposition of the grievance at Level Three, or if no decision has been rendered within twenty (20) school days after the grievance was delivered to the Board of Education, the Association may, within five (5) school days after the decision by the Board of Education or twenty (20) school days after request in writing that the A.R.E.A. submit its grievance to arbitration with the Public Employees Relations Commission (PERC).
    b. The parties agree to use PERC as the administering agency and shall be bound by the rules and procedures of PERC (Public Employment Relations Commission).

c. CERTIFICATED PERSONNEL - The arbitrator's decision shall be in writing and shall be submitted to the Board and the A.R.E.A. and shall be binding arbitration for grievances only on both parties.

d. NON-CERTIFICATED PERSONNEL - The arbitrator's decision shall be in writing and shall be submitted to the Board and the A.R.E.A. and shall be advisory on both parties.

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

D. RIGHTS OF EMPLOYEES TO REPRESENTATION

1. Employees and A.R.E.A. — Any aggrieved person may be represented at all stages of the grievance procedure by representative(s) selected or approved by the A.R.E.A.

E. MISCELLANEOUS

1.

a. Group Grievance — If, in the judgment of the A.R.E.A., a grievance affects a group or class of employees within one (1) school building, the A.R.E.A. may submit such grievance in writing to that building principal. The A.R.E.A. may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so. Group grievances will identify the class or category of employee affected.

b. Group Grievance — If, in the judgment of the A.R.E.A., a grievance affects a group or class of employees, the A.R.E.A. may submit such grievance in writing to the Superintendent/CSA directly and the processing of such grievance shall be commenced at Level 2. The A.R.E.A. may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so. Group grievances will identify the class or category of employees affected.

2. Written Decisions — Decisions rendered at Level 1 which are unsatisfactory to the aggrieved person and all decisions rendered at Levels 2 and 3 of the grievance procedures shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to the A.R.E.A. Decisions rendered at Level 4 shall be in accordance with the procedures set forth in section C.5c of this Article.

3. Separate Grievance File — All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

4. Forms — Grievance Forms Level One, Two and Three attached below.

5. Meetings and Hearings — All meetings and hearings under this procedure shall not be conducted in public and shall include only such parties in interest and their designated or selected representatives, heretofore referred to in this Article.

Grievance Form - Level One — Immediate Supervisor/Principal

Date of Submission: _____

Date of Occurrence of Grievance: _____

Aggrieved Name(s): _____

Immediate Supervisor/Principal: _____

Date of informal discussion with Immediate Supervisor/Principal: _____

Building Assignment (if applicable): _____

Citation (Article, Paragraph (section) of the Agreement which you claim is violated): _____

Contract page: _____

Detailed Statement of the Nature of the Grievance; state all relevant facts including dates, times, places and name(s) of each represented employee effected, if applicable. Attach copies of important correspondence and documents. Attach additional sheets if necessary:

_____

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Remedy Sought: _____

_____

_____

_____

Authorizing Signature of Grievant or Association Representative: _____

Received by: _____

Signature of Administration Representative: _____ Date: _____

Grievance Form - Level Two — Superintendent/CSA

Date of Submission: _____

Date of Occurrence of Grievance: _____

Aggrieved Name(s): _____

Immediate Supervisor/Principal: _____

Date of informal discussion with Immediate Supervisor/Principal: _____

Building Assignment (if applicable): _____

Citation (Article, Paragraph (section) of the Agreement which you claim is violated): _____

Contract page: _____

Attach to this document Grievance Form Level One and any written response received from the Immediate Superintendent.

Statement of Dissatisfaction with Decision from Level One Grievance:

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Remedy Sought: _____

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Authorizing Signature of Grievant or Association Representative: _____

Received by: _____

Signature of Administration Representative: _____ Date: _____

Grievance Form - Level Three — Board of Education

Date of Level Three Submission: _____

Aggrieved Name(s): _____

Attach to this document Grievance Form Level Two and any written response received from the Immediate Superintendent.

Statement of Dissatisfaction with Decision from Level Two Grievance:

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Remedy Sought: _____

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Authorizing Signature of Grievant or Association Representative: _____

Received by: _____

Signature of Administration Representative: _____ Date: _____

ARTICLE X
EVALUATIONS

A. TEACHING STAFF:

Teachers will be evaluated consistent with applicable state statute and regulation, and as contained in district Policy and Regulation, P3221 and R3221 Evaluation of Teachers.

1. Teaching staff shall have copies of any forms or checklists being used as part of informal and formal observations by September 15th of each school year.
2. All monitoring or observation of the work performance of an employee shall be conducted openly and with the full knowledge of the employee, except as otherwise contained in the law, i.e., as in the case where the law specifies visits shall be announced or unannounced.
3. Teaching staff shall be given a copy of observation/evaluation report(s) prepared by an evaluator at least one day before any conference to discuss it. No such report shall be submitted to any central office, placed in the employee's file or otherwise be acted upon prior to the teaching staff member's post observation/evaluation conference The employee may submit written reflective response to the evaluation within 10 working days following a conference. The reflective response shall be placed in each party's personnel file with a copy of the observation/evaluation report.
4. Teachers shall be evaluated only by persons certificated by the New Jersey State Board of Examiners to supervise instruction.
5. Non-tenured teachers shall be evaluated at least three (3) times per year. A minimum of twenty (20) working days must elapse between evaluations or whatever is required by law. The third evaluation for non-tenured teachers is due in the Superintendent's office on or before March 30 each year or as required by law.
6. Tenured teachers shall be evaluated in accordance with the law.
7. Formal written reports for teachers shall be based on a minimum of one (1) full teaching period of observation and /or twenty minute slots in accordance with the District approved model and shall include specific areas of the domains as required which include such areas as strengths of the teacher, weaknesses of the teacher; specific suggestions to the teacher to improve performance in areas wherein weaknesses have been noted. It is required that the written report with results be discussed with the teacher in depth within ten (10) school days.
8. The employee evaluated will be given the opportunity to write on the evaluation form any objections to or disagreements with the evaluator's written report.
9. The employee evaluated will sign the evaluation form and date same to indicate it has been seen and reviewed. The employee may submit written reflective response to the evaluation within 10 working days following a conference. The reflective response shall be placed in the employee's personnel file. Copies of each form will be given to the employee evaluated and the original sent or given to the Superintendent, on or before the due date. Any evaluation for which the employee refuses to attend the post observation/evaluation conference or to sign the written evaluation report, will be placed in the employee's file with

a note by the evaluator indicating the date of the review and any other notes relevant to the refusal to sign.

10. Informal observations (short observations as specified by law) or walkthroughs shall be conducted openly and with full knowledge of the employee being observed, except as otherwise contained in the law, i.e., as in the case where the law specifies visits shall be announced or unannounced.

B. NON-CERTIFICATED STAFF:

1. Each member of the A.R.E.A. support staff shall be evaluated by an immediate supervisor at least once in each school year, to be followed in each instance by a written evaluation report and by a conference between the employee and immediate supervisor for the purpose of identifying deficiencies and extending assistance for their correction.
2. The immediate supervisor shall evaluate each non-certificated staff member in each school year. The evaluation should occur no later than May 15. A written report of the evaluation and post evaluation conference will follow each evaluation.
3. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. Observations may be announced or unannounced
4. Each member of the A.R.E.A. support staff shall be given a copy of any observation or evaluation report prepared by their supervisor(s) at least one (1) day prior to any conference to discuss it. Employees shall sign each evaluation to verify it has been seen and the employee had an opportunity for a conference. Employees who disagree with an evaluation may write a reflective response and it will be filed with the evaluation. Any evaluation for which the employee refuses to attend the evaluation conference or to sign the written evaluation will be placed in the employee's file with a note by the evaluator indicating the date of the review and any other notes relevant to the refusal to sign.

ARTICLE XI
NOTIFICATION, APPOINTMENT, DISMISSAL, AND SENIORITY

A. CERTIFICATED EMPLOYEES:

1. Teachers shall give sixty (60) calendar days' notice of resignation in writing.
2. Teachers shall be notified of their contract status for the ensuing year as directed by prevailing statutes of the State of New Jersey.

B. NON-CERTIFICATED EMPLOYEES:

1. SECRETARIES

a. Promotions - Promotional positions are defined as positions paying a salary differential and/or positions on the supervisory levels of responsibility.

i. When school is in session, a notice shall be posted as far in advance as practicable. Applications shall be kept on file in the office of the Superintendent/CSA for continual consideration for future vacancies for a period of two (2) years or until the office is notified in writing by an applicant that the application is withdrawn.

ii. Employees who desire to apply for a promotional position which may be filled during the summer period—when school is not in session shall submit their names to the Superintendent/CSA together with the position(s) for which they desire to apply, and an address where they can be reached during the summer.

b. Resignation —

i. A secretary who is resigning from her position shall give no less than thirty (30) days' notice but preferably sixty (60) days.

ii. Earned vacation shall be paid according to the proportion of full months worked to the total contract year, unless proper notice has not been given.

iii. If the full notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given.

c. Notice - Secretaries shall be notified of their contract and salary status for the ensuing year no later than June 1st.

d. Fair Dismissal - On or before June 1st of each year, the Board shall give to each member of the secretarial staff, continuously employed since the preceding September 30th either:

i. written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, OR

ii. a written notice that such employment shall not be offered.

e. Seniority and Job Security

i. The Andover Regional School District seniority is defined as service by appointed employees in the Andover Regional District in the collective bargaining unit covered by this Agreement.

ii. An appointed employee shall lose accumulated school district seniority only if she/he resigns or is discharged for cause, irrespective of whether she/he is subsequently rehired by the school district.

iii. In the event of reduction in force, the secretaries shall be laid off in inverse order of seniority.

2. CUSTODIANS

a. Promotions - Promotional positions are defined as positions paying a salary differential and/or positions on the supervisory levels of responsibility.

i. When school is in session, a notice shall be posted as far in advance as practicable. Applications shall be kept on file in the office of the Superintendent/CSA for continual consideration for future vacancies for a period of two (2) years or until the office is notified in writing by an applicant that the application is withdrawn.

ii. Employees who desire to apply for a promotional position which may be filled during the summer period—when school is not in session shall submit their names to the Superintendent/CSA together with the position(s) for which they desire to apply, and an address where they can be reached during the summer.

b. Termination - It is hereby agreed by the parties hereto that this employment may at any time be terminated by either party giving to the other 15 days' notice in writing of intention to terminate the same.

c. Fair Dismissal - On or before June 1st of each year, the Board shall give to each member of the custodial staff, continuously employed since the preceding September 30th either:

i. written offer of a contract for employment for the next succeeding year providing for at least the same terms and conditions of employment but with such increases in salary and benefits as may be required by law or agreement between the Board and the Association, OR

ii. a written notice that such employment shall not be offered.

d. Seniority and Job Security - In the Andover Regional School District seniority for custodians is defined as service by appointed employees in the Andover Regional District in the collective bargaining unit covered by this Agreement. An appointed employee shall lose accumulated school district seniority only if employee resigns or is discharged for cause, notwithstanding whether employee is subsequently rehired by the school district.

In the event of reduction in force, the custodians shall be laid off in inverse order of seniority

3. PARAPROFESSIONALS

a. Resignation - A paraprofessional who is resigning from employee's position shall give no less than thirty (30) days' notice, but preferably sixty (60) days.

b. Employment Notification - Appointments and assignments are determined by student(s) needs and specific I.E.P. requirements. On or before May 15th of each year, the Board shall give to each member of the paraprofessional staff non-renewal letters. All paraprofessionals' employment shall cease as of June 30th each year and notification of their contract and salary status for the ensuing school year shall be done no later than July 30th. Notification after July 30th may occur dependent upon student(s) needs and specific I.E.P. requirements. Also, a reduction may occur during the school year due to I.E.P requirements/changes and student need. When this occurs the reductions and/or

changes will occur immediately and be approved at the next regular board of education meeting.

c. Length of Service - The Andover Regional School District does not recognize seniority rights for the paraprofessional personnel.

Given appointments and assignments are determined by student(s) needs and specific I.E.P. requirements, length of service as a paraprofessional will be considered regarding employment and not position when personnel are in good standing based on evaluations done during the school year, otherwise appointments and assignments will be at the discretion of the Superintendent.

ARTICLE XII
PROFESSIONAL DEVELOPMENT

A. CERTIFICATED STAFF

1. TEACHERS - TUITION REIMBURSEMENT

a. Effective each July 1, teachers may submit requests for accredited courses for the upcoming school year. The maximum credits allowable for each teacher shall be set at 9 per school year. Reimbursement will be made for each credit commensurate with the cost of an in-state graduate credit at Rutgers, the State University, providing a grade of A or B (or equivalent) is attained. Fees are to be included only if they are an integral part of the course, i.e. lab fees for a science course. Only courses that benefit the district and are designed to improve classroom teaching practices, as determined at the sole discretion of the Superintendent, will be considered.

b. Total monies paid to all teachers shall not exceed $42,500.00 for each year of the contract. Effective July 1, 2021, the tuition reimbursement cap shall be $43,000. Effective July 1, 2022, the tuition reimbursement cap shall be $43,500. A teacher can only receive approval for a maximum of six (6) credits in the fall, summer or spring semesters. Payment for courses will be made on a first come, first served basis with every effort being made to have an equitable distribution of courses across the school year. However, any monies remaining on August 31 will be distributed equitably among teachers whose course tuition was greater than the Rutgers fee up to the full amount of reimbursement. Teachers will be notified in writing when the allotted funds have been depleted.

c. Course may be submitted to the Superintendent/CSA for approval at the following times: June 1 for the fall semester, December 1 for the spring semester and May 1 for the summer semester. All courses must be approved by the Superintendent/CSA prior to registration. Payment will be granted at the next regular meeting of the Board after the receipt of the transcripts are provided as grade verification and the Board invoice/voucher signed by the teacher has been returned to the board office.

d. These funds may be used by the teacher for approved graduate credits only. Only graduate courses will be counted toward movement on the salary guide. The teacher must provide an official transcript to the Superintendent/CSA by August 15th.

i. Undergraduate credits when taken as part of a mutually agreed upon (Superintendent and teacher) teacher certification program will count as post-graduate credit movement on guide. This will only apply for movement to BA+15 or BA+30 on the guide and will only be allowed once for any teacher.

e. For courses that will end between July 1 and December 31, grade verification paperwork must be submitted to the Board of Education Office by the last business day in January. The Board of Education will issue reimbursement checks no later than the last business day in February.

f. For courses that will end between January 1 and June 30, verification paperwork must be submitted to the Board of Education Office by the last business day of July. The Board of Education will issue reimbursement checks no later than the last business day in August.

g. Online courses from accredited educational institutions recognized by the Certification/Licensing Division of the NJ Department of Education shall be eligible for reimbursement under the same conditions as traditional courses. Video courses are not eligible for reimbursement.

h. Effective July 1, 2021, any teacher that receives tuition reimbursement for a course and leaves the district within the two years of taking the course must reimburse the district for all or part of classes and expenses that the district paid. If the teacher leaves within one year after receiving tuition reimbursement, the teacher shall repay 100% of the funds received for those courses. If the teacher leaves within two years after receiving tuition reimbursement, the teacher shall repay 50% of the funds received. This will begin for any classes taken beginning with July 1, 2021. Once notice to leave the district is provided, a contract will be issued stating the amount due and an options for payment will be provided for up to twelve months. This clause only applies to those individuals that leave on a willful resignation and additionally, this provision shall not apply to certificated staff under the following conditions:

    1. Involuntarily Reduced in Force, non-renewed, terminated;
    2. Death of the employee; or
    3. Employee leaves on a permanent disability pension.

2. MENTORING

All fees associated with providing mentoring services must be satisfied in accordance with the licensing fees set by the NJ Dept. of Education. Currently the fee for CE teachers is $550 and the fee for CEAS teachers is $1,000. Regulations require that all payments to mentors by candidates are paid through the district and no payments should be made directly from novices to mentors.

3. WORKSHOPS

In an effort to encourage professional growth, teachers may request permission to attend conferences and/or workshops. Such attendance must receive prior approval by the Superintendent/ CSA. Reimbursement of expenses pertinent to the workshop or conference is contingent upon Superintendent recommendation to and prior approval from the Board. Budgeting for all professional development and workshops is intended for all certificated staff.

4. SCHOOL VISITATION

One day each school year may be allowed for the purpose of visiting other schools. Arrangements must be made prior to the visitation day through the building principal to which the teacher is assigned.

5. SCHEDULING

The Administration shall consult the AREA President in the placement of professional development dates throughout the school year.

B. NON-CERTIFICATED STAFF

1. SECRETARIAL STAFF

a. In an effort to promote professional growth, members of the secretarial staff may attend conferences, workshops and/or take courses. Such attendance must receive prior written approval of the Superintendent/CSA. This approval will be based upon the determination of the benefits to be derived for the district at the discretion of the Superintendent/CSA as well as upon budget constraints. The total amount of funds shall in no case exceed $1,440 for each year of this contract for all employees who are a part of this contract.

b. Eligible expenses are registration fees and travel costs for conferences and workshops with 30 days' prior approval by the immediate supervisor, superintendent and formal action taken by the Board of Education based upon an 80/20 split. Courses taken for credit shall be eligible for actual tuition costs only. Reimbursement for those activities will be made upon receipt of evidence of successful participation as judged by the Superintendent/CSA. Employee must submit proof of grade obtained and payment prior to reimbursement being issued to the employee by the Board of Education. Then the employee must submit a completed and signed Board invoice.

2. CUSTODIAL STAFF

a. In an effort to promote professional growth, members of the custodian staff may attend seminars, workshops, and/or take courses with pay. Such attendance must receive prior written approval of the Superintendent /CSA. This approval will be based upon the determination of the benefits to be derived for the district at the discretion of the Superintendent/CSA as well as upon budget constraints. Eligible expenses are registration fees and travel costs for seminars and workshops. Reimbursement for those activities will be made upon receipt of evidence of successful participation as judged by the Superintendent/CSA. Then the employee must submit a completed and signed Board invoice.

b. Custodians are required to obtain a Black Seal Boiler License within one year of initial date of employment. Custodians seeking to attain a Black Seal Boiler License shall be reimbursed for all directly related costs. (Registration and materials)

3. PARAPROFESSIONALS

a. In an effort to promote professional growth, members of the paraprofessional staff are encouraged to attend conferences, workshops and/or take courses; however, no budgetary allowance is included in this agreement. The annual local general fund budget shall have funds allocated towards professional development for this group.

b. Tuition reimbursement is not available for the paraprofessional personnel under this agreement.

c. Workshops should be offered on in-service days that allow paraprofessionals to further themselves professionally.

ARTICLE XIII
DURATION OF AGREEMENT

A. This Agreement shall be effective as of July 1 , 2026, and shall continue in effect until June 30, 2029.

B. In witness thereof the A.R.E.A. has caused this Agreement to be signed by its president and secretary and the Board has caused this Agreement to be signed by its president and its secretary and its corporate seal to be placed thereon, all on the day and year first written above.

Signed: BOE

9/24/26

Date:

Signed: Association

9/23/26

Date:

APPENDIX A
SICK LEAVE BANK PROGRAM

INTENT

The intent of this Bank is to provide additional financial protection to Association members who incur a period of prolonged serious illness or hospitalization.
The sick bank includes the following AREA members: Teachers, Paraprofessionals, Secretaries and Custodians.

OVERVIEW

The parties agree to establish and implement a sick leave bank utilizing voluntary donations of sick days to assist employees who experience a health condition or injury sufficient to disable them from reporting to work for extended periods of time. This program is established pursuant to Public Law 2007, Chapter 223. (attachment)

A committee shall be established to oversee the sick leave bank. The committee shall be comprised of six (6) members: three (3) appointed by the Association and three (3) appointed by the Board. The committee shall establish standards and procedures as it deems necessary and appropriate for the operation of the sick leave bank. These shall include, but not be limited to, eligibility requirements for participation in the sick leave bank and the conditions under which an employee may draw days from the sick leave bank. Decision making authority for all aspects of the sick leave bank shall rest exclusively with the committee. The determination to grant days from the sick leave bank shall be made on the basis of objective criteria as established by the committee.

The nature of the disability shall be determined by a health care professional who shall document the nature of the disability in writing.

Employees who wish to participate in the sick leave bank shall submit a written notice of such intent to the committee, on a form provided by the committee. Only employees participating in the sick leave bank are eligible to draw days from the bank.

GUIDELINES

Each participant shall donate a minimum of one (1) day and up to a maximum of five (5) days per year by September 15th. Donated days may be sick and/or personal days. The donation of days is irrevocable. After the September 15 deadline, AREA members are not eligible to participate in the Sick Bank Program for that school year regardless of past participation. The sick bank shall contain a maximum of two hundred (200) days. All employees who begin work after September 15th are eligible to participate provided they donate days to the bank within 30 days after the first day of work.

One hundred thirty (130) of the total maximum days shall be considered the minimum amount for replenishment purposes.

A member may be eligible for up to thirty (30) days of donated sick time. After said time has been exhausted, an additional request may be made, not to exceed thirty (30) days each request, the exception being extreme and extenuating circumstances. Requests for use of the sick leave bank may not exceed two (2) thirty (30) day requests.

The sick leave bank shall run from July 1 through June 30 of each school year.

Before days can be drawn from the sick leave bank, the employee must have exhausted their individual accumulated sick days, personal and vacation days.

The duration of the disability for which additional sick days are requested must be at least seven (7) consecutive working days.

A majority vote is required to reject an application for additional sick days.

CRITERIA FOR EMPLOYEES TO DRAW DAYS FROM THE BANK

The committee shall judge requests from employees for additional sick days from the sick leave bank based on the following criteria:

Is the employee requesting additional sick days as a participant in the sick bank program?
Yes_____ No_____
Employee has exhausted/will exhaust employee's personal accumulated leave days?
Yes_____ No_____
Is the employee disabled as defined by the program guidelines?
Yes_____ No_____
Will the length of the disability be at least seven (7) days?
Yes_____ No. ____
Is the nature of the disability documented by a physician?
Yes No.

If the answer to each of the foregoing questions is yes, the request for additional sick days may be approved by the committee. If rejected, the employee may appeal and offer additional information to the committee for further consideration. However, the decision of the committee is final and not subject to appeal to the Board of Education or the grievance and arbitration procedure.

ANDOVER REGIONAL SCHOOL DISTRICT
Request to Utilize Sick Leave Bank Days

Employee Name: _____ Date: _____

Position/Assignment: _____

School/Department: _____

Days absent in current school year: _____ As of: ___/___/___

Reason for requesting Sick Bank Leave Days:

(Circle one) I have/will have used all of my available sick leave, vacation and personal days for the current school year. Therefore, I am requesting days from the sick leave bank.

Number of days requested from the bank: _____ with the first Sick Leave Bank day beginning ___/___/___

The requested days are necessary for the following reason:

_____

_____

_____

*In the event of an emergency a request for use of sick days shall be completed within ten (10) days of return.

I acknowledge that I must provide medical documentation regarding this request.

Signature: _____ Dated: _____

THIS FORM MUST BE COMPLETED IN FULL TO BE CONSIDERED.
INCOMPLETE INFORMATION WILL RESULT IN A DELAY OF YOUR REQUEST.

ANDOVER REGIONAL SCHOOL DISTRICT
Physician/Medical Practitioner Statement

Patient Name: _____
Nature of
Disability: _____

Is the patient still under your care? _____ Yes _____No
How long will the patient be unable to work? _____
Estimated date for employee to return to work? _____

Physician Signature _____ Dated: _____

Type/print Physicians name: _____

THIS FORM MUST BE COMPLETED IN FULL TO BE CONSIDERED. INCOMPLETE INFORMATION WILL RESULT IN A DELAY OF YOUR REQUEST.

ANDOVER REGIONAL SCHOOL DISTRICT
Notice of Employee Participation in Sick Leave Bank

This will serve as confirmation that I, _____ , will participate in the District/Association Sick Leave Bank. I authorize the District to withdraw and donate the appropriate number of my unused accumulated sick and/or personal leave days as required by the agreement between the District and the Association as shown below.

Sick days _____

Personal days _____

_____ _____

Employee Signature Dated

Signed: BOE Signed: Association

_____ _____

_____ _____

Date: Date:

CHAPTER 223

AN ACT permitting the establishment of sick leave banks for school board employees and supplementing chapter 30 of Title 18A of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

C.18A:30-10 Establishment of sick leave bank for employees of board of education.

1. Notwithstanding any other provision of law to the contrary, a sick leave bank may be established for employees of a board of education if both the board and the majority representative or majority representatives of the employees who would be eligible to participate consent to the establishment of the sick leave bank. The purpose of the sick leave bank shall be to enable employees of the board who are entitled to sick leave under chapter 30 of Title 18A of the New Jersey Statutes to draw *needed* days of sick leave in addition to any days to which they are otherwise entitled. The sick leave days available to a board employee from the sick leave bank shall be leave days previously donated to the bank by board employees. Employees may donate sick leave days or any other leave time as agreed upon by the board and the majority representative. Sick leave drawn from the bank shall be treated for all purposes as if it were accrued sick leave time of the employee who receives it. No employee shall be required to participate in the bank.

C.18A:30-11 Administration of sick leave bank.

0. The sick leave bank shall be administered by a committee which shall be comprised of three members selected by the board of education and three members selected by the majority representative or majority representatives of those employees of the board who are eligible to participate in the sick leave bank. The committee may establish standards or procedures that it deems appropriate for the operation of the sick leave bank, which may include a requirement that employees donate leave time to be eligible to draw leave time from the sick leave bank and limitations on the amount of sick leave time which may be drawn or the conditions under which the sick leave time may be drawn. No day of leave which is donated to a sick leave bank by an employee shall be drawn by that employee or any other employee from the sick leave bank unless authorized by the committee in order to provide sick leave.

C.18A:30-12 Certain policies unaffected.

1. No provision of this act, or regulation promulgated to implement or enforce this act, shall be deemed to justify a board of education in reducing or making less favorable to employees any sick leave, disability pay or other benefits provided by the board or required by a collective bargaining agreement which are more favorable to the employees than those required by this act, nor shall any provision of this act, or any regulation promulgated to implement or enforce this act, be construed to prohibit the negotiation and provision through collective bargaining agreements of sick leave, disability pay or other benefits which are more favorable to the employee than those required by this act, irrespective of the date that a collective bargaining agreement takes effect.

C.18A:30-13 Construction of act.

2. No provision of this act shall be construed as limiting the authority of a board of education to provide an employee with additional days of salary pursuant to N.J.S.18A:30-6 after all sick leave available to the employee, including days provided under this act, has been used.

2. This act shall take effect immediately.

EXHIBIT A
HEALTH BENEFITS PREMIUM CHART CONTRIBUTION

Salary Range		Single
Less than	20,000	4.5%
20,000	24,999	5.5%
25,000	29,999	7.5%
30,000	34,999	10.0%
35,000	39,999	11.0%
40,000	44,999	12.0%
45,000	49,999	14.0%
50,000	54,999	20.0%
55,000	59,999	23.0%
60,000	64,999	27.0%
65,000	69,999	29.0%
70,000	74,999	32.0%
75,000	79,999	33.0%
80,000	94,999	34.0%
95,000	and over	35.0%

Salary Range		Parent/Child
Less than	25,000	3.5%
25,000	29,999	4.5%
30,000	34,999	6.0%
35,000	39,999	7.0%
40,000	44,999	8.0%
45,000	49,999	10.0%
50,000	54,999	15.0%
55,000	59,999	17.0%
60,000	64,999	21.0%
65,000	69,999	23.0%
70,000	74,999	26.0%
75,000	79,999	27.0%
80,000	84,999	28.0%
85,000	99,999	30.0%
100,000	and over	35.0%

Salary	Range	Family
Less than	25,000	3.0%
25,000	29,999	4.0%
30,000	34,999	5.0%
35,000	39,999	6.0%
40,000	44,999	7.0%
45,000	49,999	9.0%
50,000	54,999	**12.0%**
55,000	59,999	**14.0%**
60,000	64,999	**17.0%**
65,000	69,999	**19.0%**
70,000	74,999	22.0%
75,000	79,999	23.0%
80,000	84,999	24.0%
85,000	89,999	26.0%
90,000	94,999	28.0%
95,000	99,999	29.0%
100,000	109,999	32.0%
110,000	and over	35.0%

EXHIBIT B
TEACHER'S SALARY GUIDE

Year 1 – 2026-2027

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1-2	63,755	65,455	66,555	68,855	69,855	70,705	72,705	73,955	75,655
3	65,150	66,850	67,950	70,250	71,250	72,100	74,100	75,350	77,050
4	66,595	68,295	69,395	71,695	72,695	73,545	75,545	76,795	78,495
5	68,090	69,790	70,890	73,190	74,190	75,040	77,040	78,290	79,990
6	69,640	71,340	72,440	74,740	75,740	76,590	78,590	79,840	81,540
7	71,240	72,940	74,040	76,340	77,340	78,190	80,190	81,440	83,140
8	72,890	74,590	75,690	77,990	78,990	79,840	81,840	83,090	84,790
9	74,590	76,290	77,390	79,690	80,690	81,540	83,540	84,790	86,490
10	76,340	78,040	79,140	81,440	82,440	83,290	85,290	86,540	88,240
11	78,140	79,840	80,940	83,240	84,240	85,090	87,090	88,340	90,040
12	79,990	81,690	82,790	85,090	86,090	86,940	88,940	90,190	91,890
13	81,890	83,590	84,690	86,990	87,990	88,840	90,840	92,090	93,790
14	83,840	85,540	86,640	88,940	89,940	90,790	92,790	94,040	95,740
15	85,840	87,540	88,640	90,940	91,940	92,790	94,790	96,040	97,740
16	87,890	89,590	90,690	92,990	93,990	94,840	96,840	98,090	99,790
17	90,360	92,060	93,160	95,460	96,460	97,310	99,310	100,560	102,260

Teachers
Year 2 – 2027-2028

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1	64,705	66,455	67,505	69,955	70,830	71,705	73,655	75,205	76,955
2-3	66,105	67,855	68,905	71,355	72,230	73,105	75,055	76,605	78,355
4	67,555	69,305	70,355	72,805	73,680	74,555	76,505	78,055	79,805
5	69,055	70,805	71,855	74,305	75,180	76,055	78,005	79,555	81,305
6	70,660	72,410	73,460	75,910	76,785	77,660	79,610	81,160	82,910
7	72,315	74,065	75,115	77,565	78,440	79,315	81,265	82,815	84,565
8	74,020	75,770	76,820	79,270	80,145	81,020	82,970	84,520	86,270
9	75,770	77,520	78,570	81,020	81,895	82,770	84,720	86,270	88,020
10	77,570	79,320	80,370	82,820	83,695	84,570	86,520	88,070	89,820
11	79,420	81,170	82,220	84,670	85,545	86,420	88,370	89,920	91,670
12	81,320	83,070	84,120	86,570	87,445	88,320	90,270	91,820	93,570
13	83,270	85,020	86,070	88,520	89,395	90,270	92,220	93,770	95,520
14	85,280	87,030	88,080	90,530	91,405	92,280	94,230	95,780	97,530
15	87,340	89,090	90,140	92,590	93,465	94,340	96,290	97,840	99,590
16	89,450	91,200	92,250	94,700	95,575	96,450	98,400	99,950	101,700
17	91,610	93,360	94,410	96,860	97,735	98,610	100,560	102,110	103,860

Teachers
Year 3 – 2028-2029

Step	BA	BA+15	BA+30	MA	MA+15	MA+30	MA+45	MA+60	PHD
1-2	67,180	68,980	69,980	72,580	73,480	74,380	76,180	77,980	79,780
3-4	67,680	69,480	70,480	73,080	73,980	74,880	76,680	78,480	80,280
5	69,495	71,295	72,295	74,895	75,795	76,695	78,495	80,295	82,095
6	71,330	73,130	74,130	76,730	77,630	78,530	80,330	82,130	83,930
7	73,185	74,985	75,985	78,585	79,485	80,385	82,185	83,985	85,785
8	75,060	76,860	77,860	80,460	81,360	82,260	84,060	85,860	87,660
9	76,960	78,760	79,760	82,360	83,260	84,160	85,960	87,760	89,560
10	78,885	80,685	81,685	84,285	85,185	86,085	87,885	89,685	91,485
11	80,835	82,635	83,635	86,235	87,135	88,035	89,835	91,635	93,435
12	82,810	84,610	85,610	88,210	89,110	90,010	91,810	93,610	95,410
13	84,810	86,610	87,610	90,210	91,110	92,010	93,810	95,610	97,410
14	86,835	88,635	89,635	92,235	93,135	94,035	95,835	97,635	99,435
15	88,885	90,685	91,685	94,285	95,185	96,085	97,885	99,685	101,485
16	90,960	92,760	93,760	96,360	97,260	98,160	99,960	101,760	103,560
17	93,060	94,860	95,860	98,460	99,360	100,260	102,060	103,860	105,660

TEACHERS
PLACEMENT CHART

2025-2026	→	2026-2027	→	2027-2028	→	2028-2029
[redacted]				**1**	→	1-2
[redacted]		1-2	→	**2-3**	→	3-4
1	→	**1-2**	→	**2-3**	→	**3-4**
2	→	**3**	→	**4**	→	**5**
3	→	**4**	→	**5**	→	**6**
4	→	**5**	→	**6**	→	**7**
5	→	**6**	→	**7**	→	**8**
6	→	**7**	→	**8**	→	**9**
7	→	**8**	→	**9**	→	**10**
8	→	**9**	→	**10**	→	**11**
9	→	**10**	→	**11**	→	**12**
10	→	**11**	→	**12**	→	**13**
11	→	**12**	→	**13**	→	**14**
12	→	**13**	→	**14**	→	**15**
13	→	**14**	→	**15**	→	**16**
14	→	**15**	→	**16**	→	**17**
15	→	**16**	→	**17**	→	**17**
16	→	**17**	→	**17**	→	**17**
17	→	**17**	→	**17**	→	**17**

EXHIBIT C
SECRETARY SALARY GUIDE

	2026-2027			2027-2028			2028-2029
Step			Step			Step	
1-2	47,634		1	48,554			
3	48,469		2-3	49,389		1-2	50,369
4	49,304		4	50,224		3-4	51,204
5	50,139		5	51,059		5	52,039
6	50,974		6	51,894		6	52,874
7	51,809		7	52,729		7	53,709
8	52,644		8	53,564		8	54,544
9	53,479		9	54,399		9	55,379
10	54,314		10	55,234		10	56,214
11	55,149		11	56,069		11	57,049
12	55,984		12	56,904		12	57,884
13	56,819		13	57,739		13	58,719
14	57,654		14	58,574		14	59,554
15	58,489		15	59,409		15	60,389
16	59,329		16	60,249		16	61,229
17	60,169		17	61,089		17	62,069

EXHIBIT D
CUSTODIAN SALARY GUIDE

	2026-2027			2027-2028			2028-2029
Step			Step			Step	
1-2	41,835		1	42,800			
3	42,805		2-3	43,770		1-2	44,775
4	43,805		4	44,770		3-4	45,775
5	44,830		5	45,795		5	46,800
6	45,885		6	46,850		6	47,855
7	46,965		7	47,930		7	48,935
8	48,075		8	49,040		8	50,045
9	49,215		9	50,180		9	51,185
10	50,385		10	51,350		10	52,355
11	51,590		11	52,555		11	53,560
12	52,820		12	53,785		12	54,790
13	54,090		13	55,055		13	56,060
14	55,390		14	56,355		14	57,360
15	56,725		15	57,690		15	58,695
16	58,095		16	59,060		16	60,065
17	59,500		17	60,465		17	61,470

EXHIBIT F
PARAPROFESSIONALS SALARY GUIDE

	2026-2027			2027-2028			2028-2029
Step			**Step**	**Hourly**		**Step**	**Hourly**
1	**26.81**		**1**	**27.49**		**1**	**28.49**
2	**27.31**		**2**	**27.99**		**2**	**28.94**
3-4	**27.80**		**3**	**28.48**		**3**	**29.39**
5	**28.29**		**4-5**	**28.97**		**4**	**29.84**
6	**28.80**		**6**	**29.48**		**5-6**	**30.29**
7	**29.25**		**7**	**29.93**		**7**	**30.74**

SCHEDULE B
CO-CURRICULAR GUIDE

Activity	7/1/2026-6/30/2028 Stipends	7/1/2028-6/30/2029 Stipends
Basketball Coach - Boys	$3,296	$3,411
Basketball Coach - Girls	$3,296	$3,411
Assistant Basketball Coach - Boys	$2,987	$3,092
Assistant Basketball Coach - Girls	$2,987	$3,092
Field Hockey Coach	$2,884	$2,985
Assistant Field Hockey Coach	$2,575	$2,665
Track & Field	$2,884	$2,985
Assistant Track & Field Coach	$2,575	$2,665
Soccer Head Coach	$2,884	$2,985
Soccer Assistant Coach	$2,575	$2,665
Intramural Floor Hockey	$1,854	$1,919
Intramural Basketball	$1,236	$1,279
Intramural Kickball	$618	$640
Intramural Softball	$618	$640
FMB Winter Intramural (Gymnastic/Volleyball)	$1,236	$1,279
FMB Spring Intramural (Basketball/Kickball)	$1,236	$1,279
Total Athletics	*$35,741*	*$36,992*
Co Curricular		
Student Council - LPS	$2,575	$2,665
E.A.R.T.H. Club - LPS	$1,236	$1,279
E.A.R.T.H. Club - LPS	$1,236	$1,279
Yearbook - LPS	$2,318	$2,399
*Y*earbook - LPS	$2,318	$2,399
Class Trip Coordinator	$1,545	$1,599
Activities Supervisor (26 events) X ($82.38/event)	$2,142	$2,217
Drama Director - LPS***	$3,090	$3,198
Music Director - LPS***	$3,090	$3,198
Artistic/Technician Assistant - LPS- Design	$1,442	$1,492
Artistic/Technician Assistant - LPS- Costume	$1,442	$1,492
Graduation Coordinator	$412	$426
8th Grade Extended Day Class Trip Chaperones	$464	$480
Peer Leadership - LPS	$1,339	$1,386
Peer Leadership - LPS	$1,339	$1,386
National Junior Honor's Society - LPS	$2,575	$2,665
Dance/Activities - LPS (3) x (7 events) x	$1,947	$2,015
Band Director - LPS (8:00 am. - 8:40 am.)	$1,494	$1,546
Chorus Director - LPS (8:00 am. - 8:40 am.)	$1,494	$1,546
Jazz Band - LPS	$1,236	$1,279
TREPS - LPS	$1,545	$1,599
TREPS - LPS	$1,545	$1,599
LEGO League (Robotics) LPS	$1,854	$1,919
LEGO League (Robotics) LPS	$1,854	$1,919
Homework Club - LPS	$2,884	$2,985
Art Club	$1,648	$1,706
EA.R.TH. Club - FMB	$1,236	$1,279
Safety Patrol FMB	$1,236	$1,279
LEGO League (Robotics) FMB	$1,236	$1,279
Homework Club - FMB	$2,884	$2,985
FMB Showcase Coordinator	$1,545	$1,599
Co ***Curricular Total***	*$54,201*	*$56,098*
Grand Total Schedule B	***$89,942***	***$93,090***

SIDEBAR AGREEMENT
BETWEEN THE
ANDOVER REGIONAL BOARD OF EDUCATION
AND THE
ANDOVER REGIONAL EDUCATION ASSOCIATION

WHEREAS, the Board of Education ("Board") and the Andover Regional Education Association ("Association") are parties to a collective negotiations agreement ("Agreement") with a term of July 1, 2026 through June 30, 2029; and

WHEREAS, the Board and the Association have recently completed negotiations for the 2026-2029 Agreement and are in the process of incorporating all modifications into a final signed contract; and

WHEREAS, the parties wish to incoropated an additional change into the Agreement prior to finalization that was not included in the Memorandum of Agreement ("MOA") but arose after the MOA was signed, concerning modifications to the parties' sick bank language;

NOW, THEREFORE, the Board and the Association agree that Appendix A of the Agreement, regarding the Sick Leave Bank Program, will be modified as follows:

1. The "Guidelines" section of Appendix A will be replaced with the modified language set forth in the attached document. This language will be incorporated within the 2026-2029 Agreement prior to finalization and signature, as if the language was also included within the parties' Memorandum of Agreement for the contract.

2. All other terms and conditions of the Agreement shall remain unchanged except as separately agreed in the MOA.

3. Once the language of Appendix A is modified in the Agreement, and the Agreement is signed, this sidebar will sunset and be considered void as of that date. The language of Appendix A, as revised, shall thereafter remain in full force and effect throughout the life of the existing Agreement and until a successor Agreement is reached by the Board and the Association, at which time the modifications set forth therein shall be subject to any additional modifications that may be mutually agreed to during the negotiation period.

4. This Sidebar Agreement is subject to the approval of the Board prior to becoming effective. By signing below, each party represents that it is authorized to enter into this Sidebar Agreement on behalf of their respective entity.

FOR THE ASSOCIATION:

9/23/26

Steve Zanella, Association President
Dated:

FOR THE BOARD:

Dr. Robert Koroski, Board President
Dated: 9/24/26