

**AGREEMENT**  
**Bernards Township**  
**Board of Education**  
**and**  
**Bernards Township**  
**Education Association**  
**July 1, 2019 to June 30, 2022**

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**PREAMBLE**

This agreement is entered into this 1st day of July, 2019 by and between the Board of Education of the Township of Bernards, New Jersey, hereinafter called the "Board" and the Bernards Township Education Association, hereinafter called the "Association."

**WITNESSETH:**

WHEREAS, the Board and the Association recognize and declare with the Administration that providing high quality education for the children of the Bernards Township School District is their mutual aim and that the character of such education depends predominantly upon the quality and morale of the teaching service, and

WHEREAS, the members of the teaching profession are particularly qualified to advise in the formulation of certain policies and programs designed to improve educational standards, and

WHEREAS, the Board recognizes and supports its obligation, pursuant to Chapter 303, Public Laws, 1969, as amended, to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in the Agreement, in consideration of the following mutual covenants, it is hereby agreed as follows:

**Article I**

**RECOGNITION CLAUSE**

The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations concerning the terms and conditions of employment for personnel under contract, on leave, presently employed, or employed any time during the contract year by the Board, but excluding:

Superintendent of Schools

Assistant Superintendents

Principals

Assistant Principals

Board Secretary and/ or School Business Administrator

Directors

Supervisors

Confidential Employees - Central Office Personnel

Data Base Manager

Computer Technicians

Technology Manager

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

The term "teacher," when used hereinafter in this Agreement, shall refer to all professional personnel.

## Article II

### NEGOTIATION OF SUCCESSOR AGREEMENT

- A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 303, Public Laws 1968, as amended in a good-faith effort to reach agreement on all matters concerning terms and conditions of employment. Such negotiations shall begin not later than October 15th of the school year in which this Agreement expires. Any agreement so negotiated shall be reduced to writing, be signed by representatives of the Board and the Association, and after adoption by the Board and the Association, shall apply to all employees.
- B.
  - 1. During negotiation, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals.
  - 2. The President of the BTEA/designee shall receive written notification when additions or deletions are planned in any or all individual BTEA employee contracts within five days of the proposed change.
  - 3. Salaries for all new positions within the scope of the BTEA bargaining unit, created by the Board of Education at any time during the year, shall be considered a part of that unit, and shall be the subject of negotiations between the President of the BTEA or designee of the BTEA and Board of Education prior to posting of said positions.
- C. Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party. The parties mutually pledge that their representatives shall be clothed with all necessary power and authority to make proposals, consider proposals, and make counterproposals in the course of the negotiations.
- D.
  - 1. Representatives of the Board and the Association's negotiation committee shall meet when either party feels it necessary to review the administration of the Agreement and to resolve problems that may arise. These meetings are not intended to bypass the grievance procedure.
  - 2. Within a reasonable time prior to the meeting, each party shall submit to the other an agenda covering matters they wish to discuss.
  - 3. All meetings between the parties shall be scheduled, whenever possible, to take place when the teachers involved are free from assigned instructional responsibilities, unless otherwise agreed.
- E. This Agreement incorporates the entire understanding of the parties on all matters which were the subject of negotiation. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- F. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

## Article III

### GRIEVANCE PROCEDURE

#### A. Definitions

- 1. A "grievance" is a claim based upon the interpretation, application, or violation of this Agreement, or of any other administrative decision or policy which affects the terms and conditions of employment of an employee or group of employees covered by this Agreement made by an employee or the Association.
- 2. An "aggrieved person" is the person, or persons, or Association, making the claim.
- 3. A "party in interest" is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

## **B. Purpose**

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which may from time to time arise affecting the welfare or terms and conditions of employment. 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 problem to discuss the matter informally with any appropriate member of the administration and having the problem adjusted, provided the adjustment is not inconsistent with terms of the Agreement.

## **C. Procedure**

1. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level is a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Failure by the grievant to initiate or process any grievance within the time limits indicated shall constitute an abandonment of the grievance and a waiver of any right to proceed. Failure of the Board or its representative to answer in a timely fashion shall permit the grievance to be moved to the next step.
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 either party, 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 is practicable.

### **3. Level One - Principal or Immediate Supervisor**

- (a) An employee may initially discuss a matter which he/she shall identify as a grievance, with the Immediate Supervisor in an attempt to settle the matter informally. At the request of either the Employee or Supervisor, a building representative and/or another administrative person (excluding the Superintendent or Assistant Superintendent) may attend this informal meeting. This informal meeting is not intended to extend the time limitations as otherwise set forth in this contract.
- (b) In the event the employee is not satisfied by an informal attempt to resolve the problem, he/she shall so inform his/her Immediate Supervisor by filing a written grievance within forty-five (45) school days of the event's occurrence, setting forth the problems to be considered (with an informational copy to the Association). Within five school days after receiving the notice, a formal meeting to discuss the grievance shall be attended by the Immediate Supervisor and/or another administrative person (excluding the Superintendent or Assistant Superintendent), the employee and the building representative of the BTEA. The Immediate Supervisor shall provide the employee and the BTEA a written statement setting forth his/her decision on the grievance which was presented to him/her within five school days of the meeting. If the employee is not satisfied with the resolution at Level One, the grievances shall then proceed to the next level in accordance with the provisions of this agreement.

### **4. Level Two - Superintendent**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level One, he/she may file the grievance in writing with the Association within five school days after the decision at Level One or ten school days after the grievance was presented, whichever is sooner. Within five school days after receiving the written grievance, the Association shall refer it to the Superintendent of Schools. The Superintendent shall render his/her written decision within thirty (30) school days of the receipt of the grievance.

### **5. Level Three - The Board of Education**

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, or if

no decision has been rendered within thirty school days after the grievance was delivered to the Superintendent, he/she may within five school days after a decision by the Superintendent or thirty five days after the grievance was delivered to the Superintendent, whichever is sooner, submit the grievance to the Board. The Board shall have thirty (30) school days from the receipt of the grievance to render its decision.

#### 6. Level Four - Arbitration

(a) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Three or if no decision has been rendered within thirty school days after the grievance was delivered to the Board, he/she may within five school days after a decision by the Board or thirty-five school days after the grievance was delivered to the Board, whichever is sooner, he/she file a written request with the Association to submit the grievance to Arbitration. If the Association determines the grievance to be meritorious, the Association may, within ten school days from the date of the grievant's appeal, submit a written request to the Superintendent requesting arbitration of the grievance. Grievances concerning:

1. Any matter for which a specific method of review is prescribed either by law or any rule or regulation of the State Commissioner of Education or any matter which according to law is either beyond the scope of Board authority or limited to action by the Board alone;
2. A complaint of a non-tenure teacher which arises by reason of his/her not being re-employed;
3. A complaint by any teacher occasioned by appointment to, or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required; as provided in the Board Policy Manual, revised: December 15, 1975 paragraph 3.9, "Extra-curricular assignments are on a year to year basis, independent of teaching contracts, and do not achieve tenure. Based on recommendation of the Superintendent, the Board grants and discontinues such assignments as required for the proper function of the school system. If and when it becomes necessary to discontinue such an assignment after being held by one teacher for more than one year, his or her immediate superior will counsel the teacher regarding the reasons for nonrenewal of assignment. If such reasons involve inability to perform in the assignment as required, it is understood that through prior counseling the individual will have had the opportunity to meet the requirements of the assignment." shall not be deemed to be arbitrable.

(b) Within ten school days after receipt of the appeal to arbitration, the Board and the Association shall agree on an arbitrator, who shall then be contacted and requested to submit available dates for hearing the grievance. If the Board and the Association are unable to agree on the selection of an arbitrator, the Association shall request the Public Employees Relations Commission to submit to parties a list of seven names of potential arbitrators. The Board and the Association shall then select, by mutual agreement or by a process of alternate striking, an arbitrator from the list submitted by PERC. In the event the process of alternately striking names is used, the party to strike first shall be determined by coin toss.

(c) The arbitrator so selected shall confer with the representatives of the Board and the Association, shall hold hearings promptly, and shall be requested to issue his/her decision within a reasonable period of time. 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 shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be final and binding on the parties.

(d) The cost 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 incurred shall be paid by the

party incurring same.

**D. Rights of Employees to Representation**

1. An aggrieved person may be represented at all stages of the grievance procedure by himself/herself or, at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall be notified by the Superintendent and have the right to be present and to state its views at all stages of the grievance procedure.
2. No reprisals of any kind shall be taken by the Board, any member of the administration or its representatives, or any member of the Association, any party in interest, any representative, or any other participant in the grievance procedure by reason of such participation.

**E. Miscellaneous**

1. If, in the judgment of the Association, a grievance affects a group or class of employees, the Association may process such a grievance through all levels of the grievance procedure even though the aggrieved person does not wish to do so, such a grievance commencing at Level Two.
2. Decisions rendered at Levels Two, Three and Four of the grievance procedure shall be in writing setting forth the decisions and the reasons therefore and shall be transmitted promptly to all parties in interest and to the Chairperson of the Association.
3. All documents, communications, and records used by the Board in dealing with processing of a grievance shall be filed in a separate and confidential file and shall not be kept in the personnel file of any of the participants.
4. All documents, communications, and records by the Association in dealing with a grievance shall be maintained in a separate and confidential file by the Association.
5. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Superintendent and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.
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, hereintofore referred in this Article.

**Article IV**

**TEACHER EMPLOYMENT**

- A. A copy of the current Agreement shall be provided upon employment.
- B. The Board of Education shall have sole discretion to place new employees any place on the guide.
- C. Teachers with previous teaching experience in the district shall upon returning to the system receive full credit on the salary schedule for all outside teaching experience in a duly accredited school, military experience or alternative civilian service required by the Selective Service System, Peace Corps, VISTA, or National Teacher Corps work and time spent on a Fulbright or other approved scholarship up to the maximum set forth in Section B above. Such teachers who have not been engaged in other teaching or the other activities indicated above shall, upon returning to the system, be restored to the next position on the salary schedule above that at which they left, unless the experience is directly related to their major teaching field.
- D. Previously accumulated unused leave days will be restored to all teachers who are returning from leave or who have been subject to a reduction in force.
- E. 1. Teachers shall be notified of their contract and salary status for the ensuing year not later than the date required by law.



2. The Administration will make every effort to inform teachers of their grade and subject area teaching assignments for the ensuing year by June 15th. It is understood that in the event circumstances make it educationally desirable that an assignment be changed after that date, the teacher shall be so notified by mail addressed to the teacher's regular mailing address as shown on the school records.
  3. The BTEA President or designee shall receive copies of all teacher schedules by August 15th for the purpose of review. Schedules developed after August 15th shall be reviewed when available.
- F. A notice of vacancy shall be posted in each building as far in advance as is practical. An effort will be made to provide candidates from within the staff one week's time to submit their applications. Such notices will be posted for established positions or newly created positions and shall set forth the qualifications for the position and the application process. The Association will provide the Board with a list of summer addresses of its officers and head building representatives. These people will be informed of job postings during the summer. It will be their responsibility to notify the staff of such openings.
- G. Employees hired before February 1 will advance to the next step of the guide in the ensuing year. Employees hired on or after February 1 will remain on the same step of the salary guide in the ensuing year.

## Article V

### TEACHER WORK LOAD

#### ACADEMIC RESPONSIBILITIES

#### AND

#### NON-ACADEMIC SERVICES

##### A. Academic Responsibilities

1. It is recognized by the Board and the Association that the teaching profession consists largely of academic responsibilities (class instruction, lesson planning, evaluating pupils' work, working with individual students, working with groups of students in unassigned situations and assemblies), and of academically related responsibilities (parent conferences, professional meetings and seminars, professional study, State Department of Education and Middle Atlantic States Evaluations, and public relations).
2. Of the academic responsibilities listed, only class instruction need take place at regular and assigned times. The following provisions shall apply to such instruction:
  - a. The daily teaching load in grades K-5 shall not exceed five hours of classroom instruction and one hour of extra pupil contact. Substitutes shall be provided for teachers of special subjects when absent. All professional staff members in grades K-5 shall have 5 prep periods and 5 lunch periods totaling 500 minutes per week. In no case shall a teacher have a prep/lunch period of less than 30 minutes. All teachers shall have at least one prep scheduled daily. Special area teachers shall remain primarily responsible for the delivery of their special area curriculum. Every effort will be made to arrange teaching schedules so that teachers in grades K-5 will not have more than 2-1/2 hours of continuous teaching.
  - b. The daily teaching load in grades 6-12 shall not exceed five teaching periods, each of which shall not exceed fifty minutes, except when deemed necessary by the interested Principal and agreed to voluntarily by teacher(s) concerned. The Head Building Representative shall be notified of all such sign-offs after they have been obtained. Further exceptions may be made in accordance with C.5 of the Article.
  - c. Teachers in grades 6-12 shall not be required to teach more than three different subject areas, nor to have more than a total of three teaching preparations, except when deemed necessary by the interested Principal and agreed to by the Head Building Representative and teacher(s)

concerned. When possible, teachers shall serve on only one interdisciplinary teaching team in grades 9-12.

- d. Teachers in grades 6-12 shall not be required to teach continuously for more than three periods, except when deemed necessary by the interested Principal and agreed to by the Head Building Representative and teacher(s) concerned. However, on the school days that have been reduced in the total length for any reason, the Administration may change the order of the day's periods, even though some staff members may have to teach more than three consecutive periods under the revised daily schedule.
- e. To afford the Administration some flexibility in scheduling in grades 6-12 (in the event that the Administration may wish to institute any non-traditional form of scheduling, including but not limited to rotating block or alternative A/B schedule) the length of classes may exceed 50 minutes, provided that no teacher has more than five classes (rollbook/instructional groups) whose weekly total meeting time does not exceed an average of 1250 minutes per week. The Board and the Association agree that should the non-traditional form of scheduling be instituted, the Association and the Administration will meet and confer to resolve any potential conflicts. Furthermore, any weekly instructional schedule must provide every teacher with a preparation period of at least 40 minutes per day, or preparation time divided into twenty minute segments. Teachers in grades 6-8 shall have five (5) preparation periods per week and teachers in grades 9-12 shall have six (6) preparation periods per week. Middle School teachers shall have five (5) team planning periods and teachers at the High School shall have four (4) tutorials/planning periods. The above paragraph in no way rescinds Article V, Section A, paragraphs 2c or d.
- f. Each teacher in grades 9-12 shall be assigned to one period (not to exceed 50 minutes) per day, four days a week to a resource room or learning center/station (media or computer room) for tutorial purposes or planning purposes. For these four periods, teachers shall keep a record of students who avail themselves of tutorial assistance. A procedure for implementation shall be developed. It is understood that the sole purpose of the log being maintained is to track the use of the tutorial period. It shall not be used in any way that might be construed as reflecting on the performance of the staff members. During these 4 periods, teachers shall be assigned to a station. These periods are predicated upon the 9 period (including lunch) school day. Should the school day be reduced in number of periods, the assignment of tutorial/planning periods cannot take place. In addition, any daily schedule must guarantee every teacher at least one prep period per day. A teacher who has already signed a memorandum of understanding to teach more than 25 periods per week (Article V, C, 5.) cannot be scheduled for a combined total of instructional periods and tutorial/planning/activity periods greater than 30 per week.
- g. A zero-period option shall refer to any situation where a teacher is required to teach a course or schedule a related activity outside the normal school day in order to satisfy his/her contractual obligation.
  1. Such employees assigned to these positions shall have their regular workday adjusted for the equivalent amount of time.
  2. In any event, the employees' workload and responsibilities shall be assigned in accordance with the provisions outlined in Article V.
  3. Said employees shall not be required to attend any faculty or professional meetings which are held beyond the regular teacher workday on days when they are assigned classes outside of the regular workday.
  4. Whenever any such position is assigned as an evening period to a teacher who has only a part-time assignment during the regularly scheduled school day, the employee shall be compensated at the rate of one-fifth of the full-time base salary for that employee. If the teacher assigned has a full schedule during the school day, the parties shall meet and negotiate appropriate compensation.



agree to the following provisions:

- a. Teachers may not be required to collect funds.
- b. A teacher shall not be required to compile PTA or Home and School Association student lists.
- c. A teacher shall not be required to drive students to activities which take place away from the school building, but may do so voluntarily with the advance approval of his/her Principal. For teachers authorized by the Superintendent to transport children in their own cars, the Board will require that each teacher file in the Board Secretary's office a Certificate of Insurance specifying \$500,000/\$1,000,000 coverage. The Board will reimburse each teacher in an amount not to exceed \$100 per year for the added cost of such additional insurance.

### C. Miscellaneous

1. Teachers will be permitted to leave after termination of the last scheduled period for students upon completion of any other assigned or scheduled professional duties or any other academically related responsibilities, except in cases that are specified in A.3 and B.1 of this Article. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty roster.
2. Teachers may leave the building without requesting permission during their scheduled duty-free lunch period and/or during preparation periods provided notice is given to some person designated by the Building Principal.
3. The President of the Association for the term of this contract shall be relieved of all non-teaching duties within the school day, except for those activities in which all faculty members are asked to participate. For a newly installed President of the Association (one who has not been President the previous year), such relief may be delayed by the Administration, but must begin no later than the beginning of the ensuing academic year. In addition, upon approval of the Superintendent, the President or designee may be given released time to conduct business of benefit to the district.
4. The practice of using a regular teacher as a substitute, thereby depriving him of his preparation period, is undesirable and shall be discouraged. In those cases where regular substitutes are not available, regular teachers who volunteer may be used as substitutes during their non-teaching time. In the absence of volunteers, a teacher may be assigned to serve as a substitute. Volunteers and assigned teachers shall be paid as per Schedule L.
5. Should it appear to be educationally sound, a teacher may exchange his/her period of non-academic pupil contact for an additional class with the mutual agreement of the Building Principal and in accordance with Schedule L.
6. All increases in the length of the school day, as it affects the length of each teacher's work day, (i.e. the total daily time teachers are required to be in the school building) will be subject to negotiations.

## Article VI

### TEACHER WORK YEAR

- A. 1. The in-school work year for teachers employed on a ten month basis (other than new personnel who may be required to attend an additional 5 days of orientation) shall not exceed one hundred eighty six days (186), which shall be designated as follows: there will be one hundred eighty (180) student contact days and six (6) non student contact days. The six non student contact days will be directed by the administration for the purpose of professional development and the opening and closing of school as follows: One (1) day before the first day for students, one (1) traditional in-service day, two (2) in-service flex days, one (1) online/webinar/video in-service day, and one (1) day after the last day for students. Online/webinar/video in-service day is defined as no more than six hours of state-mandated video training, and/or other online

training/webinars as directed by the Administration to be completed via telecommuting.

Make up days for closures due to snow/emergency days will be predesignated from days school is planned to be closed (excluding any days in the spring recess) in the school calendar. If the requisite make up days for snow/emergency closures exceed the available days predesignated for this purpose the needed days will be made up by adding days in June immediately following the originally planned last day for students. The last two days of the school year shall be abbreviated days for students.

2. The in-school work year of teachers employed on an eleven month basis shall not exceed two hundred and six days.
  3. The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which teacher attendance is required.
- B. The detailed school calendar shall be formulated by the Administration. A copy of the proposed calendar will be sent to the Association for its consideration prior to the Board's approval.

## **Article VII**

### **EMPLOYEE RIGHTS**

- A. Pursuant to Chapter 303, Public Law 1968, as amended, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other Laws of New Jersey or Other Constitutions of New Jersey against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his/her membership in the Association and its affiliates, his/her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or his/ her institution of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.
- B. Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under New Jersey School Laws or other applicable laws and regulation. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere.
- C. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of any professional advantage without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.
- D. No employee shall be discriminated against on the basis of race, creed, color, national origin, sex, age, physical challenge as prescribed by the "Americans with Disabilities Act", religion, sexual orientation, or marital status.

## **Article VIII**

### **ASSOCIATION RIGHTS AND PRIVILEGES**

- A. The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the financial resources of the district, including but not limited to: annual financial reports and audits, agendas and minutes of all Board meetings, student enrollment data, individual and group teacher health insurance premiums and experience figures, and such other information that shall assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the teachers and their students, together with information which may be necessary for the Association to process any grievance or complaint.
- B. The Association shall have, in each school building, the exclusive use of a bulletin board in each

faculty lounge and teachers' dining room. The Association shall also be assigned adequate space on the bulletin board in the central office for Association notices. The location of the Association bulletin boards in each room shall be designated by the Association. Copies of all materials to be posted on such bulletin boards shall be given to the Building Principal for his approval before posting.

- C. The Association shall have the right to use the inter-school mail facilities and school mail boxes as it deems necessary and without approval of Building Principals or other members of the Administration. Such communication shall bear signature of officers of the Association. The Building Representative shall be responsible for the distribution of materials to members.
- D. The rights and privileges of the Association and its representatives as set forth in the Agreement shall be granted only to the Association, and to no other teacher representative agency.
- E. The Board shall develop orientation programs for new teachers and shall afford the Association the opportunity to make a presentation during the orientation program.

## Article IX

### TEACHER EVALUATION AND PERSONNEL RECORDS

- A. In order to encourage the maximum development of each teacher and to aid in making employment decisions, the Administration shall carry out a policy of adequate observation and constructive evaluation.
- B. **Observation**
  - 1. **Frequency**
    - a. Tenured teachers: a minimum of two visitations per year in accordance with State and District adopted evaluation models.
    - b. Non-tenured teachers: a minimum of one visitation per semester, or three per year
    - c. If a teacher is observed the minimum number of times per semester or year, the observations should be separated by two (2) weeks or more.
  - 2. Observations should be at different hours of the school day to permit the teacher to be seen in a variety of teaching and child-handling situations.
  - 3. A "Record of Classroom Visit" form shall be completed by the observer in every case of a formal visitation. The principal's copy shall be signed by the teacher and filed in the teacher's individual folder. One copy of this record shall be given to the teacher.
  - 4. A pre-conference will be held before the formal visitation. An evaluation conference shall be held after each formal observation, and the teacher shall be given the evaluative material at least one day prior to the conference.
- C. **Evaluation**
  - 1. Formal annual evaluations of teachers shall be conducted.
  - 2. Such formal evaluation shall include a discussion between the Administration and the teacher of the teacher's strengths and weaknesses.
  - 3. A teacher shall be given a copy of any Classroom Visit or Evaluation Report and any other evaluative material within 10 days of the observation and at least one day prior to any conference at which the evaluation is to be discussed.
- D. **Personnel Records**
  - 1. Personnel records maintained by the Administration should in general contain the following kinds

of material:

- a. Academic credentials and personal references, which should be retained permanently. The confidentiality of such documents must be protected.
  - b. Material involving formal evaluation of the staff member. Such material shall have been discussed with and signed by the employee prior to becoming a part of his/her file under established procedures and should be retained for as long as deemed appropriate by the Administration.
  - c. Other material involving the staff member.
2. Personnel files shall be reviewed annually by the responsible supervisor. All official personnel files are located in the central office. A teacher shall have the right to review his/her personnel file annually, and should set up an appointment for the review. The personnel file review shall be supervised. The teacher shall also have the right to submit a written response to anything in his/her file for placement therein. The response must be submitted within six (6) months of the teacher's first receipt, or first review of the material being responded to, whichever occurred first.

#### **E. Communications from the Public**

1. The Board and the Association shall encourage an atmosphere of open communications between the school system and the public. It is understood and agreed that the Administration will encourage citizens to resolve any complaints at the lowest level: staff member, Principal/Supervisor, Superintendent.
2. Complaints from the public involving the performance of a curricular or extracurricular staff member should be discussed informally by the citizen with the responsible Principal. Prior to any action being taken on the complaint, the teacher concerned shall be apprised of the nature of the complaint by his/her immediate supervisor, and offered an opportunity to respond. Copies of any written communication from the public will be given to the staff member by the appropriate Principal/Supervisor. Any complaint which is not satisfactorily resolved will then be submitted in writing to the Superintendent by the complainant. The Superintendent will make a recommendation for the resolution of the complaint and will forward the recommendation to the Board of Education and the teacher.
3. The Board shall not entertain questions or discussions in public on any matter involving the performance of a staff member unless it has had an opportunity to review the written complaint.

### **Article X**

#### **CLASS SIZE**

- A. Building Principals shall provide the Head Building Representatives with a complete and specific list of each teacher's pupil load by October 1 of each school year.

### **Article XI**

#### **PROFESSIONAL IMPROVEMENT**

- A. In our rapidly changing society teachers must constantly review curricular content, teaching methods and materials, educational philosophy and goals, social change and other topics related to education. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction. The parties further agree that each teacher should fulfill the obligation for professional improvement in ways that best serve his/her own problems, functions, interests and needs as they relate to the District.
- B. 1. Beginning July 1, 2017, a total of \$225,000 per year will be made available for tuition reimbursement, with \$112,500 dedicated to Summer/Fall semester courses and \$112,500

dedicated to Winter/Spring courses.

- a. Certified employees (standard or permanent certificates) will be reimbursed up to twelve (12) credits per year.
  - b. The Superintendent will notify the president of the BTEA of the status of tuition reimbursement funds at the midpoint and end of each year.
  - c. One half of the cost of registration and tuition or \$225 per academic year whichever is greater for further study will be paid to teachers with complete certification (standard or permanent certificates) as applied to courses taken in isolation (not part of a degree program). Up to one hundred percent (100%) reimbursement will be provided for courses which are a part of an employee's first graduate degree program related to the field of education, however, such expense shall be capped at the per credit rate charged by Rutgers, the State University at the time the course is taken. Up to seventy-five percent (75%) reimbursement will be provided for courses which are a part of an employee's second or additional graduate degree program.
  - d. Those staff members who were accepted for enrollment prior to July 1, 2004 shall have 100% reimbursement for the additional graduate degree program. Those staff members who were accepted for enrollment prior to July 1, 2016 shall not be restricted to the limits as defined in XI.B.1.a.
  - e. Where such reimbursement is expected, courses must have prior approval of the Superintendent of Schools according to the following schedule:
    - i. Summer and Fall semester courses (beginning on or after May 1<sup>st</sup> and ending on or before December 31<sup>st</sup>) with a window to apply between April 1<sup>st</sup> and September 30<sup>th</sup>.
    - ii. Winter and Spring Semester courses (beginning on or after December 1<sup>st</sup> and ending before May 31<sup>st</sup>) with a window to apply between October 1<sup>st</sup> and January 31<sup>st</sup>.
  - f. Computation of reimbursement due to teachers must be based on the academic year during which the course(s) were taken, even though request for reimbursement may have to be made at the beginning of the ensuing academic year.
  - g. Employees who are required or requested by the Administration to receive or provide specialized training for fulfillment of their duties shall complete the training during the school day or be compensated by their regular rate of pay if training is received outside of the school day.
  - h. Only active personnel will be permitted to receive course reimbursement.
  - i. Any monies not used in the Summer/Fall term will rollover into the Winter/Spring fund. Any monies not used after the Winter/Spring will not rollover into the next fiscal year.
  - j. If an employee (tenured staff only) doesn't stay in the employ of the Board for two (2) additional years after receiving tuition reimbursement, he/she shall repay the reimbursement received in the following percentages:
    - i. Leave within one (1) year – 100%
    - ii. Leave within two (2) years – 66.67%
2. Full reimbursement of all reasonable expenses will be made to teachers who are required or requested by the Administration, or request and receive approval of the Administration, to attend workshops, seminars, conferences, in-service training sessions, or other professional meetings.
  3. A Staff College shall be established as a part of the in-service training program for full-time, non-tenured staff members.
    - a. Non-tenured teachers with standard certificates shall be required to attend 15 clock hours of training in 3 of the first 4 years. These credits are not accruable towards credit on the salary guide. In-servicing scheduled during the workday shall not count towards the 15 hours. Course requirements shall be determined by the administration. Courses may include



Classroom Management and Essential Elements of Instruction. Staff members may elect the order in which courses are taken. Upon approval of the Superintendent, Graduate Level Courses may take the place of this requirement. These credits are not accruable for movement on the salary guide until the Graduate Program is completed.

- b. First year teachers who are being mentored and first year alternate route teachers are exempt from the 15 credit hour requirement referred to in XI, B. 3a.
  - c. Participation in such training is voluntary for tenured staff members and maternity leave replacement staff members who have completed the staff college requirement during their first four years.
  - d. In-service courses relating to instructional issues conducted outside of the school day/year, will be eligible for one (1) credit for each twenty (20) clock hours. Such credits shall be applicable towards advancement on the salary guide for all employees.
  - e. Staff members who teach such courses shall be eligible to choose between receiving credit on the salary guide or receiving a stipend for teaching the first time they teach the course. Thereafter, they shall receive a stipend.
4. As part of the District's efforts to assist teaching staff members in meeting their Professional Development 100 hour requirement, the following in-service flex day program will be offered:
- a. Flex Day #1: All staff members (Schedules A and F) may opt to attend 6 hours of any Staff College courses in lieu of attending the district in-service day on the Friday preceding Memorial Day.
  - b. Flex Day #2: Schedule A staff may opt to attend 6 hours, of specifically designated Staff College courses, in lieu of attending a second specified district in-service day, that will take place during the school year. The inservice day will be pre-designated by the Board of Education by June 30<sup>th</sup> of the previous school year. Designated courses will be preliminarily listed in the Staff College Bulletin; however, additional courses may be approved at administrative discretion. Schedule F staff will not be required to work on the second specified district in-service day.
  - c. Non-tenured staff members may also participate in the flex day program; however, those staff college hours accrued for flex days will be in addition to beyond the 15 hours required in Article XI.D.1.a. Partial credit for less than 6 hours will not be granted for either of the days.
5. The following provisions apply to the mentoring process for first year teachers.
- a. Formal evaluations of the first year teacher shall be conducted in accordance with the State requirements. Formal classroom observations shall be conducted as per the district policy for non-tenured teachers.
  - b. Teachers may be required to serve as mentors. In that case, the following provisions shall apply:
    1. Mentoring positions shall be posted and interested parties may apply through the normal process.
    2. If no one applies, the mentoring role shall be assigned on a rotating basis.
  - c. The mentor teacher shall not observe or evaluate the first year teacher formally. Notes, discussions, employee input or other documentation may not be used in the formal evaluation process.
  - d. Fees associated with the Mentoring Program shall be paid in accordance with the State requirement.
  - e. Mentors and mentorees must participate in the district's Mentor program and attend all

mentor/mentoree meetings.

- C. Staff members shall be able to advance to the next column on the salary guide as of September 1st and March 1st. The administration shall develop procedures for application for salary guide advancement. Only graduate or staff college credits shall be considered for movement on the guide.
- D. Schedule A staff shall engage in an additional six (6) hours of professional development in each year of the agreement consisting of: committee work, additional staff college hours, work stemming from a professional learning community, or other professional development activity. The employee's supervisor or principal will approve the plan for the additional six (6) hours initially and confirm its completion at the end of the year evaluation.

## **Article XII**

### **SICK LEAVE**

- A. The primary purpose of sick leave is to cover the absence of an employee from school in the event of personal illness that would make his/her presence in school inadvisable. Sick leave applies only to absences resulting from illness of the employee themselves; absence caused by illness in the immediate family is described in Article XIV Temporary Leave of Absence.
- B. Non-tenure teachers shall be allowed 10 days sick leave. Tenured staff shall have 13 days of sick leave. In accordance with State Law, unused sick leave days shall be accumulated and pro-rated to employees who are employed part of a year.
- C. Teachers transferred from another district within the State shall be allowed one-half of all the sick leave days accumulated in the prior district up to a maximum of 45 days.
- D. The Board of Education through administrative channels, reserves the right to have the reason(s) for absence due to illness validated by a doctor's statement. As a general rule, such a request will not be made until after the third day of illness.

## **Article XIII**

### **SICK LEAVE REIMBURSEMENT**

- A. Accumulated sick leave shall be eligible for reimbursement at retirement at the rate set forth in Schedule M. Retirement shall be defined as eligibility to collect benefits upon termination of work in accordance with the New Jersey Division of Pensions. Eligibility for deferred retirement is not considered retirement.
- B. In the event of a prolonged illness requiring use of sick day leaves, an employee can use all sick days which have been previously accumulated.
- C. All employees shall be notified yearly by September 15 of their accumulated sick days as of the closing of the preceding school year.
- D. All unused personal and family illness days shall accumulate as unused personal sick days.

## **Article XIV**

### **TEMPORARY LEAVES OF ABSENCE**

- A. Leaves of absence with full pay shall be granted annually for the following reasons with the prior approval of the building principal.
  - 1. For personal illness in the immediate family (spouse, domestic partner, child, parent, grandparent

wherever living, grandchild wherever living, or any other member of the employee's immediate household).

**Maximum Allowance:** 5 days per year

2. For death in the immediate family (spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law) or any other member of the employee's immediate household.

**Maximum Allowance:** 5 days per occasion

3. For other death in the family (uncle, aunt, nephew, niece, cousin, brother-in-law, sister-in-law, son-in-law, daughter-in-law).

**Maximum Allowance:** 2 days per occasion

4. For the purpose of visiting other schools or attending meetings or conferences of an educational nature.

**Maximum Allowance:** 2 days per occasion

5. For reasons of the need to discharge a business or family obligation or responsibility which cannot be handled outside school hours. A personal leave day cannot normally be used the day before or the day after a holiday or vacation period or the first or last day of the teacher's school term. Exceptions to this provision may be granted at the discretion of the Superintendent in the following circumstances: attendance at a wedding or graduation in the immediate family, or the observance of a religious holiday. Application through the teacher's Principal shall ordinarily be made at least three days prior to the leave. Extreme situations can arise, which make three day notification impossible, and will be judged on an individual basis. Except for said situations, such days will be granted automatically.

**Maximum Allowance:** 2 days per year.

6. For jury duty.

**Maximum Allowance:** As required

7. For appearance in any legal proceeding connected with the teacher's employment or with the school system.

**Maximum Allowance:** As required

8. For temporary active duty with any unit of the U.S. Reserves or the State National Guard provided such obligation cannot be fulfilled when school is not in session. The employee shall be paid his/her regular pay in addition to any pay which he/she receives from the Federal or State Government.

**Maximum Allowance:** As required

- B. Upon notification to the Superintendent, a maximum of four days each for two representatives to attend conferences of state and national affiliates shall be granted.
- C. Payment for other leaves of absence or emergency absence may be granted by the Superintendent with Board approval, with or without full pay. For purposes of this article, the term "without pay" means the per diem salary.
- D. Full and half day absences shall be defined as follows. An employee who is absent the entire day or works less than 4 hours shall be charged a full day absence. An employee working more than 4 hours but not the entire work day shall be charged a half day absence.

## Article XV

### EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay of up to two years shall be granted to any teacher who, as a full-time participant:
1. Joins the Peace Corps.
  2. Joins VISTA.
  3. Joins the National Teacher Corps.
  4. Serves as an exchange teacher.
  5. Is offered and accepts a Fulbright or other approved scholarship.

Provided he/she makes application for reinstatement within 90 days after completion of his/her obligation and upon approved return from such leave, a teacher shall be considered as if he/she had been actively employed by the Board during the leave. He/she shall be placed on the salary schedule at the level he/she would have achieved had he/she not been absent provided, however, that time spent on said leave is not counted toward the fulfillment of the time required for acquiring tenure.

- B. A military leave without pay shall be granted to any teacher who is inducted or enlists in any branch of the Armed Forces of the U.S. until expiration of the first enlistment or the duration of the national emergency. Such teacher shall be reinstated to a position in the system with full credit including annual increments provided, however, that he/she makes application for reinstatement within 90 days after discharge from the Armed Forces.

C. **Child Care Leave**

The Board shall grant child care leave in accordance with the provisions herein. Such leave shall be without pay, except that during periods of maternity disability leave, salary shall be paid in accordance with the sick leave statutes, policies and this Agreement.

1. The Board shall grant child care leave without pay to tenured employees because of the birth of a child for a period of no more than one (1) full school year, plus the balance of the school year in which the birth occurred. If a shorter period is requested, the employee must return on the day following the expiration of the statutory leave or a date approved by the Board of Education. Non-tenured employees shall be granted child care leave only for the remainder of the contract year in which the birth occurred. All such leaves must commence, when possible, on the first day of a semester and end on the last day of a semester (February 1, September 1). When a teacher requests and is granted a childcare leave of absence, the teacher must return on the date approved. In the event of extenuating circumstances, such as health concerns or a major life change, the superintendent may grant an alteration of the length of the leave.
2. An employee must apply for child care leave at least sixty (60) days prior to the start of the leave, unless an emergency prevents such notice. The request must state the anticipated date of beginning of the leave and the anticipated date of return.
3. Any employee who becomes pregnant may at her discretion elect to use all or any portion of her accumulated sick leave during any portion of her pregnancy that her physician certifies she is physically unable to work by applying in writing at least sixty (60) days prior to the beginning of such leave, unless an emergency prevents such notice. Such period shall be referred to as sick

leave and the employee shall receive full pay and benefits during said period. It is required that the employee produce her physician's certificate in support of her request for the use of sick leave days. Her physician's certificate is subject to agreement by the Board's physician based upon the employee's medical records and upon consultation with the employee's physician. If after such analysis the Board of Education's physician and the employee's physician are unable to agree, then the two physicians shall agree in good faith on a third impartial physician, who shall examine the employee, at the Board's expense, and whose medical opinion shall be conclusive and binding on the medical issue. Where medical opinion is supportive of the sick leave to any employee, the commencement and termination dates thereof may be further extended or reduced for medical reasons upon an application by the employee to the Board. Such extension or reduction shall be granted by the Board, provided the employee produces a physician's certificate in support of the requested change, which certificate is subject to agreement by the Board's physician as above provided.

4. Any employee who does not elect to take a child care leave may continue to perform her duties as long as physically able to do so and will be entitled to return when her physician certifies that she is physically able to do so. The period of such absence will be deemed the same as for any other physical disability, and she will be entitled to her annual and accumulated sick leave with pay during the period of disability.
  5. Upon return from a child care leave of absence, the employee shall be reinstated in a position for which he/she is certified.
  6. The Board is under no compulsion to continue the employment of a non-tenured employee beyond the contracted period so long as the non-renewal of employment is not based solely upon a condition of pregnancy or childbirth. The child care leave period shall not be counted for tenure purposes.
  7. Any employee who has been granted a child care leave of absence will be advanced a full salary guide step if he/she works more than ninety (90) teaching days in a given school year. Any days that school is closed for emergency reasons (such as snow) during the ninety (90) plus days that he/she has elected to work shall not be deducted from the total days he/she has elected to work.
  8. Child care leave shall also be available to an employee who adopts a child under the same conditions set forth above. In such a case, the employee shall make application at least sixty (60) days prior to the beginning of such leave, unless an emergency prevents such notice. The application of the employee shall be accompanied by an affidavit verifying the adoption, in support of the requested child care leave dates.
  9. In the event that the need for child care leave is negated, the employee may request to return to his/her position at an earlier date. Upon the recommendation of the Superintendent and the approval of the Board, an employee may leave or return at an earlier date than initially requested.
  10. Upon return from a leave of absence under this Article, the employee shall retain any unused sick leave. Any additional sick leave shall not accumulate during the period of the leave of absence.
  11. If an employee becomes pregnant after the birth for which she has been granted a child care leave and prior to the termination of such leave, the Board shall, upon request, extend the original child care leave for a maximum of one year, with the provision that the extended return date shall coincide with the commencement of either the beginning of the school year or the beginning of the second semester of the school year. Sick leaves shall not apply to the pregnancy subsequent to the birth for which the employee has been granted child care leave.
  12. In the case of miscarriage or stillbirth, the employee may elect to return to her position at an earlier date. Upon the recommendation of the Superintendent and the approval of the Board, an employee may leave or return at an earlier date than provided herein.
- D. Any teacher who is elected or selected for a full-time public office which takes him/her from his/her teaching duties shall be granted a leave without pay for the term of such office or two years, whichever is less. Unless such teacher returns within this time limit, the leave shall terminate unless it has been renewed for a specific period with the approval of the Superintendent.

- E. Other extended leaves of absence without pay may be granted by the Board on the recommendation of the Superintendent.
- F. Upon return from an extended leave, the employee shall be reinstated in a position for which he/she is certified.
- G. Persons on full year leaves of absence shall notify the Bernards Township Board of Education in writing by March 15th whether or not they intend to return. Persons whose leaves begin after February 1 shall notify the Bernards Township Board of Education at least 60 days in advance of the end of their leave whether or not they intend to return.

#### **Article XVI**

#### **SABBATICAL LEAVES**

- A. A sabbatical leave of up to one year may be granted to a teacher by the Board on the recommendation of the Superintendent for study, for travel, or other activities of value to the school system, subject to the following conditions:
  - 1. The teacher has completed at least seven full teaching years of service in the Bernards Township School District. Such years need not be consecutive.
  - 2. Such leaves shall be granted to no more than two eligible teachers at any one time.
  - 3. Requests for such leave must be received by the Superintendent in writing no later than March 15, in such forms as may be mutually agreed upon by the Superintendent and the Association. Action must be taken on all such requests no later than April 15 preceding the school year for which the leave is requested.
  - 4. The teacher shall enter into a contract to continue in the service of the Bernards Township School District for a period of at least two (2) years after the expiration of such leave. The teacher shall execute a promissory note equivalent to the payment received while on leave. This note will be discharged at a rate of fifty percent (50%) after completion of one (1) year of service to the Board, and completely discharged after two (2) years. The teacher shall not be considered to be in violation of this provision in the event that failure to return to employment with the Bernards Township District is caused by the death of the teacher or the disability of the teacher as certified by the trustees of the Teacher Pension and Annuity Fund.
- B. A teacher on sabbatical leave shall be paid by the Board at the rate of seventy-five percent (75%) times one-half of his/her base salary for a half year's sabbatical leave or fifty percent (50%) times his/her full year's salary for a full year's leave. Such payments shall be made in accordance with the normal pay schedule.
- C. Upon return from sabbatical leave, the teacher shall be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence. He/she shall continue as an employee in the Bernards Township System for a minimum of two years unless the parties mutually agree otherwise. Upon return, the teacher shall submit to the Superintendent a written report summarizing such activities while on such leave. This is not to be considered a request for approval.
- D. During the period of the leave, the Board shall maintain the teacher's pension payments based upon his/her full salary.

#### **Article XVII**

#### **INSURANCE PROTECTION**

- A. The Board shall provide health-care insurance protection and shall pay the full premium for employees and their dependents under the health insurance plan. Effective July 1, 2019, employees shall be offered a POS program. All insurance plans shall be structured in compliance with the Mental Health Parity Act. The co-pay is \$10 and the deductible for single and family is \$200 and \$500.

Employees shall be entitled to buy up insurance coverage from the POS program to the PPO program paying the difference in cost between the programs.

- B. The Board shall provide a prescription program for the contract years July 1, 2019 through June 30, 2022, with the following co-pays: \$20 for generic, \$40 for preferred brand, \$60 for non-preferred brand.
- C. The Board shall provide a dental benefit insurance plan for enrolled employees and dependents. The Board shall pay the premium at the rate in effect on June 30, 1998. Any increase in the premium above that amount shall be deducted from the employee's salary in accordance with the provisions of Article XIX. The Dental Plan will provide a maximum allowance of \$2,000 annually. The Board shall provide the Association with an opportunity to select additional dental plans to which they can buy up. The buy up plan options will include a plan with a maximum allowance of \$3000 annually and/or an orthodontics allowance.
- D. The Board shall provide a vision plan for enrolled employees and dependents. The cost of the premiums shall be covered by the employee.
- E. The Board shall provide an Employee Assistance Plan at no cost to the employee.
- F. For each employee who remains in the employ of the Board for the full school year, the Board shall make payment of insurance premiums to provide insurance coverage for the full twelve month period commencing July first and ending June thirtieth; when necessary, premiums on behalf of the employee shall be made retroactively or prospectively to insure uninterrupted participation and coverage.
- G. The Board shall provide to each employee a description of the health-care insurance coverage provided under this article; this shall include a clear description of conditions and limits of coverage.
- H. At any time, insurance carriers may be changed but only by mutual agreement of the Board of Education and the BTEA.
- I. Major Medical Insurance Coverage for Retirees: The following conditions apply to any employee electing Major Medical Insurance coverage as a retiree:
  - 1. The total annual premium cost of the major medical insurance must be paid in full to the Board Secretary by the retired employee, in accordance with the insurance company requirements. Further, any premium increase occurring either during a contract year or in subsequent contract years must be paid by the retired employee.
  - 2. The retiree must remain continually enrolled in the major medical plan. If the retiree does not remain enrolled because of failure to pay the premium or for other cause, the retiree is not eligible to reinstate the program.
  - 3. Retired employees may belong to the major medical plan only until such time as they become eligible to participate in another major medical plan through their spouse or other employment.

## Article XVIII

### SALARIES

- A. The salaries of all employees covered by this Agreement are set forth in Schedules A through N which are attached hereto and made a part hereof.
- B.
  - 1. Employees on a twelve-month basis shall be paid in twenty-four semi-monthly installments.
  - 2. Employees on a ten-month basis, including Instructional Aides and School Aides, shall be paid in twenty equal semi-monthly installments.

3. When a pay day falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day.
  4. Employees shall receive their final checks and the pay schedule for the following year on the last working day in June. Final pay will only be released if all duties have been completed.
  5. Any employee who is employed to serve on less than a full-time basis shall be paid on a pro-rated share of the basic full-time salary of the position for which said employee is engaged.
  6. Any employee who recruits a certificated employee who remains in the district a minimum of 3 years will receive a one-time payment of \$1,000.
- C. An employment or adjustment increment may be withheld in whole or in part for inefficiency or other just cause related to the performance of duties and only in accordance with the following:
1. No increment or part thereof shall be withheld unless a teacher has been evaluated in accordance with Article IX, Teacher Evaluation and Personnel Records, of this Agreement.
  2. The immediate supervisor and/or Principal shall not forward any recommendation to withhold a teacher's increment or a part thereof through the Superintendent to the Board unless at least sixty (60) calendar days prior thereto, and in no case later than June 30 of the preceding school year in which such action would take effect the Principal has given to the teacher against whom the recommendation will be made, written notice of the alleged cause(s) for the recommendations specifying the nature thereof with such particulars as to furnish the teacher an opportunity to correct and overcome the same.
  3. Once a recommendation is forwarded to the teacher and the Board, the teacher may within ten (10) school days request a hearing.

## Article XIX

### DEDUCTIONS FROM SALARY

- A. The Board agrees to deduct from the salaries of its employees dues for the Bernards Township Education Association, Somerset County Education Association, the New Jersey Education Association, and the National Education Association. Such deductions shall be made in compliance with Chapter 310, Public Laws of 1967 (NJSA 52:14-15.9e) and under rules established by the State Department of Education.
- B. Said monies and pertinent documentation shall be transmitted directly to NJEA for disbursement to the appropriate associations by the 15th of the month of the current pay period. The Association Membership Chairperson shall keep membership records up to date and shall convey the information to the Board Office.
- C. Employees may individually elect to have a percentage of their monthly salary deducted from their pay. These deductions shall be transferred to the credit union. To be eligible for this "Summer Payment Plan," employees must be members of the credit union. Arrangements must be made with the Board Secretary by June 30 prior to the affected school year. This program will be the only "Summer Payment Plan" offered by the district.
- D. Employees may individually elect to have a designated sum of money deducted from their pay for a tax-sheltered annuity. These funds shall be paid by the Board Secretary to the carrier of the plan designated by the Association, provided that a minimum of five persons elect to participate and the plan is administered in accordance with Internal Revenue Service Guidelines.
- E. Employees may individually elect to have a designated sum of money deducted from their pay for a Prudential Insurance Company plan. These funds shall be paid by the Board Secretary to the carrier.
- F. All monies deducted voluntarily for deposit in the credit and/or tax-sheltered annuity shall be deposited promptly by the close of the pay period.
- G. Employees may elect to have a sum of money deducted from their pay for continued dental insurance



coverage as set forth in Article XVII.

#### **Article XX**

##### **MEDIA SPECIALIST**

If media specialists are employed for the month of July or August, they shall be compensated at one-tenth of their annual base salary.

#### **Article XXI**

##### **SCHOOL COUNSELORS**

The ten-month contract for the School Counselor(s) shall be of the same duration as that of the teachers plus ten additional days which shall be worked as specified by the Building Principal in consultation with the Director of School Counseling. For this work counselors shall be paid a salary differential of 5%, the total payment, base and differential, to be listed as one figure on the contract and to be paid in 20 equal payments. Compensatory time shall be provided for attendance at evening assignments/meetings, excluding the two mandatory evening assignments referenced in Article V,A,5.

#### **Article XXII**

##### **THERAPISTS**

Therapists whose effective date of employment is on or after July 1, 2004 shall work an extended school year and shall be paid at the per diem rate of 1/200 of the annual base salary. Therapists who are required to work the extended school year will receive two additional sick days. Therapists whose effective date of employment is prior to July 1, 2004 may choose to teach the extended school year and shall be paid at the same per-diem rate of 1/200 of the annual base salary.

CEUs required for registration and licensure may be counted toward staff college requirements upon the approval of the superintendent or his/her designee.

#### **Article XXIII**

##### **NON-CERTIFIED STAFF**

No later than the end of the month of September, the Superintendent of Schools will issue a memorandum notifying non-certified personnel of the name and title of their immediate supervisor for the purpose of supervision, evaluation and the processing of grievances. Employees covered under this provision shall be evaluated in accordance with Board policy.

#### **Article XXIV**

##### **SCHOOL AIDES**

###### **A. Salaries and hours of work**

1. The salaries of all employees in this category are set forth in Schedule G.
2. All hours over 40 hours in any week shall be paid at the rate of one and one half (1-1/2) times the regular salary, except that hours worked on Sundays and holidays shall be paid at the rate of two (2) times the regular salary.
3. The Board retains the right to hire personnel at hourly rates for full-time or part-time duties; however, such employment arrangements shall not exceed twenty consecutive working days, after which the employee must either be placed on the contractual guide or paid the hourly rates equivalent to the contract guide. The Board also retains the right to hire students for part-time duties at rates below contractual guide, but agrees to consult with the Association through its

President prior to any such planned use.

**B. Sick Leave/Temporary Leaves of Absence**

All employees covered by this Agreement shall be entitled to the same sick leave, including sick leave reimbursement. They will have ten (10) sick days a year and the same temporary leave of absence policies as apply to the professional staff. For definition of full and half day absences reference Article XIV, E.

**C. Insurance Protection**

All employees covered by this Agreement shall be entitled to the same insurance protection policies as apply to the professional staff.

**D. Notice of Termination of Services**

Notice of termination of contract shall be given in writing by either the Board or the employee not less than thirty (30) days before said termination.

**E. When employees in this category are scheduled to participate during working hours in conferences and/or meetings respecting this Agreement, they shall suffer no loss in pay providing permission of the Building Principal or Supervisor has been obtained, for such participation.**

**F. The in-school work year for school aides shall not exceed one hundred eighty (180) student contact days and three (3) non student contact days, for a total of one hundred eighty three (183) days. One (1) of the three (3) non student contact days will be a telecommuting online/webinar/video in-service day which is defined to be no more than 6 hours of state mandated video training and/or other online training/webinars as directed by the administration. One (1) of the three (3) non student contact days will be one of the opening in-service days for district staff. The remaining one (1) non student contact day will be directed by the administration for professional development or other purpose. Aides who were hired prior to September 1, 2019 will have the option of taking unpaid leave during the assigned September day of in-service in the 2019-2020 school year only.**

**G. The Board shall notify all employees in this category by May 30 concerning their re-employment.**

**Article XXV**

**SECRETARIES**

**A. Salaries and hours of work:**

1. The salaries of all employees in this category are set forth in Schedule F.
2. The regular work week during the school year shall be 40 hours, including a one hour lunch period. The regular work year is 12 months.
3. The work schedule shall be agreed upon by the Building Principal or Supervisor and the employee(s).
4. Employees required to work beyond 40 hours in one week exclusive of their lunch hours shall be paid at one and one half (1-1/2) times the contractual rate.
5. Summer Hours:
  - a. Secretaries will work a 32 hour week in a 4 day period. All secretaries will be off on Fridays in the summer months. A minimum of 8 Fridays will be guaranteed. The Superintendent shall meet with the BTEA president annually in the spring to review the summer schedule.

- b. The work day is 8 hours including a ½ hour for lunch
- c. Each vacation day that is used in the month of July and August will be charged as 1.25 days (It is understood that during the summer work schedule, secretaries would not be charged any vacation time for Fridays since the office will be closed).

**B. Sick Leave-Temporary Leaves of Absence**

All employees covered by this Agreement shall be entitled to the same sick leave, including sick leave reimbursement and temporary leave of absence policies as apply to the professional staff. For definition of full and half day absences reference Article XIV, E.

**C. Insurance Protection**

All employees covered by this Agreement shall be entitled to the same insurance protection policies as apply to the professional staff.

**D. Notice of Termination of Services**

Notice of termination of contract shall be given in writing by either the Board or the employee not less than thirty (30) days before said termination.

**E. When employees in this category are scheduled to participate during working hour in conferences and/or meetings respecting this Agreement, they shall suffer no loss in pay, providing permission of Building Principal or Supervisor has been obtained for such participation.**

**F. Vacation Schedule**

Secretarial personnel shall have the days off to coincide with the school calendar with the exception of the February and April vacations. All Secretaries will receive 25 vacation days in years that the school calendar has a four day weekend for the February break and a full week off for the spring break. In the event that the school calendar reflects a full week off in February and a full week of in April all Secretaries will receive 28 vacation days. Vacation time may be used (and will be granted automatically) for the February and April break. Vacation days are prorated based on length of employment during the current school year. Vacation days may be taken at any time during the year with prior approval of the immediate supervisor. Vacation days are not cumulative and must be used within the year they are earned.

**G. Classification/Promotion**

If there is a change of classification during the contract year, the employee will be paid the salary corresponding to the new classification: for whatever remains of the contract year.

**H. The Board shall notify all employees in this category by May 30 concerning their re-employment.**

**Article XXVI**

**INSTRUCTIONAL AIDES**

**A. Salaries and hours of work:**

1. The salaries of all employees in this category are set forth in Schedule H.
2. As hourly employees, the schedule for instructional aides shall be assigned in accordance with the needs of the particular program. Employees working longer than four hours daily, shall be entitled to a one hour lunch period. Aides working at least five hours per day will be entitled to receive health benefits. The lunch period does not apply to computation for benefits qualification.
3. The work schedule shall be agreed upon by the Building Principal or Supervisor and the employee(s).

D. Notice of Termination of Services

Notice of termination of contract shall be given in writing by either the Board or the employee not less than thirty (30) days before said termination.

E. The in-school work year for instructional aides shall not exceed one hundred eighty (180) student contact days and three (3) non student contact days, for a total of one hundred eighty three (183) days. One (1) of the three (3) non student contact days will be a telecommuting online/webinar/video in-service day which is defined to be no more than 6 hours of state mandated video training and/or other online training/webinars as directed by the administration. One (1) of the three (3) non student contact days will be one of the opening in-service days for district staff. The remaining one (1) non student contact day will be directed by the administration for professional development or other purpose. Aides hired prior to September 1, 2019 will have the option of taking unpaid leave during the assigned September in-service day in the 2019-2020 school year only.

F. When employees in this category are scheduled to participate during working hours in conferences and/or meetings respecting this Agreement, they shall suffer no loss in pay, providing permission of Building Principal or Supervisor has been obtained for such participation.

G. Classification/Promotion

If there is a change of classification during the contract year, the employee will be paid the salary corresponding to the new classification for whatever remains of the contract year.

H. Any employee in this category required to attain a Commercial Driver's License (CDL) for continued employment, shall have all costs paid in advance by the Board of Education. The stipend for completion of duties requiring the CDL shall be per Schedule H.

I. The Board shall notify all employees in this category by May 30 concerning their re-employment.

Article XXVII

TERMS AND RATIFICATION OF AGREEMENT

This Agreement shall be effective as of July 1, 2019, and shall continue in effect through June 30, 2022, subject to the Association's right to negotiate salaries and fringe benefits annually as provided in Article II and subject to the Association's right to negotiate a Successor Agreement as provided in Article II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated unless extended by mutual agreement.

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 on this

BERNARDS TOWNSHIP

BERNARDS TOWNSHIP

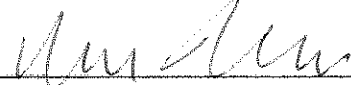
EDUCATION ASSOCIATION

BOARD OF EDUCATION

By 


By \_\_\_\_\_

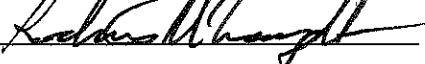
By Karen Pellicone

By 

Co-President

President

By 

By 

Secretary

Secretary

- 4. Employees required to work beyond 40 hours in one week exclusive of their lunch hours shall be paid at one and one-half (1-1/2) times the contractual rate.
- B. Sick Leave-Temporary Leaves of Absence
 

All employees covered by this Agreement shall be entitled to the same sick leave, including sick leave reimbursement and temporary leave of absence policies as apply to the professional staff. For definition of full and half day absences reference Article XIV, E.
- C. Insurance Protection
 

All employees covered by this Agreement shall be entitled to the same insurance protection policies as apply to the professional staff.
- D. Notice of Termination of Services
 

Notice of termination of contract shall be given in writing by either the Board or the employee not less than thirty (30) days before said termination.
- E. The in-school work year for instructional aides shall not exceed one hundred eighty (180) student contact days and three (3) non student contact days, for a total of one hundred eighty three (183) days. One (1) of the three (3) non student contact days will be a telecommuting online/webinar/video in-service day which is defined to be no more than 6 hours of state mandated video training and/or other online training/webinars as directed by the administration. One (1) of the three (3) non student contact days will be one of the opening in-service days for district staff. The remaining one (1) non student contact day will be directed by the administration for professional development or other purpose. Aides hired prior to September 1, 2019 will have the option of taking unpaid leave during the assigned September in-service day in the 2019-2020 school year only.
- F. When employees in this category are scheduled to participate during working hours in conferences and/or meetings respecting this Agreement, they shall suffer no loss in pay, providing permission of Building Principal or Supervisor has been obtained for such participation.
- G. Classification/Promotion
 

If there is a change of classification during the contract year, the employee will be paid the salary corresponding to the new classification for whatever remains of the contract year.
- H. Any employee in this category required to attain a Commercial Driver's License (CDL) for continued employment, shall have all costs paid in advance by the Board of Education. The stipend for completion of duties requiring the CDL shall be per Schedule H.
- I. The Board shall notify all employees in this category by May 30 concerning their re-employment.

**Article XXVII**

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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 on this

**BERNARDS TOWNSHIP**

**BERNARDS TOWNSHIP**

**EDUCATION ASSOCIATION**

**BOARD OF EDUCATION**

By \_\_\_\_\_

By \_\_\_\_\_

Article XXVII

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**BERNARDS TOWNSHIP**

**EDUCATION ASSOCIATION**

By 

By Karen Pellicone

Co-President

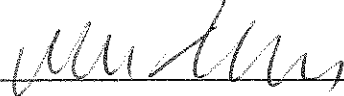
By 

Secretary


**BERNARDS TOWNSHIP**

**BOARD OF EDUCATION**

By \_\_\_\_\_

By 

President

By 

Secretary

By \_\_\_\_\_

Co-President

By \_\_\_\_\_

Secretary

By \_\_\_\_\_

President

By \_\_\_\_\_

Secretary

**BERNARDS TOWNSHIP**

**2019-2020**

**SCHEDULE A**

**Salary Guide:**

**Professional Staff and**

**Certified (Degreed) School Nurses**

<b>Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>Doc</b>
<b>1 - 3</b>	51,427	54,841	57,810	61,795	62,795
<b>4</b>	52,177	55,641	58,660	62,735	63,735
<b>5</b>	52,927	56,441	59,505	63,685	64,685
<b>6</b>	53,927	57,491	60,625	64,885	65,885
<b>7</b>	54,927	58,541	61,745	66,085	67,085
<b>8</b>	55,927	59,591	62,865	67,285	68,285
<b>9</b>	56,927	60,641	63,985	68,485	69,485
<b>10</b>	57,927	61,691	65,105	69,685	70,685
<b>11</b>	59,127	62,976	66,460	71,140	72,140
<b>12</b>	60,327	64,261	67,820	72,600	73,600
<b>13</b>	61,527	65,546	69,240	74,120	75,120
<b>14</b>	63,377	67,521	71,330	76,330	77,330
<b>15</b>	65,277	69,496	73,420	78,550	79,550
<b>16</b>	67,077	71,471	75,510	80,890	81,890
<b>17</b>	68,927	73,446	77,710	83,230	84,230
<b>18</b>	70,777	75,421	79,910	85,930	86,930
<b>19</b>	72,627	77,396	82,515	89,640	90,640
<b>20</b>	74,877	79,856	85,015	92,390	93,390
<b>21</b>	77,527	82,746	87,715	95,440	96,440
<b>22</b>	80,327	85,686	90,615	98,110	99,110
<b>23*</b>	84,132	89,846	94,615	101,060	102,060

\*Eligible (enrolled in health benefits plan at least 6 months) employees on this step of the salary guide shall receive a non-pensionable, non-reoccurring stipend of \$500 or \$1,000 prior to August 1 of the school year.

Note:

- A. Beginning July 1, 2001 all employees formerly frozen at Step 10 BA shall be placed on Step 11 for the 2001-02 school year and thereafter, progress annually on the guide.

B. Doctoral Degree stipend - \$1,000

C. Longevity provision –

Greater than 1 yr at step 23- \$500\* pensionable longevity

Greater than 2 yrs. at Step 23 - \$1,000\* pensionable longevity

Greater than 3 yrs at Step 23 - \$1,500\* pensionable longevity

\*amounts are not cumulative; longevity achieved after employee has completed one year of service at Step 23.

D. “+” means plus 30 graduate level credits.

## BERNARDS TOWNSHIP

2020-2021

### SCHEDULE A

#### Salary Guide:

#### Professional Staff and

#### Certified (Degreed) School Nurses

Step	BA	BA+30	MA	MA+30	Doc
1 - 4	52,872	56,336	59,355	63,430	64,430
5	53,622	57,136	60,200	64,380	65,380
6	54,622	58,186	61,320	65,580	66,580
7	55,622	59,236	62,440	66,780	67,780
8	56,622	60,286	63,560	67,980	68,980
9	57,622	61,336	64,680	69,180	70,180
10	58,622	62,386	65,800	70,380	71,380
11	59,822	63,671	67,155	71,835	72,835
12	61,022	64,956	68,515	73,295	74,295
13	62,222	66,241	69,935	74,815	75,815
14	64,072	68,216	72,025	77,025	78,025
15	65,922	70,191	74,115	79,245	80,245
16	67,772	72,166	76,205	81,585	82,585
17	69,622	74,141	78,405	83,925	84,925
18	71,472	76,116	80,605	86,625	87,625
19	73,322	78,091	83,210	90,335	91,335
20	75,572	80,551	85,710	93,085	94,085
21	78,222	83,441	88,410	96,135	97,135
22	81,022	86,381	91,310	98,805	99,805
23*	84,827	90,541	95,310	101,755	102,755

\*Eligible (enrolled in health benefits plan at least 6 months) employees on this step of the salary guide shall receive a non-pensionable, non-reoccurring stipend of \$500 or \$1,000 prior to August 1 of the school year.

Note:

A. Beginning July 1, 2001 all employees formerly frozen at Step 10 BA shall be placed on Step 11 for the 2001-02 school year and thereafter, progress annually on the guide.

B. Doctoral Degree stipend - \$1,000



C. Longevity provision –

Greater than 1 yr at step 23- \$500\* pensionable longevity  
 Greater than 2 yrs. at Step 23 - \$1,000\* pensionable longevity

Greater than 3 yrs at Step 23 - \$1,500\* pensionable longevity

\*amounts are not cumulative; longevity achieved after employee has completed one year of service at Step 23.

D. “+” means plus 30 graduate level credits.

**BERNARDS TOWNSHIP**

**2021-2022**

**SCHEDULE A**

**Salary Guide:**

**Professional Staff and**

**Certified (Degreed) School Nurses**

<b>Step</b>	<b>BA</b>	<b>BA+30</b>	<b>MA</b>	<b>MA+30</b>	<b>Doc</b>
<b>1 - 5</b>	54,380	57,894	60,958	65,138	66,138
<b>6</b>	55,380	58,944	62,078	66,338	67,338
<b>7</b>	56,380	59,994	63,198	67,538	68,538
<b>8</b>	57,380	61,044	64,318	68,738	69,738
<b>9</b>	58,380	62,094	65,438	69,938	70,938
<b>10</b>	59,380	63,144	66,558	71,138	72,138
<b>11</b>	60,580	64,429	67,913	72,593	73,593
<b>12</b>	61,780	65,714	69,273	74,053	75,053
<b>13</b>	62,980	66,999	70,693	75,573	76,573
<b>14</b>	64,830	68,974	72,783	77,783	78,783
<b>15</b>	66,680	70,949	74,873	80,003	81,003
<b>16</b>	68,530	72,924	76,963	82,343	83,343
<b>17</b>	70,380	74,899	79,163	84,683	85,683
<b>18</b>	72,230	76,874	81,363	87,383	88,383
<b>19</b>	74,080	78,849	83,968	91,093	92,093
<b>20</b>	76,330	81,309	86,468	93,843	94,843
<b>21</b>	78,980	84,199	89,168	96,893	97,893
<b>22</b>	81,780	87,139	92,068	99,563	100,563
<b>23*</b>	85,585	91,299	96,068	102,513	103,513

\*Eligible(enrolled in health benefits plan at least 6 months) employees on this step of the salary guide shall receive a non-pensionable, non-reoccurring stipend of \$500 or \$1,000 prior to August 1 of the school year.  
 Note:

- A. Beginning July 1, 2001 all employees formerly frozen at Step 10 BA shall be placed on Step 11 for the 2001-02 school year and thereafter progress annually on the guide.
- B. Doctoral Degree stipend - \$1000

C. Longevity provision –

- Greater than 1 yr at step 23- \$500\* pensionable longevity
- Greater than 2 yrs. at Step 23 - \$1,000\* pensionable longevity
- Greater than 3 yrs at Step 23 - \$1,500\* pensionable longevity

\*amounts are not cumulative; longevity achieved after employee has completed one year of service at Step 23.

**SCHEDULE B Team and Elementary Grade Level Leaders**

	<b>M.S. Team Level Leaders</b>	<b>Elem. Grade Level Leaders</b>
2019-20	4,712	2,655
2020-21	4,782	2,690
2021-22	4,854	2,726

**SCHEDULE C Special Services**

Members of Special Services working in summer will be paid at the per diem rate of 1/180 of the annual base salary. Employees in this category whose effective date of employment is on or after July 1, 2004 shall be paid 1/200 of the annual base salary.

**SCHEDULE D Guidance Counselors' Salaries**

Ten-Month Contract: 1.05 times the proper step on the current Teacher Salary Guide

**SCHEDULE E Extracurricular Activities**

	2019-20	2020-21	2021-22
<b>Ridge High School</b>			
<b>Athletic</b>			
Head Football-Varsity	\$13,112	\$13,308	\$13,508
Assistant Football-Varsity	\$8,653	\$8,783	\$8,914
Head Freshman Football	\$8,653	\$8,783	\$8,914
Assistant Freshman Football	\$7,787	\$7,904	\$8,022
Head Basketball	\$11,795	\$11,972	\$12,152
Assistant Basketball	\$7,787	\$7,904	\$8,022
Freshman Basketball	\$7,787	\$7,904	\$8,022
Head Wrestling	\$11,795	\$11,972	\$12,152
Assistant Wrestling	\$7,787	\$7,904	\$8,022
Freshman Wrestling	\$7,787	\$7,904	\$8,022
Head Soccer	\$9,932	\$10,081	\$10,232
Assistant Soccer	\$6,559	\$6,657	\$6,757
Freshman Soccer	\$6,559	\$6,657	\$6,757
Head Track	\$9,932	\$10,081	\$10,232

Assistant Track	\$6,559	\$6,657	\$6,757
Head Baseball	\$9,932	\$10,081	\$10,232
Assistant Baseball	\$6,559	\$6,657	\$6,757
Freshman Baseball	\$6,559	\$6,657	\$6,757
Head Softball	\$9,932	\$10,081	\$10,232
Assistant Softball	\$6,559	\$6,657	\$6,757
Freshman Softball	\$6,559	\$6,657	\$6,757
Head Field Hockey	\$9,932	\$10,081	\$10,232
Assistant Field Hockey	\$6,559	\$6,657	\$6,757
Freshman Field Hockey	\$6,559	\$6,657	\$6,757
Head Indoor Winter Track	\$8,452	\$8,579	\$8,707
Assistant Indoor Winter Track	\$5,578	\$5,662	\$5,747
Head Ice Hockey	\$9,065	\$9,201	\$9,339
Assistant Ice Hockey	\$5,982	\$6,072	\$6,163
Head Lacrosse	\$9,932	\$10,081	\$10,232
Assistant Lacrosse	\$6,559	\$6,657	\$6,757
Freshman Lacrosse	\$6,559	\$6,657	\$6,757
Head Cross Country	\$8,452	\$8,579	\$8,707
Assistant Cross Country	\$5,578	\$5,662	\$5,747
Head Swim Team	\$8,452	\$8,579	\$8,707
Assistant Swim Team	\$5,578	\$5,662	\$5,747
Head Ski Team	\$8,452	\$8,579	\$8,707
Assistant Ski Team	\$5,578	\$5,662	\$5,747
Golf	\$8,452	\$8,579	\$8,707
Assistant Golf	\$5,578	\$5,662	\$5,747
Head Tennis	\$8,452	\$8,579	\$8,707
Assistant Tennis	\$5,578	\$5,662	\$5,747
Head Fencing	\$8,452	\$8,579	\$8,707
Assistant Fencing	\$5,578	\$5,662	\$5,747
Head Volleyball	\$8,452	\$8,579	\$8,707
Assistant Volleyball	\$5,578	\$5,662	\$5,747
Freshman Volleyball	\$5,578	\$5,662	\$5,747
Gymnastics	\$8,452	\$8,579	\$8,707
Assistant Gymnastics	\$5,578	\$5,662	\$5,747
Equipment Manager	\$4,342	\$4,407	\$4,473
Intramurals season/per day	\$672	\$682	\$692
Head Cheerleader Advisor, Fall	\$8,452	\$8,579	\$8,707
Assistant Cheerleader Advisor, Fall	\$5,578	\$5,662	\$5,747
Freshman Cheerleader Advisor, Fall	\$5,578	\$5,662	\$5,747
Head Cheerleader Advisor, Winter	\$4,913	\$4,986	\$5,061
Assistant Cheerleader Advisor, Winter	\$3,330	\$3,380	\$3,431
Competitive Cheerleader, Fall	\$4,477	\$4,544	\$4,612
Competitive Cheerleader, Winter	\$3,218	\$3,266	\$3,315
Intramurals season/ per day	\$672	\$682	\$692
Fall Fitness Center	\$672	\$682	\$692
Winter Fitness Center	\$672	\$682	\$692

Spring Fitness Center	\$672	\$682	\$692
Summer Fitness Center	\$672	\$682	\$692
Fall Site Manager	\$3,033	\$3,078	\$3,124
Winter Site Manager	\$4,046	\$4,106	\$4,168
Spring Site Manager	\$3,033	\$3,078	\$3,124
Athletic Health Support limit per season	90 hrs	90 hrs	90 hrs
<b>Co-Curricular</b>			
Fall Play Director	\$4,059	\$4,120	\$4,182
Fall Play Technical Set and Props Design	\$3,247	\$3,296	\$3,345
Assistant Fall Play	\$2,679	\$2,719	\$2,760
Drama Club Fall	\$3,049	\$3,095	\$3,141
Drama Club Spring	\$3,049	\$3,095	\$3,141
Band Director	\$8,452	\$8,579	\$8,707
Assistant Marching Band	\$5,578	\$5,662	\$5,747
Color Guard	\$2,276	\$2,310	\$2,344
Jazz Band	\$2,276	\$2,310	\$2,344
Music Audition Judge/Chaperone	\$342	\$347	\$352
Musical Director	\$6,150	\$6,242	\$6,336
Assistant Muscial-Choral	\$4,059	\$4,120	\$4,182
Assistant Musical- Producer	\$4,059	\$4,120	\$4,182
Assistant Musical-Choreographer	\$4,059	\$4,120	\$4,182
Assistant Musical-Costumes, Hair & Make Up	\$4,059	\$4,120	\$4,182
Assistant Musical-Orchestra	\$4,059	\$4,120	\$4,182
Dance Team	\$3,870	\$3,928	\$3,987
Yearbook	\$9,083	\$9,219	\$9,358
Assistant Yearbook	\$5,996	\$6,086	\$6,177
Newspaper	\$3,870	\$3,928	\$3,987
Literary Magazine	\$4,132	\$4,194	\$4,257
Prom Advisor	\$1,972	\$2,002	\$2,032
Student Council	\$3,379	\$3,430	\$3,481
National Honor Society	\$4,603	\$4,672	\$4,742
Ridge Service Organization	\$1,331	\$1,351	\$1,371
Class Advisor-Senior	\$1,972	\$2,002	\$2,032
Class Advisor-Junior	\$1,972	\$2,002	\$2,032
Class Advisor-Sophomore	\$1,482	\$1,504	\$1,527
Class Advisor-Freshman	\$1,482	\$1,504	\$1,527
Detention- year/per day	\$1,517	\$1,540	\$1,563
Detention-weekend/per hour	\$67	\$68	\$69
Academic League	\$3,204	\$3,252	\$3,301
AFS	\$2,391	\$2,427	\$2,464
Science League Advisor	\$3,204	\$3,252	\$3,301
Forensic Advisor-CFL	\$3,479	\$3,531	\$3,584
Assistant Forensic Advisor-CFL	\$2,296	\$2,330	\$2,365
Assistant Forensic Debate-CFL	\$2,296	\$2,330	\$2,365
Assistant Forensic Speech-CFL	\$2,296	\$2,330	\$2,365
Assistant Forensics Financial Manager-CFL	\$2,296	\$2,330	\$2,365

Forensic Advisor-NFL	\$3,479	\$3,531	\$3,584
Assistant Forensic Advisor-NFL	\$2,296	\$2,330	\$2,365
Assistant Forensic Debate-NFL	\$2,296	\$2,330	\$2,365
Assistant Forensic Speech-NFL	\$2,296	\$2,330	\$2,365
Assistant Forensics Financial Manager-NFL	\$2,296	\$2,330	\$2,365
Forensic Advisor-National Circuit	\$3,479	\$3,531	\$3,584
Assistant Forensic Advisor-National Circuit	\$2,296	\$2,330	\$2,365
Assistant Forensic Debate-National Circuit	\$2,296	\$2,330	\$2,365
Assistant Forensic Speech-National Circuit	\$2,296	\$2,330	\$2,365
Assistant Forensics Financial Manager-National Circuit	\$2,296	\$2,330	\$2,365
Model UN/Congress	\$2,389	\$2,425	\$2,462
Art Club	\$1,291	\$1,310	\$1,330
World Language Club	\$1,291	\$1,310	\$1,330
Junior Classical League	\$1,291	\$1,310	\$1,330
Economics Club	\$1,291	\$1,310	\$1,330
Mock Trial - Prosecution Team	\$2,354	\$2,389	\$2,425
Mock Trial - Defense Team	\$2,354	\$2,389	\$2,425
Physics Club	\$1,291	\$1,310	\$1,330
Green Team Club	\$1,291	\$1,310	\$1,330
Key Club	\$1,291	\$1,310	\$1,330
Future Business Leaders of America	\$1,291	\$1,310	\$1,330
FED Challenge Club	\$1,291	\$1,310	\$1,330
REPP-Ridge Empowerment Political Party	\$1,291	\$1,310	\$1,330
Dance Collective	\$1,291	\$1,310	\$1,330
Ethics Club	\$1,677	\$1,702	\$1,727
Animation Club	\$1,291	\$1,310	\$1,330
Chess Club	\$1,291	\$1,310	\$1,330
Social Skills Club	\$1,291	\$1,310	\$1,330
TACC (Technology & Computers Club)	\$1,291	\$1,310	\$1,330
Science National Honor Society	\$1,291	\$1,310	\$1,330
Tri-M Music Honor Society	\$1,291	\$1,310	\$1,330
Art Honor Society	\$1,291	\$1,310	\$1,330
Dance Honor Society	\$1,291	\$1,310	\$1,330
Math Honor Society	\$1,291	\$1,310	\$1,330
Feminist Club	\$1,291	\$1,310	\$1,330
Computer Science Club	\$1,291	\$1,310	\$1,330
Military Liaison	\$5,698	\$5,784	\$5,870
Activities Supervisor/per hour	\$31	\$32	\$32
Project Adventures Leaders Club	\$7,977	\$8,097	\$8,218
Project Adventures Leaders Club Assistant Advisor	\$5,698	\$5,784	\$5,870
Math League	\$3,204	\$3,252	\$3,301
MSG Network Club	\$5,501	\$5,584	\$5,668
Ridge Peer Organization	\$2,581	\$2,620	\$2,659
A.M. Proctor Ridge	\$2,582	\$2,621	\$2,660
Lighting Supervisor/per hour	\$43	\$43	\$44
<b>Support</b>			

Technology Specialist	\$5,057	\$5,133	\$5,210
Right-To-Know	\$1,884	\$1,912	\$1,941
Lighting Supervisor per hour	\$43	\$43	\$44
Webmaster	\$4,480	\$4,547	\$4,616

**William Annin School**

**Co-Curricular**

Musical Director	\$4,742	\$4,813	\$4,885
Assistant Musical – Music	\$3,913	\$3,972	\$4,031
Assistant Musical - Dance	\$3,913	\$3,972	\$4,031
Assistant Musical – Construction/Effects	\$3,913	\$3,972	\$4,031
Assistant Musical – Paint/Props	\$3,913	\$3,972	\$4,031
Student Production Lighting Manager	\$1,884	\$1,912	\$1,941
Jazz Band	\$3,157	\$3,204	\$3,252
Wind Ensemble	\$2,242	\$2,276	\$2,310
Select Choir	\$2,242	\$2,276	\$2,310
Orchestra	\$2,242	\$2,276	\$2,310
Yearbook	\$4,132	\$4,194	\$4,257
Newspaper	\$2,585	\$2,624	\$2,663
Student Council	\$3,379	\$3,430	\$3,481
6th Grade Activity	\$3,379	\$3,430	\$3,481
8th Grade Excursion	\$2,582	\$2,621	\$2,660
Homework Club	\$2,582	\$2,621	\$2,660
Detention-year/per day	\$1,517	\$1,540	\$1,563
Detention-weekend/per hour	\$67	\$68	\$69
Ski Club	\$1	\$1	\$1
Peer Leadership	\$2,582	\$2,621	\$2,660
Destination Imagination	\$1,291	\$1,310	\$1,330
A.M. Proctor/per day	\$8	\$8	\$9
Explorer Club Director	\$4,712	\$4,782	\$4,854
Explorer Club Teachers	\$943	\$957	\$971
Math League	\$3,204	\$3,252	\$3,301
DC Chaperone	\$399	\$405	\$411
Site Manager	57/day	58/day	59/day
Forensics WAMS	\$3,204	\$3,252	\$3,301

**Support**

Technology Specialist	\$5,057	\$5,133	\$5,210
Lighting Supervisor per hour	\$43	\$43	\$44
Webmaster	\$4,480	\$4,547	\$4,616

**Elementary**

**Athletics**

Intramurals season/per day	\$672	\$682	\$692
Intramural Coordinator	\$2,684	\$2,724	\$2,765

**Co-Curricular**

PUSH	\$1,178	\$1,196	\$1,214
Mini Unit Directors	\$4,712	\$4,782	\$4,854
Mini Unit Teachers	\$943	\$957	\$971
Destination Imagination	\$1,291	\$1,310	\$1,330
A.M. Proctor	\$1,291	\$1,310	\$1,330
Math League	\$3,204	\$3,252	\$3,301
Drama Club Director	\$2,051	\$2,082	\$2,113
Assistant Drama Club	\$1,823	\$1,850	\$1,878
Support			
Technology Specialist	\$5,057	\$5,133	\$5,210
Webmaster	\$4,480	\$4,547	\$4,616
Elementary A.M. Proctor	\$1,291	\$1,310	\$1,330

**Longevity (Previous Years in District)**

1-4 years	0 point	
5-9 years	1 point	198
10-14 years	2 points	399
15-19 years	3 points	598
20+ years	4 points	797

Note:

- A. The Longevity Provision is applicable only to those positions funded by the Board of Education.
- B. Notice of termination of services shall be given in writing by either the Board or the employee not less than ten (10) days before said termination.

**BERNARDS TOWNSHIP - SCHEDULE F**

**Secretaries**

<b>Step</b>	<b><u>2019-20</u></b>	<b><u>2020-21</u></b>	<b><u>2021-22</u></b>
<b>1</b>	\$49,955	\$51,555	\$53,180
<b>2</b>	\$50,705	\$52,305	\$53,930
<b>3</b>	\$51,455	\$53,055	\$54,680
<b>4</b>	\$52,205	\$53,805	\$55,430
<b>5</b>	\$52,955	\$54,555	\$56,180
<b>6</b>	\$53,705	\$55,305	\$56,930
<b>7</b>	\$54,455	\$56,055	\$57,680
<b>8</b>	\$56,705	\$58,305	\$59,930
<b>9</b>	\$58,955	\$60,555	\$62,180

Note:

- A. Secretaries shall have the option of completing the following skill tests to qualify for proficiency base adjustments of \$350 for the first three tests and \$500 for the remaining ~~three~~ tests.

Excel / Word / Cognos / Power Point / Access / Publisher/Student Data Management System\*

\*If the Student Data Management System changes – secretaries will have to retest with the new system.

- B. The Superintendent has the sole discretion to place new employees any place on the guide.  
 C. Substitute Acquisition Clerk: Add to appropriate step.

2019-20 \$7,715      2020-21 \$7,831      2021-22 \$7,948

**BERNARDS TOWNSHIP - SCHEDULE G**

**School Aides**

2019-20 \$21.12    2020-21 \$21.75    2021-22 \$22.40

The Board shall notify School Aides by May 30 concerning their re-employment for the following September.

School Aides employed on or after July 1, 2016, shall be paid the following hourly rate:

2019-20 \$19.06    2020-21 \$19.63    2021-22 \$20.22

**BERNARDS TOWNSHIP - SCHEDULE H**

**Instructional Aides**

Instructional Aides employed as of June, 2016:

Step	2019-2020	2020-2021	2021-2022
1	\$26.56	\$27.36	\$28.18
2	\$27.12	\$27.93	\$28.77
3	\$27.67	\$28.50	\$29.35
4	\$28.35	\$29.20	\$30.07
5	\$29.09	\$29.96	\$30.86

Instructional Aides employed after June, 2016:

2019-2020	\$22.15
2020-2021	\$22.81
2021-2022	\$23.49

Note:

- A. Commercial Driver's License (CDL) - \$1,000  
 B.

**BERNARDS TOWNSHIP - SCHEDULE I**

**Nurse Aide**



The in-school work year for nurse aides shall not exceed one hundred eighty (180) student contact days and five (5) non student contact days, for a total of one hundred eighty five (185) days. One (1) of the five (5) non student contact days will be a telecommuting online/webinar/video in-service day which is defined to be no more than 6 hours of state mandated video training and/or other online training/webinars as directed by the administration. The remaining four (4) non student contact days will be directed by the administration for professional development or other purpose.

Nurses' Aides employed as of June, 2016:

2019-2020	\$26.56
2020-2021	\$27.36
2021-2022	\$28.18

Nurses' Aides employed after June, 2016:

2019-2020	\$22.15
2020-2021	\$22.81
2021-2022	\$23.49

### BERNARDS TOWNSHIP - SCHEDULE J

#### Bedside Instruction

2019-20	\$77.98
2020-21	\$79.15
2021-22	\$80.34

#### Supplemental Special Services

The following rates are for Home Program, Twilight Program and similar special services typically performed after the regular work day. Effective July 1, 2019 certificated staff who are employed for supplemental special services shall be paid per hour:

2019-2020	\$67.29
2020-2021	\$68.30
2021-2022	\$69.33

Non-certificated staff employed for supplemental special services shall be paid per hour:

2019-2020	\$30.45
2020-2021	\$30.91
2021-2022	\$31.37

### BERNARDS TOWNSHIP - SCHEDULE K

#### Summer Curriculum

All summer curriculum work (or similar projects) will be specifically denned (nature and duration) and posted by May 15. Payment will be at the rate of:

2019-20	\$200.00 per diem (5 hours per day)
2020-21	\$200.00 per diem (5 hours per day)
2021-22	\$200.00 per diem (5 hours per day)

## **BERNARDS TOWNSHIP - SCHEDULE L**

### **Travel/Substitute Class Coverage**

The rate of compensation for:

- 1) Travel incurred as part of instructional assignment, approved conferences, workshops, etc., shall be reimbursed at the standard State of New Jersey mileage rate.
- 2) Substitute class coverage shall be paid \$20.00 per class.
- 3) When mutually agreed upon between the teacher and Administration, any teacher who agrees to a class coverage that requires lesson preparation and/or grading the teacher shall be paid \$40 per class for a period of up to twenty (20) days.
- 4) Any teacher in grades 6-12 who, in mutual agreement with the administration, agrees to teach an additional class equivalent to an extra section of students, above the requirements set forth in Article V, Paragraph A.2.b. for full-time staff (1.0) and for more than twenty (20) consecutive days, shall be compensated at the rate of twenty percent (20%) of the B.A. step 1 salary as set forth in Schedule A.

## **BERNARDS TOWNSHIP - SCHEDULE M**

### **Sick Leave Reimbursement**

Sick Leave Reimbursement at retirement shall be at the rate of: \$25.00 per day, with a maximum of \$5,000. The terms of said reimbursement are described in Article XIII A.

## **BERNARDS TOWNSHIP - SCHEDULE N**

### **Extended School Year (ESY) Program**

#### **A. Teachers/Therapists working full days (full time) in ESY**

Certificated teachers and therapists on a 1.1 contract whose effective date of employment is on or after July 1, 2004 shall work an extended school year and shall be paid at the per diem rate of 1/200 of the annual base salary. Teachers and therapists who are required to work the extended school year will receive two additional sick days. Teachers and therapists whose effective date of employment is prior to July 1, 2004 may choose to teach the extended school year and shall be paid at the per diem rate of 1/200 of the annual base salary.

#### **B. Extended School Year staff working part days (less than a full day) in ESY**

Certificated extended school year staff who work part time will be appointed at the hourly rate for supplemental services per Schedule J. Non-certificated staff who work part time in the extended school year program will be paid at their hourly rate per schedule H.

## **BERNARDS TOWNSHIP - SCHEDULE O**

### **Honeywell Emergency Caller**

Effective July 1, 2016, the Honeywell Emergency Caller shall receive \$5,000 for 2019-20, \$5,000 for 2020-21, and \$5,000 for 2021-22.

## **BERNARDS TOWNSHIP - SCHEDULE P**

### **Staff College**

Staff College Instruction: \$75 per hour of instruction.

Staff College Course Preparation: \$100 per hour of preparation. Compensation for staff college course preparation is only provided when a new course is developed that has not been offered previously by any instructor at any time.