

AGREEMENT

Between the

**SAYREVILLE
EDUCATION ASSOCIATION**

and the

**SAYREVILLE
BOARD OF EDUCATION**

July 1, 2021 – June 30, 2026

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PREAMBLE

This Agreement entered into this 1st day of July, 2021, by and between the Board of Education of Sayreville, the borough of Sayreville, New Jersey, hereinafter called the "Board," and the Sayreville Education Association, hereinafter called the "Association."

ARTICLE 1 RECOGNITION

A. The Board hereby recognizes the Association as the majority representative for collective negotiation for the personnel listed below:

- | | |
|--|--|
| 1. Classroom Teachers | 22. Payroll Specialist |
| 2. Nurses | 23. Payroll Processor |
| 3. Athletic Trainer | 24. Secretary to Transportation Coordinator |
| 4. Guidance Counselors | 25. Secretary to the Director of Special Services |
| 5. Librarian / Media Specialists | 26. Part-time Secretaries |
| 6. Social Workers | 27. Accounts Payable Clerk |
| 7. Academic Support Instruction (ASI) Teachers | 28. Secretary to H.S. Guidance Dept. |
| 8. Learning Disability Teacher Consultants | 29. Support Secretaries |
| 9. Speech/Language Specialists | 30. Paraprofessionals – Full-Time / Part-Time |
| 10. Occupational Therapists | 31. Bus Aides |
| 11. Physical Therapists | 32. Full-time Bus Drivers |
| 12. Special Education Teachers | 33. Mechanics |
| 13. Extra-Curricular Advisors and Coaches | 34. Registered Nurse |
| 14. Replacement Teachers | 35. Campus Monitors |
| 15. School Psychologists | 36. Student Assistance Counselor (SAC) |
| 16. Home Instruction Teachers | 37. Computer Technicians |
| 17. Summer School Teachers | 38. Network Administrator |
| 18. District Satellite Cafeteria Manager | 39. Information / Technology Systems and Services Engineer |
| 19. Cafeteria Workers | |
| 20. Cafeteria Workers – Part-Time | |
| 21. Secretary to Building Principals | |

- B. Unless otherwise indicated, the term “EMPLOYEES” when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.
 - C. Unless otherwise indicated, the term “TEACHERS,” when used hereinafter in this Agreement, shall refer to teaching staff certificated by the State of New Jersey.
 - D. Unless otherwise indicated, the term “CAFETERIA EMPLOYEES,” when used hereinafter in this Agreement, shall refer to full-time cafeteria staff and managers.
 - E. Unless otherwise indicated, the term “CAFETERIA WORKERS – HOURLY,” when used hereinafter in this Agreement, shall refer to part-time hourly cafeteria workers. Said workers shall be employed as needed at the discretion of the Board.
 - F. Unless otherwise indicated, the term “PART-TIME EMPLOYEES” when used hereinafter, shall refer to the job titles listed in Article 7, 8-A.
 - G. Any one of the personnel in A.1 through A.17, above who terminates a full-time teaching contract automatically forfeits his rights under other contracts with the Board of Education as listed in this agreement.
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ARTICLE 2

NEGOTIATION PROCEDURE

- A. This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
 - B. During negotiations the Board and the Association shall exchange points of view and make proposals and counterproposals. The Board shall make available to the Association for inspection all public records. The Board shall make available to the Association tentative budget proposals for the next fiscal year when available to the Board Secretary’s Office.
 - C. The parties agree to enter into collective negotiations over a successor Agreement in accordance with N.J. Public Employer-Employee Relations Law in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment.
 - D. **Protection of Conditions** – Cafeteria Employees, Cafeteria Workers – Hourly, Secretarial/Clerical Employees and Paraprofessionals, Transportation Employees, the Registered Nurse, Campus Monitors and Part-Time Employees - The Board agrees that all conditions of employment relating to wages, hours of work, overtime differentials and general working conditions, shall be maintained at not less than the standards in effect at the time of the signing of this Agreement, except wherever specific provisions for changes are made elsewhere in this Agreement. It is agreed that provisions of this section shall not apply to inadvertent or bona fide errors made by the Board or Association in applying the terms and conditions of this Agreement if such error is corrected within ninety (90) days from the date of error.
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ARTICLE 3
GRIEVANCE PROCEDURE

A. Definitions

1. A “grievance” is a claim based upon an event or condition which affects the terms and conditions of employment of an employee and/or the interpretation, meaning, or application of any of the provisions of this Agreement.
2. An aggrieved person is the person, persons, or Association making the claim who will sign the grievance forms. In the event of Association or group grievances, the class of aggrieved persons shall be identified. The Association must first receive the grievance and then rule on its efficacy before it can go further. Should a member decide to file a grievance not supported by the Association, he/she is entitled to process the grievance on his/her behalf only up to the Board level (Level III).
3. A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.
4. “Binding arbitration,” Level Four, shall refer only to those items concerning dispute on the meaning, interpretation and application of this Agreement.

B. Purpose

1. The purpose of this procedure is to secure at the lowest possible level, proper solutions to problems which may from time to time arise under this Agreement and as set forth in paragraph A. above. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

C. Procedure

1. Since it is important that grievances be processed as rapidly as possible, the number of days at each level is the maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement in writing.
2. In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as it practicable.
3. Grievances, in order to be considered timely, must be filed at Level Two within thirty (30) work days of the event giving rise to the grievance. When this period extends beyond

the last working day of the school year, the time limit shall be ten (10) work days from the first day of school.

D. **LEVEL ONE**

If the grievance is timely within the terms of C.3, above, the Association may file a written grievance. The Association shall set forth the grievance in writing specifying:

1. The nature of the grievance, including the specific event, condition or contract section being grieved;
2. The nature and extent of the injury, loss or inconvenience;
3. The date of the occurrence;
4. The remedy sought.

Level One grievances shall be filed with the following individuals: Secretarial/Clerical employees in the Board office and the Superintendent's office shall file their grievances with the Superintendent. Transportation employees shall file their grievances with the Transportation Coordinator. Cafeteria employees shall file their grievances with the Director of Food Services. All others shall file their grievances with the building principal. Within five (5) workdays after receiving the grievance, the supervisory employee who received it shall hold a hearing, unless mutually agreed otherwise and, within two (2) workdays of the hearing, communicate his/her answer in writing to the aggrieved person. Board and Superintendent Office Secretarial/Clerical employees shall move from Level One to Level Three.

E. **LEVEL TWO**

If the Association is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within ten (10) workdays of the presentation of the grievance, the Association may file its grievance in writing with the Superintendent within ten (10) work days.

F. **LEVEL THREE**

1. If the Association is not satisfied with the disposition at Level Two or if no decision has been rendered within ten (10) workdays, the grievance may be submitted in writing to the Board of Education.
2. When the Board receives a grievance it will schedule a meeting of the whole Board or committee on a mutually agreed upon date and time for a hearing with the Association. The hearing will occur within 30 calendar days of its receipt by the Board Secretary. The Board will provide a written response to the Association within ten (10) workdays of the hearing.

G. LEVEL FOUR

1. If the Association chooses to seek arbitration, it shall submit the grievance to binding arbitration with the Public Employees Relations Commission within 30 calendar days of the Board's decision or lack thereof.
2. The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his/her decision at his/her discretion. The arbitrator's decision shall be in writing and shall set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator, in his/her decision, shall be without the power of authorization to amend, modify, nullify, subtract from or add to the provisions of this Agreement.
3. His/Her authority will be strictly limited to the issue or issues presented. The decision of the arbitrator shall be submitted in writing to the Board and the Association.
4. The costs for the services of the arbitrator, including per diem expenses, if any, and actual necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses shall be paid by the party incurring same.

H. Rights of Employees to Representation

1. Any aggrieved person shall be represented at all levels of the grievance procedure by a representative selected or approved by the Association.
2. Any individual employee of the district shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting his appeal.

I. Miscellaneous

1. Decisions rendered at Levels One, Two, and Three shall be in writing setting forth the decision and the reasons therefore and shall be transmitted promptly to parties in interest and to the Association.
2. All documents, communications and records dealing with the processing of the grievance shall be filed with the Board, Association, aggrieved person, the affected principal and the Superintendent. These documents, communications and records shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
3. Forms for filing grievances, making reports and recommendations, and other necessary documents to process a grievance shall be prepared by the Association and approved by the Superintendent and given appropriate distribution so as to facilitate operation of the grievance procedure. The cost of these documents shall be shared equally by the parties.
4. Grievances shall be initiated at the lowest possible level where relief may be granted.
5. During the processing of any grievance, the aggrieved person shall continue his normal duties until said grievance has had a proper solution.

6. 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.
7. All meetings and hearings under this procedure shall be held at a time mutually agreeable to all parties concerned exclusive of class time.
8. Specifically excluded from this grievance procedure is the right of a non-tenured Teacher to grieve failure of reemployment.

ARTICLE 4
EMPLOYEE RIGHTS

- A. Pursuant to Chapter 123 of the Laws of 1974, the Board and the Association hereby agree that all employees covered by this Agreement shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations to the extent permitted by law, or to refrain from doing so.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he may have under New Jersey School Laws or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided above.
- C. The Board respects the rights of all employees guaranteed to them under the laws and constitutions of New Jersey and the United States of America. The Board also recognizes that employees have the right to freedom from discrimination in all areas cited in New Jersey and Federal statutes.
- D. Upon request, the Superintendent shall make arrangements with an employee to review his/her personnel file at a mutually agreed upon convenient time within five (5) school days of the request.
- E. Under no circumstances shall any employee be requested to submit to a polygraph test or any other form of lie detector test.
- F. No employee shall be prevented from wearing pins of membership in the Association.
- G. Members of the teaching profession may advise in the formulation of policies and programs designed to improve educational standards.
- H. Whenever any employee is required to appear before the Board or any committee or member thereof concerning their job performance which could adversely affect the continuation of that person in employment, or the salary or any increments pertaining thereto, she/he may request a written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association present to advise her/him and represent her/him during such meeting or interview, if she/he so desires.
- I. No SEA Member, other than probationary, shall be disciplined or discharged or reprimanded without just cause, except that nothing in this provision shall preclude the Board from terminating Cafeteria Worker-Hourly employees without just cause.

- J. Military Leave: Members shall be granted all rights and privileges set forth in N.J.S.A. 38:23-1; N.J.S.A. 38:23-4; N.J.S.A. 38:4-4, as well as any other applicable state and federal laws.

No bus drivers / transportation employees shall be required to drive a Board-owned vehicle in violation of the State Board of Education for Pupil Transportation Laws and Regulations and all DOT regulations.

K. Transportation Employees:

1. The Board shall not discharge or discipline or suspend an employee without just cause.
 2. Before any employee shall be disciplined or suspended or discharged, there shall be a conference held between the Association and the Board or its representatives within seventy-two (72) hours.
 3. All warnings must be given in writing, and a copy of such warnings shall be given to the employee, the Association Representative and the Association.
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ARTICLE 5
ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES

- A. The Board recognizes the rights, duties and responsibilities of the Association towards all unit employees in protecting their terms and conditions of employment.
- B. Representatives of the Association, the Middlesex County Education Association, the New Jersey Education Association, and the National Education Association shall be permitted to transact official Association business on school property at all reasonable times. The Association and its representatives shall be permitted to use school buildings at all reasonable hours for meetings. Any such use of school buildings shall be without interference with or interruption in normal school operations and with advance approval by the Superintendent. The Association shall reimburse the Board any extra custodial labor cost required for such use.
- C. Upon approval of the Building Principal and/or the Superintendent, the Association shall be permitted to use school equipment, including typewriters, photocopying equipment, computers, calculating machines, and all types of audiovisual equipment at times approved by the Building Principal. The Association shall supply all materials and supplies incident to such use.
- D. The Association shall have, in each school building, the use of a bulletin board in each faculty lounge and employees' dining room. Copies of all materials to be posted on such bulletin boards must be approved by the Association and given to the Building Principal and Superintendent.
- E. The Association shall have the right to use of the school mail boxes within each school building as it deems necessary, consistent with applicable law, and without the approval of building Principals or other members of the administration. The Association building representatives shall be responsible for the distribution. A copy of all general distributions made by the Association shall be simultaneously provided to the building principal.

- F. The President of the Association, or designees, shall be granted a total of ten (10) Association Days subject to the personal day policy contained in Article 20.
- G.
1. When the President of the Association is a high school or middle school teacher, the President will have back-to-back teaching periods and a planning period during the first three periods of the school day.
 2. Should any other professional staff member (other than a high school or middle school teacher) or support staff employee, become President of the Association, negotiations shall be re-opened between the Association and the Board as to the issue of scheduling such President's workday to accommodate Association activities. These negotiations shall begin as soon as possible following notification from the Association of the new President's name and position.
 3. In addition to the provisions above, if the Association President is a secondary Teacher, he/she shall be assigned no homeroom duties. If the Association President is an elementary Teacher, he/she shall be assigned no morning bus duties. In either case, the President shall report to his/her assigned school at the normal reporting time.
- H. Teachers are expected to comply with the rules and regulations adopted by the Board of Education and its representatives.
- I. Transportation Employees Work Rules:
1. The Board may establish general work rules for its employees provided such rules are not in conflict with the Agreement, and are neither arbitrary nor unreasonable. The application of this provision shall in no way be used to reduce the benefits, terms of working conditions to the employee. The Board agrees to present in writing to the Association an intended rule at least thirty (30) calendar days prior to its effective date. Upon request of the Association, a discussion will take place within a thirty (30) calendar day period.
- J. The Association shall use its best efforts to maintain proper professionalism on the part of its members.
- K. The Board and the Association the employment agreement as a solemn pledge to be executed both in spirit and in fact in a manner consistent with the highest ideals of professional service. Sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect.
- L. The Board agrees to furnish to the Association one (1) copy of the names and addresses of all Board employees.
1. The Board shall provide to the SEA access to members of the negotiations units.
 2. Access includes, but is not limited to, the following:

- a. The right to meet with individual employees on the premises of the Board during the work day to investigate and discuss grievances, workplace-related complaints, and other workplace issues;
 - b. The right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday, on the Board's premises to discuss workplace issues, collective negotiations, the administration of collective negotiations agreements, other matters related to the duties of an exclusive representative employee organization, and internal union matters involving the governance or business of the SEA; and
 - c. 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. Within 10 calendar days from the date of hire of negotiations unit employees, the Board shall provide the following contact information to the SEA in an Excel file format or other format agreed to by the exclusive representative employee organization: name, job title, worksite location, home address, work telephone numbers, and any home and personal cellular telephone numbers on file with the public employer, date of hire, and work email address and any personal email address of file with the public employer. Every 120 calendar days beginning on January 1 following the effective date of this act, the Board shall provide the SEA, in an Excel file or similar format agreed to by the employee organization, the following information for all negotiations unit employees: name, job title, worksite location, home address, work, home and personal cellular telephone numbers, date of hire, and work email address and personal email address of file with the public employer.
4. The home addresses, phone numbers, email addresses, dates of birth, and negotiation units and groupings of employees, and the emails or other communications between employee organizations and their members, are not government records and are exempt from any disclosure requirements of P.L. 1963, c.73 (C.47:1A-1 et seq.).
5. The SEA shall have the right to use the email systems of the Board to communicate with negotiations unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union.
6. The SEA shall have the right to use government buildings and other facilities that are owned or leased by the Board to conduct meetings with their unit members regarding collective negotiations, the administration of collective negotiations agreements, the investigation of grievances, other workplace-related complaints and issues, and internal union matters involving the governance or business of the union, provided such use does not interfere with governmental operations. Meetings conducted in Board buildings pursuant to this section shall not be for the purpose of supporting or opposing any candidate for partisan political office, or for the purpose of distributing

literature or information regarding partisan elections. An exclusive representative employee organization conducting a meeting in a government building or other government facility pursuant to this section may be charged for maintenance, security and other costs related to the use of the government building or facility that would not otherwise be incurred by the government entity.

- M. The official minutes of each public Board meeting shall be sent by inter-school mail and/or email to the Association after each meeting or mailed when school is not in session.
- N.
 - 1. The Board will notify the Association in writing prior to a layoff. The Association will be notified verbally and in writing of all promotions, demotions, transfers, suspensions and of any intended discharges.
 - 2. The Board shall provide a copy of the seniority list(s) which is developed prior to a reduction-in-force. Said list(s) shall be forwarded to the Association at least thirty (30) days prior to the reduction-in-force notification to affected employees.
- O. The Board agrees that should it decide to subcontract or privatize, cafeteria workers, secretarial/clerical services, paraprofessionals, or Transportation Employees, the Association shall receive ninety (90) calendar days' notice prior to such action taking place.
- P. Whenever any representative of the Association or any employee is scheduled by both the parties to participate during working hours in meetings or conferences, which directly involve negotiations or grievances, he/she will suffer no loss in pay. Meetings which continue after the regular workday or commence after the regular workday shall be attended without compensation.
- Q. Any elected or appointed representative of the Association may request a leave of absence without pay for the purpose of attending to Association business outside the premises of the Board. Other leaves of absence may be granted by the Board for good reason.

ARTICLE 6

SCHOOL CALENDAR

- A. The school calendar shall be prepared by the Superintendent who shall elicit the participation of the Association prior to the final adoption of said calendar by the Board.
- B. The Teacher in-school work year shall include one hundred eighty-one (181) teacher-pupil contact days and five (5) additional days, of which two (2) of the days will be prior to the students' arrival in September.
- C. All High School teaching staff members will be required to attend graduation ceremonies. High School teaching staff members will be released as is permitted within the early dismissal schedule on the day of graduation. Pre-graduation ceremony reporting time for teaching staff members will remain the same as has been done in the past. Graduation ceremonies for the High School shall not be planned to extend past two hours (the end is when the students walk in the recessional out of the venue). If a graduation ceremony does extend past two hours, teaching staff members who attended the whole graduation ceremony shall be paid the amount equivalent to a prep period.

- D. **FULL TIME (10) ten month Secretarial/Clerical Employees:** shall begin work in September, report the same day as Teachers, not more than (3) working days prior to the children attending school and end three (3) working days after the Teachers' last working day in June, if determined necessary by building Principal and/or Superintendent.
- E. **Cafeteria Managers (10) ten month:** shall begin work in September. They shall report the same day as Teachers, not more than three (3) working days prior to the children attending school and end three (3) working days after the Teachers' last working day in June. If work is completed within three (3) days, then they will be released accordingly.
1. All ten (10) month Cafeteria Employees shall begin work in September and report the same day as Teachers, not more than three (3) working days prior to the children attending school.
 2. All transportation employees will report to work on the same day as students in September.
 3. All paraprofessionals shall work the Teachers' calendar.
- F. Secretaries/Clerks and Cafeteria Employees shall not be required to report during holidays and recesses as shown in the school calendar and shall suffer no loss in pay. Employees not required to report to work on days when school is closed for purposes of emergency or inclement weather shall suffer no loss in pay.
- G. Part-Time Paraprofessionals will get one (1) paid personal day and will work a total of 184 days to include one (1) workshop day at the beginning of the year; one staff development day; and will attend Back-to-School Night annually. Should part-time paraprofessionals be asked to work during parent-teacher conferences, they will be notified ten (10) school days prior to the conference date and shall be paid at their hourly rate.
- H. Twelve (12) month employees shall not be required to report to work on the Fourth of July holiday observance and shall suffer no loss in pay.

I. Vacations

1. Twelve month certificated personnel shall have twenty (20) vacation days per year.
2. Office Personnel & Mechanics:

Vacation Entitlement

Period Employed	Weeks
1 – 5 years	2
5 – 15 years	3
15+ years	4

- a. Twelve (12) month employees hired after January 1 of any year, shall be entitled to one (1) vacation day with pay for every month of employment prior to July 1 of that

calendar year, with the exception that this accrued vacation time shall not exceed one (1) week. A twelve (12) month employee who is employed more than fifteen (15) work days in any month shall have met the requirement for a full month's employment for the purposes of vacation day accrual only.

They shall take their vacation entitlement during their initial year of employment between July 1 and August 31 of that calendar year. This vacation period shall be selected and scheduled by April 15 if possible. Elementary and middle school secretaries may not schedule vacation days during the days in June up to the last day of school for teachers. After that date, secretaries may request vacation time.

- b. A twelve (12) month employee hired prior to January 1 shall accrue credit for one year's employment on the succeeding July 1 for the purpose of computing vacation entitlement only.
- c. All secretarial/clerical employees hired before June 30, 1995 shall have vacation at the levels articulated on the pre-July 1, 1995 vacation schedule.

**** Sections d. through j. below apply to just Secretarial Employees not Mechanics. ****

- d. It is the intention of the Board of Education to establish an elementary school schedule that ensures school offices are open the maximum number of days during the months of July and August. The Superintendent reserves the right to deny requests for vacation days that coincide with that of the building principal.
- e. Vacation entitlement shall be computed in accordance with the number of years of employment the employee will complete prior to July 1 of any year.
 - 1. In the event a holiday named in this Agreement falls during an employee's vacation period, such employee shall receive an additional day's vacation.
 - 2. Single vacation days taken on a day when school is closed for purposes of emergency or inclement weather will be restored.
 - 3. If vacation time is lost due to school closing and these days are made up during Easter recess, appropriate vacation time will be granted.
- f. Vacation shall be selected and scheduled by April 15th of each year.
- g. Senior employees shall be given preference in the selection of vacation period. Vacations shall be scheduled July 1st through June 30th provided operation permits.
- h. Vacation period may be changed provided no conflict is encountered.
- i. Any employees transferring from a twelve (12) month job to a ten (10) month job shall be entitled to vacation pay, if they worked twelve (12) months.
- j. A ten (10) month employee who changes to a twelve (12) month position shall receive full credit for the number of years worked for the purposes of computing vacation entitlement.

J. Holidays

1. Full-time bus drivers shall be paid for the Christmas and Easter recesses and for the Friday after Thanksgiving based on the number of hours daily in the individual's run on the average, included in their annualized pay.
 2. Holidays eligible under the premium pay provisions are as follows: New Year's Day, Martin Luther King Day, Presidents' Birthday, Easter Recess, Memorial Day, July Fourth, Labor Day, Yom Kippur, Veterans Day, Columbus Day, Thanksgiving Recess, Christmas Recess. Holidays are to be agreed upon.
 3. Mechanic's Holidays: July Fourth, Labor Day, Yom Kippur, Columbus Day, Veteran's Day, Thanksgiving Day/Friday, Christmas Eve, Christmas Day/Day after, New Year's Eve, New Year's Day, Martin Luther King Day, Presidents' Birthday (Monday), Good Friday, Easter Monday, Memorial Day.
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**ARTICLE 7
WORK DAY**

A. All employees are required to sign-in when they arrive and sign-out when they leave in accordance with building procedures. The actual time of arrival and departure must be recorded by the employee. The work day shall include the time required as follows:

1. **TEACHERS**

- a. Teachers will commence work fifteen (15) minutes prior to the time for pupil attendance. The distribution and nature of the teacher's fifteen (15) minute pre-pupil attendance time work shall be as determined at the sole discretion of the Superintendent of Schools and may be used in whole or in part for pupil instruction.

The Teacher's Workday will be:

- | | |
|--|--------------------|
| • Pre-School | 6 hours 45 minutes |
| • Elementary and Samsel Upper Elementary | 6 hours 45 minutes |
| • Middle School | 7 hours 04 minutes |
| • High School | 7 hours 15 minutes |

- b. The teacher work day shall include post-pupil attendance time of fifteen (15) minutes to allow smooth and supervised pupil arrival and dismissal, except on early dismissal days when teachers may be required to remain until normal departure time. Teachers will not be required to remain until the normal departure time when early dismissal days occur immediately preceding a holiday or for inclement weather.

1. Preschool teachers- workday includes 15 mins in the AM for arrival and 30 mins in the PM for dismissal.

- c. Teachers may leave the building during their scheduled duty-free lunch periods, provided they sign in and out. However, the total number allowed to leave during any lunch period shall not exceed the number of building staff divided by the number of building lunch periods.
- d.
 - 1. A teacher who gives up a planning period or a lunch period to cover a class when a substitute teacher cannot be hired for a teacher who is absent will receive payment per class period as indicated in SCHEDULE A – NO. 7.
 - 2. A teacher who volunteers to give up a planning period or a lunch period for an extended period of time, for a teacher who is absent and is doing the class planning, grading and all responsibilities of the regular teacher, shall be paid 1/6 (one-sixth) of their daily rate of pay beginning on the twenty-first workday.
- e. All teaching staff members will be released at noon on the last day of school for teachers. Any teaching staff members not fully signed out by the administration will stay until he/she has been deemed by the administrator to be finished.
- f. Any high school or middle school teaching staff member who performs detention duty will either: a) receive compensation in the amount paid for a preparation period; or b) will not have to perform their assigned duty on that day. It is at the administration's discretion whether the staff member will receive the compensation or will be relieved of the assigned duty.

2. **SECRETARIAL/CLERICAL EMPLOYEES**

- a. The regular work week for all **full-time Secretarial Employees** shall consist of five (5) consecutive days, Monday through Friday, for seven (7) hours each day, exclusive of a half-hour lunch. The seven hours will be based on a flexible schedule to meet school/office needs but may not be extended past 5:00 p.m. Twelve month secretaries will work a six and three-quarter (6 $\frac{3}{4}$) hour work day with a 45-minute lunch beginning on the day after the last scheduled day for students in June, through the months of July and August, and until the first day students are in attendance in September.
- b. The lunch period shall be thirty (30) minutes during the school year. An additional fifteen (15) minutes will be granted for lunch during the summer months when the school cafeteria is closed to students and staff.
- c. **Part-Time Secretaries** will work 181 student days according to school calendar, plus 5 additional days for a total of 186 days. Compensation will be calculated as follows:
 - 186 days x hours worked x rate of pay divided by 20, to create equal payments.
 - Twenty (20) Equal Pays on the 15th and 30th of every month.

3. **PARAPROFESSIONALS**

- a. Full-time paraprofessionals will work the teachers' calendar. This includes Back-

to-School-Night. Should paraprofessionals be asked to work during parent-teacher conferences, they will be notified ten (10) school days prior to the conference date.

Their work day will be determined by their school assignment but may not exceed 7.25 hours per day, inclusive of lunch, depending on need.

- b. Part-time paraprofessionals may work a maximum of 29.5 hours per week, not including lunch and without health benefits. They are hired for a set number of hours that may be changed but may not reach 30 hours per week.
- c. Part-Time Paraprofessionals will work 181 school days according to school calendar, plus 3 additional days for a total of 184 days. Compensation will be calculated as follows:

184 days x hours worked x rate of pay divided by 20, to create equal payments. Twenty (20) Equal Pays on the 15th and 30th of every month.

Note: See also Article 6 – Section G.

4. **CAFETERIA WORKERS - DISTRICT SATELLITE**

<u>Position</u>	<u>Work Day</u>	<u>Lunch</u>
District Satellite Cafeteria Manager	8 hours	30 minutes
Manager – Cook	7 hours	30 minutes
Worker – Cook	6 hours	30 minutes

- a. All Cafeteria Workers will work 181 school days according to school calendar, plus 4 additional days for a total of 185 days. Compensation will be calculated as follows:
 - 185 days x hours worked x rate of pay divided by 20, to create equal payments.

5. **TRANSPORTATION EMPLOYEES**

- a. Full-time Bus Drivers

- 1. During the regular school year for drivers who operate regular school buses, the work week will be from Monday through Friday, inclusive. The Board will provide a guaranteed minimum payment of four and one-half (4.5) hours or guarantee scheduled hours of work or guarantee pay to agree with the length of the assigned run. Interruption in work schedules of one (1) hour or less shall be counted and paid as time worked.
- 2. All bus runs will be coordinated and finalized by October 15th at which time the drivers have the right to rebid the run. All changes to the runs after October 15th must be rebid.
- 3. There will be a rebid after October 15th on an emergency basis only. The emergency must be validated by the Transportation Coordinator.

4. Summer runs will be bid on in June for bus drivers.

5. Bus Driver Payment Schedule:

Bus Drivers will work 181 school days according to school calendar, plus 4 additional days for a total of 185 days. In addition, they will receive 11 Recess Days for Holiday Pay.

Compensation will be calculated as follows:

- 196 days x hours worked x rate of pay divided by 20, to create equal payments.
- Twenty (20) Equal Pays on the 15th and 30th of every month.

b. Bus Mechanics

1. The regular work week for the senior Bus Mechanic shall consist of five (5) consecutive work days, Monday through Friday.

The senior mechanic shall have a choice of the following schedules: 6:00AM-2:00PM or 9:00AM – 5:00 PM. Both schedule choices include a 30-minute paid lunch. The schedule will be determined by July 1st and remain in effect until June 30th.

2. The second mechanic shall work the alternate shift which includes five consecutive work days, Monday through Friday, which includes a 30 minute paid lunch.

c. All Transportation Employees

Inclement Weather/Emergency Closings: Notice of school closings for emergencies or inclement weather is defined as (a) radio announcement on WCTC (AM) not later than 6:15 a.m. or (b) telephone notification to the employee leaving home for work. Where timely notice of school closing is not given, employees reporting to work shall be paid for the actual time worked on such days or for two (2) hours, whichever is greater.

d. Full-time Bus Aides

1. A job description for a full-time bus aide has been agreed upon and will be kept on file in the Superintendent's office.
2. Full-time bus aides will be guaranteed a minimum of three (3) hours work, regardless of an early dismissal or a delayed opening.
3. Full-time bus aides will be guaranteed a maximum layover time of one-half (1/2) hour.
4. Full-time bus aides will be provided with health benefits consistent with state law.

5. Summer runs will be bid on in June for full-time bus aides.
6. Bus Aides (Full-Time) will work 181 school days according to school calendar, plus 4 additional days for a total of 185 days. Compensation will be calculated as follows:
 - 185 days x hours worked x rate of pay divided by 20, to create equal payments.
 - Twenty (20) Equal Pays on the 15th and 30th of every month.

6. REGISTERED NURSE

- a. Is a ten (10) month full-time employee. Work year shall include one hundred eighty-one (181) teacher-pupil contact days and five (5) additional days, of which two (2) of the days will be prior to the students' arrival in September.
- b. Works five (5) consecutive days. Monday through Friday for the same hours as teachers in the building where he/she is assigned. His/her lunch period will be included during that time and will be as long as that of a teacher assigned to that building assignment.
- c. Is entitled to ten (10) sick days a year.
- d. Is entitled to personal days, bereavement days, leaves of absence and extended sick leave in accordance with the provisions in Article 19, 20 and 21 as they relate to non-certificated SEA staff.
- e. Shall receive the same health, dental and prescription benefits as other full-time non-certificated members.
- f. Shall be allowed to attend conferences upon the recommendation of the Superintendent and in accordance with the guidelines in Article 24 related to professional development for non-certificated support staff.
- g. Shall wear appropriate nurse's attire at all times.

7. CAMPUS MONITORS

- a. Are ten (10) month full-time employees. Work year shall include one hundred eighty-one (181) teacher-pupil contact days and five (5) additional days, of which two (2) of the days will be prior to the students' arrival in September.
- b. Work five (5) consecutive days. Monday through Friday for 8-1/2 hours each day, including lunch.
- c. Are entitled to ten (10) sick days per school year.
- d. Are entitled to personal days, bereavement days, leaves of absence and extended sick leave in accordance with the provisions in Article 19, 20 and 21 as they relate to non-certificated SEA staff.

- e. Shall receive the same health, dental and prescription benefits as other full-time non-certificated members.
- f. Shall be allowed to attend conferences upon the recommendation of the Superintendent and in accordance with the guidelines in Article 24 related to professional development for non-certificated support staff.
- g. Shall wear the approved Sayreville Board of Education uniforms at all times.
- h. Part-time campus monitors may work 29.5 hours per week not including lunch and without health benefits.

8. **PART-TIME EMPLOYEES (Paraprofessionals, Campus Monitors, Cafeteria Workers, Bus Aides, and Secretaries)**

- a. Are ten (10) month employees.
- b. Work a maximum of 29.5 hours per week, not including lunch and without health benefits. They are hired for a set number of hours that may be changed but may not reach 30 hours per week. With the mutual consent of the BOE and the SEA, part-time secretaries may cover for full-time secretaries for short terms not to exceed 30 days. However, part-time secretaries will not be entitled to benefits, regardless of the number of hours worked.
- c. Are entitled to ten (10) sick days per school year, which amount to one (1) per month.
- d. Are entitled to bereavement days according to the language in Article 20.
- e. Part-time positions are not subject to the Post and Bid process in Article 17.

B. **DELAYED OPENING SCHEDULE**

On days when there is a delayed opening, full time employees will report 90 minutes later than their regular starting time. Part time employees will report the same time as students or at the time when their services are required, if it is after the start of school on a delayed opening schedule. Each principal will determine the delayed opening schedule for his/her building's part- time employees.

C. **MEETINGS / CONFERENCES / BACK-TO-SCHOOL NIGHT**

Teachers will be required to attend all parent conferences, back-to-school nights and faculty/department meetings called by their respective building principals and department heads.

- 1. The notice of an agenda for any meetings shall be given to Teachers involved at least three (3) days prior to the meetings, except in an emergency. Teachers shall have the opportunity to suggest items for the agenda.
- 2. A tentative calendar of meetings for the entire school year, faculty and department, shall be furnished to staff by their principal and/or supervisor by October 1st. No

meeting shall be scheduled on weeks where there is Back-to-School Nights or Parent/Teacher Conferences, except in emergency situations. No meetings shall be scheduled on Wednesdays, except in emergency situations, in order to facilitate Union Meetings. Such meetings shall not be held on a day immediately preceding a school holiday, on a Friday, or on any other day upon which Teacher attendance is not required at school.

3. District-wide Parent conferences shall occur virtually (1 evening and 3 afternoons) during the same week as Martin Luther King Day Holiday in January. Staff will not be required to host conferences on school grounds.

Evening conferences will be scheduled from 6pm-8pm. Afternoon conferences will also be 2 hours in length and scheduled so that the staff member may hold the conference at a time and location that is convenient for them. These afternoon conferences shall occur no sooner than twenty minutes after dismissal or by 3pm and conclude no later than 5:00pm each day.

During conferences, teachers will have an early dismissal.

4. Teachers shall also attend one back-to-school night per year. Teachers will receive their early dismissal on the following Friday.

- D. Classroom Teachers shall, in addition to their lunch periods, have preparation time during which they shall not be assigned to any other duties as follows whenever school is in session on a full school day:

1. Middle School - 1 period daily.
2. Senior High School - 1 period daily.
3. Full-time elementary and Pre-School Teachers (Pre School - grade 5) shall have one preparation period each day as assigned by the Superintendent or his/her representative.
4. A teaching staff member carrying out the duties of Athletic Trainer shall receive five (5) planning periods during each five (5) full-day week. The employee shall receive no more than two (2) planning periods in one day.

- E. Teacher participation in field trips that extend beyond the teacher's in-school workday and overnight or weekend trips shall be voluntary. If no volunteers are forthcoming, assignment will be made by the Building Principal.

- F. Certificated Staff at the Middle School shall not be required to teach seven (7) classes.

- G. The Building Administration shall attempt to concentrate the teaching stations of teachers whose schedules require them to have multiple locations.

- H. 1. Employees traveling (those driving from one building to another in one day to perform assigned tasks) shall be given mileage at the allowable NJ State rate.

2. Employees dividing their time between buildings or levels will be assigned to one building or level to determine the length of time for planning and lunch periods and any other items that may be determined by length of school day or assignments.
 3. Employees dividing their time between buildings will not be assigned either a homeroom and/or pre and post duties, or both, at the Superintendent's discretion. If an employee is assigned a homeroom or pre-school duty, he/she will only be assigned such duty at the building in which he/she has first period. If an employee is assigned post-school duties, he/she will only be assigned such duty at the building in which he/she has last period. The assignment of pre and/or post duties will not extend the employees' work day, nor shall it interfere with any extra-curricular positions.
- I. All high school science teachers who teach a lab period in a given week will receive additional preparation periods or coverage pay. Teachers who teach one lab period per week will receive one additional preparation period for that week. Those who teach two lab periods per week will receive two additional preparation periods for that week. Finally, those who teach three lab periods per week will receive two additional preparation periods and the contractually agreed upon coverage reimbursement rate for the third preparation period that week.

ARTICLE 8 COACHES/ADVISORS

PART I COACHES

- A. The Board agrees that the term coach, when used in the Agreement, shall refer to the positions listed in the Extra-Curricular Coaches listed in Schedule A.
- B. **Rights of Coaches**
1. The Board agrees to make available to all coaches all necessary information to comply with the rules and regulations of the New Jersey State Interscholastic Athletic Association, a copy of the rules and regulations of the New Jersey State Interscholastic Athletic Association, school record cards, names and addresses, and school medical records of all team members.
 2. The coaches and their team members shall have the right to use school facilities at all reasonable hours, for meetings, for practice, exhibition and scheduled game sessions, with the approval of the Superintendent.
- C. **Seasons of Coaches**
- Seasons of Coaches will be pursuant to the N.J.S.I.A.A. Constitution and By-Laws.
- D. **Non-Coaching Duties**
- Coaches shall not be required to perform the following duties in season; with the approval of the principal and/or Superintendent:
- Attend school dances;
 - Supervise loading and unloading of buses;
 - Supervise detention halls.

E. Coaches' Employment

1. Coaches shall be notified of their contract and salary status for the ensuing year no later than June 1st for fall and winter sports and June 30th for spring sports.
2. The individual contracts to be issued for each coaching position shall be set forth in Schedule B of the Agreement. Each contract shall include the dates of the coaching season, salary, and the dates on which each coach shall receive his installments.
3. The Board agrees to officially adopt each contract and notify each coach of such official action by presenting a copy of the contract no later than May 15th for fall and winter sports and June 30 for spring sports of the school year previous to the school year in which the individual contract is operative. Coaches shall sign and return the contract within fifteen (15) days of receipt and failure to return the contract within this period shall be considered resignation.

F. Coaches' Salaries

1. The salaries of all coaches shall be set forth in Schedule A. No. 6
2. Coaches shall be paid according to the following schedule in two equal payments during their season:
 - Fall Sports: October 15th and November 30th
 - Winter Sports: January 15th and March 15th
 - Spring Sports: April 15th and June 15th
3. Coaching salary shall be paid by separate check.

G. Coaches' Assignment

1. No coach shall be precluded from accepting or applying for more than one (1) coaching assignment.
2. Any coach applying for a coaching position in which he has no experience, must receive a vote of confidence from the Athletic Director and the head coach of that sport, subject to the approval of the Superintendent.

H. Position Openings for Coaches

1. No later than May 1st of each school year, the Board shall deliver to the Sayreville Education Association and post in each school building a list of known coaching vacancies which shall occur during the following year.
2. Such posting shall include the title of the coaching position being vacated, the contracted salary offered, and the qualifications necessary. Such posting shall be in accordance with all provisions of the Agreement.
3. Any coach holding a current coaching position who is not being re-hired for the position, will be notified in writing by the Athletic Director prior to the posting of said position.

I. Coaching Facilities

1. Coaches shall be provided with:
 - Adequate team equipment and supplies;
 - A separate private locker room for the exclusive use of coaches;
 - A complete copy of the rules and regulations of NJSIAA.
2. Each coach shall be reimbursed the amount of money specified in SCHEDULE A – NO. 9 to be used for scouting as the need arises, with the approval of the Athletic Director and the Superintendent.

J. Leaves

No coach shall be required to attend a practice, exhibition or officially scheduled game session if he was excused from school that same day because of sick leave or a temporary leave of absence as cited in this Agreement.

K. Coaching Development and Improvement

1. Coaches who attend clinics or general coaching sessions of an extended nature, with approval of the Superintendent and/or the Board, outside of their athletic training season shall be reimbursed for expenses incurred as a result of their attendance. The coach shall be reimbursed for mileage at the allowable NJ State rate.
2. With approval of the Superintendent and the Board, each coach will be allowed to attend two clinics of his/her choice not in addition to the two (2) days listed in ARTICLE 20. Each coach will be allowed one (1) additional day to attend clinics, meetings or conferences other than those listed in ARTICLE 20. The daily amount of reimbursement shall not exceed the Professional Day allocation in SCHEDULE A – NO. 9.

L. Coaches' Protection

1. The Board agrees to protect and save harmless every coach from any financial loss resulting from an act or omission arising out of and in the course of the performance of his coaching duties.
2. No coach shall to drive students to activities which take place away from the school building.
3. Coaches contract rates shall be set forth in Schedule B.

PART II ADVISORS

- A. The Board agrees that the term “advisor” when used in this Agreement shall refer to the following positions as listed in Schedule A-6, Extra-Curricular Advisors’ Salary Guide.
- B.
 1. The Board agrees to make available to all advisors all necessary information needed to complete their duties including any rules and regulations required to complete such duties, school duties, school records cards, names and addresses of all activity members.

2. Advisors and their activity members shall have the right to use school facilities at all reasonable hours, for meetings, rehearsals, exhibitions activities and scheduled performances, with the approval of the Superintendent.

C. 1. Advisors shall be notified of their contract and salary status for the ensuing year by May 1st or as soon thereafter as practical.

2. The individual contracts to be issued for each advisor position shall be set forth in Schedule C of the Agreement. Each advisor contract shall include the school year of advisorship, salary and the dates on which each advisor shall receive payment.

D. 1. The salaries of all advisors shall be set forth in the Extra-Curricular Salary Guide – Schedule A-6.

2. Advisors shall be paid in two equal payments during the school year:

- 1st payment - January 15
- 2nd payment - June 15

3. Advisor's salary shall be paid by separate check.

E. **Position openings for Advisors:**

1. No later than June 1st of each school year, the Board shall deliver to the Sayreville Education Association and post in each school building a list of known advisorship vacancies that shall occur during the following year.
2. Such posting shall include the title of the positions vacated, the contracted salary offered, and the qualifications necessary. Such posting shall be in accordance with all provisions of the Agreement.
3. Any Advisor holding a current advisorship position who is not being re-hired for the position, shall be notified in writing by the Principal prior to the posting of said position.

F. **Leaves**

No advisor shall be required to attend a rehearsal, exhibition or official scheduled session if he/she was excused from school that same day because of sick leave or temporary leave of absence as cited in this Agreement.

G. **Advisor Protection**

1. The Board agrees to protect and save harmless every advisor from any financial loss resulting from an act of omission arising out of and in the course of the performance of his/her advisor duties.
2. No advisor shall be required to drive students to activities that take place away from the school building. An advisor may do so voluntarily, however, with the advance approval of the Board of Education. He/She shall be compensated at the allowable NJ State rate.
3. Advisors' contracts shall be set forth in Schedule A - ADVISORS.

ARTICLE 9
NON-TEACHING DUTIES AND OVERTIME

- A. The Board recognizes the desirability of employing cafeteria aides in each elementary school to assist the supervision of cafeterias and playgrounds when school is in session. However, the decision of hiring and stipulating assignments rests with the Board. The Board will hire such aides when, in its judgment, it is practical to do so.
- B. Teachers shall not be required to chaperone any school dances during holidays and extended weekends. This shall be on a voluntary basis.
- C. Staff shall not drive students to activities which take place away from the school building while operating on contractual work time, except staff operating outside of the contractual workday in the capacity of a parent or community member.
- D. Pupils returning insurance and picture money to school shall do so in sealed envelopes and said envelopes shall be turned in to the principal's office. Teachers are not required to count and/or tally monies for the above-mentioned items.
- E. The employee participation in out-of-district presentations/programs shall be compensated for mileage at the allowable NJ State rate and approved expenses. These presentations and/or programs shall not be considered as professional days as defined in this contract.
- F. Presentations done for the Board of Education or on behalf of the Board of Education by employees shall be done on a voluntary basis. These employees will be compensated with a meal allowance indicated in Schedule A-9 or mileage at the allowable NJ State rate.
- G. Overtime
 - 1. Secretaries, Cafeteria Employees, Paraprofessionals, Full-time Campus Monitors and Transportation employees shall be given advance notice of work required to be performed on an overtime basis whenever it is practicable to do so.
 - 2. Cafeteria Workers' overtime shall be distributed as equitably as possible. Overtime shall first be offered to the employee possessing the most seniority, on a rotating basis, within the school they are working. Title jobs excluded.
 - 3. Full-time Campus Monitors: Overtime will be on a "Rotating Basis". "Rotating Basis" as used in this provision shall mean that the person first offered the overtime work rotates every time new work becomes available – *e.g.*, the most senior full-time campus monitor gets offered the first available job. When the next available job becomes available, it first gets offered to the second most senior campus monitor. The employee has 24 hours from the time offered to accept the work. No response to the offer is akin to declining the work. Campus Monitors shall be guaranteed a minimum of two (2) hours when they are called back to work provided the callback is not immediately before or after a regular shift.
 - 4. Overtime shall be paid at the rate of one and one-half (1-1/2) times the normal rate of pay.

5. Any employee not desiring to accept overtime will not be disciplined in any manner.

H. Whenever possible, a teacher's non-teaching duty role/responsibility will be rotated on a yearly basis unless the teacher agrees to perform the same duty role/responsibility for more than one year.

I. Bus Duty – In the event a bus duty needs to be extended after the contracted work day, and a staff member is requested to remain by administration, certificated faculty will be paid the current coverage rate of \$40, while paraprofessionals will be paid \$20*. Any employee not desiring to accept overtime will not be disciplined in any manner.

** = \$20 para rate is effective 12/15/2022*

ARTICLE 10 TEACHER EMPLOYMENT

A. No Teachers shall be employed unless they are the holders of a valid certificate or has approval under the Provisional Teacher Program.

B. 1. Each Teacher may be placed on his proper step of the salary schedule as follows:

At the discretion of the Superintendent and the approval of the Board, credit may be given for previous outside teaching experience in a duly accredited school upon initial employment. In addition, credit may also be given for military experience to the maximum permitted by law. Credit may also be given for alternative civilian service required by the Selective Service System and/or the Peace Corps., VISTA or National Teachers Corps, work and/or time spent on a Fulbright Scholarship.

1. In the event of a recall, any rified teacher who wishes to return, but is under contract to another school district and is unable to obtain a release from that contract, shall be given a grace period of up to sixty (60) days to begin employment, in order to fulfill his/her other contractual obligations.

C. 1. To procure Teachers of special qualifications, and/or in areas of short supply, unlimited prior service, based on school or non-school experience may be allowed by the Superintendent with the approval of the Board.

2. Teachers entering the Armed Forces of the United States from the Sayreville Public Schools will, when reemployed, be given a salary equal to that which they were receiving at the time they entered the Armed Forces, plus all increments received by the Teachers of the district during the period of service in the Armed Forces.

D. Teachers who are not to be rehired will be notified in writing according to state statute.

E. Teachers recognize their responsibilities as professionals. In recognition thereof, they agree to:

1. maintain high professional standards;
2. report for duty at designated times;

3. prepare appropriate lesson plans, as requested by administration;
4. attend faculty meetings as described in Article 7, B.

ARTICLE 11
SALARIES

A. The salaries of all employees covered by the Agreement are set forth in Schedule A.

1. Employees employed on a ten (10) month basis shall be paid in twenty (20) equal semi-monthly installments. Employees employed on a twelve (12) month basis shall be paid in twenty-four (24) equal semi-monthly installments.
2. The Board agrees to deduct from an employee's salary money for the Teachers' Credit Union in Middlesex County in the denominations requested by the employee and according to the guidelines of the credit union. Said deposits shall be made twice per month to the Credit Union when paychecks are distributed. However, an employee may make only one alteration in the deduction denomination per year. The year is defined as September 1 through August 31.
3. When a pay day falls on or during a school holiday, bank holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day, except in an emergency.
4. Ten (10) month employees shall receive their final pay checks no later than June 30, provided the building principal certifies that they have completed duties for which they are responsible.
5. Payment for Extra-Curricular activities shall be paid by separate check.

B. **Increments**

An employee is eligible to advance a step in the salary guide in the new school year if he/she satisfies the following requirements:

1. The employee is reappointed for the new school year.
2. The employee worked and received compensation for more than half (1/2) of the preceding year as follows:
 - Ten month employees must have worked more than five (5) months during the preceding school year; and
 - Twelve month employees must have worked more than (6) months during the preceding school year.
3. The employee's increment has not been withheld by the Board of Education.

C. Adjustment

1. Teachers changing their salary classification by reason of obtaining a higher degree during any school year shall be moved to their new classification for the following year.
2. Teachers must notify the Superintendent of any degree change prior to the first regular Board meeting in September and verify by official transcript or record no later than the October Board meeting to be eligible for such change in degree status for the current year.

D. Attendance Incentive

1. Upon retirement, as retirement is defined by the T.P.A.F., a teacher with fifteen (15) years of service in the Sayreville School System and with a good attendance record, shall receive an attendance incentive of 1.40% of his/her salary for every three (3) years of service. A teacher with an exceptional attendance record shall receive an attendance incentive of 1.55% of his/her salary for every three (3) years of service. A good attendance record shall be defined to mean a teacher who is able to maintain an average of sixty percent (60%) of his/her accumulated leave days per year for the last fifteen (15) years of service. An exceptional attendance record shall be defined to mean a teacher who is able to maintain an average of eighty percent (80%) of his/her accumulated leave days per year for the last fifteen (15) years of service. In extreme circumstances, where a teacher, upon retirement, has not met the definition of good attendance due to catastrophic illness or other extenuating circumstances, the Board may, in its discretion, confer upon the teacher a good service bonus of up to \$1,000.00.
2. Anyone who has 25 years of service, or more, in district by June 30, 2021 shall be grandfathered into the D.1 above. Effective July 1, 2021, upon retirement, as retirement is defined by the T.P.A.F., a teacher with fifteen (15) years of service in the Sayreville School System and with a good attendance record as reflected by a balance of at least 90 sick days on their last day of service will be eligible for an attendance incentive per the below calculation:
 - 15 years of service: Sick day balance x \$55 per diem, not to exceed \$15,000.
 - 20 years of service: Sick day balance x \$65 per diem, not to exceed \$15,000.
 - 25 years of service: Sick day balance x \$75 per diem, not to exceed \$15,000.

Timely notice of intent to apply for the attendance incentive must be given to the Board no later than November 1 prior to the year of the officially requested retirement date. For example, a person planning to retire in June 2006, would have to officially notify the Board by November 1, 2005 and would be paid the attendance incentive in July 2006. If a person plans to retire in June 2006 but officially notifies the Board on November 2, 2005 or later, he/she will be paid the attendance incentive in July 2007. If timely notice is not given, the Board may delay the attendance incentive until the following school year. All retiring employees shall receive their retirement bonus as a contribution to a 403(b) Plan paid by the Board of Education.

- E. **Terminal Leave Pay** – Full-Time Secretaries, Cafeteria Employees, Bus Drivers, Mechanics, Full-Time Paraprofessionals, Full-Time Bus Aides and Full-Time Campus Monitors.

Upon retirement an employee's terminal leave pay will be equal to one-half (1/2) of unused sick days with a maximum of ninety (90) days. All retiring employees may receive their terminal leave pay as a contribution to a 403 (b) plan paid by the Board of Education.

- F. **Premium Pay** - Transportation Employees

1. The Board agrees to pay one and one half (1-1/2) times the straight time hourly rate for work performed.
 - In excess of eight (8) hours in a calendar day.
 - In excess of forty (40) hours in a work week.
 - On any Saturday (this provision shall not apply to hourly bus drivers).
 - On any Sunday.
 - On any observed holiday, in addition to holiday pay entitlement, if any.
2. Requests to work overtime shall not be canceled once the overtime assignment is made. Should a trip requiring overtime be canceled after it is assigned, the affected employee shall receive the next unassigned trip.
3. Employee(s) called in shall be guaranteed four (4) hours work or pay in lieu thereof. Whenever applicable, premium pay rules shall apply.
 - Full-time bus drivers who are assigned a trip following the four (4) hour guarantee which is of less than one (1) hour duration and is either preceded or followed by work with a waiting period of less than one (1) hour shall be guaranteed one (1) hour's pay.
4. Breaks of less than one (1) hour for full-time bus drivers and one-half (1/2) hour for full-time bus aides will count as hours worked.
5. The Board will pay towards an overtime meal when an employee is required to work ten (10) hours or more and for each succeeding four (4) hours of work. The Board will also pay towards an overtime meal when an employee works six (6) hours if said assignment extends beyond 7:00 p.m. Their respective amounts can be found in SCHEDULE A– NO. 9.
6. Overtime will be equalized to the fullest extent practicable within each work group.
 - Full-time bus drivers' field trips and athletic trips shall be offered in the order of seniority. There shall be a separate rotation list for field trips as well and for athletic trips.
7. The Board shall not substitute compensatory time off in place of wages earned.

ARTICLE 12
EMPLOYEE ASSIGNMENT

- A.
1. a. All Teachers shall be given written notice of their tentative class and/or subject assignments and building assignments for the forthcoming year not later than June 1, whenever possible.
 - b. Non-teaching staff members shall be given written notice of changes in their work and/or building assignments for the forthcoming year. This notice shall be given to twelve (12) month Secretarial/Clerical Employees, and Cafeteria Employees by August 1. Every effort will be made to notify the Paraprofessionals of changes as soon as possible.
2. The Superintendent shall assign all newly appointed personnel to their tentative positions within that subject area and/or grade level for which the Board has tentatively appointed the Teacher. The Superintendent shall give notice of assignments to new Teachers as soon as practicable.
 3. In the event that changes in such schedules, class and/or subject assignments, work assignments, or building assignments, are proposed after the dates set forth in 1.a. and b. above, the employee affected shall be notified in writing as soon as possible.
- B.
1. Employees who may be required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the allowable NJ state rate.
 2. Teachers who are assigned to more than one (1) school building shall be given adequate travel time between schools.
 3. Employees dividing their time between buildings or levels will be assigned to one building or level as per Article 7, at the discretion of the Superintendent.
 4. Employees dividing their time between buildings during the school day, shall be provided parking spaces as close as possible to a building entrance.
 5. All employee transfers (full or part-time) will be made public in the Superintendent's report, at the subsequent Board of Education meeting.
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ARTICLE 13
EMPLOYEE FACILITIES

- A. Each school shall have the following facilities:
1. Space in each classroom in which Teachers may store instructional materials and supplies.
 2. A desk, chair, and filing cabinet for each classroom.

3. A separate dining area for the use of the employees, wherever possible.
4. Space for each employee to store coats and personal articles.
5. Chalkboard/whiteboard space in every classroom.
6. Books, paper, pencils, pens, chalk and erasers, as appropriate, shall be provided in every classroom and secretarial work station.
7. Each employee of the district covered by this agreement shall be provided with a district e-mail account and shall have access to a computer with Internet access, in accordance with Board Policy.

B. Uniform Allowance

1. The Board shall provide each Cafeteria Employee with five (5) shirts, five (5) pants, and five (5) smocks and up to a \$75.00 allowance for shoes annually. The type of such uniform will jointly be determined by the supervisor and an SEA committee.
2. Each year, the Board will provide the mechanics with seven (7) long sleeve shirts, seven (7) short sleeve shirts, and seven (7) pairs of pants. These items will be maintained by the worker. Each year the board will provide the mechanics with a pair of safety shoes not to exceed a cost of \$150.00. A receipt and certification statement must be signed by the employee attesting to compliance with OSHA standards for his/her job description in order to receive reimbursement for shoes. Every three (3) years, foul weather gear will be provided for the mechanics. New mechanics hired prior to December 31st of the current year will receive his/her full complement of shirts, pants and shoes. Anyone hired after December 31st will receive his/her full complement of shirts, pants and shoes on the date of hire but not be issued another set on July 1st of that year.
3. The Board shall provide each Bus Driver and Bus Aide with five (5) uniform shirt and one (1) winter jacket as needed. An SEA committee and the Board of Education will mutually agree upon the color, style and manufacturer of the uniform shirt and jacket.

ARTICLE 14
EDUCATIONAL COUNCIL

- A.** A joint Educational Council shall be established and it shall consist of up to three (3) Board members, the Superintendent of Schools, two (2) designees appointed by the Board and up to five (5) Sayreville Teachers appointed by the Association. The Council shall meet at least three (3) times a year and advise the Board of Education on matters of mutual concern dealing with the day-to-day operation of the system and the advancement of the educational goals of the district. Prior to September 30 each school year, meeting dates for the school year shall be set jointly. Teacher participation in the Educational Council is voluntary and without additional compensation.

- B. The function of the Educational Council is to recommend for Board of Education consideration the establishment of policies and practices pertinent to the items in paragraph A. The Council, in preparing their recommendations for the Board of Education consideration, shall at all times avail itself of the most up-to-date research pertinent to such recommendations. In addition, it shall provide for majority reports and minority reports, if any, pertaining to its recommendations.
 - C. All reports and recommendations outlined above in paragraph B. shall be in writing.
 - D. Meetings shall generally be held during evening hours, at a mutually agreeable time.
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ARTICLE 15
TEACHER TRANSFERS AND REASSIGNMENTS

- A. Requests for a voluntary transfer shall be given due consideration by the Superintendent of Schools on the basis of the needs of the District.
 - B. Notice of any involuntary transfer or reassignment shall be given to Teachers as soon as practicable and, except in cases of emergency, not later than June 15.
 - C. An involuntary transfer or reassignment shall be effective only after a meeting between the Teacher involved, and the principal, at which time the Teacher shall be notified of the reason, if requested by the Teacher. The Teacher may, at his option, have an Association representative present at such meeting.
 - D. Teachers shall be given a signed copy of their notice of transfer, if possible, no later than June 15 of the year preceding said transfer.
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ARTICLE 16
TEACHER PROMOTION

- A. Promotional positions are defined as “positions on the administrator-supervisory levels of responsibility.” Extra work and/or extra pay assignments do not constitute a promotion.
 - B. For all promotional positions:
 - 1. A notice shall be posted in each school and Administrative Building as far in advance as practicable. A copy shall be sent to the Association President. Teachers who desire to apply for such vacancies shall submit their applications on-line to the Superintendent within the time limits specified in the notice.
 - 2. Applicants who meet the qualifications for a vacancy shall be interviewed by the Superintendent or his/her designee, and/or the Board of Education.
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ARTICLE 17
SENIORITY, POST AND BID PROCEDURES LAYOFF AND RECALL

**SECRETARIAL EMPLOYEES, CAFETERIA EMPLOYEES, FULL-TIME PARAPROFESSIONALS, FULL-TIME
TRANSPORTATION EMPLOYEES, AND FULL TIME CAMPUS MONITORS.**

A. Seniority

1. General

- a. "Seniority" is defined to mean preference in employment based upon the length of continuous service with the Board from the date of initial hire provided such service has not been terminated by:
 - (1) Quitting
 - (2) Discharge
 - (3) Expiration of recall rights.
- b. If a new employee is retained by the Board beyond the probationary period, his/her seniority will be retroactive to the date of employment.
- c. Seniority shall prevail in matters of layoff, recall, and vacation selection except as otherwise provided in this Agreement. To break ties in seniority, the lowest number on the application will prevail.
- d. Employees on paid sick leave will continue to accrue seniority.

2. Specific

- a. Secretarial/Clerical Employees

Vacancies in the Superintendent's Office shall be filled by managerial prerogative. Seniority will not be a controlling factor in the filling of these vacancies.

- b. District Satellite Cafeteria Manager/Cafeteria Managers

- 1. In case of a school closing or a reorganization of a school that a Cafeteria Manager (not the District Satellite Cafeteria Manger) is assigned to, the Cafeteria Manager with the least seniority in this category, will move back into the Cafeteria Worker category at the most junior six (6) hour position, retaining all seniority rights for future bidding positions.
- 2. Seniority as a Cafeteria Manager can only be gained in a Cafeteria Manager position. All Cafeteria Manager seniority is additionally credited to Cafeteria Worker seniority.

c. Cafeteria Workers, Paraprofessionals

In a case of a school closing, Cafeteria Workers and Paraprofessionals have the right to “bump” into the school of choice through seniority.

d. Transportation Employees

1. There shall be a separate seniority list for each unit: Bus Aides, Hourly Drivers and Mechanics.
2. Probationary Period - The first 90 calendar days of employment, excluding July and August, shall be a probationary period and the Board shall have the right to discharge a probationary employee without assigning any reason for the discharge and shall not have recourse under the grievance procedure.
3. No seniority will be lost or gained by a leave of absence approved by the Board unless the person fails to report to work on the agreed workday.

B. Post and Bid Procedure

1. It is the intention of the Board to fill job vacancies from within each unit sub-group (Secretarial, Cafeteria Manager, Cafeteria Workers, Paraprofessional) before hiring new employees.
2. The Board shall post all vacancies for permanent positions. The Board shall prepare a notice stating the name of the job classification, location of the assignment and requirements. In addition, the statement shall invite bids. This notice shall be posted on all bulletin boards for five (5) working days. In addition, the Board agrees to publish a notice for bid to each employee on the email system. All such vacancies will be posted on the district's website.
3. A successful bidder will be granted a trial period of thirty (30) renewable working days not to exceed ninety (90) working days on the new assignment. During this trial period, the successful bidder will be compensated at the rate of pay of the new classification. Easter, Christmas and summer recesses, where applicable, will not count toward the completion of the ninety (90) working days' trial period. The Association and the employee will be kept advised of the bidders' progress in learning of the new assignment and be given every reasonable assistance to successfully meet the requirements of the job. If the bidder does not wish to stay in the lateral/upgrade position, the bidder may return to his/her previous position within twenty (20) days of the new appointment. If the bidder fails to successfully meet the requirements of the job within the ninety (90) working day trial period, or expresses his/her desire to return to his/her previous position within twenty (20) days of the new appointment, such person shall assume seniority and pay as though such old classification had never been left.

- a. Transportation Employees. A successful bidder will be granted a trial period of ninety (90) calendar days, excluding July and August, on the new assignment. During his/her trial period, the successful bidder will be compensated at the rate of pay for the new classification. The Association and the employee will be kept advised of the bidder's progress in learning the new assignment and be given every reasonable assistance to successfully meet the requirements of the job. If the bidder fails to successfully meet these requirements within ninety (90) calendar day trial period, such person shall assume seniority and pay as though such old classification had never been left.

C. Layoff and Recall

1. General Provisions

The Board may reduce the working force consistent with N.J.S.A. 18A:28-9. Under such circumstances, the following procedures shall be followed:

- a. Any employee laid-off shall be placed on the recall list in the unit sub-group (see B.1.) for a period of two (2) years.
- b. Any notice of re-employment to an employee who has been laid off shall be made by registered mail to the last known address of such employee.
- c. The employee must notify the Board within ten (10) working days of intent to return to work.
- d. The employee shall give notice of intent to return within ten (10) working days of receipt of a reemployment notice and actually return to work within thirty (30) calendar days.
- e. Notice of the layoffs of Cafeteria Employees, and Secretarial/Clerical Employees shall be given at least thirty (30) days before the scheduled layoffs. Paraprofessionals and Transportation Employees shall be given at least ten (10) working days' notice before the scheduled layoffs.
- f. The employee with the least amount of seniority in a unit sub-group (see B.1. above), regardless of classification within the unit sub-group will be the first laid off.
- g. The Board, upon rehiring, shall do so in order of seniority. The Board shall rehire the last employee laid-off in a unit sub-group providing that such employee has the qualifications for the position for which he/she is rehired.
- h. Under no circumstances shall the Board hire Secretarial/Clerical Employees from the open market while Secretarial/Clerical Employees on the recall list who are qualified to perform the duties of the vacant position are ready, willing and able to be re-employed.

- i. Any non-professional employee who maintains his/her employment within the district and bids for a job previously held by that employee will be placed on the same step of the salary guide that he/she would have been on had they never left the position.
2. Secretarial Reduction-in-Work Year

If a reduction in the Secretarial work force involves changing a position from twelve (12) months to ten (10) months, the following rules will apply:

 - a. Employee in the reduced position may elect to remain in the position or displace the most junior of these twelve (12) month employees with less seniority providing:
 1. The employee is qualified for that position
 2. The position is not restricted under A.2.a. above.
 - b. The junior twelve (12) month employee displaced from a twelve (12) month position will be placed in the open ten (10) month position.

ARTICLE 18 EVALUATION

A. Teacher Evaluation

1. Each non-tenured Teacher shall be evaluated at least three (3) times each year by his/her immediate supervisor.
2. A Teacher shall be given a copy of any class visit or evaluation report prepared by his/her evaluators not more than five (5) working days following the evaluations.
3. Each observation cycle (observation, written report and conference) shall be completed before another cycle begins. However, the teacher must notify the evaluator if a cycle is incomplete before the observation commences.
4. The Teacher shall be given a copy of the Annual Performance Report after the Teacher has signed said report. When any report on performance goes into a non-teaching employee's personnel file, a copy shall be provided to the employee.

B. All Employees

1. Any employee shall have the right to have his/her written comment regarding the evaluation included in his/her personnel file as long as it is received within 10 school days of the post conference.
2. No observation or evaluation report shall be submitted to any central office, placed in the employee's file or otherwise acted upon without prior conference with the

employee. No employee shall be required to sign a blank or incomplete evaluation or observation form.

3. When any report on performance goes into a non-teaching employee's personnel file, a copy shall be provided to the employee.
4. All monitoring or observation of the work performance of an employee shall be conducted openly and with full knowledge of the employee. The use of eavesdropping, public address, cameras, audio systems, and similar surveillance devices shall be strictly prohibited.

ARTICLE 19

SICK LEAVE

- A. All employees employed by September 1st who are protected by tenure or are steadily employed, shall be entitled to ten (10) sick leave days each school year and all twelve (12) months employees shall be entitled to twelve (12) sick leave days each school year. However, any employee that is on an unpaid leave of absence on September 1st will be entitled, upon their return to work, to a prorate number of sick days during the school year that they return to work, beginning with the first full month that they work. All newly-hired employees employed after September 1st, on a contractual basis, will be entitled to a prorate number of sick days equal to one (1) day for each full month of employment. Unused sick leave days shall be accumulated from year to year with no maximum limit. However, no employee shall be allowed to increase his total accumulation by more than fifteen (15) days in any one year, pursuant to N.J.S.A. 18- A:30-7.

All cafeteria workers-hourly shall be entitled to one sick leave day per month. A sick leave day shall be defined as the number of hours per day normally worked by the worker taking sick leave. Any day not used may accumulate but cannot be used for a determination of terminal leave pay under Article 11E unless the worker becomes full time in a position in the district. Should a worker become full time, that number of sick leave hours that the worker has accumulated shall be retained.

1. All contractual employees re-hired after September 1, will be entitled to one (1) sick day for the month they are re-hired, provided they begin working on or before the first work day after the tenth of the month.

- B. Extended Sick Leave: benefits will be governed by N.J.S.A. 18A:30-6 as outlined below:

When absence, under the circumstances described in section 18A:30-1 of this Article, extends the annual sick leave and the accumulated sick leave, the Board of Education may pay any such person each day's salary less the pay of a substitute, if a substitute is employed or the estimated cost of the employment of a substitute if none is employed, for such length of time as may be determined by the Board of Education in each individual case. A day's salary is defined as 1/200 of the annual salary for ten (10) month employees and 1/240 of the annual salary for twelve (12) month employees.

- C. Tenured Teachers, Secretarial/Clerical Employees, Cafeteria Employees, Paraprofessionals and Transportation Employees must be granted a sick leave without pay, up to two (2) years, unless the Board of Education acts otherwise in a specific case.
- D. No sick leave entitlement is to accrue to employees while on an extended unpaid leave of absence.
- E. Every effort shall be made to provide all employees an annual accounting of accumulated sick leave by September 30.
- F. Paraprofessionals on a paid sick leave will continue to accrue seniority.
- G. Transportation Employees
 - 1. Employees entitled to sick days with pay shall be paid for the scheduled hours of run, inclusive of late runs.
 - 2. Employees with less than six (6) years of employment may receive the difference between their salary and the wages paid to a substitute for thirty (30) days after their cumulative sick days have been exhausted only once for same occurrence. The Board retains case by case discretion in granting any additional leave.
 - 3. Employees with more than six (6) years of employment may receive the difference between their salary and wages paid to a substitute for ninety (90) days after their cumulative sick days have been exhausted for each occurrence, provided there is a break of at least thirty (30) calendar days. The Board retains case by case discretion in granting any additional leave.
 - 4. No sick leave entitlement is to accrue to employees while on leave of absence.
 - 5. Employees on sick leave will continue to accrue seniority.

ARTICLE 20
PERSONAL ABSENCE

- A. Teachers shall be entitled to the following personal leaves of absence with full pay each school year:
 - 1. Days for personal business that require absence during school hours. The applicant need not be required to state the reason for taking such leave other than that he is taking it under this section. The applicant must submit and receive approval from the Superintendent or his designee three (3) days before taking such leave. Teachers shall not request personal days immediately before and after a holiday. Regulations in this paragraph may be waived in case of an emergency and/or at the discretion of the Superintendent.
 - a. Teachers with less than nine (9) years of service in the District - three (3) days.

- b. Teachers with nine (9) years or more service in the District - four (4) days.
- c. Teachers employed after December 1st shall receive a prorated number of personal days according to the following schedule:
 - Employed before March 1st - two (2) days
 - Employed after March 1st - one (1) day
- d. In the event a Teacher desires to use a personal day in an emergency situation, the Teacher shall report his/her intent to be absent in the normal manner. The Teacher shall submit a personal leave day request through the online system, with the emergency reason stated, to the Superintendent, or his/her designee for approval/disapproval.
- e. A maximum of one (1) personal day each school year may be taken as two (2) half-day personal days.
- f. Employees may be granted three (3) consecutive personal days with the approval of the building principal as long as they do not coincide with the following:
 - The day before or after a holiday or school recess/vacation.
 - The day(s) of any state tests, achievement tests and/or mid-term/final exams.
 - The day(s) planned for district/school staff development activities.

Any three consecutive personal days which involve 1 through 3 above will require the approval of the Superintendent of Schools and will be granted under limited conditions.

- g. Up to two unused personal days per year will automatically convert into family illness days the following school year. One can not accumulate in their bank more than 6 days at any given time. Any additional unused personal days, over the two converted per year and if the bank is maxed at 6; those will be converted into sick time. Staff have the option of not participating in this automatic conversion by completing a form provided by the District. Opt-in to auto-conversion shall be automatic unless the opt-out form is filled out or the staff member already has a full bank.

- B. Bus aides, part-time cafeteria employees and part-time secretaries will be granted one (1) paid personal day per year. Full-time secretarial/clerical employees, cafeteria employees, full-time paraprofessionals, full-time bus drivers, and Mechanics will be granted personal days with pay in accordance with the following schedule:

Years of Employment as of June 30th

Number of Personal Days with Pay

Less than one (1) year

Prorate one (1) day for each four (4) months of completed employment

One (1) year but less than five (5) years

Three (3) days

Five (5) years or more

Four (4) days

1. An employee must submit and receive approval from the Superintendent or his/her designee three (3) days before taking such leave. In the event an employee desires to use a personal day in an emergency situation, the employee shall report his/her intent to be absent in the normal manner. On the first day the employee returns to work, the employee shall submit a personal leave day request, with the emergency reason stated, to the Superintendent, or his/her designee for approval/disapproval.
2. The Board will consider granting a personal leave day either on the scheduled workday prior to or following Independence Day and prior to Labor Day.
3. Personal days will be reimbursed for Hourly drivers based on scheduled hours of work, inclusive of late runs.
4. Employees may be granted three (3) consecutive personal days with the approval of the building principal as long as they do not coincide with the following:
 - a. The day before or after a holiday or school recess/vacation.
 - b. The day(s) of any state tests, achievement tests and/or mid-term/final exams.
 - c. The day(s) planned for district/school staff development activities.

Any three consecutive personal days which involve "a" through "c" above will require the approval of the Superintendent of Schools and will be granted under limited circumstances.

C. Unused entitlement of personal days under A. and B. above with pay shall be added to such individual employee's accumulated sick leave entitlement.

D. See Article 24 for Professional Development Days

E. BEREAVEMENT DAYS:

1. An allowance of five **(5) bereavement days** will be granted for a spouse, "significant other" or "civil union" partner as defined by the state, child, mother, father, step-parents, step-children, or siblings, without deduction in pay in case of death provided the leave can be taken within ten (10) days. "Significant other" shall be defined as one of two adults living in the same household as domestic partners in an established relationship, acknowledged by the parties and with co-mingled financial obligations.
2. Three **(3) bereavement days** will be granted for mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother, grandfather, and grandchildren, provided these can be taken within seven (7) days.

3. In the event of a death of an employee's brother-in-law, sister-in-law, aunt, or uncle an allowance of **(1) bereavement day** will be granted without deduction in pay provided that this can be taken within seven (7) workdays of the aforementioned death.
 - An allowance of one (1) school day for attendance at delayed funeral services for relatives in the above-mentioned categories under extenuating circumstances may be granted at the discretion of the Superintendent.
- F. In the event of the death of a student or staff member, the building principal will allow a suitable number of staff members to leave the building to attend the funeral.
- G. Ten-month employees absenting themselves and failing to comply with the procedures delineated above will be deducted one two-hundredth (1/200) of the annual salary for such day's absence. Twelve-month employees absenting themselves and failing to comply with the procedures delineated above will have one-two hundredth and fortieth (1/240) of the annual salary deducted for such day's absence.
- H. Jury Duty Service - Teachers, Secretarial/Clerical Employees, Cafeteria Employees, Paraprofessionals and Transportation Employees.
 1. Any such employee who is called to jury duty shall immediately notify the employer.
 2. Said employee who is excused from jury duty service on any day shall report for work on such day.
 3. Said employee shall not be required to report back to work on any day he is in attendance at court for jury duty service, regardless of the employee's shift.
 4. The employer agrees to pay said employee a full day's pay for each day of jury duty service in addition to whatever compensation such employee may receive as jury duty services fees from the court. Full-Time Bus Drivers shall not be paid less than four and one half (4-1/2) hours or scheduled hours not including late runs.
- I. Other leaves of absence with pay may be granted by the Board for good reason. Leaves taken pursuant to Section A. above shall be in addition to any sick leave to which the employee is entitled.
- J. A "day without pay" (formerly referred to as a "deduct day") will not be granted by the Superintendent until all of the employee's personal days and vacation days have been exhausted. If the employee has no remaining personal days or vacation days and takes a "day without pay," the employee will lose that day's pay and may be subject to a formal reprimand.

ARTICLE 21
EXTENDED LEAVES OF ABSENCE

A. Anticipated Disability Leaves

1. Any employee who anticipates undergoing a state of disability such as but not limited to surgery, hospital confinement, medical treatment or pregnancy may apply for a leave of absence based upon said anticipated disability in accordance with provisions hereinafter set forth.
2. Employees requiring time off for reasons of disability are required to request such leave of the Board on the form included in this contract, through the Superintendent, as soon as the condition which may result in disability is known.
3. Any employee who desires to continue in the performance of his or her duties during a period prior to a state of disability shall be permitted to do so provided said employee produces a statement from his or her physician stating that said employee is physically capable of continuing to perform his or her duties and further stating up to what date is the opinion of said physician the employee is capable of performing said duties.
4. The employee requesting a leave under the provisions of Section A. shall specify in writing on the form included in this contract the date on which the disability is anticipated to commence and terminate.
5. The employee requesting leave under Section A. must produce a statement of his or her physician stating that the employee is or will be disabled pursuant to Section A.1. The statement must include anticipated commencement and termination dates for said disability.
6. The Board retains the right to set the start date and/or return date for said leave in order to avoid interference with the administration of the schools or with the education of its students. Should the Board choose to accelerate a starting date for an anticipated disability leave under this provision, the date will be set no earlier than the first day of the marking period in which the employee anticipates leaving. The employee shall not lose any insurance benefits if his/her starting date is accelerated under this provision. Return from a disability, family and/or child rearing leave shall occur at the beginning of a marking period. Prior written notice must be given. Any deviation from this policy for extraordinary circumstances shall be at the discretion of the Superintendent and the Board.
7. The Board shall have the right to require any employee who has been on a disability leave and who desires to return to his or her duties by a fixed date following recovery from disability to produce a certificate from his or her physician stating that he or she is capable of resuming their duties.
8. During the period of actual disability an employee granted an unpaid leave of absence may use accumulated sick leave pursuant to the provisions of N.J.S.A. 18A:30-1 et seq.
9. The provisions of Section A. shall not be deemed to impose on the Board any obligation

to grant or extend a leave of absence of any non-tenured employee beyond the end of the contract school year in which the leave is obtained.

B. Child-Rearing Leave

1. In the case of a birth of a child, any employee shall have the right to apply for a leave without pay for child-rearing purposes.
2. Applications for child-rearing leave shall be made by the employee to the Superintendent at least sixty (60) days prior to the anticipated birth of the child. Employees shall utilize the form included in this contract for this purpose.
3. Child-rearing leave shall be granted to all employees for a period of up to the end of the work year in which the birth of the child occurs. In the case of a tenured employee, such leave shall, upon the request of the employee, be extended for one (1) additional work year, providing application is made no later than March 15 of the prior work year. Except in the case when the child is born after March 15, the application shall be made no later than July 1.
4. Any employee adopting a child shall be granted a child-rearing leave which shall commence upon receiving de facto custody of said infant, or earlier if necessary, to fulfill requirements for the adoption. The employee shall notify the Superintendent as soon as the employee knows of the date of custody.
5. An employee may request to terminate an unpaid leave of absence under Sections B.3. and B.4. prior to the termination date adopted by the Board. The Board may deny such a request based upon its determination that the earlier leave termination date would interfere with the administration of the schools or its students.
6. A Teacher returning from an unpaid leave of absence under B.3. and B.4. above shall be placed in a position within the certification of such Teacher.
7. The provisions of Section B. shall not be deemed to impose on the Board any obligation to grant or extend a leave of absence to any non-tenured employee beyond the termination date of his or her contract.

C. Other leaves of absence may be granted by the Board for good reason.

- D.
1. Employees leaving for pregnancy disability purposes shall have extended insurance coverage for one (1) calendar year from the first day of the pregnancy disability leave.
 2. All benefits to which an employee was entitled at the time his or her sick leave under this Article commenced, including unused accumulated sick leave and credits toward sabbatical eligibility, shall be restored to him upon his return.
 3. All applications for extension or renewals of leaves shall be made in writing.

E. Employees on a leave of absence pursuant to the provisions of this Article shall submit to the Superintendent written notice of their intent to return to work no later than April 1 of the

school year preceding the year in which they intend to return. Failure to submit this notification will be considered a resignation.

F. Supplemental Leaves - Transportation Employees

1. Supplemental leaves of absence without pay may be granted by the Superintendent of Schools or the Board Secretary provided that the needs of the service permit and also provided that overtime coverage is not required by the granting of the leave of absence without pay. Request must be made at least forty-eight (48) hours in advance of the start of such leave, except in cases of emergency.
2. Other leaves of absence without pay may be granted by the Board for good reasons.
3. A leave of absence for the purpose of pursuing additional education may not exceed a period of two (2) years.

ARTICLE 22
SABBATICAL LEAVES

A. A sabbatical leave may be granted to a Teacher by the Board for educational purposes. To be eligible, one must show proof of matriculation for a Doctorate degree program subject to the following conditions:

1. If there are sufficient qualified applicants, sabbatical leaves shall be limited to three (3) Teachers at any one time.
2. Requests for sabbatical leave must be received by the Superintendent in writing no later than February 1st and action must be taken on all such requests no later than May 1st, of the school year preceding the school year for which the sabbatical leave is requested.
3. Tenured Teachers who have completed at least seven (7) full school years of service in the Sayreville School District are eligible.
4. A Teacher on sabbatical leave for a full school year shall be paid by the Board at fifty percent (50%) of the salary rate which he would have received if he had remained on active duty.
5. Upon return from sabbatical leave, a Teacher shall retain salary, seniority, retirement and tenure rights as if they were in regular employment.
6. The recipients of sabbatical leaves shall agree, in writing, to return to the Sayreville School District for a period of at least two (2) years after the leave. Failure to comply with this section will require reimbursement of salary received during said leave.
7. Final selection of recipients shall be made by the Superintendent of Schools and require approval by the Board of Education.
8. The recipients of sabbatical leaves shall prepare and submit written reports for evaluation work or research undertaken during the leave. Number and frequency of

written reports submitted by the candidates to the Board of Education will be determined by the Superintendent and will depend on the course of study being pursued by the candidate.

9. Should the recipient not receive his/her Doctorate within two (2) years after returning to the Sayreville School District, he/she is to reimburse the Board fifty percent (50%) of the pay he/she received while on sabbatical.

ARTICLE 23 REPLACEMENT OF TEACHERS

- A. A properly qualified Teacher holding an appropriate certificate, who replaced a regular teacher during an extended absence, carrying out regular teaching procedures and preparing and formulating lesson plans, shall be paid at the minimum salary for his/her classification on the guide or at a level approved by the Superintendent and the Board.
- B. The Teacher shall receive prorated sick leave and personal days in accordance with ARTICLES 19 and 20.
- C. Health benefits shall be provided to the extent required by law. The teacher shall also receive any other dental and prescription benefits to the same extent as any other employee who is employed for sixty (60) or more days.
- D. The Teacher shall be granted professional days at the discretion of the Principal/Superintendent as per ARTICLE 24. If the replacement teacher works for the full year, he/she will have the same number of professional days as a regular teacher.
- E. This language shall not apply to vacancies created by resignation, retirement or death except for those vacancies which occur after April 30 in any year. Vacancies which occur after April 30 may be filled under the substitute procedures and shall not be covered under A. above.

ARTICLE 24 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. Course Reimbursement: The Board will provide tuition reimbursement for graduate or continuing education credits (CEU), excluding fees and/or any other costs that may be associated with same, for licensure for up to nine (9) credits per year for courses taken during a school year (July 1st to June 30th) for certificated staff who have completed three (3) continuous years under their current certification. There is a cap of \$100,000 for tuition reimbursement for the SEA as a whole and cap of nine (9) credits per year per employee on a first come first served basis. Such courses must be in the teacher's specific subject area taught or educational technology. Each year, three (3) of the nine (9) credits may be taken in administrative courses eligible for NJ certification as a supervisor, principal or school administrator. Certificated staff requesting course tuition reimbursement must prove they are matriculating in a program or that the course meets CEU licensure requirements. Each course shall be reimbursed up to the Rutgers University graduate rate. Any exception to these three areas will be at the sole discretion of the Superintendent. Courses required for teacher certification are not eligible for tuition reimbursement.

1. Applications for course tuition reimbursement must be approved by the Superintendent before course registration is made. Reimbursement shall be provided when evidence that the approved course was taken and successfully completed is submitted to the Superintendent of Schools.
 2. Any teacher who received course tuition reimbursement from the district for coursework completed will be subject to a two (2) year commitment to the district. If the teacher resigns, he/she will be obligated to pay the full amount of the tuition reimbursement back to the district. Exceptions to this article will be made in the event of extenuating circumstances. These circumstances will include, but not be limited to, family or medical emergencies and spousal transfers.
 3. Reimbursement will not be provided for courses taken in whole or in part while a teacher is on an unpaid leave of absence.
- B. In-Service programs offered by the district shall be offered on an in-district credit basis for employees. The district and the Association shall agree on the credit value prior to the start of the program. This credit will be used for advancement in levels within the salary schedule and will have the equivalent of graduate weighting.
- C. When guidelines related to the new professional development programs are promulgated from State of New Jersey, the parties will work to implement the recommendations and negotiate over the terms and conditions related to those changes if necessary. A committee involving the Superintendent of Schools and administrators of his/her choosing and members of the Association selected by the president shall review these guidelines and make recommendations to the Board for future actions.
- D. **Professional Days:** Up to two (2) days per year will be granted to teachers for the purposes of attending meetings or conferences of an educational nature upon approval of the Superintendent. The day/s may be requested for attendance at a single meeting / conference or two different meetings or conferences. The total amount of the reimbursement for both days shall not exceed schedule A amounts of \$350 per school year. Additional Days may be approved by the Superintendent. Up to \$100 of the \$350 yearly reimbursement allowance for Professional Development may be used to pay for the yearly enrollment in state and national organizations or councils related to the subject area taught by the teacher. A list of accepted organizations and councils shall be mutually agreed upon annually or as needed.

In order to be considered for such leave, the Teacher shall apply for such leave in writing and in accordance with current state regulations. An individually prepared report will be submitted to the Superintendent's office within seven (7) days of attendance at such an activity. Expenses for such approved professional days will be reimbursed according to the amounts in SCHEDULE A.

Coaches shall be allowed to take an additional professional day as per Article 8 of this contract. In addition, support staff employees may apply to attend meetings or conferences of an educational nature upon approval of the Superintendent. There shall be an aggregate cap of \$2,000.00 in expenses for such conferences for support staff. No more than two (2) support staff employees within the district will be allowed to attend any one conference and no support staff employee will attend more than one (1) conference in the year. Expenses for such approved conferences

will be reimbursed according to the Professional Day rate in SCHEDULE A. Transportation employees: two (2) employees will be allowed to attend an NJEA sponsored conference on non-school days. Reimbursed expenses for such conferences are indicated in SCHEDULE A. The Superintendent may approve additional professional days at his/her discretion.

ARTICLE 25 ADULT SCHOOL

Employees under contract to the Sayreville Board of Education may enroll in the Sayreville Adult School tuition-free under the same provisions, except those relating to age and residency, and exceptions as senior citizens. Seminars offered through the Adult School are excluded from this provision.

ARTICLE 26 INSURANCE PROTECTION

A. The Board shall provide the Healthcare Insurance designated below:

1. A **Preferred Provider Organization (PPO) Plan** will be offered to all eligible employees, as defined below, and their dependents with the employee contributing in the amount established in section "H", below. The Board will pay the remainder of the monthly premium. The PPO Plan office visit copay will remain at \$ 15.00.
2. A **Point of Service (POS) Plan** will be offered to all eligible employees, as defined below, and their dependents with the employee contributing in the amount established in section "H" below. The Board will pay the remainder of the monthly premium.
3. A **HMO Plan** will be offered to all eligible employees, as defined below, and their dependents with the employee contributing in the amount established in section "H", below. The Board will pay the remainder of the monthly premium.
4. The Educators' Health Plan (EHP) and Garden State Health Plan (GSHP) as per P.L. 2020, c.44.
5. The Pre-Admission Certification Review maximum penalty is \$400.00 per incident

B. Eligibility and Qualifications

Eligibility and Qualifications for the above named Health Benefits Programs

1. Employees hired prior to June 30, 2011 are eligible for the PPO Plan. These members may choose between the PPO, POS, EHP, GSHP, or HMO on the annual renewal date.
2. Anyone hired after June 30, 2011 will be offered up to Family Coverage for POS, EHP, GSHP, or HMO only. These employees may buy up to the PPO at any time. In order to do this, members must pay the difference between the annual premium for POS or HMO for that employee and that of the PPO. In addition, these members would be required to pay any other contributions required by Section "H", below.

3. Employees hired on or after July 1, 2020 shall be eligible for the EHP and GSHP as per the terms of P.L. 2020, c.44.

C. Dental Plan

Each employee shall receive dental coverage, which includes a Dental Maintenance Organization Plan. The Plan will be offered to all eligible employees and their dependents with the employee contributing the amount established in section “H”, below. The Board will pay the remainder of the monthly premium. **The coverage is an annual maximum of \$2,500.**

D. Prescription Plan –

The Prescription Plan for those enrolled in the NJEHP and GSHP shall be The Educators’ Health Plan (EHP) and Garden State Health Plan (GSHP) as per P.L. 2020, c.44.

Prescription Drug Benefits will only be provided if the employee elects to enroll in the Prescription Drug Plan.

The Plan will be offered to all eligible employees and their dependents with the employee contributing the amount established in section “H”, below. The Board will pay the remainder of the monthly premium. In the event that the Board were to provide a “self-insured” program, within 7 months after the previous school year or by January 31st, the Board will negotiate the refund of any surplus balance (including the rebates and premium payments made by enrolled employees that exceeded what the district paid out for actual prescription claims) for employees enrolled in the previous school year’s program. During said negotiations, the Board is also entitled to negotiate an increase in prescription premiums if the claims and rebates reported during the first 6 months of the school year, compared to the last 5 years of claims experience, indicate the high probability of a deficit in the current program at the end of the school year. In the event of a surplus fund balance, a refund will be calculated based on the enrolled employees’ Chapter 78 contribution rate applied to the formula written and illustrated with examples below. That amount will be refunded to them as a credit to their Chapter 78 contribution and will be received through a separate direct deposit highlighting the reimbursement no later than three months after said negotiation. Please note that the initial premium deposit paid to a new prescription vendor prior to beginning a self-insured program will only be refunded to enrolled employees once those funds have been reimbursed to the Board upon separation from the vendor, with the exception of those enrolled employees who retire from public education. In that case, they will be reimbursed, using the aforementioned formula within two months after their retirement.

Formula

- End of Year Surplus divide by Total premiums for the year = Percent of Surplus
- Percent of Surplus multiplied by Monthly Premium Rates = Reduction to Monthly Premium Rates
- Monthly Premium Rates Subtract Reduction to Monthly Premium Rates = Revised Monthly Premium Rates
- Recalculate Monthly Premiums based on new rates and annualize for each employee based on their coverage selection including any changes made during the plan year.
- Apply the employees Chapter 78 Contribution percent from the correct plan year to their new revised rate = Revised Employee Contribution

- From Payroll records obtain the employee contribution that was paid during the plan year and subtract the Revised Employee Contribution = Amount to refund to the employee

<i>17-18 Rates</i>		<i>Percent of Surplus</i>	<i>Reduction to Monthly Premiums</i>	<i>Revised Monthly Premium Rates</i>
<i>Single</i>	\$ 208.19	12.91%	\$ 26.88	\$ 181.31
<i>Employee + Child</i>	\$ 377.10	12.91%	\$ 48.68	\$ 328.42
<i>Employee + Spouse</i>	\$ 494.06	12.91%	\$ 63.78	\$ 430.28
<i>Family</i>	\$ 572.04	12.91%	\$ 73.85	\$ 498.19

Employee Example:

	<i>Revised Monthly Premium</i>	<i>Revised Annual Premium</i>	<i>Chapter 78 %</i>	<i>Revised Employee Contribution</i>	<i>Payroll Contribution</i>		<i>Refund</i>
<i>John Doe</i>	\$ 498.19	\$ 5,978.28	26%	\$ 1,554.35	\$ 1,784.76	\$1,784.76 \$1,554.35=	\$ 230.41

The Plan will have a four tier schedule with single, member/spouse – member/partner, parent and child, and family coverage with contribution costs apportioned by the amount of coverage requested, as established in Section “H”, below.

The Prescription Drug co-payments will be: Brand \$ 25, Generic \$ 15, Mail Order \$10.

The Business Administrator will provide the Association President with an annual cost analysis of the Prescription Plan on or about each of the following dates: December 15; April 15 and August 15.

- E. The Board shall reserve the right to consider other plans, subject to Article 2 of this Agreement. The Board reserves the right to change insurance carriers at any time, provided that the coverage provided by the new insurance carrier is equal to or better than the current PPO, POS, HMO, EHP, and GSHP Dental Plans, and/or Prescription Plan, whichever is applicable.
 - F. Any changes to insurance plans require supporting documentation.
 - G. Employees who waive their right to receive health insurance (whether PPO, POS, EHP, GSHP, or HMO coverage) and prescription benefits will receive an annual payment in lieu thereof as follows:
 - \$ 2,000.00 for waiver of family coverage
 - \$ 1,000.00 for waiver of parent/child or husband/wife coverage
1. Employees electing to waive such coverage and benefits must first provide the Board’s Business Administrator/Board Secretary with proof of other health insurance coverage for the employee and the employee’s dependents. If an employee loses his/her out-of-district health insurance and prescription coverage, he/she shall have the option of enrolling in the district’s health insurance plan.

2. Employees who waive their right to receive health insurance coverage as a result of receiving health insurance coverage through another person employed by the Board are not eligible to receive the annual payment for waiver of coverage as set forth above in Article 26(G).

H. Employee Contribution Calculations (Health Care, Dental, Prescription etc.): Employees' health benefits contributions will be the greater of the following, except that contributions for plans covered by P.L. 2020, c.44 shall be as per statute:

1. 1.5% of their annual salary (Chapter 2) OR
2. Chapter 78 - Statutory Requirement but shall not exceed 12% of an employee's base salary in the 2022-23 school year, 11% of an employee's base salary in the 2023-24 school year and, thereafter 10% of an employee's base salary OR
3. Employee Contributions per Negotiated Agreement:

<u>Medical PPO</u>	<u>Annual Employee Contribution</u>
Single	\$383.30
Parent and Child	\$559.30
Husband/Wife / Partner	\$836.11
Family	\$977.38
<u>Medical POS</u>	<u>Annual Employee Contribution</u>
Single	\$270.02
Parent and Child	\$93.62
Husband/Wife / Partner	\$731.74
Family	\$324.43
<u>Medical HMO</u>	<u>Annual Employee Contribution</u>
Single	\$0
Parent and Child	\$0
Husband/Wife / Partner	\$0
Family	\$0
<u>Prescription Drug</u>	<u>Annual Employee Contribution</u>
Single	\$630.38
Parent and Child	\$1,274.02
Husband/Wife / Partner	\$1,719.65
Family	\$2,016.77

1. Medical contribution calculations are based on 5% of the annual premium cost.
2. Prescription calculations are based on 40% of the annual premium cost that exceeds \$900 per covered employee.
3. Should these contribution calculations decrease by greater than 5% during the duration of this agreement, the Association and the Board will negotiate over new contribution rates.
4. Should these contribution calculations increase at any point in time, the Association will not be required to pay any amount greater than the table listed above for the duration of this contract.

ARTICLE 27
DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees, dues from the Sayreville Education Association, a unified Association with its affiliates, as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (N.J.S.A. 52:14-15.9c) and under Rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the treasurer of the Sayreville Education Association by the 15th of each month following the monthly pay period in which deductions were made. The Association treasurer shall disburse monies to the appropriate Association or Associations. Employee authorizations shall be in writing as set forth in ADP forms.
- B. The Board agrees to deduct from an employee's salary, money for the tax-sheltered annuities and to transmit the monies to the SEA designee provided, however, that such monies shall only be invested in companies financial or insurance, who are properly licensed to do business in the State of New Jersey and who shall agree to furnish the Board with indemnification protection as to such funds transmitted to said SEA designee. Said deposits shall be made twice per month when paychecks are distributed. However, an employee may make only one alteration in the deduction denomination per year. The year is defined as September 1 through August 31.
- C. The Board agrees to deduct from an employee's salary the employee's contribution to all monthly insurance payments for the coverage chosen by the employee.
 - 1. The Board agrees to make available to all employees covered by this Agreement all benefits provided for in the Teacher's Pension and Annuity Fund or the Public Employee's Retirement System, whichever is applicable.
 - 2. Pension shall be based on regular straight time wages and longevity pay.
 - 3. Pension for Transportation employees shall be based on Base Wages calculated from the previous year's W-2 form.

ARTICLE 28
MENTOR AND PROVISIONAL TEACHERS

The Board of Education shall accept all responsibilities of the Provisional Teacher Program in following the guidelines as per the New Jersey State Department of Education, Teach NJ and N.J.A.C. 6A:9B-8.

The Provisional Teacher shall be included in the Recognition clause of Article I and A.B.1., B. and C.

A. Mentor Teachers

- 1. Teachers hired as First Year Mentor Teachers shall be fully certified, experienced teachers currently employed by the Sayreville School District. Qualifications for First Year Mentors must also meet Department of Education requirements.

2. Teachers shall volunteer to be First Year Mentor Teachers. The positions for First Year Mentor Teachers shall be posted in the appropriate school with specifications as to but not limited to a job description, salary, workday and year, etc.
3. Any training mandated for the First Year Mentor Teachers shall be provided according to Department of Education regulations and guidelines. Stipends for mentor teachers will be determined by the NJ Department of Education. When state funding combines monies for stipends and professional development, the minimum stipend will be 60% of the funded allocation with the remaining 40% allocated for professional development activities for the training of Mentors and/or Provisional Teachers.

B. Provisional Teachers

1. Provisional Teachers shall meet with the First Year Mentor Teacher and the Certified Support Team at the times prescribed in the NJ Department of Education guidelines. All involved shall be given copies of all regulations, procedures and contract language that will be followed during the year no later than the first day of school for the Provisional Teacher.
2. Provisional Teachers shall be paid on the salary guide Schedule A - No. 1 and Article 11.
3. Provisional Teachers shall pay the Mentor Teacher whatever the state mandates as to the cost. The Board of Education will deduct the payment, if necessary, from the Provisional Teachers check in 20 equal installments. First Year Mentor Teachers will be paid according to NJ Department of Education guidelines.

C. Evaluation

1. Observation and evaluation of Provisional Teachers shall be in compliance with the Administrative Code governing the Mentor Process and Article 18 of the Agreement.
2. Mentor Teachers shall not participate in any formal evaluations that might have a bearing on the employment or certification of Provisional Teachers. They shall not be asked to evaluate the performance of the Provisional Teacher.
3. The Mentor Teachers' Annual Evaluations shall not be impacted in any way based upon their participation in the mentoring process.

D. Work Day

1. The Administration will make all arrangements to fulfill the requirements of the Provisional Teacher/Mentor Regulations.
2. During the first 60 calendar days, the First Year Mentors and Provisional Teachers shall not be assigned AM or PM bus duty and/or supervision duties.
3. If a First Year Mentor does not have a duty period, he/she will be paid the contracted amount for one period of substitute coverage to use his/her planning/lunch period to work with the Provisional Teacher. The days of entitlement will be the actual number of school days from September 1st through October 31st, regardless of when the

Provisional Teacher begins his/her contract. First Year Mentors and Provisional Teachers will both sign invoices for these payments.

ARTICLE 29
TRANSPORTATION

A. All Units Covered Under This Article

1. The Board shall pay the State fee for the grant or renewal of any special licenses which the employee is required by State law to have in the performance of their duties and responsibilities covered by the employee job classification, except license to operate motor vehicles.
2. All physicals required by the Board or by law shall be provided by the Board's appointed physician(s) and paid for by the Board except when verification of illness is requested by the Administration. Physicals should be required annually on anniversary date of license, even if license is not due.

B. Full-Time Bus Drivers

1. Physical examinations for full-time and hourly bus drivers shall be provided by the Board's appointed physician and paid for directly by the Board.
2. Outside cleanliness of buses shall not be the responsibility of the bus drivers, except for the following: rear windows, windshields (with the auto windshield squirter provided), headlights, tail and brake lights, which shall be cleaned as needed as part of the bus drivers walk around inspection.
3. It shall be the responsibility of the driver to clean the inside of the bus unless the Board does not provide the necessary tools and equipment to do so.
4. Mechanical assistance will be provided during the regular pickup and delivery times in A.M. and P.M. and until all buses are parked for the night.
5. All directives shall be in writing.
6. The Board shall make available all safety and defensive driving courses required by law at no cost to the employee.
7. During the summer, drivers shall be given at least one (1) days' notice in taking their buses to inspection.
8. Employees shall not be required to advance money for tolls at the beginning of a trip. Receipts and remaining cash shall be turned in at the end of the day.
9. Drivers will not be required to check oil and water levels before starting out of the compound each morning.
10. No driver shall be required to confront a parent over a discipline problem without the Building Administrator or Transportation Coordinator being present.

11. New employees will be reimbursed after working for the Board six (6) months for all physicals and any monies needed to obtain a Bus Driver's license for hourly drivers.
12. Prior to the start of the school calendar, the Board shall conduct a sufficient number of workshops to explain the procedures to be utilized in carrying out the rules and regulations to the District. Attendance at said workshop(s) is required. Employees will be compensated at a maximum of two (2) hours pay.
13. The Board will reimburse drivers for their Commercial Driver's License (CDL) when they pass the test. If the driver leaves the District prior to the end of the school year, the cost of the reimbursement will be withheld from the driver's last paycheck.
14. The Board will make safe driving awards to drivers who are not at fault in an accident or in receipt of a traffic ticket as follows:
 - 1 year = pin
 - 3 years = \$50.00 U.S. Savings Bond at the end of three (3) years
 - The bond shall be purchased in June and the employees shall be recognized at the first public portion of the regular September Board meeting.
15. Supervisory Personnel and Other Employees
 - a. Supervisory personnel and other excluded employees shall be restricted from performing the work which is recognized as the work of employees covered by this Agreement, except for the purposes of instruction, safety operations, and in cases of emergency over which the Board has no control.
 - b. Substitutes to fill vacancies caused by absences will be limited to a list approved by the Board of Education; however, the Board will not fill such vacancies exclusively with substitutes but allow coverage with overtime whenever it is practical to do so.
 - c. The Board agrees that this provision is not intended in any way to deny employees the opportunity to earn wages.

C. Bus Mechanics

1. Shall be a twelve (12) month position under the direct supervision of the Transportation Coordinator.
2. The regular work week for the senior bus mechanic shall consist of five (5) consecutive work days, Monday through Friday. The senior bus mechanic shall have a choice of the following work schedules: 1) 6:30 a.m. to 2:30 p.m. which includes one (1/2) hour paid lunch, or 2) 9:30 a.m. to 5:30 p.m. which includes one (1/2) hour paid lunch. The second bus mechanic shall work the alternate shift, which includes five consecutive work days, Monday through Friday, which includes one (1/2) hour paid lunch. All other member rights such as sick, personal, vacation, holidays, professional development, uniforms, and car allowance are accorded to the bus mechanics.

3. Employees who may be required to use their own automobile in the performance of their duties shall be reimbursed for all such travel at the allowable NJ State rate.
 4. Uniforms and shoes will be provided by the Board as per Article 13.
 5. If diesel buses are purchased the Board will provide training for the mechanic.
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ARTICLE 30
COMPUTER TECHNICIANS / NETWORK ADMINISTRATOR COMPENSATION

- A. The Computer Technician / Network Administrator will be paid in twenty-four (24) semi-monthly installments. When a pay day falls on or during a school holiday, vacation or weekend, the Computer Technician / Network Administrator shall receive his/her paycheck on the last previous work day prior to the holiday, vacation, or weekend, except in an emergency.
- B. The Board agrees to deduct from the Computer Technician's / Network Administrator's salary money for the Credit Union in Middlesex County in the denominations requested by the Computer Technician / Network Administrator and according to the guidelines of the credit union. Said deposits shall be made twice per month to the Credit Union when paychecks are distributed. However, the Computer Technician / Network Administrator may make only one alteration in the deduction denomination per year, that is, between September 1 and August 31

HOLIDAYS AND LEAVES

C. Holidays

The Computer Technician / Network Administrator shall receive 20 paid holidays throughout the year, that is, between July 1 and June 30. This Holiday Schedule shall be approved by the Superintendent or his/her designee.

D. Sick Leave

The Computer Technician / Network Administrator shall be entitled to twelve (12) sick days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit. Sick days taken before or after a holiday, require a doctor's note upon the employee's return to work.

E. Vacation

1. The Computer Technician / Network Administrator shall be entitled to twenty (20) vacation days. (Any Computer Technician / Network Administrator who started on/after July 1, 2003 shall have vacation at the levels articulated: one year to five years = two weeks; five years to 15 years = three weeks; and fifteen years and more = four weeks.)
2. Single vacation days taken on a day when school is closed for purposes of emergency or inclement weather will be restored. If vacation time is lost due to school closing and these days are made up during the spring recess, an equivalent number of days worked during spring recess will added as vacation days.

3. Vacation shall be selected and scheduled by April 15th of each year. In the event of scheduling conflicts with other employees, senior employees shall be given preference in the selection of vacation. Vacations may be scheduled anytime between July 1 through June 30, subject to the approval of the Superintendent of Schools. A vacation period may be changed with the prior approval of the Superintendent.

F. Personal Absence

1. The Computer Technician / Network Administrator is entitled to three (3) days (4 days with nine years or more of service) with pay for personal leave which requires absence during school hours.
2. The Computer Technician / Network Administrator need not be required to state the reason for taking such leave other than that he/she is taking it under this section. The Computer Technician / Network Administrator must submit and receive approval from the Superintendent or his/her designee three (3) days before taking such leave. The Computer Technician / Network Administrator shall not request personal days immediately before and/or after a holiday. The requirements of this paragraph may be waived in case of an emergency.
3. In the event the Computer Technician / Network Administrator desires to use a personal day in an emergency situation, the Computer Technician / Network Administrator shall report his/her intent to be absent in the normal manner. On the first day that the Computer Technician / Network Administrator returns to work, the Computer Technician / Network Administrator shall submit a personal leave day request, with the emergency reason stated, to the Superintendent, or his/her designee for approval/disapproval.
4. A maximum of one (1) personal day each school year may be taken as two (2) half-day personal days.

G. Bereavement - *Refer to Article 20.*

H. Anticipated Disability Leaves - *Refer to Article 21.*

I. Jury Duty - *Refer to Article 20.*

J. Child Rearing Leave

A request for an unpaid child rearing leave must be made, in writing, to the Board through the Superintendent as soon as the need is deemed necessary, but not less than sixty (60) days prior to the leave taking effect.

A normal child rearing leave shall be for one (1) year from the effective date of the leave and ending on the next first day of September following the full year. By the prior April 1st, the Computer Technician / Network Administrator shall submit, in writing, to the Superintendent his/her intention of returning to the system if s/he has taken a child rearing leave. Failure to submit this notification will be considered a resignation.

K. Additional Leaves of Absences

Other leaves of absence with or without pay may be granted by the Board, at the Board's sole discretion, for good reason.

L. Benefits Upon Return From Leave

All benefits to which the Computer Technician / Network Administrator was entitled at the time a leave of absence commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to the Computer Technician / Network Administrator upon return.

1. Unauthorized Leave

If the Computer Technician / Network Administrator does not comply with the procedures delineated above, he/she will be deducted 1/240 of the annual salary for each day absent.

M. Work Week

The regular work week for the Computer Technician / Network Administrator shall consist of five (5) consecutive days, Monday through Friday, eight (8) hours each day. The Computer Technician / Network Administrator will work a seven (7) hour day beginning on the 1st day of July through August 15th.

The lunch period shall be one (1) hour per day during the entire year.

N. Retirement

The Attendance Incentive paid upon retirement shall be the same as that provided in Article 11.

O. Mileage

The Computer Technician / Network Administrator shall be reimbursed for use of his/her personal vehicle in the conduct of school business according to NJ State Guidelines.

P. Evaluation

1. The Computer Technician / Network Administrator shall be evaluated at least two (2) times each year.
2. Computer Technician / Network Administrator shall have the right to have his/her written comments regarding the evaluation included in his/her personnel file.
3. All monitoring or observation of the work performance of Computer Technician shall be conducted openly and with full knowledge of the Computer Technician / Network Administrator.

Q. Insurance Protection

Health, Dental, and Prescription benefits shall be the same as that provided in Article 26.

R. Grievance Procedure - *As per Article 3.*

S. Miscellaneous

1. Professional Development— As per rates of Article 24

2. Training- Computer Technician / Network Administrator (s) - Members of the Association who are directed to attend training programs by the Superintendent / his or her designee will be at the expense of the Board of Education. Members attending such training will do so without loss of pay, provided they comply with reasonable travel time allowances as established by the Administration. Such travel shall be eligible for mileage reimbursement.

T. Termination of Employment

1. The Computer Technician / Network Administrator / Network Administrator may terminate their employment upon sixty (60) days written notice to the Board.
2. The Board may not terminate employment or dismiss or reduce the compensation of the Computer Technician / Network Administrator / Network Administrator except as provided by current State statute.

ARTICLE 31

INFORMATION AND TECHNOLOGY SYSTEMS AND SERVICES ENGINEER COMPENSATION

- A. The Information and Technology Systems and Services Engineer will be paid in twenty-four (24) semi-monthly installments. When a pay day falls on or during a school holiday, vacation or weekend, the Information and Technology Systems and Services Engineer shall receive his/her paycheck on the last previous work day prior to the holiday, vacation, or weekend, except in an emergency.
- B. The Board agrees to deduct from the Information and Technology Systems and Services Engineer's salary money for the Credit Union in Middlesex County in the denominations requested by the Information and Technology Systems and Services Engineer and according to the guidelines of the credit union. Said deposits shall be made twice per month to the Credit Union when paychecks are distributed. However, the Information and Technology Systems and Services Engineer may make only one alteration in the deduction denomination per year, that is, between September 1 and August 31.

HOLIDAYS AND LEAVES

C. Holidays

The Information Technology Systems and Services Engineers shall receive 23 paid holidays throughout the year, that is, between July 1 and June 30. This Holiday Schedule shall be approved by the Superintendent or his/her designee.

D. Sick Leave

The Information and Technology Systems and Services Engineer shall be entitled to twelve (12) sick days each year. Unused sick leave days shall be accumulated from year to year with no maximum limit. Sick days taken before or after a holiday, require a doctor's note upon the employee's return to work.

E. Vacation

1. The Information and Technology Systems and Services Engineer shall be entitled to twenty (20) vacation days. (Any Information and Technology Systems and Services Engineer who started on/after July 1, 2003 shall have vacation at the levels articulated: one year to five years = two weeks; five years to 15 years = three weeks; and fifteen years and more = four weeks.)
2. Single vacation days taken on a day when school is closed for purposes of emergency or inclement weather will be restored. If vacation time is lost due to school closing and these days are made up during the spring recess, an equivalent number of days worked during spring recess will added as vacation days.
3. Vacation shall be selected and scheduled by April 15th of each year. In the event of scheduling conflicts with other employees, senior employees shall be given preference in the selection of vacation. Vacations may be scheduled anytime between July 1 through June 30, subject to the approval of the Superintendent of Schools. A vacation period may be changed with the prior approval of the Superintendent.

F. Personal Absence

1. The Information and Technology Systems and Services Engineer is entitled to three (3) days (4 days with nine years or more of service) with pay for personal leave which requires absence during school hours.
2. The Information and Technology Systems and Services Engineer need not be required to state the reason for taking such leave other than that he/she is taking it under this section. The Information and Technology Systems and Services Engineer must submit and receive approval from the Superintendent or his/her designee three (3) days before taking such leave. The Information and Technology Systems and Services Engineer shall not request personal days immediately before and/or after a holiday. The requirements of this paragraph may be waived in case of an emergency.
3. In the event the Information and Technology Systems and Services Engineer desires to use a personal day in an emergency situation, the Information and Technology Systems and Services Engineer shall report his/her intent to be absent in the normal manner. On the first day that the Information and Technology Systems and Services Engineer returns to work, the Information and Technology Systems and Services Engineer shall submit a personal leave day request, with the emergency reason stated, to the Superintendent, or his/her designee for approval/disapproval.
4. A maximum of one (1) personal day each school year may be taken as two (2) half-day personal days.

G. Bereavement Leave, Anticipated Disability Leave and absences for Jury Duty shall be consistent with the Computer Technician/Network Administrator right to same as set forth in Article 30.

H. Additional Leaves of Absences

Other leaves of absence with or without pay may be granted by the Board, at the Board's sole discretion, for good reason.

I. Benefits Upon Return From Leave

All benefits to which the Information and Technology Systems and Services Engineer was entitled at the time a leave of absence commenced, including unused accumulated sick leave and credits towards sabbatical eligibility, shall be restored to the Information Technology Systems and Services Engineer upon return.

1. Unauthorized Leave - If the Information Technology Systems and Services Engineer does not comply with the procedures delineated above, he/she will be deducted 1/240 of the annual salary for each day absent.

J. Work Week

The regular work week for the Information Technology Systems and Services Engineer shall consist of five (5) consecutive days, Monday through Friday, eight (8) hours each day. The Information Technology Systems and Services Engineer will work a seven (7) hour day beginning on the 1st day of July through August 15th.

The lunch period shall be one (1) hour per day during the entire year.

K. Retirement

The Attendance Incentive paid upon retirement shall be the same as that provided in Article 11.

L. Mileage

Reimbursement for use of his/her personal vehicle in the conduct of school business according to NJ State Guidelines.

M. Evaluation

1. The Information Technology Systems and Services Engineer shall be evaluated at least two (2) times each year.
2. Information Technology Systems and Services Engineer shall have the right to have his/her written comments regarding the evaluation included in his/her personnel file.
3. All monitoring or observation of the work performance of Information Technology Systems and Services Engineer shall be conducted openly and with full knowledge of the Information Technology Systems and Services Engineer.

N. Insurance Protection

Health, Dental, and Prescription benefits (and contribution amounts) shall be the identical to those set forth in Article 26.

O. Grievance Procedure - As per Article 3.

P. Miscellaneous

1. Professional Development – As per rates of Article 24.

2. Training – Members of the Association who are directed to attend training programs by the Superintendent / his or her designee will be at the expense of the Board of Education. Members attending such training will do so without loss of pay, provided they comply with reasonable travel time allowances as established by the Administration. Such travel shall be eligible for mileage reimbursement.

Q. Termination of Employment

1. Information Technology Systems and Services Engineers may terminate their employment upon sixty (60) days written notice to the Board.
2. The Board may not terminate employment or dismiss or reduce the compensation of the Information Technology Systems and Services Engineer **without just cause**.

R. Child Rearing Leave

1. A request for an unpaid child rearing leave must be made, in writing, to the Board through the Superintendent as soon as the need is deemed necessary, but not less than sixty (60) days prior to the leave taking effect.
2. A normal child rearing leave shall be for one (1) year from the effective date of the leave and ending on the next first day of September following the full year. By the prior April 1st the Information Technology Systems and Services Engineers shall submit, in writing, to the Superintendent his/her intention of returning to the system if s/he has taken a child rearing leave. Failure to submit this notification will be considered a resignation.

ARTICLE 32
MISCELLANEOUS

- A. If any provision of this Agreement or any application of the Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid or subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. Any individual contract between the Board and an individual employee, heretofore or hereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
- C. One thousand (1,000) copies of this Agreement shall be reproduced at the expense of the Board and the Association within reasonable time after the Agreement is signed and then presented to the Sayreville Education Association.

- D. Whenever any notice is required to be given by either of the parties to this Agreement to other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following addresses:
- If by Association, to Board at: P.O. Box 997, Sayreville, NJ 08872
 - If by Board, to Association at: P.O. Box 70, Parlin, NJ 08859
- E. Nothing herein contained shall be interpreted or construed as an abrogation or waiver of any of the rights, privileges or responsibilities granted by the State Legislature to a Board of Education in Title 18A of the New Jersey Revised Statutes, and anything contained in this contract inconsistent with the law of the State shall be null and void.
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ARTICLE 33 BOARD RIGHTS

- A. Except as otherwise specifically provided in this Agreement or otherwise specifically agreed to in writing between the parties to this Agreement, the determination of education policy, the operation and management of the schools, and the supervision and direction of all certificated and non-certificated staff are vested exclusively with the Sayreville Board of Education to the extent that such determination, operation, management, supervision and direction is in accordance with all applicable laws.
- B. It is understood by all parties that the Board of Education is forbidden to waive any rights or powers granted it by law.
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ARTICLE 34 DURATION OF AGREEMENT

- A. The Agreement shall be effective as of July 1, 2021 and shall continue in effect until June 30, 2026 subject to the Association's right to negotiate over a successor Agreement provided in Article 2 above. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- B. IN WITNESS WHEREOF the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective secretaries, and their corporate seals to be placed hereon.

SAYREVILLE BOARD OF EDUCATION

Anthony Esposito, *President*
Erin Hill, *Business Administrator*

SAYREVILLE EDUCATION ASSOCIATION

Christa DeLucia, *President*
Kevin A. Bloom, *1st Vice-President/Lead Negotiator*

SCHEDULE A – NO. 1

TEACHERS

2021-22 Step	2021-22 BA Salary	2022-23 BA Step	2022-23 BA Salary	2023-24 BA Step	2023-24 BA Salary	2024-25 BA Step	2024-25 BA Salary	2025-26 BA Step	2025-26 BA Salary
						1	58,000	1	60,000
		1	55,000	1	56,000	2	59,000	2	61,000
1	53,150	2	56,000	2	57,000	3	60,000	3	62,000
2	53,600	3	57,000	3	58,000	4	61,000	4	63,000
3	54,400	4	58,000	4	59,000	5	62,000	5	64,000
4	55,550	5	59,000	5	60,750	6	64,500	6	67,500
5	57,050	6	60,225	6	63,300	7	67,500	7	71,800
6	58,900	7	62,300	7	66,100	8	70,800	8	75,700
7	61,100	8	65,000	8	69,300	9	74,500	9	79,700
8	63,650	9	68,000	9	72,900	10	78,500	10	84,000
9	66,550	10	71,400	10	76,700	11	82,500	11	88,600
10	69,800	11	75,000	11	80,700	12	86,900	12	93,400
11	73,400	12	79,000	12	85,100	13	91,600	13	98,400
12	77,350	13	83,300	13	89,800	14	96,600	13	98,400
13	81,650	14	88,000	14	94,800	14	96,600	13	98,400
14	86,300	15	93,000	14	94,800	14	96,600	13	98,400
15	91,300	15	93,000	14	94,800	14	96,600	13	98,400
OG	92,900	OG	94,600	OG	96,400	OG	98,200	OG	100,000

These guides are read horizontally. For example, a teacher on Step 9 of 15 in 2021-22 (\$ 66,550) moves to Step 10 of 15 (\$ 71,400) in 2022-23 and moves to Step 10 of 14 (\$ 76,400) in 2023-24.

In the years that a step is eliminated (2023/24 and 2025/26) and teacher does not meet the criteria to move up a step in those given years, they will move back on the guide for that year instead of horizontally. For example, a teacher on step 9 of 15 in 2021-2022 does not work more than 5 months and a day in the 2022-23 school year but works every other full year will move as follows: Step 9 of 15 in 2021-22, Step 10 of 15 in 2022-23, Step 9 of 15 in 2023-24, Step 10 of 15 in 2024-25, Step 10 of 15 in 2025-26.

TEACHERS' DEGREE DIFFERENTIALS

BA+30	MA	MA+30	PhD
BA + 1,500	BA + 2,500	BA + 3,500	BA + 5,500

PROFESSIONAL STAFF PROVISIONS

Guidance Counselors and Special Service Personnel (i.e. Special Education teachers, CST members, Speech/Language Specialists, Occupational Therapists, and Physical Therapists) shall receive salaries on guide plus \$125.00.

School Social Workers and LDT-Cs shall be paid on the Teachers' Salary Guide. Any Child Study Team member who works 12 months will be paid on the proper step of the Teachers' Salary Guide, plus 14% paid over a 12-month period. He/she will receive 2 additional sick days and have vacation according to the following schedule:

0-9 years in district	=	20 vacation days
10+ years in district	=	24 vacation days

Athletic Trainers: Any teaching staff member who carries out athletic trainer duties shall be paid on the teacher salary guide. In addition, the employee shall receive a season stipend as per co-curricular guide. There are three (3) seasons per work year. Any non-teaching staff member who carries out the duties of athletic trainer will be paid on the teaching salary guide.

SCHEDULE A – NO. 2
EXTRA-CURRICULAR COACHES

Group 1	Head Coach	1st Assistant	Frosh	Assistants
Football	12,201	9,151	9,151	(6) 8,541

Group 2	Head Coach	Varsity Assistant(s)	MS Coach	Asst MS Coach
Basketball - Boys & Girls*	10,129	(2) 7,090	7,090	4963
Baseball	10,129	(3) 7,090	7,090	4963
Softball	10,129	(2) 7,090	7,090	4963
Spring Track - Boys & Girls*	10,129	(3) 7,090	7,090	4963
Wrestling	10,129	(2) 7,090	7,090	4963
Soccer - Boys & Girls*	10,129	(2) 7,090	7,090	4963
Field Hockey	10,129	(2) 7,090	7,090	4963
Lacrosse - Boys & Girls*	10,129	(1) 7,090		
Volleyball - Boys & Girls*	10,129	(1) 7,090		
*=Separate boys & girls teams / stipends				

Group 3	Head Coach	Varsity Assistant(s)	MS Coach	Asst MS Coach
Winter Track - Boys & Girls +	8,659	(4) 6,061		
Cross-Country ^	8,659 (2)		6,061	4243
Tennis #	8,659 (2)			
Golf #	8,659 (2)			
Swimming +	8,659	(1) 6,061		
Cheerleading - Fall	8,659	(2) 6,061		
Cheerleading - Winter	8,659	(1) 6,061	6,061	
Bowling	8,659			
+ = Combined boys & girls team / stipends # = Separate boys & girls teams/stipends ^ = MS team is combined boys and girls team / stipend				

Group 4	Summer	Fall	Winter	Spring
Strength & Conditioning	5,890	5,890	5,890	5,890
Athletic Trainer		5,890	5,890	5,890

Group 5	4,937
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Group 6	Fall	Winter	Spring
Athletic Aide	1,852	1,852	1,852
Additional Athletic Aide Stipend		606	

SCHEDULE A – NO. 3
EXTRA-CURRICULAR ADVISORS

Group 1	Director	#1 HS Assistant	#1 MS Assistant	#2 Assistant
Band	10,576	7,403	7,403	5,182

Group 2	Base	HS	Assistant	MS
Musical Director	6,461		4,523 Business Mgr.	
Dist. Technical Director	6,461			
Yearbook		6,461		
Intramurals Director	6,461			
Custodian of Funds		6,461		4,523
Winter Color Guard	6,461		4,523	

Group 3	Base	HS	Assistant	MS
Drama Director	4,417			
Student Council		4,417	(1) 3,092	3,092
Newspaper		4,417		3,092
Odyssey of the Mind		4,417		3,092
Class Advisor - 11 or 12 <i>Each grade shall have one head advisor and three assistants</i>		(2) 4,417	(6) 3,092	
Literary Magazine		4,417		3,092
TIGS		4,417		
Willow Tree (Middle School)	(MS) 3,092		(MS) 2,164	<-
Choral Director		4,417		3,092
Elementary K-3 Choral <i>one per K-3 building</i>	(4) 3,500			
Stage Production - Art	4,417			

Group 4	HS	Assistant	MS
Academic Team	2,667		
Stage Production <i>Shop / Make-up & Hair / Costume / Technical</i>	(4) 2,667		
Spring Musical Vocal Coach	2,667		
National Honor Society	2,667		
International Society	2,667		
Class Advisor - 9 or 10 <i>Each grade will have one Head and three Assistant advisors.</i>	(2) 2,667	(6) 1867	
Step Team	2,667		
MS Advisor (6 - 8) <i>6th and 7th : One advisor each 8th grade : Two advisors</i>			(4) 1,500
DECA	1,500		
FBLA	1,250		
Peer Leadership	(2) 1,250		

Group 5	
Pianist	1,774
MS Concert Band - Beginner	1,774
MS Concert Band - Advanced	1,774
MS Chorus – Grade 6	1,774

SPECIAL PROGRAMS	
Girls Flag Football Club	3,800 Head 1,800 Assistant (1)
TIGS Summer Program	1,716
Willow Tree Institute	1,716
Intramurals Supervisor (<i>Hourly Rate</i>)	43.00

**SCHEDULE A – NO. 4
SUMMER PERSONNEL**

	Hourly Rate	Per Diem	Single Session	Double Session	Notes
Remedial			\$ 3,048	\$ 6,097	
Marketing & Cooperate Business			\$ 3,048	\$6,097	Two staff
Summer/ESY Nurse	\$ 46				
Athletic Trainer	\$ 46				
ASI		\$ 284			
Training		\$ 247			
Guidance Counselor		\$ 284			
ESY Professional	Hourly Rate				
ESY Paraprofessional	Hourly Rate				

**SCHEDULE A – NO. 5
RATES OF PAY AND REIMBURSEMENTS**

	Amount	Notes
Class Coverage	\$ 40.00	
Coaches Scouting	\$ 32.00	
Home Instruction (hourly)	\$ 60.00	
Saturday Suspension (hourly)	\$ 69.00	
School Web Assistant	\$ 1,648.00	One per school
Video Assistant	\$ 33.00	per 2 hours
Reimbursements		
Professional Days/ Organizations	\$ 350.00	Yearly reimbursement
Presentation to BOE	\$ 11.00	reimbursement meal or mileage (below)
Transportation Employees	\$ 11.00	reimbursement meal or mileage (below)
Mileage	NJ State Rate	reimbursement

SCHEDULE A – NO. 6

CAFETERIA / PARAPROFESSIONALS / BUS AIDES

P/T PARAPROFESSIONALS, BUS AIDES AND CAFETERIA WORKERS-HOURLY (HIRED ON OR AFTER JULY 1, 2011)

STEP	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 15.00	\$ 15.25	\$ 15.50	\$ 15.50	\$ 15.50
2	\$ 15.25	\$ 15.50	\$ 15.75	\$ 15.75	\$ 15.75
3	\$ 15.50	\$ 15.75	\$ 16.00	\$ 16.00	\$ 16.00
4	\$ 15.75	\$ 16.00	\$ 16.50	\$ 16.50	\$ 16.50
5	\$ 16.00	\$ 16.50	\$ 17.00	\$ 17.00	\$ 17.00
6	\$ 16.50	\$ 17.00	\$ 17.50	\$ 17.50	\$ 17.50
7	\$ 17.00	\$ 17.50	\$ 18.00	\$ 18.00	\$ 18.00
8	\$ 17.50	\$ 18.00	\$ 18.50	\$ 18.50	\$ 18.50
9	\$ 18.00	\$ 18.50	\$ 19.00	\$ 19.00	\$ 19.00
10				\$ 19.50	\$ 19.50
11					\$ 20.00

PARAPROFESSIONAL PROVISIONS

Hourly paraprofessionals who take and pass the Para-Pro PRAXIS exam shall receive an annual stipend of \$250*.

**Para-Pro submissions will be accepted until April 30th of each year, submissions received after will not begin receiving payment until the following school year.*

STEP MOVEMENT CHART FOR P/T PARA, BUS AIDE, CAFÉ WORKER-HOURLY GUIDE ABOVE

2021-22		2022-23		2023-24		2024-25		2025-26
1	->	1	->	1	->	2	->	3
2	->	2	->	2	->	3	->	4
3	->	3	->	3	->	4	->	5
4	->	4	->	4	->	5	->	6
5	->	5	->	5	->	6	->	7
6	->	6	->	6	->	7	->	8
7	->	7	->	7	->	8	->	9
8	->	8	->	8	->	9	->	10
9	->	9	->	9	->	10	->	11

PARAPROFESSIONALS – LEVEL III / FULL-TIME

2021-22	2022-23	2023-24	2024-25	2025-26
\$ 32,500	\$33,300	\$34,150	\$35,000	\$35,850

“LEGACY” CAFETERIA WORKERS-HOURLY (HIRED BEFORE JULY 1, 2011)

2021-22	2022-23	2023-24	2024-25	2025-26
\$ 24.75	\$25.10	\$25.30	\$25.60	\$25.90

CAFETERIA – DISTRICT SATELLITE MANAGER

STEP	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 43,500	\$ 44,250	\$ 45,000	\$ 45,750	\$ 46,500
2	\$ 44,250	\$ 45,000	\$ 45,750	\$ 46,500	\$ 47,250
3	\$ 45,000	\$ 45,750	\$ 46,500	\$ 47,250	\$ 48,000
4	\$ 45,750	\$ 46,500	\$ 47,250	\$ 48,000	\$ 48,750
5	\$ 46,500	\$ 47,250	\$ 48,000	\$ 48,750	\$ 49,500
6	\$ 47,250	\$ 48,000	\$ 48,750	\$ 49,500	\$ 50,250
7	\$ 48,000	\$ 48,750	\$ 49,500	\$ 50,250	\$ 51,000

CAFETERIA – MANAGER / COOK

STEP	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 33,000	\$ 33,500	\$ 34,000	\$ 34,500	\$ 35,000
2	\$ 33,750	\$ 34,250	\$ 34,750	\$ 35,350	\$ 35,750
3	\$ 34,500	\$ 35,000	\$ 35,500	\$ 36,000	\$ 36,500
4	\$ 35,250	\$ 35,750	\$ 36,250	\$ 36,750	\$ 37,250
5	\$ 36,000	\$ 36,500	\$ 37,000	\$ 37,500	\$ 38,000
6	\$ 36,750	\$ 37,250	\$ 37,750	\$ 38,250	\$ 38,750
7	\$ 37,500	\$ 38,000	\$ 38,500	\$ 39,000	\$ 39,500

CAFETERIA PROVISIONS

Promotions: An employee promoted to a position in a higher salary level shall be placed on the first step within the new level which shall result in at least a five (5) percent increase in salary over the employee's current salary.

Substitutions: Any Cafeteria Worker who performs work in a higher rate category shall receive the higher rated compensation on a per diem basis:

From	To	Rate
Worker	Asst. Cook	\$21.05
Worker	Cook	\$28.78
Worker	Elem. Mgr.	\$42.05
Asst. Cook	Cook	\$26.30

**SCHEDULE A – NO. 7
SECRETARIES**

TWELVE-MONTH SECRETARIES

Step	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 31,200	\$ 32,000	\$ 32,800	\$ 33,600	\$ 34,400
2	\$ 32,300	\$ 33,100	\$ 33,900	\$ 34,700	\$ 35,500
3	\$ 33,500	\$ 34,300	\$ 35,100	\$ 35,900	\$ 36,700
4	\$ 34,900	\$ 35,700	\$ 36,500	\$ 37,300	\$ 38,100
5	\$ 36,400	\$ 37,200	\$ 38,000	\$ 38,800	\$ 39,600
6	\$ 38,000	\$ 38,800	\$ 39,600	\$ 40,400	\$ 41,200
7	\$ 39,700	\$ 40,500	\$ 41,300	\$ 42,100	\$ 42,900
8	\$ 41,500	\$ 42,300	\$ 43,100	\$ 43,900	\$ 44,700
9	\$ 43,400	\$ 44,200	\$ 45,000	\$ 45,800	\$ 46,600
10	\$ 45,400	\$ 46,200	\$ 47,000	\$ 47,800	\$ 48,600
11	\$ 47,500	\$ 48,300	\$ 49,100	\$ 49,900	\$ 50,700
12	\$ 49,700	\$ 50,500	\$ 51,300	\$ 52,100	\$ 52,900
13	\$ 52,000	\$ 52,800	\$ 53,600	\$ 54,400	\$ 55,200
OG	\$ 64,500	\$ 65,300	\$ 66,100	\$ 66,900	\$ 67,700
Admin Sec	12M GUIDE amount above plus additional \$ 7,000 to the step				
Principal Sec	12M GUIDE amount above plus additional \$ 10,000 to the step				

TEN-MONTH SECRETARIES

Step	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 24,570	\$ 25,200	\$ 25,830	\$ 26,460	\$ 27,090
2	\$ 25,436	\$ 26,066	\$ 26,696	\$ 27,326	\$ 27,956
3	\$ 26,381	\$ 27,011	\$ 27,641	\$ 28,271	\$ 28,901
4	\$ 27,484	\$ 28,114	\$ 28,744	\$ 29,374	\$ 30,004
5	\$ 28,665	\$ 29,295	\$ 29,925	\$ 30,555	\$ 31,185
6	\$ 29,925	\$ 30,555	\$ 31,185	\$ 31,815	\$ 32,445
7	\$ 31,264	\$ 31,894	\$ 32,524	\$ 33,154	\$ 33,784
8	\$ 32,681	\$ 33,311	\$ 33,941	\$ 34,571	\$ 35,201
9	\$ 34,178	\$ 34,808	\$ 35,438	\$ 36,068	\$ 36,698
10	\$ 35,753	\$ 36,383	\$ 37,013	\$ 37,643	\$ 38,273
11	\$ 37,406	\$ 38,036	\$ 38,666	\$ 39,296	\$ 39,926
12	\$ 39,139	\$ 39,769	\$ 40,399	\$ 41,029	\$ 41,659
13	\$ 40,950	\$ 41,580	\$ 42,210	\$ 42,840	\$ 43,470
10M GUIDE = 78.75% OF 12M GUIDE					
4-HOUR	10M GUIDE X 53.14% of step salary above				
5.9 HOUR	10M GUIDE X 78.39% of step salary above				

SECRETARIAL/CLERICAL CLASSIFICATIONS & PROVISIONS

Administrative Secretaries: Those who report to the Superintendent, Assistant Superintendent, Business Administrator, Directors or Supervisors.

Principals' Secretaries: Those that serve as a Principal's Lead Secretary.

Support Secretaries: Those that support Admin and Principal Secretaries in all offices/schools.

Payroll Specialist: Twelve-month OG step

Promotions: An employee promoted to a position in a higher salary level shall be placed on the first step within the new level which shall result in at least a five (5) percent increase per level in salary over the employee's current salary.

Substitution: Any Secretarial Employee assigned to perform the work of a higher paid position for a full day shall receive the following per diem rate:

One-Level Higher	Two+ Levels	Per Diem for additional responsibilities in a non-instructional area for which he/she is qualified
\$23.88	\$ 33.46	\$ 61.75

SCHEDULE A – NO. 8 TRANSPORTATION

BUS DRIVERS

Step	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 28.00	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00
2	\$ 29.00	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00
3	\$ 30.00	\$ 31.00	\$ 32.00	\$ 33.00	\$ 34.00
4	\$ 31.00	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00
5	\$ 32.00	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00
6	\$ 33.00	\$ 34.00	\$ 35.00	\$ 36.00	\$ 37.00
7	\$ 34.00	\$ 35.00	\$ 36.00	\$ 37.00	\$ 38.00

MECHANICS

Step	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 46,000	\$ 47,000	\$ 48,000	\$ 49,000	\$ 51,000
2	\$ 48,000	\$ 49,000	\$ 50,000	\$ 51,000	\$ 53,000
3	\$ 50,000	\$ 51,000	\$ 52,000	\$ 53,000	\$ 55,000
4	\$ 52,000	\$ 53,000	\$ 54,000	\$ 55,000	\$ 57,000
5	\$ 54,000	\$ 55,000	\$ 56,000	\$ 57,000	\$ 59,000
6	\$ 56,000	\$ 57,000	\$ 58,000	\$ 59,000	\$ 61,000
7	\$ 58,000	\$ 59,000	\$ 60,000	\$ 61,000	\$ 63,000
8	\$ 60,000	\$ 61,000	\$ 62,000	\$ 63,000	\$ 65,000
OG	\$ 78,000	\$ 79,500	\$ 81,000	\$ 82,500	\$ 84,000

Upon vacancy of the current lead mechanic, there shall be the creation of a pensionable lead mechanic stipend of \$5,000 in addition to the current Mechanic Guide.

SCHEDULE A – NO. 9 : REGISTERED NURSES

STEP	2021-22	2022-23	STEP	2023-24*	2024-25	STEP	2025-26*
1	\$ 47,361	\$ 48,861	-	-	-	-	-
2	\$ 47,861	\$ 49,361	1	\$ 50,861	\$ 52,361	-	-
3	\$ 48,361	\$ 49,861	2	\$ 51,361	\$ 52,861	1	\$ 52,861
4	\$ 48,861	\$ 50,361	3	\$ 51,861	\$ 53,361	2	\$ 53,361
5	\$ 49,361	\$ 50,861	4	\$ 52,361	\$ 53,861	3	\$ 53,861
6	\$ 50,361	\$ 51,361	5	\$ 52,861	\$ 54,361	4	\$ 54,361
7	\$ 51,361	\$ 52,361	6	\$ 53,361	\$ 54,861	5	\$ 54,861
8	\$ 52,361	\$ 53,361	7	\$ 54,361	\$ 55,361	6	\$ 56,361

* Step movement will not occur in the 2023-24 and 2025-26 school years due to the collapse of a step.

SCHEDULE A – NO. 10 :CAMPUS MONITORS

STEP	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 36,500	\$ 37,300	\$ 38,100	\$ 38,900	\$ 39,700
2	\$ 36,800	\$ 37,600	\$ 38,400	\$ 39,200	\$ 40,000
3	\$ 37,100	\$ 37,900	\$ 38,700	\$ 39,500	\$ 40,300
4	\$ 37,400	\$ 38,200	\$ 39,000	\$ 39,800	\$ 40,600
5	\$ 37,700	\$ 38,500	\$ 39,300	\$ 40,100	\$ 40,900
6	\$ 38,000	\$ 38,800	\$ 39,600	\$ 40,400	\$ 41,200
7	\$ 39,000	\$ 39,800	\$ 40,600	\$ 41,400	\$ 42,200
8	\$ 40,000	\$ 40,800	\$ 41,600	\$ 42,400	\$ 43,200
9	\$ 41,000	\$ 41,800	\$ 42,600	\$ 43,400	\$ 44,200
10	\$ 42,000	\$ 42,800	\$ 43,600	\$ 44,400	\$ 45,200
11	\$ 43,000	\$ 43,800	\$ 44,600	\$ 45,400	\$ 46,200
12	\$ 44,000	\$ 44,800	\$ 45,600	\$ 46,400	\$ 47,200
OG	\$ 47,738	\$ 48,538	\$ 49,338	\$ 50,138	\$ 50,938

PART-TIME CAMPUS MONITOR - HOURLY

2021-22	2022-23	2023-24	2024-25	2025-26
\$ 23.75	\$24.50	\$25.25	\$26.00	\$26.75

SCHEDULE A – NO. 11 : COMPUTER TECHNICIANS & ENGINEERS

COMPUTER TECHNICIANS GUIDE

STEP	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 47,500	\$ 49,000	\$ 50,500	\$ 52,000	\$ 53,500
2	\$ 48,000	\$ 49,500	\$ 51,000	\$ 52,500	\$ 54,000
3	\$ 48,500	\$ 50,000	\$ 51,500	\$ 53,000	\$ 54,500
4	\$ 49,000	\$ 50,500	\$ 52,000	\$ 53,500	\$ 55,000
5	\$ 49,500	\$ 51,000	\$ 52,500	\$ 54,000	\$ 55,500
OG	\$ 70,000	\$ 71,500	\$ 73,000	\$ 74,500	\$ 76,000

ENGINEERS GUIDE

STEP	2021-22	2022-23	2023-24	2024-25	2025-26
1	\$ 60,500	\$ 61,000	\$ 62,500	\$ 63,500	\$ 65,500
2	\$ 61,000	\$ 62,000	\$ 63,500	\$ 64,500	\$ 66,500
3	\$ 61,750	\$ 63,000	\$ 64,500	\$ 65,500	\$ 67,500
4	\$ 62,000	\$ 64,500	\$ 66,000	\$ 67,500	\$ 69,000
5	\$ 65,400	\$ 66,000	\$ 67,500	\$ 69,000	\$ 70,500

SCHEDULE A – NO. 12
LONGEVITY

Longevity increments will be paid each year to eligible full time employees, as per the following guide based on continuous service (in pay stubs) in the Sayreville school system in their respective job category. Upon return from an approved leave of absence employees will resume longevity with all years of service already accrued prior to their leave. Certificated staff who are rified and return do not undergo a break in service for the purposes of this section. The period during which the rified employee is on layoff does not count toward the requisite number of years to qualify for payment.

Longevity payments begin on the first day of the school year following the eligibility date. For example - an employee with a January 1, 2010 hire date, who has completed twelve (12) years of continuous service on January 1, 2022, would be eligible for longevity on the first day of the 2022-2023 school year, if still employed and present at work.

TEACHER's LONGEVITY GUIDE	
YEARS	TEACHER
13-15	\$ 750
16-20	\$ 2,100
21-25	\$ 2,300
26-30	\$ 2,600
31-35	\$ 2,700

LONGEVITY GUIDES - SUPPORT STAFF : 2013 thru 2016						
YEARS	CAFE MGR	PARA	SECRETARY	DRIVER	MECHANIC	CAMPUS MONITOR
5	\$ 560	\$ 560	\$ 560	\$ 655	\$ 735	\$ 560
6	\$ 650	\$ 650	\$ 650	\$ 710	\$ 735	\$ 650
10	\$ 720	\$ 720	\$ 720	\$ 945	\$ 895	\$ 720
15	\$ 1,025	\$ 1,025	\$ 1,500	\$ 1,125	\$ 1,200	\$ 1,500
20	\$ 1,080	\$ 1,080	\$ 1,600	\$ 1,180	\$ 1,255	\$ 1,600
25	\$ 1,135	\$ 1,135	\$ 1,700	\$ 1,235	\$ 1,310	\$ 1,700
30	\$ 1,300	\$ 1,300	\$ 1,800	\$ 1,290	\$ 1,475	\$ 1,800
35	\$ 1,400	\$ 1,400	\$ 1,900	\$ 1,290	\$ 1,575	\$ 1,900
40	\$ 1,500	\$ 1,500	\$ 2,000	\$ 1,290	\$ 1,675	\$ 2,000

Full-time support staff employees hired before July 1, 2017 will follow the above longevity guide of the 2013-16 contract until they reach a point where the new 2017 longevity guides yield a greater payment, at which point they will switch over to the new guides listed below.

Full time support staff hired July 1, 2017 and after are only eligible for the newer longevity guides listed below.

LONGEVITY GUIDES - SUPPORT STAFF : 2017 thru Present							
YEARS	CAFE MGR	PARA	SECRETARY	DRIVER	MECHANIC	CAMPUS MONITOR	COMPUTER TECH
13-15	\$ 1,000	\$ 1,000	\$ 1,100	\$ 1,000	\$ 1,200	\$ 1,100	\$ 1,100
16-20	\$ 1,100	\$ 1,200	\$ 1,600	\$ 1,200	\$ 1,300	\$ 1,600	\$ 1,600
21-25	\$ 1,200	\$ 1,300	\$ 1,700	\$ 1,300	\$ 1,400	\$ 1,700	\$ 1,700
26-30	\$ 1,300	\$ 1,400	\$ 1,800	\$ 1,350	\$ 1,500	\$ 1,800	\$ 1,800
31-35	\$ 1,500	\$ 1,500	\$ 2,000	\$ 1,400	\$ 1,700	\$ 2,000	\$ 2,000

**SCHEDULE B –
CONTRACT FOR COACHES**

Date: _____

The Board of Education of Sayreville hereby employs _____

for the position of _____ coach from _____
coaching assignment season

for the _____ year payable in two equal installments on _____ and

_____.

Board Secretary

_____ I accept the above coaching assignment.

_____ I reject the above coaching assignment.

Coach's Signature

Date

Two copies of the above contract should be issued. One to be signed and returned to the Superintendent and one to be kept by the coach.

**SCHEDULE C –
CONTRACT FOR ADVISORS**

Date: _____

The Board of Education of Sayreville hereby employs _____ for
the position of _____ advisor for the _____ school year. The salary to be
paid _____ and be payable in two equal payments on January 15, _____ and June 15, _____.

Board President

Board Secretary

_____ I accept the above advisor assignment.

_____ I reject the above advisor assignment.

Advisor's Signature

Date

*Two copies of the above contract should be issued. One to be signed and returned to the Superintendent and one to be kept by the coach.

DISABILITY LEAVE FORM
Sayreville School District
P.O. Box 997
Sayreville, New Jersey 08872

Date: _____

I, _____, employed by Sayreville as a _____
Name Job Title

in _____ school do anticipate that I shall be unable to perform my work
duties from _____ to _____. I shall submit a statement from
my physician confirming my disability* and detailing the dates requested. The need for this request is __

Signature

Address

* If basis of disability is pregnancy, set forth anticipated delivery date: _____.

If date of disability is greater than 30 calendar days from anticipated delivery date, physician's statement
should detail reasons that explain the abnormality.

CHILDREARING LEAVE FORM
Sayreville School District
P.O. Box 997
Sayreville, New Jersey 08872

Date: _____

I, _____, hereby apply for a childrearing leave to commence upon the
Name
termination of my present disability. The leave will continue through the balance of this school year. It
is understood that I shall notify the district of my return for the following school year by the agreed
contractual date.

Signature

Address

CHILDREARING LEAVE EXTENSION FORM

Sayreville School District
P.O. Box 997
Sayreville, New Jersey 08872

Date: _____

I, _____, hereby apply for an extension to a childrearing leave to
Name
cover the _____ school year. If I do not intend to return to my position at the end of this leave,
I shall notify the district as quickly as possible but no later than the agreed contractual date.

Signature

Address

**SECRETARY SUMMER HOURS
ANNUAL AGREEMENT**

WHEREAS, the Sayreville Board of Education and the Sayreville Education Association (collectively the "Parties") are parties to a collective bargaining agreement effective July 1, ____ through June 30, ____ (the "Agreement"); and

WHEREAS, the Parties desire to amend the Agreement to reflect a change in the summer hours for 12-month Secretaries as set forth in this Sidebar Agreement ("Sidebar");

NOW, THEREFORE, on this ____ day of _____, 202__, the Parties agree to amend the Agreement as follows:

1. In the past, the Twelve (12) Month Secretaries have worked a six and a half (6 ½) hour work day with a 45 minute lunch beginning on the day after the last scheduled day for students in June, through the months of July and August, and until the first day students are in attendance in September. The summer hours for all Secretaries are 7:45 am to 3:00 pm. **The Secretaries will be off on _____ in observance of the 4th of July Holiday.**

The twelve month secretaries shall work their "regular summer hours" on the dates indicated below.
_____ (or the day after students are released) through _____

2. Twelve (12) Month Secretaries will work an eight (8) hour day with a thirty (30) minute lunch period (8.5 hours total), Monday through Thursday of each week indicated below (Fridays off). The hours for all Twelve (12) Month Secretaries during the summer schedule will be 7:00 am to 3:30 pm. (Monday through Thursday). **The Twelve (12) Month Secretaries shall work their "new summer hours" on the dates indicated below.**

July _____ through August _____ (includes 7 Fridays off)

This District is closed on _____, September ____, 202__.

3. **The Twelve (12) Month Secretaries will begin working their "regular school year hours" beginning _____, August ____, 202__.**

4. The terms of this Sidebar shall be effective for the summer of 202__ only and shall not be binding upon either the Board or the Association for any year other than 202__. Unless otherwise agreed to by and between the Parties in a separate writing, the Parties shall be bound by the terms of the Agreement as written notwithstanding the terms of this Sidebar for all years other than 202__.

In Witness Whereof, the Parties set their hands to this Sidebar as follows:

SAYREVILLE BOARD OF EDUCATION

BY: _____
_____, BOE President

SAYREVILLE EDUCATION ASSOCIATION

BY: _____
_____, SEA President

ATTEST:

BY: _____
Superintendent of Schools

ATTEST:

BY: _____

Sayreville Education Association
515 Washington Road
Sayreville, NJ 08872
Phone # (732) 727-0350
Fax # (732) 727-0386

EXECUTIVE BOARD

Christa DeLucia, *President*
Kevin Bloom, *1st Vice President*
Marlene Lewandowski, *2nd Vice President*
Ty Stokes, *Recording Secretary*
Ken Veres, *Corresponding Secretary*
Nicole DelPopolo, *Treasurer*

NEGOTIATORS

Kevin A. Bloom, *Head Negotiator*
Kenneth Veres
Barry Anderson
Marlene Lewandowski
Sarah Rodis
Christa DeLucia
Nicole DelPopolo, *Secretary*

Thomas Hayden, *NJEA UniServ Representative*
Keith Presty, *NJEA UniServ Consultant*

SIGNATURE PAGE

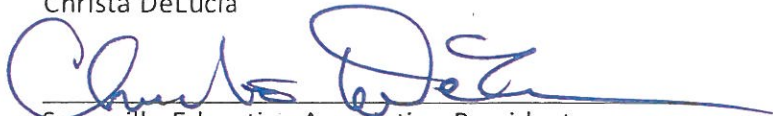
**AGREEMENT BETWEEN THE
SAYREVILLE EDUCATION ASSOCIATION AND THE
SAYREVILLE BOARD OF EDUCATION JULY 1, 2021 TO JUNE 30, 2026**

Anthony Esposito



Board of Education President

Christa DeLucia



Sayreville Education Association President

Date of Board of Education Approval: September 27, 2022